

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, January 13, 2016

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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

- I. Roll Call: Mason Braunschweig Sandra Spanton Nelson Jane Oberdorf
 Eric Busse Melissa Hammann HS Rep Sydney Michael
 John Rasmussen Derek Allen HS Rep Emmeline Roth
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
 - A special thanks to staff members, Rya Counes and Kelli Chepke, for their help and support of our students at the time of the bus accident on January 5.
 - Thank you Amy and Jason Zastoupil for helping with the students at the time of the bus accident.
 - Crossing Guard Week, January 11-15, 2016.
 - Wisconsin Association of School Board Convention (WASB) – January 20-22, 2016
 - Open Enrollment – February 1 - April 29, 2016
 - 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. Resolution Authorizing the Issuance and Sale of Approximately \$12,605,000 General Obligation Refunding Bonds, Series 2016.
- VI. Business (Action Item):
 - A. Approval of Resolution Authorizing the Issuance and Sale of \$ _____ General Obligation Refunding Bonds, Series 2016.
- VII. Information & Discussion:
 - A. Introduction to New Middle School Drama Program.
 - B. High School Board Representatives Report of Events.
 - C. School Board Election Update.
 - D. Wisconsin Association of School Boards Convention Resolutions.
 - E. Summer School Program.
 - F. March School Board Meeting Dates.

- G. Open Enrollment Class Limits for Special Education.
 - H. First Reading 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.
- VIII. Public Presentations.
- IX. Business (Action Items):
- A. Approval of Open Enrollment Class Limits.
 - B. Approve 2015-2016 Salary Increases for Food Service Workers and Custodians/Cleaners.
 - C. Approval of Administrators’ Rollover Contracts.
 - D. Approval of Administrative Contracts.
 - E. Approval of Staff Changes: Hiring of Support Staff and Resignation of Administrator, Director of Curriculum and Instruction.
 - F. Approval of Summer School Program.
 - G. Approval of Policies:
 - 1. #830-Use of School Facilities, Grounds, and Equipment.
 - 2. #830 Form-Facility Use Agreement.
 - 3. #830 Form 1-Key and Swipe Key Checkout Form.
 - 4. #830 Form 2-Request for Kitchen Use.
 - 5. #835-Community Supervisor & Key Holders.
- X. Consent (Action Items):
- A. Approval of Policies:
 - 1. #225-Evaluation of the District Administrator.
 - 2. #225 Form (#225.1)-Colleague Assessment Questionnaire, District Administrator’s Position.
 - 3. #225.1-Administrative Staff Evaluations (#221-Evaluation and Development of Administrators).
 - 4. #232-District Administrator Job Description.
 - 5. #345.6-Graduation Requirements.
 - 6. #428-Full-Time Public School Open Enrollment.
 - B. Approval of December 9 Regular Meeting Minutes.
 - C. Approval of November Bills and Reconciliation.
- XI. Future Agenda – January 27 Regular Meeting Agenda.
- XII. Five Minute Break.
- XIII. 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: 1/7/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs
Wednesday, January 13, 2016
6:00 p.m.
District Board and Training Center
340 Fair Street (Door 36)

Board Members – could you please arrive 10 minutes early so that a picture may be taken for the yearbook?

- 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:**

- A special thanks to staff members, Rya Counes and Kelli Chepke, for their help and support of our students at the time of the bus accident on January 5.
- Thank you Amy and Jason Zastoupil for helping with the students at the time of the bus accident.
- Crossing Guard Week, January 11-15, 2016.
- Wisconsin Association of School Board Convention (WASB) – January 20-22, 2016
- Open Enrollment – February 1 - April 29, 2016
- 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. Resolution Authorizing the Issuance and Sale of Approximately \$12,605,000 General Obligation Refunding Bonds, Series 2016 – Michele of PMA will present the details of the bond sale. *There is a possibility there will be a slight change in the final amount of the bonds.*

We are asking that you vote on this agenda item next, as Michele needs to be in another district yet tonight.

VI. Business (Action Item):

- A. Approval of Resolution Authorizing the Issuance and Sale of \$ _____ General Obligation Refunding Bonds, Series 2016 –

Suggested Motion: I move we approve the Resolution Authorizing the Issuance and Sale of \$ _____ General Obligation Refunding Bonds, Series 2016.

Roll Call Vote.

VII. Information & Discussion:

- A. Introduction to New Middle School Drama Program – *JC McKenna Middle School staff members, Principal, Mr. Knott, teachers, Ms. Fanta and Ms. Proper, will be presenting information about the new middle school drama program, including a timeline of implementation and other logistical information.*
- B. High School Board Representatives Report of Events – *Enclosed is their report.*
- C. School Board Election Update – *Enclosed is a document with information on the candidates. Drawing of names for the ballot order took place on Thursday, January 7.*
- D. Wisconsin Association of School Boards Convention Resolutions – *Enclosed are the resolutions. Please give your input to Delegate, Mr. Rasmussen, prior to the convention, as he will present at the January convention.*
- E. Summer School Program – *Enclosed is a memo from Administrators proposing to offer summer school in 2016.*
- F. March School Board Meeting Dates – *The regular March School Board meetings should be March 9 and March 30. March 30 is during Spring Break. Mr. Roth suggests: moving the March 30 date to March 23 or not have a second meeting in March.*
- G. Open Enrollment Class Limits for Special Education – *Director of Student Services, Ms. Katzenberger, has enclosed information. We will be asking for your approval later on in the meeting.*
- H. First Reading of Policies: *Enclosed are policies and the minutes of November 4, 2015.*
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.

VIII. Public Presentations.

IX. Business (Action Items):

A. Approval of Open Enrollment Class Limits – *Enclosed is the same information for regular education students that was presented in December. There are two options for your consideration.*

Option 1 – based on DPI recommended class sizes:

1. **Suggested Motion:** I move that we deny any open enrolled applications for grades KG, 1ST, 2ND, 3RD, and 5TH due to class size limits and space.
2. **Suggested Motion:** I move that in grades 4K and 4th we will not consider the availability of space (we will accept applications).
3. **Suggested Motion:** I move that in grades 6-12 we will not consider the availability of space (we will accept applications).

Option 2 – based on maximum class sizes, saving one space for each grade level for resident transfer students:

1. **Suggested Motion:** I move that we deny any open enrolled applications for grades KG, 1ST and 5TH due to class size limits and space.
2. **Suggested Motion:** I move that in grade 2, five open enrollment applications will be accepted.
3. **Suggested Motion:** I move that in grade 3, three open enrollment applications will be accepted.
4. **Suggested Motion:** I move that in grade 4, 17 open enrollment applications will be accepted.
5. **Suggested Motion:** I move that in grades 6-12 we will not consider the availability of space (we will accept applications).

Information for special education students was presented earlier in the meeting.

Suggested Motion: I move that in grades 4K-12 we deny applications of students who qualify to receive special education services due to space and caseload.

Suggested Motion: I move that in grades 4K-12 we deny applications of students who qualify to receive special education related services due to space and caseload.

B. Approve 2015-2016 Salary Increases for Food Service Workers and Custodians/Cleaners – *Mr. Roth suggests that the Board approves the 2015-2016 salary increase of 1.5% for food service workers and custodians/cleaners.*

Suggested Motion: I move to approve the 2015-2016 salary increase of 1.5% for food service workers and custodians/cleaners.

- C. Approval of Administrators' Rollover Contracts – *Mr. Roth has enclosed information that was presented at the December Board meeting. Here are three options:*

Suggested Motion: I move we approve Administrator contracts to require annual Board action for a one year extension of their contracts.

OR

Suggested Motion: I move we approve Administrator contracts to automatically extend one year, with the start of the 2016-2017 contract. A contract extensions can be denied at any time prior to January 31 if necessary.

OR

Suggested Motion: I move we approve Administrator contracts that requires the District Administrator to inform the Board each December that Administrator contracts will be extended by one year if the Board does not take action by January 31 to prevent one year extensions, with the start of the 2016-2017 contracts.

- D. Approval of Administrative Contracts – *Please approve the contracts for:*
1. Alice Murphy, Director of Curriculum and Instruction, for July 1, 2016, and ending June 30, 2017, for a salary of \$95,000.

Suggested Motion: I move we approve the one year contract, 2016-2017, for Alice Murphy, Director of Curriculum and Instruction, for \$95,000.

2. Two year contracts for: Principals, Joanie Dobbs, Barb Dorn, Jason Knott, and Scott Everson. OR Rollover contracts for these principals, plus Business Manager, Doreen Treuden, District Administrator, Jerry Roth, and Associate Principal/Athletic Director, Brian Cashore. Director of Student Services is in her first year of a two year contract and you just approved the one year 2016-2017 contract for the Director of Curriculum and Instruction.

Suggested Motion: I move we approve the two year contracts, 2016-2017 and 2017-2018, for Principals, Joanie Dobbs, Barb Dorn, Jason Knott, and Scott Everson.

OR

Suggested Motion: I move we approve the rollover contracts for Principals: Joanie Dobbs, Barb Dorn, Jason Knott, and Scott Everson; and Business Manager, Doreen Treuden; District Administrator, Jerry Roth; and Associate Principal/Athletic Director, Brian Cashore.

- E. Approval of Staff Changes: Hiring of Support Staff and Resignation of Administrator, Director of Curriculum and Instruction – *Please approve the hiring of:*
1. Barbara McCool, full-time Educational Assistant. Barb is currently working at the high school as a .50 educational assistant. She enjoys working with the special

education team at the high school and is excited to start working as a full-time employee. Barb replaces Dave Soddy, who retired.

Suggested Motion: I move we hire Barbara McCool, for an additional .50 educational assistant, making her a full-time educational assistant.

2. *Resignation of Alice Murphy, Director of Curriculum and Instruction, effective June 30, 2017.*

Suggested Motion: I move we approve the resignation of Alice Murphy, Director of Curriculum and Instruction, effective June 30, 2017, and thank her for her time here.

- F. Approval of Summer School Program – *Was presented briefly in December and earlier in the meeting.*

Suggested Motion: I move we approve the summer school program as presented.

- G. Approval of Policies:

1. #830-Use of School Facilities, Grounds, and Equipment.
2. #830 Form-Facility Use Agreement.
3. #830 Form 1-Key and Swipe Key Checkout Form.
4. #830 Form 2-Request for Kitchen Use.
5. #835-Community Supervisor & Key Holders.

Suggested Motion: I move we approve policies: #830-Use of School Facilities, Grounds, and Equipment; #830 Form-Facility Use Agreement; #830 Form 1-Key and Swipe Key Checkout Form; #830 Form 2-Request for Kitchen Use; and #835-Community Supervisor & Key Holders as presented.

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

- A. Approval of Policies:

1. #225-Evaluation of the District Administrator.
2. #225 Form (#225.1)-Colleague Assessment Questionnaire, District Administrator's Position.
3. #225.1-Administrative Staff Evaluations (#221-Evaluation and Development of Administrators).
4. #232-District Administrator Job Description.
5. #345.6-Graduation Requirements.
6. #428-Full-Time Public School Open Enrollment.

- B. Approval of December 9 Regular Meeting Minutes.

- C. Approval of November Bills and Reconciliation.

Suggested Motion: I move we approve the consent agenda items: Policies: #225-Evaluation of the District Administrator; #225 Form (#225.1)-Colleague Assessment Questionnaire, District Administrator's Position; #225.1-Administrative Staff Evaluations (#221-Evaluation and Development of Administrators); #232-District Administrator Job Description; #345.6-Graduation Requirements; #428-Full-Time Public

School Open Enrollment; the December 9 Regular Meeting Minutes and the November Bills and Reconciliation, as presented.

Roll Call Vote.

XI. Future Agenda – January 27 Regular Meeting Agenda – *Enclosed is a draft of the January 27, 2016, regular meeting agenda.*

XII. Five Minute Break.

XIII. 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.

You will adjourn from Executive Session.

For Your Information:

1. Upcoming Board Meetings:
 - January 16, 2015 – Budget Retreat
 - January 27, 2016 – Regular Meeting
 - February 10, 2016 – Regular Meeting
 - February 24, 2016 – Regular Meeting
 - March 9, 2016 – Regular Meeting

HS Board Report

Sydney Michael

Emmeline Roth

Previous

12/12/15

ACT Test

12/17

Wrestling @ Home

12/19

Girls Varsity Hockey @ Mandt Hockey Arena

12/21

Girls JV/Varsity Basketball @ Oregon

1/8

Boys JV/Varsity Basketball vs East Troy @ Home

Upcoming

1/16

Varsity Wrestling @ DeForest & JV Wrestling @ Belmont

1/22

Boys JV/Varsity Basketball @ Jefferson

1/25

RVC Honors Band Concert

1/29

Girls JV/Varsity Basketball vs Edgerton @ Home

2/5

Winter Student Production- Nothing But the Truth

3/8

Spring Musical Rehearsals start- Bye Bye Birdie

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Tuesday, April 5, 2016 ELECTION

SCHOOL BOARD MEMBER CANDIDATES

Two open seats for three year terms

One open seat for two year term

One open seat for one year term

Alphabetical Order

| |
|---|
| Eric Busse 478 Badger Drive Evansville, WI 53536 608-882-0405 eabusse@charter.net |
| Keith Hennig 14116 W. Northridge Dr. Evansville, WI 53536 608-290-6279 keithh@charter.net |
| Jane Oberdorf 13381 W. Forest Hollow Lane Evansville, WI 53536 608-882-6265 jane.oberdorfl6@gmail.com |
| |

Voters will vote for four.

Any questions, feel free to contact Kelly Mosher, 608/882-3387. Elect.doc



WISCONSIN
ASSOCIATION OF
SCHOOL BOARDS

122 W. WASHINGTON AVENUE, MADISON, WI 53703
PHONE: 608-257-2622 FAX: 608-257-8386

JOHN H. ASHLEY, EXECUTIVE DIRECTOR

TO: Delegates, Alternates and District Administrators of WASB Member Boards

FROM: Wanda Owens, President
John Ashley, Executive Director

DATE: December 11, 2015

RE: **OFFICIAL NOTICE: 2016 WASB DELEGATE ASSEMBLY**

This is your notice of the Delegate Assembly, the annual meeting of the members of the Wisconsin Association of School Boards, Inc. (WASB). The Delegate Assembly will be held beginning at 1:30 p.m. on Wednesday, Jan. 20, 2016, in Ballroom AB on the first level at the Wisconsin Center, Milwaukee, Wisconsin.

The active members of the WASB are entitled to one vote at the Delegate Assembly. Public school boards and boards of control of cooperative educational service agencies who have paid membership dues for the current fiscal year have the rights of active members, as does each member of the WASB Board of Directors. The vote of each active member public school board and CESA board of control shall be cast by a delegate or alternate who is qualified to serve under the WASB Bylaws. All delegates and alternates shall be certified in writing by the president, secretary or administrator of the active member board.

The Policy and Resolutions Committee received and discussed numerous resolution suggestions from member boards. Some of the suggestions have been recommended for Delegate Assembly consideration, while others are presently covered by WASB resolutions (see the WASB's continuing policy guide, *Resolutions Adopted by Delegate Assemblies*) or were turned down by the committee. Each active member board should determine its position on each of the recommended resolutions so as to give direction to the board's delegate or alternate. It is also suggested that delegates and alternates be given discretionary latitude by their respective boards to vote on amendments or other resolutions.

The WASB Policy and Resolutions Committee will hold a discussion session on Tuesday, Jan. 19, 2016, in the Crystal Ballroom at the Hilton Milwaukee City Center Hotel in Milwaukee beginning at 7 p.m. to afford active members an opportunity to seek any needed clarification of issues addressed in the recommended resolutions. Stu Olson, Policy and Resolutions Committee Chair, will conduct the session. *This discussion of recommended resolutions will be an **informational session only**. No action will be taken nor debate allowed at this time.*

The WASB Policy & Resolutions Committee at the Tuesday night discussion session also may receive emergency resolution suggestions from active members, including the Board of Directors. An emergency resolution is one that deals with a concern that arises between Nov. 1 and the time of the Delegate Assembly and could not have been presented earlier due to the emergency nature of the subject. The committee shall consider such resolutions for presentation and recommendation at the Delegate Assembly the next day. If reported to the Delegate Assembly by the committee, such emergency resolutions shall be considered pursuant to the procedure under the WASB bylaws which requires a two-thirds vote for consideration. If consideration is approved, adoption of an emergency resolution requires a simple majority vote.

The WASB Bylaws provide for the introduction of other resolutions at the Delegate Assembly:

- The sponsor of any resolution which had been submitted to the Policy and Resolutions Committee on or prior to Sept. 15, but which had been turned down by the committee, may bring the resolution up for action from the Delegate Assembly floor with a two-thirds favorable vote. (Copies of all resolutions submitted to the Policy and Resolutions Committee on or prior to Sept. 15 are enclosed with this notice.) If consideration is approved, adoption of a resolution brought up for action by the Delegate Assembly requires a simple majority vote.
- After Sept. 15, a member board may bring a proposed resolution up for action on the Assembly floor with a two-thirds favorable vote as long as the district board provides each member board a copy of its proposed resolution with rationale three weeks before the Delegate Assembly. Boards planning to offer such resolutions should be prepared to present evidence of the timely distribution of copies to members. If consideration is approved, adoption of a resolution brought up for action by the Delegate Assembly requires a simple majority vote.

According to the WASB Bylaws, no written or other materials are allowed to be distributed without prior approval: "No delegate or other person, should hand out or disseminate any written or other material at any Association convention or meeting of Association members or delegates without prior approval of the Board of Directors or Executive Committee, or approval by a vote of the delegates at a Delegate Assembly meeting." (WASB Bylaws, Article VIII, Section 6).

Only delegates or alternates will be allowed on the delegate floor at the Delegate Assembly. Others are invited to be seated in the observers' section. Delegates and alternates may check in from 8:30-10:00 a.m. and from Noon-1:30 p.m. on the day of the Delegate Assembly immediately outside of Ballroom AB on the first floor of the Wisconsin Center. Convention registration badges may be picked up on the third floor of the Wisconsin Center on Tuesday, Jan. 19, from 8 a.m. to 5:00 p.m. and on Wednesday, Jan. 20 beginning at 8 a.m.

A convention/delegate assembly orientation that is intended for new attendees will be held from 8:00 – 9:00 a.m. in Ballroom AB on Wednesday, Jan. 20, the morning of the Delegate Assembly. Delegates serving for the first time are invited to discuss their role as delegates and the procedures of the Delegate Assembly.

The WASB looks forward to a productive Delegate Assembly and to the active participation of our members in this important policy-making process.

WO/JA/imf

Enclosures: Agenda for Pre-Delegate Assembly Discussion Session
Agenda for Delegate Assembly
Proposed Procedure Rules
2016 Recommended Resolutions
Resolutions submitted by member school boards
WASB Bylaws
Status of 2015 Approved Resolutions
Map of Downtown City of Milwaukee

WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.
Madison, Wisconsin
November 24, 2015

UPDATE ON 2015 RESOLUTIONS

Resolution 15-01: Creation of School Districts

Amend existing resolution 1.31 to add the underlined language as follows:

The WASB supports a process for the creation of school districts only if the action to create a new district is:

- (a) approved by the school board(s) in the affected school district(s), and*
- (b) approved by a majority of the voters at a referendum in each of the affected school districts.*

When this resolution was brought forward, it was anticipated that a bill might be proposed to make it easier for a new district to form by detaching from an existing district. To date, not such proposal has been introduced.

Resolution 15-02: School Start Date & Pupil Transportation—AP & IB Programming

Create resolution 1.22 (b) as follows:

Barring a repeal of the existing September 1 school start mandate, the WASB encourages the DPI to amend its administrative rules to allow waivers from the September 1 start date to school boards that enroll significant percentages of 11th and 12th grade students in Advanced Placement (AP) programming as it does with respect to International Baccalaureate (IB) programming. The WASB further encourages the DPI to allow all schools within such a district a start date waiver if the school district operates one schedule of busses for transporting all K-12 students.

Assembly Bill 144 has been introduced by Rep. Jim Ott (R-Mequon) and Senator Alberta Darling (R-River Hills) to create an exception to the general prohibition against a public school beginning the school term before September 1. The exception is for a school board of a school district in which more than 20 percent of the high school students took at least one advanced placement exam. The bill received a public hearing in the Assembly Education Committee on November 5, 2015. Based on this resolution, the WASB testified in favor of the bill.

Resolution 15-03: School Start Date Waivers & Pupil Transportation—Alignment of Public & Private School Calendars

Create: The WASB encourages the DPI to grant a start date waiver to every school district that has been unable to reach agreements to align the school year start date with private and parochial schools for which the district provides pupil transportation.

To date, the WASB is unaware of any school district that has sought a waiver on the basis set forth in the resolution since this resolution was adopted.

Resolution 15-04: Technical Education Teacher Shortage

Create: The WASB supports reasonable efforts to address the shortage of licensed technical education teachers, including efforts to increase the number of licensed teachers qualified to be in a classroom in technical education content areas where shortages are most acute.

Provisions included in the 2015-17 state budget act (2015 Wisconsin Act 55) create a new pathway for obtaining a 3-year initial teaching license to teach a technical education subject based on the individual's prior experience in a technical field and his/her prior pedagogical experience. The individual must also agree to complete during the term of the initial license a curriculum determined by the school board of the school district in which the individual will teach. If the individual successfully completes the agreed-upon curriculum, then, upon expiration of the initial teaching license, DPI shall issue a professional teaching license to the individual to teach the technical education subject. For purposes of such licenses, "technical education subject" includes technology education and any technology-related occupation. An individual granted a teaching license under this provision would not be required to possess a bachelor's degree. The WASB monitored the development of this proposal.

In addition, under the state budget act, the state superintendent may issue a permit to an individual to teach industrial arts subjects if the applicant is certified by the technical college system board to teach an industrial arts or similar subject.

Resolution 15-05: State Funding and Flexibility for Course Options Program

Create: The WASB supports additional, adequate state funding to reimburse the cost to school districts of students taking courses through the Course Options Program. The WASB further supports legislation to amend the Course Options Program to provide school districts with an adequate amount of time to make appropriate adjustments to course offerings, class schedules, and staffing assignments and to allow districts to give due consideration to their resident students in allocating spaces in Course Options Program classes conducted as concurrent enrollment classes in the district's own facilities and taught by a district teacher.

Provisions in the 2015-17 state budget act (2015 Wisconsin Act 55) allow an institution of higher education to charge a pupil, or the parent or guardian of a minor pupil, additional tuition and fees for attending a course under the course options program at the institution of higher education, but only if the pupil will receive post-secondary credit for the successful completion of the course. If the pupil receives postsecondary credit, the tuition and fees would be negotiated between the institution of higher education and the school district and can only be charged if the pupil receives postsecondary credit. Otherwise, tuition would be set in a manner determined by the State Superintendent. (There have been no changes, however, to the course options statute that affect courses taken through the program in another public school district, at a charter school, or at a DPI approved nonprofit organization. For concurrent enrollment courses in which the district is responsible for delivery of the course (instruction, facilities, materials, etc.), the amount to be paid by the resident school district to the institution of higher education must still be negotiated between the district and the institution of higher education, with the expectation that the agreement will be cost neutral for both parties. (Examples of these courses are College Credit in High School, CAPP, PIE and Transcribed Credit.)

Resolution 15-06: Increase Coordination between Youth Options and Course Options Programs
Create: The WASB supports statutory changes to improve coordination between the Youth Options and Course Options programs that provide opportunities for students to complete coursework at educational institutions other than the student's resident district. The WASB further supports reasonable limitations on opportunities for students to initiate postsecondary coursework at other educational institutions at the expense of the student's resident school district.

Following the adoption of this resolution the WASB engaged in a number of discussions with representatives of the DPI, school administrators (SAA) and the UW System and came up with a set of agreed-upon language changes to Course Options that we forwarded to key lawmakers and the governor's office. Among other things, these agreed-upon changes called for:

- Bringing statutes relating to youth options and course options into closer harmony
- Creating a definition of "third-party" classes to cover classes offered for postsecondary credit by an institution of higher education which takes place at the campus of the institution of higher education or at a public high school in a nonresident school district.
- Establishing a much more reasonable timeline for students to register for "third-party classes" offered in another school district (i.e., for students registering in a district that is not their resident school district)
- Allowing the student's resident district to reject an application if the school board determines that the third-party course is comparable to a course offered in the school district;
- Limiting participation in Course Options to classes offered during the regular school term (i.e., excludes summer school); and
- Placing limits on how many total credits can be earned through a combination of Course Options and Youth Options classes.

Regrettably, lawmakers and the governor chose not to implement these changes.

Resolution 15-07: Open Enrollment–Revise Open Enrollment Application Window Period
Amend existing resolution 3.77 (j) to add the following underlined language:

The WASB supports requiring that all open enrollment applications be submitted within the statutory window period. Further, the WASB supports legislation shortening the statutory open enrollment window period so it begins on the first Monday in February and ends on the second Friday in March.

To date, no legislative proposals to shorten statutory open enrollment window period have been introduced in the 2015-16 legislative session.

Resolution 15-08: Open Enrollment –Decision-Making under the Alternative Application Process
Repeal and recreate existing resolution 3.77 (k) so it reads as follows:

The WASB supports requiring open enrollment applications submitted outside the statutory window period be subject to the sole approval by the school board of the resident district.

To date, no legislative proposals to accomplish the intent of this resolution have been introduced in the 2015-16 legislative session.

Resolution 15-09: Modify Out-of-State Tuition Payment Statute

Create: The WASB supports modifications to the tuition payment statute that currently allows some Wisconsin pupils to attend an out-of-state public school with the pupil's resident district making tuition payments to the out-of-state school district.

Prior to and following the adoption of this resolution, the WASB worked with the Florence County School District to develop proposed statutory language to modify the tuition payment statute. These changes were included in the 2015-17 state budget act (2015 Wisconsin Act 55) and took effect beginning in the 2015-16 school year. These changes:

- Require that a written agreement between a school board of a pupil's district of residence and that of a pupil's district of attendance to permit a pupil to attend a public school outside the school district of residence (including an out-of-state school) must specify the amount of tuition that the school district of residence would pay to the school district of attendance.
- Provide that the school district of residence would be paid state aid for the pupil, in an amount up to the amount specified in the written agreement, as though the pupil were enrolled in the district of residence.
- Delete current law requiring that if a school board provides for the enrollment of a pupil in a public school located outside of this state, the school must be at least 1.5 miles nearer to the pupil's home than any public school in Wisconsin.
- Delete current law requiring that the school board pay for the transportation of a pupil who resides two or more miles from an out-of-state school, and specifying that the school district is eligible for state aid for the transportation of the pupil as if the pupil were transported to a school in the district of residence.

Resolution 15-10: Boundary Appeal Board Decisions

Create resolution 5.24 (c) as follows:

c) Considering appeals arising from the tuition payment statute.

To date, no legislative proposals to accomplish the intent of this resolution have been introduced in the 2015-16 legislative session; however, due the legislative changes described under Resolution 15-09 (above), this may no longer be necessary.

Resolution 15-11: Rehiring Wisconsin Retirement System (WRS) Retirees
Repeal and recreate existing resolution 4.37 to read as follows:

The WASB supports legislation that would: a) allow a person who is receiving a Wisconsin Retirement System (WRS) retirement annuity to be rehired in WRS participating employment after at least a 30-day break period between terminating WRS participating employment and returning to WRS participating employment; and b) restore to such rehired employees the option to continue to receive their WRS annuity (but not accrue any additional WRS contributions or service credit), regardless of the number of hours worked.

To date, no legislative proposals to accomplish the intent of this resolution have been introduced in the 2015-16 legislative session

Resolution 15-12: Repeal of “Populous Counties Teacher Tenure” Statute
Create: The WASB supports the repeal of the “teacher tenure” statute.

To date, no legislative proposals to accomplish the intent of this resolution have been introduced in the 2015-16 legislative session. The WASB has had discussions with the offices of Milwaukee County legislators who may be interested in introducing legislation to repeal this statute.

Resolution 15-13: Rural School Staff Recruitment and Retention

Create: The WASB supports state and federal initiatives to assist rural school districts in their efforts to attract and retain high quality staff, including student loan forgiveness programs and grants for teachers who commit to work in rural school districts for at least a minimum number of years as determined by the legislature.

Following the adoption of this resolution, the WASB staff has met with a number of legislators interested in helping rural schools address teacher shortages, including Rep. Mary Czaja (R-Irma) and Rep. Romaine Quinn (R-Rice Lake). We have offered a number of suggestions, including student loan forgiveness programs and grants for teachers who commit to work in rural school districts for at least a minimum number of years. We continue to work with state legislators on this issue.

The WASB has also communicated its support for federal legislation (S. 2190, the Rural Educator Support & Training (REST) Act). This legislation would: 1) authorize a federal scholarship program for tuition, books, fees and a monthly stipend for students that contractually commit to servicing in rural schools for up to three years after graduation; 2) establish a loan forgiveness program for rural educators who have worked full time for 5 years in a rural district; and 3) create a grant program to reimburse teachers in rural schools for National Board Certification and to cover salary increases for teachers who obtain the certification.

Resolution 15-14: Rehiring Retired Teachers - Affordable Care Act Issues

Create: The WASB supports legislation to clarify that under the federal Affordable Care Act a retiree who participates in a school district's retiree-only Health Reimbursement Arrangement (HRA) may return to employment in that school district for less than 30 hours per week without jeopardizing his or her eligibility to continue to receive retiree health benefits through an HRA and without jeopardizing the school district's compliance with the Affordable Care Act.

The WASB has communicated our support for changes in the federal Affordable Care Act to accomplish the intent of this resolution to our state's congressional offices. In addition, the WASB Board of Directors submitted a proposed resolution on this very subject to the National School Boards Association (NSBA) for consideration at the NSBA's Delegate Assembly.

Resolution 15-15: Student Achievement Guarantee in Education Program (SAGE)

Create: The WASB supports legislation to shift the emphasis of the Student Achievement Guarantee in Education (SAGE) Program from class-size reduction to achievement-gap reduction.

2015 Wisconsin Act 53 creates a program entitled Achievement Gap Reduction (AGR) that will eventually replace the SAGE program in its entirety. After July 3, 2015, the effective date of this law, the DPI may no longer enter into any new SAGE contracts or renew any existing SAGE contracts. However, a school that is subject to a SAGE contract on July 3, 2015 may transition to the AGR program, and there is also a special one-year extension allowance for SAGE contracts that were entered into or renewed in the 2010-11 school year. Schools not participating in the SAGE program as of July 3, 2015 are not authorized to join the AGR program.

While the new AGR program incorporates several aspects of the existing SAGE program, including the use of renewable 5-year contracts for participating schools, the AGR program differs from the SAGE program in several aspects, most notably that the AGR program allows a school to meet its obligations under the contract by using one of three strategies, or a combination of these strategies: (1) having a licensed teacher provide data-informed, one-to-one tutoring to pupils who are struggling in mathematics, reading, or both; (2) having a licensed teacher provide data-driven instructional coaching for teachers in one or more participating grades; or (3) maintaining classroom ratios of 18:1 or 30:2 and providing professional development on small group instruction. Unlike SAGE, the AGR program does not require a school that implements the third strategy to meet the 18:1 or 30:2 classroom ratios in all participating grades.

Based on the adoption of this resolution, the WASB supported the legislation (2015 Senate Bill 32) to transition from the former SAGE program to the new AGR program.

Resolution 15-16: Allow School Board Members to Serve as Volunteer Coaches or Student Advisors
Create: The WASB supports legislation to allow a school board member to serve as a volunteer coach or advisor of student extracurricular activities provided all of the following conditions are met:

(a) The school board member receives no compensation for service as a volunteer coach or advisor.

(b) During the period he or she serves as a volunteer in a particular program, the school board member abstains from voting on issues before the school board concerning that program.

(c) The appointing authority has received the results of a criminal history background check from the Wisconsin Department of Justice or the Federal Bureau of Investigation for the school board member.

On November 11, 2015, Governor Scott Walker signed Senate Bill 217, which allows school board members to be volunteer coaches and extracurricular activity supervisors under the above conditions, into law as 2015 Wisconsin Act 92.

The WASB supported and helped draft this new law after delegates to the 2015 WASB Delegate Assembly approved this resolution (that is now WASB Resolution 6.22).

The WASB thanks state Sen. Julie Lassa (D-Stevens Point) and state Rep. Nancy VanderMeer (R-Tomah) for authoring this legislation, and School District of Tomah Board of Education member Nancy McCoy for being a driving force behind this legislation.

Resolution 15-17: Teacher Shortages & Alternative Licensure Pathways

Create: The WASB supports reasonable efforts to provide pathways to licensure for teaching candidates in subject or content areas where there is a shortage of licensed teachers, provided that candidates have bachelor's degrees and are qualified to be in a classroom as demonstrated by appropriate experience, knowledge and skills in the subject or content area, and rigorous training in pedagogy, assessment, and classroom management.

During debate over the 2015-17 state budget, the Legislature's Joint Finance Committee (JFC) adopted a package of teacher licensure changes that would have abandoned any requirements for applicants to have completed teacher training programs and, in many cases, would have abandoned the concept that a bachelor's degree is required to hold a teaching permit. Based on this resolution, the WASB opposed these changes and lobbied for them to be removed. In the end, however, the JFC reversed itself and removed these provisions.

Instead, the JFC opted to insert new provisions that require DPI to grant a license based on the individual's licensure and experience in another state that. Under these provisions, which were signed into law as part of the state budget act (Act 55), an individual may qualify for an initial teaching or administrator's license if he or she holds an equivalent license granted by another state, is in good standing, and has at least one year of teaching or administrator experience in that state. The applicant must have received an offer of employment from a school or district in Wisconsin prior to applying for such a license, and the application must be completed by both the individual and the employing school or district.

1 **WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.**
2 Madison, Wisconsin
3 November 23, 2015

4
5 **REPORT TO THE MEMBERSHIP ON 2016 RESOLUTIONS**
6 WASB Policy & Resolutions Committee
7 Stu Olson, Shell Lake School Board, Chair
8

9
10
11 ***Resolution 16-01: Revenue Limit Flexibility and Time to Adjust to State Law Changes***

12 Create: When changes are made in state law that significantly modify school operations or
13 require changes in board policies, the WASB supports allowing school districts to increase their
14 revenue limit by an amount needed to implement such law changes. The WASB also urges state
15 lawmakers to provide for delayed effective dates or delayed implementation dates for those
16 statutory changes.

17
18 Rationale: The Policy & Resolutions Committee advanced this resolution to let WASB members
19 decide whether to support allowing school districts to increase their revenue limit by an amount
20 necessary to make changes directed by new provisions in state law and to support urging state
21 lawmakers to provide for delayed effective/implementation dates to give school districts
22 additional time to adjust to and implement changes directed by such new provisions.
23

24
25 ***Resolution 16-02: Referendum Approval to Transfer Public Schools to Private School***
26 ***Operators***

27 Create: The WASB supports legislation to require that a school district's voters must give their
28 approval at a referendum vote before the operation, management and/or control of any district
29 school may be transferred to any entity other than by the locally elected school board of the
30 district.
31

32 Rationale: The Policy & Resolutions Committee advanced this resolution, in response to
33 provisions in the 2015-17 state budget act (2015 Wisconsin Act 55) that created an Opportunity
34 School Partnership Program in the Milwaukee Public Schools, in order to provide WASB
35 members a chance to express their position on support for legislation to require voter approval at
36 a referendum before any district public school may be transferred to a private school operator or
37 entity other than by the locally elected school board.
38

39
40 ***Resolution 16-03: Private Schools' Eligibility to Participate in the Statewide Voucher Program***

41 Create **2.70 (j)**: Private schools may only be eligible to participate in the statewide voucher
42 program if they have been in existence for five years.
43

44 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
45 members to decide whether to support legislation to require that private schools are only eligible
46 to participate in the statewide voucher program if they have been in existence for five years and
47 have established a track record.
48

1 When the statewide voucher program was created the only private schools that were eligible to
2 participate in that program were those that had been in existence prior to May 2013. That legal
3 requirement for eligibility to participate in the statewide voucher program applied for the 2014-
4 15, 2015-16 and 2016-17 school years, but no longer applies under current law.

5
6
7 ***Resolution 16-04: Maintenance of Effort***

8 Create: The WASB supports a change in the Individuals with Disabilities Education Act (IDEA)
9 to allow a local school district to reduce spending attributable to maintenance of effort (MOE)
10 without penalty when it reduces its spending on employment-related benefits provided to school
11 personnel, including but not limited to pay, retirement contributions, annual and sick leave, and
12 health and life insurance, so long as the district maintains the same level of services to students
13 with disabilities.

14
15 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
16 members to vote on whether to support a change in federal law to allow a local school district to
17 reduce spending attributable to maintenance of effort (MOE) without penalty when it reduces its
18 spending on employment-related benefits provided to school personnel, so long as the district
19 maintains the same level of services to students with disabilities.

20
21
22 ***Resolution 16-05: Creation of a Statutory Mechanism to Allow Districts to Set Aside Funds in***
23 ***Trust for the Purchase of Long-Term Fixed Assets***

24 Create: The WASB supports creating a statutory mechanism to allow school districts to place
25 into a trust for future use a portion of their general funds that would be counted as shared costs
26 for state aid purposes in the year the funds are placed in trust. Such a trust would be used for the
27 purchase of long-term fixed assets, including but not limited to, school busses, vans, snowplows,
28 phone systems, or other technology items with a useful life of more than one year when
29 purchased in bulk, and such trust funds must be spent pursuant to a long-range plan adopted by
30 the school board of the district.

31
32 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
33 members to decide whether to support legislation to allow school districts to place into a trust for
34 future use a portion of their general funds. The funds placed into such a trust would be
35 considered shared costs for state aid purposes in the year they are placed in trust and would be
36 used for the future purchase of long-term fixed assets as described in the resolution. It is
37 understood that such a trust would be set up pursuant to a board resolution and purchases made
38 with funds from such a trust would be made according to a long-range plan adopted by the
39 school board.

40
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42

1 ***Resolution 16-06: Increase Special Education Categorical Aid Reimbursement to 33 Percent***
2 **Amend** existing **Resolution 2.31** as follows:

3
4 The WASB supports increasing the special education categorical aid reimbursement level
5 to not less than 33 percent of prior year eligible costs and maintaining funding at not less
6 than this percentage each year thereafter. The WASB further supports the following
7 provisions related to funding for children with disabilities:

8
9 Rationale: The Policy & Resolutions Committee advanced this resolution to let WASB members
10 decide whether they support increasing the level of prior year eligible costs reimbursed by
11 special education categorical aid to 33 percent and maintaining the reimbursement level at not
12 less than 33 percent each year thereafter.

13
14 Currently, special education categorical aid reimburses between 26 and 27 percent of prior year
15 eligible costs.

16
17
18 ***Resolution 16-07: Restore Two-Thirds State Funding and Increase Primary Guarantee Value***
19 ***per Member***

20 Create: The WASB supports increasing the primary guaranteed value per member in the general
21 aid funding formula to \$3 million each year and restoring a statutory commitment to fund two
22 thirds of school costs each year.

23
24 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
25 membership an opportunity to vote on whether to support restoring a state commitment to
26 provide two-thirds state funding of statewide school costs each year as well as changes to the
27 general equalization aid formula that would restore state aid to a number of school districts that
28 have fallen out of the general equalization aid formula because their property value per student is
29 too high and thus no longer receive such aid.

30
31 From 1996-97 until 2002-03, a statutory commitment was in place to fund two thirds of “partial
32 school revenues” (as defined by law) each year.

33
34
35 ***Resolution 16-08: Sparsity Aid***

36 Create: The WASB supports legislation creating a separate allotment, regardless of membership,
37 within the sparsity aid program for districts with fewer than five members per square mile with
38 per pupil aid amounts to be paid on a sliding scale such that lower enrollment districts would
39 receive greater amounts per pupil than higher enrollment districts.

40
41 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
42 membership to decide whether to support making changes to the sparsity aid program to allow
43 all districts with fewer than five students per square mile to receive per pupil sparsity aid
44 payments in such a manner that lower enrollment districts would receive greater amounts per
45 pupil than higher enrollment districts.

46
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48

1 ***Resolution 16-09: Sliding Scale Funding Formula Adjustment***

2 Create: The WASB supports legislation to implement a sliding scale formula factor multiplier to
3 increase the membership of districts for revenue limit purposes.

4
5 Rationale: The Policy & Resolutions Committee advanced this resolution to let WASB members
6 decide whether to support legislation to implement a sliding scale formula factor multiplier in
7 revenue limit calculations in order to increase the applicable revenue limit authority of districts.
8 A sliding scale formula factor multiplier would give greater weight to students beneath certain
9 enrollment (membership) numbers/levels than it would students above those levels.

10
11
12 ***Resolution 16-10: Student Assessments***

13 Create: The WASB supports statewide implementation of a uniform, reliable statewide
14 assessment that would not be modified for a period of years sufficient to effectively evaluate the
15 performance of all publicly-funded students in the state, regardless of whether those students
16 attend a public school, charter school or private voucher school.

17
18 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
19 members to decide whether to support statewide implementation of a uniform (i.e., single,
20 common) statewide assessment for all publicly funded students that would be in place without
21 modification for a period of years sufficient to effectively evaluate student achievement. All
22 students in the state who receive public funding would take this assessment, whether they attend
23 a public school, charter school or private voucher school.

24
25
26 ***Resolution 16-11: State-Mandated Graduation Requirements***

27 Create: The WASB supports local school board control for determining high school graduation
28 standards and the assessments that will be used to issue a high school diploma. If the state
29 requires assessments for graduation, those assessments should be fully funded by the state.

30
31 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
32 members to decide whether to support: a) local school board control for determining high school
33 graduation standards and the assessments that will be used to issue a high school diploma; and b)
34 the position that if the state requires assessments for graduation, those state-required assessments
35 should be fully funded by the state.

36
37
38 ***Resolution 16-12: Use of Electronic Communication to Notify Parent of Child's Truancy***

39 Create: The WASB supports legislation to allow school attendance officials to notify a parent or
40 guardian of their child's truancy that does not qualify as habitual truancy using modern
41 electronic communication mediums, including but not limited to email or text messages in lieu of
42 existing notification requirements.

43
44 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
45 members to decide whether to support legislation to allow schools to notify a parent or guardian
46 of their child's truancy that does not qualify as habitual truancy using electronic communication
47 mediums, instead of current notification requirements.

1 ***Resolution 16-13: Elimination/Reduction of Newspaper Notice/Publishing Requirements***

2 Create: The WASB supports legislation allowing school districts to publish statutorily-required
3 notices electronically on the school district website and other social media maintained by the
4 school district in lieu of publishing these notices in newspapers.
5

6 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
7 members to decide whether to support allowing school districts to publish statutorily-required
8 notices electronically on the school's website and its other social media instead of in newspapers.
9

10
11 ***Resolution 16-14: Mental Health Supports***

12 Create: The WASB supports the provision of state funding adequate to: address the shortage of
13 mental health professionals in our state qualified to address the needs of school age children and
14 young adults; provide adequate professional mental health supports in our schools and our
15 communities; and permit schools to enter into effective partnerships with agencies that are
16 involved with mental health to provide for school-based mental health programs, that could
17 provide services, including but not limited to, the following:
18

- 19 • Comprehensive student screening in every school;
- 20 • Professional development for classroom teachers on recognition and appropriate
21 classroom response to support affected students;
- 22 • Professional mental health counselors and or services;
- 23 • Professional education and training to expand availability of mental health professionals;
24 and
- 25 • Public information programs related to mental health.
26

27 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
28 membership to decide whether to support the provision of state funding adequate to address the
29 shortage of mental health professionals in our state qualified to address the needs of school age
30 children and young adults as well as provide adequate professional mental health supports in our
31 schools and our communities. This would include permitting schools to enter into partnerships
32 with county and community agencies that are involved with mental health to provide for school-
33 based mental health programs, to provide the services, as outlined in the resolution.
34
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37

1 ***Resolution 16-15: Transfer of Territory from One District to Another***

2 Create: The WASB supports the following changes to statutes relating to and governing
3 transfers of territory from one school district to another:

- 4
- 5 • Reduce the current threshold for a transfer of parcels to be considered a transfer of a large
6 territory from seven percent to one percent so that any petitions that exceed a property
7 value or student count of one percent of the donor district would require approval by
8 public binding referendum held in both affected districts, assuming that one or both of the
9 affected school boards deny the petition;
 - 10
 - 11 • Require that all the property values and student counts presented via petition(s) to
12 transfer a small territory in a given annual petition period be aggregated, and that if the
13 aggregated property values or student counts in those petitions exceed the threshold for a
14 transfer of parcels to be considered a transfer of a large territory, treat them as a transfer
15 of a large territory;
 - 16
 - 17 • Clarify the standards to be used to determine the asset transfer calculation in both the
18 large and small parcel detachment-reattachment process.
 - 19

20 Rationale: The Policy & Resolutions Committee advanced this resolution to allow WASB
21 members decide whether to support various changes to the statutes governing transfers of
22 territory from one school district to another to broaden the ability of voters in the affected
23 districts to approve or disapprove of such transfer(s) via referendum and to clarify the standards
24 to be used to determine the asset transfer calculation when territory is transferred. These changes
25 are intended to deter owners from presenting multiple small parcel detachments in an attempt to
26 circumvent a public referendum vote on the transfers.

27

28

29 ***Resolution 16-16: Prevailing Wage***

30 Create: The WASB supports legislation to allow a school board to reinstate the state prevailing
31 wage law through local board policy.

32

33 Rationale: The Policy & Resolutions Committee advanced this resolution to give the WASB
34 membership an opportunity to vote on whether to support allowing a local school board the
35 option to reinstate, through the adoption of a local board policy, the prevailing wage law
36 applicable to local school district public works projects.

37

38 The 2015-17 State Budget Act (2015 Wisconsin Act 55) repealed the state prevailing wage law
39 that applies to local projects of public works, effective for any contracts entered into on or after
40 January 1, 2017. Local governmental units affected by this repeal include counties, villages,
41 towns, cities, school districts, municipal utilities and technical colleges.

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MEMORANDUM

TO: Evansville Community School District School Board
FROM: Alice A. Murphy, Director of Instruction
Scott Everson, Principal, Evansville High School
Jason Knott, Principal, J.C. McKenna Middle School
Barb Dorn, Principal, Theodore Robinson Intermediate School
Joanie Dobbs, Principal, Levi Leonard Elementary School
RE: **Proposal for Summer School 2016**
DATE: January 13, 2016

Summer School is a valuable opportunity for students to be engaged in programs and activities that extend and enrich the existing learning experiences. It is a continuation of the strong educational programming offered by the School District during the regular school year. Students relax and enjoy learning in a unique atmosphere that allows for flexibility while at the same time increasing knowledge and skill development.

During the summer of 2016, the District seeks to provide enrichment courses for the interested students at each school. The District administration proposes the following summer school programming:

- Calendar:**
- July 11 through July 29, 2016
 - Three weeks, Monday-Friday
 - Additional sessions may be offered on August 22, 23 and 24 for the purpose of providing the academic “jump start” to the new school year.
- Schedule:**
- K – 2: 8:00 – 9:15, 9:20 – 10:35, 10:40 – 11:55
3 – 5: 8:00 – 9:15, 9:20 – 10:35, 10:40 – 11:55
6 – 8: 8:00 – 10:00, 10:00 – 12:00
9 – 12: 8:00 – 10:00, 10:00 – 12:00
- Courses:** Preliminary survey data as submitted by the teaching faculty, indicates 8 – 10 courses per school. Possible course offerings could include:
- Spanish for elementary students
 - Future Problem Solving
 - Environmental Science
 - Computer Based Coding
 - Digital Photography
 - Creative Writing
 - Wild West
 - Reading Rocks!
 - Blue Notes Camp
 - Beginning German
 - Quilting
 - Farm to Table

Revenue: Student membership in Summer School will increase the District revenue limit. The formula for calculating the revenue limit allows for the District to determine the number of students to be enrolled in each course in order to render the expense to be cost neutral by the third year. However, for the first year of the program at 1/3 funding, the cost is estimated to be \$29,000. The second year is estimated to be \$10,000, while the third year of programming should be fully funded.

Expenses: Teachers

- Summer School instructors will generally be ECSD teachers.
- These educators will be compensated at the rate of \$20/hour.
- Daily: 4 hours of instruction and 0.5 hours of planning time.
- Schedule: July 11 – July 29, 15 days. This will total 67.5 hours in July.
- Additional courses may take place in August.

Clerical Assistance

- Up to twenty hours of clerical assistance will be required at the District level to ensure that the proper detail is provided to DPI in the form of the Summer School Report: SS1804-W1.
- Schools will require clerical assistance in the office during the hours of summer school instruction in order to ensure communication with families. This may require an increase in support staff FTE to be determined at a later date.

Timeline for Planning:

| | |
|------------------|---|
| January 13 | Seek School Board approval |
| January 29 | Finalize course proposals with teachers |
| February 19 - 25 | Publish course proposals to students and families |
| March 1 - 18 | Students return course registration to schools |
| March 24 | Confirm enrollment with teachers |
| April 8 | Determine classroom locations for all courses |
| April 29 | Confirm registration with students and families |

For special education spaces:

We set the limits by building based on caseloads which allow for resident students to move into the District:

| Building | Caseload | X Teachers (special ed) | = Capacity | ECSD Projected | Spaces Available |
|-------------|----------|-------------------------|------------|----------------|------------------|
| Levi | 7.5 | 3 | 23 | 20 | No space |
| TRIS | 11 | 3 | 33 | 30 | No space |
| JC McKenna | 13 | 4 | 52 | 51 | No space |
| High School | 15 | 5 | 75 | 73 | No space |

The caseloads are based on the *services* and *supports* a student with a disability requires to appropriately implement his/her IEP (Individualized Education Plan). Our current staffing patterns are based on the projected enrollment of the total specialized services and supports needed to appropriately implement the IEPs of special education students. These patterns do take into account the chances of students being newly identified as needing special education services along with student with special education needs moving into our School District.

| Related Services | Caseload | X staff | = Capacity | ECSD Projected | Spaces Available |
|---------------------------|----------|-------------|------------|----------------|------------------|
| Speech/ Language | 35 | 3 | 105 | 100 | No space |
| Occupational Therapist | 30.5 | 2 | 61 | 59 | No space |
| Physical Therapist | 32 | 1PT 1PTA | 32 | 29 | No space |

Making this motion means we will not accept open enrollment students who qualify to receive special education services in grades 4K-12. Additionally, we will not accept students who qualify to receive special education related services in grades 4K-12. This motion gives the Board the ability to deny an application due to space and caseload that cannot be won on an appeal. If we don't have this criteria and motions on record, and we deny an application because of space and/or caseloads, we would lose the appeal.

Suggested Motion: I move that in grades 4K-12 we deny applications of students who qualify to receive special education services due to space and caseload.

Suggested Motion: I move that in grades 4K-12 we deny applications of students who qualify to receive special education related services due to space and caseload.

Approved: January 11, 1988
Revised: December 8, 2003
Revised:
1st Reading: 1/13/15

412

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

Approved: ~~January 11, 1988~~

Revised: ~~April 13, 1998~~

Revised: April 9, 2001

Revised: March 8, 2004

1st Reading: 1/13/16

412.1

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

TO BE REPLACED WITH LANGUAGE ABOVE

~~FULL-TIME AND PART-TIME STUDENT STATUS~~

Full-Time Students

~~All resident and full-time nonresident open enrollment students between the ages of 6 and 18 years who are enrolled in the Evansville schools must be scheduled and attend as full-time students. Full-time attendance means that a student is actively involved in a classroom or other school sponsored program during each full period and hour that the school is in session, in accordance with state statutes.~~

~~With the provision that successful progress toward graduation is being met, other persons considered to be in full-time attendance are:~~

- ~~1. High school students who attend Evansville High School and also a College, University, or Technical College (VTAE) for concurrent high school and college credit. Students should carry the equivalent of three credit hours per semester, unless travel to and from the institution requires additional time. Prior approval is needed for less than three credits.~~
- ~~2. Students who are involved in cooperative vocational education programs and spend parts of their school day at work sites in the community.~~
- ~~3. Evansville high school students attending classes in another school district under the Wisconsin Public School part time Open Enrollment program, or under the Youth Options program. Students should carry the equivalent of three credit hours per semester, unless travel to and from the institution requires additional time. Prior approval is needed for less than three credits.~~

- ~~4. Students with disabilities at any level who attend less than the defined full school day because their daily schedule is prescribed by an Individualized Education Plan (IEP).~~
- ~~5. Students whose parents request temporary part-time student status that is ordered by a physician for medical reasons.~~
- ~~6. Students whose tuition to another school district is paid by the Evansville District.~~
- ~~7. Students on school-approved homebound programs.~~
- ~~8. Resident students attending public school in another school district under the full-time Wisconsin public school open enrollment program.~~
- ~~9. If travel to and from the post-secondary option requires additional time, the student may be considered a full-time student with less than three credits with administrative approval providing the student will still earn enough credits to graduate.~~
- ~~10. 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 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.~~
- ~~11. At Risk or Section 504 students participating in an alternative educational program or other curriculum modification that has been approved by the student's parent/guardian and school officials.~~
- ~~12. Students enrolled in Kindergarten, Pre-Kindergarten, and Early Childhood programs and attending less than full-day sessions.~~

Part-Time Students

~~Resident home-based private educational students who are at least 18 but not older than 21 years of age, who have not qualified for a high school diploma may attend Evansville schools on a part-time basis. A part-time student is defined as one who attends Evansville Schools 40% or less of a school day.~~

~~Legal Ref.: Sections 121.004(5)(7) Wisconsin Statutes
118.145(4)~~

Revised: June 10, 2002
Revised: April 11, 2005
Revised: April 10, 2006
Revised: March 10, 2008
Revised:
1st Reading: 1/13/16

443.4

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 **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 sniffing dogs 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 118.126 Wisconsin Statutes
118.127
118.24(2)(f)
118.257
118.45
120.13(1)
125.02(8m)
125.09
Chapter 961

Local Ref.: Policies #453.4

Approved: ~~March 8, 1993~~

Revised: May 9, 2005

Revised: July 9, 2012

Revised:

1st Reading: 1/13/16

522.1

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 doctor's instructions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or controlled substances while on the job or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of alcohol or any controlled substance, the employee may be asked to submit to alcohol and drug assessment testing, which will be done with procedures that ensure the confidentiality and privacy interests of the employee. Refusal to submit to the test shall be considered insubordination and will result in disciplinary action up to and including termination. In addition, refusal to take the test shall be the basis for 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, or

2. require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

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 120.13 Wisconsin Statutes (School Board Powers)
121.02(1)(i) (Safe Facilities)
125.09(2) Wisconsin Statutes (General Restrictions)
Chapter 961
Drug Free Workplace Act of 1988

Local Ref.: Employee Handbook

Revised: April 11, 2005
Revised: April 9, 2014
Revised:
1st Reading: 1/13/16

443.41
522.11

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, ecigars, e-pipes, vaporizers, or under any other product name or descriptor.**

EVANSVILLE COMMUNITY SCHOOL DISTRICT

POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Wednesday, November 4, 2015, in the District Board and Training Center.

Committee Members Present: Melissa Hammann and Amanda Koenecke. Others in attendance: Doug Zblewski, Alice Murphy, and Doreen Treuden.

Approve October 7, 2015: Motion by Ms. Koenecke, seconded by Ms. Hammann, moved to approve the October 7, 2015, minutes as presented. Motion carried, voice vote.

Old Business:

Policy #225 – Evaluation of the District Administrator – Discussion. Policy to be presented to the Board with suggested revisions.

Policy #225.1 – Colleague Assessment Questionnaire, District Administrator’s Position – Discussion. Policy to be presented to the Board with suggested revisions.

Policy #225.2 – Administrative Staff Evaluations – Discussion. Policy to be presented to the Board with suggested revisions.

New Business:

Policy #232- District Administrator Job Description - Discussion. Policy to be presented to the Board with suggested revisions.

Policy #343.3 – Online Learning Virtual School Program (Virtual School Program) - Policy presented by Ms. Murphy and Mr. Zblewski. Discussion. Policy to come back to the next Committee meeting with further revisions.

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

Policy #343.3 Form - Online Virtual School Program Form (Virtual School Program Form) - Presented by Ms. Murphy and Mr. Zblewski for removal. Discussion. Policy to come back to the Committee with #343.3 and #343.31.

Policy #428 – Full Time Public School Open Enrollment – Discussion. Policy to be presented to the Board with suggested revisions.

Policy #830- Use of School Facilities - Presented by Ms. Treuden. Discussion. Policy to be presented to the Board with suggested revisions.

Policy #830 Form - Facility Use Agreement - Presented by Ms. Treuden. Discussion. Policy to be presented to the Board for removal.

Policy #830 Form 1 – Key and Swipe key Checkout Form - Presented by Ms. Treuden.
Discussion. Policy to be presented to the Board for removal.

Policy #830 Form 2 - Request for Kitchen Use - Presented by Ms. Treuden. Discussion. Policy to be presented to the Board for removal.

Policy #835 – Community Supervisor & Key Holders - Presented by Ms. Treuden. Discussion.
Policy to be presented to the Board for removal.

Policy #345.6 – Graduation Requirements - Presented by Ms. Murphy. Discussion. Policy to be presented to the Board with suggested revisions.

Policies to Review at Next Meeting: Policy #320, #343.3, #343.31, #343.3 Form, #347, #347 Exhibit, #347.1, #383, #458, #458.1, #458.2, and #458.3.

Set Date of Next Meeting and Agenda: To be determined at a later date.

Adjourn: Motion by Ms. Koenecke, seconded by Ms. Hammann, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 10:37 am.

Submitted by Amanda Koenecke, Member

Approved: 1/5/16

Board Criteria for Open Enrollment for the 2016-2017 Application Period

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

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

| Grade Level | Class Size Limit | X the Number of Sections | = Capacity | ECSD Projected | Class Size | Spaces Available |
|-------------|------------------|--------------------------|------------|----------------|------------|------------------|
| 4K | 20 | 7 | 140 | 118 | 16.86 | 22 spaces |
| KG | 14 | 7 | 98 | 122 | 17.43 | No space |
| 1 | 14 | 6 | 84 | 102 | 17.00 | No space |
| 2 | 14 | 8 | 112 | 131 | 16.38 | No space |
| 3 | 14 | 6 | 84 | 99 | 16.50 | No space |
| 4 | 22 | 7 | 154 | 144 | 20.57 | 10 spaces |
| 5 | 22 | 5 | 110 | 120 | 24.00 | No spaces |

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

Suggested Motion: I move that we deny any open enrolled applications for grades KG, 1ST, 2ND, 3RD, and 5TH due to class size limits and space.

Suggested Motion: I move that in grades 4K and 4th we will not consider the availability of space (we will accept applications).

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

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

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

| Grade Level | Class Size Limit | X the Number of Sections | = Capacity | ECSD Projected | Class Size | Spaces Available |
|-------------|------------------|--------------------------|------------|----------------|------------|------------------|
| 4K | 20 | 7 | 140 | 118 | 16.86 | 22 spaces |
| KG | 18 | 7 | 126 | 122 | 17.43 | 4 spaces |
| 1 | 18 | 6 | 108 | 102 | 17.00 | 6 spaces |
| 2 | 18 | 8 | 144 | 131 | 16.38 | 13 spaces |
| 3 | 18 | 6 | 108 | 99 | 16.50 | 9 spaces |
| 4 | 24 | 7 | 168 | 144 | 20.57 | 24 spaces |
| 5 | 24 | 5 | 120 | 120 | 24.00 | No spaces |

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

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

Suggested Motion: I move that we deny any open enrolled applications for grades KG, 1ST and 5TH due to class size limits and space.

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

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

Suggested Motion: I move that in grade 4, 17 open enrollment applications will be accepted.

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

MEMORANDUM

To: ECSD Board of Education
From: Jerry Roth, District Administrator
Re: Administrator Contract Extension Language
Date: December 9, 2015

The purpose of this memorandum is to request a language revision for administrative employment contracts. Currently, administrator positions, with the exception of the District Administrator, have two year contracts that require the Board to re-approve the administrator contract every two years. The District Administrator contract contains language which annually extends the contract an additional year. I am proposing that the Board consider contract extension language for all non-probationary administrator employment contracts.

How the new contract extension language could be incorporated:

- New administrators to the School District would continue to have a two year contract for the first two years of service. After a new administrator successfully completes the first two years of service, they would be placed on a contract that includes contract extension language.
- If an administrator does not meet the expected levels of performance after being placed on a contract that contains extension language, that administrator would receive notice and their next contract would not include contract extension language. That administrator may be placed on a plan-of-improvement and would be required to successfully complete the plan-of-improvement followed by a two year contract before being considered for another contract that contains extension language.

Summary of when an administrator is provided a two year contract or an extension contract:

Administrators on a Two Year Contract

- New administrators to the District – First two years of probationary service
- The first two years after an administrator has successfully completed a plan-of-improvement

Administrators on a Contract with Extension Language

- After successful completion of a two year probationary cycle
- After successful completion of both a plan-of-improvement and subsequent two year contract following a plan-of-improvement

Attached to this memorandum is a document developed by Attorney JoAnn Hart of Boardman and Clark, which explains three options for contract extension language. One option is the current language that is present in the District Administrator contract. The current language requires the Board to advise the District Administrator in writing of a contract extension prior to each January 15. This is an annual approval process. The second option is an automatic contract extension option, which requires Board action only when the Board chooses to deny a contract extension. The third option requires the District Administrator to advise the Board each December of the contract extension provision related to the contract extension language.

Contract extension option summary:

Option 1: The contract requires annual Board action for a one year extension of the contract.

Option 2: The contract is automatically extended one year. A contract extension can be denied at any time prior to January 31 if necessary.

Option 3: The contract requires the District Administrator to inform the Board each December that administrator contracts will be extended by one year if the Board does not take action by January 31 to prevent the one year extension.

At this time, I am requesting the Board adopt the automatic contract extension language for all administrator positions, including the District Administrator position. This language does not limit the Board in its ability to terminate an administrator for just cause. State statute language that refers to the length of administrator contract and administrator contract language that defines the Board's ability to terminate an administrator for just cause is attached to this document.



November 9, 2015

Via Electronic Mail

Mr. Jerry Roth
District Administrator
Evansville Community School District
340 Fair Street
Evansville, WI 53536

RE: Contract Rollover Language For Administrators

Dear Mr. Roth:

You have requested our opinion regarding contract rollover language for administrators. You have independently been researching language in other districts and have found a few options you had questions about. You have requested that we provide guidance to the District on this matter.

Administrative contracts are required by § 118.24, Wis. Stats. That statute requires that certain administrators, including the district administrator, business manager, school principals, and assistants to such persons, be given a written contract. A term for any administrative contract can be for any period of time up to a maximum of two years. A contract with the term of two years may provide for one or more extensions of one year each. The statute does not specifically state what must be done to provide for a one-year extension. There is no statutory limit to the number of one-year extensions, however, it is unlikely that a board could give more than one, one-year extension at a time.

Administrative contracts with rollover provisions generally come in one of two forms. One form requires the board to affirmatively act to extend the contract. The other form provides that the contract will automatically extend for an additional year unless the board gives written notice to the contrary by a specified date.

An example of the first type of contract extension language is the one currently found in your contract with Evansville. It provides as follow:

This contract shall cover a two year period to begin on July 1, 2012 and end on June 30, 2014. However, on July 1, 2013, and each July 1 thereafter, this contract may be extended for an additional one (1) year (July 1 - June 30) if on or before

January 15, 2013, and each January 15 thereafter (if the contract has been extended), the Board advises the District Administrator, in writing, that the contract is to be extended at the end of the then current two-year term; except, the contract shall not be extended if the District Administrator declines such extension, in writing, delivered to the Board President on or before the January 31 immediately following receipt of the notice of extension. Any such extended contract shall be pursuant to the same terms and conditions, except as the parties may expressly agree otherwise, in writing and signed by both parties. The Board, in its sole discretion, and with or without cause, and with or without a hearing, may decline to extend this contract for an additional year, in which case the contract shall continue only for the term applicable (that is, the remaining portion of the current year and the remaining year of the term).

The second type of contract extension is similar to the one found in the Whitewater contract that you found during your research. The Whitewater language provides as follows:

IT IS HEREBY AGREED by and between the School Board of the Whitewater Unified School District, hereinafter designated as the "School Board," and XX, hereinafter designated as "Administrator," legally certified by the State of Wisconsin, that the said School Board does hereby employ the said Administrator in the position of XX for the 2015-16 and 2016-17 school years, for two annual periods of fifty-two (52) weeks (260 days), beginning July 1, 2015, and ending June 30, 2017. This contract shall automatically be extended by one additional contract year on each July 1 (e.g., July 1, 2017) if the Board has not given written notice to the contrary to the Administrator on or before January 31 in the year prior to such July 1 date (e.g., January 31, 2016).

We might recommend a slightly different version of an automatic extension language as follows:

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

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

The District Administrator is obligated to advise the Board of this contract extension provision during the preceding month of December. If the District

Mr. Jerry Roth
November 9, 2015
Page 3

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

The main difference between the two types of extensions is one requires the Board to affirmatively extend the contract while the other requires the Board to act to deny the extension of the contract. Either is acceptable.

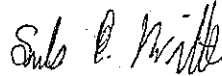
The version where the contract automatically extends may be viewed as slightly more employee friendly.

There are some districts which do not use automatic extension or rollover language.

If you or the Board have any questions about either of these types of provisions, please feel free to contact us.

Sincerely,

BOARDMAN & CLARK LLP



Douglas E. Witte

DEW/nr

Wisconsin State Statute 118.24

118.24 School district administrator.

(1) A school board may employ a school district administrator, a business manager and school principals and assistants to such persons. The term of each employment contract may not exceed 2 years. A contract for a term of 2 years may provide for one or more extensions of one year each.

(2)

(a) Under the direction of the employing school board, the school district administrator shall have general supervision and management of the professional work of the schools and the promotion of pupils.

(b) The school district administrator shall not be a member of the school board and shall not engage in any pursuit which interferes with the proper discharge of the duties.

(c) The school district administrator shall make written recommendations to the school board on teachers, courses of study, discipline and such other matters as the administrator thinks advisable and shall perform such other duties as the school board requires.

(d) The school district administrator may act as principal or teacher in any school under the administrator's supervision.

(f) The school district administrator shall ensure that the administrative and pupil service staff in the district cooperate with the county department under s. 51.42 in the dissemination of information regarding the availability of alcohol and drug abuse services and to jointly establish procedures for the referral to appropriate agencies of students experiencing problems resulting from the use of alcohol or other drugs.

(3) The principal shall perform such administrative and instructional leadership responsibilities as are assigned by the district administrator under the rules and regulations of the school board.

(4) A business administrator shall perform such fiscal and business management and other administrative duties as are assigned by the district administrator subject to the rules, regulations and approval of the school board.

(5) School principals and business administrators, and assistants thereto, may, upon authorization from the school board or district administrator, attend conventions for the purpose of promoting and stimulating their professional growth and for improving the schools of the district and the state. For such approved attendance they may be reimbursed for actual and necessary expenses incurred for travel, board, lodging and attendance at such conventions upon proper filing of proof of attendance and of such necessary expenditures.

(6) The employment contract of any person described under sub. (1) shall be in writing and filed with the school district clerk. At least 4 months prior to the expiration of the employment contract, the employing school board shall give notice in writing of either renewal of the contract or of refusal to renew such person's contract. If no such notice is given, the contract then in force shall continue in force for 2 years. Any such person who receives notice of renewal or who does not receive notice of renewal or refusal to renew the person's contract at least 4 months before the contract expiration shall accept or reject the contract in writing on or before a date 3 months prior to the contract expiration. No such person may be employed or dismissed except by a majority vote of the full membership of the school board. Nothing in this section prevents the modification or termination of an employment contract by mutual agreement

of the parties. No school board may enter into a contract of employment with any such person for a period of time as to which such person is then under a contract of employment with another school board.

(7) Prior to giving notice of refusal to renew the contract of any person described under sub. (1), the employing board shall give such person preliminary notice in writing by registered mail at least 5 months prior to the expiration of such contract that the board is considering nonrenewal of the contract, and that if such person files a written request with the board within 7 days after receiving such notice, the person has the right to a hearing before the board prior to being given written notice of refusal to renew the contract. The written request for a hearing shall include a statement requesting either a private hearing or a public hearing before the board. Section 118.22 does not apply to such a proceeding. If a hearing concerning nonrenewal of the contract is requested, the reasons upon which the board is considering nonrenewal may also be requested and the board shall furnish such reasons before the hearing in writing.

(8) Personnel administrators and supervisors, curriculum administrators and assistants to such administrative personnel, when employed by the school board of any school district to perform administrative duties only, may be employed for a term that does not exceed 2 years. A contract for a term of 2 years may provide for one or more extensions of one year each. Subsections (5) to (7) are applicable to such persons when they are employed to perform administrative duties only.

(9) Nothing in this section shall be construed:

(a) To prohibit the school board of any district from hiring part-time administrative personnel; or

(b) To prohibit the employment relations commission from making a determination that persons hired as part-time administrative personnel shall be included in the collective bargaining unit of persons hired as teachers and shall be covered by the terms of a collective bargaining agreement which exists pursuant to s. 111.70.

(10) No principal or assistant principal may be granted tenure or permanent employment.

History: 1975 c. 379, 421; 1979 c. 331; 1983 a. 317; 1985 a. 176; 1993 a. 16; 1995 a. 27, 50; 2009 a. 215.

The school board and district under sub. (3) can require a principal to perform administrative responsibilities as long as their performance does not modify the terms of an employment contract. *Kabes v. School District of River Falls*, 2004 WI App 55, 270 Wis. 2d 502, 677 N.W.2d 667, 03-0522.

The statutes do not support the existence of a school principal's property interest in performing specific duties. *Ulichny v. Merton Community School District*, 93 F. Supp. 2d 1011 (2000). Affirmed. 249 F.3d 686 (2001).

Due process does not require that an outside decisionmaker conduct the hearing provided for under sub. (7). *Beischel v. Stone Bank School District*, 362 F.3d 430 (2004).

Evansville Community School District
Administrative Contract

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

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

TERM

This contract shall cover the period beginning on July 1, 2016, and ending on June 30, 2017.

RESIGNATION

It is agreed that the Administrator hereby unconditionally voluntarily resigns from employment by the Board effective June 30, 2017, and that the Board hereby accepts said resignation. It is expressly mutually understood that said resignation is intended to terminate District employment on the effective date of the resignation and is in lieu of the Board proceeding with the nonrenewal of this contract pursuant to Wis. Stat. § 118.24.

SALARY

In consideration for the services rendered, the Board will pay the Administrator a salary of Ninety-Five Thousand Dollars (\$95,000.00). The salary shall be paid in equal installments bi-monthly, less deductions required by federal and state law, or deductions authorized by the Administrator and permitted by Board policy.

VACATION DAYS

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

CONTRACT PROVISIONS

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

Administrator

Date

Board of Education

Date

Clerk, Board of Education

Date

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

Administrative Contract Provisions

RESPONSIBILITIES

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

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

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

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

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

INDIRECT COMPENSATION

- a) The Administrator shall earn one (1) sick day per month. Up to three (3) sick leave days may be used as a personal day. If this contract is terminated for any reason prior to June 30, 2017, sick days for that year shall be prorated, and the Administrator's sick leave balance adjusted accordingly. The Administrator shall reimburse the District for any sick days used but not earned.
- b) The Board shall pay 86 percent toward the premium for a policy of single or dependent coverage for dental insurance selected by the Board. The amount will be adjusted annually to reflect the amount paid toward the premium on behalf of a teacher.
- c) The Board shall provide the long-term disability income policy in effect, and the Administrator acknowledges receipt of a copy of the terms of the policy. The long term disability policy will provide coverage at 90% of the administrator's salary after 60 calendar days of disability.
- d) In the event this contract is terminated for any reason prior to June 30, 2017, the number of vacation days shall be prorated based upon the percentage of the term of the contract worked. The Administrator shall reimburse the District for any vacation days used in

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

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

LIQUIDATED DAMAGES

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

TERMINATION BY MUTUAL CONSENT

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

CONTRACT TERMINATION

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

INVALID PROVISIONS

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

TO BE REPLACED WITH NEW LANGUAGE

USE OF SCHOOL FACILITIES

Mission Statement:

The Evansville Community School District is committed to planning and implementing programs for the benefit of the greater Evansville community. The District is committed to making District facilities a resource for the community and to fostering the delivery of programs that enhance lifelong learning, improve the quality of life for all ages, and create an enriched sense of community collaboration.

General Terms and Conditions:

All individuals and groups using school facilities must adhere to the policies and procedures adopted by the District. Authorization for use of school facilities shall not be considered as an endorsement or approval of the activity or the organization or the purpose it represents by the District. The District is committed to an equal educational opportunity for all members of the greater Evansville community.

Terms for use of facilities may vary by times in relationship to school schedules and activities. Generally conditions fall into three categories:

Active School Hours – when teachers and students are using buildings, generally from 7:30 a.m. to 3:30 p.m. on days when school is held.

Before and After School Hours – hours before and after active school hours, generally on days when school is in session, beginning at 6:00 a.m. going until 9:00 p.m. or until 10:45 p.m. in special circumstances.

Weekends and Other Non-School Days – hours on days when school is not in session.

Users are expected to be familiar with the school use policy and are responsible for the completion and submission of necessary forms, including a Certificate of Insurance when deemed necessary. Background checks will be performed on the person filling out the form for any groups. Groups are responsible for completing background checks on their volunteers and personnel.

Routine governmental meetings with fewer than 25 in attendance and organizations affiliated with the District such as PTO and Booster groups will be exempt from the fee schedule. Youth related organizations may have fees waived in recognition or in conjunction with donations that support their overall program in the District.

Facility Use Schedulers:

Scheduler contact information is available on the District web site: www.ecsdnet.org.

Facility Use Guidelines:

1. Event users will schedule events through the facility use schedulers. The master facilities schedule is available on the District website.

2. Non-school related activities and programs should submit facility requests to the facility use schedulers. Requests for facilities will be granted on a first-come-first served basis, although they can be adjusted for school related activities.
3. The District reserves the right to alter facility use request locations because of security, accessibility or any other reason deemed appropriate by the District.

School activities take precedence over scheduled activities. Facility users may be notified if a school function needs to use the area reserved on a facility use form. If a change is necessary, the District will provide notice and assistance in locating other accommodations, if possible.

4. A group or organization that wants to use any of the kitchens within the school district is required to fill out a request and submit it to the Food Service Director no less than 24 hours prior to the event. If any equipment is going to be used or food preparation is going to occur, a Food Safety Certified employee must be present. The group or organization will be billed an hourly rate for that employee to supervise the event. Any non compliance violates the Rock County Health Code. Please complete Request for Kitchen Use, policy 830 Form 2.
5. If additional custodial help is required by the user or the District, the user will pay the cost.
6. Fees will be assessed for programs and activities occurring at District facilities according to the rates in this policy. The event fee must accompany the Facility Use Agreement Form, remaining charges will be invoiced and due within one month of receipt. Those activities and programs requiring fees must pay the event fee before facilities are considered scheduled. Payment may be negotiated to fit special circumstances.
7. When custodial and/or food service employees are required to be on site, outside of the normal working hours, charges will be at the average hourly overtime rate of the employee group.
8. Use of facilities on School District observed holidays or emergency closure days is not allowed. The holidays include:
Christmas Eve, Christmas, New Year's Eve, New Years, Easter, Memorial Day,
July 4th, Labor Day, Thanksgiving
9. Facility use cancellation guidelines include:
 - o School day reservations require one school day notice to cancel.
 - o Weekend and other non-school day reservations need three contact school days to cancel.Failure to meet cancellation deadlines above may result in assessment of appropriate fees, and forfeiture of future use.

Repeated changes may result in additional fees.

10. Food and beverages shall be allowed in designated areas only.
11. Tobacco, nicotine, and alcoholic beverages are not permitted in any school building or on school grounds.
12. All users are required to use designated entrances and areas only. Specific information regarding the requested area is stated on the facility use form. For security reasons, using other entrances or propping doors is not allowed. Propping doors open may result in forfeiture of future use.

13. Groups that do not have a certificate of insurance will sign a waiver of liability.

14. Use of facilities will be permitted only during approved dates and times.

Supervision:

The user group or organization shall designate one approved adult to be in charge of and responsible for the program activity. Examples of those in charge include an Event Supervisor (person who submitted the request) or District employee.

The Event Supervisor responsible for the activity, must be at least an 18 year old nonstudent. S/he is responsible for the area or room from the time the group enters the building, until they leave. The Event Supervisor is responsible for the area that they have reserved. Supervision may require two responsible persons, one to supervise the activity and one to supervise the rest of the open building area, unless otherwise determined during the facility use agreement process.

- If someone is in the building, not affiliated with the group or another of the scheduled groups, the Event Supervisor is responsible for them and may ask them to leave. If they do not leave, the Event Supervisor is to call the police (882-2292).

Keys/Swipe Key:

- For hours Monday – Friday – 6:00 a.m. – 9:00 p.m. on school days, access to buildings will be granted by Facility Use Schedulers. Access will be granted only to those who have reserved the facility through a Facility Use Agreement form. During weekend and other non-school hours a staff member or access card holder may open and secure the facility. Custodial services may be required to monitor and/or secure the facilities for groups over 30 and will be paid by the group using the facility.
- At the District Office, high school and middle school, the scheduler will check keys and/or swipe keys through a sign-out procedure. Swipe key or keys to open a building for use during weekends and non-school hours will only be issued to Event Supervisors who have been trained for the particular area. The keys are the property of the Evansville School District. Keys shall not be duplicated. Keys cannot be loaned to other individuals without prior approval from the scheduler. Failure to comply with these rules will result in loss of privileges.
- Keys must be returned within two working days of the completion of the scheduled activity unless otherwise specified on the Key and Swipe Key Checkout Form. Failure to return keys within two working days, unless otherwise specified, will result in a \$25 late fee and may jeopardize future use.
- If a key is lost or stolen, the user must report it immediately to the scheduler and building office. A lost or stolen key will result in a \$25 fee and may result in additional charges, incurred to restore/re-key the area.

Maintenance:

- All areas must be left in the same or better condition as they were found. Furniture and other equipment must be returned to the location where it was found before the activity so that the area is prepared for the next class or activity. Building areas are inspected on a daily basis by the custodial/maintenance staff. Maintenance fees will be assessed for any destruction, vandalism, or damage, including marks, scratches, and dents, that are found following the activity. Additional fees will be charged for maintenance costs incurred. Future facility use may also be prohibited.

Community Walkers:

Community members interested in using school facilities for a walking exercise program are welcome to do so during the hours designated at each building open to walkers. Hours are 6:00 a.m. to 7:00 a.m. and/or 4:00 p.m. to 9:00 p.m. unless otherwise posted. We ask that walkers sign in each time they walk and that they do not interrupt staff and students during their planning time or work. We reserve the right to conduct background checks on walkers and may request the information we need to complete background checks.

Fee Schedule:

- Facility use fee assessment is based on the following Fee Chart. If the space needed is not listed on this fee schedule, a Facility Use Agreement between the parties will be negotiated.
- In conjunction with the scheduler, the business manager, district administrator, or designee may negotiate contracts for fees and facility usage with non-profit community groups who use District facilities on a regular or a long term basis.
- Fees are subject to change without notice.

| | Category I | Category 2 | Category 3 |
|--|--|--|---|
| General Area | For Profit, Non Community* | Non-Profit, Non-Community, or For Profit Community* (includes parties) | Non-Profit Community User* |
| Event Fee (per application) | \$75.00 to cover wear and tear on fixtures and equipment for future replacement costs. | \$50.00 to cover wear and tear on fixtures and equipment for future replacement costs. | \$15.00 to cover scheduling costs. |
| Gym and Intermediate Band Room | Per hour | Per hour | |
| | \$100.00 | | ** |
| | \$100.00 | \$50.00 | \$15/event use fee for single use up to 4 hours. |
| Grove Campus (Field House) | \$100.00 | \$50.00 | Contracts will be negotiated for repeat users (usually \$1 per participant per each time of use). |
| Middle School | \$100.00 | \$50.00 | |
| Intermediate School | | \$50.00 | |
| High School | | | |
| Kitchens | | | |
| Room Fee | \$40.00/hr | \$20.00/hr | ** |
| Classroom | \$10.00/hr | \$5.00/hr | ** Event Fee for single use up to 4 hours. |
| Outdoor Facilities (i.e. soccerfields) | Negotiated/event based on number of participants | Negotiated/event based on number of participants | ** \$15 Event Fee |
| Grove Campus Commons | \$15.00/hr | \$5.00/hr | ** Event Fee for single use up to 4 hours. |
| Middle School Commons | \$15.00/hr | \$5.00/hr | ** Event Fee for single use up to 4 hours. |
| High School Commons | \$15.00/hr | \$5.00/hr | ** Event Fee for single use up to 4 hours. |
| High School Media Room | \$15.00/hr | \$5.00/hr | ** Event Fee for single use up to 4 hours. |
| * Definition: Community as it relates to the fee schedule means the organization is largely made up of Evansville School District Residents. | | | |
| ** Set up/take down charges and supplies may be charged per use. | | | |

| Equipment Charges (not included in rental) | For Profit-Non Community* Per hour unless noted | Non-Profit/Non-Community, Services, or For Profit Community* Per hour unless noted | Non-Profit Community User* Per hour unless noted |
|---|--|---|---|
| (a) Slide Projector | \$5.00 (per day) | \$1.00 (per day) | \$1.00 (per day) |
| (b) Overhead Projector | \$5.00 (per day) | \$1.00 (per day) | \$1.00 (per day) |
| (c) ½" VCR Projection Unit | \$25.00 (per day) | \$10.00 (per day) | \$5.00 (per day) |
| (d) Power Point Projector | \$25.00 | \$10.00 | \$5.00 |
| (e) Acoustical Shell (plus set-up/takedown charges) | \$25.00 | \$10.00 | \$5.00 |
| (f) Projector Screen | \$5.00 (per day) | \$1.00 (per day) | \$1.00 (per day) |
| (g) Closed Circuit Television | \$50.00 – same for all groups | | |
| (h) Other as negotiated | | | |

AUDITORIUMS

| Middle School | For Profit, Non-Community* Per hour unless noted | Non-Profit, Non-Community, or For Profit Community* Per hour unless noted | Non-Profit Community User* Per hour unless noted |
|---|---|--|---|
| (a) Full Lighting and Sound (set-up, rehearsal, etc., prorated in half-hour increments) | \$15.00 | \$5.00 | \$5.00 |
| (b) Minimal Stage Lighting and Stage Audio (set-up, rehearsal, etc., prorated in half-hour increments) | \$10.00 | \$5.00 | \$2.50 |
| (c) Front of curtain (full stage) | \$30.00 | \$10.00 | \$5.00 |
| (d) Percentage Fee (assessed on all income derived from event, including, but not limited to admission fees, registration fees, donations, concessions, novelty sales, etc. "Net" income is defined as gross income less state and county taxes.) | 6% of net income | 3% of net income | \$0.25 per ticket or as negotiated |

| Performing Arts Center (PAC) | For Profit, Non-Community* Per hour unless noted | Non-Profit, Non-Community, or For Profit Community* Per hour unless noted | Non-Profit Community User* Per hour unless noted |
|---|---|--|---|
| (a) Full Lighting and Sound (set-up, rehearsal, etc., prorated in half-hour increments) | \$30.00 | \$15.00 | \$15.00 |
| (b) Minimal Stage Lighting and Stage Audio (set-up, rehearsal, etc., prorated in half-hour increments) | \$20.00 | \$5.00 | \$2.50 |
| (c) Front of curtain (full stage) | \$40.00 | \$20.00 | \$5.00 |
| (d) Percentage Fee (assessed on all income derived from event, including, but not limited to admission fees, registration fees, donations, concessions, novelty sales, etc. "Net" income is defined as gross income less state and county taxes.) | 6% of net income | 3% of net income | \$0.25 per ticket or as negotiated sold |
| (e) Orchestra pit cover | Per removal labor costs estimated at \$25/hour x 15 hours for removal and replacement | | |

Performing Arts Center Only

- (a) A house technician is required at all times at \$10/hour; \$15/OT unless organization has someone trained by the district available.
- (b) PAC stage crew \$7.25/hour; \$10.50/OT.
- (c) Front of house manager required for all ticketed events at \$10/hour unless organization has someone trained by the district available.
- (d) Ushers \$7.25/hour.

Equipment needs must be at least 48 hours in advance.

Labor Charges

When employees are required to be on site, charges will be at the average hourly overtime rate of the employee group. Generally when more than 30 people are expected at an event, a custodian should be on duty. The fee schedule is available in the business office.

For All Rentals

The custodial staff fee will be based on the average hourly overtime rate or double time rate as appropriate with a two hour minimum on weekends.

Food Service staff fee will be based on the average hourly overtime rate or double time rate as appropriate.

Legal Ref.: Sections 120.12(1) and (9) Wisconsin Statutes (School Board Duties)
120.13(17), (19) and (21) (School Board Powers)
121.02(1)(i) (School District Standards)
Equal Access Act
Boy Scouts of America Equal Access Act of 2001

Local Ref.: Policy #830 Form – Facility Use Agreement
Policy #830 Form 1 – Key and Swipe Key Checkout Form
Policy #830 Form 2 – Request for Kitchen Use

Revised: June 8, 2009

830

Revised: December 11, 2013

Revised:

1st Reading: 11/18/15; 2nd Reading: 12/9/15; 3rd Reading: 1/13/16

TO REPLACE CURRENT POLICY LANGUAGE

USE OF SCHOOL FACILITIES, GROUNDS, AND EQUIPMENT

Mission Statement

The Evansville Community School District Board of Education is committed to planning and implementing programs for the benefit of the greater Evansville community. The District is committed to making school facilities, grounds, and equipment a resource for the community and to fostering the delivery of programs that enhance lifelong learning, improve the quality of life for all ages, and create an enriched sense of community collaboration.

General Terms and Conditions

All individuals and groups using school facilities, grounds, and equipment must adhere to the policies and procedures adopted by the District. The District is committed to an equal educational opportunity for all members of the greater Evansville community.

The Board also believes that the use of school facilities, grounds, and equipment should not place a significant burden on the taxpayers of the District. Therefore, fees shall be established to address costs incurred by the District for labor, utilities, and use of school facilities, grounds, and equipment by user groups.

The Board authorizes the use of school facilities, grounds, and equipment by user groups except when the proposed school facilities, grounds, and equipment uses may:

1. interfere with the District's educational mission or co-curricular programs/activities;
2. pose an unreasonable risk of physical injury to students, staff or participants;
3. pose substantial risk to school security or of imminent illegal activities, or;
4. result in unusual wear, damage or depreciation of school facilities, grounds, and equipment.

Use of school facilities, grounds, and equipment may be denied when the requesting user has not paid for previous facility use or has not been a responsible caretaker when using school facilities, grounds, and equipment in the past.

If access to school facilities, grounds, and equipment is denied the individual or organization may appeal the decision to the district administrator in accordance with established procedures. No further appeal may be made to the Board.

In the event a school activity is scheduled that conflicts with a previously scheduled non-school use, the school use will have precedence. The Facility Scheduler will contact the designated representative of the non-school user as soon as possible. The District has no obligation to find a substitute facility, but will make a reasonable attempt to assist.

Authorized use of school facilities, grounds, and equipment under this policy and its implementing procedures shall not be construed as an endorsement of any non-school group, organization or event by the District, or District sponsorship of the group, organization or event.

Requests for Use of School Facilities, Grounds, and Equipment

The District utilizes an online scheduling program for administration of facility use. To see available building hours to schedule use of school facilities, grounds, and equipment, please visit the District web site.

Legal Ref.: Sections 120.12(1) and (9) Wisconsin Statutes (School Board Duties)

120.13(17), (19), (21) (School Board Powers)

121.02(1)(I) (School District Standards)

895.523 (Recreational Activities in a School Building or on Schools
Grounds: Limitations of Liability)

895.525 (Participation in Recreational Activities: Restrictions on Civil
Liability, Assumption of Risk)

Equal Access Act

Boys Scouts of America Equal Access Act of 2001

EVANSVILLE COMMUNITY SCHOOL DISTRICT
SCHOOL FACILITIES, GROUNDS, AND EQUIPMENT
USER FEE SCHEDULE

| Facility | Group 1 | Group 2 | Group 3 | Group 4 | Group 5 |
|---|---------|--|---------|----------|----------|
| Classroom | N/C | \$1 per person in attendance per day | \$15.00 | \$30.00 | \$ 45.00 |
| LMC | N/C | | \$20.00 | \$40.00 | \$ 60.00 |
| Gyms | N/C | | | | |
| - Grove | | | \$35.00 | \$70.00 | \$105.00 |
| - TRIS | | | \$20.00 | \$40.00 | \$ 60.00 |
| - MS | | | \$20.00 | \$40.00 | \$ 60.00 |
| - HS | | | \$35.00 | \$70.00 | \$105.00 |
| Media Room | N/C | | \$20.00 | \$40.00 | \$ 60.00 |
| Cafeteria/Commons | N/C | | \$25.00 | \$50.00 | \$ 75.00 |
| Computer Labs (Tech support is an extra fee) | N/C | | \$40.00 | \$80.00 | \$120.00 |
| Kitchen (Food Service Employee is an extra fee) | N/C | | \$30.00 | \$60.00 | \$ 90.00 |
| Practice Ball Fields | N/C | | \$20.00 | \$40.00 | \$ 60.00 |
| Track (Does not include locker room use) | N/C | \$20.00 | \$40.00 | \$ 60.00 | |
| Weight Room (Does not include locker room use) | N/C | \$20.00 | \$40.00 | \$ 60.00 | |

Note: the above fees represent per hour unless otherwise noted.

Charges/Facilities above DO NOT include:

1. Cost of additional staff – custodial overtime/supervision to be billed separately.
2. Set Up/Clean Up Fee (minimum of one hour at custodial rate).
3. Per Event Supply Surcharges:
 - a. Groups of 50-99 \$10.00
 - b. Groups of 100-199 \$30.00
 - c. Groups of 200 & above \$50.00

The Business Manager, District Administrator, or designee may negotiate contracts for fees and facility usage who would like to use District facilities, grounds, and equipment on a regular or long term basis.

| <u>Group</u> | <u>Description</u> |
|--------------|--|
| Group 1 – | ECSD School Groups and Activities |
| Group 2 – | Area Non-Profit Student Groups (e.g. youth sports, Cubs Scouts, Open Gym) |
| Group 3 – | Resident and Regional Non-Profit Groups (e.g. private parties, United Way, Civic Groups) |
| Group 4 – | Resident For-Profit Groups, Organizations or Individuals |
| Group 5 – | Non-Resident Groups, Organizations or Individuals |

Equipment Rental

District owned equipment may be available for rent. Rental fees will be assessed based on the details of each request. Long-term rentals will not be permitted. Requestors will be responsible for the replacement value of any damaged or missing equipment. For more information, contact the District Office Receptionist in the District Office.

PAC/Auditorium Fee Schedule

*Fees represent per hour unless otherwise noted

| | Group 1 | Group 2 | Group 3 | Group 4 | Group 5 |
|--|-----------|-----------|---|--------------------|--------------------|
| MS AUDITORIUM CHARGES | | | | | |
| Full Lighting and Sound (set up, rehearsal, etc) | No Charge | No Charge | \$10.00 | \$20.00 | \$30.00 |
| Minimal Stage Lighting and Stage Audio (set up, rehearsal, etc) | No Charge | No Charge | \$5.00 | \$10.00 | \$15.00 |
| Front of Curtain Hours (Full Stage) | No Charge | No Charge | \$10.00 | \$20.00 | \$30.00 |
| Percentage Fee* | No Charge | No Charge | \$.25/Ticket or as negotiated | 3% of net income | 6% of net income |
| PAC CHARGES | | | | | |
| Full Lighting and Sound (set up, rehearsal, etc) | No Charge | No Charge | \$15.00 | \$25.00 | \$35.00 |
| Minimal Stage Lighting and Stage Audio (set up, rehearsal, etc) | No Charge | No Charge | \$10.00 | \$15.00 | \$20.00 |
| Front of Curtain Hours (Full Stage) | No Charge | No Charge | \$15.00 | \$25.00 | \$35.00 |
| Percentage Fee* | No Charge | No Charge | \$.25/Ticket or as negotiated | 3% of net income | 6% of net income |
| Orchestra Pit Cover | No Charge | No Charge | \$25.00/hr x 15 hours for removal and replacement | | |
| House Technician** (user pays technician directly) | No Charge | No Charge | \$10.00/\$15.00 OT | \$10.00/\$15.00 OT | \$10.00/\$15.00 OT |
| PAC Stage Crew | No Charge | No Charge | \$7.25/\$10.87 OT | \$7.25/\$10.87 OT | \$7.25/\$10.87 OT |
| Front of House Manager** | No Charge | No Charge | \$10.00 | \$10.00 | \$10.00 |
| Ushers | No Charge | No Charge | \$7.25 | \$7.25 | \$7.25 |
| DAILY SUPPLY CHARGES Assessed for facility uses that involve large groups (\$30 for more participants/attendees) to offset the cost of the custodial supplies (e.g. toilet paper, trash liners, paper towels, cleaning supplies) required to support the event. | | | | | |
| 50-99 Participants/Attendees | No Charge | No Charge | \$10.00 | \$10.00 | \$10.00 |
| 100-199 Participants/Attendees | No Charge | No Charge | \$30.00 | \$30.00 | \$30.00 |
| 200 & Above Participants/Attendees | No Charge | No Charge | \$50.00 | \$50.00 | \$50.00 |

* Assessed on all income (less applicable sales tax) derived from Event, including, but not limited to, admission fees, registration fees, donations, concessions, novelty sales, etc.

** Required at all times unless organization has someone trained by the District available.

Approved: November 11, 2002

830-Form

Revised: August 11, 2003

Revised: January 9, 2006

Revised: December 11, 2013

1st Reading: 11/18/15; 2nd Reading: 12/9/15; 3rd Reading: 1/13/16

FOR REMOVAL –

FACILITY USE AGREEMENT

Complete and submit at least 72 hours prior to the activity. Except in circumstances deemed beyond the control of those requesting to use facilities, all activities must be booked no less than 24 hours prior to their start, or by Thursday at 3:00 p.m. for Sunday events.

All information must be completed in full before your facility use will be confirmed. Please notify the school district a minimum of three working days in advance if you wish to cancel or change arrangements. Payment must accompany this form: checks should be made out to the Evansville Community School District. Mail or bring this form to the District office.

I have read and understand the Use of School Facilities policy, #830, _____
signature

Group/Organization Information:

Name of Group/Organization: _____

*Contact Person: _____ Primary Phone: _____
Secondary Phone: _____ E-mail: _____

Address: _____ City: _____ Zip: _____

*Event Supervisor(s): _____ Primary Phone: _____
Secondary Phone: _____ E-mail Address: _____

Activity/Building Information:

Date(s) Requested: _____ Hours of Use: _____
(For multiple requests, attach additional information including items below.)

Building Preference: _____ Room/Area Requested: _____

Setup Time: _____ Event Time: _____ Number Anticipated: _____

Activity(s) Planned: _____

Special Equipment/Materials (please circle/indicate number): long white tables ____; cafeteria tables ____; cafeteria chairs ____; folding chairs ____; platforms ____; risers ____; PA system ____; projector screen ____; multi-media projector ____; bleachers ____

Special Setup Needed (Please note equipment not requested may not be available) _____

Custodial Needs? _____ None _____ Open & Close Only _____ Entire Event _____

Use/Rental Agreement:

_____ (Name of Group) agrees to abide by the policies of the Evansville Community School District and use the facility(s) appropriately. I, as the event supervisor, agree to actively supervise this use and accept responsibility for any damage that occurs. I realize that the Evansville Community School District is not liable for injuries that occur during the use of the facility(s).

(Print Name)

(Signature)

(Date)

* Persons responsible for damages/extra charges that may occur. Two supervisors may be required at all events. One may be a community supervisor.

BACKGROUND CHECK INFORMATION FORM

In order to provide a safe and healthy environment for our students and community, please understand that we may need to check references and review relevant public documents regarding criminal activity of any persons who are requesting to use school facilities. For this reason, please provide information as requested below:

Legal Name: _____ Phone: () _____
Please Print (Include first, middle, and last)

Address: _____ Date of Birth: _____
 _____ SS#: _____

I authorize the Evansville Community School District to process my agreement for use of school facilities by reviewing my background. This may include checking references and reviewing relevant public documents regarding criminal activity. I hereby release the Evansville Community School District, its employees, representatives, and such individuals or organizations from all liability for any damage whatsoever incurred in obtaining or furnishing such information.

Signed: _____ Date: _____

Waiver of Liability

I understand that engaging in activities in and on district facilities such as playing basketball, volleyball, soccer or other recreational pursuits, carry some risk for injury.

I hereby assume the risk for any injuries that any individual may sustain in his or her participation in the _____ and do hereby release and forever discharge the Evansville Community School District, its employees, and representatives from any actions, suits, damages, claims or judgments that may result from any personal injury sustained by these participants.

Signature

Date

Printed Name

Revised: November 11, 2002

830-Form 1

Revised: August 11, 2003

Revised: October 11, 2004

Revised: December 11, 2013

1ST Reading: 11/18/15; 2nd Reading: 12/9/15; 3rd Reading: 1/13/16

FOR REMOVAL

KEY AND SWIPE KEY CHECKOUT FORM

Name: _____ Birthdate: _____
 Last First Middle Int.

Address: _____ City: _____ State: _____ Zip: _____

Phone Number (Daytime): _____ Evening: _____
Cell Number: _____ E-mail: _____

I accept responsibility for the key and/or swipe key I am receiving. I agree to follow all the facility use policies and procedures of the Evansville Community School District. If a lost or stolen key requires the replacement of any cores, I realize I am responsible for paying a cost of \$25 plus \$10.00 per core not to exceed a total of \$100.00. I agree to return the key to the principal or designee within 48 hours of the completion of the activity, or by date _____. Keys cannot be loaned to other individuals without prior approval from the scheduler. Failure to comply with these rules will result in loss of privileges.

_____ Date _____ Signature

Special Instructions:

Any concerns we need to be aware of? _____

PLEASE DO NOT WRITE BELOW THIS LINE

List all keys checked out and key numbers:

Door or area _____ Key number: _____

I.D. from outside users: _____

Date Key Returned: _____ Signature of Building Principal: _____

Signature of Person Receiving the Form: _____

| |
|--|
| <p>EVANSVILLE SCHOOL DISTRICT</p> <p>REQUEST FOR KITCHEN USE</p> |
|--|

A group or organization that wants to use any of the kitchens within the school district is required to fill out a request and submit it to the Food Service Director no less than 24 hours prior to the event. If any equipment is going to be used or food preparation is going to occur, a Food Safety Certified employee must be present. The group or organization will be billed an hourly rate for that employee to supervise the event. Any non compliance violates the Rock County Health Code.

Name of Organization _____

Contact in Charge _____

Contact Phone Number _____

Primary Secondary

Date _____

Hours of Event _____

Please Check All That Apply:

- Preparing Food in Kitchen
- Prepared Food Brought into Kitchen
- Use of Equipment (Ovens, Slicer, Dishwasher, Utensils)

Date Approved/Not Approved _____

Staff Person is Required for use of the Kitchen

Name of Staff Person _____

Hours Used/Billed _____

Date

Food Service Director Signature _____

Date

Please call the Food Service office with any questions at 608-882-3580.
Thank You!

For Removal

COMMUNITY SUPERVISOR & KEY HOLDERS

GOAL

To facilitate a process that will allow our school facilities to be available for use by members of the community. To reach this goal, volunteers who are willing to devote time as a “Community Supervisor” are needed.

AREA SUPERVISION

“Community Supervisors” will be trained to supervise each of the following areas:

Grove Campus Community Complex

- Field house, cafeteria, library, and other areas.
- Community center.

Levi Leonard Elementary School

- Library, parent resource room, and other areas.

Theodore Robinson Intermediate School

- Gym, band room, conference room, and other areas.

J.C. McKenna Middle School

- Gym, library, cafeteria, and other academic areas.
- Auditorium.

High School

- Commons area, gymnasium, media room, and weight room.
- Performing arts center, and areas in the academic wing.

Outdoor Areas

- Athletic practice fields, athletic competition fields, track complex, parking lots, and other areas.

EXPECTATIONS AND RESPONSIBILITIES

General Requirements

- Complete an information sheet with references.
- Attend training sessions addressing various aspects of the facility and supervision.
- Must have immediate access to a cell phone at all times when supervising. The District will provide a list of important phone numbers for each supervisor.

Specific Responsibilities and Expectations

- Prior to supervising non-routine or large events, check in with the community scheduler or building administrative assistant 48 hours beforehand.
- Obtain a list of scheduled activities for the building on the day of the event.
- Turn lights on and off for the area of supervision.
- Ensure outside doors are routinely monitored to make sure no doors are propped open.
- Ensure all activities and individuals are carefully monitored and supervised. If individuals are not acting appropriately, they should be reprimanded. If inappropriate behavior continues, they must be asked to leave. If individuals have no scheduled reason to be in the building, supervisors are responsible for them. Supervisors may ask them to leave. In either case, supervisors should call the police if they refuse to leave or cause further problems.
- Report any incidents or injuries with the building principal. In most cases, this report should be made within 48 hours of the incident.
- Clean spills and messes that happen during your shift. Basic custodial equipment and supplies will be provided. The expectation is that building area will be left in the same condition, if not better, than how it was originally found. The Use Agreement may provide specific directions which should be followed.

Entry Key & Access Card Holders

- Complete key and access card checkout form.
- Attend a training session with the Director of Buildings and Grounds to learn how to open and secure the building.
- Disarm the security system if the first person in the building.
- At end of last event for the day, turn off the lights, set the alarm, and close and lock all doors in the area.

Inside Key Holders

- Complete key and access card checkout form.
- Key holder is responsible for all use of the key. Any use by individuals other than the key holder must be approved in advance of the use.
- Use only as agreements specify.

Revised: April 14, 2008

225

Revised: February 27, 2012

Revised:

1st Reading: 11/18/15; 2nd Reading: 12/9/15; 3rd Reading: 1/13/16

EVALUATION OF THE DISTRICT ADMINISTRATOR

It shall be the policy of the Evansville Community School District (District) Board of Education (Board) to provide the District Administrator with an annual evaluation of his/her work performance.

The District Administrator serves as the chief executive officer of the District. At the direction of the Board, the District Administrator assumes general supervision and leadership for all aspects of the educational program involving curriculum, physical facilities, personnel matters, and community relations.

The Board expects the District Administrator to achieve the highest quality of education possible for all students through the most efficient use of all available resources. The District Administrator's evaluation shall be used as a tool to help optimize the skills and performance of the District Administrator or, if necessary, to document performance deficiencies as the basis of contract non-renewal.

To provide the greatest opportunity for achieving the District-wide Continuous System Improvement (CSI) goals and for optimizing the District Administrator's performance, the Board shall perform an evaluation of the District Administrator's performance in accordance with the following schedule:

1. Annually, by July 1st, the Board president shall distribute Policies 225 (Evaluation of the District Administrator), 225 Form (Colleague Assessment Form) and 232 (District Administrator, Job Description) to all Board members.
2. No later than July 15 of each year, the District Administrator shall present a written report to the Board outlining progress on the CSI goals defined in Board policy 232, "District Administrator Job Description". CSI goals may be supplemented or modified by the Board during the previous evaluation process.
3. No later than July 31 of each year, the Board shall have reviewed the report from #2 above and will have completed a performance evaluation of the District Administrator, per Board policy 225 Form. Completed forms shall be returned to the Board president by this date.
4. No later than the first Board meeting in August each year, the Board president shall compile the comments and ratings for the entire Board to review in executive session for discussion, and if agreed upon, revision. The Board president shall meet with the District Administrator to privately present the results of the evaluation within one week of the first August Board meeting.
5. The Board shall present the results of the evaluation to the District Administrator in executive session at the second Board meeting in August, along with any comments or Goal revisions that the Board deems necessary.
6. No later than September 1 of each year the District Administrator shall have responded to the evaluation review in #3, including a corrective action plan for any deficiencies cited in the evaluation.

7. No later than September 15 of each year the Board shall have established and documented any new or modified requirements for the District Administrator for the school year then in progress.
8. The Board will meet with the District Administrator two more times a year (for example, January, and April) for the purpose of an interim check-point of the District Administrator's progress toward achieving the goals from #2. The District Administrator will prepare a written update for each meeting, reporting progress on goals. As needed, the Board will modify and document any changes to these goals to be implemented in the current evaluation cycle. The District Administrator shall incorporate these changes in the subsequent July annual report to the Board.

Legal Ref.: Sections 118.24 Wisconsin Statutes (School District Administrator)
121.02(1)q) (School District Standards)
PI 8.01(2)(q), Wisconsin Administrative Code (School District Standards)

Local Ref.: Policy #225 Form - Colleague Assessment Questionnaire, District Administrator's
Position
Policy #232 - District Administrator, Job Description

**COLLEAGUE ASSESSMENT QUESTIONNAIRE
DISTRICT ADMINISTRATOR'S POSITION**

TOTAL: _____

Please use the following definitions when evaluating the District Administrator's job performance.

- 5 – Excellent** - Extremely high performance level. Job performance far exceeds expectations. Job competencies were well developed and the individual develops and implements many successful programs on his/her own initiative.
- 4 – Commendable** - Consistently exceeds requirements. Job skills and accomplishments exceed expectations. Initiates and completes other programs in addition to specific objectives.
- 3 – Satisfactory** - Meets and sometimes exceeds job requirements and expectations. Performance is that which is expected of a fully qualified and experienced administrator.
- 2 – Needs Improvement** - Does not perform basic job requirements and expectations in a satisfactory manner. Needs improvement.
- 1 – Unsatisfactory** - Does not meet the minimum job responsibilities.
- N/A** - Use this for any item you do not have enough knowledge to evaluate, or if the item is not applicable.

Any item rated a "1" should include the basis for the rating and a suggestion for improvement.

Any item rated a "5" should include the basis for the rating with supporting examples.

| Category | | Points: 1 2 3 4 5 (1 least; 5 most) | | | | |
|------------|--|--|---|---|---|---|
| Leadership | 1. Work with the Board to refine the vision for the District. | 1 | 2 | 3 | 4 | 5 |
| | 2. Articulate and demonstrate the District vision. | 1 | 2 | 3 | 4 | 5 |
| | 3. Work collaboratively with staff, parents, and members of the community motivating and inspiring support for the District vision. | 1 | 2 | 3 | 4 | 5 |
| | 4. Propose creative strategies to the Board for implementing the District's vision. Carry out the strategies once they have been endorsed by the Board. | 1 | 2 | 3 | 4 | 5 |
| | Total: _____ | | | | | |
| Learning | 1. Ensure the District's curriculum is of the highest quality and routinely seeks improvement and innovation. | 1 | 2 | 3 | 4 | 5 |
| | 2. Use assessment of programs and services, and input of staff, students, and citizens to gauge student progress. | 1 | 2 | 3 | 4 | 5 |
| | 3. Hire high quality professionals devoted to individualizing success for all students. | 1 | 2 | 3 | 4 | 5 |
| | 4. Work with staff, the Board, District administration, and outside resources to provide staff training focused on improving student achievement and reaching building and District goals. | 1 | 2 | 3 | 4 | 5 |
| | 5. Propose redesign of District plans and strategies, making adjustments based on assessments and input. | 1 | 2 | 3 | 4 | 5 |
| | Total: _____ | | | | | |

| | | |
|--------------------------|--|---|
| Communications | <ol style="list-style-type: none"> 1. Create and disseminate communications on issues of interest and substance. 2. Communicate effectively with the Board, staff, students, administration, and community members. 3. In concert with the Board and others, develop and disseminate district-wide Continuous System Improvement (CSI) goals. 4. Publicize appropriate school programs and services to students and citizens. 5. Consider and discuss with the Board innovative communication channels and target audiences. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |
| Finance | <ol style="list-style-type: none"> 1. Support a responsible fiscal plan to reflect District-wide CSI goals that enhance educational excellence. 2. In concert with the Business Manager and the Board, develop a budget in accordance with the budget calendar and priorities established by the Board. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |
| Personnel Administration | <ol style="list-style-type: none"> 1. Effectively monitor with the administrative staff the personnel policy and practices of the district, including the employee handbook. 2. Provide or cause to be made realistic and consistent evaluations of all school personnel. 3. Complete an annual performance evaluation of administrators or other supervisors as assigned. Share results with the Board. 4. Propose to the Board a system to identify and recognize superior employee performance. The proposal must include estimation of the financial ramifications. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |
| Facilities Management | <ol style="list-style-type: none"> 1. Be responsible for effective and efficient utilization of physical space and grounds. 2. Establish and oversee optimal systems to maintain buildings and grounds, working through other administrators. 3. Work cooperatively with other administrators to develop a long-range plan, including budget, to maintain and improve facilities. 4. Assist the Business Manager and the Facilities Director in an annual evaluation of buildings, equipment and service systems and make recommendations for repair/replacement, including budget. 5. Assist in the development of an annual plan to identify and pursue building efficiencies and improvements. 6. Monitor buildings to encourage community use for clubs, organizations, adult education, and recreational purposes, along with applicable budgets. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |

| | | |
|-----------------------------|--|--|
| Staff Relationships | <ol style="list-style-type: none"> 1. Develop and maintain an atmosphere of trust, participation and involvement in the operation of the District. 2. Seek feedback from students, parents, staff, and the Board concerning their perception of the system and its strengths and areas in need of improvement. 3. Actively promote positive staff relations. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |
| Policy Administration | <ol style="list-style-type: none"> 1. Work in concert with the Board policy committee to systematically review Board and District policies. 2. Make recommendations through the Board policy committee to revise, add or delete policies. 3. Provide a general overview of policy effectiveness. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |
| Advocacy | <ol style="list-style-type: none"> 1. Represent the interests of the District in State and national legislative matters affecting local education. 2. Advocate for or against education legislation under consideration as directed by the Board. 3. Communicate the viewpoints of the Board and District with regard to educational issues and initiatives. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |
| Increasing District Revenue | <ol style="list-style-type: none"> 1. Work with the Evansville Education Foundation to identify funding needs and possible funding sources 2. Serve, or designate another qualified person, to serve on the Evansville Education Foundation Board of Directors. 3. Promote the efforts of the District and the Evansville Education Foundation to the community. 4. Present to the Board specific alternatives to increase net District revenue. Include in the presentations the potential overall financial consequences, both positive and negative, of the alternatives. 5. Actively engage local, State, and federal elected officials in discussions regarding the critical need for adequate District funding, in order to maintain and increase the educational excellence of the District. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |
| <p><u>Comments:</u></p> | | |

Approved: July 8, 1985
Revised: March 13, 2000
Revised:

225.1 221

1st Reading: 11/18/15; 2nd Reading: 12/9/15; 3rd Reading: 1/13/16

ADMINISTRATIVE STAFF EVALUATIONS

The Evansville Community School District administrative personnel shall be evaluated on the basis of written job descriptions and documented annual goals. The district administrator will establish a written evaluation system for all other administrative personnel whereby each administrator shall be evaluated at least annually. The results of the evaluations and any change to the job descriptions shall be reported and discussed with the Board of Education.

Legal Ref: Sections 115.415 Wisconsin Statutes (Educator Effectiveness)
118.24 (School District Administrator)
121.02(1)(b) (School District Standards)

Local Ref: Policy #222 – Administrator Contracts

DISTRICT ADMINISTRATOR
Job Description

The Evansville Community School District Board of Education is responsible for evaluating the performance of the District Administrator. Pursuant to this legal obligation, the Board shall establish a Job Description for the District Administrator to guide a consistent and rigorous performance evaluations.

I. POSITION GOALS & RESPONSIBILITIES

The District Administrator is hired by the Board and is directly responsible to the Board. S/he acts as the District's Chief Executive Officer and directs the management of finances, facilities, operations, and curriculum in conjunction with the work of other staff. The District Administrator works cooperatively with the Board as the District's leader to promote the vision, policy, Continuous System Improvement (CSI) plan, and management of resources. S/he will do so by maintaining a channel of positive communication between the school and local government officials (e.g., city council, town board, city staff, county staff) and area non-governmental organizations (e.g., Chamber of Commerce, booster groups, service organizations, etc.), parents, staff, and students.

II. DUTIES OF THE DISTRICT ADMINISTRATOR

The District Administrator has major position responsibilities involving the District's diverse operations to reflect Board and community expectations. The District Administrator shall:

A. Leadership

1. Work with the Board to refine the vision for the District.
2. Articulate and demonstrate the District vision.
3. Work collaboratively with staff, parents, and members of the community motivating and inspiring support for the District vision.
4. Propose creative strategies to the Board for implementing the District's vision. Carry out the strategies once they have been endorsed by the Board.

B. Learning

1. Ensure the District's curriculum is of the highest quality and routinely seeks improvement and innovation.
2. Use assessment of programs and services, and input of staff, students, and citizens to gauge student progress.
3. Hire high quality professionals devoted to individualizing success for all students.
4. Work with staff, the Board, District administration, and outside resources to provide staff training focused on improving student achievement and reaching building and District goals.
5. Propose redesign of District plans and strategies, making adjustments based on assessments and input.

C. Communications

1. Create and disseminate communications on issues of interest and substance.
2. Communicate effectively with the Board, staff, students, administration, and community members.
3. In concert with the Board and others, develop and disseminate District-wide CSI goals.
4. Publicize appropriate school programs and services to students and citizens.

5. Consider and discuss with the Board innovative communication channels and target audiences.
- D. Finance
1. Support a responsible fiscal plan to reflect District-wide CSI goals that enhance educational excellence.
 2. In concert with the Business Manager and the Board, develop a budget in accordance with the budget calendar and priorities established by the Board.
- E. Personnel Administration
1. Effectively monitor with the administrative staff the personnel policy and practices of the district, including the employee handbook.
 2. Provide or cause to be made realistic and consistent evaluations of all school personnel.
 3. Complete an annual performance evaluation of administrators or other supervisors as assigned. Share results with the Board.
 4. Propose to the Board a system to identify and recognize superior employee performance. The proposal must include estimation of the financial ramifications.
- F. Facilities Management
1. Be responsible for effective and efficient utilization of physical space and grounds.
 2. Establish and oversee optimal systems to maintain buildings and grounds, working through other administrators.
 3. Work cooperatively with other administrators to develop a long-range plan, including budget, to maintain and improve facilities.
 4. Assist the Business Manager and the Facilities Director in an annual evaluation of buildings, equipment and service systems and make recommendations for repair/replacement, including budget.
 5. Assist in the development of an annual plan to identify and pursue building efficiencies and improvements.
 6. Monitor buildings to encourage community use for clubs, organizations, adult education, and recreational purposes, along with applicable budgets.
- G. Staff Relationships
1. Develop and maintain an atmosphere of trust, participation and involvement in the operation of the District.
 2. Seek feedback from students, parents, staff, and the Board concerning their perception of the system and its strengths and areas in need of improvement.
 3. Actively promote positive staff relations.
- H. Policy Administration
1. Work in concert with the Board Policy Committee to systematically review Board and District policies.
 2. Make recommendations through the Board Policy Committee to revise, add or delete policies.
 3. Provide a general overview of policy effectiveness.
- I. Advocacy
1. Represent the interests of the District in State and national legislative matters affecting local education.
 2. Advocate for or against education legislation under consideration as directed by the Board.
 3. Communicate the viewpoints of the Board and District with regard to educational issues and initiatives.
- J. Increasing District revenue
1. Work with the Evansville Education Foundation to identify funding needs and possible funding sources.

2. Serve, or designate another qualified person, to serve on the Evansville Education Foundation Board of Directors.
3. Promote the efforts of the District and the Evansville Education Foundation to the community.
4. Present to the Board specific alternatives to increase net District revenue. Include in the presentations the potential overall financial consequences, both positive and negative, of the alternatives.
5. Actively engage local, State, and federal elected officials in discussions regarding the critical need for adequate District funding, in order to maintain and increase the educational excellence of the District.

Legal Ref.: Sections 118.24 Wisconsin Statutes (School District Administrator)

121.02(1)(a) (School District Standards)

PI 8.01 (2)(q), Wisconsin Administrative Code (School District Standards)

PI 34.32 (Subchapter IX-Administration Categories)

Local Ref. : Policy #225 - Evaluation of the District Administrator

Policy #225 Form - Colleague Assessment Questionnaire, District Administrator's
Position

Revised: June 8, 2009
Revised: June 11, 2014
Revised:

345.6

1st Reading: 11/18/15; 2nd Reading: 12/9/15; 3rd Reading: 1/13/16

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma from Evansville High School, students graduating must satisfy all credit requirements as indicated under Requirements.

The District will make every effort to prepare students for these requirements. Staff will strive to identify struggling students, monitor their progress throughout their K-12 education years, and provide assistance where required and as is possible.

Requirements:

In order to receive an Evansville High School diploma, students must have been enrolled in class or participated in an activity approved by the school board during each class period of each school day and have satisfied all high school credit requirements. Students shall select a minimum of four classes per term and should earn a minimum of eight credits per year. They shall be in regular attendance for eight semesters, except as otherwise provided by state law or local rule.

| <u>Course</u> | <u>Credits Required</u> |
|-----------------------------|-------------------------|
| English Language Arts | 4 |
| Social Studies | 3.5 |
| Mathematics | 3 |
| Science | 2 (3**) |
| Personal Finance | .5 |
| Additional Academic Credit* | 1 |
| Physical Education | 1.5 |
| Health Education | .5 |
| Elective Courses | 12 (11**) |
| TOTAL CREDITS | 28 |

Credit* = elective from science, social studies, math, English or world languages.

** Beginning with the class of 2017

Senior Graduation Project

Starting with the class of 2015, students will need to successfully complete and present a Senior Graduation Project as a graduation requirement.

Civics Test Requirement

Starting with the class of 2017, in order to earn a high school diploma, students will need to take and pass a state mandated Civics Test. This includes students who are seeking a general education diploma, (GED), or a high school equivalency diploma. The test may be taken any time during the high school years, 9 – 12. Students who have an IEP must complete the test but are not required to pass it. Students with limited English proficiency must be permitted to take the Civics Test in the student's language of choice.

Special Needs Programs

Students enrolled in a program with an individual education plan (IEP) may have their individual educational sequence modified to meet their needs. Students must obtain the required number of credits – but required course credits may be obtained by taking a required course from a regular education class with modifications or by taking a required course through special education with the course content being constructed around alternative performance indicators.

Transfer Students

Consideration will be given to transfer students whose previous high school required fewer credits for graduation. The number of credits needed for students to graduate from Evansville High School will be determined on the basis of a sliding scale. For transfer students who have completed their freshman year at another school, the graduation requirement will be 75% of the difference between the two schools, for students transferring after completing their sophomore year 50%, and for students transferring after completing their junior year 25%. The chart below serves as the guideline.

| Grade Level | 22 Transfer Credits | 23 Transfer Credits | 24 Transfer Credits | 25 Transfer Credits | 26 Transfer Credits | 27 Transfer Credits |
|-------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 9 | 26.50 | 26.75 | 27.00 | 27.25 | 27.50 | 27.75 |
| 10 | 25.00 | 25.50 | 26.00 | 26.50 | 27.00 | 27.50 |
| 11 | 23.50 | 24.25 | 25.00 | 25.75 | 26.50 | 27.25 |

The high school principal shall be responsible for certifying that graduating students have met all requirements.

Alternative Education Program

The Alternative Education Program requires students to successfully complete all competencies as documented in the Program curriculum. Students successfully completing the Program requirements will receive an Evansville Community School District High School diploma. Students attending the Program who choose to take Evansville High School elective classes will be able to substitute one EHS credit for two competencies, as often as needed. Likewise, students transferring between Evansville High School and the Alternative Education Program (or vice versa) will transfer credits-to-competencies at a one-to-two ratio.

Legal Ref.: Sections 115.28(7)(e)1 Wisconsin State Statutes (General Duties)
115.29(4)(a) (High School Graduation Equivalency)
115.915 (Availability of Program Services and Modifications)
118.13 (Pupil Discrimination Prohibited)
118.15 (Compulsory School Attendance)
118.153 (Children At Risk of Not Graduating From High School)
118.30 (Pupil Assessment)
118.33(1) and (1)(f)1 and (1m) (High School Graduation Standards; Criteria for Promotion)
118.35 (Programs for Gifted and Talented Pupils)
118.52 (Course Options)
118.53 (Attendance by Pupils Enrolled in a Home-Based Private Educational Program)
118.55 (Youth Options Program)
120.12(17) (School Board Duties)
120.13(37) (School Board Powers)
121.02(1)(p) (School Board Standards)
Chapter 115, Subchapter V
PI 18, 25, 40, Wisconsin Administrative Code

FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT

The Evansville Community School District will provide the opportunity for students to attend public schools outside the District and will accept nonresident Open Enrollment students. All nonresident public school Open Enrollment students attending a school in the District shall have all the rights and privileges of resident students. They also are subject to the same expectations, rules, and regulations during their term of enrollment.

Nonresident Students Coming Into the District

The parent(s)/guardian(s) of nonresident students who wish to attend school in the Evansville School District shall complete and submit the required application using the Department of Public Instruction (DPI's) online system. Parent(s)/guardian(s) may contact the District Office if they need assistance.

A nonresident student may apply for full-time open enrollment in an Evansville School under the State Open Enrollment Law and Program. When accepting or rejecting a nonresident student's application for enrollment, the District shall consider the following criteria:

- a. Application is submitted during the required time period.
- b. Space in buildings is available.
- c. Space in the class is available.
- d. Impact on student-teacher ratios.
- e. Projection for future school growth.
- f. Status as an Evansville student during the current school year. Any applicant who is currently attending the Evansville Community School District will be included in the count of occupied spaces.
- g. Expulsion (current or prior two school years) or expulsion proceedings.
- h. Habitual truancy (current or prior two (2) school years).
- i. Ability to satisfy a student with disabilities individualized education program (IEP).
- j. Whether the student has been referred for a special education evaluation that has not been completed.

1. Space Availability

If space availability limits the District's ability to accept nonresident students, the Board will set the number of regular education spaces available for open enrollment by grade level and the number of special education spaces by program and/or related service no later than the regular January board meeting. The Board will hear preliminary recommendations on enrollment limits at the December board meeting.

If the Board has taken action at the January board meeting to limit the number of spaces that will be available for applications that are submitted under the regular application period for the following school year, the District shall not approve any alternate applications in the grades or programs and/or related services with limited space that are submitted for the current school year after the date of the January school board meeting. Further, the District shall also deny any alternate applications for the current school year received on or before the date of the Board meeting in

January seeking enrollment into grades or programs and/or related services that had been limited at the prior January board meeting due to space considerations for the current school year.

After setting the number of available spaces in January, the Board may not reduce the number of such spaces after the start of the regular application period; and except for any applications that are guaranteed space, may only increase the number of available spaces after the first Friday following the first Monday in June.

The District will create and administer waiting lists for applications received during the regular application period, but not for current-year open enrollment applications submitted under the alternative application procedure.

If the number of applicants exceeds space available, students will first be accepted if they are:

1. Continuing students (included in the count of occupied spaces).
2. Siblings of continuing students.

Remaining spaces will be filled by a random lottery. Any unassigned students will be placed on a waiting list created by a random lottery. If an opening occurs, the district administrator will review the waiting list by the grades or programs and/or related services with limited space of the opening and the next eligible student will be selected. Parent(s)/guardian(s) will be notified by phone and mail. They will have 10 calendar days to accept the opening. If they do not respond or if they decline, another applicant will be selected.

2. Students With Disabilities

If the District determines that the special education program or related services described in the nonresident student's IEP are available in the District, and there is space available in the special education program identified in the student's IEP, the Open Enrollment application shall be accepted. If the special education program or services described in the student's IEP are not available or there is no space available in the program, the application shall be denied. If a nonresident student receives his/her initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, and the special education program or services required by that initial or revised IEP are not available in the District or there is no space available in the program or services identified within the IEP, the nonresident student may be returned to the resident district.

3. Students Referred for a Special Education Evaluation

An Open Enrollment application shall be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. Assuming other acceptance criteria are and continue to be met, the District may reconsider a denial under this criteria if the completed IEP (or a finding of no disability) is forwarded to the District and reviewed by the District prior to the close of the period during which applications would normally continue to be reviewed or accepted from any waiting list.

4. "Best Interests" Determinations Under the Alternate Open Enrollment Application Criteria and Procedures

If a parent(s)/guardian(s) applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the District shall review the information and rationale provided by the parent(s)/guardian(s) and make a determination as to whether the District agrees with the parent(s)/guardian(s) that attending school in the District pursuant to the application is in the student's best interest. If the District

determines that attendance would not be in the student's best interest, the application shall be denied on that basis.

5. Other Criteria

A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment because the student does not meet the age requirements for school attendance or early admission, the resident district does not have a matching program as offered by the District, or the application is determined to be invalid or in excess of the number of allowable applications.

No criteria other than those outlined above may be considered by the District when acting on nonresident student full-time open enrollment applications.

Requests for Early Admission to Kindergarten

The District does not evaluate nonresident open enrollment applicants for early admission to 4 or 5 year old kindergarten.

No Reapplication Required

Once a nonresident student is accepted for open enrollment in the District and begins attending school in the District, no reapplication is required in order for the student to maintain continuous open enrollment.

Transportation

Student transportation and the costs thereof shall be the responsibility of the nonresident student's parent(s)/guardian(s), subject to the following exceptions:

1. Low income parent(s)/guardian(s) may apply to the DPI for reimbursement of costs of transportation in accordance with DPI's procedures.
2. The District shall provide transportation for nonresident students with disabilities attending school full-time in the District if it is required in the student's IEP or otherwise required by law.

Wisconsin Interscholastic Athletic Association (WIAA)

To the extent required by state law, nonresident open enrollment students attending school in the District shall have all of the rights and privileges of similarly-situated resident students and shall be subject to the same rules and regulations as resident students. An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

Termination Due to Habitual Truancy

2009 WI Act 304 provides that a nonresident school board may notify the parent(s)/guardian(s) of a habitual truant, that the pupil may not attend the nonresident school district in the following semester or school year.

Resident Students Going Out of the District

Evansville resident students may apply for full-time open enrollment in another public school district as a nonresident student under the State Open Enrollment Law and Program. When accepting or rejecting a resident application for enrollment in another school district, the Evansville District shall consider the following criteria:

1. The application is submitted during the required time period.
2. If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may also deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. Prior to denying an alternative application on the basis that the parent(s)/guardian(s) did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent(s)/guardian(s) an opportunity to provide additional information.

A full-time open enrollment application can also be denied if the resident student is ineligible for open enrollment because the student does not meet the age requirements for school attendance or early admission, the nonresident district does not have a matching program as offered by the District, or the application is determined to be invalid or in excess of the number of allowable applications.

Transportation

The parent(s)/guardian(s) of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be denied.

Appeal of Rejection

If an application for full-time open enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI following the deadlines and other procedures established by the DPI.

APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA AND PROCEDURES

Eligibility Criteria

A parent(s)/guardian(s) of a student who wishes to attend school in a nonresident school district may submit an Open Enrollment application outside of the regular Open Enrollment application period or in lieu of it if the application is for the current school year, the student meets one of the following criteria, and the parent(s)/guardian(s) describes the criteria that the student meets in the application:

1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
2. The student is or has been a homeless student in the current or immediately preceding school year.
3. The student has been the victim of repeated bullying and harassment and all of the following apply:
 - a. The student's parent(s)/guardian(s) must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process and;
 - b. In spite of action taken by the Board or designee the repeated bullying and harassment continues.
4. The place of residence of the student's parent(s)/guardian(s) and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the

- military orders changing the place of residence were issued.
5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.
 6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent(s)/guardian(s). The application must be made within 30 days after the student's change in residence.
 7. The student's attendance in a school in the nonresident school district is considered to be in the best interests of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interest of the student.

Application Review and Approval Process

1. When the District receives an Open Enrollment application that has been submitted under the Alternative Open Enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the District Administrator or his/her designee for review and recommendations.
 - a. If the application involves a nonresident student seeking to attend school in the District under Open Enrollment, the District will:
 - 1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district;
 - 2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended; and
 - b. If the application involves a resident student who is attending, or who previously attended, school in the District, the District shall send the nonresident school district to which the Open Enrollment application was made a copy, if applicable, of the student's IEP and any expulsion or other relevant discipline-related records within 10 days of receiving the application.
2. The District Administrator, along with other members of the administrative staff, shall review the application using the acceptance/denial criteria outlined in Board policy. The District Administrator or his/her designee shall submit recommendations regarding acceptance or denial of the application to the Board for action.
 - a. The District may deny an application of a resident student if:
 - 1) It determines that the criteria relied on by the parent(s)/guardian(s) to submit the application do not apply to the student.
 - b. The District may deny an application of a nonresident student:
 - 1) For the same reasons it may deny an application submitted during the regular Open Enrollment application period; or
 - 2) If the application relies on the best interests of the student criteria and the District determines that open enrollment is not in the student's best interests.
3. If the application involves a nonresident student seeking to attend school in the District, the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 days after receiving the application.
 - a. If the application has been denied, the notification shall include the reasons for the denial.

To the extent consistent with state law and District policy, acceptance of an application may be contingent or subject to revocation.

- b. If the District has approved the Open Enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the District and shall begin attending the school or program no later than the 15th day following receipt of the notice of acceptance. If the nonresident student has not enrolled in or attended school in the District by that date, the District may notify the student's parent(s)/guardian(s), in writing, that the student is no longer authorized to attend the school or program in the District.
 - c. If there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will review and act upon such records promptly, and, if necessary, inform the student that the District's ability to confirm or deny the application is contingent upon the District's receipt and review of such records. If the DPI allows the District to conditionally approve such an application subject to that contingency, the District may do so. Otherwise, such application may be held in abeyance until the relevant records are received, or, if necessary, the application may be denied.
4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the District's receipt of the application. In addition:
- a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, approval of an application may be contingent or subject to revocation.
 - b. To the extent that there is a delay in the District's receipt of any relevant records or information such that the District is unable to determine whether the criteria upon which the application was based apply to the student, the District will act upon such records/information promptly upon receipt and notify the applicant of its decision to approve or deny the application within five (5) days of making the determination.

Legal Ref.: Sections 115.787 Wisconsin Statutes (Individualized Educational Programs)

118.13 (Pupil Discrimination Prohibited)

118.16(1)(a) (School Attendance Enforcement)

118.51 (Full-Time Open Enrollment)

118.52 (Course Options)

118.53 (Attendance by Pupils in a Home-Based Private Educational Setting)

120.13(1)(f)(h) (School Board Powers)

121.54(3)(10) (Transportation by School Districts)

121.55 (Methods of Providing Transportation)

PI 36, Wisconsin Administrative Code (Public School Inter-District Open Enrollment)

Local Ref.: Policy 425 – Enrollment of and Services Available to District Students Who Attend Private, Parochial or Home Based School

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, December 9, 2015, 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, Oberdorf, and HS Rep. Roth. Absent: HS Rep. Michael.

APPROVE AGENDA

Motion by Mr. Busse, seconded by Ms. Spanton Nelson, moved to approve the agenda as presented. Discussion. Motion carried, 6-1 (Hammann)(voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Welcome New Board Members – Derek Allen and Jane Oberdorf
- Wisconsin Association of School Board Convention (WASB) – January 20-22, 2016
- Open Enrollment – February 1 - April 29, 2016
- 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

PUBLIC PRESENTATIONS

None.

INFORMATION & DISCUSSION

Presentation on Levi Leonard Little Blue (PBIS) Positive Behavioral Intervention and Supports by some students and teaching staff: Shari Fettig, Jenny Runkle, Mark Simonson, Penny Viken, Katie Johnson and Kari Schwengels. Discussion.

High School Board Representative, Ms. Roth, had nothing to report.

Business Manager, Ms. Treuden, presented the 2014-2015 financial audit reports from the auditors. Discussion.

Ms. Treuden presented a plan to refinance District bond issue. Discussion.

District Administrator, Mr. Roth, presented open enrollment class limits for regular education. Special education limits will be presented in January. Discussion.

Mr. Braunschweig reported that no one has taken out papers to run for school board election at this time.

Mr. Braunschweig shared WASB Convention in January and Board members attendance. Discussion.

Mr. Roth presented administrators contracts rollover language. Discussion.

JC McKenna Middle School Principal, Mr. Knott, shared current work being developed to offer a summer school program. Discussion.

High School Principal, Mr. Everson, presented three new course proposals: Music Appreciation I, Show Choir, and Vocal Jazz, for insertion in the course guide. Discussion.

Mr. Braunschweig asked for the new Board members to consider being on committees. Discussion. Mr. Allen will be on Employee Handbook and CSI, Workforce Engagement and Development, and Ms. Oberdorf will serve on Policy and CSI, Communication and Community Engagement.

Ms. Hammann presented for a second reading, policies: #225-Evaluation of the District Administrator; #225 Form (#225.1)-Colleague Assessment Questionnaire, District Administrator's Position; #225.1-Administrative Staff Evaluations (#221-Evaluation and Development of Administrators); #232-District Administrator Job Description; #345.6-Graduation Requirements; #428-Full-Time Public School Open Enrollment; #830-Use of School Facilities, Grounds, and Equipment; #830 Form-Facility Use Agreement; #830 Form 1-Key and Swipe Key Checkout Form; #830 Form 2-Request for Kitchen Use; and #835-Community Supervisor & Key Holders. Discussion. Policies to come back for approval.

PUBLIC PRESENTATIONS

None.

BUSINESS (Action Items)

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to hire Food Service Workers, Kim Fox and Annie Morton, for a rate of \$12.50/hour. Motion carried, 7-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Ms. Hammann, moved to hire Lauren Meredith as the Middle School Girls Basketball Coach for a stipend of \$1,476, pending approval of her background check. Motion carried, 7-0 (voice vote).

Motion by Ms. Hammann, seconded by Ms. Spanton Nelson, moved to hire Carleigh Koper as a Crossing Guard for \$9.00/shift. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to accept the retirement of David Soddy, Educational Assistant, effective January 10, 2016. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to approve the 2015-2016 salary increase of 1.5% for all support staff. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the 2015-2016 salary increase of 1.5% for food service workers, custodians/cleaners, and administrators. Discussion. Motion failed, 3-4 (Hammann, Spanton Nelson, Allen, Oberdorf)(voice vote).

Motion by Ms. Hammann, seconded by Mr. Busse, moved to approve the support staff compensation model as presented. Discussion. Motion carried, 5-2 (Spanton Nelson, Rasmussen)(voice vote).

Motion by Mr. Busse, seconded by Ms. Hammann, moved to approve the plan to refinance District bonds as presented. Motion carried, 7-0 (roll call vote).

Motion by Mr. Busse, seconded by Ms. Oberdorf, moved to approve the high school new courses proposals of: Music Appreciation I, Show Choir, and Vocal Jazz, as presented. Discussion. Motion carried, 6-1 (Hammann)(voice vote).

CONSENT (Action Items)

Ms. Hammann removed item VIII, D, #4, Part 2, Certified, pg. 46, Section 5, 5.03-Change Liquidated Damages from the consent items.

Motion by Ms. Spanton Nelson, seconded by Mr. Busse, moved to approve the consent agenda items: 2016-2017 School Calendar; 2016-2017 Budget Process and Calendar; Policies: #152-Employee Handbook; #221-Recruitment and Appointment of Administrators; #222-Administrator Contracts; #223-Administrator Professional Development Opportunities; #223.1-Guidelines for Attendance at meetings, Workshops and Conventions; #370-The Co-and Extra-Curricular Activities Program; #852-Distribution of Flyers, Posters, Brochures, and Other Non-School Materials; Employee Handbook Committee Suggested Changes: #1, Part 2, Certified Staff, pg. 41, Section 3, 3.02, B – Evaluated to Observed; #2, Part 2, Certified Staff, pg. 41-42, Section 3, 3.02, E, 3 – Change Date of When Evaluations Are Due in Personnel Files; #5, Part 2, Certified, pg. 50, Section 7, 7.02, #6 – Sick Leave Provisions; #6, Clerical Items; and the November 18 Regular and November 30 Special Meeting Minutes, as presented. Motion carried, 7-0 (roll call vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to approve item VIII, D, #4, Part 2, Certified, pg. 46, Section 5, 5.03-Change Liquidated Damages. Discussion.

Amended motion by Ms. Hammann, seconded by Mr. Busse, to change the liquidated damages to: July, \$750; August, \$1,000; and September 1 and after, \$1,500. Motion carried 6-1 (Rasmussen)(voice vote).

Original motion as amended carried, 6-1 (Rasmussen)(voice vote).

FUTURE AGENDA

The January 13, 2016, Regular Meeting agenda discussed.

FIVE MINUTE BREAK

A five minute break was taken.

EXECUTIVE SESSION

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to 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; namely to discuss employee matters; 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. Motion carried, 7-0 (roll call vote).

ADJOURN

Meeting adjourned from executive session at 9:09 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved:
Mason Braunschweig, President

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: November 2015 Reconciliation
Date: January 4, 2016

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – November \$ 406,339.67
- Check Register – November \$ 333,566.27

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

| | | | |
|--------------------|--------|-------------|------------|
| FOR THE MONTH OF | Nov-15 | | |
| BALANCE PER BANK: | | 96,000.00 | |
| OUTSTANDING CHECKS | | -5,017.43 | |
| LESS WRS POSTING | | -129,796.42 | |
| MMA ACCOUNT | | 343,113.66 | |
| BALANCE PER BANK | | | 304,299.81 |

| BALANCE PER GENERAL LEDGER: | BEGINNING BAL. | ACTIVITY | ENDING BAL. | |
|-----------------------------|----------------|--------------|--------------|------------|
| FUND 10 General | 972,508.07 | 217,010.18 | 1,189,518.25 | |
| FUND 21 Donations | 30,369.69 | 5,655.96 | 36,025.65 | |
| FUND 27 Special Ed | (581,916.31) | (174,886.07) | (756,802.38) | |
| FUND 38 Debt | 1,100.15 | - | 1,100.15 | |
| FUND 39 Debt | (515,065.98) | - | (515,065.98) | |
| FUND 50 Food Service | -7.94 | 6,418.40 | 6,410.46 | |
| FUND 99 Voc Ed/ESL/Grants | | - | | |
| MMA ACCOUNT | | - | 343,113.66 | |
| BALANCE PER GENERAL LEDGER | | | | 304,299.81 |
| | | 54,198.47 | | |

DIFFERENCE 0.00

| Fd | T | Loc | Obj | Func | Prj | Func | Beginning Balance | November 2015-16 Monthly Activity | Ending Balance |
|---------------------------|---|-----|-----|--------|-----|--------------------------------|----------------------|--------------------------------------|-------------------|
| 10 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | -1,123,701.03 | 217,010.18 | 1,189,518.25 |
| 10 | - | --- | --- | ----- | --- | GENERAL FUND | -1,123,701.03 | 217,010.18 | 1,189,518.25 |
| 21 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | 26,237.67 | 5,655.96 | 36,025.65 |
| 21 | - | --- | --- | ----- | --- | GIFTS/DONATIONS | 26,237.67 | 5,655.96 | 36,025.65 |
| 27 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | 13,232.79 | -174,886.07 | -756,802.38 |
| 27 | - | --- | --- | ----- | --- | SPECIAL EDUCATION FUND | 13,232.79 | -174,886.07 | -756,802.38 |
| 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 | | -515,065.98 |
| 39 | - | --- | --- | ----- | --- | REFERENDUM APPROVED DEBT SERVI | -168,092.23 | | -515,065.98 |
| 50 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | 14,594.20 | 6,418.40 | 6,410.46 |
| 50 | - | --- | --- | ----- | --- | FOOD SERVICE | 14,594.20 | 6,418.40 | 6,410.46 |
| Grand Asset Totals | | | | | | | -1,219,687.81 | 54,198.47 | -38,813.85 |

Number of Accounts: 6

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

| Post Date | Func | Description | Amount |
|------------|--------------------------------|---|---------|
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - K CROCKER - NOV | 1384.60 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - R FLAHERTY - NOV | 1384.60 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - V ZHE - NOV | 589.12 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - B BERG - NOV | 1190.76 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - S ERICKSON - NOV | 1190.76 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - L HAVLIK - NOV | 1384.60 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - P HAESE - NOV | 589.12 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - C BEEDLE - NOV | 589.12 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - H BEEDLE - NOV | 589.12 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - R COLE - NOV | 1190.76 |
| 11/30/2015 | DISTRICT WIDE | VOLLEYBALL SECTIONAL SEMIS 10/29/15 | 1445.00 |
| 11/30/2015 | SCHOOL BUILDING ADMINISTRATION | TRIS CREDIT CARD REIMBURSEMENT | 4959.84 |
| 11/30/2015 | DISTRICT WIDE | FACILITY USE - J TIEDT | 72.00 |
| 11/30/2015 | DISTRICT WIDE | KIDS KORNER MEALS OCT INV 1026 | 485.00 |
| 11/30/2015 | GUIDANCE | PSAT PAYMENTS | 720.00 |
| 11/30/2015 | INDUSTRIAL ARTS | W CHURCH CAR REPAIR REIMBURSEMENT | 100.00 |
| 11/30/2015 | INDUSTRIAL ARTS | D SCHWENN CAR REPAIR REIMBURSEMENT | 105.48 |
| 11/30/2015 | SCHOOL BUILDING ADMINISTRATION | WORK PERMITS | 90.00 |
| 11/30/2015 | DISTRICT ADMINISTRATION | POLO SHIRT DONATIONS | 25.00 |
| 11/30/2015 | DISTRICT WIDE | FACILITY USE - EVANSVILLE COMMUNITY THEATRE | 634.77 |
| 11/30/2015 | INDUSTRIAL ARTS | R GROVESTEN CAR REPAIR REIMBURSEMENT | 73.42 |
| 11/30/2015 | DISTRICT WIDE | RESTITUTION - GATH | 150.00 |
| 11/30/2015 | DISTRICT WIDE | MEDICAID PAYMENT | 7369.97 |
| 11/30/2015 | OPERATION OF BUILDINGS | INSURANCE SETTLEMENT-COOLERS | 694.39 |
| 11/30/2015 | ACCOUNTS RECEIVABLE | FOCUS ON ENERGY PAYMENT | 7500.00 |
| 11/30/2015 | OTHER DEP LIFE INS PAYABLE | LIFE INSURANCE PAYMENTS | 2476.29 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | HEALTH INS. FOR NOV - R. COLE | 193.84 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | HEALTH INS. FOR NOV - S ERICKSON | 193.84 |
| 11/30/2015 | DISTRICT WIDE | STUDENT FEES | 969.00 |
| 11/30/2015 | DISTRICT WIDE | ERATE REFUND-AT&T | 1117.50 |
| 11/30/2015 | SCHOOL BUILDING ADMINISTRATION | REIMBURSEMENT FOR FIG CHARGE | 70.70 |
| 11/30/2015 | DISTRICT WIDE | MANUFACTURED HOME TAX-MAGNOLIA | 283.71 |
| 11/30/2015 | FIELD TRIPS - CLASSROOM | STUDENT COUCIL REIMBURSEMENT FOR BUS | 100.38 |
| 11/30/2015 | OTHER DEP LIFE INS PAYABLE | LIFE INSURANCE PAYMENTS | 475.50 |
| 11/30/2015 | COACHING | REIMBURSEMENT FOR CHARTER FOOTBALL BUS | 740.00 |
| 11/30/2015 | FIELD TRIPS - CLASSROOM | LEVI FIELD TRIP REIMBURSEMENT | 539.80 |
| 11/30/2015 | TERMINATION OF BENEFITS | EBC - COBRA DENTAL - FLAHERTY ANDREW | 666.24 |
| 11/30/2015 | TERMINATION OF BENEFITS | EBC - COBRA HTL - PFAFF CUFAUDE WAGNER ANDREW | 3152.17 |
| 11/30/2015 | TERMINATION OF BENEFITS | EBC - COBRA HTL HRA - PFAFF CUFAUDE ANDREW WA | 600.00 |
| 11/30/2015 | DISTRICT WIDE | FOOD SERVICE INV 1006 | 169.00 |
| 11/30/2015 | INDUSTRIAL ARTS | M STANO CAR REPAIR REIMBURSEMENT | 35.73 |
| 11/30/2015 | INDUSTRIAL ARTS | C KLEISCH CAR REPAIR REIMBURSEMENT | 99.99 |
| 11/30/2015 | REGULAR CURRICULUM | CLASSROOM SNACKS | 5.00 |
| 11/30/2015 | DISTRICT WIDE | UB&T REIMBURSEMENT FOR MS SCOREBOARD | 5748.56 |
| 11/30/2015 | INFORMATION SERVICES | OPEN RECORDS REQUEST- GREENWOODS STATE BANK | 10.00 |
| 11/30/2015 | DISTRICT WIDE | RESTITUTION - TORTOMASI | 1100.00 |
| 11/30/2015 | INDUSTRIAL ARTS | H BUTTCHEN CAR REPAIR REIMBURSEMENT | 26.24 |
| 11/30/2015 | INDUSTRIAL ARTS | S MICHAEL CAR REPAIR REIMBURSEMENT | 129.00 |
| 11/30/2015 | DISTRICT WIDE | STUDENT FEES | 1720.50 |
| 11/30/2015 | DISTRICT ADMINISTRATION | DO SODA | 5.50 |
| 11/30/2015 | DISTRICT ADMINISTRATION | DO COFFEE | 23.00 |
| 11/30/2015 | INFORMATION SERVICES | DO STAMPS | 6.00 |
| 11/30/2015 | DISTRICT WIDE | FACILITY USE - A BANKS | 15.00 |

| Post Date | Func | Description | Amount |
|-------------------------|--------------------------------|-----------------------------------|-----------|
| 11/30/2015 | DISTRICT WIDE | MEDICAID PAYMENT | 11189.50 |
| 11/30/2015 | DISTRICT WIDE | GBB VS DODGEVILLE 11/17/15 | 426.00 |
| 11/30/2015 | SCHOOL BUILDING ADMINISTRATION | LARRY CC REIMBURSEMENT | 346.52 |
| 11/30/2015 | SCHOOL BUILDING ADMINISTRATION | HS CC REIMBURSEMENT | 2359.08 |
| 11/30/2015 | DISTRICT WIDE | FOOD SERVICE PAYMENT INVOICE 1027 | 570.00 |
| 11/30/2015 | HOME ECONOMICS | CLASS FEE | 15.00 |
| 11/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | HEALTH INS. FOR DEC - S ERICKSON | 193.84 |
| 11/30/2015 | SCHOOL BUILDING ADMINISTRATION | MS CC REIMBURSEMENT | 2236.74 |
| 11/30/2015 | FIELD TRIPS - CLASSROOM | MS FIELD TRIP REIMBURSEMENT | 265.00 |
| 11/30/2015 | OTHER DEP LIFE INS PAYABLE | LIFE INSURANCE PAYMENTS | 26.42 |
| 11/30/2015 | MUSIC | BIG BAND BASH REIMBURSEMENT | 1350.00 |
| 11/30/2015 | DISTRICT WIDE | RESTITUTION - GATH | 150.00 |
| 11/30/2015 | LIBRARY | PROQUEST OVERPAYMENT | 1406.50 |
| 11/30/2015 | DISTRICT WIDE | FACILITY USE - M KLOPP | 50.00 |
| 11/30/2015 | DISTRICT WIDE | STUDENT FEES | 282.00 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1683.00 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1069.00 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1487.61 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1438.50 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 695.00 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 931.00 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 92.60 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS-CASH LINES | 219.55 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1196.25 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1360.75 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1671.35 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1474.95 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 794.50 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1138.05 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 996.00 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1228.00 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1480.25 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1684.50 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 766.00 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 982.75 |
| 11/30/2015 | DISTRICT WIDE | VENDING | 61.50 |
| 11/30/2015 | DISTRICT WIDE | VENDING | 54.05 |
| 11/30/2015 | DISTRICT WIDE | VENDING | 39.75 |
| 11/30/2015 | DISTRICT WIDE | INTEREST | 327.12 |
| 11/30/2015 | DISTRICT WIDE | STATE SCHOOL LUNCH AID | 20326.00 |
| 11/30/2015 | DISTRICT WIDE | SPECIAL ED AIDS | 116430.00 |
| 11/30/2015 | DISTRICT WIDE | SAGE | 78191.00 |
| 11/30/2015 | DISTRICT WIDE | E-FUNDS STUDENT FEES | 1097.00 |
| 11/30/2015 | OTHER DEPOSITS PAYABLE | E-FUNDS MEAL PAYMENTS | 18495.70 |
| 11/30/2015 | DISTRICT WIDE | WIRE IN BAYLAKE TRUST DEPT | 108.02 |
| Total for Cash Receipts | | | 333566.27 |

| CHECK DATE | CHECK NUMBER | CHE TYP | VENDOR | AMOUNT |
|---------------|-----------------|------------|--------------------------------|------------|
| 11/01/2015 | 79076 | R | DEAN HEALTH PLANS | 187,657.45 |
| 11/01/2015 | 79078 | R | DELTA DENTAL OF WISCONSIN | 30,469.61 |
| 11/01/2015 | 79079 | R | DELTAVISION | 609.50 |
| 11/01/2015 | 79080 | R | SUN LIFE FINANCIAL | 3,003.81 |
| 11/01/2015 | 79081 | R | WEA INSURANCE TRUST | 10,482.49 |
| 11/06/2015 | 79082 | R | BATTERIES PLUS | 64.83 |
| 11/06/2015 | 79083 | R | BRIGHTSTAR CARE | 1,275.00 |
| 11/06/2015 | 79084 | R | CESA 8 | 40.26 |
| 11/06/2015 | 79085 | R | DAMMEN, LEE | 60.00 |
| 11/06/2015 | 79086 | R | EVANSVILLE HIGH SCHOOL | 50.00 |
| 11/06/2015 | 79087 | R | EQUAL RIGHTS DIVISION | 67.50 |
| 11/06/2015 | 79088 | R | EVANSVILLE FORD | 79.44 |
| 11/06/2015 | 79089 | R | FIDELITEC LLC | 48.00 |
| 11/06/2015 | 79090 | R | FOLLETT SCHOOL SOLUTIONS, INC. | 22.11 |
| 11/06/2015 | 79091 | R | J.W. PEPPER & SON INC | 31.44 |
| 11/06/2015 | 79092 | R | LEVI LEONARD ELEMENTARY | 167.00 |
| 11/06/2015 | 79093 | R | OFFICE DEPOT | 77.18 |
| 11/06/2015 | 79094 | R | OLSEN, JELAINE LISA | 840.00 |
| 11/06/2015 | 79095 | R | PEARSON, CLINICAL ASSESSMENT | 43.00 |
| 11/06/2015 | 79096 | R | PERSONS, JENNIFER | 66.60 |
| 11/06/2015 | 79097 | R | PIPER, TIMOTHY | 50.00 |
| 11/06/2015 | 79098 | R | RAINBOW BOOK CO | 258.03 |
| 11/06/2015 | 79099 | R | RINGHAND BROTHERS INC | 67,901.44 |
| 11/06/2015 | 79100 | R | SCHOLASTIC BOOK FAIRS | 221.38 |
| 11/06/2015 | 79101 | R | SCHOOL HEALTH CORPORATION | 274.97 |
| 11/06/2015 | 79102 | R | TAHER | 31,920.56 |
| 11/06/2015 | 79103 | R | THE OMNI GROUP | 84.00 |
| 11/06/2015 | 79104 | R | TEACHERS ON CALL | 15,246.77 |
| 11/06/2015 | 79105 | R | TRUE NATURE YOGA, LLC | 90.00 |
| 11/06/2015 | 79106 | R | WADA | 295.00 |
| 11/06/2015 | 79107 | R | WI EDUC MEDIA AND TECHNOLOGY A | 60.00 |
| 11/09/2015 | 79109 | R | EVANSVILLE HIGH SCHOOL | 92.60 |
| 11/10/2015 | 79110 | R | AMERIPRISE FINANCIAL SERVICES | 370.00 |
| 11/10/2015 | 79111 | R | FIDUCIARY TRUST INTERNATIONAL | 1,249.00 |
| 11/10/2015 | 79112 | R | KOHN LAW FIRM S.C. | 226.47 |
| 11/10/2015 | 79113 | R | METLIFE | 75.00 |
| 11/10/2015 | 79114 | R | MG TRUST COMPANY | 750.00 |
| 11/10/2015 | 79115 | R | SBG-VAA | 30.00 |
| 11/20/2015 | 79119 | R | FARINA, JACK | 450.00 |
| 11/20/2015 | 79120 | R | FARINA, MARJORIE | 450.00 |
| 11/20/2015 | 79121 | R | LINCOLN, JOHN | 450.00 |
| 11/25/2015 | 79122 | R | AMERIPRISE FINANCIAL SERVICES | 370.00 |
| 11/25/2015 | 79123 | R | FIDUCIARY TRUST INTERNATIONAL | 1,249.00 |
| 11/25/2015 | 79124 | R | KOHN LAW FIRM S.C. | 220.86 |
| 11/25/2015 | 79125 | R | METLIFE | 75.00 |
| 11/25/2015 | 79126 | R | MG TRUST COMPANY | 750.00 |
| 11/25/2015 | 79127 | R | SBG-VAA | 30.00 |
| 11/30/2015 | 2016007 | M | EVANSVILLE WATER & LIGHT DEPT | 36,245.64 |
| 11/30/2015 | 2016008 | M | U.S. CELLULAR | 187.88 |
| 11/06/2015 | 151600189 | A | EMPATHIA INC | 476.00 |
| 11/06/2015 | 151600190 | A | INTERSTATE BOOKS 4 SCHOOL | 651.00 |
| 11/06/2015 | 151600191 | A | NASCO | 147.78 |
| 11/06/2015 | 151600192 | A | NELSON-YOUNG LUMBER COMPANY | 3,574.82 |
| 11/06/2015 | 151600193 | A | NORTH AMERICAN MECHANICAL INC | 564.32 |
| 11/06/2015 | 151600194 | A | REALITY WORKS | 802.20 |
| 11/06/2015 | 151600195 | A | RHYME BUSINESS PRODUCTS | 2,687.77 |

| CHECK | CHECK CHE | | | |
|-------------------|-----------|-----|--------------------|------------|
| DATE | NUMBER | TYP | VENDOR | AMOUNT |
| 11/06/2015 | 151600200 | A | VOIGT MUSIC CENTER | 426.82 |
| 11/06/2015 | 151600201 | A | WIAA | 1,920.95 |
| 11/20/2015 | 151600202 | A | GARD, LINDA | 177.60 |
| 11/20/2015 | 151600203 | A | TREUDEN, DOREEN | 81.59 |
| Totals for checks | | | | 406,339.67 |

