

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Amended Amended Board of Education Regular Meeting Agenda

Wednesday, May 25, 2016

5:00 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 Melissa Hammann Sandra Spanton Nelson
 Eric Busse Jane Oberdorf
 John Rasmussen Keith Hennig
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- Evansville Writers Attend Awards Ceremony
 - June 3 – End of Year Staff Celebration
 - 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. Presentation of 2017 Band/Choir Trip to New York.
 - B. Middle School Proposed Student Handbook Changes.
 - C. 2016-2017 CESA2 Contract.
 - D. Teacher Job Sharing Agreement.
- V. Budget Finance – Chair, Hammann:
- A. Discussion Items:
 - 1. 2016-2018 Ringhand Brothers, Inc. Transportation Contract.
 - 2. 2016-2017 Budget Update.
 - 3. Food Service Compensation Model.
 - 4. Review the 10 Year Capital Improvement Plan and Fund 46 (Long-Term Capital Improvement Trust Fund).
 - 5. 2016 Audit With Wegner CPAs.
 - 6. Evansville Education Foundation Update.
 - 7. Food Service and Custodians Compensation Committee Update.
 - B. Develop Budget Finance Agenda Items for June 29, 2016, Meeting.
- VI. Business (Action Items):
- A. Approval of Staff Changes: Resignation of Teacher and Physical Therapist Assistant; Hiring of Special Education Assistants and Co-Curricular High School Varsity Girls Basketball Coach; and Teacher Job Sharing Agreement.

- VII. Consent (Action Items):
 - A. Approval of 6-12 Spanish Curriculum Related Referendum Purchases.
 - B. Approval of May 11, 2016, Regular Meeting Minutes.

- VIII. Policies – Chair, Hammann:
 - A. Review Policy Review Process.
 - B. Review and Discuss Policies:
 - 1. #151 – Board Policy Adoption, Review and Implementation
 - 2. #152 – Employee Handbook
 - C. Second Reading of Policies:
 - 1. #343.8 – Accommodating a Student’s Religious Beliefs
 - 2. #381.1 – Religion: Curriculum, Activities and Holidays
 - 3. #434.1 – Release Time For Religious Instruction
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 - 8. #341.7 – Music and Art Education
 - 9. #341.9 – Pre-School Programs
 - 10. #662.3 – General Fund Balance
 - 11. #662.31 – Committed Fund Balance

- IX. Board Development – Chair, Braunschweig:
 - A. Continuous System Improvement (CSI) Plan Update.
 - B. Develop Board Development Agenda for May 25, 2016, Meeting.

- X. Future Agenda – June 8, 2016, Regular Meeting Agenda.

- XI. Five Minute Break.

- XII. Executive Session – Under Wisconsin Statute Sections 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; namely to discuss resignation of an administrative employee and employment position of an administrative employee.

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Posted: 5/19/16
 Re-Posted: 5/24/16
 Re-posted: 5/24/16 pm

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 - 5. 2016 Audit With Wegner CPAs.
 - 6. Evansville Education Foundation Update.
 - 7. Food Service and Custodians Compensation Committee Update.
 - B. Develop Budget Finance Agenda Items for June 29, 2016, Meeting.
- VI. Business (Action Items):
- A. Approval of Staff Changes: Resignation of Teacher, Physical Therapist Assistant, and Support Staff LMC Clerk; Hiring of Special Education Assistants; and Teacher Job Sharing Agreement.

- VII. Consent (Action Items):
 - A. Approval of 6-12 Spanish Curriculum Related Referendum Purchases.
 - B. Approval of May 11, 2016, Regular Meeting Minutes.

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Posted: 5/19/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Amended Amended Board of Education Regular Meeting Agenda/Briefs
Wednesday, May 25, 2016
5:00 p.m.
District Board and Training Center
340 Fair Street (Door 36)

- I. **Roll Call:** Mason Braunschweig Melissa Hammann Sandra Spanton Nelson
Eric Busse Jane Oberdorf
John Rasmussen Keith Hennig

II. **Approve Agenda.**

Suggested Motion: I move we approve the agenda (OR remove items...).

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

- Evansville Writers Attend Awards Ceremony
- June 3 – End of Year Staff Celebration
- 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. Presentation of 2017 Band/Choir Trip to New York – *Music Directors, Ms. Krebsbach and Ms. Schmidman, are looking for approval of a spring break trip in 2017 to New York. Enclosed is information.*
- B. Middle School Proposed Student Handbook Changes – *Principal, Mr. Knott, has enclosed the proposed changes to the student handbook for the 2016-2017 school year. You will approve at the next meeting.*
- C. 2016-2017 CESA2 Contract – *Enclosed is the 2016-2017 CESA2 contract. Administrators have signed off. You will approve at the next meeting.*
- D. Teacher Job Sharing Agreement – *Teacher, Ms. Shelton, has asked for a job share for the 2016-2017 school year. Enclosed is a document. We are asking that you approve this Agreement later in this meeting.*

V. **Budget Finance – Chair, Hammann:**

- A. Discussion Items:
1. 2016-2018 Ringhand Brothers, Inc. Transportation Contract – *Enclosed is information.*
 2. 2016-2017 Budget Update – *Business Manager, Ms. Treuden will present.*

3. Food Service Compensation Model – *This Committee is proposing to the Board the attached compensation model. Enclosed are the minutes of their April 11 and May 9 meeting.*
 4. Review the 10 Year Capital Improvement Plan and Fund 46 (Long-Term Capital Improvement Trust Fund) – *Enclosed is information.*
 5. 2016 Audit With Wegner CPAs – *Enclosed is information.*
 6. Evansville Education Foundation Update – *Ms. Hammann will present.*
 7. Food Service and Custodians Compensation Committee Update – *The Food Service Committee have completed their work and shared their proposed model. The Custodians meet again on June 6. Enclosed are their April 11 minutes.*
- B. Develop Budget Finance Agenda Items for June 29, 2016, Meeting.

VI. Business (Action Items):

- A. Approval of Staff Changes: Resignation of Teacher and Physical Therapist Assistant; Hiring of Special Education Assistants and Co-Curricular High School Varsity Girls Basketball Coach; and Teacher Job Sharing Agreement.
1. *Resignation of Kiara Krohn, Middle/High School Speech-Language Pathologist, effective at the end of the 2015-2016 school year. Kiara spent nine years in the District.*
 2. *Resignation of Peggy Teubert, Physical Therapist Assistant, effective at the end of the 2015-2016 school year. Peggy spent two years in the District.*

Suggested Motion: I move we approve the resignations of Kiara Krohn, Speech-Language Pathologist and Peggy Teubert, Physical Therapist Assistant, effective at the end of the 2015-2016 school year and thank them for their years of service to the District.

3. *Hiring of Thomas Stroinski, 1.0 FTE Special Education Assistant. Thomas has 3.5 years of Educational Assistant experience working at the high school and an elementary school in the Milton School District. Thomas also has advanced computer skills and knowledge. After giving a different profession a chance, Thomas is sure that his true calling is to be involved in the school culture and working with students of all abilities. We are excited for Thomas to start working at JC McKenna. Thomas is replacing Shari Jakes, who is retiring at the end of the school year. Thomas will be paid \$ 12.50/hour.*
4. *Hiring of Sally Bowers, .50 FTE Special Education Assistant. Sally has a BS in Education. She has strong communication skills and is known for making people smile. Sally has a reputable background in development and fundraising, but is looking for a job that is more fulfilling. Sally's ability to work with our students and help them succeed as been observed through her work with students at TRIS during since March of 2016. We are excited for Sally to continue working at TRIS next school year. Sally replaces Dave Soddy and will now be full-time.*

Suggested Motion: I move we approve the hiring of Thomas Stroinski, 1.0 FTE, and Sally Bowers, .50 FTE, Special Education Assistants for the 2016-2017 school year, at a rate of \$12.50/hour.

5. *Hiring of Tina Aasen, High School Varsity Girls Basketball Coach. Tina will replace Jim Schoenenberger as Varsity Girls Basketball Coach. She has 20 years of experience coaching girls basketball which includes 16 years at the varsity level at Parkview High School and Beloit Memorial High School. Tina will be paid a stipend of \$4,419 for the season.*

Suggested Motion: I move we approve the hiring of Tina Aasen, as the High School Varsity Girls Basketball Coach, for a stipend of \$4,419.

6. *Please approve the 2016-2017 Teacher Agreement for Job Sharing of Kendra Shelton, and Partner to be determined.*

Suggested Motion: I move we approve the 2016-2017 Teacher Agreement for Job Sharing of Kendra Shelton and Partner, as presented.

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

- A. Approval of 6-12 Spanish Curriculum Related Referendum Purchases.
- B. Approval of May 11, 2016, Regular Meeting Minutes.

Suggested Motion: I move we approve the consent agenda items: 6-12 Spanish Curriculum Related Referendum Purchases and the May 11, 2016, Regular Meeting Minutes, as presented.

VIII. Policies – Chair, Hammann:

- A. Review Policy Review Process – Ms. Hammann will lead discussion of the process and proposed revised process. Enclosed is the current process and proposed process.
- B. Review and Discuss Policies:
 1. #151 – Board Policy Adoption, Review and Implementation – Ms. Hammann will lead discussion.
 2. #152 – Employee Handbook – Mr. Rasmussen will lead discussion.
- C. Second Reading of Policies:
 1. #343.8 – Accommodating a Student’s Religious Beliefs
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- 10. #662.3 – General Fund Balance
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IX. Board Development – Chair, Braunschweig:

A. Continuous System Improvement (CSI) Plan Update – Upcoming meetings:

- *Teaching and Learning – May 31*
- *Workforce Engagement and Development*
- *Communication and Community Engagement – September 26*
- *Technology – May 25*
- *Facilities and Operations – June 22*
- *Climate and Culture*

B. Develop Board Development Agenda for May 25, 2016, Meeting.

X. Future Agenda – June 8, 2016, Regular Meeting Agenda – A draft of the agenda is enclosed.

XI. Five Minute Break.

XII. Executive Session – Under Wisconsin Statute Sections 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; namely to discuss resignation of an administrative employee and employment position of an administrative employee.

For Your Information:

Upcoming Meetings:

- a. June 8, Regular Board Meeting
- b. June 29, Regular Board Meeting and Meeting of the Electors
- c. July 20, Regular Board Meeting
- d. August 10, Regular Board Meeting
- e. August 31, Regular Board Meeting

Evansville Writers Attend Awards Ceremony

Gabby Diebold, 8th grade student from J. C. McKenna Middle School, Miles Geoffrion and MacKenzie Edwards, 6th grade students from J.C. McKenna Middle School, Delaney Dunphy and Maria Messling, 5th grade students from Theodore Robinson Intermediate School attended the Yahara River Writers Awards Ceremony on Wednesday, May 4 at the Union South on the University of Wisconsin – Madison Campus with chaperone, Ms. Teresa Doyle-Meidinger.

Students qualified for this event by submitting an entry in one of four categories: cartoons, editorials, poems or short stories. Entries were initially judged at the local level. Those deemed winners at the local level were sent on to compete at the regional level. The regional Yahara River Writers' Contest is sponsored by the Greater Dane County Advanced Learners Network. Once an entry arrives at the regional contest, it is evaluated by an experienced panel of judges. Students from all over the greater Dane County area submitted entries so there were literally hundreds of entries in each of the four categories. The top ten authors in each category were pronounced top-ten winners and were invited to attend a day-long workshop and awards ceremony on the UW-Madison campus.

Maria Messling was named a top-ten winner for her editorial entitled, *Vest a Dog*. Delaney Dunphy was deemed a top-ten winner for her cartoon called, *Let's Judge/Look At People with Our Hearts*. Miles Geoffrion earned top-ten honors with his editorial entitled, *Dangerous Destruction*. MacKenzie Edwards was named a top-ten winner with her prize-winning cartoon entitled, *The Computer Age* and Gabby Diebold earned top-ten honors for her editorial, *Don't "Man Up"*. In addition to earning top-ten honors, Delaney, MacKenzie and Gabby were each presented with a first-place medal for their entries.

While attending the awards ceremony, students had the opportunity to listen to keynote speaker, Dean Robbins, a longtime newspaper editor, arts critic, and reporter who has won many state and national awards for writing. He spoke to the young authors and artists about what it takes to become a successful author. Robbins would know all about this because he is a published author, writing children's picture books such as; *Two Friends: Susan B. Anthony and Frederick Douglass*, and *Margaret and the Moon*.

Maria, Miles, Delaney, MacKenzie and Gabby are well on their way to becoming successful authors, just like Mr. Robbins. In fact, each of these students is considered a published author/cartoonist because their prize-winning entries have been published in the Yahara River Writers Anthology. Copies of the anthology can be found in the J.C. McKenna Middle School library as well at the TRIS library.





Evansville High School

Music Department

640 South 5th St.
Evansville, WI 53536

Instrumental Music, Amanda Schmidman 608-882-3586/Vocal Music, Keri Krebsbach 608-882-3585

New York City Music Tour 2017
Evansville High School Band and Choir
Wednesday, May 25th, 2016

Dear Evansville School Board Members,

The high school music department is planning another music tour for spring break 2017. This tour will be our 11th tour in the past 23 years. Previous destinations include Toronto, Orlando, York City, and New Orleans. The destination planned this time around is New York City, New York. Included with this cover letter is the following information:

1. Summary for 2017 music tour, including estimated price (sent to students/parents)
2. Information about Super Holiday Tours and Managing Director Kirk Troen
3. Trip inclusions/payment schedule from Super Holiday Tours
4. New York Tour Itinerary (from 2013 tour)
5. Payment Contract (for NYC 2017, school copy and parent copy)
6. Chaperone Application (for NYC 2017)
7. Permission to Travel (from 2015 tour)
8. Consent to Search form (from 2015 tour)

The music department would like to emphasize the musical and educational value of participating in this kind of a trip. The students will gain valuable life-long experiences by participating in the trip. Along with musical performances and for both the band and choir, this trip will provide a multitude of cultural experiences for students that will enhance their understanding of the world around them.

We have a strong successful history of music tours in Evansville. Please allow us to once again give the music students of Evansville High School this wonderful experience. Activities such as these continue to build and strengthen the music program and help to develop our students' musical, social and cultural awareness.

Sincerely,

Keri Krebsbach
Amanda Schmidman
High School Music Directors



Evansville High School@New York City

Band and Choir Tour / Spring Break 2017

(March 24th – 28th)



The trip will be a 5 day 4 night tour and will take place during the EHS Spring Break *pending school board approval in June.*

Cost per student/chaperone: \$850 - \$950

Please remember that we cannot lock into an amount until we know the exact number of students going. Once that happens, the tour company uses a down payment to secure a hotel and tickets to shows.

Other Information:

- We will need Chaperones. An application form is included in this packet. Approx. 1 chaperone per 10 students.
- Only Academically eligible students may go on the trip and they must stay eligible throughout the year.
- Packets will be sent home soon with more detailed information in the FALL of 2016 with all materials including a rough itinerary, permission slips, and other information.
- Lots of sight-seeing and shopping, great performance opportunities. Broadway shows, Empire State Building, Statue of Liberty, and Times Square.
- *While it is our goal to reach 100% participation, we can only go if there is adequate instrumentation and voicing. All sections and parts must be adequately and equally represented.*

FUNDRAISING

A few fundraisers are planned for next year to help offset the cost for students.

The two most popular ones are listed

- 1) *Music booster Raffle. 100% of the monies go back to the students.*
- 2) *Cheesecake sale: 100% of the profits go to the students.*

****See additional information for current fundraiser- students can potentially raise enough money to eliminate their down payment for September!**

Contact information:

- Amanda Schmidman-882-3586 schmidmana@evansville.k12.wi.us
- Keri Krebsbach-882-3585 krebsbachk@evansville.k12.wi.us

WHAT IS DUE ASAP: 1) Trip Contract

2) Chaperone Application if you choose to apply



116 Gatlin Avenue
Orlando, FL 32806-6908
(407) 851-0060 or (800) 327-2116
Fax (407) 851-0071
info@superholiday.com

SUPER HOLIDAY TOURS

Super Holiday Tours was founded over 40 years ago with the mission of providing service to student groups. Since 1975, Super Holiday Tours has developed a business model that provides full service travel arrangements for student performing groups traveling throughout the US and Europe. We work with over 5000 students comprising over 120 groups each year and maintain the highest standards of safety, customer service and performance planning in the industry.

Kirk Troen is the Managing Director of Super Holiday Tours and will be personally handling all of the arrangements and planning for the Evansville High School trip to New York City. Kirk's background includes 21 years of service in the United States Marine Corps as a trumpet player, a director of bands, and finally as the Head of Marine Corps Music in Washington D.C. Following his service, he taught middle school band in Northern Virginia for seven years before getting involved in planning and organizing student music tours.

The owner of Super Holiday Tours, Bryan Cole, and the Managing Director, Kirk Troen are past national presidents of the Student and Youth Travel Association. This is the association that is the "Voice of Student Travel" and sets the standard for the student travel industry.

Mission Statement

We are committed to providing our clients a positive travel experience by dedicating ourselves to the highest quality of service. We will achieve this by listening to our clients' needs and through our attention to detail.



www.superholiday.com

Amanda Schmidman and Keri Krebsbach
Evansville High School Choir and Band
640 South 5th Street
Evansville, WI 53536
March 24, 2017
New York City



116 Gatlin Avenue
Orlando, FL 32806-6908
(407) 851-0060
(800) 327-2116
(407) 851-0071 Fax

Evansville High School Choir and Band
ESPECIALLY CREATED FOR: Amanda Schmidman and Keri Krebsbach
March 24, 2017 New York City

SUPER HOLIDAY TOURS will provide the following goods and services to and for each and every member of traveling party:

TRIP INCLUSIONS:

- * Hotel for 3 nights
- * Carnegie Hall Tour
- * 2 Broadway Shows
- * 9/11 Memorial
- * Intrepid Museum and Performance for Band
- * Top of the Rock
- * Tour of Ellis Island and Statue of Liberty
- * Breakfast Daily at the hotel
- * NBC Studio Tour
- * Empire State Building Observatory and Performance (choir)
- * Three Group Dinners
- * Central Park and Strawberry Fields tour
- Visit to Rockefeller Plaza

- clinic?

Payment schedule and terms based on

95 total travelers

- 1,000.00 group deposit BY JUNE 15, 2016
to accompany executed copy of agreement to confirm group reservations
- 200.00 per person deposit BY October 15, 2016
- 200.00 per person deposit BY December 15, 2016

BALANCE DUE February 24, 2017
ROOMING LIST February 24, 2017

**Payments may be made with an organization check, cashier's check or money order. Credit card payments may be made with our online web link with Mastercard, Visa and Discover. Please note there will be a 3% processing fee for credit card payments. We CANNOT accept credit card numbers by phone. Personal checks are not accepted.
Trip components will be withheld or cancelled pending receipt of any outstanding balance. N.B. Late payments may cause auto cancellation of your booking and charges will apply.

Cancellation/Changes

All Cancellations and changes in number of attendees must be made in writing, indicating reason of cancellation, dated and signed by the Group Leader. Upon receipt of written notification of changes in number of attendees, or entire cancellation, charges will be applied as follows:

From	To	Cancellation Charge
May 15, 2016	September 14, 2016	50.00
September 15, 2016	February 1, 2017	224.50
No Refunds After	February 1, 2017	

Super Holiday Tours strongly suggest that ALL individuals in groups purchase traveler's insurance.

Traveler's Protection Plan:

Student Protection Plan is included in the per person prices quoted. This includes; trip Interruption up to \$500 on return flight only, Trip Delay over 6 hours, Missed Connections over 3 hours, Baggage/Personal Effects, Baggage Delay over 24 hours, Accident & Sickness Medical Expenses up to \$25,000, Emergency Evacuation & Repatriation up to \$100,000, Worldwide Emergency Assistance Services. No trip cancellation is included.

I waive the option to purchase for my group travel insurance "Cancel For Any Reason Coverage".
Initial DS

Should you decline this option on behalf of your group note that it is the responsibility of the trip chairperson/group representative to inform each member of the traveling party the option of purchasing individual travel insurance.

CONSUMER DISCLOSURE NOTICE: Please read the Terms & Conditions carefully, as your signing the contract and/or deposit payment on a trip signifies acceptance of the Terms & Conditions and the general information provided with the proposal. These trips are arranged by V-Cole Enterprises, Inc. dba Super Holiday Tours (hereinafter "SHT"). It has made the travel arrangements as agent for the transportation carriers and other suppliers (SUPS) of services connected with the tour, all of which are independent contractors. SHT in no way owns or operates the vehicles or facilities to be used during the trip, and does not guarantee performance by, or assume responsibility for the acts and/or omissions of SUPS, their employees, agents, etc. All bookings are accepted subject to the conditions imposed by SUPS & SHT, including, but not limited to, the airline, cruise line, rail, coach, hotel, restaurants, insurance & other companies, firms or person concerned with the trip. Super Holiday Tours shall not be responsible for, and shall make no refund for, events beyond its control, such as, without limitation, acts of God, strikes, acts of war, terrorism or civil disturbance, government restrictions, or for acts or omission of persons or companies not controlled by Super Holiday Tours, such as, without limitation air carriers, bus companies, railways and hotels, or for elements of the package not used by the customer. Super Holiday Tours and its officers, employees, and agents are hereby released from all claims arising out of such events, acts, or omissions. If there is a difference between SHT conditions and those published by a SUP, the conditions of SUP shall apply. The Group accepts responsibility for all property or monetary damages caused by its members to the hotels, Bus Company, or other property. Price quoted is per person quad occupancy, unless noted otherwise, and the price is subject to adjustment if the number of participants varies significantly from the estimated number. SHT reserves the right to cancel a trip, change the itinerary or adjust rates whenever in its sole judgment conditions warrant, or if SHT deems it necessary for your comfort, convenience or safety. SHT reserves the right to correct an error in the advertised price prior to your departure. Trips outside the USA require a valid U.S. passport or other acceptable forms of citizenship proof. You are responsible for and release SHT from passport, visa, vaccination requirements and safety conditions in travel destinations. SHT strongly recommends you purchase travel/medical/baggage insurance for the trip. For medical info., call Public Health at 301/443-2403, and for travel advisories State Dept. at 202/647-5225. A contract is made when your reservation and payment are accepted by SHT in SHT home office in Orlando, Florida and any disputes shall be governed by Florida law and are subject to exclusive jurisdiction and venue in Orange County, FL. SHT is registered with the State of Florida as a Seller of Travel, Registration no. 13558. In calculating the cost of your trip, SHT has relied on your consent to these terms and in the absence of this release, the trip cost would have been higher. SHT phone 407/851-0060, fax 407/851-0071.

The undersigned representative of Group has authority to enter into this contract and has read and understands this contract and Group accepts the terms and conditions as written. The undersigned representative of Group takes full responsibility in communicating this information to students, parents, and other members of the Group, and understands that the Group's participation in a tour provided by Super Holiday Tours may be jeopardized if he/she fails to do so.

Group:

School: Evansville High School Director: Amanda Schmidman

Date: May 5, 2016 | 8:40 AM ET Signature: Amanda Schmidman
DocuSigned by:
-BDCA4E7FFD63448...

Super Holiday Tours

Name: Kirk Troen Signature: Kirk Troen
DocuSigned by:

Date: May 4, 2016 | 10:08 AM ET
-6ED49C5880E8444...

2013 BAND/CHOIR NEW YORK CITY TOUR

DAY ONE: Sunday, March 31

2:00P Motorcoaches arrive at Evansville High School to load.
3:00P Depart

DAY TWO: Monday, April 1

10-10:30A Arrive at Rockefeller Center. See final minutes of Today show on street set. Visit NBC Studio Store, shop 5th Ave, visit St. Patrick's Cathedral.
1:00-4P Depart to the Metropolitan Museum of Art for self-guided visit of one of the world's top Art Museums.
5-6:30P Dinner at Bubba Gumps.
7-8:15P Visit Top of Rock for awesome views of NYC in lights.
9:15-9:30P Check-in at Crown Plaza, NJ.

DAY THREE: Tuesday, April 2

7:00A Depart Hotel
7:30A Arrive at Caldwell College for set-up & warm-up in Student Center Auditorium.
8-9:00A Evansville Band has a Clinic with Professor Rebecca Vega.
9:15A Depart for NYC via the GW Bridge.
10-10:30A Arrive Cathedral St John Divine
10:45-11:15A Evansville HS Choir performs in the Cathedral St John Divine.
11:20-Noon Included Carmines Picnic Lunch
12-2:45P Learn about New York City on a city tour with step-on guide. Wear walking shoes to be "up-close and personal" in NYC. Walk into Central Park; visit Strawberry Fields, drive through Harlem, past the Apollo Theater. Learn about New York's neighborhoods such as SoHo, Greenwich Village or Chinatown.

2:45P

3:15-4P Arrive at Lincoln Center for set-up and warm-up.

5-7:00P Evansville HS Band performs on the Plaza at Lincoln Center.
Explore Times Square: experience pedestrian area, souvenir shop at Hard Rock Café, Planet Hollywood, etc. See businesses such as Toys R Us, Hershey or M&M's, MTV or Early Show sets.

6:40P Jersey Boys, Spiderman, Turn off the Dark or Cinderella Broadway Shows.

DAY FOUR: Wednesday, April

8:30A Depart
10:00-Noon Shopping in Chinatown & Little Italy.
12:15-1:00P Lunch at Puglia's in Little Italy.
1:30P Arrive in Battery Park for check-in and boarding.
2-3:00P Enjoy Included Harbor Cruise (replaces ferry to Statue of Liberty which is still closed due to Hurricane Sandy); learn about the history of NY and many landmarks such as Ellis Island, Statue of Liberty, Governors Island, Brooklyn Bridge and much more.

3:10P Divide into chaperone groups- walk thru Lower Manhattan; see Broadway's "bull". Follow Broadway north to Trinity Church; On Wall Street see Federal Hall where a statue of George Washington commemorates where he took the Presidential oath. See the NY Stock Exchange Building.

4-4:45P Re-group; walk through 9/11 Memorial continue to St. Paul's Church.

5:15-6:15P Chicken Dinner included at Dallas BBQ in Chelsea

6:35P 30 Jersey Boys, Newsies or Blue Man Group Broadway shows.

10:30P Depart New York City. Travel overnight on the motorcoach.

4:30-5P ETA at Evansville High school

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SPRING BREAK 2017
Evansville High School Band/Choir Tour
New York City, NY

**RETURN
THIS
COPY TO
SCHOOL**

Payment Contract

This contract has been designed by the Evansville High School Music Department in accordance with EHS policy. The importance of a firm commitment at the earliest time possible ensures the cost of the trip will stay the same and not cause the conflict of a price increase just prior to our departure. Hotel reservations also need to be booked at the earliest possible date. New York is a popular destination for groups our size-hotels fill up fast. Our tour company will base the cost on the number of participants and buses requested. If someone would pull out of the trip for whatever reason, the rest of the group would have to pick up the cost of the student not attending. Therefore we feel it is important that you understand and agree to a commitment through participation and payment. It is the responsibility and commitment of every student to stay academically eligible throughout the entire year. Students will not be allowed to participate in the tour if they are academically ineligible at the end of the 1st semester of the 2016-2017 school year. Students will not be allowed on the trip if they violate any school policy regarding, drinking, drugs, or other infractions that may affect student safety anytime during the 2016-2017 school year. The directors have the right to not allow any student to attend the trip if they exhibit behavior in the classroom that is not conducive to learning which may include but are not limited to rude behavior, insubordination, disrespect, bullying. Full payment is not guaranteed to be refunded in the case of these school violations or if you back out of the trip anytime next year. Directors also reserve the right to pull any student from the trip if payments are not made on time. Students must be in band or choir the semester prior to a trip year to be eligible to participate.

We make the commitment to participate in the 2017 New York City music tour in accordance with the EHS Co-Curricular Code. We have read and understand the above paragraph. We furthermore understand the importance of the payment schedule and will meet the payment deadlines. This contract will bind us to full payment, participation and compliance with school policy regarding the items mentioned above. We also understand that the final numbers will be based upon signed contracts. Because of the limited number of buses and required chaperone-to-student ratio there is a possibility that students may not be allowed to add to the trip after the end of the 2015-2016 school year.

Student Name (printed) _____
Student Name (signed) _____ Date: _____

(if applies):
2nd Student Name (printed) _____
2nd Student Name (signed) _____ Date: _____

Parent/Guardian Name (printed) _____

Parent/Guardian Name (signed) _____ Date: _____

- ♪ Please return this contract by Friday, June 1st, 2016.
- ♪ *Please return all contracts and applications to the High School Office, Mrs. Krebsbach, or Ms. Schmidman*

RETURN this copy to school.

**KEEP THIS COPY FOR
YOUR RECORDS**

SPRING BREAK 2017

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YOUR RECORDS**

**Evansville High School Band/Choir Tour
New York City, NY**

Payment Contract

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Student Name (printed) _____
Student Name (signed) _____ Date: _____

(if applies):
2nd Student Name(printed) _____
2nd Student Name(signed) _____ Date: _____

Parent/Guardian Name(printed) _____

Parent/Guardian Name(signed) _____ Date: _____

**KEEP THIS COPY
FOR YOUR
RECORDS**

New York City 2017 Chaperone Application

Music tour chaperones are needed to help guide and take care of the students on the trip. In many ways, this is not a vacation for the chaperone. They are in charge of a small group of students as well as the entire group during the duration of the trip. Bus supervision, student checks, enforcing school policies, bed-check, staying up late in the hotel are some of the duties of a chaperone. Chaperones will not be allowed to drink alcoholic beverages while on the trip as they are looking out for the well-being of all students and must be able to make rational judgments when dealing with students or directors. Only parents or guardians of students going on the trip will be considered.

This year we will be looking for approximately 15-20 chaperones depending on how many students go. Our mandatory ratio of chaperone to student is 10 to 1. Much like other trips, we may not be able to take everyone's request. We must also have a ratio of male and female chaperones depending on the student gender count. We thank you for your interest and look forward to working with all of you.

*Please understand that background checks will be completed on every chaperone going on the New York City 2017 Trip per school district policy.

Name (please print) _____

Student(s) name in music program (please print) _____

Relation to student(s) _____

Have you been a chaperone for a high school band/choir tour in the past? Yes No

If so indicate which trip(s) _____

Do you have medical experience? Yes No

If Yes please explain:

**PLEASE RETURN THIS APPLICATION ALONG WITH YOUR
STUDENT(S) CONTRACT AND PAYMENT by JUNE 1st**

PERMISSION TO TRAVEL

Each student must complete this form and return it to the director/educator in order to participate in the tour.

I hereby give _____ / _____ the permission
(Student's Name-please print clearly) (2nd Student's Name-please print clearly-if applies)

to travel with the Evansville High School Band and Choir to Orlando, Florida on Friday, March 27th through Friday, April 3th 2015.

In consideration of the opportunity for the Student listed above to participate and fully recognizing that such an undertaking involves an element of risk, I assume all risks and hazards incidental to such participation and do hereby release, absolve, indemnify, and agree to hold harmless Evansville High School, Super Holiday Tours, its agents, employees and officers, and the chaperones, leaders, organizers and sponsors, and persons transporting the Student to and/or from these activities. Evansville High School, Super Holiday Tours, nor any said persons, neither shall be held financially responsible for any stolen personal property, injury, or death incurred as a result of the said student being negligent in their actions. The rules and regulations have been clearly given to each student and they are responsible for following those rules and regulations.

It is expressly understood that in the event the Student becomes involved in any activity which would involve some type of punitive action, the directors have the discretion of sending the student home at my expense. I further understand that a director would contact me before taking action.

Furthermore, Super Holiday Tours will act only as an agent for tour members in arranging room accommodations, transportation, sightseeing, meals, performances, festivals, and clinics. Super Holiday Tours reserves the right to change the itinerary as circumstances dictate, and is not responsible to any person or institution for loss of time and money or eventualities resulting from occurrences beyond reasonable control, such as but not limited to airline delays or transportation breakdowns.

I, the undersigned, have read this release and understood all its terms and execute it voluntarily and with full knowledge of its significance. _____

(Parent/Guardian-Please Print)

(Signature of Parent/Guardian)

Home Phone: _____ / Work Phone _____

Cell Phone: _____



**EVANSVILLE HIGH SCHOOL
MUSIC TRIP to FLORIDA
Friday, March 27- Friday, April 3, 2015**



CONSENT TO SEARCH POLICY

This document is intended for the purpose of notifying EHS music students participating in the Florida trip and their parents/guardians of the right to search any items belonging to the Evansville School District, at any time, without notice and without consent of the student or the parents/guardians.

The Evansville High School Music Department is planning a trip to Florida from March 27 through April 3, 2015. Those participating will include band and choir students, directors, and chaperones. Students participating in the trip will be bringing their dress clothes and/or either their own band instrument or a school-owned instrument (in appropriate instrument case). In addition, students will bring their own personal items including suitcases and backpacks. The school-owned instruments and cases are property of the Evansville School District and at no time does the District relinquish its exclusive control of said band/choir items that are provided for the convenience of the students. School authorities (or directors) may conduct, for any reason, periodic general inspections of said band items, without notice and without student consent.

In addition to the above described band items to be brought along on the trip, the School District recognizes that students will also be bringing personal suitcases, backpacks and other personal items.

The student's participation in the trip is due to a co-curricular ensemble which meets regularly. Not all band and choir students will be going on the trip. As a condition of going on the trip, the student and parent (if the student is under the age of 18) agree as follows:

1. The student's suitcase(s), backpack(s), or any other item in the possession of the student may be searched by a school official prior to boarding the bus upon departure. Said items will be searched by a female chaperone for female students and by a male chaperone for male students.
2. The student and/or parent/guardian further agrees that once the trip is commenced, if school officials and/or chaperones on the trip have reasonable suspicion to believe that the student has contraband and/or illegal materials and/or substances in his/her possession and/or has reasonable suspicion to believe that the student has committed a violation of the law and/or of school policy, the student and his/her luggage, including personal belongings, will be subject to a search. If necessary, appropriate police officials in the local jurisdiction will be contacted to assist in/or conduct the searches.

I have read the above notice concerning my participation or the participation of my child on the Evansville High School Music Trip 2015, and I understand the extent of any searches that may be made and hereby give consent to searches being made as set forth above.

Dated this _____ day of _____ in the year _____.

_____ **Print Student Name**

_____ **Student Signature**

_____ **Print Parent/Guardian Name**

_____ **Student's Parent or Legal Guardian Signature**
(If student is under age 18)

MEMO

To: Evansville Board of Education

From: Jason Knott, Middle School Principal

Re: Handbook Revisions related to co/extra-curricular activities

Date: May 15, 2016

Attached you will find a document detailing the proposed changes to the middle school student handbook regarding co/extra-curricular activities. The previous wording is crossed out, while the changes are listed below. Discrepancies regarding academic eligibility were addressed, along with changes to outline expected behavior and give guidance on behavior expectations such as classroom behavior, sportsmanship, and school representation. This policy falls in line with the high school regarding these expectations.

**JC MCKENNA MIDDLE SCHOOL
EXTRA / CO-CURRICULAR CODE**

Extra-Curricular Activities

Football	Wrestling
Volleyball	Cross Country
Basketball	Track and Field

Co-Curricular Activities

Forensics	Blue Notes
Quiz Bowl	Jazz Band
Student Council	Spanish Club
POMS	

ACADEMIC REQUIREMENTS:

~~Students are considered eligible to participate in activities when s/he achieves all grades above an (F) on a progress report or at the conclusion of a grading period. Progress reports include mid-term reports and weekly reports that may be required by a coach/advisor. A coach may bench students if the students are not keeping up with current schoolwork.~~

~~Students who become ineligible will remain so for at least five (5) school days. During that time, ineligible students must attend every practice. Ineligible students may not participate in or attend contests or events with the team or group until all grades are above an (F) or the student has made significant academic progress.~~

~~Ineligible students must complete a remediation plan with the coach/advisor, teacher and/or principal to regain eligibility. Ineligible students are required to complete a weekly grade sheet to prove that they are achieving at an acceptable level before they will be reinstated as an eligible participant. (See Appendix A) Once an ineligible student becomes eligible the weekly grade reports are at the discretion of the coach/advisor and/or principal.~~

~~At the end of the five (5) school day ineligibility period, a student will continue to remain ineligible on a five school day basis until the student is achieving above the (F) level in all subjects and has a least a 1.5 grade point average.~~

PHILOSOPHY

The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and successful life. The extra/co-curricular programs at JC McKenna are an integral part of the educational process as it provides certain opportunities and emphasizes definite aims, which is difficult to duplicate in other school activities.

Participation in extra/co-curricular activities is a privilege. Involved students have a responsibility to follow established rules of conduct, maximize their performance, and present a positive image to fellow students, the Evansville community, and the larger world.

GOALS

The goals of the Evansville Schools extra/co-curricular programs are:

1. To help students develop leadership skills and responsibility.
2. To promote teamwork, with the development of such commitments as loyalty and cooperation.
3. To promote the ideals of good sportsmanship and fairness that make for winning and losing graciously.
4. To provide opportunities for students to set personal goals and to work toward success.

5. To generate a sense of unity by providing a focus of interests on activity programs for students, staff, and community.
6. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
7. To promote excellence by providing opportunities for the expression of gifted and talented abilities.
8. To create alternatives for personal enrichment by providing outlets for students with varied needs, interests and abilities.
9. To provide opportunities for personal enjoyment.
10. To promote a philosophy for life-long health and worthy use of leisure time, either as a participant or spectator.
11. To develop an understanding of the value of activities in a balanced educational process.

SPORTSMANSHIP

Students should support their athletic teams, performance groups, etc. vigorously by displaying good sportsmanship and other appropriate behaviors at all times. Attendance as a participant or spectator in any co-curricular or extra-curricular activity is a privilege that can be revoked for improper behavior. Use the following as a guide to sportsmanship.

The individual student should:

1. Consider the visiting team, fans, and the officials as guests and treat them as such.
2. Respect the rights of students from the opposing school.
3. Respect the authority and judgment of the coach.
4. Respect the rights of spectators.
5. Respect the property of the school and the authority of the school officials.
6. Cheer both teams in a courteous manner.
7. Acknowledge good plays by either team.
8. Applaud an injured player when he/she is removed from the game.
9. Support cheerleaders and pom-pons.
10. Accept the official's decision as final.
11. Show self-control at all times during and after the game.
12. Be modest in victory and gracious in defeat.
13. Consider it a privilege and duty to encourage everyone (players and spectators alike) to live up to the spirit of the rules of fair play and sportsmanship.

ACADEMIC REQUIREMENTS:

It is the expectation that a student will maintain a 2.0 GPA and be passing all of his/her classes to be participating in athletics. Both the principal and the coaches will be monitoring student grades to ensure appropriate progress. Progress reports include, grade reports, mid-term reports, and weekly reports. At the discretion of the coach and principal, a student-athlete may sit if they are not keeping up with current schoolwork.

A failing grade during grade checks(Monday of each week) will result in the following actions:

- The athlete will have one(1) week to be passing all classes. During this warning week, the athlete will be allowed to practice and compete, but will be required to complete a form for that class/subject with that teachers' signature(s) verifying current grades. This form is to be returned to the coach by the end of the day on Friday.

- During each sport's season, an athlete is only given this courtesy warning week a single time; any failing grade after the warning constitutes ineligibility.
- If the athlete does not return the form by the deadline or is still not passing all classes by the end of the week, he/she will become ineligible starting the following Monday.
- While ineligible, the athlete is expected to practice and attend all home games/meets (ineligible athletes will not travel to away competitions) unless excused by the coach. The athlete cannot suit up but is expected to sit on the team's bench.
- In order for the athlete to regain eligibility, he/she will need to return a new eligibility form with the class or classes in question signed by that teacher.
- Students who become ineligible will remain so for at least five (5) school days. During that time, students may be required to attend academic remediation sessions after school until eligible. Ineligible students may not participate in or attend contests or events with the team or group until all grades are passing or if the student has made significant academic progress.
- At the end of the five (5) school day ineligibility period, a student will continue to remain ineligible on a five school day basis until the student is achieving above the (F) level in all subjects, has a least a 2.0 grade point average, or is showing significant academic progress as decided by the principal and academic team.
- The parent and athlete will be notified by the coach or principal as to which contest(s) the athlete will be ineligible.

STUDENT-ATHLETE CONDUCT IN THE CLASSROOM

Suspension/Detention

Any student who is serving a suspension (in-school or out-of-school) cannot participate in any practice sessions or athletic contests for the period of the suspension. For example, a student suspended in-school or out-of-school on a Tuesday is ineligible to practice or compete anytime Tuesday. In addition, any absences from practice resulting from a suspension will be addressed according to the policies of the specific coach. Those students serving detention during practice sessions will be subject to the specific coach's discipline.

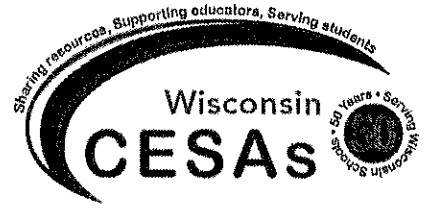
Removal from a classroom for disciplinary reasons

If a student-athlete is removed from a classroom for any disciplinary reason by a staff member, they may be ineligible to practice or compete on that school day and will be subject to the specific discipline of the principal and coaching staff.



Innovative Thinking. Tailored Delivery.

Gary Albrecht, Ph.D. • Agency Administrator



May 2016

CESA 2 Superintendents, School Boards, and District Staff:

Please find your 2016-2017 contract with CESA 2 attached.

The items your district contracted for during 2015-2016 are highlighted in blue. Amounts are included for those items contracted for during the previous year and any consortia membership if applicable.

Please use the columns to indicate if you will be renewing a service for 2016-2017, adding a service or discontinuing a previously taken service.

The 2016-2017 Catalog of Services outlines the programs and services offered. Access the catalog via our website – [2016-2017 Catalog of Services](#)

You may also find supporting documents for some programs included with your contract. Please be sure to read them carefully and return accordingly.

Please review your service contract and submit it to your board for approval at your earliest convenience. We appreciate your prompt return of the contract. Upon receipt of signed contracts from school districts, we will make appropriate employment commitments to our staff for the 2016-2017 school year.

We would love to serve you, however, we cannot guarantee that we will be able to fulfill contracts that are returned after June 30, 2016, due to the need to secure staff contracts by July 1, 2016.

If you have questions or concerns regarding service contracts, please contact Marlene Gerstner at marlene.gerstner@cesa2.org or 262.473.1453.

We wish you our very best and look forward to working with you during the 2016-2017 school year.

Gary L. Albrecht, Ph.D.
CESA 2 Agency Administrator



Evansville Community School District

2016-2017 Contract

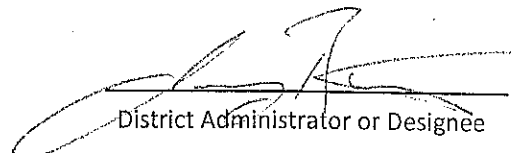
Please indicate the services to be placed on the contract for 2016-2017.

Services utilized in 2015-2016 are highlighted in blue.

Service	Additional Information	2016-2017 Cost	Renew or Add	Non-Renew
Administration		\$ 1,374.00	Renew	
Assistive Technology Academy		\$ 2,680.00	Renew	
Assistive Technology Library***		\$ 2,575.00	Renew	
ATODA Network				
Blind and Visually Impaired*		\$ 22,619.00	Renew	
Deaf and Hard of Hearing*				
Dialogue with Attorney		\$ 800.00	Renew	
Driver Education	Students pay fees			
Educational Audiology**		\$ 3,960.00	Renew	
Instructional Technology				
JEDI Online Network		\$ 10,500.00	Renew	
Orientation and Mobility		\$ 1,283.00	Renew	
Professional Resource Center - Level 1***				
Professional Resource Center - Level 2***	Includes district visit			
School Nutrition Program - Tier 1				
School Nutrition Program - Tier 2				
Title I Extended Services				
Transition Advisory Network		\$ 3,500.00	Renew	
Transition - MECCA		\$ 300.00	Renew	
Van Delivery		\$ 695.00	Renew	
Total		\$ 50,286.00		

*Cost is \$55 per unit, dependent on direct and indirect services per student

**Cost is \$60 per unit, dependent on direct and indirect services per student



District Administrator or Designee

Return via email: marlene.gerstner@cesa2.org or fax: 262.472.2269

Questions? Please contact: Nicole Barlass, Director of Resources at 262.473.1447 or

nicole.barlass@cesa2.org

FOR CESA #2 USE ONLY	Reviewed by:
Date received: _____	GA _____ BB _____ CD _____ MG _____ NB _____
Comments: _____	



2016-2017 Contract

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

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

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

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

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

LEA agrees to pay for services rendered as follows:

*for services costing \$18,000.00 or less annually per line item, in one payment to be made in July.

*for services costing more than \$18,000.00 annually per line item, in tri-annual payments to be made in July, November and March.

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

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

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

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

Cooperative Educational Service Agency 2

1221 Innovation Drive, Suite 205

Whitewater, WI 53190

Nancy Thompson
Nancy Thompson, Chairperson, CESA 2 Board of Control

Gary Albrecht
Gary Albrecht, Secretary, CESA 2 Board of Control

School District of _____, 2016

President, Board of Education

Clerk, Board of Education

MEMORANDUM OF AGREEMENT FOR JOB SHARING

Between

Kendra Shelton and _____ (Partner)
2016-2017 School Year

The Evansville Community School District (hereinafter "District"), the Evansville Education Association (hereinafter "Association"), Kendra Shelton (hereinafter "Shelton") and _____ (hereinafter "Partner") agree to the following:

1. Shelton and the District will enter into a part time (.6) teaching contract for the 2016-17 school year. Partner and the District will enter into a part time (.4) teaching contract for the 2016-17 school year only.

During the 2016-17 school year, Shelton and Partner will Job-Share on a split week schedule. Shelton will work (TBD _____). Partner will work (TBD _____). These days may be changed by mutual agreement between Shelton, Partner and the District.

2. All wages, hours and working conditions for the Teachers will be controlled by the District Employee Handbook except for the specific provisions of this Job Sharing Agreement.
3. The Teacher's work weeks will be more than 60%/40% of a regular work week, to the extent necessary to include work days, IEP meetings pertaining to students on split caseloads, regular communications about students, staff meetings, staff development, parent-teacher conferences, committee and grade level responsibilities, and other events considered by the building principal to be essential for performing the job shared duties. Both parties will be required to attend all district staff development. Attendance at other building or district meetings will be determined by the building principal. Required attendance at staff development over 60%/40% will be compensated at the curriculum rate.
4. If a substitute is needed, the job-sharing Partner will be assigned to substitute and will be paid at the long-term substitute rate for the time that she is substituting. If circumstances prevent the job-sharing Partner from serving as a substitute, she will not be required to substitute.
5. If one job-sharing teacher resigns, becomes disabled, is granted a leave of absence during the term of the Job Sharing Agreement, or is unable to fulfill the entirety of the job-sharing arrangement, the remaining job-sharing teacher will assume the full teaching position for the remainder of the school year.
6. This job share is dependent on finding a suitable Partner for the position by August 5, 2016. The Partner, unless currently a full time district employee under a teaching contract will only accrue .4 year seniority. The Partner will have no rights to a full time position should the job share agreement end and would need to apply for any vacancies that might exist.

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

District Administrator

Date

President, Board of Education

Date

Kendra Shelton

Date

(Partner)

Date

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Transportation Contract
Date: May 17, 2016

Attached you will find the 2016-2018 Ringhand Brothers, Inc. Transportation Contract. Below is a summary of the proposed increases by category.

	Current <u>2015-16</u>	Proposed <u>2016-17</u>	Proposed <u>2017-18</u>
Regular Routes	\$ 443,402.00	\$ 447,836.00	\$ 452,314.00
Mid-day Routes	\$ 91,128.00	\$ 91,128.00	\$ 92,039.00
Spec Ed (est.) 10 students	\$ 84,440.00	\$ 85,280.00	\$ 86,140.00
Co-Cur/Field Trip rates (est.) 2300 hours	\$ 29,900.00	\$ 30,498.00	\$ 30,498.00
Co-Cur/Field Trip rates (est.) 22,500 miles	<u>\$ 27,225.00</u>	<u>\$ 28,125.00</u>	<u>\$ 28,125.00</u>
	\$ 676,095.00	\$ 682,867.00	\$ 689,116.00
Percentage Increase		1%	1%
Dollar Increase		\$ 6,772.00	\$ 6,249.00

I recommend approval of the revised 2016-2018 student transportation contract with Ringhand Brothers, Inc.

**AGREEMENT BETWEEN EVANSVILLE COMMUNITY SCHOOL DISTRICT,
EVANSVILLE, WISCONSIN, and RINGHAND BROTHERS, INC.,
FOR THE TRANSPORTATION OF STUDENTS
2016-2018**

IT IS HEREBY CONTRACTED AND AGREED between the Evansville Community School District, Evansville, Wisconsin, by its' Board of Education and Mr. Scott Ringhand, hereinafter designated as Ringhand Brothers, Inc., whereby Ringhand Brothers, Inc. agrees to transport personally, or by an agent or qualified assignee, all eligible students as determined by Evansville Board of Education policy, residing in the Evansville Community School District to the school buildings or other designated sites within the District boundaries within a reasonable time prior to the opening of school and agrees to return them to their respective bus stops within a reasonable time after the end of the school day. This will be done in accordance to the provision and limitations of Sec. 121.51 of the Wisconsin Statutes.

SERVICE

Ringhand Brothers, Inc. agrees to maintain and operate vehicles used to meet the District's transportation needs at all times in a safe, efficient and lawful manner and to satisfy all legal requirements of the Board of Education, the Wisconsin Motor Vehicle Department and the Department of Public Instruction. Ringhand Brothers, Inc. shall meet the standards provided in Sec. 110.06(2) of the Wisconsin Statutes.

It is agreed that failure of Ringhand Brothers, Inc. to provide the service listed herein due to extreme weather conditions or impassable road conditions, sickness or accident, shall not be adjudged as a breach of contract. After consulting appropriate agencies, the district administrator of schools shall determine the opening and closing of school due to inclement weather.

DRIVERS

Ringhand Brothers, Inc. shall hire, supervise, and replace all drivers. Ringhand Brothers, Inc. shall replace any driver who, in the opinion of the District, is detrimental to the best interest of the students riding the buses.

All drivers employed by Ringhand Brothers, Inc. shall meet all requirements of rules, regulations and Wisconsin Statutes of any governmental agency. They shall be required by their employer, Ringhand Brothers, Inc., to attend District sponsored Driver Training and Instructional sessions at School District expense.

As a condition of employment, Ringhand Brothers, Inc. shall request a motor vehicle report (MVR) on each new driver and shall require that person to complete a physical examination, including a test for the disease of tuberculosis or a chest x-ray.

Ringhand Brothers, Inc. must conform to federal regulations (49 CFR, Part 382) governing alcohol and controlled substance testing for persons who possess a commercial driver's license and operate a commercial motor vehicle.

TESTING COMPENSATION:

The District will pay up to \$1,230 for the cost of drug and alcohol testing programs by a qualified agency for Ringhand Brother’s Inc. employees chosen at random and new employees.

REGULAR TRANSPORTATION COMPENSATION:

The District will pay \$447,836 for the 2016-2017 school year, to maintain thirteen (13) morning and afternoon student bus routes. Ringhand Brothers, Inc. will supply at least seventeen (17) buses each carrying at least 65 students. The amount for 2016-2017 is \$34,449 per route.

The District will pay \$452,314 for the 2017-2018 school year, to maintain thirteen (13) morning and afternoon student bus routes. Ringhand Brothers, Inc. will supply at least seventeen (17) buses each carrying at least 65 students. The amount for 2017-2018 is \$34,793 per route.

CO-CURRICULAR TRIP COMPENSATION:

The District will pay \$1.25 per mile plus \$13.26 per hour per driver. There will be a \$5.00 minimum charge for the use of a bus for co- curricular trips.

METHODS OF PAYMENT

Payment for the previous month's services rendered under this contract will be made within 10 days of receipt of an invoice.

INSURANCE

Ringhand Brothers, Inc. agrees to procure and deliver to the district prior to the opening of school, a certificate of insurance against liabilities to the District for damage to property and injury of students for whom transportation is provided under the terms of this contract. Liability insurance coverage shall include the following:

- \$1,000,000 General Liability – each occurrence.
- \$ 5,000 Medical expense.
- \$3,000,000 Automobile Liability – combined single limit – each accident.
- \$2,000,000 Umbrella Liability – each occurrence.

Ringhand Brothers, Inc. agrees to procure and deliver to the District prior to the opening of each school year a certificate of insurance for workers' compensation coverage.

REGULAR BUS ROUTES

Ringhand Brothers, Inc. shall organize bus routes in such a manner as to realize maximum utilization of each vehicle subject to the approval of the District Administrator. At the beginning of each school year, Ringhand Brothers, Inc. shall provide the district with a schedule and a list of riders and bus driver for each bus route.

The list of bus riders shall be adjusted to record changes throughout the school year. All buses shall be of sufficient capacities to legally accommodate the number of passengers residing on said routes.

TRAINING AND SAFETY

All drivers shall hold a valid first aid card to maintain a high level of safety during student transportation. All bus drivers will be required to attend at least one meeting yearly prior to the start of the school year for the purpose of reviewing behavior expectations of students, discipline procedures and ways to minimize

behavior problems on busses. Student safety and bus evacuation drills will be held in accordance with board policy and recommendations from the insurance carrier. All drivers will record daily attendance of students on the bus.

CO-CURRICULAR SERVICE

All out-of-school-district and co-curricular use of any Ringhand owned vehicle shall be authorized by the district administrator or principal and shall be accompanied by a trip authorization slip from the school office. The district administrator or a building principal will inform Ringhand Brothers, Inc. of co-curricular and special trip needs at least twenty-four (24) hours prior to departure time.

NEW BUSES AND INSTALLATION OF COMMUNICATION/SURVEILLANCE SYSTEMS

On or before September 1, 2016 Ringhand Brothers, Inc. will put into operation of their bus fleet two (2) new buses. Identification numbers of the new buses will be submitted to the district administrator. Ringhand Brothers, Inc. shall maintain and upgrade as necessary an emergency communication system that will adequately serve all buses and the School District. Ringhand Brothers, Inc. agrees to allow the installation of cameras on all busses at District expense. Ringhand Brothers, Inc. shall provide copies of all bus inspection reports to the District Administrator or designee.

FUEL

Ringhand Brothers, Inc. agrees that along with each monthly invoice they will submit a log of the exact number of miles traveled and fuel used by each bus. The Evansville Community School District will purchase all fuel for use in school bus transportation of students. Ringhand Brothers Inc. will be responsible for reimbursing the District fifty-one (51) cents per gallon of fuel used each school year. The District will subtract \$1,100 from each monthly invoice. An adjustment will be made on the final bill that will reflect the difference between the total of the monthly deductions and the actual gallons of fuel purchased multiplied by fifty-one (51) cents.

COMPENSATION FOR SPECIAL EDUCATION ROUTES AND SERVICES

It is hereby agreed between the Board of Education of the Evansville Community School District and Ringhand Brothers, Inc. to transport eligible Early Childhood and eligible 4-Year-Old Kindergarten students, at their own risk, safely, promptly, and comfortably for the regularly scheduled school days to the Evansville Elementary School.

The District will pay \$91,128 per year for the 2016-2017 school year, to maintain three (3) mid-day ECH/4K student bus routes as verified and for the number of days in actual attendance. The amount for 2016-2017 is \$30,376 per route.

The District will pay \$92,039 per year for the 2017-2018 school year, to maintain three (3) mid-day ECH/4K student bus routes as verified and for the number of days in actual attendance. The amount for 2017-2018 is \$30,680 per route.

It is also agreed between the Board of Education of the Evansville Community School District and Ringhand Brothers, Inc., to transport students for the 2016-2017 school year with physical disabilities, at Ringhand Brothers, Inc.'s, own risk in a vehicle with power lift, safely, promptly, and comfortably for the

regularly scheduled school days to the Evansville School District for \$8,528 per student with a \$20,000 minimum.

It is also agreed between the Board of Education of the Evansville Community School District and Ringhand Brothers, Inc., to transport students for the 2017-2018 school year with physical disabilities, at Ringhand Brothers, Inc.'s, own risk in a vehicle with power lift, safely, promptly, and comfortably for the regularly scheduled school days to the Evansville School District for \$8,614 per student with a \$20,000 minimum.

The person transporting shall carry the proper liability and other insurance on the transporting vehicle, and, in addition, hold an appropriate license and have the transporting vehicle inspected as required.

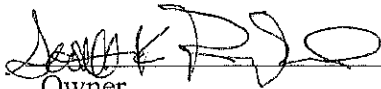
The payments cited in this agreement, at the mentioned rates, shall be the sole consideration to be received by Ringhand Brothers, Inc. for the services rendered under the terms of this contract for transporting children.

This contract is to be considered as binding between the parties or their assignees hereto for a period from July 1, 2016 to June 30, 2018. The financial terms will be negotiated annually.

Dated this ___ day of June 2016.

Ringhand Brothers, Inc.

Evansville Community School District


Owner

President

Dated

Clerk

Ringhand
4/20/2016

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Food Service Compensation Schedule

DRAFT

Pay Range	Title	<u>Minimum Hourly Rate at Designated Anniversary</u>						
		5 years 8%	10 years 6%	15 years 5%	20 years 4%	25 years 3%	30+ years 3%	
1	Cook I	\$ 12.50	\$ 13.50	\$ 14.31	\$ 15.03	\$ 15.63	\$ 16.10	\$ 16.58
2	Cook II	\$ 13.50	\$ 14.58	\$ 15.45	\$ 16.23	\$ 16.88	\$ 17.38	\$ 17.90
3	Cook III	\$ 14.00	\$ 15.12	\$ 16.03	\$ 16.83	\$ 17.50	\$ 18.03	\$ 18.57

Rationale

Employee's hourly wage may be more at anniversary date, but will not be less
Annual increases will be determined by the BOE

2015-2016 Starting Hourly Rate							
	<u>Edgerton</u>	<u>Whitewater</u>	<u>Jefferson</u>	<u>McFarland</u>	<u>East Troy</u>	<u>Evansville</u>	<u>Average</u>
Level I	\$ 9.50				\$ 13.81	\$ 13.00	\$ 12.10
Level II	\$ 9.50	\$ 13.11	\$ 13.04	\$ 15.47	\$ 14.38	\$ 13.50	\$ 13.17
Level III	\$ 9.50	\$ 14.24	\$ 14.01	\$ 16.66	\$ 14.63	\$ 14.50	\$ 13.92

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Food Service Employee Compensation Committee Minutes

The meeting of the Food Service Employee Compensation Committee took place on Monday, April 11, 2016, at 1:47 pm, in the District Office Conference Room.

Attendance

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

Approve March 7, 2016, Minutes

Motion by Mr. Rasmussen, seconded by Ms. Scofield, moved to approve the March 7, 2016, minutes, as presented. Motion carried, voice vote.

Potential Revisions to Cook II and III Job Descriptions

Ms. Treuden shared the revised job descriptions of Cook II and III, adding under Essential Duties and Responsibilities, follow proper cash handling procedures. Discussion.

Motion by Ms. Uher, seconded by Ms. Scofield, moved to approve the job descriptions of Cook II and III as revised. Motion carried, voice vote.

Review Comparable Compensation Data

Ms. Treuden shared comparable 2015-2016 wages of five districts. Discussion.

Review Draft Compensation Model Development

Ms. Treuden shared the draft model compensation schedule. Discussion: review with all employees prior to the next meeting to gather input; draft model presented is equitable with the comparable data and with the support staff model approved by the Board; the model reflects longevity increases; revisions to the titles to be made; and add years after 25 and 30+.

Review Committee Goals

Mr. Roth read the Committee goals. Discussion. Model met the goals.

Set Future Meeting Date and Agenda

The next meeting will be Monday, May 9, 2016, at 1:45 pm. Agenda items: review and recommend Board approval of the revised compensation model.

Adjourn

Motion by Mr. Roth, seconded by Ms. Scofield, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 2:06 pm.

Submitted by Ms. Treuden, Business Manager

Approved: 5/9/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Food Service Employee Compensation Committee Minutes

The meeting of the Food Service Employee Compensation Committee took place on Monday, May 9, 2016, at 1:46 pm, in the District Office Conference Room.

Attendance

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

Approve April 11, 2016, Minutes

Motion by Ms. Scofield, seconded by Ms. Uher, moved to approve the April 11, 2016, minutes, as presented. Motion carried, 7-0 (voice vote).

Review Revised Draft Compensation Model

Ms. Treuden shared the revised draft compensation model. Discussion. No input for future changes.

Recommend Board Approval of Compensation Model

Committee members agreed to recommend the compensation model to the Board of Education for approval.

Set Future Meeting Date and Agenda

No meeting set as work has been completed at this time.

Adjourn

Motion by Mr. Uher, seconded by Ms. Scofield, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 2:12 pm.

Submitted by Ms. Treuden, Business Manager

Approved: 5/16/16
(electronic vote)

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Fund 46
Date: May 18, 2016

Attached is information regarding the creation of Fund 46 by the BOE last May. Fund 46 was created last year with an initial deposit of \$114,305.18. This was possible because the Fund 10 budget ended with a surplus balance.

As you may recall, the 2015-2016 approved budget is expected to have a deficit balance of \$428,658 at fiscal year-end. I will not know the exact deficit amount until the conclusion of the audit sometime after July 31. Therefore, I recommend that the BOE not take any action this year to increase the Fund 46 balance by transferring funds from the General Fund 10 budget because this action may result in a greater Fund 10 deficit balance at fiscal year end.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Fund 46
Date: June 17, 2014

Below is information from DPI regarding the creation of a new Fund for purposes of capital expansion or capital improvements. The BOE may consider researching this option further for possible action at the end of fiscal year 2014-2015.

LONG TERM CAPITAL IMPROVEMENT TRUST FUND (FUND 46): A school board with an approved long-term capital improvement plan (minimum of 10 years) may establish a "trust" that is funded with a transfer from the general fund. The contribution from Fund 10 to Fund 46 (Long-term Capital Improvement Trust Fund) is recorded as the expenditure for shared cost and equalization aid purposes. Future expenditures from Fund 46 are not part of shared costs. A school board is prohibited from removing money deposited into Fund 46 for a period of five years after the fund is created. After the initial five year wait period is over, funds may only be used for the purposes identified in the approved long-term capital improvement plan. Fund 46 assets may not be transferred to any other school district fund.

The resources in Fund 46 may not be used for any purpose other than that for which the "trust" was established. For this reason a separate checking and/or investment account for these funds is required.

Board actions required by June 30th of fiscal year in which Fund 46 is established:

- 1. Approve the long-term capital improvement plan (minimum of 10 years).*
- 2. Pass the resolution creating the Long-term Capital Improvement Trust Fund.*

To utilize DPI accounts to record the Fund 10 transfer, provide copies of the following documents:

- 1. Official Board minutes approving the long-term capital improvement plan.*
- 2. Signed resolution creating the Long-term Capital Improvement Trust Fund.*
- 3. Documentation that confirms the existence of a segregated bank/investment account.*

Limitations regarding Fund 46 activities and access to funds:

- 1. Funds may only be accessed five years after the establishment of the "trust" fund.*
- 2. Fund balance may not be used for general fund cash flow purposes.*
- 3. Funds may not be transferred to another fund or liquidated.*
- 4. Loaning of money for other purposes or to other funds is not allowed.*
- 5. Funds must be physically deposited and held in a segregated bank/investment (separate and distinct from other district accounts) until they are expended for capital improvement projects per the district's plan.*
- 6. Funds invested as per sec. 66.0603, Wis. Stats.*

**EVANSVILLE COMMUNITY SCHOOL DISTRICT
RESOLUTION TO AUTHORIZE LONG-TERM CAPITAL IMPROVEMENT TRUST FUND**

WHEREAS, pursuant to the provision of Section 120.137 of Wisconsin Statutes, a school board that has approved a long-term capital improvement plan may create a long-term capital improvement trust fund for the purpose of financing the costs of the capital improvements included in the approved plan; and

WHEREAS, the Evansville Community School District has created and approved a long-term capital improvement plan; and

WHEREAS, the Evansville Community School District "long-term capital improvement plan" is a capital improvement plan for at least a 10-year period; and

WHEREAS, the Evansville Community School District School Board desires to create a long-term capital improvement trust fund pursuant to the fund's review by the District's legal counsel and the District's Auditors;

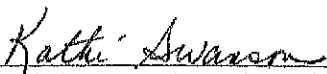
NOW HEREBY BE IT RESOLVED BY THE EVANSVILLE COMMUNITY SCHOOL DISTRICT SCHOOL BOARD that, pursuant to the provision of Section 120.137, of the Wisconsin Statutes, the Evansville Community School District School Board shall create a capital improvement trust fund pursuant to the above law, and all of the following shall apply to such capital improvement trust fund:

1. The Evansville Community School District School Board may not expend money deposited in such a trust fund for a period of 5 years beginning on the date the trust fund is created. After the 5-year period, the Evansville Community School District School Board may make expenditures from the trust fund solely for the purposes described in the approved long-term capital improvement plan.
2. The Evansville Community School District School Board may not transfer money from a long-term capital improvement trust fund to any other school district fund.
3. For purposes of calculating equalization aid, money deposited in a long-term capital improvement trust fund is counted as a shared cost at the time the money is deposited in the trust fund, but such money is not counted as a shared cost at the time the money is expended from the trust fund.

BE IT FURTHER RESOLVED, that this resolution is effective as of the date this resolution is adopted.

BE IT FURTHER RESOLVED, that the officers, employees, and agents of the District are authorized and directed to do any and all things reasonably necessary to accomplish the purposes of this Resolution.

Adopted this day of May 13, 2015.



Kathi Swanson, Board President

ATTEST:



John Rasmussen, Board Clerk

Evansville

Community School District

Evansville Community School District
10 Year Capital Improvement Plan
July 1, 2015 through June 30, 2024

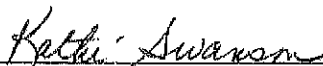
The Board of Education's 10 Year Capital Improvement Plan is a plan of proposed capital projects intended to address the present and anticipated future needs for the maintenance and improvement of the facilities under the supervision of the Board of Education. The proposed capital projects are intended to support the significant investment the Evansville School Community (taxpayers) has made in its educational infrastructure and to provide the optimum teaching and learning environment for staff and students.

Funding for maintenance and improvement projects will be determined on an annual basis through the District budget process. Sources of funding include the District General Operating Budget Fund 10, the District Long-term Capital Improvement Trust Fund 46 and/or other sources. Maintenance and improvement projects that may be funded in the future are listed below. The Board of Education will determine project priority on an annual basis.


Capital Improvement Project List

- Roof repair and/or replacement
- HVAC repair and/or replacement
- Land acquisition
- Any project identified as a life/safety improvement
- Any project identified to save energy

Adopted this day of May 13, 2015.


Kathi Swanson, Board President

ATTEST:


John Rasmussen, Board Clerk



May 6, 2016

To the School Board
Evansville Community School District
Evansville, Wisconsin

We are engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Evansville Community School District for the year ended June 30, 2016. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under Accounting Standards Generally Accepted in the United States of America, Government Auditing Standards, OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the State Single Audit Guidelines

As stated in our engagement letter dated April 25, 2016, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Evansville Community School District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal or major state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the *State Single Audit Guidelines*.

As part of obtaining reasonable assurance about whether Evansville Community School District's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with OMB's *Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards* and the *State Single Audit Guidelines*, we will examine, on a test basis, evidence about Evansville Community School District's compliance with the types of compliance requirements described in the OMB Compliance Supplement and the appendices to the *State Single Audit Guidelines* applicable to each of its major federal and major state programs for the purpose of expressing an opinion on Evansville Community School District's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Evansville Community School District's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and Analysis (MD&A), the Budgetary Comparison Schedule, the Schedule of Funding Progress for Postemployment Benefit Plans Other than Pensions, the Schedule of Funding Progress for Pensions, and the Schedule of Employer Contributions, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will

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Baraboo, WI 53913
P: (608) 356-3966
F: (608) 356-2966

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Waukesha, WI 53186
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Madison Office:
2110 Luann Lane
Madison, WI 53713
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not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the Combining Balance Sheet – Nonmajor Governmental Funds, the Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds, the Schedule of Changes in Assets and Liabilities – Pupil Activity Fund, and the Schedule of Expenditures of Federal and State Awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

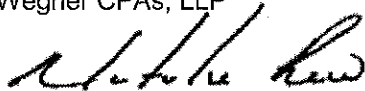
Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the school district. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on July 18, 2016 and issue our report on approximately November 1, 2016. Scott R. Haumersen is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

The information is intended solely for the use of the School Board and management of Evansville Community School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP



Natalie Rew, CPA
Senior Manager

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Custodians and Cleaners Employee Compensation Committee Minutes

The meeting of the Custodians and Cleaners Employee Compensation Committee took place on Monday, April 11, 2015, at 2:45 pm, in the District Office Conference Room.

Attendance

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

Approve March 7, 2016, Minutes

Motion by Mr. Scherber, seconded by Mr. Maloney, moved to approve the March 7, 2016, minutes, as presented. Motion carried, voice vote.

Review/Revise Job Descriptions for Maintenance/Grounds

Ms. Treuden presented the Groundskeeper, Maintenance/Grounds, and Head Custodial/Light Maintenance/Grounds job descriptions. Discussion. Job descriptions to be revised.

Start Compensation Model Development

Ms. Treuden explained how the draft compensation model will be created, which will show comparables with other districts, and show longevity.

Set Future Meeting Date and Agenda

The next meeting will be Monday, May 9, at 2:45 pm. Agenda items: approve job descriptions of: Groundskeeper, Maintenance/Grounds, and Head Custodial/Light Maintenance/Grounds; review the comparable compensation data; review draft compensation model development; and review Committee goals.

Adjourn

Motion by Mr. Hall, seconded by Mr. Scherber, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 3:23 pm.

Submitted by Ms. Treuden, Business Manager

Approved: 5/9/16

MEMORANDUM

TO: Evansville Community School District School Board
FROM: Alice A. Murphy, Director of Instruction
RE: **World Language: Spanish**
Referendum Purchase Recommendation for Teaching and Learning Resources
DATE: May 11, 2016

The **2014-2019 Referendum** includes a five-year Curriculum Development Cycle. During this cycle, all major curriculum areas will be reviewed and revised by curriculum teams and administrators, according to the following schedule:

- 2014-2017 K-12 English Language Arts, (Literacy), 7-12 Mathematics, **7-12 Spanish**
- 2015-2018 K-12 Science, K-12 Health, K-12 Physical Education
- 2016-2019 K-12 Art, K-12 Social Studies
- 2017-2019 K-12 Music, 6-12 Career and Technical Education

The review and revision process includes a plan to conduct the necessary research and professional collaboration to accomplish all of the following tasks for the respective content areas:

1. align teaching content to current national and/or state academic standards, identifying gaps in the current instruction;
2. revise the K-12 scope and sequence to meet learning standards;
3. revise the curriculum for the related courses and grade level content;
4. forward a recommendation for updated and improved teaching and learning resources with a plan for purchasing, and implementation;
5. and recommend a plan for professional development at the initial implementation stage and continued throughout the resource adoption cycle.

The 7-12 World Language - Spanish team, (Gina Collins, Dana Teske, Kelly Fanta-Stroik and Carla Gomez), have accomplished the review and revision process for curriculum, course content and instructional resources. This team of teachers is prepared to present information relating to their research, study, and findings, followed by their conclusions and recommendation.

Recommendation: The recommended instructional resource for the Spanish courses is the “digital textbook”: Chromebook. Providing a set of Chromebooks for each Spanish classroom to be used in tandem with teacher created, performance based curriculum, and access to effective supplemental resources will improve the teaching and learning experience for every World Language student. The digital device will offer up-to-the-minute information with authentic events from the target culture. This instructional platform brings the ECSD students closer to the goal of being college and career ready, upon graduation.

The recommended purchase will provide 32 computers in each middle school Spanish classroom and 40 computers in each high school Spanish classroom. The computers will be stored and charged to be fully available throughout the school day as instructional tools.

Professional development is being planned to support the Spanish teachers as they increase their knowledge and skills related to the high quality digital resources and materials. Coursework management systems will be incorporated as the teachers become proficient in setting up classes, sharing assignments and enhancing communication with and among the students. Strong team collaboration will continue as the teachers further align dynamic content to the curriculum.

Budget:

Item	Quantity	Cost per Unit	Cost	TOTAL COST
Chromebooks	144	\$400	\$57,600	\$57,600
32 Chromebook charging cart	2	\$2,000	\$4,000	\$4,000
20 Chromebook charging cart	4	\$1,700	\$6,800	\$6,800
Professional Development & Training	3 stages	\$2,200	\$6,600	\$6,600
TOTAL				\$75,000

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, May 11, 2016, at 5:00 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, Hammann, Oberdorf, Hennig, HS Rep Michael and Roth. Absent: Spanton Nelson.

APPROVE AGENDA

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

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- The End of Year Celebration – June 3
- Back To School Days – August 10, 10:00 am – 2:00 pm and August 16, 3:00 pm – 7:00 pm
- Recognize Student Alex Diebold – One of the 12 Presidential Scholar Semifinalists
- Recognize HS Board Representative: Sydney Michael
- Recognize Evansville's Academic Top Ten Students

PUBLIC PRESENTATIONS

None.

INFORMATION & DISCUSSION

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

Director of Instruction, Ms. Murphy, and the Spanish Teachers, presented the World Language: Spanish referendum purchase recommendations, of chromebooks. Discussion.

Ms. Hammann presented a handout on open enrollment history. Discussion. 2016 open enrollment IN and OUT applications discussed.

Mr. Braunschweig presented the EEA compensation model. Discussion.

Mr. Braunschweig led discussion on setting the annual meeting. Discussion. Consensus that the annual meeting will be September 28, 2016, at 7:00 pm.

Ms. Hammann presented for a first reading, policies: #343.8-Accommodating a Student's Religious Beliefs; #381.1-Religion: Curriculum, Activities and Holidays; #434.1-Release Time for Religious Instruction; #434.1 Form-Release time Record Care for Public School; #341-Academic Programs; #341.1-Reading Instruction; #341.34-Protective Behaviors Program; #34.7-Music and Art Education; #341.9-Pre-School Programs; #662.3-General Fund Balance; and #662.31-Committed Fund Balance.

PUBLIC PRESENTATIONS

None.

BUSINESS (Action Items)

Motion by Ms. Hammann, seconded by Ms. Oberdorf, moved to approve all of the 2016 Open Enrollment IN (accepting all students) and OUT applications. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the EEA Compensation Model as presented. Discussion. Motion carried, 6-0 (voice vote).

Motion by Ms. Oberdorf, seconded by Mr. Hennig, moved to approve the resignation of Special Education Teacher, Carol Olson, effective at the end of the 2015-2016 school year, and thank her for her three years to the District. Motion carried, 6-0 (voice vote).

Motion by Ms. Oberdorf, seconded by Mr. Busse, moved to approve the resignation of Payroll & Benefits Specialist, Lisa Christensen, and thank her for her service to the District. Motion carried, 6-0 (voice vote).

Motion by Ms. Hammann, seconded by Mr. Hennig, moved to approve the retirement of Shari Jakes, Support Staff Educational Assistant, and thank her for her serving 21 years in the District. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to hire Jessica Schooff, as a Special Education Teacher, for the 2016-2017 school year for a salary of \$41,976. Motion carried, 6-0 (voice vote).

CONSENT (Action Items)

Motion by Ms. Hammann, seconded by Mr. Hennig, moved to approve the consent agenda items: 2016-2017 lunch prices; Math Curriculum Related Referendum Purchases up to \$75,000; Dane County New Teacher Project Shared Service Contract; proposed Employee Handbook Change: #2. Certified Staff, pg. 50, Sections 7.02–Personal Days; Policies: #132–Filling Board Vacancies; #343.1–Student Class Selection and Schedule Changes; #343.12–Protecting Instructional Time; #343.2–Class, Program and School Size; #343.41 (343.4)–Advanced Learning and Credit Opportunities; #343.41–Extension Courses; #344–Adult Education; #347–Student Records; #347 Exhibit–Student Records Notice; #433.1–Elementary Student Classroom Placement; #823–Open Records Policy and Procedures for Access to Public Records; #823.1–Records Retention; April 27 Regular Meeting Minutes; and the April Bills and Reconciliation, as presented. Motion carried, 6-0 (roll call vote).

Motion by Ms. Hammann, seconded by Mr. Rasmussen, moved to approve the Proposed Employee Handbook Change: #1, Certified Staff, pg. 40, Sections 1.01 and 1.02–Professional Hours/Workday, as presented. Discussion. Motion carried, 5-1 (Hammann)(voice vote).

FUTURE AGENDA

May 25, 2016, Regular meeting agenda discussed.

ADJOURN

Motion by Ms. Hammann, seconded by Mr. Rasmussen, moved to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 6:21 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____
Mason Braunschweig, President

Approved: 5/25/16

Policy Review Pilot Process

As of May 27, 2015

1. District Administrator's Administrative Assistant will identify policies needing review.
2. District Administrator's Administrative Assistant will obtain sample policies from WASB and other Districts. Policy Committee Chair will review policies and samples, and forward suggestions to the District Administrator's Administrative Assistant to forward to the Administrative Team.
3. The Administrative Team will review the policies and samples provided by the Policy Committee Chair. Appropriate Administrator will provide suggested revisions to the Policy Committee.
4. The Policy Committee will review the policies forwarded from the Administrative Team and make appropriate revisions, if necessary.
5. Policies will be placed on Board of Education agenda for approval.

Board Consensus 5/27/15 Meeting

Proposed Evansville Community School District Policy Review Process

Revised May 2016

1. Selection of Policies to Review:
 - a. District Administrator's Administrative Assistant will identify policies that need to be reviewed.
 - b. Priority will be given to the policies recently identified by WASB as needing attention due to change in legislation.
 - c. Policies that need annual review shall be placed on the Policy Committee review schedule as close as possible to conform to annual review date.
 - d. Mandated/decision requiring policies that were last reviewed ten (10) years ago or more.
 - e. Policies that are not in the first three categories shall be placed on the Policy Committee review schedule in order oldest to newest review dates.
 - f. Other policies as needed or requested.
2. Policy Committee Schedule
 - a. The District Administrator's Administrative Assistant and Policy Chair shall create an annual Policy Committee review schedule in July including policies from points b through e above. Policies needing attention due to change in the law shall be placed on the next available Policy Committee agenda.
3. The District Administrator's Administrative Assistant will obtain sample policies and their ancillary (similarly numbered) policies from WASB and other districts. Every time a policy is brought forward for review it is important that any change is captured on ancillary policies so this step is important. These examples and the WASB recommendations for policy retention (e.g. does the policy still pertain?) shall be forwarded to the Policy Chair. Those policies that require expert Administrator input will go to the appropriate personnel first then to the Policy Chair.
4. Policy chair shall scrutinize District and example policies and related laws to determine best practice, verify legal precedents are current and update local cross-references as needed.
5. The Policy Chair shall create straw policies incorporating changes suggested by step 4 for review by the Administrative Team and forward them to the District Administrator's Administrative Assistant.
6. The District Administrator's Administrative Assistant shall forward the straw policies to the Administrative Team for input.
7. The Administrative Team shall return (amended) straw policies to the District Administrator's Administrative Assistant.
8. The District Administrator's Administrative Assistant shall provide the (amended) straw policies to the Policy Committee for review at the next scheduled meeting.
9. Policies will then be placed on the next Board of Education agenda for the approval process.

Approved: July 8, 1985
Revised: February 12, 2007
Revised: July 12, 2012
Revised: August 13, 2014

151

BOARD POLICY ADOPTION, REVIEW AND IMPLEMENTATION

Policymaking is the primary method by which school boards exercise their statutory authority and board powers. Therefore, the Evansville Community School District Board of Education shall adopt written policies to guide the actions of those to whom it delegates authority and to serve as the basis for School District operations and decision making.

In the development of policies, the Board and/or administration may consult, as appropriate, with individuals and groups affected by the policy and those with expertise related to the policy topic. All District policies should serve an identified purpose, be supportive of the District's vision, mission and goals, provide clear guidance, be in compliance with applicable legal requirements, and be consistent with related District policies and provisions of employee handbooks.

The District Administrator and Policy Committee share a continuing responsibility to review policies and suggest modifications to them as may be required. District policies shall be reviewed by the Policy Committee on a regular basis and updated as necessary. Proposals for new policies or changes to existing policies may be initiated in writing by any Board member, District employee or community member. The written request shall be referred to the Policy Committee for study prior to consideration by the Board. The submission of a policy proposal does not guarantee consideration of the proposal by the full Board.

Adoption of new or revised policies is solely the responsibility of the Board. Upon recommendation by the Committee, any new or revised policy will be submitted to the Board in writing. Each policy shall be properly noticed and shall be read at three consecutive Board meetings. Where implementation of a policy needs to occur prior to the third reading, the Board may approve the policy where the first or second readings occur. An affirmative vote by the majority of the Board shall be required for adoption. The Board may adopt, amend or suspend a policy at any time should the need arise.

The Board recognizes that while policymaking is its responsibility, the implementation of District policies is the responsibility of the District Administrator. The District Administrator shall develop administrative guidelines and exhibits as necessary to ensure effective and consistent policy implementation. Administrative guidelines and exhibits may be presented to the Board for informational purposes, but shall not be acted upon by the Board unless deemed appropriate or necessary by the Board and/or administration.

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

EMPLOYEE HANDBOOK

The Evansville Community School District Employee Handbook is set by statutes and District policies. In case of a direct conflict between the Employee Handbook, and any specific provisions of an individual contract, the individual contract shall control.

An Employee Handbook Committee shall be established consisting of the three (3) Board members, District Administrator, and up to three (3) employee representatives from each employee group. The Committee will meet one time during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the entire Board during the Board's second meeting of the month. The Board will approve suggested changes quarterly, after three readings, with implementation of approved changes effective July 1 of each year.

The Committee will discuss and review all proposals regarding the Employee Handbook and forward recommendations to the Board for review and approval. Proposals may originate from administration, the Board and/or employees. Proposed new or revised Employee Handbook sections shall state their potential contribution in furthering the mission of the District. In some cases a proposed change will be considered a clerical item and will not go to the Committee or the Board. These changes have been identified as those that will not affect the functioning of or performance of any employee group. A list of these items may be found on the District website with the Employee Handbook.

An Employee Handbook section shall be adopted or amended after the Board has had three opportunities to read and discuss the proposals at successive Board meetings. Where implementation of a new or revised Employee Handbook section needs to occur prior to the next board meeting, the Board may approve the section of the Employee Handbook at the meeting where the first or second readings occur.

The Employee Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, the Employee Handbook should not be considered all inclusive. Copies of Board Policies and the Employee Handbook are available in each administrative office to all personnel and are on the District website at www.ecsdnet.org/. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Evansville Community School District Board of Education.

Legal Ref.: Section 120.12(2) Wisconsin Statutes (School Board Duties)

Local Ref.: Policy #151- Board Policy Development
Employee Handbook, Appendix A

IS A MANDATED POLICY that will be addressed in #411-Equal Educational Opportunities – Are asking to Remove this Policy

ACCOMMODATING A STUDENT’S RELIGIOUS BELIEFS

The Board of Education recognizes that parents/guardians, on the basis of their religious beliefs, may request that their child(ren) be excluded from a school activity or receiving instruction in specific phases of curricular offerings. Requests shall be honored to the extent possible and accommodated in accordance with established procedures.

Students, parents/guardians, and teachers shall receive written notification of this policy and implementing procedures annually.

Procedures

1. Parents/guardians should contact teachers or school administrators with questions and concerns about school activities or curricular topics or assignments that they find objectionable. The curriculum guide and materials associated with any course or activity will be available for inspection by the parent/guardian prior to making the written request for exclusion.
2. Requests for exclusion of a child from any school-authorized activity or course, or portions thereof, must be made by the parent/guardian in writing to the building principal, and must include an explanation of the reason for the request. The request must also identify the specific portion of curriculum or activity to which the request applies.
3. The written request will be evaluated by the building principal, who will consult with the teacher and rule on the appropriateness of the request. Parents/guardians shall be informed of the ruling, in writing.
4. If the request is approved, the student will be excused from the activities, or assigned a work station away from the class, under the supervision of authorized school personnel, and will be given an alternate assignment by the teacher. Parents/guardians will be consulted when determining the alternate.
5. If the principal denies the request, the parent/guardian may appeal the decision in writing to the district administrator and, if necessary, to the Board of Education.

The entire process of responding to an accommodation request shall be completed within 90 days unless the parties involved agree to extension of time.

If after completing the above process a parent/guardian is still dissatisfied with the District’s decision, he may appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board’s decision.

Revised: February 11, 2002

381.1

Revised: November 8, 2003

Revised:

1st Reading: 5/11/16; 2nd Reading: 5/25/16

RELIGION: CURRICULUM, ACTIVITIES AND HOLIDAYS

The Evansville Community School District acknowledges that the following types of school activities may be permitted as long as they do not demonstrate an intent to advance religion or take on the character of religious devotions:

- Writing or analyzing literature on religious subjects.
- Playing, singing and presentation of music which is religious in its inspiration or origin.
- Performing drama which deals with religious history or which is religious in its content.
- Producing or exhibiting art work dealing with religious themes.
- Recognizing the significance of religious holidays to U.S. culture by aligning school breaks around religious holidays or by sponsoring activities which acknowledge the importance of these holidays in cultural life.
- Comparative studies of religion.
- Analyzing religious texts, and other religious books, as part of the study of religions.
- Studying the contribution made by religion to civilization.
- Studying religious texts, or other religious books, for their literary importance.
- Reciting or studying historical documents that contain references to God.
- Singing of official anthems that contain references to God.
- Observing moments of silence.

Students may be excused from these activities by following procedures specified in policy.

Legal Ref.: Article 1, Section 18 and Article X, Section 3 Wisconsin Constitution
Sections 118.13 Wisconsin Statutes
PI 41, Wisconsin Administrative Code

Local Ref.: Policy #411 – Equal Educational Opportunities
Policy #411.1 – Student Nondiscrimination/Harassment
Policy #411.1 Form – Discrimination or Harassment Complaint Form
Policy #411.11 – Equal Educational Opportunities Student Discrimination
Complaint Procedures

Approved: January 11, 1988
Revised: January 10, 1994
1st Reading: 5/11/16; 2nd Reading: 5/25/16

434.1

FOR REMOVAL

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Upon written parental permission, students may be released from regular classes to attend religious instruction.

Time of attendance is to be arranged between the sponsor of the religious activity and the building principal.

Students released for religious instruction shall be expected to attend such instruction classes on a regular basis. Attendance records shall be maintained and reported regularly to the building principal. The Board may deny the privilege of released time to students who absent themselves from religious instruction after requesting the privilege.

The Board shall not be held responsible for the safety or transportation of students on their way to or from religious instruction classes, the content of the instruction provided to those students who have been released, or any activities sponsored by or allowed by the religious program.

Students released to participate in religious instruction shall receive an excused absence and shall be allowed to make up their work within regular administrative guidelines.

Legal Ref.: Section 118.155 Wisconsin Statutes

FOR REMOVAL
RELEASE TIME RECORD CARD FOR PUBLIC SCHOOL

To: Public School Teacher/Principal/Attendance Officer

This is to certify that you have permission to release _____
to attend the Evansville Release Time Program. He/she will attend classes off-campus as authorized under Wisconsin Statute 118.155. It is not mandatory to attend class each week, although weekly attendance is encouraged to maintain the continuity of the program. Students must sign out in the attendance office each Tuesday in order to attend that week's class. It is also understood that once a student signs out, attendance is mandatory and that the School Board may deny the privilege of further involvement to students who absent themselves from classes after signing out. Parents will be notified should weekly absence lead to academic or school problems. Classes will be held at St. John's Lutheran Church, Evansville, each Tuesday from 2:08 - 3:00 p.m. Parent's signature on this release form will also be considered to be a legal release for any claim, demand, cause or action or assertion of liability against Evansville Release Time, its officers and teachers or meeting facility.

(student signature) and (parent/guardian signature) date

RELEASE TIME * WISCONSIN STATE LAW * STATUTE 118.155
(Released Time For Religious Instruction)

- (1) Any school board shall, without approval of the state superintendent, permit pupils with written permission of a parent or guardian to be absent, from school at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during the required-school period. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the pupils who attended such weekly religious instruction. The school board may deny the privilege of released time to pupils who absent themselves from such religious instruction after requesting the privilege. The time period, or periods, allotted for the pupil to be absent from school for the purpose of religious instruction shall be determined by the school board.
- (2) Any transportation to religious instruction or from religious instruction to the public school shall be the responsibility of the parents or of the organization sponsoring the religious instruction.
- (3) The school district shall be released from all liability for a pupil who is absent from school in accordance with sub.(1).

Approved: May 11, 1987
Revised: April 22, 2002
1st Reading: 5/11/16; 2nd Reading: 5/25/16

341

FOR REMOVAL

ACADEMIC PROGRAMS

The Evansville Board of Education recognizes a primary obligation to respond to the intellectual needs and development of all students. The Board has adopted State Standards as a foundation for a comprehensive academic program that includes instruction in reading, language arts, mathematics, science, history, geography, social sciences, and foreign language. Every student shall receive instruction in these subjects and be provided the opportunity to achieve state standards through an engaging and challenging academic program with the goal of meeting every student's individual needs.

In addition, the Board recognizes the value of providing courses and instructional programs that promote learning and enhance the physical, aesthetic, social, and emotional development of our students. The Board has adopted standards in art, physical education, music, health, vocational technical education, family and consumer education (FACE), business education, and agriculture. These educational programs and related activities are essential to the complete development of our students.

School counselors will provide each student and his/her parents/guardians guidance in appropriate placement, course selection, and other aspects of the academic program.

Legal Ref.: Sections 118.01 Wisconsin Statutes
118.30(1g)
121.02(1)

Approved: May 11, 1987
1st Reading: 5/11/16; 2nd Reading: 5/25/16

341.1

FOR REMOVAL

READING INSTRUCTION

The Evansville School District shall identify and diagnose underachieving students in reading in grades K-4. Children with such identified and diagnosed reading deficiencies shall receive instruction and services directed toward the removal of the deficiencies. These efforts should be coordinated with all other reading instruction.

The middle school, grades 5-8, shall offer developmental reading activities that include basic reading instruction, reinforcement units, and application of skills into the content areas. Remedial individual or small group instruction should be available to students experiencing difficulty learning to read in grades 5-12.

Legal Ref.: Sections 118.05 Wisconsin Statutes
121.02 (1) (c)

Approved: January 11, 1989
1st Reading: 5/11/16; 2nd Reading: 5/25/16

341.34

FOR REMOVAL

PROTECTIVE BEHAVIORS PROGRAM

The Evansville Board of Education directs the Administrative Team to develop and implement a protective behaviors program designed to assist pupils in the elementary school (grades K-6) and their parents or guardians in recognizing, avoiding, preventing and halting physically or psychologically intrusive situations that may be harmful to children.

Instruction shall be designed to help students develop positive psychological, emotional and problem-solving responses to abusive situations. It should help students recognized and avoid situations which may be harmful to them and include information on available school and community prevention and intervention assistance or services.

Approved: May 11, 1987
1st Reading: 5/11/16; 2nd Reading: 5/25/16

341.7

FOR REMOVAL

MUSIC AND ART EDUCATION

Music and art instruction shall be provided to students in the Evansville School District under the supervision of a state certified teacher. These programs shall be planned and administered to give every student an opportunity to develop his/her potential and interest to the fullest. They should also provide opportunities for students to develop an appreciation of the fine arts and promote participation in the creative and performing arts.

Instruction shall be provided for all students in grades K-6 and shall be performed by or under the supervision of a certified music or art teacher.

Instruction in art and music, including vocal and instrumental courses, shall be available to all students in grades 7-12 and must be taught by a certified art or music teacher.

Approved: May 11, 1987
Revised: March 20, 2000
1st Reading: 5/11/16; 2nd Reading: 5/25/16

341.9

FOR REMOVAL

PRE-SCHOOL PROGRAMS

Pre-school programs may be offered in the Evansville Public Schools with the approval of the Board. These programs will serve children with special educational needs prior to their entering the public school system.

A special education early childhood program for children with disabilities ages 3-5, shall be provided in the district under the supervision of the elementary principal and the director of special education. All pre-school programs shall be in compliance with state and federal laws and regulations.

LEGAL REF.: Sections 115.77 Wisconsin Statutes

GENERAL FUND BALANCE

The Evansville Community School District Board of Education recognizes the need for carrying an operating reserve in the General Fund to:

1. Provide adequate working capital sufficient to meet the District's cash-flow requirements, thus minimizing any cash-flow (short-term) borrowing during the annual operating cycle;
2. Function as a safeguard to Fund unanticipated expenses that the District might incur; and
3. Demonstrate fiscal responsibility resulting in a higher credit rating, which will help to reduce District borrowing costs.

In recognition of these needs, the Board shall strive to develop a District budget which, will add sufficient Funds each year to the Fund 10 Fund Balance. The Board's goal for the unreserved designated Fund Balance shall be between 9-18% at fiscal year end.

The Fund Balance will consist of five components according to the Government Accounting Standards Board Statement 54 designed to indicate both:

- Constraints on how resources of the Fund can be spent; and
- The sources of those constraints.

Non-Spendable Fund Balance: The Non-Spendable Fund Balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is Restricted, Committed, or assigned, then they should be included in the appropriate Fund Balance classification (Restricted, Committed, or assigned), rather than Non-Spendable Fund Balance.

Restricted Fund Balance: The Restricted Fund Balance classification should be reported as Restricted when constraints placed on the use of resources are either: a. externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b. Imposed by law through constitutional provisions or enabling legislation. Enabling legislation, as the term is used in this Statement, authorizes the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that a government can be compelled by an external party—such as citizens, public interest groups, or the judiciary—to use resources created by enabling legislation only for the purposes specified by the legislation.

Committed Fund Balance: The Committed Fund Balance classification are amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of

Education. Those Committed amounts cannot be used for any other purpose unless the Board of Education removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. Committed Fund Balance also should incorporate contractual obligations to the extent that existing resources in the Fund have been specifically committed for use in satisfying those contractual requirements.

In contrast to Fund Balance that is restricted by enabling legislation, amounts in the Committed Fund Balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the government, separate from the authorization to raise the underlying revenue. Therefore, compliance with constraints imposed by the district that commit amounts to specific purposes is not considered to be legally enforceable. The formal action of the Board of Education that commits Fund Balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

The Board will take action annually in June to commit the unspent budgeted dollars for the high deductible Health Reimbursement Arrangement (HRA) to be determined at the conclusion of the annual audit for the purpose of reducing future employee health insurance increases.

Assigned Fund Balance: The assigned Fund Balance classification are amounts that are constrained by the district's intent to be used for specific purposes, but are neither Restricted nor Committed, except for stabilization arrangements. Intent should be expressed by the Director of Business Services. Assigned Fund Balance includes (a) all remaining amounts (except for negative Balances) that are reported in governmental Funds, other than the General Fund, that are not classified as Non-Spendable and are neither Restricted nor Committed and (b) amounts in the General Fund that are intended to be used for a specific purpose. By reporting particular amounts that are not Restricted or Committed in a special revenue, capital projects, debt service, or permanent Fund, the district has assigned those amounts to the purposes of the respective Funds. Assignment within the General Fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the district itself. An appropriation of existing Fund Balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of Fund Balance. Assignments should not cause a deficit in Unassigned Fund Balance to occur.

Unassigned Fund Balance: The Unassigned Fund Balance classification is the residual classification for the general Fund. This classification represents Fund Balance that has not been assigned to other Funds and that has not been Restricted, Committed, or assigned to specific purposes within the general Fund. The General Fund should be the only Fund that reports a positive Unassigned Fund Balance amount. In other governmental Funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative Unassigned Fund Balance.

To provide good fiscal management of any component of the Fund Balance, two separate motions shall be required to use any portion of these Funds for purposes other than meeting cash flow needs. The first motion must identify the amount of dollars to be transferred from any component of the Fund Balance to the operating budget. A second motion must identify the purpose of the expenditure(s). Both of these motions shall be approved by a minimum of five (5) Board members.

FOR REMOVAL

COMMITTED FUND BALANCE

The Committed Fund Balance classification are amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Evansville Community School District Board of Education. Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. Committed Fund Balance also should incorporate contractual obligations to the extent that existing resources in the Fund have been specifically committed for use in satisfying those contractual requirements.

In contrast to Fund Balance that is restricted by enabling legislation, amounts in the committed Fund Balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the government, separate from the authorization to raise the underlying revenue. Therefore, compliance with constraints imposed by the District that commit amounts to specific purposes is not considered to be legally enforceable. The formal action of the Board that commits Fund Balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

The Board will take action annually in June to commit the unspent budgeted dollars for the high deductible Health Reimbursement Arrangement (HRA) to be determined at the conclusion of the annual audit for the purpose of reducing future employee health insurance increases.

Local Ref.: Policy #662.3 – General Fund Balance

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, June 8, 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 Melissa Hammann Sandra Spanton Nelson
 Eric Busse Jane Oberdorf
 John Rasmussen Keith Hennig
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- Back To School Days – August 10, 10:00 am – 2:00 pm and August 16, 3:00 pm – 7:00 pm
 - First Day of School, September 1, 2016
- IV. Public Presentations.
- V. Information & Discussion:
- A. Presentation of JC McKenna Technology Integrator.
 - B. K-12 Literacy Curriculum Related Referendum Purchases.
 - C. Bullying Report.
 - D. 2015-2016 Budget Update.
 - E. Teachers On Call (T.O.C.) Contract.
 - F. High School Proposed Student Handbook Changes.
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval of Staff Changes:
 - B. Approval of Food Service Compensation Model.
- VIII. Consent (Action Items):
- A. Approval of 2016-2017 CESA2 Contract.
 - B. Approval of 2016-2018 Ringhand Brothers, Inc. Transportation Contract.
 - C. Approval of Middle School Proposed Student Handbook Changes.
 - D. Approval of 2017 Band/Choir Trip to New York.
 - E. Approval of Policies:
 - 1. #343.8 – Accommodating a Student’s Religious Beliefs
 - 2. #381.1 – Religion: Curriculum, Activities and Holidays
 - 3. #434.1 – Release Time For Religious Instruction
 - 4. #434.1-Form – Release Time Record Card for Public School
 - 5. #341 – Academic Programs
 - 6. #341.1 – Reading Instruction
 - 7. #341.34 – Protective Behaviors Program
 - 8. #341.7 – Music and Art Education
 - 9. #341.9 – Pre-School Programs
 - 10. #662.3 – General Fund Balance

- 11. #662.31 – Committed Fund Balance
 - F. Approval of May 25, 2016, Regular Meeting Minutes.
 - G. Approval of May Bills and Reconciliation.
- IX. Future Agenda – June 29, 2016, Regular Meeting Agenda.
- X. 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: