

- B. #2 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank.
 - C. #3 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank.
 - D. #4 – Part 2, Certified Staff, pg. 40, Section 1, 1.01, Normal Hours of Work - Change Work Hours.
 - E. #5 – Part 2, Certified Staff, pg. 46, 5.09, Teacher Preparation Periods - Change All.
 - F. #6 – Part 2, Certified Staff, pg. 46, 5.09, Teacher Preparation Periods - Change All.
 - G. #7 – Part 2, Certified Staff, pg. 50, Section 7, 7.02 - Sick/Personal Days - Change All.
 - H. #8 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language.
 - I. #9 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language.
 - J. #10 – Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification - Change Deadline.
 - K. #11 – Part 2, Certified Staff, pg. 53, 8.01, C. 3 (a)(b), Retiree-HRA - Change Annual Payment.
 - L. #12 – Part 2, Certified Staff, pg. 53, 8.01, C. 3 (a)(b), Retiree-HRA - Change Annual Payment.
 - M. Clerical Items.
- IX. Policies – Chair, Hammann:
- A. Second 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.
- X. Board Development – Chair, Braunschweig:
- A. Continuous System Improvement (CSI) Plan.
 - B. Report on Wisconsin Association of School Board January Convention.
 - C. Board Presentations Timeline Update.
 - D. Develop Board Development Agenda for February 24, 2016, Meeting.
- XI. Future Agenda – February 10, 2015, Regular Meeting Agenda.
- XII. Adjourn.

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

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

Posted: 1/20/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda / Briefs
Wednesday, January 27, 2016
6:00 p.m.
District Board and Training Center
340 Fair Street (Door 36)

- I. Roll Call: Mason Braunschweig Sandra Spanton Nelson Jane Oberdorf
Eric Busse Melissa Hammann
John Rasmussen Derek Allen

II. Approve Agenda.

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

III. Public Announcements/Recognition/Upcoming Events:

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

IV. Information & Discussion:

- A. Open Enrollment Class Limits for General Education – Enclosed are the two options you had received at the January 13 meeting, and an Option #3, where we would transfer a staff member from grade 4 to a lower grade, and increase the number of staff in Kindergarten. Board approval for one of the options needs to take place tonight under Action Items.

V. Budget Finance – Chair, Spanton Nelson:

A. Discussion Items:

1. 2016-2017 Budget Update – Ms. Treuden will present verbally.
2. Insurance Committee Update – The Committee met on Monday, January 18, and are scheduled to meet again on February 1. Enclosed are the minutes of the November 23, 2016, meeting.
3. Evansville Education Foundation Update – Ms. Hammann will present.
4. Food Service and Custodians Compensation Committee Update – Both Committee's continue to meet. Next meeting is February 8. Enclosed are the minutes of their October 27 and December 1st meetings.

B. Develop Budget Finance Agenda Items for February 24, 2016, Meeting.

VI. **Business (Action Items):**

- A. Approval of Open Enrollment Class Limits for General Education – *I believe the Board is leaning toward Option #3, where we move a 4th grade teacher to a lower level and increasing the staff in Kindergarten, and saving one space per section for each grade level for resident transfer students.*

Motion on the table: Motion by Ms. Hammann, seconded by Ms. Oberdorf, moved to deny any open enrolled applications for grades KG, 1st and 5th due to class size limits and space, move that in grades 2, five open enrollment applications will be accepted, move that in grade 3, three open enrollment applications will be accepted, move that in grades 4, 17 open enrollment applications will be accepted, and move that in grades 6-12 we will not consider the availability of space (we will accept applications). Discussion.

Ms. Hammann moved, Mr. Busse, seconded, to table the motion until the Administrative Team can discuss and bring back. Motion carried, 7-0 (voice vote).

According to WASB Legal, a motion to table an item is typically effective only for the remainder of the meeting according to Robert's Rules. Therefore, the Board will not act on that tabled motion.

Suggested Motions for Option #3:

Suggested Motion: I move that in 4K, 15 open enrollment applications will be accepted.

Suggested Motion: I move that in Kindergarten, 14 open enrollment applications will be accepted.

Suggested Motion: I move that we deny any open enrolled applications for grades 1ST, 4th 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 grades 6-12 we will not consider the availability of space (we will accept applications).

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

- A. Approval of January 13, 2016, Regular and January 16, Board/Financial Retreat Meeting Minutes – *Enclosed are the minutes of the meetings.*
- B. Approval of December Bills and Reconciliation – *enclosed.*

Suggested Motion: I move we approve the consent agenda items: January 13, Regular, and January 16, 2016, Board/Financial Retreat Meeting Minutes; and the December Bills and Reconciliation as presented.

Roll Call Vote.

VIII. Employee Handbook Committee Suggested Changes, First Reading – Chair, Rasmussen:

- A. #1 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank.
- B. #2 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank.
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- D. #4 – Part 2, Certified Staff, pg. 40, Section 1, 1.01, Normal Hours of Work - Change Work Hours.
- E. #5 – Part 2, Certified Staff, pg. 46, 5.09, Teacher Preparation Periods - Change All.
- F. #6 – Part 2, Certified Staff, pg. 46, 5.09, Teacher Preparation Periods - Change All.
- G. #7 – Part 2, Certified Staff, pg. 50, Section 7, 7.02 - Sick/Personal Days - Change All.
- H. #8 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language.
- I. #9 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language.
- J. #10 – Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification - Change Deadline.
- K. #11 – Part 2, Certified Staff, pg. 53, 8.01, C. 3 (a)(b), Retiree-HRA - Change Annual Payment.
- L. #12 – Part 2, Certified Staff, pg. 53, 8.01, C. 3 (a)(b), Retiree-HRA - Change Annual Payment.
- M. Clerical Items.

IX. Policies – Chair, Hammann:

- A. Second 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.

X. Board Development – Chair, Braunschweig:

A. Continuous System Improvement (CSI) Plan – *Each of the Sub-Committee’s will give a verbal update:*

- Teaching and Learning – January 19
- Workforce Engagement and Development – January 20
- Communication and Community Engagement – January 25
- Technology – January 27
- Facilities and Operations – February 3
- Climate and Culture - _____

B. Report on Wisconsin Association of School Board January Convention – *Mr. Busse, Mr. Rasmussen, Mr. Roth, and Ms. Treuden, will give a verbal report on the convention.*

C. Board Presentations Timeline Update – *Enclosed is the timeline. At this time there are no updates.*

D. Develop Board Development Agenda for February 24, 2016, Meeting.

XI. Future Agenda – February 10, 2016, Regular Meeting Agenda – *Attached is the draft agenda.*

XII. Adjourn.

Suggested Motion: I move we adjourn the meeting.

For Your Information:

1. Upcoming Board Meetings:
 - a. February 10, 2016 – Regular Meeting
 - b. February 24, 2016 – Regular Meeting
 - c. March 9, 2016 – Regular Meeting
 - d. April 6, 2016 – Special Meeting, if needed
 - e. April 13, 2016 – Regular Meeting
 - f. April 27, 2016 – Reorganization Meeting and Regular Meeting

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Insurance Committee Minutes

The Insurance Committee meeting was held on Monday, November 23, 2015, at 5:30 pm in the District Board and Training Center.

Appoint Note Taker

Ms. Christensen volunteered to take the minutes.

Attendance

Members in attendance: Doreen Treuden, Deb Arnold, Mason Braunschweig, Lisa Christensen, Mandi Firgens, Deb Fritz, Greg Kuelz, Jolene Hammond, Rin Kundert, Kelly Mosher, Jerry Roth, and Melissa Whitmore arrived at 6:00 pm. Absent: Darlene Gallman and Sandi Spanton Nelson.

Approve Minutes

Motion by Mr. Braunschweig, seconded by Mr. Roth, moved to approve the October 22, 2015, minutes as amended. Motion carried, voice vote.

Review Dean Health Plan

Mr. Kuelz presented and discussed the current design, cost to the District including fees/employee, and usage reports. The District has not had many claims in the last year so our Medical Loss Ratio is good (71%), compared to a few years ago. Health coverage is the largest expense and we will see a “bigger bang for our buck” by reducing costs vs. other coverages (such as dental, life, etc.). Options for cost savings to consider:

1. Going to market and looking at other vendors - Last time we took bids we had two vendors that didn't even respond. Right now the biggest players are Dean, Unity, Physicians Plus and GHC. GHC doesn't have local doctors and people would need to go to Madison, so this would be a hardship. Right now 100% of insured employees use the Dean network, so if we made a change it would be very disruptive to employees, and everyone would need to change doctors.
2. Drug card changes – right now people seem to use generic when available, which is good. We could make changes to the \$10/\$30/\$50 scale. Not many people get to the tier 3 drug plan.
3. Emergency room – we could increase this charge, discouraging people from using the emergency room for doctor visits.
4. Change deductible – currently \$2,000/\$4,000.
5. Change employee percentage of premium (currently 14%).
6. Look into Health Savings Accounts (HSA).
7. Paying for office visits – this was an administrative problem for Dean because it would cause Dean to start paying a portion of the visit before the \$1,800/\$3,600 HRA was met.

Review EBC HRA Plan

Mr. Kuelz gave an overview along with a comparison to a Health Savings Plan (HSA).

Review Delta Dental Plan

Mr. Kuelz shared, right now Delta has 95% of the school market and they provide very effective coverage. We could look at other vendors but there doesn't seem to be a need to. We could increase the 14% premium contribution but wouldn't see a huge "bang for our buck".

Review Sun Life Plan

Mr. Kuelz shared, right now we offer 1x salary for full-time employees and we pay half. There isn't much to discuss unless we want to look at another vendor. The District's cost of \$34,000 is not huge but we could explore:

1. Offering a flat amount (\$10,000 for example) and not 1x salary.
2. Not offering employee paid life insurance.

Review WEA LTD Plan

Mr. Kuelz shared, 20% increase in premium this year, for a \$46,000 cost to the District. Our benefit amount is 90% which is very high compared to employers outside the school systems. Even though it is 90%, that doesn't mean that WEA actually pays 90% of the employee's salary. WEA pays last, after social security or WRS. They make sure the employee gets a total of 90% of their salary so they pay what's left AFTER social security and WRS. Some savings options would be:

1. Decrease 90% salary insurance to a smaller amount.
2. Increase the elimination period to a term of longer than 60 days. 90 days is more typical for other employers. This would avoid claims as most people are back to work by then.

Set Future Meeting Dates

The next meetings are January 18 and February 1st.

Next Meeting Agenda

Health Savings Account (HSA) and cash in lieu and how it affects the Affordable Care Act.

Adjourn

Motion by Mr. Roth, seconded by Mr. Braunschweig, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 6:57 pm.

Submitted by Lisa Christensen, Member

Approved: 1/18/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Food Service Employee Compensation Committee Minutes

The meeting of the Food Service Employee Compensation Committee took place on Tuesday, October 27, 2015, in the District Office Conference Room.

Note Taker for Meeting

Ms. Treuden volunteered to take the minutes.

Welcome and Introductions

Members present: Jeannie Nelson, John Rasmussen, Jerry Roth, Marcia Scofield, Rebecka Selmer, Doreen Treuden, and Liz Uher.

Mission, Goals and Process

Mr. Roth shared the examples of the teachers and support staff Committees missions and goals. Discussion. All agreed that the mission statement written by the teachers and support staff groups was acceptable to use for this group.

Goals discussion using the support staff example:

- Keep goal number 1 – all agreed to use same
- Keep goal number 2 – all agreed to use same
- Keep goal number 3 – all agreed to use same
- Goal number 4 to read – Recognize contributions of food service employees who are dedicated to the advancement of the food service department goals and initiatives.
- Goal number 5 to read– Encourage food service employees to experiment with approved innovative methods that will enhance performance, productivity and student participation.
- Keep goal number 6 – all agreed to use same
- Change all “professionals” to “food service employees” in all goals – all agreed

Set Future Meeting

The next meeting will be Tuesday, December 1st at 1:45 pm. Agenda items: items from this agenda, Past Compensation Models, Current State of Compensation, and Review of Compensation Examples.

Adjourn

Motion by Ms. Treuden, seconded by Ms. Uher, to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 2:30 pm.

Submitted by Ms. Treuden, Business Manager

Approved: 1/11/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Food Service Employee Compensation Committee Minutes

The meeting of the Food Service Employee Compensation Committee took place on Tuesday, December 1, 2015, in the District Office Conference Room.

Attendance

Members present: Jeannie Nelson, John Rasmussen, Jerry Roth, Marcia Scofield, Rebecka Selmer, Doreen Treuden, and Liz Uher.

Review and Adopt the Mission Statement and Goals

The Mission Statement and Goals were reviewed. Goal #3 should read: Provide support for food service employees as they strive for excellence. Goal #4, insert "the" after recognize. Mission Statement and Goals approved as revised.

Current State of Compensation

The work that is done this year will result in a compensation model that starts with the 2016-2017 school year.

Past Compensation Models and Review of Compensation Examples

Ms. Treuden shared handouts. Handout #1 – Old Collective Bargaining Agreement pages showing wage schedule. Handout #2 – five years of hourly wages for ECSD food service employees. Handout #3 – comparable hourly wage amounts from Rock Valley Conference schools.

Ms. Treuden discussed the basics of a job description document. Job descriptions are not procedure manuals for the position. Job descriptions provide very basic information such as: required skills, required education, reports to and responsibility level.

Process for job description review/revision discussed. Will get input from all food service staff on the ECSD job descriptions that are on file. Ms. Treuden and Ms. Selmer will get additional job description examples from other Districts.

Ms. Treuden will gather all the input/revised/reviewed job descriptions and create drafts to bring to the next Committee meeting for members to react to and revise.

Set Future Meeting

The next meeting will be Monday, January 11, 1:45 pm, in the District Office Conference Room.

Adjourn

Meeting adjourned at 2:15 pm.

Submitted by Ms. Treuden, Business Manager

Approved: 1/11/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Custodians and Cleaners Employee Compensation Committee Minutes

The meeting of the Custodians and Cleaners Employee Compensation Committee took place on Tuesday, October 27, 2015, in the District Office Conference Room.

Note Taker for Meeting

Ms. Treuden volunteered to take the minutes.

Welcome and Introductions

Members present: Steve Maloney, John Rasmussen, Jerry Roth, Steve Scherber, Doreen Treuden, and Kevin Wells. Absent, Steve Shulta. Others in attendance: Russell Hall.

Mr. Roth gave an overview of the meeting and purpose of the Committee. In future meetings will create job descriptions, and review comparables. Today will create a mission and set goals.

Mission, Goals and Process

Mr. Roth shared the examples of the teachers and support staff Committees missions and goals. Discussion. All agreed to add to the end of the Mission Statement: by providing a safe and clean working environment for all.

Goals discussion using the support staff goals example:

- Keep goal number 1 – all agreed to use same
- Keep goal number 2 – all agreed to use same
- Goal number 3 to read: Provide training and support for custodians/cleaners/maintenance/grounds as they strive for excellence
- Goal number 4 to read: Recognize the contributions of professionals who are dedicated to the advancement of buildings and grounds goals and initiatives
- Goal number 5 to read: Encourage professionals to experiment with approved innovative methods that will enhance performance and productivity
- Keep goal number 6 – all agreed to use same

Set Future Meeting

The next meeting will be Tuesday, December 1st at 2:45 pm. Agenda items: items from this agenda, Past Compensation Models, Current State of Compensation, and Review of Compensation Examples. Committee members are encouraged to share the meeting discussions with co-workers and to think about other things that would help attract and retain department employees, as this is a good forum to bring such items forward.

Adjourn

Motion by Ms. Treuden, seconded by Mr. Maloney, to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 3:14 pm.

Submitted by Ms. Treuden, Business Manager

Approved: 1/11/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Custodians and Cleaners Employee Compensation Committee Minutes

The meeting of the Custodians and Cleaners Employee Compensation Committee took place on Tuesday, December 1, 2015, in the District Office Conference Room.

Attendance

Members present: Steve Maloney, John Rasmussen, Jerry Roth, Steve Scherber, Steve Shulta, Doreen Treuden and Kevin Wells. Others in attendance: Russell Hall.

Review and Adopt the Mission Statement and Goals

The Mission Statement and Goals were reviewed. Agreed by all to approve as presented.

Current State of Compensation

The work that is done this year will result in a compensation model that starts with the 2016-2017 school year.

Past Compensation Models and Review of Compensation Examples

Ms. Treuden shared handouts. Handout #1 – Old Collective Bargaining Agreement pages showing wage schedule. Handout #2 – five years of hourly wages for ECSD custodians and cleaners employees. Handout #3 – comparable hourly wage amounts from Rock Valley Conference schools.

Ms. Treuden discussed the basics of a job description document. Job descriptions are not procedure manuals for the position. Job descriptions provide very basic information such as: required skills, required education, reports to and responsibility level.

Process for job description review/revision discussed. Will get input from all custodians and cleaners staff on the ECSD job descriptions that are on file. Ms. Treuden and Mr. Shulta will get additional job description examples from other Districts.

Ms. Treuden will gather all the input/revised/reviewed job descriptions and create drafts to bring to the next Committee meeting for members to react to and revise.

Set Future Meeting

The next meeting will be Monday, January 11, 2:45 pm, in the District Office Conference Room.

Adjourn

Meeting adjourned at 3:15 pm.

Submitted by Ms. Treuden, Business Manager

Approved: 1/11/16

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).

OPTION #3 - 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	8	126	122	15.25	22 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	6	168	144	24.00	0 spaces
5	24	5	120	120	24.00	0 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 in grade 4K, 15 open enrollment applications will be accepted.

Suggested Motion: I move that in Kindergarten, 14 open enrollment applications will be accepted.

Suggested Motion: I move that we deny any open enrolled applications for grades 1ST, 4th 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 grades 6-12 we will not consider the availability of space (we will accept applications).

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

MINUTES OF REGULAR MEETING

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, January 13, 2016, at 6:00 pm in the District Board and Training Center.

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

APPROVE AGENDA

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

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

PUBLIC PRESENTATIONS

Two teachers spoke on the teachers' meet and confer and compensation meetings and one teacher shared postcards input from staff on the meet and confer.

INFORMATION & DISCUSSION

JC McKenna Middle School Principal, Mr. Knott, turned the introduction of a new middle school drama program to teacher Ms. Fanta and students, Hailey Punzel and Mia Tortomasi. Discussion.

High School Board Representatives, Ms. Michael and Ms. Roth, presented the high school events.

Mr. Braunschweig presented an update on the upcoming April school board election.

Mr. Braunschweig asked Board members to give input to Mr. Rasmussen on the Wisconsin Association of School Boards Convention Resolutions, prior to the convention. Discussion.

PMA Securities Representative Ms. Wiberg, presented the sale summary on the Resolution Authorizing the Issuance and Sale of \$12,490,000 General Obligation Refunding Bonds, Series 2016.

BUSINESS (Action Item)

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the Resolution Authorizing the Issuance and Sale of \$12,490,000 General Obligation Refunding Bonds, Series 2016. Discussion. Motion carried, 7-0 (roll call vote).

INFORMATION & DISCUSSION

Interim Director of Curriculum and Instruction, Ms. Murphy, presented on behalf of the Administrators, a proposed 2016 summer school program. Discussion.

Mr. Braunschweig shared the March 30 Board meeting is during spring break and asked for discussion on moving the date or not have a second March meeting. Discussion. No March 30 meeting, and if need be, schedule a special meeting April 6.

Director of Student Services, Ms. Katzenberger, presented the open enrollment class limits for special education students.

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

PUBLIC PRESENTATIONS

One teacher presented on the teachers' compensation salary structure.

BUSINESS (Action Items)

Motion by Ms. Hammann, seconded by Ms. Oberdorf, moved to deny any open enrolled applications for grades KG, 1st and 5th due to class size limits and space, move that in grades 2, five open enrollment applications will be accepted, move that in grade 3, three open enrollment applications will be accepted, move that in grades 4, 17 open enrollment applications will be accepted, and move that in grades 6-12 we will not consider the availability of space (we will accept applications). Discussion.

Ms. Hammann moved, Mr. Busse, seconded, to table the motion until the Administrative Team can discuss and bring back. Motion carried, 7-0 (voice vote).

Motion by Ms. Hammann, seconded by Mr. Busse, moved that in grades 4K-12 we deny applications of students qualify to receive special education services due to space and caseload and move that in grades 4K-12 we deny applications of students who qualify to receive special education related services due to space and caseload. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Oberdorf, moved to approve the 2015-2016 salary increase of 1.5% for food service workers and custodians/cleaners. Motion carried, 7-0 (voice vote).

Motion by Ms. Oberdorf, seconded by Ms. Spanton Nelson, moved to approve Administrator contracts that requires the District Administrator to inform the Board each December that Administrator contracts will be extended 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. Discussion. Motion carried, 6-1 (Hammann)(voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved we approve the one year contract, 2016-2017, for Alice Murphy, Director of Curriculum and Instruction, for \$95,000. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Oberdorf, moved 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. Motion carried, 6-1 (Hammann)(voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Spanton Nelson, moved we hire Barbara McCool, for an additional .50 educational assistant, making her a full-time educational assistant. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Spanton Nelson, moved we approve the resignation of Alice Murphy, Director of Curriculum and Instruction, effective June 30, 2017, and thank her for her time here. Motion carried, 7-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Ms. Hammann, moved we approve the summer school program as presented. Motion carried, 7-0 (voice vote).

Motion by Ms. Hammann, seconded by Mr. Busse, moved 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. Discussion. Motion carried, 7-0 (voice vote).

CONSENT (Action Items)

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved 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. Motion carried, 7-0 (roll call vote).

FUTURE AGENDA

The January 27, 2016, Regular Meeting agenda discussed.

FIVE MINUTE BREAK

A five minute break was taken.

EXECUTIVE SESSION

Motion by Mr. Busse, seconded by Ms. Spanton Nelson, 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, 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 9:08 pm.

Submitted by Kelly Mosher, Deputy Clerk

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

UNAPPROVED

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

MINUTES OF BOARD MEETING AND FINANCIAL RETREAT MEETING

A meeting of the Board of Education of the Evansville Community School District was held Saturday, January 16, 2016, at 8:01 am in the District Board and Training Center.

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

Discussion on open enrollment class limits for general education tabled until next meeting.

Business Manager, Ms. Treuden, presented a folder of information on: 2016-2017 Budget Calendar; Baird Budget Forecast Model, Budget Input From Building Staff, School Finance Introduction; policy #662.3, General Fund Balance, and Certification of General Aid.

Ms. Treuden presented a school finance introduction. Discussion.

Ms. Treuden presented the Baird budget forecast model. Discussion.

Ms. Treuden presented the budget development process for 2016-2017. Discussion.

Ms. Treuden presented budget input from building staff. Discussion.

Ms. Treuden presented current/new expenses for 2016-2017. Discussion.

Ms. Treuden shared current/new revenue that affects the 2016-2017 budget. Discussion.

ADJOURN

Motion by Mr. Allen, seconded by Ms. Spanton Nelson, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 10:43 am.

Submitted by John Rasmussen, Clerk

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

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: December 2015 Reconciliation
Date: January 15, 2016

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – December \$3,339,482.39
- Check Register – December \$ 614,213.17

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

FOR THE MONTH OF	Dec-15		
BALANCE PER BANK:		96,000.00	
CHECK RUN DATED 1/1/16		228,667.00	
OUTSTANDING CHECKS		-44,842.44	
LESS WRS POSTING		-124,928.08	
MMA ACCOUNT		1,754,696.28	
BALANCE PER BANK			1,909,592.76

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.	
FUND 10 General	1,189,518.25	391,903.02	1,581,421.27	
FUND 21 Donations	36,025.65	-6,403.33	29,622.32	
FUND 27 Special Ed	-756,802.38	-191,234.04	-948,036.42	
FUND 38 Debt	1,100.15	0.00	1,100.15	
FUND 39 Debt	-515,065.98	0.00	-515,065.98	
FUND 50 Food Service	6,410.46	-555.32	5,855.14	
FUND 99 Voc Ed/ESL/Grants		0.00		
MMA ACCOUNT		-	1,754,696.28	
BALANCE PER GENERAL LEDGER				1,909,592.76
		193,710.33		

DIFFERENCE 0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	December 2015-16 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-1,123,701.03	391,903.02	1,581,421.27
10	-	---	---	-----	---	GENERAL FUND	-1,123,701.03	391,903.02	1,581,421.27
21	A	000	000	711100	---	CASH ON DEPOSIT	26,237.67	-6,403.33	29,622.32
21	-	---	---	-----	---	GIFTS/DONATIONS	26,237.67	-6,403.33	29,622.32
27	A	000	000	711100	---	CASH ON DEPOSIT	13,232.79	-191,234.04	-948,036.42
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	13,232.79	-191,234.04	-948,036.42
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	-555.32	5,855.14
50	-	---	---	-----	---	FOOD SERVICE	14,594.20	-555.32	5,855.14
Grand Asset Totals							-1,219,687.81	193,710.33	154,896.48

Number of Accounts: 6

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

Post Date	Func	Description	Amount
12/31/2015	SCHOOL BUILDING ADMINISTRATION	LEVI CREDIT CARD REIMBURSEMENT	285.58
12/31/2015	DISTRICT WIDE	FOOD SERVICE PAYMENT INVOICE 1022	50.00
12/31/2015	SCHOOL BUILDING ADMINISTRATION	LEVI CREDIT CARD REIMBURSEMENT	1260.15
12/31/2015	SCHOOL BUILDING ADMINISTRATION	WORK PERMITS	120.00
12/31/2015	SCHOOL BUILDING ADMINISTRATION	ART PHILLIP SCHOLARSHIP	1000.00
12/31/2015	FIELD TRIPS - CLASSROOM	KIDS KORNER FIELD TRIP REIMBURSEMENT	536.55
12/31/2015	DISTRICT WIDE	KIDS KORNER MEALS NOV INV 1030	410.00
12/31/2015	DISTRICT WIDE	FOOD SERVICE PAYMENT INVOICE 1023	66.00
12/31/2015	DISTRICT WIDE	KID CONNECTION - FACILITY USE FOR DEC	288.86
12/31/2015	OTHER DEP LIFE INS PAYABLE	LIFE INSURANCE PAYMENTS	553.90
12/31/2015	INDUSTRIAL ARTS	K MANOGUE CAR REPAIR REIMBURSEMENT	383.39
12/31/2015	INDUSTRIAL ARTS	SCHMELZER CAR REPAIR REIMBURSEMENT	338.00
12/31/2015	HOME ECONOMICS	CLASS FEES	470.00
12/31/2015	DISTRICT WIDE	BBB VS EDGERTON 12/3/15	705.60
12/31/2015	DISTRICT WIDE	GBB VS MCFARLAND 12/1/15	419.00
12/31/2015	DISTRICT WIDE	STUDENT FEES	281.50
12/31/2015	DISTRICT WIDE	MANUFACTURED HOME TAX-MAGNOLIA	283.71
12/31/2015	SCHOOL BUILDING ADMINISTRATION	A ROWLEY INDEPENDENT CLASS CHARGE	180.00
12/31/2015	FIELD TRIPS - CLASSROOM	LEVI FIELD TRIP REIMBURSEMENT	40.00
12/31/2015	INFORMATION SERVICES	OPEN RECORDS REQUEST- STANFORD UNIVERSITY	26.72
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR DEC - R. COLE	193.84
12/31/2015	READING	INTERSTATE BOOKS 4 SCHOOL REFUND	651.00
12/31/2015	DISTRICT WIDE	MEDICAID PAYMENT	149.01
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - K CROCKER - DEC	1384.60
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R FLAHERTY - DEC	1384.60
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - V ZHE - DEC	589.12
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - B BERG - DEC	1190.76
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - S ERICKSON - DEC	1190.76
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - L HAVLIK - DEC	1384.60
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - P HAESE - DEC	589.12
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - C BEEDLE - DEC	589.12
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - H BEEDLE - DEC	589.12
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R COLE - DEC	1190.76
12/31/2015	PETTY CASH	PETTY CASH	250.00
12/31/2015	DISTRICT ADMINISTRATION	DO SODA	5.50
12/31/2015	DISTRICT ADMINISTRATION	DO COFFEE	17.00
12/31/2015	INFORMATION SERVICES	DO STAMPS	2.50
12/31/2015	DISTRICT WIDE	FACILITY USE - K JONES	15.00
12/31/2015	DISTRICT WIDE	KID CONNECTION - FACILITY USE FOR JAN	271.40
12/31/2015	INDUSTRIAL ARTS	P MESSLING CAR REPAIR REIMBURSEMENT	16.78
12/31/2015	INDUSTRIAL ARTS	H BARTELT CAR REPAIR REIMBURSEMENT	56.62
12/31/2015	INDUSTRIAL ARTS	A LEHMAN CAR REPAIR REIMBURSEMENT	154.00
12/31/2015	INDUSTRIAL ARTS	K MCDONALD CAR REPAIR REIMBURSEMENT	11.87
12/31/2015	INDUSTRIAL ARTS	J KNOTT CAR REPAIR REIMBURSEMENT	377.00
12/31/2015	INDUSTRIAL ARTS	R PURKEPILE CAR REPAIR REIMBURSEMENT	60.00
12/31/2015	INDUSTRIAL ARTS	J ROTH CAR REPAIR REIMBURSEMENT	23.00
12/31/2015	SCHOOL BUILDING ADMINISTRATION	JC MCKENNA LA CURRICULUM GRANT	787.35
12/31/2015	OPERATION OF BUILDINGS	FENCE PANEL BOUGHT BY C MUCHOW	50.00
12/31/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - MENOMONEE FALLS	150.00
12/31/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - EDGERTON	125.00
12/31/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - BIG FOOT	125.00
12/31/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - БЕЛОIT TURNER	125.00
12/31/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - WHITEWATER	125.00

Post Date	Func	Description	Amount
12/31/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - LITTLE CHUTE	150.00
12/31/2015	DISTRICT WIDE	GBB VS WHITEWATER 12/15/15	283.00
12/31/2015	DISTRICT WIDE	BBB VS PALMYRA EAGLE 12/11/15	937.00
12/31/2015	DISTRICT WIDE	GBB VS TURNER 12/10/15	259.00
12/31/2015	DISTRICT WIDE	STUDENT FEES	437.00
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR DEC-FEB - B BERG	581.52
12/31/2015	DISTRICT WIDE	RESTITUTION - GATH	150.00
12/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA W HARTJE REFUND	11907.60
12/31/2015	DISTRICT WIDE	WRESTLING VS JEFFERSON 12/17/15	391.00
12/31/2015	STATE INCOME TAX	IRS - WITHHOLDING TAX REFUND	2.02
12/31/2015	SCHOOL BUILDING ADMINISTRATION	WRESTLING PAYMENT FOR WATER FOUNTAIN	600.00
12/31/2015	DISTRICT WIDE	FACILITY USE - P MOCCERRO	15.00
12/31/2015	DISTRICT WIDE	FACILITY USE - FAITH COMMUNITY CHURCH	195.00
12/31/2015	INDUSTRIAL ARTS	S KRUPKE CAR REPAIR REIMBURSEMENT	11.99
12/31/2015	FIELD TRIPS - CLASSROOM	MS FIELD TRIP REIMBURSEMENT	1227.68
12/31/2015	INDUSTRIAL ARTS	S KRUPKE CAR REPAIR REIMBURSEMENT	30.00
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS-CASH LINES	143.55
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1266.05
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1414.20
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1329.00
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1562.70
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1610.90
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1001.15
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	759.10
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	910.75
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	870.00
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1622.50
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	951.00
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	988.45
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1385.36
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1346.00
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1078.55
12/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT-CASH LINES	152.70
12/31/2015	DISTRICT WIDE	VENDING	76.30
12/31/2015	DISTRICT WIDE	VENDING	56.40
12/31/2015	DISTRICT WIDE	VENDING	57.25
12/31/2015	DISTRICT WIDE	INTEREST	727.46
12/31/2015	DISTRICT WIDE	E-FUNDS STUDENT FEES	156.00
12/31/2015	OTHER DEPOSITS PAYABLE	E-FUNDS MEAL PAYMENTS	15457.05
12/31/2015	DISTRICT WIDE	SPECIAL ED AIDS	116430.00
12/31/2015	CASH ON DEPOSIT	SCHOOL LUNCH AID	16692.67
12/31/2015	DISTRICT WIDE	EQUALIZATION AID	3129360.00
12/31/2015	TERMINATION OF BENEFITS	EBC - COBRA DENTAL - FLAHERTY ANDREW	333.12
12/31/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL - PFAFF CUFAUDE WAGNER ANDREW	2562.98
12/31/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL HRA - PFAFF CUFAUDE ANDREW WA	480.00
Total for Cash Receipts			3339482.39

CHECK DATE	CHECK CHE NUMBER	TYP	VENDOR	AMOUNT
12/01/2015	79128	R	CARRIG, JONATHAN	50.00
12/01/2015	79129	R	FASICK, BOB	50.00
12/01/2015	79130	R	FURRER, ERNIE	100.00
12/01/2015	79131	R	GARVOILLE, LARRY	50.00
12/01/2015	79132	R	GARVOILLE, STEVE	50.00
12/01/2015	79133	R	RHOADES, DEBRA	450.00
12/01/2015	79134	R	ANDY SEILS	100.00
12/01/2015	79135	R	SIMENSON, DANIEL	48.00
12/01/2015	79136	R	SMITH FAMILY MEMORIAL	40.00
12/01/2015	79137	R	THORNTON, RON	48.00
12/01/2015	79138	R	DAVID YOSS	98.00
12/01/2015	79139	R	ZASTOUPIL, JOHN	48.00
12/01/2015	79141	R	DEAN HEALTH PLANS	189,984.76
12/01/2015	79143	R	DELTA DENTAL OF WISCONSIN	28,465.07
12/01/2015	79144	R	DELTAVISION	649.56
12/01/2015	79145	R	SUN LIFE FINANCIAL	3,013.21
12/01/2015	79146	R	WEA INSURANCE TRUST	11,040.83
12/08/2015	79148	R	DAVE'S ACE HARDWARE	389.24
12/08/2015	79149	R	ADVANCED DISPOSAL	1,377.59
12/08/2015	79150	R	ALL 'N ONE	302.82
12/08/2015	79151	R	ASHA	675.00
12/08/2015	79152	R	AT & T	433.32
12/08/2015	79153	R	BADGER COACHES INC	1,050.00
12/08/2015	79154	R	BATES, BRETT	50.00
12/08/2015	79155	R	BATTERIES PLUS	421.30
12/08/2015	79156	R	BELLEVILLE HIGH SCHOOL	175.00
12/08/2015	79157	R	BELMONT HIGH SCHOOL	150.00
12/08/2015	79158	R	BLOOMS	45.00
12/08/2015	79159	R	BODELL, PAUL	179.51
12/08/2015	79160	R	BOTHUN, DANIEL	48.00
12/08/2015	79161	R	BRIGHTSTAR CARE	4,938.50
12/08/2015	79162	R	BRODHEAD SCHOOL DISTRICT	535.04
12/08/2015	79163	R	CAERT	599.96
12/08/2015	79164	R	CHARTER COMMUNICATIONS	1,887.82
12/08/2015	79165	R	CITY OF EVANSVILLE	7,800.16
12/08/2015	79166	R	COMMUNITY INSURANCE CORP	25.00
12/08/2015	79167	R	CRM	436.68
12/08/2015	79168	R	DEFOREST HIGH SCHOOL	200.00
12/08/2015	79169	R	DON JOHNSTON INCORPORATED	198.00
12/08/2015	79170	R	E & D WATER WORKS INC	66.00
12/08/2015	79171	R	EAI EDUCATION	59.45
12/08/2015	79172	R	EVANSVILLE HIGH SCHOOL	45.32
12/08/2015	79173	R	EMPLOYEE BENEFITS CORPORATION	705.00
12/08/2015	79174	R	EQUAL RIGHTS DIVISION	90.00
12/08/2015	79176	R	FOLLETT SCHOOL SOLUTIONS, INC.	1,899.93
12/08/2015	79177	R	FORT ATKINSON HIGH SCHOOL	120.00
12/08/2015	79178	R	FURRER, ERNIE	50.00
12/08/2015	79179	R	GOLZ ELECTRIC	279.15
12/08/2015	79180	R	GOPHER SPORT	3,396.36
12/08/2015	79181	R	GREAT BOOKS FOUNDATION	398.74
12/08/2015	79182	R	GREIBER, BENJAMIN	60.00
12/08/2015	79183	R	HUMAN RELATIONS MEDIA	131.96
12/08/2015	79185	R	INTERNATIONAL READING ASSOCIAT	261.00
12/08/2015	79187	R	J.W. PEPPER & SON INC	632.98
12/08/2015	79188	R	J.C. MCKENNA MIDDLE SCHOOL	64.10
12/08/2015	79189	R	JUNIOR LIBRARY GUILD	1,548.00

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
12/08/2015	79190	R	KIDS DISCOVER	8.99
12/08/2015	79191	R	LAKE COOK DISTRIBUTORS	338.85
12/08/2015	79192	R	LEGO EDUCATION	533.25
12/08/2015	79193	R	LEVI LEONARD ELEMENTARY	130.65
12/08/2015	79194	R	LODI HIGH SCHOOL	200.00
12/08/2015	79195	R	MANKE, DAVID	48.00
12/08/2015	79196	R	MANSKY, RYAN	60.00
12/08/2015	79197	R	MENARDS	261.13
12/08/2015	79198	R	MIDAMERICA BOOKS	570.86
12/08/2015	79199	R	NATIONAL ELEVATOR INSPECTION S	255.00
12/08/2015	79200	R	NELCO	340.50
12/08/2015	79201	R	NEWBRIDGE EDUCATIONAL PUBLISHI	1,993.68
12/08/2015	79202	R	NOETIC LEARNING	134.00
12/08/2015	79203	R	NORTHROP AWNING	1,542.00
12/08/2015	79204	R	OCCUPATIONAL HEALTH CENTERS	930.20
12/08/2015	79205	R	OFFICE DEPOT	9.98
12/08/2015	79206	R	PAOLI CLAY COMPANY	412.50
12/08/2015	79207	R	PIGGLY WIGGLY	358.95
12/08/2015	79208	R	RDJ SPECIALTIES INC	274.10
12/08/2015	79209	R	RHYME BUSINESS PRODUCTS	3,076.71
12/08/2015	79210	R	RINGHAND BROTHERS INC	61,676.02
12/08/2015	79211	R	ROCK VALLEY PRINCIPALS ASSOCIA	50.00
12/08/2015	79212	R	SAN A CARE INC	3,544.84
12/08/2015	79213	R	SCHOLASTIC BOOK FAIRS	25.70
12/08/2015	79214	R	ANDY SELLS	96.00
12/08/2015	79215	R	STOUGHTON HIGH SCHOOL	200.00
12/08/2015	79216	R	THE DBQ PROJECT	351.00
12/08/2015	79217	R	THE OMNI GROUP	84.00
12/08/2015	79219	R	TEACHERS ON CALL	30,384.59
12/08/2015	79220	R	TRUGREEN	1,725.00
12/08/2015	79221	R	TUMBLEBOOKS	1,677.90
12/08/2015	79222	R	UW MADISON	787.50
12/08/2015	79223	R	UW MADISON	2,199.70
12/08/2015	79224	R	UW ROCK COUNTY	2,165.30
12/08/2015	79225	R	V.A.L.U.E. IN LOCAL GOVERNMENT	35.00
12/08/2015	79226	R	WACPC INC	289.00
12/08/2015	79227	R	WBCA	100.00
12/08/2015	79228	R	WEGNER CPA'S LLP	2,000.00
12/08/2015	79229	R	WELDERS SUPPLY COMPANY	534.57
12/08/2015	79230	R	WSRA	37.00
12/08/2015	79231	R	DAVID YOSS	50.00
12/08/2015	79232	R	ZASTOUPIL, JOHN	50.00
12/10/2015	79233	R	AMERIPRISE FINANCIAL SERVICES	370.00
12/10/2015	79234	R	FIDUCIARY TRUST INTERNATIONAL	1,249.00
12/10/2015	79235	R	KOHN LAW FIRM S.C.	163.63
12/10/2015	79236	R	METLIFE	75.00
12/10/2015	79237	R	MG TRUST COMPANY	750.00
12/10/2015	79238	R	SBG-VAA	30.00
12/18/2015	79239	R	MILWAUKEE ART MUSEUM	205.00
12/23/2015	79240	R	AMERIPRISE FINANCIAL SERVICES	370.00
12/23/2015	79241	R	FIDUCIARY TRUST INTERNATIONAL	1,249.00
12/23/2015	79242	R	KOHN LAW FIRM S.C.	195.61
12/23/2015	79243	R	METLIFE	75.00
12/23/2015	79244	R	MG TRUST COMPANY	750.00
12/23/2015	79245	R	SBG-VAA	30.00
12/28/2015	79255	R	DAVE'S ACE HARDWARE	151.75

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
12/28/2015	79256	R	ADVANCED DISPOSAL	1,377.59
12/28/2015	79257	R	ALL 'N ONE	169.59
12/28/2015	79258	R	AT & T	433.32
12/28/2015	79259	R	BATTERIES PLUS	663.88
12/28/2015	79261	R	BIER, THOMAS	246.00
12/28/2015	79262	R	BOTHUN, DANIEL	100.00
12/28/2015	79263	R	BRIGHTSTAR CARE	3,687.50
12/28/2015	79264	R	BRODHEAD SCHOOL DISTRICT	437.76
12/28/2015	79265	R	BROST, DAVE	50.00
12/28/2015	79266	R	BRUCE COMPANY	276.00
12/28/2015	79267	R	BRYDEN MOTORS	20,199.00
12/28/2015	79268	R	CESA 1	525.00
12/28/2015	79269	R	CHARTER COMMUNICATIONS	1,889.61
12/28/2015	79270	R	CRM	1,510.80
12/28/2015	79271	R	STATE OF WISCONSIN	50.00
12/28/2015	79272	R	E & D WATER WORKS INC	110.00
12/28/2015	79273	R	EFI	1,403.25
12/28/2015	79274	R	EMPLOYEE BENEFITS CORPORATION	255.00
12/28/2015	79275	R	EVANSVILLE CHAMBER OF COMMERCE	228.89
12/28/2015	79276	R	FIDELITEC LLC	108.00
12/28/2015	79277	R	FURRER, ERNIE	150.00
12/28/2015	79278	R	GATEWAY TECHNICAL COLLEGE	6,000.00
12/28/2015	79279	R	GOLDBECK, TODD	85.00
12/28/2015	79280	R	GOOD GRIEF PRINTING	268.98
12/28/2015	79281	R	GRAINGER PARTS	461.01
12/28/2015	79282	R	HAGERTY, MARK	60.00
12/28/2015	79283	R	HJ PERTZBORN	540.00
12/28/2015	79284	R	HOMB, ROGER	50.00
12/28/2015	79285	R	HUFFMAN, SCOTT	50.00
12/28/2015	79286	R	KAEDEN BOOKS	651.00
12/28/2015	79287	R	LOTH, JEB	120.00
12/28/2015	79288	R	MCGRAW HILL SCHOOL EDU HOLD	694.47
12/28/2015	79289	R	PENWORTHY/MEDIA SOURCE	207.37
12/28/2015	79290	R	MEYERS, JOHN	96.00
12/28/2015	79291	R	MOVIE LICENSING USA	415.00
12/28/2015	79292	R	MURRAY, KEVIN	48.00
12/28/2015	79293	R	NCS PEARSON INC	106.85
12/28/2015	79294	R	NIMZ, SCOTT	48.00
12/28/2015	79295	R	OCCUPATIONAL HEALTH CENTERS	84.00
12/28/2015	79296	R	OFFICE DEPOT	110.56
12/28/2015	79298	R	PIGGLY WIGGLY	351.74
12/28/2015	79299	R	RHYME BUSINESS PRODUCTS	3,076.71
12/28/2015	79300	R	RSCHOOL TODAY	454.54
12/28/2015	79301	R	SAN A CARE INC	4,164.34
12/28/2015	79302	R	SCHINDLER ELEVATOR CORP.	500.00
12/28/2015	79303	R	SCHOOL MEDIA ASSOCIATES	199.80
12/28/2015	79304	R	SIMENSON, DANIEL	48.00
12/28/2015	79305	R	SIMONSON, MARK	37.74
12/28/2015	79306	R	SOUTHERN WISCONSIN ROOFING	3,066.00
12/28/2015	79307	R	TAHER	34,712.14
12/28/2015	79308	R	THORNTON, RON	96.00
12/28/2015	79309	R	TEACHERS ON CALL	17,183.38
12/28/2015	79310	R	TRUGREEN	450.00
12/28/2015	79312	R	WARD-BRODT MUSIC MALL	65.97
12/28/2015	79313	R	WAUNAKEE COMM SCHOOL DISTRICT	540.00
12/28/2015	79314	R	WELDERS SUPPLY COMPANY	75.00

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
12/28/2015	79315	R	WEST MUSIC	226.00
12/28/2015	79316	R	WFCA	75.00
12/28/2015	79317	R	WISCONSIN DEPT OF REVENUE	10.00
12/28/2015	79318	R	WSRA	417.00
12/28/2015	79319	R	DAVID YOSS	144.00
12/30/2015	2016009	M	EVANSVILLE WATER & LIGHT DEPT	34,699.22
12/30/2015	2016010	M	U.S. CELLULAR	179.99
12/01/2015	151600204	A	LAUBE, JERRY	48.00
12/02/2015	151600205	A	CHRISTENSEN, LISA	18.87
12/08/2015	151600206	A	AIRGAS USA LLC DBA ENCOMPASS	21.53
12/08/2015	151600207	A	BADGER SPORTING GOODS CO., INC	6,687.23
12/08/2015	151600208	A	BOARDMAN & CLARK LLP	4,727.50
12/08/2015	151600209	A	CESA 6	475.00
12/08/2015	151600210	A	COLLINS, GINA	36.07
12/08/2015	151600211	A	CREEK-HESSLER, JULIE	27.52
12/08/2015	151600212	A	CZERWONKA, MIKE	116.55
12/08/2015	151600213	A	DEAVER, BRITTANY	0.64
12/08/2015	151600214	A	DOBBS, JOANIE	202.93
12/08/2015	151600215	A	EBSCO	236.19
12/08/2015	151600216	A	ENVIRONMENTAL MANAGEMENT CONSU	64.00
12/08/2015	151600217	A	FERRELL, LESLIE	116.55
12/08/2015	151600218	A	FETTIG, SHARI	171.45
12/08/2015	151600219	A	FIRST SUPPLY LLC - MADISON	2,443.60
12/08/2015	151600220	A	FRITZ, DEBRA	50.00
12/08/2015	151600221	A	HALLMAN LINDSAY	139.97
12/08/2015	151600222	A	HRYCAY, STEVEN	48.00
12/08/2015	151600223	A	KATZENBERGER, JANESSA	42.18
12/08/2015	151600224	A	KVALHEIM, JAMES	322.67
12/08/2015	151600226	A	LANDMARK SERVICES COOPERATIVE	5,242.67
12/08/2015	151600227	A	MESSLING, PENNY	23.31
12/08/2015	151600228	A	MILLS, CAROLYN	42.18
12/08/2015	151600229	A	MJ CARE, INC.	566.50
12/08/2015	151600230	A	MOSHER, KELLY	24.42
12/08/2015	151600231	A	MURPHY, ALICE	223.11
12/08/2015	151600232	A	NORTH AMERICAN MECHANICAL INC	4,407.26
12/08/2015	151600233	A	NASCO	398.20
12/08/2015	151600235	A	NELSON-YOUNG LUMBER COMPANY	5,290.56
12/08/2015	151600236	A	RHYME BUSINESS PRODUCTS	4,019.75
12/08/2015	151600237	A	RIEL, TONY	100.62
12/08/2015	151600238	A	RUNKLE, JENNY	69.94
12/08/2015	151600239	A	SHULTA, STEVEN	202.57
12/08/2015	151600240	A	SKYWARD	4,616.00
12/08/2015	151600241	A	SPERANDEO-WEHNER, KIM	27.85
12/08/2015	151600242	A	SWARTWOUT, AIMEE	120.99
12/08/2015	151600243	A	VAN LEUVEN M.D., CATHERINE	6,300.00
12/08/2015	151600244	A	VERNIER SOFTWARE AND TECHNOLOG	191.44
12/08/2015	151600245	A	VOIGT MUSIC CENTER	183.97
12/08/2015	151600246	A	WE ENERGIES	5,373.00
12/08/2015	151600247	A	WOLLINGER, KIMBERLY	30.00
12/08/2015	151600248	A	YOERGER, RUTH ANN	54.00
12/28/2015	151600249	A	AIRGAS USA LLC DBA ENCOMPASS	176.30
12/28/2015	151600250	A	BUTTCHEN, KENDALL	48.00
12/28/2015	151600251	A	CARTER & GRUENEWALD CO., INC.	936.02
12/28/2015	151600252	A	CESA #2	175.00
12/28/2015	151600253	A	CITY GLASS COMPANY	323.00
12/28/2015	151600254	A	CZERWONKA, MIKE	68.26

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
12/28/2015	151600255	A	DEAVER, BRITTANY	7.38
12/28/2015	151600256	A	ENVIRONMENTAL MANAGEMENT CONSU	90.00
12/28/2015	151600257	A	FETTIG, SHARI	14.79
12/28/2015	151600258	A	FIRST SUPPLY LLC - MADISON	590.72
12/28/2015	151600259	A	GALLMAN, DARLENE	31.19
12/28/2015	151600260	A	GRANSEE, KELLEY	40.83
12/28/2015	151600261	A	HELLENBRAND INC	332.64
12/28/2015	151600262	A	KATZENBERGER, JANESSA	22.53
12/28/2015	151600263	A	KROHN, KIARA	41.07
12/28/2015	151600265	A	LANDMARK SERVICES COOPERATIVE	7,507.59
12/28/2015	151600266	A	MIDAMERICA ADMINISTRATIVE & RE	140.00
12/28/2015	151600267	A	NORTH AMERICAN MECHANICAL INC	3,234.13
12/28/2015	151600268	A	NEIS, GERALD	48.00
12/28/2015	151600269	A	NICHOLSON, CHRIS	50.00
12/28/2015	151600271	A	PROFESSIONAL PEST CONTROL	298.00
12/28/2015	151600272	A	ROTH, JERRY	321.90
12/28/2015	151600273	A	SCHOLASTIC INC	954.78
12/28/2015	151600274	A	SCHOOL SPECIALTY	1,138.80
12/28/2015	151600275	A	ANDY SEILS	50.00
12/28/2015	151600276	A	TECHNOLOGY RESOURCE ADVISORS,	5,172.00
12/28/2015	151600277	A	TREETOP PUBLISHING	135.47
12/28/2015	151600278	A	VOIGT MUSIC CENTER	2,802.16
Totals for checks				614,213.17

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

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

Clerical Items

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

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

Employee/School Board Member Name: Corine Schieldt

Employee Handbook Part: Sick Leave Bank

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

Suggested Revision:

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

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

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 km

Employee leave options — review all

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

Cost Impact and Amount: not able to calculate

Legal Impact: not aware of any impact

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

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

Employee/School Board Member Name: Dee Jay Redders

Employee Handbook Part: Sick Leave Bank

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

Suggested Revision:

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

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

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 kr

Review all employee leave options

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

Cost Impact and Amount: not able to calculate

Legal Impact: not aware of any impact

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

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

Employee/School Board Member Name: Christine Schullo

Employee Handbook Part: Sick Leave Bank

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

Suggested Revision:

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

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

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 km

Review all employee leave options

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

Cost Impact and Amount: not able to calculate

Legal Impact: not aware of any impact

Certified Staff
Section 8 – Sick Leave

8.05 Sick Leave Bank

A. Donation of Days: Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal leave day to *the Sick Leave Bank*. *The donation form must be returned to the District business office no later than May 30.*

1. All donations of days are voluntary and permanent.
2. Donated days will be credited to the Sick Leave Bank effective July 1.
3. Days deposited by part-time employees shall be credited on a pro-rated basis of the employee's part-time assignment or contract.
4. An annual accounting of the days available in the Sick Leave Bank will be given to the Employee Group by the District Office by August 1.
5. The Sick Leave Bank shall have a maximum of two hundred fifty (250) days available at the beginning of any school year. Donations will be declined when the maximum is at two hundred fifty (250) days.

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

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

Employee/School Board Member Name: Gary Feldt

Employee Handbook Part: Part 2 (certified staff)

Employee Handbook Page/Section/Section #: page 40/section 1/ #1.01 (1.02)

Suggested Revision:

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

I suggest changing this policy back to staff work day of Monday thru Thursday 7:45-3:45 and Friday 7:45-3:15. Monday and Wednesday's continue as meeting days until 4:00 which would create an extra 1/2 hour that can reduce Friday's time to 3:15. This equates to a 40 hour work week. It will greatly improve staff moral, improve quality prep time (instead of the unnecessary dictated meetings, and be an understandable work schedule throughout the district.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 km

Board of Education Approval of Change: YES ___ or NO ___; Action Date Removed by Gary Feldt - 1-7-16

Cost Impact and Amount: n/a

Legal Impact: not aware of any impact

Certified Staff

Section 1 – Professional Hours/Workday

1.01 Normal Hours of Work

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

All teachers must be on duty at 7:45 am and continue on duty until 3:15 pm Monday through Friday. Two days a week (Monday and Wednesday), principals may hold a meeting until 4:15 pm. Teachers may leave the school at noon hour. Teachers may leave the school at other times, including during the preparation period, only with principal or designee approval.

All teachers must be on duty at 7:45 am Monday thru Thursday

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

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

Employee/School Board Member Name: Dee Jay Redders

Employee Handbook Part: Teacher Preparation Periods

Employee Handbook Page/Section/Section #: p. 46, 5.09

Suggested Revision:

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

"Each teacher shall receive at least two hundred twenty five (225) minutes of teacher directed preparation time during the student week."
CHANGE TO:
Each high school and middle school teacher shall be granted a minimum, duty-free uninterrupted prep period per day, equivalent to one class period. Each elementary teacher shall be granted a thirty (30) minute uninterrupted preparation period during the student day.
The preparation time increase is essential for staff to have time to plan lessons, write recommendation letters, conduct basic administrative tasks (make copies, complete paperwork, and grade essays, etc.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 km

Removed by Kim K. on behalf of Dee Jay 1-7-16

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

Cost Impact and Amount: TBD - will result in hiring more faculty

Legal Impact: not aware of any impact

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

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

Employee/School Board Member Name: Christine Schullo

Employee Handbook Part: Teacher Preparation Periods

Employee Handbook Page/Section/Section #: pg 46, 5.09

Suggested Revision:

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

"Each teacher shall receive at least two hundred twenty five (225) minutes of teacher directed preparation time during the student week."
Change to: Each high school and middle school teacher shall be granted a minimum, duty-free uninterrupted prep period per day equivalent to one class period. Each elementary teach shall be granted a thirty (30) minute uninterrupted preparation period during the student day.
This increase in preparation time is essential for staff to have time to plan lessons, write letters of recommendation, conduct basic administrative tasks, complete paperwork, grade student work, etc.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15/ks

Board of Education Approval of Change: YES ___ or NO ___; Action Date 1-7-16 *Removed by Kim K*

Cost Impact and Amount: TBD - will result in hiring more faculty

Legal Impact: Not aware of any impact

6

Certified Staff

Section 5 – Certified Staff Assignments, Vacancies and Transfers

5.09 Teacher Preparation Periods

Each teacher shall receive at least two hundred twenty five (225) minutes of teacher directed preparation time during the student week.

Fifteen (15) minutes of time spent traveling to each building shall not be considered part of the teacher's preparation period and shall be considered regular work time.

While it is the District's intent to meet this schedule, the District recognizes the educational value of lyceum programs and mandated testing programs. These and other similar programs would override the two hundred twenty five (225) minutes of preparation time during the student week.

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

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

Employee/School Board Member Name: Cathy Kruckenberg

Employee Handbook Part: Insurance and leave

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

Suggested Revision:

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

See attached sheet.

DISTRICT OFFICE USE ONLY

Form received: 12-14-15 km

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

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

Legal Impact: see attached

Suggested handbook revision submitted by Cathy Kruckenberg

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

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

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

IRS Scrutinizes Public Employer PTO Plans

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



Andrew T.
Phillips



Daniel S.
Welytok

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

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

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

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

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

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

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

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

If you have any questions about this article, contact Andrew at aphillips@vonbriesen.com or Daniel at dwelytok@vonbriesen.com.

von Briesen & Roper Law Update is a periodic publication of von Briesen & Roper, s.c. It is intended for general information purposes and highlights recent changes and developments in the legal area. This publication does not constitute legal advice, and the reader should consult legal counsel to determine how this information applies to any specific situation.

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

~ Robert A. Cook

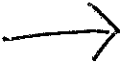


Certified Staff
Section 7 – Insurance and Leave

7.02 Sick, Personal, Bereavement, and Leave Benefits

Refer to Policy 529.1 – Family & Medical Leave

A. Sick/Personal/Business:

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

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

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

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

Employee/School Board Member Name: Dee Jay Redders

Employee Handbook Part: Insurance & Leave

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

Suggested Revision:

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

"For teachers hired before July 1, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement."
CHANGE TO:
Accrued sick time up to a limit of 880 hours shall be paid out at \$12.60 per hour at the time of retirement.
This revision will provide incentive for staff to remain in the district until retirement.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 JCR

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

Cost Impact and Amount: OPEB liability increase - see attached

Legal Impact: not aware of any legal impact

8

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

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Employee/School Board Member Name: Christine Schullo

Employee Handbook Part: Insurance and Leave

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

Suggested Revision:

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

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

DISTRICT OFFICE USE ONLY

Form received: 12-18-15/ks

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

Cost Impact and Amount: OPEB liability increase - see attached

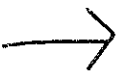
Legal Impact: not aware of any legal impact

7.02 Sick, Personal, Bereavement, and Leave Benefits

Refer to Policy 529.1 – Family & Medical Leave

A. Sick/Personal/Business:

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



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

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

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Employee/School Board Member Name: Gary Feldt

Employee Handbook Part: Part 2 (certified staff)

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

Suggested Revision:

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

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

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 kw

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

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

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

Certified Staff
Section 8 – Retirement Benefits

8.01 Wisconsin Retirement System (WRS) Contributions

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

A. Retirement Notification:

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

EVANSVILLE COMMUNITY SCHOOL DISTRICT
EMPLOYEE HANDBOOK PROPOSED CHANGE

Effective Upon Board Approval July 1, Of Each Year

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Employee/School Board Member Name: Dee Jay Redders

Employee Handbook Part: Retirement Benefits

Employee Handbook Page/Section/Section #: p. 53, 8.01 par. C.3(a) and (b)

Suggested Revision:

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

Retiree - HRA for Teachers Hired before June 30, 2013;
3.a. and b. "...annual payment of \$13,754...
CHANGE TO:
Retiree - HRA for Teachers
3.a. and b. "...annual payment equal to the applicable annual retirement...
The revision will provide incentive for staff to remain in the district until retirement and receive comparable payments to current insurance costs.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15, JR

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Tabled to re-write

Board of Education Approval of Change: YES ___ or NO ___; Action Date 1-2-16

Cost Impact and Amount: don't understand the suggested change?

Legal Impact: see attached

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

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

Employee/School Board Member Name: Christine Schullo

Employee Handbook Part: Retirement Benefits

Employee Handbook Page/Section/Section #: pg 53, 8.01 par. C.3(a) and (b)

Suggested Revision:

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

Retiree - HRA for Teachers Hired before June 30, 2013: 3a and b "...annual payment of \$13,754..."
Change to: Retiree - HRA for Teachers: 3a and b "...annual payment equal to the applicable annual retirement..."
This revision will provide incentive for staff to remain in the district until retirement and receive comparable payments to the current insurance costs.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 *rn*

Board of Education Approval of Change: YES ___ or NO ___; Action Date 1-7-16 *Tabled to re-write*

Cost Impact and Amount: don't understand the suggested change?

Legal Impact: see attached

Certified Staff
Section 8 – Retirement Benefits
8.01 Wisconsin Retirement System (WRS) Contributions

C. Retiree – HRA for Teachers Hired before June 30, 2013:

1. The Board of Education of the Evansville Community School District and the Evansville Education Association agree to establish a Health Reimbursement Arrangement (HRA) for teachers who choose to retire.
2. An employee may elect to retire at the conclusion of a school year provided that person has reached age fifty-five (55) no later than September 1st of the next school year.
3. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of retiring employees as follows:
 - a. Participants who have taught at least ten (10) full-time equivalent years in the District shall receive an annual payment of \$13,754 for three (3) consecutive years (or until eligible for Medicare) to be deposited into their HRA account.
 - b. Participants who have taught at least fifteen (15) full-time equivalent years in the District shall receive an annual payment of \$13,754 for four (4) consecutive years (or until eligible for Medicare) to be deposited into their HRA account. The amount of the annual payment will be determined by the Board annually.
 - c. Any payments into the HRA account will be 100% vested upon payment.
 - d. The District shall be responsible for payment of any HRA administrative fees.



EVANSVILLE COMMUNITY SCHOOL DISTRICT

Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held Tuesday, October 6, 2015, at 3:30 pm in the District Board and Training Center.

Attendance

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

Appoint Someone to Take the Minutes

Mr. Roth volunteered to take the minutes.

Approve April 7, 2015, Minutes

The April 7, 2015, minutes were approved, 8-0, voice vote.

Review – Policy #152, Employee Handbook

Discussion on the current language that states that the Committee will consist of one (1) member from each employee group. Proposed language change for Board consideration states the Committee will consist of up to three (3) members from each employee group. Policy will go to the Policy Committee with proposed change.

Review – Appendix A, Employee Handbook Proposed Change Form

Discussion took place on the Employee Handbook Change Form. No changes.

Review – Clerical Items

All reviewed the clerical items. No changes.

Committee requests that Ms. Mosher include the full page from the Employee Handbook that contains the original language listed on the Proposed Change Form to be included with future proposed changes.

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

#1 – Part 2, Certified Staff, pg. 41, Section 3, 3.02, B – Evaluated to Observed – asking to replace the word, evaluated with observed. Discussion. Consensus on proposed change.

#2 – Part 2, Certified Staff, pg. 41-42, Section 3, 3.02, E, 3 - Change Date of When Evaluations Are Due in Personnel Files – asking to change the date of May 1st to by the last day of school. Discussion. Consensus on proposed change.

#3 – Part 2, Certified Staff, pg. 40, Section 1, 1.01 – Change Normal Hours of Work – Mr. Roth withdrew his proposal.

#4 – Part 2, Certified Staff, pg. 46, Section 5, 5.03 – Change Liquidated Damages – asking to change the amounts of liquidated damages for employee resignation. Discussion. Consensus on proposed change.

#5 – Part 2, Certified Staff, pg. 50, Section 7, 7.02, #6 – Sick Leave Provisions – asking to remove a sentence as is not pertinent. Discussion. Consensus on proposed change.

Clerical Items presented and no discussion.

Next Meeting Dates

Thursday, January 7, 3:30 pm and Thursday, March 3, 3:30 pm.

Adjourn

Meeting adjourned.

Submitted by Jerry Roth

Approved: 1/7/16

Approved: January 11, 1988

412

Revised: December 8, 2003

Revised:

1st Reading: 1/13/16; 2nd Reading: 1/27/16

For Removal – no need for this policy

SCHOOL CENSUS

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

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

Legal Ref.: Sections 43.70 Wisconsin Statutes
120.18

Revised: April 9, 2001
Revised: March 8, 2004
1st Reading: 1/13/16; 2nd Reading: 1/27/16

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

STUDENT ALCOHOL AND/OR OTHER DRUG USE

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

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

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

The administration may conduct locker, vehicle, and other searches or enlist the use of law enforcement officials and drug **detecting animals and/or technology** ~~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

Revised: May 9, 2005

522.1

Revised: July 9, 2012

Revised:

1st Reading: 1/13/16; 2nd Reading: 1/27/16

ALCOHOL AND DRUG-FREE WORKPLACE

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

Possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, inhalants, any controlled substance, or substances represented as such. The sole exception to these prohibitions involves prescription medication prescribed to an employee and used by the employee in accordance with his/her **medical professionals** ~~doctør'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

443.41

Revised: April 9, 2014

522.11

Revised:

1st Reading: 1/13/16; 2nd Reading: 1/27/16

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

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

2015-2016 School Board Meetings – 1st Monthly Meeting Presentations

Date of Board Meeting	Topic	Building
September 9, 2015	New Software Packages – Demo	Steve/Larry
October 14, 2015		
October 28, 2015	NA	
November 18, 2015		
December 9, 2015	PBIS (Positive Behavioral Intervention and Support), Little Blue	Levi, Joanie
January 13, 2016	Introduction to New Middle School Drama Program	JC McKenna, Jason
January 27, 2016	NA	
February 10, 2016	PBIS	TRIS, Barb
February 24, 2016	NA	
March 9, 2016	Read to Someone	Levi, Joanie
March 23 or 30, 2016	NA	
April 13, 2016	Writing Workshops	TRIS
April 27, 2016	NA	
May 11, 2016	Leave Open – short meeting in May	N/A
May 25, 2016	NA	
June 8, 2016	Literacy PD, Examples Teacher/Student Work	JC McKenna, Jason
June 29, 2016	NA	

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, February 10, 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:
- Open Enrollment – February 1 - April 29, 2016
 - School Bus Drivers Week – Week of February 14
 - 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. Positive Behavioral Intervention and Support Presentation by TRIS.
 - B. High School Board Representatives Report of Events.
 - C. Second Friday January Attendance Report.
 - D. First Reading of Policies:
 - E. Second Reading of Proposed Employee Handbook Changes:
 - #1 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank.
 - #2 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank.
 - #3 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank.
 - #4 – Part 2, Certified Staff, pg. 40, Section 1, 1.01, Normal Hours of Work - Change Work Hours.
 - #5 – Part 2, Certified Staff, pg. 46, 5.09, Teacher Preparation Periods - Change All.
 - #6 – Part 2, Certified Staff, pg. 46, 5.09, Teacher Preparation Periods - Change All.
 - #7 – Part 2, Certified Staff, pg. 50, Section 7, 7.02 - Sick/Personal Days - Change All.
 - #8 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language.
 - #9 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language.
 - #10 – Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification - Change Deadline.

#11 – Part 2, Certified Staff, pg. 53, 8.01, C. 3 (a)(b), Retiree-HRA - Change Annual Payment.

#12 – Part 2, Certified Staff, pg. 53, 8.01, C. 3 (a)(b), Retiree-HRA - Change Annual Payment.

Clerical Items.

- VI. Public Presentations.
- VII. Business (Action Items):
 - A. Approval of Staff Changes: Approval of Job Share Agreement.
- VIII. Consent (Action Items):
 - A. Approval of Policies:
 - 1. #412 – School Census.
 - 2. #412.1-Full-Time Students.
 - 3. #443.4-Student Alcohol and/or Other Drug Use.
 - 4. #522.1-Alcohol and Drug-Free Workplace.
 - 5. #443.41/522.11-Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions.
 - B. Approval of January 27 Regular Meeting Minutes.
 - C. Approval of January Bills and Reconciliation.
- IX. Future Agenda –February 24 Regular Meeting Agenda.
- X. Five Minute Break.
- XI. Executive Session – Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss negotiation strategy concerning the 2015-2016 contract with the Evansville Education Association covering teachers.

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

Vision Statement: Creating a culture of excellence in:

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

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

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

Posted: