



6. #428-Full-Time Public School Open Enrollment.
  7. #830-Use of School Facilities, Grounds, and Equipment (Use of School Facilities).
  8. #830 Form-Facility Use Agreement.
  9. #830 Form 1-Key and Swipe Key Checkout Form.
  10. #830 Form 2-Request for Kitchen Use.
  11. #835-Community Supervisor & Key Holders.
- M. Second Reading of Policies:
1. #152-Employee Handbook.
  2. #221-Recruitment and Appointment of Administrators (Evaluation and Development of Administrators).
  3. #222-Administrator Contracts.
  4. #223-Administrator Professional Development Opportunities.
  5. #223.1-Guidelines for Attendance at meetings, Workshops and Conventions.
  6. #370-The Co-and Extra-Curricular Activities Program.
  7. #852-Distribution of Flyers, Posters, Brochures, and Other Non-School Materials.
- N. Employee Handbook Committee Suggested Changes, Second Reading:
1. Part 2, Certified Staff, pg. 41, Section 3, 3.02, B – Evaluated to Observed.
  2. Part 2, Certified Staff, pg. 41-42, Section 3, 3.02, E, 3 – Change Date of When Evaluations Are Due in Personnel Files.
  3. Part 2, Certified Staff, pg. 40, Section 1, 1.01 – Change Normal Hours of Work.
  4. Part 2, Certified, pg. 46, Section 5, 5.03 – Change Liquidated Damages.
  5. Part 2, Certified, pg. 50, Section 7, 7.02, #6 – Sick Leave Provisions.
  6. Clerical Items.
- O. Update on Filling Board Members Vacancies.
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval of Staff Changes: Resignation of Food Service Worker and Crossing Guard.
  - B. Approval of Rolling Contract Extension, 2016-2017 to 2017-2018, For District Administrator.
- VIII. Consent (Action Items):
- A. Approval of October 28 Regular Meeting Minutes.
  - B. Approval of October Bills and Reconciliation.
- IX. Future Agenda – November 30 Special Meeting Agenda and December 9 Regular Meeting Agenda.
- X. Five Minute Break.
- XI. Executive Session – Under Wisconsin State Statute 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, to Discuss an Employee Issue and Update on Administrators' Performances.

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

*Vision Statement: Creating a culture of excellence in:*

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

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

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

Posted: 11-12-15

Re-Posted: 11-17-15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda / Briefs  
Wednesday, November 18, 2015  
6:00 p.m.  
District Board and Training Center  
340 Fair Street (Door 36)

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

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

II. **Approve Agenda.**

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

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

- American Education Week – November 16-20, 2015
- Energy Fair – April 22, 2016
- Back To School Days – August 10, 10:00 am – 2:00 pm and August 16, 3:00 pm – 7:00 pm

IV. **Public Presentations.**

V. **Information & Discussion:**

- A. High School Board Representatives Report of Events – *Enclosed is their report.*
- B. Presentation on Advanced Learning Services – *Interim Director of Instruction, Ms. Murphy, has enclosed information. Advanced Learning Resource Teacher, Mr. Zblewski, has enclosed a power point. Both will be in attendance to answer any questions you may have.*
- C. ECSD 1+: A Vision of Excellence – *District Administrator, Mr. Roth, has enclosed information.*

- D. 2015-2016 Building Goals – *Enclosed are the building goals for this school year.*
- E. School Board Election Timeline – *Enclosed is a timeline for the 2016 election that Ms. Mosher put together. Also is a Schedule At-A-Glance from WASB with additional information.*
- F. Attendance at WASB Convention in January – *Discussion to take place to determine who will be attending the convention.*
- G. Selection of Delegate and Alternate to WASB Convention in January – *Please select a Delegate and Alternate to attend the WASB Convention.*
- H. 2016-2017 School Calendar – *Enclosed is a proposed 2016-2017 school year calendar that the Administrative Team and the EEA Leadership have agreed upon. Will ask for Board approval at the December meeting.*
- I. Select Evansville Education Foundation Board Member Representative – *A Board Representative should be selected to serve on the EEF.*
- J. 2015-2016 Salary Increases for Support Staff, Food Service Workers, Custodians/Cleaners, and Administrators – *Mr. Roth would like to move forward with a 1.5% increase for these employee groups. Will ask for Board approval at the December meeting.*
- K. Support Staff Compensation Model – *Enclosed is the memo from July 28, 2015, on the compensation model. Will ask for Board approval at the December meeting.*
- L. First Reading of Policies: *Enclosed are the October 7 Policy Committee meeting minutes. The policies come forward with suggested changes.*
1. #225-Evaluation of the District Administrator.
  2. #225 Form (#225.1)-Colleague Assessment Questionnaire, District Administrator's Position.
  3. #225.1-Administrative Staff Evaluations (#221-Evaluation and Development of Administrators).
  4. #232-District Administrator Job Description.
  5. #345.6-Graduation Requirements.
  6. #428-Full-Time Public School Open Enrollment.
  7. #830-Use of School Facilities, Grounds, and Equipment (Use of School Facilities).
  8. #830 Form-Facility Use Agreement.
  9. #830 Form 1-Key and Swipe Key Checkout Form.
  10. #830 Form 2-Request for Kitchen Use.
  11. #835-Community Supervisor & Key Holders.

- M. Second Reading of Policies: These come forward with suggested changes.
1. #152-Employee Handbook.
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  3. #222-Administrator Contracts.
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  3. Part 2, Certified Staff, pg. 40, Section 1, 1.01 – Change Normal Hours of Work.
  4. Part 2, Certified, pg. 46, Section 5, 5.03 – Change Liquidated Damages.
  5. Part 2, Certified, pg. 50, Section 7, 7.02, #6 – Sick Leave Provisions.
  6. Clerical Items.
- O. Update on Filling Board Members Vacancies – As of this writing, Ms. Mosher has had seven inquiries for the interim school board vacancies. Three sets of required papers have been received.

**VI. Public Presentations.**

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

- A. Approval of Staff Changes: Resignation of Food Service Worker and Crossing Guard – Please accept the resignation of Food Service Worker and Crossing Guard, Stacy Mauch, effective November 24, 2015.

**Suggested Motion: I move we accept the resignation of Food Service Worker and Crossing Guard, Stacy Mauch, effective November 24, 2015, and thank her for her three and a half years with the District.**

- B. Approval of Rolling Contract Extension, 2016-2017 to 2017-2018, For District Administrator – Enclosed is the contract of District Administrator Jerry Roth.

**Suggested Motion: I move we approve the rolling contract extension, 2016-2017 to 2017-2018, for District Administrator, Mr. Roth, as presented.**

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

- A. Approval of October 28 Regular Meeting Minutes.
- B. Approval of October Bills and Reconciliation.

**Suggested Motion: I move we approve the consent agenda items: October 28, 2015, Regular Meeting Minutes and the October Bills and Reconciliation, as presented.**

**Roll Call Vote.**

- IX. Future Agenda – November 30 Special Meeting Agenda and December 9 Regular Meeting Agenda – *Enclosed is a draft of the November 30 special meeting agenda and the December 9 regular meeting agenda.***

- X. Five Minute Break.**

- XI. Executive Session – Under Wisconsin State Statute 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, to Discuss an Employee Issue and Update on Administrators' Performances.**

**Suggested Motion: I move we move into executive session, under Wisconsin State Statute 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, to Discuss an Employee Issue and Update on Administrators' Performances.**

**For Your Information:**

- 1. Upcoming Board Meetings:
  - November 30, 2015 – Special Meeting
  - December 9, 2015 – Regular Meeting
  - January 13, 2016 – Regular Meeting
  - January 27, 2016 – Regular Meeting

## HS Board Report

Sydney Michael

Emmeline Roth

### *Previous*

October 22 <sup>nd</sup>	Soccer WIAA Regional vs Monroe
October 22 <sup>nd</sup>	WIAA Volleyball Regional vs McFarland
October 23 <sup>rd</sup>	Varsity Football WIAA Playoff vs Pewaukee
October 23 <sup>rd</sup> - 24 <sup>th</sup>	Cross Country WIAA Sectional
October 31 <sup>st</sup>	Varsity Swim Invite at Beloit Memorial
October 30 <sup>th</sup> - November 1 <sup>st</sup>	Fall Play "The Red Velvet Cake War"
November 2 <sup>nd</sup>	Winter Sports Meeting
November 5 <sup>th</sup> - 6 <sup>th</sup>	Term 1 Exams

### *Upcoming*

November 17 <sup>th</sup>	First Girls Basketball Game vs Dodgeville (5:40pm)
November 21 <sup>st</sup>	Big Band Bash (7:00pm)
November 24 <sup>th</sup>	First Boys Basketball at Waterloo (5:40)
November 23 <sup>rd</sup>	Choir Concert (7:00pm)
December 5 <sup>th</sup>	Madrigal Dinner (6:00pm)





Evansville Community School District  
340 Fair Street  
Evansville, Wisconsin 53536

Alice A. Murphy  
Interim Director of Instruction  
murphya@evansville.k12.wi.us

TO: Board of Education  
FROM: Alice A. Murphy, Interim Director of Instruction  
RE: **Advanced Learning Services**  
DATE: November 18, 2015

Students with gifts and talents, advanced or accelerated learners are found throughout our schools, at every level. Wisconsin Statute 121.02(1) (t) guides districts in the development of programs for gifted and talented students who are defined as:

Pupils enrolled in public schools that give evidence of high performance capability in intellectual, creative, artistic, leadership, or specific academic areas and who need services or activities not ordinarily provided in a regular school program in order to fully develop such capabilities

Each School Board shall:

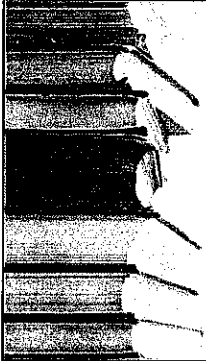
- Establish guidelines for the identification of gifted and talented pupils
- Ensure that the students have access to a program for gifted and talented pupils
- Establish a plan and designate a person to coordinate the program

The Evansville Community School District (ECSD) has a history of providing services to the students with gifts and talents under the Wisconsin Response to Intervention Model (RtI). ECSD has three Advanced Learning (AL) Resource Teachers who work part-time to provide services to individuals and groups of students. The AL teachers also provide teaching resources and instructional strategies to classroom teachers in order to enhance and enrich daily classroom instruction for the students with exceptional learning needs. Examples include flexible grouping and the use of differentiated lessons, unique projects and program options outside of the school setting.

One of the AL Resource Teachers, Doug Zblewski, also serves as the Advanced Learning Coordinator and directs the District program. Mr. Zblewski, recently finalized the *ECSD Plan of Services for Advanced Learners*. This plan is included with this document and will be presented for your review. The District “plan” establishes a solid format for programming as it defines the strategies for working to meet the needs of the high achieving, advanced and twice exceptional students.


Kindly contact Doug Zblewski or me for more information regarding any aspect of the program:

- Areas of Giftedness
- Identification, Referral
- Plan of Service, Continuum of Services
- Resources and Options




**Advanced Learning**  
 Evansville Community School District  
 November 18<sup>th</sup> 2015

Evansville School District  
 Advanced Learning Services  
**2015-2016 Staff**




Doug Zblewski, District Coordinator, 6-12 Services (1)  
 Teresa Doyle, 3-5 Services (.5)  
 Terrie Schmolz, K-2 Services (.5)

*Guided by*  
 District Mission Statement



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



*Working together to create the best possible services for individual students*

- Director of Instruction
- Advanced Learning Coordinator
- Advanced Learning Resource Teachers
- Regular Classroom Teachers


What is Giftedness ?

- **Intelligences are dynamic and fluid**
  - Brain research: children develop at different rates
- **Giftedness is inclusive**
  - Exhibited across gender, race, ethnicity, income level, and exceptionality
- **Educational systems should be responsive**
  - Identifying students needs and responding to those needs

*Source-Wisconsin Department of Public Instruction*

Where does Evansville begin providing services?

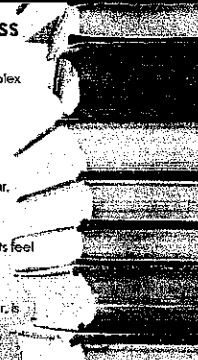
**Starts with the DPI Definition:**  
 The term 'gifted and talented' student means children and youths who give evidence of higher performance capability in such areas as (1) intellectual, (2) specific academic, (3) leadership, (4) creativity, or (5) visual and performing arts, and who require services or activities not ordinarily provided by the schools in order to develop such capabilities fully.



PUBLIC INSTRUCTION

### WI 5 Areas of Giftedness

- 1. General Intellectual**  
Idea excitement, learns quickly, has large vocabulary, asks complex questions, has advanced sense of humor.
- 2. Specific Academic**  
Math, Science, Reading, etc.
- 3. Leadership**  
Is a decision maker, has high expectations-self & others, is popular, confident and independent.
- 4. Creativity**  
Skilled at solving complex problems, bends the rules, makes adults feel uneasy, connects unrelated ideas, is bored with routine.
- 5. Visual and Performing Arts**  
Responds to light, color and sound, is artistic, is a talented dancer, is dramatic, musical and creative.

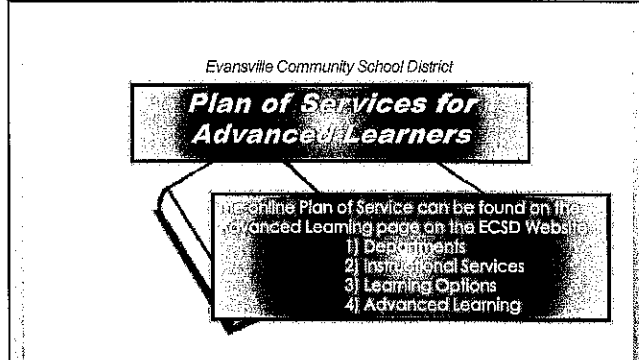


Evansville Community School District


## Plan of Services for Advanced Learners

The online Plan of Service can be found on the Advanced Learning page on the ECSD Website

- 1) Departments
- 2) Instructional Services
- 3) Learning Options
- 4) Advanced Learning

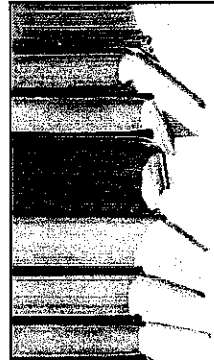


## Plan of Service Development

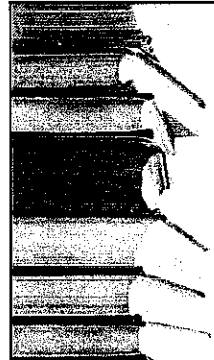


2015-2016 DRAFT Updates and Revisions

*Doug Zblewski, District Advanced Learning Coordinator, 6-12 Specialist for Advanced Learners (1.0)*  
*Teresa Doyle, 3-5 Specialist for Advanced Learners (.5)*  
*Terrie Schmidt, K-2 Specialist for Advanced Learners (.5)*




## What does the "Plan" do?



## The Plan Includes...

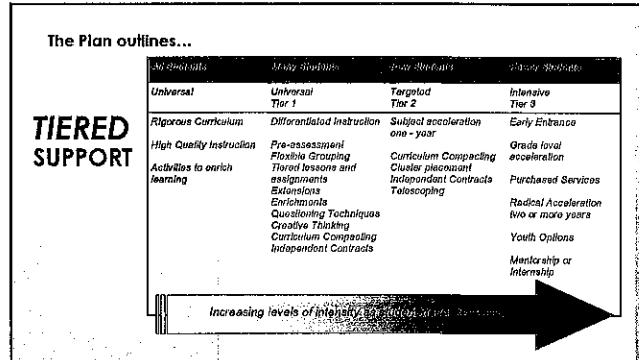
- Definition of Giftedness
- Identification Procedures
- Continuum of Services
- Resources for Staff



### The Plan outlines...

All Students	Many Students	Some Students	Fewer Students
Universal Tier 1	Universal Tier 2	Targeted Tier 2	Intensive Tier 3
Rigorous Curriculum	Differentiated Instruction	Subject acceleration one - year	Early Entrance
High Quality Instruction	Pre-assessment	Curriculum Compacting	Grade level acceleration
Activities to enrich learning	Flexible Grouping	Tiered lessons and assignments	Purchased Services
	Extensions	Independent Contracts	Radical Acceleration two or more years
	Enrichments	Telescoping	Youth Options
	Questioning Techniques		Mentorship or Internship
	Creative Thinking		
	Curriculum Compacting		
	Independent Contracts		

Increasing levels of intensity from Universal to Intensive



**How do we identify students for advanced services?**

- **Universal Screening**
  - Standard assessment: STAR, PALS, BADGER
  - Historical Data
- **Additional Targeted Assessment**
  - Explore, Plan, Tomags, Gort, End-of-year subject exam.
- **Referral**
  - Student (self)
  - Parent
  - Teacher

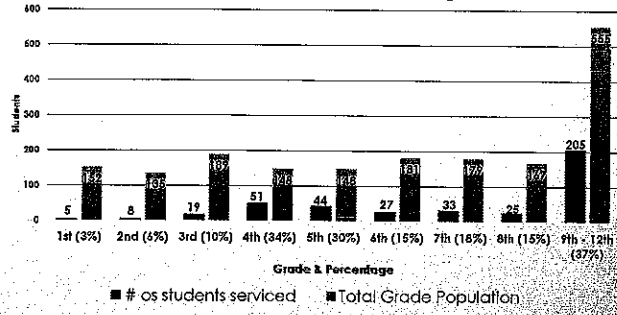


**Additional Services Provided...**

- Social/Emotional Support
- Dual Enrollment
- Advanced Placement Classes (HS)
- Online Learning
- Youth Options
- Porter Scholar
- Co & Extra-Curricular Opportunities
  - Math Teams
  - Math 24
  - Yahara River Writers
  - Science Olympiad
  - Robotics
  - College Matters
  - Fine Arts Weekend
  - Book Clubs



**Advanced Learners Currently Receiving Services**



**COMMUNICATION**

- Website
- Newsletters
- Brochure (in process)
- Parent Plan of Service (in process)
- Parent/Teacher Conferences
- Email Correspondence
- Special Meetings
- Phone Calls



Makerspace  
Plan of Service



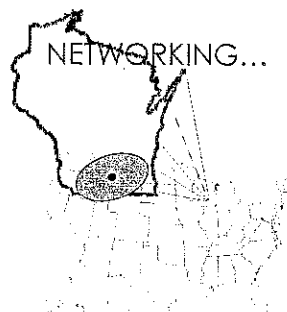
Readers/Writers Workshop

WEBSITE UPDATE

Science Olympiad

Math Meet

**NETWORKING...**



**LOCAL**  
Greater Dane County  
Advanced Learner Network  
(GDCALN)

**STATE**  
Wisconsin Association for Talented  
and Gifted (WATG)

**NATIONAL**  
National Association for  
Gifted Children (NAGC)

"All students deserve to learn something new everyday"

-Carol Ann Tomlinson\*

\* Associate Professor of Educational Leadership, Foundations and Policy at Curry School of Education, University of Virginia.



Ted Lewis-Famous musician and band leader from the early 20<sup>th</sup> Century

Thank You for...

...supporting the differentiation needs of our Evansville students through funding and staff!



## **ECSD 1+: A Vision of Excellence**

On Tuesday, August 27, 2013, during the Back to School all staff meeting, I introduced a District student achievement vision for the Evansville Community School District (ECSD). That vision is **“ECSD 1+: A Vision of Excellence”**.

As a reminder, a *vision* is a desired future state of what we want to be or what we want to be able to do as an organization. A vision helps to bring purpose to our work. A familiar example of a vision is the “Zero in Wisconsin” vision. The Wisconsin Department of Transportation has launched the “Zero in Wisconsin” vision which is designed to help save lives and reduce the number of traffic deaths annually in Wisconsin.

The “ECSD 1+: A Vision of Excellence” is intended to focus our collective District-wide efforts towards improving student achievement. In my 2013 speech, I stated that the 1+ vision aims to prepare every student in the ECSD to surpass one year of academic growth annually for each year of learning in our School District.

- Exceeding a year of academic growth annually, each of our students would be at or above grade level and would be on track for college and career readiness.
- Exceeding a year of academic growth annually, each of our students could obtain a post-secondary option of their choice.
- Exceeding a year of academic growth annually, the ECSD would be at the top of the highest performing school districts in the state and the nation. Who wouldn't want that for their student?

At this time, I would like to share with you the initiatives, major work, new staff positions and new learning spaces that have helped to move the ECSD closer to reaching our shared vision, **ECSD 1+: A Vision of Excellence**.

## Examples of How We Are Working Towards ECSD 1+: A Vision of Excellence

### Professional Learning Communities:

Groups of educators that meet regularly, share expertise, and work collaboratively to improve teaching practices and student academic performance.

### Environmental Education Coordinators:

Teachers who develop and facilitate outdoor education curriculum and activities for students and community groups. The Environmental Education Coordinators also coordinate the annual Energy Fair.

### Nature Center:

A classroom at the south end of Theodore Robinson Intermediate School, and just outside of the District Office, designed for all 4K-12 students to participate in environmental education opportunities.

### Hiring Highly Qualified Teachers and Administrators:

The ECSD has developed a rigorous hiring process for teacher and administrator positions.

### Multi-Level System of Support (MLSS):

A MLSS Handbook designed to support tiered academic interventions and supports to improve student achievement.

### Go Math:

K-6 engaging and interactive approach to addressing the state math standards at appropriate levels and depth of rigor through the use of text and digital formats.

### Alternative Education:

Our Evansville High School (EHS) Alternative Education Program utilizes three primary approaches to help our students who are enrolled in the program due to being At-Risk, credit deficient, or other variables. The three approaches are as follows:

1. **Competency-based** – This is our primary approach that uses existing credits/competency currency exchange through the successful completion of project-based competencies. Students may also concurrently take courses at EHS if they so choose.
2. **GED Option #2** – The GEDO2 system uses existing credits/HSED exams at Blackhawk Technical College, in addition to a Health, Careers and Employability, and Civics requirement.
3. **ChalleNGe Academy** – The National Guard ChalleNGe academy is a specialized program at Fort McCoy designed to produce graduates with values, skills, education, and self-discipline to succeed as adults.

### JEDI:

Online learning options supported by a JEDI coordinator, school counselors and administrators.

- K-12th courses
- All core subjects
- Variety of electives
- Over 30 advanced placement courses
- Dual credit courses
- 7 World language options

- Credit recovery & remedial courses
- Over 500 total semester courses available

### Lucy Calkins: K-5 Reading and K-8 Writing Workshop

Readers' and Writers' Workshops are the two essential components of a **Balanced Literacy** model.

In addition to these two major components are the following:

- **Read Aloud with Accountable Talk** – This is the heart and soul of the classroom and builds a sense of community as the class laughs together, cries together, and wonders together.
- **Shared Reading** – This is a time when all students have eyes on the same text, and it is especially effective in teaching concepts of print, word-solving strategies, fluency, and orchestrated uses of multiple sources of information.
- **Word Study** – This is a time for teaching phonics, spelling, and vocabulary.
- **Interactive Writing** – This is a time when the class is writing together as a whole group.

The **Lucy Calkins Units of Study for Teaching Reading** are effective, because they address what readers need most:

- Good teachers
- Enormous amounts of reading (recommended 90 minutes/day with eyes on print)
- Access to A LOT of good-fit, leveled books that allow for high-success reading
- Engagement with texts that are appropriately complex for their grade levels
- Explicit strategy and skills instruction to become proficient readers
- Opportunities to talk about text (teacher-student and student-student)
- Support with reading informational texts
- Instruction that is assessment-based with feedback that is specific to learners' diverse strengths and weaknesses (asset model, not a deficit model)
- Interventions, if needed, in addition to the balanced literacy block(s) and 100% of time reading within zone of proximal development

### Elementary Benchmark Excelling Exceptional Spelling (BEES):

Traditionally, spelling was taught as a one-size-fits-all program. Over time, teachers and publishers began to realize that the one-size approach didn't work for many students. Some experts believed that a bare minimum of at least 4 lists would be needed to adequately meet the developmental needs of a typical class. A small group of educators at Levi Leonard Elementary have developed an individualized spelling program, BEES. The word base was both research-based and developmental in nature. The program incorporates Words Their Way phonics program as well as the Fry list of high frequency words. There are 282 lists currently in the BEES program. The lists advance developmentally from basic vowel-consonant-vowel pattern words up through advanced scientific vocabulary words containing Greek or Latin roots or affixes. Initial list placement is made through an examination of student results on the Primary Spelling Inventory.

### Senior Graduation Project:

The Senior Graduation Project is a self-selected project that serves as the capstone graduation requirement demonstrating students' ability to seek knowledge through inquiry and experience.

### Positive Behavior Interventions and Supports (PBIS):

Positive Behavior Interventions and Supports are a culturally responsive multi-level system of supports to improve both academics and behaviors.



Educator Effectiveness Coaches:

Teachers who partner with school principals and district level administrators to improve teaching practices by supporting the educator effectiveness process for all teachers.

Continuous System Improvement (CSI) Plan:

In July of 2015, the Board approved a continuous system improvement plan for:

- Teaching and Learning
- Workforce Engagement and Development
- Communication and Community Engagement
- Technology
- Facilities and Operations
- Climate and Culture

Educator Effectiveness Professional Development:

Beginning in the fall of 2014, teachers and administrators began a journey to improve instructional practices through the use of the new DPI Educator Effectiveness model.

eduCLIMBER:

District-wide student assessment data analysis software, which is utilized by teachers and administrators to understand and respond to student assessment data.

Books on the Bus Grant:

Hundreds of developmentally appropriate books available to students on school buses for the ride to school and to home each day.

4K Program:

In April of 2014, the Board approved the implementation of a community based 4K program that began at the start of the 2015-2016 school year.

K-12 Curriculum Review: (See referendum timeline)

- Grades K-12 English/Language Arts 2016
- Grades 6-12 Spanish 2016
- Grades 6-12 Math 2016
- Grades K-5 Science 2017
- Grades 6-12 Science 2017
- Grades K-12 Health/Physical Education 2017
- Grades K-12 Social Studies 2018
- Grades K-12 Art 2018
- Grades K-12 Music 2019
- Grades 6-12 Career and Tech Ed 2019

Literacy Focused Professional Development:

A literacy audit was conducted by Janice Stropp from Cardinal Stritch University between January and June 2015. The results of the audit guided the creation of a three year literacy professional development plan that has the potential to improve literacy based teaching practices and learning.

#### Board Adoption of the Wisconsin State Academic Standards:

In the summer of 2015, the Board adopted the Wisconsin State Academic Standards to serve as the ECSD academic standards.

#### Six Full Professional Development (PD) Days:

The District eliminated the early release and late start dates from the 2015-2016 school calendar in exchange for six full professional development days. The PD days are designed around literacy professional development, Educator Effectiveness professional development and teacher collaboration.

#### Summer School Enhancement:

The administrative team is investigating the implementation of a comprehensive summer school program.

#### Science-Technology-Engineering-Art-Math (STEAM):

The high school staff and administration is investigating the development of STEAM programming.

### **Initiatives that Contribute to Improving the ECSD**

#### 2014 Five Year Operational Referendum:

- Safety/security
- Curriculum
- Technology
- Facilities

#### Employee Handbook:

Employees from all employee groups collaborated on the development of an Employee Handbook that provides employees with information regarding policies, procedures, ethics, expectations, and standards of the District. The Employee Handbook was approved by the Board in May of 2013. An Employee Handbook Committee meets three times/year to review proposed changes to the Handbook.

#### Professional Work Day:

The new professional work day includes extended work hours on Mondays and Wednesdays for work related to District initiatives, building initiatives and teacher collaboration time.

#### Employee Compensation Committees:

Collaborative employee compensation committees were developed during the 2014-2015 and 2015-2016 school years to create recommendations for new compensation models for each employee group that are then presented to the Board.

## **2015-2016 Building Goals**

### **Levi Leonard Elementary School**

1. Levi Leonard Elementary School will increase College & Career Readiness (CCR) as measured by the STAR Reading, STAR Early Literacy, Fountas & Pinnell assessments by 4% in first and second grades for the 2015-2016 school year.
2. Levi Leonard Elementary School will sustain the 82% College & Career Readiness (CCR) at the kindergarten grade level for the 2015-2016 school year.
3. Levi Leonard, K-2, will learn and begin to implement Lucy Calkins Readers Workshop. All teachers will participate in the video trainings offered through online resources as well as participate in the four professional development days developed by CESA 6. Teachers will communicate with colleagues at their own grade level to create a fluent and comprehensive curriculum.
4. Levi Leonard will continue to improve communication between the school and the community.

### **Theodore Robinson Intermediate School**

At TRIS, if we focus on the Common Core State Standards in reading and writing, the instructional practices of a reading and writing workshop while strengthening our School Based Leadership team and support teachers by providing ongoing, high quality professional development, time for collaboration around the Common Core State Standards with coaching support for implementation while monitoring student achievement and teaching practices, the percentage of 3<sup>rd</sup>-5<sup>th</sup> grade students who are college and career ready in reading will increase by 2% on the Forward Exam given in May 2016 as compared to the percentage of 3<sup>rd</sup>-5<sup>th</sup> grade students who were college and career ready in reading on the Badger Exam given in May 2015.

### **JC McKenna Middle School**

Through a focused professional development process directed at areas identified as deficient in the literacy audit, a strategic use of our intervention period time to focus on those strategies, and a comprehensive training and literacy support system for all staff, 60 percent of 6th-8th grade students at JC McKenna will reach proficient or advanced on the Forward Exam.

### **High School**

Given appropriate professional development in areas of disciplinary literacy and the implementation of reading/writing prompts and weekly article reading, all 9th – 11th grade students will show a 4 percent increase in reading proficiency by June of 2016 as measured by the STAR assessment screener.

# SCHOOL BOARD ELECTION TIMELINE

## **Tuesday, November 24, 2015**

Deadline for publication of Notice of Election. *Section 10.01(2)(a)*

## **Tuesday, December 1, 2015**

First day for circulation of Nomination Papers. *Section 8.10(2)(a)*  
(ECSD does not require nomination papers)

## **Monday, December 28, 2015, 5:00 p.m. – Incumbent Notice of Non-Candidacy**

Deadline for incumbents to file written notice with the School District Clerk of decision that the incumbent is not a candidate for re-election to his or her office. Failure to do so extends the January deadline by 72 hours. *Section 120.06(6)(b)3*

## **Tuesday, January 5, 2016, 5:00 p.m.**

Deadline for Declaration of Candidacy (Form GAB-162) and Campaign Registration Statement (Form GAB-1). Once filed, a declaration of candidacy may not be withdrawn. *Section 120.06(7)(a)*

## **Tuesday, February 16, 2016**

Spring Primary. *Section 5.02(22)*

## **On or Before Monday, April 4, 2016**

School District Clerk shall choose two qualified electors to constitute the board of canvassers. *Section 7.53(3)*

## **Tuesday, April 5, 2016**

Election Day. *Section 5.02(21)*

## **Wednesday, April 6 to Tuesday, April 12, 2016**

Canvass of Election Returns and Written Determination of Election Results. *Sections 7.53(3)(a) and 120.06(14)*

## **On or Before Monday, April 25, 2016**

School Board Members Take and File Official Oath. *Sections 19.01, 120.06(4), 120.06(10), 120.17(10), 120.42(2) and 887.01(1)*

## **Monday, April 25, 2016**

School Board Members Take Office. *Sections 120.06(4) and 120.42(2)*

## **Monday, April 25 to Wednesday, May 25, 2016**

Election of School Board Officials. *Section 120.05(1)(c)*

# SCHEDULE AT-A-GLANCE

2016 SPRING ELECTION

## NOVEMBER 2015

- 24
- Deadline for Publication of Type A Notice of Election

## DECEMBER

- 1
- Earliest Date for Circulation of Nomination Papers, If Required  
(NOTE: Nomination Papers Are Not Required in Many School Districts)
- 1 - Jan. 5
- Most Candidates will File Declarations of Candidacy, Campaign Finance Registrations, and Nomination Papers (If Required) during this Period
- 28
- Deadline for Incumbents to File Notice of Non-Candidacy (5:00 p.m.)

## JANUARY 2016

- 1 - Feb. 1
- Filing of January Continuing Report by Campaign Finance Registrants
- 5
- Candidate Deadline for Filing All Documents Needed to Establish Eligibility to Appear on the Ballot (5:00 p.m.)
  - Clerk Makes Initial Determination of Candidates' Eligibility for Ballot
- 11 - 18
- Continuing Report Forms Mailed to Campaign Finance Registrants
- 12
- Drawing of Lots for Ballot Order; Certify Nominations to County Clerk(s)
  - When a Primary is Required, Notice to Municipal Clerks of Primary Election
- 18 - 25
- If Primary Election is Being Held, Pre-Primary Election Report Forms Mailed
- On or Before 25
- If Primary Election is Being Held, Provide Municipal Clerk with Ballots (If Required)

## FEBRUARY

- 1
- Deadline for Filing Campaign Finance January Continuing Report
- 2
- If Delinquencies in Filing Continuing Report:
    - Notify Registrants Who Have Failed to Comply
    - Make List of Delinquents for Public Inspection
    - Notify Regarding Discrepancies
    - Compile Current List of All Reports and Statements
- 2 - 8
- Deadline for Filing Pre-Primary Election Report
- 2 - 16
- Reporting of Late Contributions (If Required)
- 9
- If Delinquencies in Filing Pre-Primary Election Report:
    - Notify Registrants Who Have Failed to Comply
    - Make List of Delinquents for Public Inspection
    - Notify Regarding Discrepancies
    - Compile Current List of All Reports and Statements
- 12
- Write-in Candidate Filing Deadline for Primary Election
- On or Before 15
- If Primary Election is Being Held, Choose Board of Canvassers
- 15
- Notice of Primary Election
- 16
- Spring Primary Election
- On or About 16
- Open Meetings Law Notice of Board of Canvassers Meeting(s)
- On or About 17
- Receipt of Election Materials and Other Related Duties

## FEBRUARY *(continued)*

- On or About 17 - 23 • Canvass of Primary Returns and Written Determination of Primary Results
- On or About 17 - 26 • Recount Request May Be Filed
- On or About 22 - 26 • If Primary Election was Held, Drawing of Lots for Ballot Order
- On or About 22 - 26 • If Primary Election was Held, Certify Nominations to County Clerk(s)

## MARCH

- 7 - 14 • Pre-Election Report Forms Mailed
- 14 • Provide Municipal Clerk with Ballots (If Required)
- 22 - 28 • Deadline for Filing Pre-Election Report
- 22 - April 5 • Reporting Late Contributions (If Required)
- 29 • If Delinquencies in Filing Pre-Election Report:
  - Notify Registrants Who Have Failed to Comply
  - Make a List of Delinquents for Public Inspection
  - Notify Regarding Discrepancies
  - Compile a Current List of All Reports and Statements

## APRIL

- 1 • Write-in Candidate Filing Deadline for Spring Election
- On or Before 4 • Choose Board of Canvassers
- 4 • Notice of Spring Election
- 5 • Spring Election
- On or About 5 • Open Meetings Law Notice of Board of Canvassers Meeting(s)
- After 5 • Filing Campaign Finance Termination or Suspension Report
- On or About 6 • Receipt of Election Materials and Other Related Duties
- 6 - 12 • Canvass of Election Returns and Written Determination of Election Results
- On or About 6 - 15 • Recount Request May Be Filed
- On or About 11 - 15 • Certificate(s) of Election
- On or Before 25 • Filing of Official Oath
- 25 • School Board Members Take Office
- 25 - May 25 • Election of School Board Officials (i.e. Board Officers)

## JUNE

- 29 - July 6 • Continuing Report Forms Mailed to Campaign Finance Registrants

## JULY

- 1 - 20 • Filing of July Continuing Report by Campaign Finance Registrants
- 21 • If Delinquencies in Filing Continuing Report:
  - Notify Registrants Who Have Failed to Comply
  - Make a List of Delinquents for Public Inspection
  - Notify Regarding Discrepancies
  - Compile a Current List of All Reports and Statements

# Evansville School District 2016-2017 School Year

August 2016		September 2016							October 2016																																							
July	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31									
<b>November 2016</b>																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31	31	31	31	31	31	31	31	31									
<b>December 2016</b>																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31	31	31	31	31	31	31	31	31	31	31							
<b>January 2017</b>																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31	31	31	31	31	31	31	31	31	31	31	31	31					
<b>February 2017</b>																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31				
<b>March 2017</b>																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31			
<b>April 2017</b>																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31		
<b>May 2017</b>																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	
<b>June 2017</b>																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31
<b>July 2017</b>																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31

Aug 10/Aug 16	Back To School Days
Aug 24-25	New Teacher Orientation
Aug 26	Teacher Work Day - No School
Aug 29, 30, 31	Professional Development Day - No School
Sept 1	<b>First Day of School</b>
Sept 5	Labor Day - No School
Oct 10	Professional Development Day - No School
Nov 4	End of 1st Quarter; 1/2 Day K-8 Grading
Nov 23	No School
Nov 24	Thanksgiving - No School
Nov 25	Conference Comp - No School
Dec 5	Professional Development Day - No School
Dec 23 - 30	Winter Break - No School
Jan 2	Students Return
Jan 16	Professional Development Day - No School
Jan 20	End of 2nd Quarter; 1/2 Day K-8 Grading
Feb 13	Professional Development Day - No School
Feb 24	Conference Comp - No School
March 13	Professional Development Day - No School
March 24	End of 3rd Quarter; 1/2 Day K-8 Grading
March 27 - 31	Spring Break - No School
April 3	Students Return
April 16	Easter
April 17	Professional Development Day - No School
May 29	Memorial Day - No School
June 7	End of 4th Quarter; 1/2 Day K-8 Students
June 8	1/2 Workday for Staff
June 11	High School Commencement

Month	Contract Days	Instructional Days
August	4	0
September	22	21
October	21	20
November	20	18.5
December	16	15
January	22	20.5
February	19	18
March	18	16.5
April	20	19
May	23	22
June	5.5	4.5
<b>Total</b>	<b>190.5</b>	<b>175</b>

Partial / Full Instructional Days Per Quarter	1st	2nd	3rd	4th	TOTAL
1st	44.5	43.5	41.5	45.5	175
2nd	44.5	43.5	41.5	45.5	175
3rd	44.5	43.5	41.5	45.5	175
4th	44.5	43.5	41.5	45.5	175
<b>TOTAL</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>175</b>

Contract Days	Student Contact Days
175	175
2	(4 - 1/2 Student Days/1/2 Grading Days)
9	Professional Development Days
1.5	Work Days
3	Paid Holidays
<b>190.5</b>	<b>TOTAL</b>

Key	Professional Development (9) - No Students
	No School
	Quarter End (4 - 1/2) - No Students PMI
	Holiday (3) - No School
	Teacher Workday (1.5) - No Students

## 2016-2017 SCHOOL YEAR CALENDAR

Month	Contract Days	Instructional Days	Other
August	4	0	1 Work Day 3 Professional Development Days
September	22	21	1 Holiday
October	21	20	1 Professional Development Day
November	20	18.5	.5 Grading Day 1 Holiday
December	16	15	1 Professional Development Day
January	22	20.5	1 Professional Development Day .5 Grading Day
February	19	18	1 Professional Development Day
March	18	16.5	1 Professional Development Day .5 Grading Day
April	20	19	1 Professional Development Day
May	23	22	1 Holiday
June	5.5	4.5	.5 Grading Day .5 Work Day
<b>TOTAL</b>	<b>190.5</b>	<b>175</b>	<b>15.5</b>



# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: Support Staff Compensation Model  
Date: July 28, 2015

The Support Staff Compensation Committee met eight times during the 2014-2015 school year. Committee members included Eric Busse, Mary Beth Anderson, Kelly Mosher, Jerry Roth, Kathi Swanson, Tina Thornton, Doreen Treuden, Linda Gard, Barb Krumwiede, Mindy Larson, Ivy Otto, Sue Parsons, Tina Rossmiller, and Jane Sperry.

The committee accomplished the following tasks over the past year:

- Developed/updated job descriptions for all positions in this group
- Reviewed past pay schedules for ECSD support staff groups
- Reviewed pay schedules from other Districts and discussed pros/cons
- Developed proposed draft compensation model attached
  - Pay ranges
  - Starting pay for each range

Attached is the proposed compensation model draft for the support staff employee group. The model increases previous starting wages for each employee pay range and provides for pre-set increases every five years (longevity increases). Annual pay increases outside of the anniversary increases are not set and will be determined by the Board each year.

The total cost to migrate the support staff to the new model is \$19,952 or about \$2,900 more than the 1.5% increase that is in the approved 2015-2016 budget. Of the 44 employees in this group, 28 employees would not receive an increase due to migration (frozen) and 14 employees would receive an increase ranging from 4% to 8%. The cost to provide a 1.5% increase to the 28 staff members that would not get a "migration" increase would be an additional \$11,477 expense for the 2015-2016 budget.

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Support Staff Compensation Schedule

Pay Range	Title	<u>Minimum Hourly Rate at Designated Anniversary</u>						
		Start	5 years 8%	10 years 6%	15 years 5%	20 years 4%	25 3%	30+ 3%
1	EA, Clerk, Clerical I - 9 mo.	\$ 12.50	\$ 13.50	\$ 14.31	\$ 15.03	\$ 15.63	\$ 16.10	\$ 16.58
2	Clerical II - 10 mo.	\$ 13.00	\$ 14.04	\$ 14.88	\$ 15.63	\$ 16.25	\$ 16.74	\$ 17.24
3	Clerical III - 11 mo.	\$ 14.00	\$ 15.12	\$ 16.03	\$ 16.83	\$ 17.50	\$ 18.03	\$ 18.57
4	Clerical IV - 12 mo.	\$ 16.00	\$ 17.28	\$ 18.32	\$ 19.23	\$ 20.00	\$ 20.60	\$ 21.22
5	Specialist	\$ 18.00	\$ 19.44	\$ 20.61	\$ 21.64	\$ 22.50	\$ 23.18	\$ 23.87

**Rationale**

Employee's hourly wage may be more at anniversary date, but will not be less

Annual increases will be determined by the BOE

5 Classifications - determined by months worked per year and job description responsibilities

Starting wage - set to attract and retain new employees

Years of service increases - increases for years of service are larger in the beginning because there is more training taking place

# EVANSVILLE COMMUNITY SCHOOL DISTRICT

## POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Wednesday, October 7, 2015 in the District Board and Training Center.

**Committee Members Present:** Melissa Hammann and Amanda Koenecke. Others in attendance: Jerry Roth, Brian Cashore, and Kathi Swanson.

**Approve September 2, 2015, Minutes:** Motion by Ms. Koenecke, seconded by Ms. Hammann, moved to approve the September 2, 2015, minutes as presented. Motion carried, voice vote.

### **Old Business:**

Policy #370 – The Co-and Extra-Curricular Activities Program - Discussion. Policy to go before the Board for a first reading with suggested changes.

Policy #852 – Distribution of Flyers, Posters, Brochures, and Other Non-School Materials – Discussion. Policy to go before the Board for a first reading with suggested changes.

Policy #842 – Donation and Memorial Signage – Discussion. Policy to go before the Board for a first reading with suggested changes.

### **New Business:**

Policy #221 – Recruitment and Appointment of Administrators (Evaluation and Development of Administrators) – Discussion. Policy to go before the Board for a first reading with suggested changes.

Policy #222 – Administrator Contracts – Discussion. Policy to go before the Board for a first reading with suggested changes.

Policy #223 – Administrator Professional Development Opportunities – Discussion. Policy to go before the Board for a first reading with suggested changes.

Policy #223.1 – Guidelines for Attendance at Meetings, Workshops and Conventions – Discussion. Policy to go before the Board for a first reading for removal.

Policy #225 – Evaluation of the District Administrator – Discussion. Policy to come back to the Committee for further review.

Policy #225.1 – Colleague Assessment Questionnaire, District Administrator's Position – Discussion. Policy to come back to the Committee for further review.

Policy #225.2 – Administrative Staff Evaluations – Discussion. Policy to come back to the Committee for further review.

**Policies to Review at next meeting:** Policy #152, #225, #225.1, #225.2, #232, #412.1, #830, #830 Form, #830 Form 1, #830 Form 2, and #835.

**Set Date of Next Meeting and Agenda:** November 4, 2015, at 8:05 am.

**Adjourn:** Motion by Ms. Koenecke, seconded by Ms. Hammann, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 10:00 am.

Approved: ~~October 9, 2006~~  
Revised: April 14, 2008  
Revised: February 27, 2012  
Revised:  
1<sup>st</sup> Reading: 11/18/15

225

## EVALUATION OF THE DISTRICT ADMINISTRATOR

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

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

~~The Board expects the District Administrator's position is to achieve the highest quality of education possible for all students through the most efficient use of all available resources. The District Administrator serves as the chief executive officer of the District. At the direction of the Board, the District Administrator assumes general supervision and leadership for all aspects of the educational program involving curriculum, physical facilities, personnel matters, and community relations. The District Administrator's evaluation shall be used as a tool to help optimize improve the skills and performance of the District Administrator or, if necessary, to document performance deficiencies as the basis of contract non-renewal.~~

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

1. **Annually, by July 1<sup>st</sup>, the Board president shall distribute Policies 225 (Evaluation of the District Administrator), 225 Form (Colleague Assessment Form) and 232 (District Administrator, Job Description) to all Board members.**
2. No later than July 15 of each year, the District Administrator shall present a **written** report to the Board outlining progress on **the CSI goals** ~~district and board goals, as defined in Board policy 232, "District Administrator Job Description".~~ ~~and as CSI goals~~ may be supplemented or modified by the Board **during the previous evaluation process.**
3. No later than July 31 of each year, the Board shall have **reviewed** the report from #2#1 above and will have completed a performance evaluation of the District Administrator, per Board policy ~~225-1~~ **225 Form. Completed forms shall be returned to the Board president by this date.**
4. **No later than the first Board meeting in August** ~~August 15 of each year,~~ the Board president shall compile the comments and ratings for the entire Board to review in executive session for discussion, and if agreed upon, revision. ~~shall have reviewed the performance evaluation with the District Administrator. The Board president shall meet with the District Administrator to privately present the results of the evaluation within one week of the first August Board meeting.~~

5. **The Board shall present the results of the evaluation to the District Administrator in executive session at the second Board meeting in August, along with any comments or Goal revisions that the Board deems necessary.**
6. No later than September 1 of each year the District Administrator shall have responded to the evaluation review in #3, including a corrective action plan for any deficiencies cited in the evaluation.
7. No later than September 15 of each year the Board shall have established **and documented** any new or modified requirements for the District Administrator for the school year then in progress.
8. The Board will meet with the District Administrator **two more times a year no fewer than three times a year** (for example, ~~October~~, January, and April) for the purpose of **an interim check-point of evaluating** the District Administrator's progress toward achieving the goals from #2#1. The District Administrator will prepare an **written** update for each ~~such~~ meeting, reporting progress on goals. **As needed, the Board will modify and document any changes to these goals to be implemented in the current evaluation cycle. The District Administrator shall incorporate these changes in the subsequent July annual report to the Board.**
9. ~~To provide the greatest opportunity for achieving the goals and for improving the District Administrator's performance, the Board shall perform an evaluation of the District Administrator's performance in accordance with the following schedule:~~
  - ~~By the first week of November, a District Administrator evaluation form shall be distributed to all board members by the Board president.~~
  - ~~By the last week in November, all Board members shall have provided their input relative to the evaluation form to the Board president.~~
  - ~~By no later than the first Board meeting in December, the Board president shall present comments or ratings to the entire Board at a closed executive session, for discussion and, if agreed upon, revision.~~
  - ~~The Board will present the results of the evaluation to the District Administrator at a closed executive session no later than the second Board meeting in December, along with any comments or goal revisions that the Board deems necessary.~~

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

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

Approved: October 9, 2006  
 Revised: March 12, 2012  
 Revised: May 28, 2014  
 1<sup>st</sup> Reading: 11-18-15

COLLEAGUE ASSESSMENT QUESTIONNAIRE  
 DISTRICT ADMINISTRATOR'S POSITION

TOTAL: \_\_\_\_\_

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

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

Any item rated a with "1" ~~point~~ shall include the basis for the rating and a suggestion for improvement.

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

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

		Total: ____
Communications	1. Create and disseminate communications on issues of interest and substance.	1 2 3 4 5
	2. Communicate effectively with the Board, staff, students, administration, and community members.	1 2 3 4 5
	3. In concert with the Board and others, develop and disseminate district-wide <b>Continuous System Improvement (CSI)</b> goals.	1 2 3 4 5
	4. Publicize appropriate school programs and services to students and citizens.	1 2 3 4 5
	5. Consider and discuss with the Board innovative communication channels and target audiences.	1 2 3 4 5
	Total: ____	
Finance	1. Support a responsible fiscal plan to reflect District-wide <b>CSI</b> goals that enhance educational excellence.	1 2 3 4 5
	2. In concert with the Business Manager and the Board, develop a budget in accordance with the budget calendar and priorities established by the Board.	1 2 3 4 5
	Total: ____	
Personnel Administration	1. Effectively monitor with the administrative staff the personnel policy and practices of the district, including the employee handbook.	1 2 3 4 5
	2. Provide or cause to be made realistic and consistent evaluations of all school personnel.	1 2 3 4 5
	3. Complete an annual performance evaluation of administrators or other supervisors as assigned. Share results with the Board as requested by the Board.	1 2 3 4 5
	4. Propose to the Board a system to identify and recognize superior employee performance. The proposal must include estimation of the financial ramifications.	1 2 3 4 5
	Total: ____	
Facilities Management	1. Be responsible for effective and efficient utilization of physical space and grounds.	1 2 3 4 5
	2. Establish and oversee optimal systems to maintain buildings and grounds, working through other administrators.	1 2 3 4 5
	3. Work cooperatively with other administrators to develop a long-range plan, including budget, to maintain and improve facilities.	1 2 3 4 5
	4. Assist the Business Manager and the Facilities Director in an annual evaluation of buildings, equipment and service systems and make recommendations for repair/replacement, including budget.	1 2 3 4 5
	5. Assist in the development of an annual plan to identify and pursue building efficiencies and improvements.	1 2 3 4 5
	6. Monitor buildings to encourage community use for clubs, organizations, adult education, and recreational purposes, along with applicable budgets.	1 2 3 4 5
	Total: ____	

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



Approved: July 8, 1985  
Revised: March 13, 2000  
Revised:  
1<sup>st</sup> Reading: 11/18/15

225.1 221

~~EVALUATION AND DEVELOPMENT OF ADMINISTRATORS~~  
**ADMINISTRATIVE STAFF EVALUATIONS**

~~A well qualified, experienced and highly trained administrative staff is essential to maintaining and improving the quality of Evansville's educational program. The following factors are critical to the development of an effective administrative team:~~

- ~~1. — Competent personnel must be hired as administrators.~~
- ~~2. — The district must provide, and administrators must access, staff development and training opportunities that foster continued professional and technical growth.~~
- ~~3. — An effective personnel supervision and evaluation program must be utilized to recognize high level performance, to help people improve performance, and to insure that a high level of productivity is realized from all administrative staff.~~
- ~~4. — A realistic compensation program that rewards administrators according to the expectations of each position and in relation to the level of individual performance must be present.~~

~~The interrelationship of these four factors ensures, to the extent possible, that well qualified, experienced and highly trained administrators will be hired and retained by the district.~~

**The Evansville Community School District** administrative personnel shall be evaluated on the basis of a written job descriptions and documented **yearly annual** goals. ~~The board shall evaluate the district administrator annually.~~ The district administrator will establish a written evaluation system for all other administrative personnel whereby each administrator shall be evaluated at least annually. The results of the evaluations and any change to the job descriptions shall be reported and discussed at executive session of **with** the Board of Education. All job descriptions remain subject to open records laws.

~~(Replaces policies #232, #233, #234, #235, #236, #241, #242, #243, #244 #245.)~~

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

**Local Ref: Policy #222 – Administrator Contracts**

DISTRICT ADMINISTRATOR  
Job Description

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

I. POSITION GOALS & RESPONSIBILITIES

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

II. DUTIES OF THE DISTRICT ADMINISTRATOR

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

A. Leadership

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

B. Learning

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

C. Communications

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

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

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

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

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

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

PI 34.32 (Subchapter IX-Administration Categories)

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

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

## GRADUATION REQUIREMENTS

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

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

### Requirements:

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

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

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

\*\* Beginning with the class of 2017

### Senior Graduation Project

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

### Civics Test Requirement

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

### Special Needs Programs

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

### Transfer Students

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

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

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

### Alternative Education Program

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

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

## FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT

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

### Nonresident Students Coming Into the District

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

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

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

### 1. Space Availability

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

If the Board has taken action at the January board meeting to limit the number of spaces that will be available for applications that are submitted under the regular application period for the following school year, the District shall not approve any alternate applications in the grades or programs and/or

related services with limited space that are submitted for the current school year after the date of the January school board meeting. Further, the District shall also deny any alternate applications for the current school year received on or before the date of the Board meeting in January seeking enrollment into grades or programs and/or related services that had been limited at the prior January board meeting due to space considerations for the current school year.

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

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

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

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

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

## 2. Students With Disabilities

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

## 3. Students Referred for a Special Education Evaluation

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

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

If a parent(s)/guardian(s) applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the



District shall review the information and rationale provided by the parent(s)/guardian(s) and make a determination as to whether the District agrees with the parent(s)/guardian(s) that attending school in the District pursuant to the application is in the student's best interest. If the District determines that attendance would not be in the student's best interest, the application shall be denied on that basis.

#### 5. Other Criteria

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

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

#### Requests for Early Admission to Kindergarten

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

#### No Reapplication Required

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

#### Transportation

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

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

#### Wisconsin Interscholastic Athletic Association (WIAA)

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

#### Termination Due to Habitual Truancy

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

#### Resident Students Going Out of the District

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

1. The application is submitted during the required time period.
2. ~~A student IEP or a change in services required does not place an undue financial burden on the Evansville District. If a student with a disability has submitted an alternative application based upon a determination that the student has been a victim of a violent criminal offense, as further defined and addressed under state law, then the District may not deny the application based upon a finding of an undue financial burden.~~
3. 2. If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may also deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. Prior to denying an alternative application on the basis that the parent(s)/guardian(s) did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent(s)/guardian(s) an opportunity to provide additional information.

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

#### Transportation

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

#### Appeal of Rejection

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

### APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA AND PROCEDURES

#### Eligibility Criteria

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

1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
2. The student is or has been a homeless student in the current or immediately preceding school year.
3. The student has been the victim of repeated bullying and harassment and all of the following apply:
  - a. The student's parent(s)/guardian(s) must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process and;

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

#### Application Review and Approval Process

- 1. When the District receives an Open Enrollment application that has been submitted under the Alternative Open Enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the District Administrator or his/her designee for review and recommendations.
  - a. If the application involves a nonresident student seeking to attend school in the District under Open Enrollment, the District will:
    - 1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district;
    - 2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended; and
    - 3) ~~Within 10 days after receiving, or, if necessary, developing, an IEP for a student with a disability, provide an estimate to the resident district of the costs to provide the student with special education or related services.~~
  - b. If the application involves a resident student who is attending, or who previously attended, school in the District, the District shall send the nonresident school district to which the Open Enrollment application was made a copy, if applicable, of the student's IEP and any expulsion or other relevant discipline-related records within 10 days of receiving the application.
- 2. The District Administrator, along with other members of the administrative staff, shall review the application using the acceptance/denial criteria outlined in Board policy. The District Administrator or his/her designee shall submit recommendations regarding acceptance or denial of the application to the Board for action.
  - a. The District may deny an application of a resident student if:
    - 1) It determines that the criteria relied on by the parent(s)/guardian(s) to submit the application do not apply to the student. ø;

- ~~2) It determines that the cost of special education and related services required in the IEP for a student with a disability is an undue financial burden (except for an applicant whom the Board determines was the victim of a violent crime).~~
- b. The District may deny an application of a nonresident student:
  - 1) For the same reasons it may deny an application submitted during the regular Open Enrollment application period; or
  - 2) If the application relies on the best interests of the student criteria and the District determines that open enrollment is not in the student's best interests.
3. If the application involves a nonresident student seeking to attend school in the District, the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 days after receiving the application.
  - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, acceptance of an application may be contingent or subject to revocation.
  - b. If the District has approved the Open Enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the District and shall begin attending the school or program no later than the 15<sup>th</sup> day following receipt of the notice of acceptance. If the nonresident student has not enrolled in or attended school in the District by that date, the District may notify the student's parent(s)/guardian(s), in writing, that the student is no longer authorized to attend the school or program in the District.
  - c. If there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will review and act upon such records promptly, and, if necessary, inform the student that the District's ability to confirm or deny the application is contingent upon the District's receipt and review of such records. If the DPI allows the District to conditionally approve such an application subject to that contingency, the District may do so. Otherwise, such application may be held in abeyance until the relevant records are received, or, if necessary, the application may be denied.
4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the District's receipt of the application. In addition:
  - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, approval of an application may be contingent or subject to revocation.
  - b. To the extent that there is a delay in the District's receipt of any relevant records or information such that the District is unable to determine whether the criteria upon which the application was based apply to the student, the District will act upon such records/information promptly upon receipt and notify the applicant of its decision to approve or deny the application within five (5) days of making the determination.
  - ~~e. If the student is a student with a disability, the District shall normally make a determination whether the nonresident school district's estimate of relevant special education and services costs constitutes an undue financial burden on the District within 15 days after the District has received the relevant estimate. The District will notify the applicant of a denial relying on this criteria within five (5) days of making the determination.~~

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

118.13 (Pupil Discrimination Prohibited)

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

118.51 (Full-Time Open Enrollment)

118.52 (Course Options)

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

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

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

121.55 (Methods of Providing Transportation)

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

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

## TO REPLACE CURRENT POLICY LANGUAGE

### USE OF SCHOOL FACILITIES, GROUNDS, AND EQUIPMENT

#### Mission Statement

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

#### General Terms and Conditions

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

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

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

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

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

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

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

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

Requests for Use of School Facilities, Grounds, and Equipment

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

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

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

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

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

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

Equal Access Act

Boys Scouts of American Equal Access Act of 2001

**TO BE REPLACED WITH NEW LANGUAGE**

**USE OF SCHOOL FACILITIES**

**Mission Statement:**

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

**General Terms and Conditions:**

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

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

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

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

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

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

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

**Facility Use Schedulers:**

Scheduler contact information is available on the District web site: [www.ecsdnet.org](http://www.ecsdnet.org).

**Facility Use Guidelines:**

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



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

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

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

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

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

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

### **Supervision:**

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

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

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

### **Keys/Swipe Key:**

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

### **Maintenance:**

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

**Community Walkers:**

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

**Fee Schedule:**

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

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

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

## AUDITORIUMS

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

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

### Performing Arts Center Only

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

Equipment needs must be at least 48 hours in advance.

## **Labor Charges**

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

### For All Rentals

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

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

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

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

Approved: November 11, 2002  
Revised: August 11, 2003  
Revised: January 9, 2006  
Revised: December 11, 2013  
1<sup>st</sup> Reading: 11/18/15

830-Form

**FOR REMOVAL –  
FACILITY USE AGREEMENT**

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

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

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

**Group/Organization Information:**

Name of Group/Organization: \_\_\_\_\_

\*Contact Person: \_\_\_\_\_ Primary Phone: \_\_\_\_\_  
Secondary Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Activity/Building Information:**

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

Building Preference: \_\_\_\_\_ Room/Area Requested: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Number Anticipated: \_\_\_\_\_

Activity(s) Planned: \_\_\_\_\_

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

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

Custodial Needs? \_\_\_\_\_ None \_\_\_\_\_ Open & Close Only \_\_\_\_\_ Entire Event \_\_\_\_\_

**Use/Rental Agreement:**

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

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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

BACKGROUND CHECK INFORMATION FORM

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

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

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\_\_\_\_\_ SS#: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Waiver of Liability

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Revised: November 11, 2002

830-Form 1

Revised: August 11, 2003

Revised: October 11, 2004

Revised: December 11, 2013

1<sup>ST</sup> Reading: 11/18/15

### FOR REMOVAL

## KEY AND SWIPE KEY CHECKOUT FORM

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

                    Last                    First                    Middle Int.

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number (Daytime): \_\_\_\_\_ Evening: \_\_\_\_\_

Cell Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

\_\_\_\_\_ Date \_\_\_\_\_ Signature

Special Instructions:

\_\_\_\_\_

Any concerns we need to be aware of? \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

### PLEASE DO NOT WRITE BELOW THIS LINE

List all keys checked out and key numbers:

Door or area \_\_\_\_\_ Key number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I.D. from outside users: \_\_\_\_\_

Date Key Returned: \_\_\_\_\_ Signature of Building Principal: \_\_\_\_\_

Signature of Person Receiving the Form: \_\_\_\_\_

**FOR REMOVAL**

**EVANSVILLE SCHOOL DISTRICT  
REQUEST FOR KITCHEN USE**

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

Name of Organization \_\_\_\_\_

Contact in Charge \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Primary Secondary

Date \_\_\_\_\_

Hours of Event \_\_\_\_\_

**Please Check All That Apply:**

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

Date Approved/Not Approved \_\_\_\_\_

Staff Person is Required for use of the Kitchen

Name of Staff Person \_\_\_\_\_

Hours Used/Billed \_\_\_\_\_

Date

Food Service Director Signature \_\_\_\_\_

Date

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

Thank You!

## For Removal

### COMMUNITY SUPERVISOR & KEY HOLDERS

#### GOAL

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

#### AREA SUPERVISION

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

##### Grove Campus Community Complex

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

##### Levi Leonard Elementary School

- Library, parent resource room, and other areas.

##### Theodore Robinson Intermediate School

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

##### J.C. McKenna Middle School

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

##### High School

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

##### Outdoor Areas

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

#### EXPECTATIONS AND RESPONSIBILITIES

##### General Requirements

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

### Specific Responsibilities and Expectations

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

### Entry Key & Access Card Holders

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

### Inside Key Holders

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

Approved: May 13, 2013

152

Revised: November 12, 2014

Revised: June 24, 2015

Revised:

1<sup>st</sup> Reading: 10/28/15; 2<sup>nd</sup> Reading: 11/18/15

## 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/](http://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

Approved: July 8, 1985  
Revised: March 13, 2000  
1<sup>st</sup> Reading: 10/28/15; 2<sup>nd</sup> Reading: 11/18/15

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## RECRUITMENT AND APPOINTMENT OF ADMINISTRATORS

The District Administrator shall confer with the Evansville Community School District Board of Education on the selection process to be used in filling ~~administrator administrative team~~ vacancies. ~~Administrative team members~~ **Administrators** shall be appointed by the Board, upon recommendation of the district administrator. All ~~administrative team members~~ **administrators** appointed shall meet both state and local qualifications and display the ability to carry out the essential functions of the administrative position.

The Board shall set the salary and other compensation of ~~administrative team members~~ **administrators** for a specified contract period consistent with state law provisions. ~~Administrative team members~~ **Administrators** shall be notified of the Board's determination to renew or not to renew their contracts according to the timelines outlined in state law.

**Legal Ref.: Sections 19.36(7) Wisconsin Statutes (Limitations Upon Access and Withholding)**  
**66.0502 (Employee Residency Requirements Prohibited)**  
**Subchapter II of Chapters 111 (Fair Employment)**  
**118.19 (Teacher Certificates and Licenses)**  
**118.24 (School District Administrator)**  
**121.02(1)(a) (Method of Changing Number, Apportionment or Election of School Board Members)**  
**Wisconsin Administrative Code – PI 8.01(2)(a) and PI 34**  
**Americans With Disabilities Act**

**Local Ref.: Policy #222 - Administrator Contracts**  
**Policy #223 - Administrator Professional Development Opportunities**  
**Policy #223.1 - Guidelines for Attendance at Meetings, Workshops and Conventions**  
**Policy #230 - The Administrative Team**

~~Approved: July 8, 1985~~

222

Revised: December 9, 1991

Revised: November 12, 2001

Revised: 1<sup>st</sup> Reading: 10/28/15; 2<sup>nd</sup> Reading: 11/18/15

## ADMINISTRATOR CONTRACTS

The Evansville Community School District Board of Education shall enter into a written contract with all district administrators. The contracts shall establishing all terms and conditions of employment including, but not limited to, duties, compensation, and benefits. Such contracts shall be on file in the District Office.

The duties of the district administrators shall be detailed in job descriptions. The negotiated contracts shall align with the job descriptions.

Contract provisions pertaining to the renewal and/or nonrenewal of the district administrators' contracts shall follow Wisconsin statutory requirements.

Legal Ref.: Sections 115.415 Wisconsin Statutes (Educator Effectiveness)  
118.24 (School District Administrator)



Approved: July 8, 1985  
Revised: September 11, 2006  
Revised:  
1<sup>st</sup> Reading: 10/28/15; 2<sup>nd</sup> Reading: 11/18/15

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## ADMINISTRATOR PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Evansville Community School District Board of Education shall offer the administrators encouragement and assistance for professional development. The Board will encourage administrators to attend educational conferences, seminars, workshops and other professional meetings, visit other school systems and use other means to keep abreast of modern educational theories and practices. The district administrator shall notify the Board President of any professional meetings which would cause his/her absence from the District for more than three days. Other administrators will notify the district administrator of any professional development which could cause his/her absence from the District for more than three days.

Legal Ref.: Sections 118.24 Wisconsin Statutes (School District Administration)  
121.02(1)(b) (School District Standards)

**RECOMMENDATION TO REMOVE AS IS COVERED IN INDIVIDUAL  
CONTRACTS**

**GUIDELINES FOR ATTENDANCE AT MEETINGS, WORKSHOPS AND CONVENTIONS**

School administrators shall be permitted to attend professional meetings or workshops as approved by the District Administrator. The District Administrator shall be guided by the following when granting his/her approval:

1. Relevance and educational benefits.
2. Distance to and location of the workshop or meeting.
3. The number of meetings held per year.
4. Likely overall cost involved in each request, and total cost for the fiscal year.

The District Administrator is also permitted to attend workshops and meetings according to his/her discretion and criteria as listed above.

Convention Attendance

1. The District and School Administrators shall be permitted to attend conventions each year. They may elect not to attend due to time or budget constraints.
2. Administrators shall inform the business manager of length of convention, distance traveled, etc., in advance so that funding may be determined.
3. Administrators shall be encouraged to attend annual conferences that relate to their specific position, and annual conferences held by their specific professional organization for the purpose of professional growth.

Attendance at such conferences will be subject to the approval of the District Administrator and the availability of budgeted funds.

Revised: April 8, 2002

370

Revised: May 10, 2010

Revised: July 16, 2014

Revised:

1<sup>st</sup> Reading: 10/28/15; 2<sup>nd</sup> Reading: 11/18/15

## THE CO- AND EXTRA- CURRICULAR ACTIVITIES PROGRAM

The Evansville Community School District Board of Education encourages students to participate in the co- and extra- curricular activities program. Extra-curricular activities are defined as those activities which augment skills learned in school but do not extend from a specific course of study. Co-curricular activities are defined as those that are an extension of the classroom for the purpose of achieving excellence. The Board believes that the activities program promote social awareness, self-confidence, competitive spirit, and emotional development that are important aspects of a well-rounded education. Activities in the program are specified annually for each school in its handbook.

Activities in the program should be designed to give students an opportunity to develop their interests, attitudes and skills for future years without damaging their academic development. School clubs and societies shall be recognized as school organizations if they are authorized by the school administration, supervised by school personnel, composed completely of current student body members and hold the majority of meetings at school. All competitions should provide a healthful, enjoyable experience whereby the emotional, mental, social and physical development of our students can be fully achieved. Good citizenship and sportsmanship should always be of prime importance.

Resident students that do not meet full-time enrollment criteria in the District, in a valid home-based private educational program or a combination thereof, are not eligible to participate in District activities and organizations, except for activities that are extensions of regular classes in which they are enrolled.

Resident students enrolled full-time in a valid home-based private educational program as registered with the Wisconsin Department of Instruction are eligible to participate in District co- and extra-curricular activities. They must apply at the District Office, conform to state law, follow the same rules, and meet the same requirements on the same basis and to the same extent as full-time students.

Full-time nonresident public school open enrollment students are eligible to participate in all co- and extra- curricular student activities and organizations. Part-time nonresident open enrollment students will participate in their resident school district's activities and organizations, except for activities that are extensions of regular classes in which they are enrolled. Minimum eligibility requirements will be established for activities by the building principal with school board approval.

The following general guidelines shall be used for approving student co- and extra- curricular options:

1. All activities shall be under the direction of the building principal.
2. The activity is educationally sound, timely and worthy.

3. The activity contributes directly to the educational, civic, social, or ethical development of the students involved.
4. The total length of time of the activity and the scheduling of the activity is not so great as to impair the curricular achievement of the students involved.
5. The benefits of the activity are not obtainable within the regular school program.
6. Student athletes must comply with all rules and regulations established by the WIAA, and the District athletic code and the Board.

It shall be the responsibility of the administration to formulate at the outset of each school year as complete a master calendar of events as possible and to regularly update that calendar.

Legal Ref.: Sections 115.001 (3g) Wisconsin Statutes (Definition Home Based Private Educational Program)

118.13 (Pupil Discrimination Prohibited)

118.133 (Participation in Interscholastic Athletics and Extracurricular Activities)

118.15 (4) (Compulsory School Attendance)

118.165 (1) (Private Schools)

120.12(2)(23) (School Board Duties)

120.13(1) (School Board Powers)

120.44(2) (School Board Powers and Duties)

121.54(7) (Transportation by School Districts)

PI 9.03(1) of the Wisconsin Administrative Code

WIAA Senior High School Handbook

Local Ref.: Policy 411 – Equal Educational Opportunities

Policy #411.1 – Student Nondiscrimination/Harassment

Policy #371 – Co- and Extra- Curricular Participation

Policy #443.1 – Student Conduct and Dress

Student Handbooks

## DISTRIBUTION OF FLYERS, POSTERS, BROCHURES, AND OTHER NON-SCHOOL MATERIALS

The Evansville Community School District offers ~~non-profit~~ organizations the opportunity to provide students and parents/guardians information about activities that fit with the District's mission, vision, and beliefs. Information regarding community activities/programs that are for public school-age students will be posted to the District website and/or school buildings if:

1. Requests for the distribution of non-school-sponsored materials are submitted to the District Administrator or Building Principal who shall determine if the information should be distributed.
2. The person requesting to post the information on the District website must follow the procedure below.
3. The flyer, poster, brochure, or other non-school materials does not interfere with classroom instruction; and,
4. Organizations include one (1) of the following three (3) disclaimers on all printed materials:

Disclaimer #1 – this is not a school-sponsored activity and the Evansville Community School District (ECSD) does not provide support or endorsement of this program/activity. It has neither reviewed nor approved the program, personnel, or activities announced in this flyer/poster/brochure. Permission to distribute this material must not be considered a recommendation or endorsement by the District.

Disclaimer #2 – This activity is organized and solely sponsored by a recognized parent or community organization in support of the Evansville Community School District (ECSD) and not by the District itself. It is recognized that the intent of the activity is to ultimately support students and families served by the ECSD. Permission to distribute has been given by the District.

Disclaimer #3 – This activity is organized by an Evansville High School (EHS) 12<sup>th</sup> grader as part of his/her Senior Graduation Project. This project has been approved by an EHS advisor. Permission to distribute has been given by the District.

### Procedure

Information from outside organizations may be distributed to school buildings, to be disseminated in a designated area. The information may also be posted on the District website, only after approval from the District Administrator or Building Principal. The following procedures shall be used:

1. Materials must be sponsored by an organization that is non-commercial, non-sectarian, and non-political.
2. Materials must be age appropriate and not conflict with the instructional day.

3. Materials must be submitted to the District Administrator or Building Principal in one (1) of two (2) ways for approval:
  - a. Hard copy (must be clear so it can be scanned).
  - b. Electronically via email to the District Administrator or Building Principal.
4. The School Office will keep a copy on file and inform the requesting organization of such approval.
5. Electronic distribution: The materials will be posted on the District website.
6. Print distribution: the materials will be posted in a designated area near the school office.
7. District staff shall not to distribute non-school materials without the completed approval/notification process.
8. All submissions must include the following:
  - a. Copy of material (hardcopy or electronic).
  - b. Contact Information:
    - i. Organization's name.
    - ii. Contact person.
    - iii. Contact phone.
    - iv. Contact email.
  - c. Date material should start appearing on our website.
  - d. Date material should stop appearing on our website.
  - e. The posting period should not exceed one (1) month.
  - f. Approved submissions must be received no later than the 10<sup>th</sup> or 25<sup>th</sup> of each month.
9. Materials will be posted electronically two (2) times per month, the 15<sup>th</sup> and last day of the month.

Local Ref.: Policy #851 – Advertising in the Schools

**EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM OCTOBER 6, COMMITTEE MEETING**

#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Action		Date
					YES	NO	
1	Administrative Team	2 - Certified	Pg. 41, Section 3, 3.02, B - Evaluated to observed	Yes			
2	Administrative Team	2 - Certified	Pg. 41-42, Section 3, 3.02, E, 3 - Change date of when evaluations due in personnel file	Yes			
3	Jerry Roth	2 - Certified	Pg. 40, Section 1, 1.01 - Change Normal hours of work	Jerry removed			
4	Jerry Roth	2 - Certified	Pg. 46, Section 5, 5.03 - Change liquidated damages	Yes			
5	Doreen Treuden	2 - Certified	Pg. 50, Section 7, 7.02, #6 - Sick leave provisions	Yes			

**Clerical Items**

- Change throughout Handbook, Guidance Counselor to School Counselor (pg. 42, E)

October 6 proposed changes to committee  
10/14/2015





## Section 2

## PROFESSIONAL GROWTH

### 2.01 Requirement for Remaining Current

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction.

## Section 3

## CERTIFIED STAFF SUPERVISION AND EVALUATION

### 3.01 Evaluations

*Refer to Policies: 526.1 – Employee Evaluation*

*526.2 – Employee Remediation Procedure*

*526.2 Form – Plan of Remediation Form*

The primary purpose of evaluation is to provide continuous improvement in the quality of service required of each employee.

### 3.02 Procedures

*Refer to Policies: 526.1 – Employee Evaluation*

*526.2 – Employee Remediation Procedure*

*526.2 Form – Plan of Remediation Form*

- A. During the first three (3) weeks of the school year, building principals or district level administrators shall orient all new certified staff regarding evaluation and individual professional improvement and instruments to be used for the purpose of evaluation. The building principal or district level administrator shall counsel the certified staff concerning the proper performance of the assigned duties of the certified staff by both formal and informal observations and subsequent formal evaluation or individual professional improvement conference. The purpose of the orientation is to achieve mutual understanding of the system. No evaluation or improvement conference shall take place until the orientation has been completed.
- \* B. Newly hired certified staff shall be evaluated in the professional setting by the supervising administrator at least two (2) times during the first semester each year and at least one (1) time during the second semester each year.
- C. Evaluative and individual professional improvement criteria shall be established by the District Administrative Team with input from the employee group.
- D. All formal professional setting observations of the work performance of the certified staff member shall be conducted openly and within full knowledge of the certified staff member.

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

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

Employee/School Board Member Name: Administrative Team Members

Employee Handbook Part: Part 2 – Certified Staff

Employee Handbook Page/Section/Section #: Pg. 41-42, Section 3, 3.02, E. 3

Suggested Revision:

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

3.02, E. 3 - The certified staff member will sign the evaluation report certifying that the certified staff member has seen the report and discussed it with the building principal or district level administrator before the report is placed in the certified staff member's personnel file by ~~May-1<sup>st</sup>~~ **by the last day of school**. Certified staff are encouraged to respond to the evaluation in writing and this response shall accompany the evaluation report.

\*\*\*\*\*

### DISTRICT OFFICE USE ONLY

Form received: 9-14-15 RM

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

Cost Impact and Amount: 0

Legal Impact: n/a

E. Formal Evaluation - Formal evaluation means the building principal or district level administrator shall evaluate each employee in writing, using the approved instrument. Alternative evaluation forms for specific positions such as guidance counselor may be substituted or integrated by mutual consent of the certified staff member and administration. Alternative evaluation instruments will be available on-line or, if not available on-line, a copy will be provided to the certified staff member and employee group.

1. A conference regarding the evaluation report will be held between the certified staff member and building principal or district level administrator.
2. A copy of the typed evaluation report by the building principal or district level administrator shall be given to the certified staff member following the completion of the evaluation.
- \* 3. The certified staff member will sign the evaluation report certifying that the certified staff member has seen the report and discussed it with the building principal or district level administrator before the report is placed in the certified staff member's personnel file by May 1<sup>st</sup>. Certified staff are encouraged to respond to the evaluation in writing and this response shall accompany the evaluation report.
4. The building principal, district level administrator or appropriate supervisor shall provide the employee with assistance to improve the quality of job performance and to eliminate difficulties noted in the evaluation. When the formal evaluation instrument notes serious deficiencies and they are not corrected, the employee remediation procedure may be implemented.

F. Individual Professional Improvement

1. Individual professional improvement is an on-going process of defining, clarifying and gathering data to analyze the effectiveness of an individual in the overall educational program and to make him/her aware of personal strengths, weaknesses and the alternatives available in promoting professional growth and self-improvement.
2. The individual professional improvement conference between building principal and certified staff member shall be held during the school year if requested by the staff member, building principal, or district level administrator. Documentation of the discussion and conclusions shall be signed by the certified staff member and building principal or district level administrator and maintained in the building principal's or district level administrator's file.

G. Certified staff will be notified of all documentation placed in their personnel files. Certified staff have the right to review contents of their personnel file relating to performance evaluation and individual professional improvement, according to § 103.13, Wis. Stats.

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

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

Employee/School Board Member Name: Jerry Roth

Employee Handbook Part: Part 2 - Certified Staff

Employee Handbook Page/Section/Section #: Pg. 40, Section 1, 1.01

Suggested Revision:

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

1.01 Normal Hours of Work  
See attached

\*\*\*\*\*

### DISTRICT OFFICE USE ONLY

Form received: 9-14-15 *kw*

Mr. Roth withdrew this proposal,  
10-6-15

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

Cost Impact and Amount: Ø

Legal Impact: n/a

## Section 1 PROFESSIONAL HOURS/WORKDAY

### 1.01 Normal Hours of Work

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

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

## Board of Education Proposed Language

### – Certified Staff – Pg. 46, Section 5, 5.03 – Employee Resignation

Teachers who terminate a contract after having signed with the District shall be required to pay as liquidated damages and as a condition of release by the Board of Education, the following amounts: from July 1<sup>st</sup> through July 15<sup>th</sup>, ~~\$250.00~~ **\$750.00**; from July 16<sup>th</sup> through July 31<sup>st</sup>, ~~\$300.00~~ **\$1000.00**; from August 1<sup>st</sup> until the first day of school for students, ~~\$500.00~~ **\$1500.00**; and beginning with the first day of school for students and remainder of the school year, ~~\$1,000.00~~ **\$2000.00**. ~~Liquidated damages will be withheld from the employee's final paycheck(s).~~ **Liquidated damages must be paid prior to the resignation being submitted to the Board. Liquidated damages may be waived due to a retirement or extenuating circumstances.**

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

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

Employee/School Board Member Name: Jerry Roth

Employee Handbook Part: Part 2 – Certified Staff

Employee Handbook Page/Section/Section #: Pg. 46; Section 5, 5.03

Suggested Revision:

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

5.03 – Employee Resignation  
Teachers who terminate a contract after having signed with the District shall be required to pay as liquidated damages and as a condition of release by the Board of Education, the following amounts: from July 1<sup>st</sup> through July 15<sup>th</sup>, ~~\$250.00~~ **\$750.00**; from July 16<sup>th</sup> through July 31<sup>st</sup>, ~~\$300.00~~ **\$1000.00**; from August 1<sup>st</sup> until the first day of school for students, ~~\$500.00~~ **\$1500.00**; and beginning with the first day of school for students and remainder of the school year, ~~\$1,000.00~~ **\$2000.00**. ~~Liquidated damages will be withheld from the employee's final paycheck(s).~~ **Liquidated damages must be paid prior to the resignation being submitted to the Board.**

\*\*\*\*\*

### DISTRICT OFFICE USE ONLY

Form received: 9-16-15 km

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

Cost Impact and Amount: \_\_\_\_\_  $\phi$  \_\_\_\_\_

Legal Impact: n/a

E. Temporary Employees:

Employees who are hired for an entire school year to replace an employee on a leave shall be bargaining unit members. The District will explain to said temporary employees at the time of hiring that they will not have an expectation of employment beyond the current school year and will, therefore, be non-renewed.

**5.03 Employee Resignation**

Teachers who terminate a contract after having signed with the District shall be required to pay as liquidated damages and as a condition of release by the Board of Education, the following amounts: from July 1<sup>st</sup> through July 15<sup>th</sup>, \$250.00; from July 16<sup>th</sup> through July 31<sup>st</sup>, \$300.00; from August 1<sup>st</sup> until the first day of school for students, \$500.00, and beginning with the first day of school for students and remainder of the school year, \$1,000.00. Liquidated damages will be withheld from the employee's final paycheck(s).

**5.04 Certified Staff Absence and Substitutes**

When a regular teacher is to be absent from school and a substitute is needed, it is the responsibility of the teacher to enter their time off on Teachers On Call (T.O.C.) and to notify their principal and/or designee. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 a.m.

**5.05 Summer School Assignments**

*Refer to Policy 351 – Summer School*

The District will notify staff electronically that they may submit a proposal for summer school teaching.

Summer school teaching will be compensated at a rate determined by the Board.

**5.06 Extended Contracts**

Salaries for teachers employed for a period longer than the total days determined by the school calendar shall be pro-rated at their current salary per diem rate for each extra day.

**5.07 In-Service and Other Training**

*Refer to Policy 537 – Professional Development Opportunities*

**5.08 Substitute Teaching Assignments**

In cases where a substitute teacher is not available, the Administration will request volunteers from the teaching staff. If volunteers cannot be found, the substitute teaching position will be assigned by administration. A teacher who volunteers or is assigned to cover a class period will be paid at the BA, Step 1 Salary, computed on an hourly basis.

**5.09 Teacher Preparation Periods**

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

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



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

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

Employee/School Board Member Name: Doreen Treuden

Employee Handbook Part: Part 2 – Certified Staff

Employee Handbook Page/Section/Section #: Pg. 50; Section 7, 7.02, #6

Suggested Revision:

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

#6. In the case where an employee..... sick leave has been exhausted. The provisions stated in Part II, Section 7, number #13 of this handbook do not apply (they are exclusive to childrearing/maternity leave). If the teacher.....

#13 – All requests for unpaid leave must be approved by the District Administrator or his/her designee.

#13, not related, remove the sentence in #6 as is not pertinent.

\*\*\*\*\*

### DISTRICT OFFICE USE ONLY

Form received: 9-16-15 km

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

Cost Impact and Amount: ∅

Legal Impact: n/a

5

## Section 7

## INSURANCE AND LEAVE

### 7.01 Holidays

Teachers will receive the following three (3) holidays: Labor Day, Memorial Day and Thanksgiving.

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

*Refer to Policy 529.1 – Family & Medical Leave*

#### A. Sick/Personal/Business:

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

\*

#5

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

B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

C. Family and Medical Leave Act:

Leaves of absence involving a serious health condition of the employee or the employee's parent, child or spouse/domestic partner, as well as leaves attendant to the birth, adoption or foster care placement of a child, shall be granted consistent with the applicable provisions of state and federal Family and Medical Leave Act (FMLA) laws for employees who qualify for coverage under such laws. It will be the responsibility of the employee to notify Human Resources of the need for FMLA. Any teacher who has used all accumulated sick leave because of an extended illness shall be placed on an approved leave of absence, without pay, for the duration of the FMLA. During such approved leave of absence, the teacher shall retain all rights and

## **Evansville Community School District** **Administrative Contract**

IT IS HEREBY AGREED by and between the Board of Education of the Evansville Community School District (hereinafter designated as the "Board") and Mr. Jerry Roth (hereinafter designated as the "Administrator"), that the Board does hereby employ the Administrator in the position of District Administrator.

This contract shall cover a two year period to begin on July 1, 2016, and end on June 30, 2018. However, on July 1, 2017, and each July 1 thereafter, this contract may be extended for an additional one (1) year (July 1 - June 30) if on or before January 15, 2017, and each January 15 thereafter (if the contract has been extended), the Board advises the District Administrator, in writing, that the contract is to be extended at the end of the then current two-year term; except, the contract shall not be extended if the District Administrator declines such extension, in writing, delivered to the Board President on or before the January 31 immediately following receipt of the notice of extension. Any such extended contract shall be pursuant to the same terms and conditions, except as the parties may expressly agree otherwise, in writing and signed by both parties. The Board, in its sole discretion, and with or without cause, and with or without a hearing, may decline to extend this contract for an additional year, in which case the contract shall continue only for the term applicable (that is, the remaining portion of the current year and the remaining year of the term).

### **SALARY**

In consideration for the services rendered, the Board will pay the Administrator a salary of One Hundred Thirty Thousand Five Hundred Twenty-Nine Dollars (\$130,529.00) in year one. The salary and fringe benefits for year two will be at least equal to the salary and fringe benefits for year one. The salary shall be paid in twenty-four equal installments on the 10<sup>th</sup> and 25<sup>th</sup> of each month, less deductions required by federal and state law, or deductions authorized by the Administrator and permitted by Board policy.

### **SPECIAL PROVISIONS**

The Administrator and the Board agree that within 30 days of the issuance of a letter by the Board's legal counsel, advising the Board and the Administrator that one or more provisions in this Administrative Contract may subject the Board and/or the Evansville Community School District (District) to liability for penalties, fees, or excise tax payments, or the potential for same, under any provisions of the Patient Protection and Affordable Care Act ("PPACA") or the Health Care and Reconciliation Act ("Reconciliation Act"), or any regulations formulated pursuant to either such Act or otherwise, the parties will reopen this Administrative Contract for the purpose of renegotiating the contract to eliminate the potential liability for the Board and/or the District. If the Board and the Administrator are unable to reach agreement on new contract provisions within 90 days of the issuance of the letter by the Board's legal counsel, the parties agree that the Board may unilaterally modify the contract to address the potential liability. At that time, the Administrator may accept the modified contract or be released from the contract without penalty at the Administrator's option, without being subject to the liquidated damages penalty provided herein. The Administrator shall accept and sign the modified contract or notify the Board of the

decision to exercise the option to be released from the contract within fifteen days of the date the Board provides the Administrator with a written copy of the modified contract. The modified contract shall become effective on the date signed by the Administrator.

## **RESPONSIBILITIES**

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

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

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

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

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

## **INDIRECT COMPENSATION**

- a) Effective on July 1, 2012, the Administrator shall be advanced sixty (60) days of sick leave which can be used pursuant to the District's policy on sick leave usage. The Administrator shall not earn any additional sick leave days until the start of a sixth year of employment with the District, at which point the Administrator shall earn one (1) additional sick leave day per month, cumulative to a total of one hundred ten (110) days. If the Administrator leaves the employment of the District for any reason prior to completing five years of employment, the Administrator will not be compensated for any unused sick leave days and will reimburse the District for any sick leave days taken in excess of the number of days that would have been earned at the rate of one day per month. The Board may waive this reimbursement requirement at its discretion.

Each July 1 after the fifth year of employment, the twelve (12) sick days to be earned in the upcoming year will be credited to the Administrator's sick leave account. If this contract is terminated for any reason prior to June 30 of any year after the fifth year of employment, sick days for that year shall be prorated, and the Administrator's sick leave balance adjusted accordingly, and the Administrator shall reimburse the District for any sick days used but not earned. After the first year of employment, up to three (3) sick leave days may be used as personal days in each year of the contract.

- b) The Board shall pay the premiums for coverage under short-term and long-term disability income policies, and the Administrator acknowledges receipt of a copy of the current policies. The long term disability policy will provide coverage at 90% of the administrator's salary after 60 calendar days of disability. The short term disability plan will, contingent on approval of the underwriter, provide a weekly benefit of \$224 beginning on the first day for injury or the fourth day for illness. These terms are subject to change based on changes in the policy selected by the Board.
- c) The Administrator shall be entitled to twenty-five (25) days of vacation. Vacation time shall not be cumulative. With the prior written approval of the Board President, the Administrator may carry over a maximum of five (5) vacation days, which are not cumulative from year to year, if the Administrator is unable to utilize all earned vacation during the contract year. The Board President may approve up to ten (10) days of vacation carryover in special circumstances. The Administrator should attempt to utilize all vacation time during the contract year. The scheduling of the vacation time shall be in accordance with policies of the Board.
- d) In the event the Administrator resigns effective at the conclusion of the contract year and the full allotment of vacation days has not been used, the Administrator shall receive full reimbursement for unused days at the same salary rate as for the contract year in which they were earned. In the event this contract is terminated for any reason during a school year, the number of vacation days shall be prorated based upon the percentage of the year the contract was in effect. The Administrator shall reimburse the District for any vacation days used in excess of the prorated share, and the District shall compensate the Administrator for earned but unused vacation days. Such reimbursement by the Administrator, if any, shall be in addition to any Liquidated Damages due for breach of this contract.
- e) The Administrator shall be entitled to the following twelve (12) holidays: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, day after the Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, the working day before Christmas Eve, Christmas Eve, Christmas Day and the working day after Christmas Day. If New Year's Day, or Christmas Day fall on a weekend, the Administrator shall be entitled to time off on the following Monday.
- f) Authorized use of the Administrator's personal car in the conduct of business for the school district will be reimbursed at the current State rate.
- g) The Board shall pay 86 percent toward the premium for a policy of single or dependent coverage for health insurance selected by the Board.
- h) The Board shall pay 86 percent toward the premium for a policy of single or dependent coverage for dental insurance selected by the Board.
- i) The Board shall pay the full Employer's contribution to the Wisconsin Retirement System, as approved by the Employee Trust Fund Board. The Administrator shall pay the full Employee's contribution to the Wisconsin Retirement System, as approved by the Employee Trust Fund Board.

- j) The Board shall pay 100 percent toward the premium for a policy of term life, accidental death and dismemberment insurance selected by the Board. The benefit shall be equal to four times annual salary, contingent on approval of the underwriter.
- k) The Board shall allow up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. The term "immediate family" shall be construed to mean spouse, children, parents, grandparents, grandchildren, brothers and sisters, in-laws and members of household. Up to two (2) days of the above leave per year shall be allowed for individuals not listed above. If the Administrator has exhausted his funeral/bereavement leave, he may request in writing that the Board President approve use of up to five (5) sick days as needed for funeral/bereavement leave.
- l) The Board shall pay 100 percent of the professional dues for no more than 2 professional organization memberships, which shall be the Wisconsin Association of School District Administrators (WASDA) and the American Association of School Administrators (AASA).
- m) The Board may provide release time necessary for attendance of the Administrator at an annual national convention, on a rotating schedule with other Administrators of the District. The Administrator will be expected to share pertinent information with appropriate staff and other administrators. Approved convention housing, transportation to and from the convention and registration expenses for such meetings will be reimbursed by the Board up to \$ 2,500.00. In addition, the Board shall reimburse the Administrator for the legitimate expenses incurred and provide release time necessary for attendance at an annual professional state convention. The Administrator will advise the Board of the planned national and state convention attendance and obtain the approval of the Board prior to attendance. The Administrator will provide actual receipts for expenses incurred in attendance at national and state conventions.
- n) Meals will be reimbursed in accordance with current district policy.
- o) The District Administrator shall also request approval by the Board for attendance at other professional meetings of administrators where the anticipated expense to be reimbursed relating to the meeting will be more than \$200.00.
- p) The Board will provide tuition reimbursement equivalent to the state university graduate tuition rate up to a maximum of 6 credits every five years. Approval must be obtained before classes begin. Approval will be given for coursework relevant to the Administrator's current assignment or otherwise determined to be in the best interests of the District and shall be specified under special provisions.

### **RETIREMENT BENEFITS**

The Board shall permit the Administrator to participate in the District's 403(b) plan, subject to the rules and restrictions of the plan. The Administrator shall complete any necessary paperwork to participate in the plan. In addition, in lieu of any other post retirement health benefit or other retirement benefit, the Board shall annually contribute an amount into the District's 403(b) plan

on behalf of the Administrator. The contribution shall be made on June 30 for the contract year then ended. The amount of the annual contribution shall be \$4,500 in 2016-2017 and \$4,500 in 2017-2018.

### **TERMINATION BY MUTUAL CONSENT**

Upon mutual written agreement of the Board and the Administrator, this contract and the employment of the Administrator may be terminated without penalty or prejudice against either the Board or the Administrator. In this event, the Board shall pay the Administrator all remuneration and benefits accrued but unpaid during the period of employment immediately prior to such termination. If the Board does not vote to extend the District Administrator's contract on or before January 15th of any year, the District Administrator shall not be subject to the liquidated damages penalty described below. In this event, the District Administrator shall, upon written request to the Board, be released from this contract effective June 30th of that year and the District Administrator shall have no obligation to pay liquidated damages to the Board.

### **LIQUIDATED DAMAGES**

IT IS FURTHER AGREED by the parties hereto that, in the event Administrator breaches this contract by termination of services during the term hereof, the Board may choose to recover liquidated damages from the Administrator in the sum of One Thousand Five Hundred Dollars (\$1,500). If notice is provided prior to June 1 and the last day of employment is not during the school year, the Board may choose to reduce the amount. The above amounts are determined to be the reasonable liquidated damages which the parties, looking forward, reasonably anticipate will follow from such a breach and the Board may, at its option, demand to recover from the Administrator such amount of liquidated damages; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the school district expected from such a breach is not the exclusive remedy or right of the Board but is, rather, an alternative right and remedy which the Board may elect. Therefore, if the Board elects to accept the liquidated damages amount of One Thousand Five Hundred Dollars (\$1,500), the Board shall be precluded from seeking and recovering the actual amount of damages resulting from such a breach by the Administrator.

### **EVALUATIONS**

The Board shall provide the Administrator with a written evaluation at least once a year, per Board policy.

### **CONTRACT TERMINATION**

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

### **CONTRACT RENEWAL-NONRENEWAL**

Renewal and nonrenewal of this contract shall be governed by Wis. Stat., Sec. 118.24.



**INVALID PROVISIONS**

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

**PRIOR CONTRACTS SUPERCEDED**

This contract supersedes any prior contract between these parties. To the extent that any provisions of this contract differ from any prior contract between the parties, the provisions of this contract shall prevail.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mason Braunschweig  
President, Board of Education

\_\_\_\_\_  
Jerry Roth  
District Administrator

\_\_\_\_\_  
John Rasmussen  
Clerk, Board of Education

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

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Evansville, Wisconsin

MINUTES OF REGULAR MEETING

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, October 28, 2015, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Swanson, Busse, Rasmussen, Spanton Nelson, Hammann, Koenecke, and Braunschweig.

**APPROVE AGENDA**

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to approve the agenda as presented, except for item XII, Vote for Board Officers. Discussion. Motion failed, 2-5 (Swanson, Busse, Hamman, Koenecke, Braunschweig)(voice vote).

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

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

- Recognition of Board Members Swanson and Koenecke

**INFORMATION & DISCUSSION**

High School Principal, Mr. Everson, presented an update on the Alternative Education Program at the High School. Discussion.

K-12 Social Worker, Mr. Czerwonka, presented open enrollment data. Discussion. Ms. Swanson/Ms. Hammann presented recommendations for open enrollment. Discussion.

District Administrator, Mr. Roth, presented a draft timeline for filling two Board of Education member vacancies. Discussion. All agreed to change of timeline dates.

**BUDGET FINANCE**

PMA Securities, Inc., Consultant, Ms. Wiberg, presented three scenarios for Fund 39 Debt refinancing. Discussion. Consensus to move forward with the refinance and to add one year to the debt schedule.

Business Manager, Ms. Treuden, presented the 2015-2016 final budget. Discussion.

Ms. Treuden presented a proposed 2016-2017 budget process. Discussion. Process to be approved in December. Saturday, January 16, 2016, Board retreat will take place starting at 8:00 am.

Mr. Roth presented the third Friday attendance/open enrollment/home-schooled/JEDI/Alternative Education and 4K student reports. Discussion.

Ms. Treuden gave an update on the 2015-2016 breakfast program. Discussion.

Mr. Braunschweig gave an update on the Insurance Committee. Discussion.

Ms. Swanson gave an update on the Evansville Education Foundation (EEF). EEF will fund a Middle School request for some books, based on the literacy audit. Board needs to appoint a Representative to replace Ms. Swanson.

Mr. Roth shared Compensation Committees for Food Service and Custodians, began meetings in October. Discussion.

Budget Finance agenda for January 27, 2016, discussed.

### **BUSINESS (Action Items)**

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to approve the resignation of David Soddy, Middle School Girls Basketball Coach, effective October 7, 2015, and thanked him for his three years of service to the program. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Mr. Rasmussen, moved to approve the revised budgets as presented and the total tax levy including debt of \$8,936,405. Motion carried, 7-0 (roll call vote).

Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to approve the use of Fund Balance not to exceed \$428,658.24 for the 2015-2016 budget cycle. Motion carried, 7-0 (roll call vote).

Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to approve the use of up to \$428,658.24 of General Fund 10 balance to offset General Fund 10 budget expenses for the 2015-2016 budget cycle. Motion carried, 7-0 (roll call vote).

### **CONSENT (Action Items)**

Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to approve the consent agenda items: approval of policies; #447-Student Discipline: Detention, Suspension, and Expulsion; #447.1-Use of Physical Force or Restraint and Seclusion by Staff; #447.1 Form-Seclusion/Restraint Report; October 14 Regular Meeting Minutes; and the September Bills and Reconciliation, as presented. Motion carried, 7-0 (roll call vote).

### **POLICIES**

Ms. Hammann presented for a first reading, policies: #152, Employee Handbook; #221-Recruitment and Appointment of Administrators (Evaluation and Development of Administrators); #222-Administrator Contracts; #223-Administrator Professional Development Opportunities; #223.1-Guidelines for Attendance at Meetings, Workshops and Conventions; #370-The Co-and Extra-Curricular Activities Program; and #852-Distribution of Flyers, Posters, Brochures, and Other Non-School Materials. Discussion. Policies to come back for a second reading with suggested changes.

### **EMPLOYEE HANDBOOK COMMITTEE SUGGESTED CHANGES**

Ms. Koenecke presented for a first reading, #1-Part 2, Certified Staff, pg. 41, Section 3, 3.02, B – Evaluated to Observed; #2-Part 2, Certified Staff, pg. 41-42, Section 3, 3.02, E, 3 – Change Date of When Evaluations Are Due in Personnel Files; #3-Part 2, Certified Staff, pg. 40, Section 1, 1.01 – Change Normal Hours of Work (was withdrawn); #4-Part 2, Certified, pg. 46, Section 5, 5.03 – Change Liquidated Damages; #5-Part 2, Certified, pg. 50, Section 7, 7.02, #6 – Sick Leave Provisions; and Clerical Items. Discussion. #4 will come back with proposed Board language changes.

## **BOARD DEVELOPMENT**

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

Mr. Roth presented a timeline of building topics presentations for future Board meetings. Discussion.

Ms. Swanson asked all to think about attending the January Wisconsin Association of School Board Convention. Discussion.

Board Development agenda for January 27, 2016, meeting discussed.

## **FUTURE AGENDA**

November 18, 2015, Regular meeting agenda discussed.

## **VOTE FOR BOARD OFFICERS**

Ms. Swanson opened the floor for nominations of a President. Mr. Rasmussen nominated Mr. Busse, to serve as Board President. Ms. Spanton Nelson nominated Mr. Braunschweig, to serve as Board President. Ms. Swanson announced that the Board President would begin duties on November 1<sup>st</sup>. Nominations closed. Ms. Swanson announced that she and Ms. Koenecke were recusing themselves from voting. Vote: Mr. Busse, one vote and Mr. Braunschweig, four votes (paper ballots). Mr. Braunschweig elected as President effective November 1<sup>st</sup>.

Ms. Swanson opened the floor for nominations for Treasurer. Mr. Rasmussen nominated Ms. Spanton Nelson, to serve as Treasurer, beginning November 1<sup>st</sup>. Nominated closed. Request of paper ballot vote. Ms. Spanton Nelson received four votes and one abstained vote. Ms. Spanton Nelson elected as Treasurer effective November 1<sup>st</sup>.

## **BOARD REPRESENTATIVE REPLACEMENT ON NEGOTIATIONS COMMITTEE**

Ms. Swanson asked for a Board member to fill her spot on the Teachers Negotiations. Mr. Rasmussen volunteered to fill this spot.

## **FIVE MINUTE BREAK**

A five minute break taken.

## **EXECUTIVE SESSION**

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved to go into executive session, under Wisconsin State Statute 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, to discuss District Administrator evaluation. Discussion. Motion carried, 7-0 (roll call vote).

## **ADJOURN**

Meeting adjourned from executive session at 9:21 pm.

Submitted by Kelly Mosher, Deputy Clerk

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

Mason Braunschweig, President

Approved: 11/18/15

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: October 2015 Reconciliation  
Date: November 6, 2015

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – October                      \$ 122,665.41
- Check Register – October                                \$1,181,830.70

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
 BANK RECONCILIATION

FOR THE MONTH OF	Oct-15		
BALANCE PER BANK:		96,000.00	
OUTSTANDING CHECKS		-61,897.94	
LESS WRS POSTING		-127,114.38	
MMA ACCOUNT		1,636,034.02	
BALANCE PER BANK			1,543,021.70

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.	
FUND 10 General	151,011.47	821,496.60	972,508.07	
FUND 21 Donations	31,829.24	(1,459.55)	30,369.69	
FUND 27 Special Ed	(239,893.27)	(342,023.04)	-581,916.31	
FUND 38 Debt	18,040.79	(16,940.64)	1,100.15	
FUND 39 Debt	(168,092.23)	(346,973.75)	-515,065.98	
FUND 50 Food Service	(1,945.59)	1,937.65	-7.94	
FUND 99 Voc Ed/ESL/Grants	-	-	-	
MMA ACCOUNT		-	1,636,034.02	
BALANCE PER GENERAL LEDGER				1,543,021.70
		116,037.27		

DIFFERENCE 0.00

<u>Fd</u>	<u>T</u>	<u>Loc</u>	<u>Obj</u>	<u>Func</u>	<u>Prj</u>	<u>Func</u>	<u>Beginning</u>	<u>October 2015-16</u>	<u>Ending</u>
							<u>Balance</u>	<u>Monthly Activity</u>	<u>Balance</u>
10	A	000	000	711100	---	CASH ON DEPOSIT	-1,123,701.03	821,496.60	972,508.07
10	-	---	---	---	---	GENERAL FUND	-1,123,701.03	821,496.60	972,508.07
21	A	000	000	711100	---	CASH ON DEPOSIT	26,237.67	-1,459.55	30,369.69
21	-	---	---	---	---	GIFTS/DONATIONS	26,237.67	-1,459.55	30,369.69
27	A	000	000	711100	---	CASH ON DEPOSIT	13,232.79	-342,023.04	-581,916.31
27	-	---	---	---	---	SPECIAL EDUCATION FUND	13,232.79	-342,023.04	-581,916.31
38	A	000	000	711100	---	CASH ON DEPOSIT	18,040.79	-16,940.64	1,100.15
38	-	---	---	---	---	NON-REFERENDUM DEBT	18,040.79	-16,940.64	1,100.15
39	A	000	000	711100	---	CASH ON DEPOSIT	-168,092.23	-346,973.75	-515,065.98
39	-	---	---	---	---	REFERENDUM APPROVED DEBT SERVI	-168,092.23	-346,973.75	-515,065.98
50	A	000	000	711100	---	CASH ON DEPOSIT	14,594.20	1,937.65	-7.94
50	-	---	---	---	---	FOOD SERVICE	14,594.20	1,937.65	-7.94
<hr/>									
Grand Asset Totals							-1,219,687.81	116,037.27	-93,012.32

Number of Accounts: 6

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

Post Date	Func	Description	Amount
10/31/2015	DISTRICT WIDE	VOLLEYBALL VS. WHITEWATER 10/1/15	254.00
10/31/2015	DISTRICT WIDE	FACILITY USE - B LUNDE	150.00
10/31/2015	INDUSTRIAL ARTS	AUTO PARTS FROM SHOP	307.40
10/31/2015	SCHOOL BUILDING ADMINISTRATION	WORK PERMITS	70.00
10/31/2015	MUSIC	MS FIELD TRIP REIMBURSEMENT	54.00
10/31/2015	MUSIC	TRIS MUSIC REIMBURSEMENT-LARRY CC	71.99
10/31/2015	DISTRICT WIDE	RESTITUTION - GATH	150.00
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR OCT - R. COLE	193.84
10/31/2015	DISTRICT ADMINISTRATION	POLO SHIRT DONATIONS	70.00
10/31/2015	SCHOOL BUILDING ADMINISTRATION	MS CREDIT CARD REIMBURSEMENT	1267.57
10/31/2015	DISTRICT WIDE	FACILITY USE - CSA CHEER	15.00
10/31/2015	SCHOOL BUILDING ADMINISTRATION	TRIS CREDIT CARD REIMBURSEMENT	1129.15
10/31/2015	REGULAR CURRICULUM	LEVI CLASSROOM SNACK	535.00
10/31/2015	COMBINED COST REPORTING	M SWEBERG DENTAL	99.58
10/31/2015	REGULAR CURRICULUM	LEVI CLASSROOM SNACK	210.00
10/31/2015	REGULAR CURRICULUM	LEVI CLASSROOM SNACK	56.00
10/31/2015	DISTRICT WIDE	KIDS KORNER MEALS SEP INV 1007	457.50
10/31/2015	DISTRICT WIDE	FACILITY USE - KIDS KORNER FOR OCT NOV DEC	4017.00
10/31/2015	DISTRICT WIDE	FACILITY USE - M MAVES	15.00
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - K CROCKER - OCT	2769.20
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R FLAHERTY - OCT	2769.20
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - V ZHE - OCT	1178.24
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - B BERG - OCT	2381.52
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - S ERICKSON - OCT	2381.52
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - L HAVLIK - OCT	2469.20
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - P HAESE - OCT	1178.24
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - C BEEDLE - OCT	1178.24
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - H BEEDLE - OCT	589.12
10/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R COLE - OCT	2381.52
10/31/2015	DISTRICT WIDE	VOLLEYBALL VS. MONROE 10/13/15	349.00
10/31/2015	DISTRICT WIDE	VOLLEYBALL VS. MCFARLAND 10/8/15	207.00
10/31/2015	DISTRICT WIDE	FOOTBALL VS. BRODHEAD 10/9/15 GATE 1	1351.00
10/31/2015	DISTRICT WIDE	FOOTBALL VS. BRODHEAD 10/9/15 GATE 2	921.00
10/31/2015	SCHOOL BUILDING ADMINISTRATION	LEVI CREDIT CARD REIMBURSEMENT	68.43
10/31/2015	DISTRICT WIDE	FACILITY USE - D MESSLING	15.00
10/31/2015	DISTRICT WIDE	FACILITY USE - COMMUNITY CHURCH	120.00
10/31/2015	DISTRICT WIDE	FACILITY USE - M KRAUS	15.00
10/31/2015	SCHOOL BUILDING ADMINISTRATION	J SCHROEDER SCHOLARSHIP	3000.00
10/31/2015	INDUSTRIAL ARTS	A WIEMILLER CAR REPAIR REIMBURSEMENT	168.95
10/31/2015	REGULAR CURRICULUM	K KROHN HRS REIMBURSEMENT	5342.05
10/31/2015	POM PON	POMS COMPETITION REIMBURSEMENT	30.00
10/31/2015	INDUSTRIAL ARTS	J VOGEL CAR REPAIR REIMBURSEMENT	62.05
10/31/2015	OPERATION OF BUILDINGS	REIMBURSEMENT FOR APARTMENT FRIDGE	500.00
10/31/2015	INDUSTRIAL ARTS	T STREBER CAR REPAIR REIMBURSEMENT	59.92
10/31/2015	DISTRICT WIDE	VOLLEYBALL REGIONAL VS. JEFFERSON 10/20/15	777.00
10/31/2015	DISTRICT WIDE	SOCCER REGIONAL VS. MONROE 10/22/15	1027.00
10/31/2015	DISTRICT ADMINISTRATION	DO SODA	8.90
10/31/2015	DISTRICT ADMINISTRATION	DO COFFEE	23.00
10/31/2015	INFORMATION SERVICES	DO STAMPS	7.00
10/31/2015	DISTRICT ADMINISTRATION	AA MEETING PIZZA	20.00
10/31/2015	DISTRICT WIDE	FACILITY USE - D KLAHN	15.00
10/31/2015	FIELD TRIPS - CLASSROOM	HS FIELD TRIP REIMBURSEMENT	494.32
10/31/2015	SCHOOL BUILDING ADMINISTRATION	HS CREDIT CARD REIMBURSEMENT	2364.09



Post Date	Func	Description	Amount
10/31/2015	INFORMATION SERVICES	OPEN RECORDS REQUEST- MIDWEST SCHOLASTIC	10.00
10/31/2015	SCHOOL BUILDING ADMINISTRATION	T SCHMOLDT ROOM UPGRADE REIMBURSEMENT	40.00
10/31/2015	ACCOUNTS RECEIVABLE	MOBILE HOME FEES - TOWN OF UNION	2302.40
10/31/2015	DISTRICT WIDE	MANUFACTURED HOME TAX-MAGNOLIA	365.43
10/31/2015	DISTRICT WIDE	FACILITY USE - KIDS CLUB SUMMER RENT	291.46
10/31/2015	REGULAR CURRICULUM	CLASSROOM SUPPLIES	42.00
10/31/2015	TERMINATION OF BENEFITS	EBC - COBRA DENTAL - FLAHERTY	166.56
10/31/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL - PFAFF CUFAUDE ANDREW	2562.98
10/31/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL HRA - PFAFF ANDREW CUFAUDE	480.00
10/31/2015	DISTRICT WIDE	RECYCLE SCRAP METAL	23.85
10/31/2015	DISTRICT WIDE	RESTITUTION - S REPLOGLE	1100.00
10/31/2015	ACCOUNTS RECEIVABLE	CESA 5 TITLE III REIMBURSEMENT	429.29
10/31/2015	DISTRICT WIDE	LEVEL 1 FOOTBALL VS. PEWAUKEE GATE 1 10/23/15	1104.00
10/31/2015	DISTRICT WIDE	LEVEL 1 FOOTBALL VS. PEWAUKEE GATE 2 10/23/15	1723.00
10/31/2015	PETTY CASH	PETTY CASH FROM HIGH SCHOOL	400.00
10/31/2015	DISTRICT WIDE	STUDENT FEES	690.50
10/31/2015	OTHER DEP LIFE INS PAYABLE	LIFE INS - B BENNETT	1.10
10/31/2015	OTHER DEP LIFE INS PAYABLE	LIFE INS - J CHAPIN	24.04
10/31/2015	DISTRICT WIDE	FACILITY USE - T CAMPBELL	280.00
10/31/2015	INDUSTRIAL ARTS	M STANO CAR REPAIR REIMBURSEMENT	32.99
10/31/2015	INDUSTRIAL ARTS	ROSONKE CAR REPAIR REIMBURSEMENT	176.00
10/31/2015	DISTRICT WIDE	FACILITY USE - T HOLMAN	15.00
10/31/2015	DISTRICT ADMINISTRATION	POLO SHIRT DONATIONS	50.00
10/31/2015	DISTRICT WIDE	KID CONNECTION - FACILITY USE FOR NOV	291.46
10/31/2015	SCHOOL BUILDING ADMINISTRATION	MS CREDIT CARD REIMBURSEMENT	4383.55
10/31/2015	DISTRICT WIDE	FACILITY USE - A TOMLIN	15.00
10/31/2015	DISTRICT WIDE	FORWARD HEALTH - MEDICAID FOR COPIES	26.00
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1043.00
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	600.00
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	774.75
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1222.45
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1047.00
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	750.35
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	887.50
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	2184.85
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1317.35
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1445.00
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	935.00
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	795.40
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	788.25
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1220.00
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	947.50
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	985.00
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	841.95
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1007.00
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1800.50
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	980.00
10/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	958.50
10/31/2015	DISTRICT WIDE	VENDING	117.95
10/31/2015	DISTRICT WIDE	VENDING	82.00
10/31/2015	DISTRICT WIDE	VENDING	77.45
10/31/2015	DISTRICT WIDE	VENDING	95.00
10/31/2015	DISTRICT WIDE	E-FUNDS STUDENT FEES	135.50

Post Date	Func	Description	Amount
10/31/2015	OTHER DEPOSITS PAYABLE	E-FUNDS MEAL PAYMENTS	17495.80
10/31/2015	DISTRICT WIDE	INTEREST	890.73
10/31/2015	DISTRICT WIDE	INTEREST EARNED ON 2014 SHORT TERM BORROWING	122.14
10/31/2015	DISTRICT WIDE	STATE SCHOOL LUNCH AID	18746.14
		Total for Cash Receipts	122665.41

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10/01/2015	78804	R	DEAN HEALTH PLANS	197,614.77
10/01/2015	78806	R	DELTA DENTAL OF WISCONSIN	29,184.89
10/01/2015	78807	R	DELTAVISION	733.77
10/01/2015	78809	R	SUN LIFE FINANCIAL	3,070.47
10/01/2015	78810	R	WEA INSURANCE TRUST	4,859.27
10/05/2015	78812	R	DAVE'S ACE HARDWARE	284.24
10/05/2015	78814	R	AMERICAN CHEMICAL SOCIETY	165.15
10/05/2015	78815	R	AMERICAN IND STEEL & SUPPLY	168.20
10/05/2015	78816	R	ANSAY & ASSOCIATES	19,704.00
10/05/2015	78817	R	BE PUBLISHING	1,365.09
10/05/2015	78818	R	BERNDT, DAVE	60.00
10/05/2015	78819	R	BJ ELECTRIC SUPPLY INC.	124.61
10/05/2015	78820	R	BLOCK IRON & SUPPLY CO. INC	315.00
10/05/2015	78821	R	BRIGHTSTAR CARE	3,275.00
10/05/2015	78822	R	CESA 6	15,878.00
10/05/2015	78823	R	CESA 8	39.27
10/05/2015	78824	R	COLLINS, GINA	26.64
10/05/2015	78825	R	COMMUNICATIONS ENGINEERING CO.	168.61
10/05/2015	78826	R	COPELAND, JACK	9.50
10/05/2015	78827	R	CRM	1,665.00
10/05/2015	78828	R	D & J SCALE SERVICE	135.00
10/05/2015	78829	R	DEMCO	237.80
10/05/2015	78830	R	DISCOUNT MAGAZINE SUB SERVICE	1,134.93
10/05/2015	78831	R	DISCOUNT SCHOOL SUPPLY	1,092.68
10/05/2015	78832	R	E & D WATER WORKS INC	11.00
10/05/2015	78833	R	EARLY CHILDHOOD MANUFACTURERS	446.99
10/05/2015	78834	R	EDUBLOGS/INCSUB, LLC	39.95
10/05/2015	78835	R	EVANSVILLE HIGH SCHOOL	56.45
10/05/2015	78836	R	EVANSVILLE TIRE CENTER	220.99
10/05/2015	78837	R	FIDELITEC LLC	248.00
10/05/2015	78838	R	FLINN SCIENTIFIC INC	876.09
10/05/2015	78839	R	FOLLETT SCHOOL SOLUTIONS, INC.	630.00
10/05/2015	78840	R	FULLERTON, JOHN	90.00
10/05/2015	78841	R	GOLZ ELECTRIC	3,234.01
10/05/2015	78842	R	GOOD GRIEF PRINTING	624.04
10/05/2015	78843	R	GOODHEART-WILLCOX PUBLISHER	24.28
10/05/2015	78844	R	HANDWRITING WITHOUT TEARS	1,101.10
10/05/2015	78845	R	HANSON ELECTRONICS	349.99
10/05/2015	78846	R	HARRIS, JOHN	90.00
10/05/2015	78847	R	HEARTLAND BUSINESS SYSTEMS	383,131.38
10/05/2015	78848	R	HOMAN, RANDALL	60.00
10/05/2015	78850	R	J.W. PEPPER & SON INC	1,146.31
10/05/2015	78851	R	JANESVILLE GAZETTE	673.13
10/05/2015	78852	R	LAKESHORE LEARNING MATERIALS	350.87
10/05/2015	78853	R	LAMINATION DEPOT INC	106.91
10/05/2015	78854	R	MANSKY, EDWARD	60.00
10/05/2015	78855	R	MANSKY, RYAN	60.00
10/05/2015	78856	R	MASON, CRAIG	300.00
10/05/2015	78857	R	MCFARLAND HIGH SCHOOL	180.00
10/05/2015	78858	R	MCMILLEN, RICHARD	60.00
10/05/2015	78859	R	PENWORTHY/MEDIA SOURCE	2,045.87
10/05/2015	78860	R	MILWAUKEE INSULATION	132,854.96
10/05/2015	78861	R	NATIONAL GEOGRAPHIC EXPLORER	495.00
10/05/2015	78862	R	NELSON-YOUNG LUMBER COMPANY	365.63
10/05/2015	78863	R	NETZEL, KYLE	90.00
10/05/2015	78865	R	OFFICE DEPOT	765.34

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10/05/2015	78866	R	OFFICE PRO	1,528.00
10/05/2015	78867	R	PEARSON, CLINICAL ASSESSMENT	651.95
10/05/2015	78869	R	PIGGLY WIGGLY	528.00
10/05/2015	78870	R	PLANK ROAD PUBLISHING INC	332.42
10/05/2015	78871	R	POWER OF THE WINDS PUB. LLC	35.00
10/05/2015	78872	R	PROQUEST LLC	1,406.50
10/05/2015	78873	R	R&K & SONS CONSTRUCTION LLC	1,750.00
10/05/2015	78874	R	REALLY GOOD STUFF	219.86
10/05/2015	78875	R	RILEY, RICHARD	60.00
10/05/2015	78876	R	RINGHAND BROTHERS INC	68,620.87
10/05/2015	78877	R	SAN A CARE INC	1,717.26
10/05/2015	78878	R	SARBACKER, ALBERT	48.00
10/05/2015	78879	R	SCHENCK, BOB	96.00
10/05/2015	78880	R	SCHOOL DATEBOOKS INC	1,266.33
10/05/2015	78881	R	SHOEMAKER, BRENDON	60.00
10/05/2015	78882	R	SUZUKI MUSIC	295.90
10/05/2015	78883	R	TEACHER-WRITTEN EDUWARE LLC	114.75
10/05/2015	78884	R	THE COMPUTER SUPPLY PEOPLE	85.20
10/05/2015	78885	R	THE OMNI GROUP	88.50
10/05/2015	78886	R	TEACHERS ON CALL	5,439.42
10/05/2015	78887	R	TREETOP PUBLISHING	289.58
10/05/2015	78888	R	TRUGREEN	1,050.00
10/05/2015	78889	R	UPS	5.84
10/05/2015	78890	R	US GAMES	447.00
10/05/2015	78891	R	VANDE VOORT, DAVID	60.00
10/05/2015	78892	R	WARD-BRODT MUSIC MALL	342.38
10/05/2015	78893	R	WARD'S SCIENCE	153.70
10/05/2015	78894	R	WATG	985.00
10/05/2015	78895	R	WEBIT	55.00
10/05/2015	78896	R	WEGNER CPA'S LLP	12,000.00
10/05/2015	78898	R	WELDERS SUPPLY COMPANY	773.35
10/05/2015	78899	R	WENGER CORPORATION	140.00
10/05/2015	78900	R	WEST MUSIC	314.80
10/09/2015	78901	R	CASH	400.00
10/09/2015	78901	R	CASH	400.00
10/09/2015	78902	R	AMERICOLLECT INC.	76.89
10/09/2015	78903	R	AMERIPRISE FINANCIAL SERVICES	370.00
10/09/2015	78904	R	FIDUCIARY TRUST INTERNATIONAL	1,249.00
10/09/2015	78905	R	KOHN LAW FIRM S.C.	184.99
10/09/2015	78906	R	METLIFE	75.00
10/09/2015	78907	R	MG TRUST COMPANY	750.00
10/09/2015	78908	R	SBG-VAA	30.00
10/16/2015	78910	R	DAVE'S ACE HARDWARE	558.93
10/16/2015	78911	R	ALL 'N ONE	214.27
10/16/2015	78912	R	ANDERSON, JHAYSON	150.00
10/16/2015	78913	R	ASSOCIATED FINANCIAL GROUP	887.00
10/16/2015	78914	R	AT & T	433.32
10/16/2015	78915	R	BALGORD, GARY	90.00
10/16/2015	78916	R	BANKER, NADY	90.00
10/16/2015	78917	R	BATTERIES PLUS	613.98
10/16/2015	78918	R	BOTHUN, DANIEL	48.00
10/16/2015	78919	R	BOUZIANE, ROBERT	60.00
10/16/2015	78920	R	BRIGHTSTAR CARE	2,212.50
10/16/2015	78921	R	BRODHEAD SCHOOL DISTRICT	364.80
10/16/2015	78922	R	BUECHNER, BRENT	48.00
10/16/2015	78923	R	CESA 6	1,628.00

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10/16/2015	78924	R	CHARTER COMMUNICATIONS	1,887.82
10/16/2015	78925	R	CRM	1,692.09
10/16/2015	78926	R	CUMMINS NPOWER LLC	509.00
10/16/2015	78927	R	DARVISH, MAHMOOD	60.00
10/16/2015	78928	R	DISCOUNT SCHOOL SUPPLY	1,876.59
10/16/2015	78929	R	DPI BUSINESS OFFICE	180.00
10/16/2015	78930	R	E & D WATER WORKS INC	60.50
10/16/2015	78931	R	ENVIRONMENTAL MANAGEMENT CON	176.00
10/16/2015	78932	R	EQUAL RIGHTS DIVISION	52.50
10/16/2015	78933	R	FERRERA, DOMINIC	90.00
10/16/2015	78934	R	FLATWORK DESIGN	3,610.00
10/16/2015	78935	R	FLINN SCIENTIFIC INC	13.50
10/16/2015	78936	R	FOLLETT SCHOOL SOLUTIONS, INC.	1,735.57
10/16/2015	78937	R	GOLZ ELECTRIC	100.00
10/16/2015	78938	R	GOOD GRIEF PRINTING	3,312.50
10/16/2015	78939	R	GRAINGER PARTS	238.76
10/16/2015	78940	R	HALLETT, ZACHARY	150.00
10/16/2015	78941	R	HUTCHINSON, JAMES	90.00
10/16/2015	78942	R	J.W. PEPPER & SON INC	3.80
10/16/2015	78943	R	JASS, DAVE	90.00
10/16/2015	78944	R	J.C. MCKENNA MIDDLE SCHOOL	500.00
10/16/2015	78945	R	JOHNSON, DENNIS	60.00
10/16/2015	78946	R	KAMMERER, BRIAN	50.00
10/16/2015	78947	R	KNOVATION, INC	1,095.00
10/16/2015	78948	R	KUGLITSCH, JEFF	90.00
10/16/2015	78949	R	LIBRARIANS' BOOK EXPRESS	1,014.50
10/16/2015	78950	R	MC GOWAN, LARRY	60.00
10/16/2015	78951	R	MCGOWAN, ROBERT	60.00
10/16/2015	78952	R	MENARDS	58.36
10/16/2015	78953	R	MIDAMERICA BOOKS	713.57
10/16/2015	78954	R	NCS PEARSON INC	291.50
10/16/2015	78955	R	NELCO	269.00
10/16/2015	78956	R	NETZEL, KYLE	90.00
10/16/2015	78957	R	NOODLETOOLS, INC.	264.00
10/16/2015	78958	R	OCCUPATIONAL HEALTH CENTERS	345.00
10/16/2015	78959	R	OFFICE DEPOT	1.96
10/16/2015	78960	R	PIONEER MANUFACTURING COMPANY	1,366.90
10/16/2015	78961	R	POPP'S WELDING	140.00
10/16/2015	78962	R	POSTAL CONNECTIONS	195.00
10/16/2015	78963	R	RHYME BUSINESS PRODUCTS	4,786.20
10/16/2015	78964	R	WILLIAM ROBERTS	90.00
10/16/2015	78965	R	SAN A CARE INC	5,639.49
10/16/2015	78966	R	SCHINDLER ELEVATOR CORP.	258.75
10/16/2015	78967	R	SCHENCK, BOB	96.00
10/16/2015	78968	R	SCHOOL SPECIALTY	5,572.35
10/16/2015	78969	R	SCHROEDER, JACOB	3,000.00
10/16/2015	78970	R	DAVID SCHWANKE	90.00
10/16/2015	78971	R	SHOEMAKER, BRENDON	90.00
10/16/2015	78972	R	SOUTHERN WISCONSIN ROOFING	487.00
10/16/2015	78973	R	SPRINGSHARE, LLC	498.00
10/16/2015	78974	R	STEINER, GARY	60.00
10/16/2015	78975	R	TABEI, ALI	90.00
10/16/2015	78976	R	TEACHERS ON CALL	15,006.33
10/16/2015	78977	R	TRUGREEN	2,550.00
10/16/2015	78978	R	WI EDUC MEDIA AND TECHNOLOGY A	15.00
10/16/2015	78979	R	WICPA	50.00

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
10/16/2015	78980	R	WILS	1,406.50
10/20/2015	78981	R	BENANI, HASSAN	87.50
10/20/2015	78982	R	BENSON, CURTIS	70.00
10/20/2015	78983	R	DORMAN, JOHN	106.90
10/20/2015	78984	R	FAOUZI, ABDUL	80.20
10/20/2015	78985	R	FASSIL, CHAFIK	89.20
10/20/2015	78986	R	MANKE, DAVID	65.00
10/20/2015	78987	R	MCNALL, MARK	70.00
10/20/2015	78988	R	DARYL SCHULTZ	70.00
10/20/2015	78989	R	WARREN, MIKE	70.00
10/20/2015	78990	R	ZASTOUPIL, JOHN	84.44
10/23/2015	78997	R	AMERIPRISE FINANCIAL SERVICES	370.00
10/23/2015	78998	R	FIDUCIARY TRUST INTERNATIONAL	1,249.00
10/23/2015	78999	R	KOHN LAW FIRM S.C.	172.38
10/23/2015	79000	R	METLIFE	75.00
10/23/2015	79001	R	MG TRUST COMPANY	750.00
10/23/2015	79002	R	SBG-VAA	30.00
10/23/2015	79022	R	ACCELERATIONS EDUCATIONAL SOFT	99.00
10/23/2015	79023	R	ADVANCED DISPOSAL	1,377.59
10/23/2015	79024	R	ARACH, AHMED	90.00
10/23/2015	79025	R	BATTERIES PLUS	299.85
10/23/2015	79026	R	BRIGHTSTAR CARE	775.00
10/23/2015	79027	R	CASH	874.14
10/23/2015	79028	R	CHERNEY, JEROME	60.00
10/23/2015	79029	R	CITY OF EVANSVILLE	263.92
10/23/2015	79030	R	CPI	150.00
10/23/2015	79031	R	CRM	257.95
10/23/2015	79032	R	DAMMEN, LEE	100.00
10/23/2015	79033	R	DEMCO	35.89
10/23/2015	79034	R	DURAN, ROBERTO	100.00
10/23/2015	79035	R	EMPLOYEE BENEFITS CORPORATION	506.25
10/23/2015	79036	R	EVANSVILLE REVIEW	980.00
10/23/2015	79037	R	FIDELITEC LLC	60.00
10/23/2015	79038	R	FISHER SCIENTIFIC	259.90
10/23/2015	79039	R	GOLZ ELECTRIC	352.98
10/23/2015	79040	R	GRAINGER PARTS	201.62
10/23/2015	79041	R	J.W. PEPPER & SON INC	119.99
10/23/2015	79042	R	MANKE, DAVID	90.00
10/23/2015	79043	R	MENARDS	15.36
10/23/2015	79044	R	NETZEL, KYLE	40.00
10/23/2015	79045	R	PIONEER MANUFACTURING COMPANY	3,210.00
10/23/2015	79046	R	RHYME BUSINESS PRODUCTS	3,076.71
10/23/2015	79047	R	ROGNSTAD, JAMES	19.95
10/23/2015	79048	R	SAN A CARE INC	1,745.24
10/23/2015	79049	R	SCANTRON CORPORATION	506.51
10/23/2015	79050	R	TAHER	38,292.20
10/23/2015	79051	R	TRUESDALE, JOHN	90.00
10/23/2015	79052	R	UPS	4.30
10/23/2015	79053	R	WAUNAKEE COMM SCHOOL DISTRICT	315.00
10/23/2015	79054	R	WELDERS SUPPLY COMPANY	173.80
10/23/2015	79055	R	WISCONSIN STATE JOURNAL	104.00
10/23/2015	79056	R	ZASTOUPIL, JOHN	90.00
10/29/2015	79057	R	ABUNDANT LIFE CHRISTIAN SCHOOL	125.00
10/29/2015	79058	R	BATTERIES PLUS	28.35
10/29/2015	79059	R	BRIGHTSTAR CARE	600.00
10/29/2015	79060	R	CESA 8	80.26

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
10/29/2015	79061	R	CRM	196.98
10/29/2015	79062	R	DAHMAN, RANDALL	115.50
10/29/2015	79063	R	GOLZ ELECTRIC	430.40
10/29/2015	79064	R	GREATER DANE COUNTY ADVANCED L	440.00
10/29/2015	79065	R	J.W. PEPPER & SON INC	1,111.04
10/29/2015	79066	R	MENARDS	250.66
10/29/2015	79067	R	MERCY HEALTH SYSTEM, MBC	850.00
10/29/2015	79068	R	MJ LAVERY & SONS MASONRY CONST	2,421.98
10/29/2015	79069	R	OFFICE DEPOT	189.99
10/29/2015	79070	R	PIGGLY WIGGLY	80.00
10/29/2015	79071	R	PRITCHARD, TEAGUE	75.00
10/29/2015	79072	R	SIMPLOT, WARREN	75.65
10/29/2015	79073	R	SOUTHERN WISCONSIN ROOFING	478.00
10/29/2015	79074	R	UW-STOUT	300.00
10/29/2015	2016005	M	EVANSVILLE WATER & LIGHT DEPT	39,601.77
10/29/2015	2016006	M	U.S. CELLULAR	229.58
10/05/2015	151600095	A	BADGER SPORTING GOODS CO., INC	206.50
10/05/2015	151600096	A	BADGER WATER LLC	113.55
10/05/2015	151600097	A	BRUMMOND, NANCY	9.50
10/05/2015	151600098	A	BUSSE, ERIC	96.00
10/05/2015	151600099	A	CAROLINA BIOLOGICAL SUPPLY CO.	191.39
10/05/2015	151600100	A	CESA #2	42,107.00
10/05/2015	151600101	A	CZERWONKA, MIKE	123.66
10/05/2015	151600102	A	DEAVER, BRITTANY	15.27
10/05/2015	151600103	A	DEMROW, KATELYN	9.00
10/05/2015	151600104	A	DOBBS, JOANIE	45.36
10/05/2015	151600105	A	EVERSON, SCOTT	700.00
10/05/2015	151600106	A	FETTIG, SHARI	35.22
10/05/2015	151600107	A	FRITZ, DEBRA	45.00
10/05/2015	151600108	A	HEINEMANN	195.25
10/05/2015	151600109	A	HEISSNER, TAMMY	66.60
10/05/2015	151600110	A	KATZENBERGER, JANESSA	78.15
10/05/2015	151600111	A	LARSON, DARRELL	96.00
10/05/2015	151600112	A	MOHNS, JENNIFER	150.00
10/05/2015	151600113	A	MUMM, JOANN	19.99
10/05/2015	151600117	A	NASCO	4,341.86
10/05/2015	151600118	A	NICHOLSON, CHRIS	96.00
10/05/2015	151600119	A	PAPENDTECK, SANDRA	68.91
10/05/2015	151600120	A	PRO-ED	46.15
10/05/2015	151600121	A	RHYME BUSINESS PRODUCTS	124.00
10/05/2015	151600122	A	RIEL, TONY	172.78
10/05/2015	151600123	A	RUNKLE, JENNY	86.17
10/05/2015	151600124	A	SCHOLASTIC INC	1,563.25
10/05/2015	151600125	A	SCHWARTZ, MARK	138.00
10/05/2015	151600126	A	SIGNARAMA	225.00
10/05/2015	151600127	A	SOFTWARE & SERVICE USER GROUP	95.00
10/05/2015	151600128	A	VIKEN, PENNY	110.85
10/05/2015	151600129	A	WAHL, CARRIE	64.29
10/05/2015	151600130	A	WE ENERGIES	1,580.96
10/05/2015	151600131	A	WISCONSIN SCHOOL MUSIC ASSOCIA	305.00
10/16/2015	151600132	A	AIRGAS USA LLC DBA ENCOMPASS	228.74
10/16/2015	151600133	A	BOARDMAN & CLARK LLP	2,802.50
10/16/2015	151600134	A	BUSSE, ERIC	96.00
10/16/2015	151600135	A	CZERWONKA, MIKE	44.96
10/16/2015	151600136	A	EBSCO	618.23
10/16/2015	151600137	A	FIRST SUPPLY LLC - MADISON	26.64

CHECK DATE	CHECK CHE NUMBER TYP	VENDOR	AMOUNT
10/16/2015	151600138 A	HUMBERG, CHRISTINE	49.93
10/16/2015	151600139 A	KATZENBERGER, JANESSA	22.20
10/16/2015	151600140 A	KATZENMEYER, JENNY	50.00
10/16/2015	151600141 A	KROHN, KIARA	38.85
10/16/2015	151600142 A	KVALHEIM, JAMES	155.83
10/16/2015	151600144 A	LANDMARK SERVICES COOPERATIVE	6,829.82
10/16/2015	151600145 A	LARSON, DARRELL	144.00
10/16/2015	151600146 A	MESDJIAN, RAFFI	60.00
10/16/2015	151600147 A	MILLER, DEBORAH	155.00
10/16/2015	151600148 A	NICHOLSON, CHRIS	96.00
10/16/2015	151600149 A	NORTH AMERICAN MECHANICAL INC	3,192.43
10/16/2015	151600150 A	PROFESSIONAL PEST CONTROL	195.00
10/16/2015	151600151 A	PROQUEST LLC	1,265.00
10/16/2015	151600152 A	RHYME BUSINESS PRODUCTS	98.00
10/16/2015	151600153 A	RIEL, TONY	50.00
10/16/2015	151600154 A	VAN LEUVEN M.D., CATHERINE	3,000.00
10/16/2015	151600155 A	VOCABULARY SPELLING CITY	280.00
10/23/2015	151600156 A	AIRGAS USA LLC DBA ENCOMPASS	93.24
10/23/2015	151600157 A	COLLINS, GINA	102.12
10/23/2015	151600158 A	DOBBS, JOANIE	116.42
10/23/2015	151600159 A	FETTIG, SHARI	23.02
10/23/2015	151600160 A	FRANKSON, DAVID	50.00
10/23/2015	151600161 A	GARD, LINDA	83.25
10/23/2015	151600162 A	GRANSEE, KELLEY	79.26
10/23/2015	151600163 A	HALLMAN LINDSAY	35.00
10/23/2015	151600164 A	HELLENBRAND INC	173.25
10/23/2015	151600165 A	KATZENMEYER, JENNY	100.00
10/23/2015	151600166 A	MOSHER, KELLY	98.80
10/23/2015	151600167 A	NASCO	805.75
10/23/2015	151600168 A	NORTH AMERICAN MECHANICAL INC	7,748.39
10/23/2015	151600169 A	SCHMIDMAN, AMANDA	144.00
10/23/2015	151600170 A	SCHOLASTIC INC	98.89
10/23/2015	151600171 A	VOIGT MUSIC CENTER	118.59
10/29/2015	151600172 A	BADGER WATER LLC	148.20
10/29/2015	151600173 A	BUSSE, ERIC	80.00
10/29/2015	151600174 A	CESA #2	75.00
10/29/2015	151600175 A	CESA 6	3,000.00
10/29/2015	151600176 A	DEAVER, BRITTANY	14.46
10/29/2015	151600177 A	KATZENBERGER, JANESSA	71.04
10/29/2015	151600178 A	KOPF, DAVID	18.90
10/29/2015	151600179 A	LARSON, DARRELL	80.00
10/29/2015	151600180 A	NASCO	149.30
10/29/2015	151600181 A	NICHOLSON, CHRIS	80.00
10/29/2015	151600182 A	PROFESSIONAL PEST CONTROL	195.00
10/29/2015	151600183 A	ROTH, JERRY	266.40
10/29/2015	151600184 A	RUNKLE, JENNY	46.07
10/29/2015	151600185 A	VELASQUEZ-KLOPP, MICHELLE	80.00
10/29/2015	151600186 A	WE ENERGIES	1,794.79
10/29/2015	151600187 A	WIAA	444.33
10/29/2015	151600188 A	WISCONSIN SCHOOL MUSIC ASSOCIA	365.00

Totals for checks 1,181,830.70



**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Special Meeting Agenda**

**Monday, November 30, 2015**

**6:00 p.m.**

**District Board and Training Center**

**340 Fair Street (Door 36)**

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

- I. Roll Call: Mason Braunschweig      Sandra Spanton Nelson  
                 Eric Busse                              Melissa Hammann  
                 John Rasmussen
- II. Interviews for School Board Members Interims.
- III. Business (Action Item):
  - A. Appointment of Two School Board Members, to Complete the Vacant Terms Formerly Held by Kathi Swanson and Amanda Koenecke.
- IV. Adjourn.

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

*Vision Statement: Creating a culture of excellence in:*

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

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

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

Posted:



- VI. Public Presentations.
- VII. Business (Action Items):
  - A. Approval of Staff Changes:
  - B. Approve 2015-2016 Salary Increases for Support Staff, Food Service Workers, Custodians/Cleaners, and Administrators.
  - C. Approval of Support Staff Compensation Model.
- VIII. Consent (Action Items):
  - A. Approval of 2016-2017 School Calendar.
  - B. Approval of 2016-2017 Budget Process and Calendar.
  - C. Approval of Policies:
    - 1. #152-Employee Handbook.
    - 2. #221-Recruitment and Appointment of Administrators (Evaluation and Development of Administrators).
    - 3. #222-Administrator Contracts.
    - 4. #223-Administrator Professional Development Opportunities.
    - 5. #223.1-Guidelines for Attendance at meetings, Workshops and Conventions.
    - 6. #370-The Co-and Extra-Curricular Activities Program.
    - 7. #852-Distribution of Flyers, Posters, Brochures, and Other Non-School Materials.
  - D. Approval of Employee Handbook Committee Suggested Changes:
    - 1. Part 2, Certified Staff, pg. 41, Section 3, 3.02, B – Evaluated to Observed.
    - 2. Part 2, Certified Staff, pg. 41-42, Section 3, 3.02, E, 3 – Change Date of When Evaluations Are Due in Personnel Files.
    - 3. Part 2, Certified Staff, pg. 40, Section 1, 1.01 – Change Normal Hours of Work.
    - 4. Part 2, Certified, pg. 46, Section 5, 5.03 – Change Liquidated Damages.
    - 5. Part 2, Certified, pg. 50, Section 7, 7.02, #6 – Sick Leave Provisions.
    - 6. Clerical Items.
  - E. Approval of November 18 Regular Meeting Minutes.
  - F. Approval of November Bills and Reconciliation.
- IX. Future Agenda – January 13 Regular Meeting Agenda.
- X. Executive Session – Under Wisconsin State Statute 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, to Discuss District Administrator evaluation.

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