

- VII. Consent (Action Items):
 - A. Approval of Policies:
 - 1. #447-Student Discipline: Detention, Suspension, and Expulsion.
 - 2. #447.1-Use of Physical Force or Restraint and Seclusion by Staff.
 - 3. #447.1 Form-Seclusion/Restraint Report.
 - B. Approval of October 14 Regular Meeting Minutes.
 - C. Approval of September Bills and Reconciliation.

- VIII. Policies – Chair, Hammann:
 - A. First 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.
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 - 6. #370-The Co-and Extra-Curricular Activities Program.
 - 7. #852-Distribution of Flyers, Posters, Brochures, and Other Non-School Materials.

- IX. Employee Handbook Committee Suggested Changes, First Reading:
 - A. #1-Part 2, Certified Staff, pg. 41, Section 3, 3.02, B – Evaluated to Observed.
 - B. #2-Part 2, Certified Staff, pg. 41-42, Section 3, 3.02, E, 3 – Change Date of When Evaluations Are Due in Personnel Files.
 - C. #3-Part 2, Certified Staff, pg. 40, Section 1, 1.01 – Change Normal Hours of Work.
 - D. #4-Part 2, Certified, pg. 46, Section 5, 5.03 – Change Liquidated Damages.
 - E. #5-Part 2, Certified, pg. 50, Section 7, 7.02, #6 – Sick Leave Provisions.
 - F. Clerical Items.

- X. Board Development – Chair, Swanson:
 - A. Continuous System Improvement (CSI) Plan.
 - B. Presentations Timeline for Future Board Meetings.
 - C. Wisconsin Association of School Board January Convention.
 - D. Develop Board Development Agenda for January 27, 2016, Meeting.

- XI. Future Agenda – November 18 Regular Meeting Agenda.

- XII. Vote for Board Officers.

- XIII. Board Representative Replacement on Negotiations Committee.

- XIV. Five Minute Break.

- XV. 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.

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*

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Posted: 10/22/15

Re-Posted: 10/22/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, October 28, 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, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

- I. Roll Call: Kathi Swanson Sandra Spanton Nelson Mason Braunschweig
 Eric Busse Melissa Hammann
 John Rasmussen Amanda Koenecke
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
 - Recognition of Board Members Swanson and Koenecke
- IV. Information & Discussion:
 - A. Alternative Education Program.
 - B. Open Enrollment Presentation.
 - C. Timeline for Appointing New Board Members to Replace Outgoing Members.
- V. Budget Finance – Chair, Braunschweig:
 - A. Discussion Items:
 1. Fund 39 Debt Refinancing.
 2. 2015-2016 Budget Update.
 3. 2016-2017 Budget Process.
 4. Third Friday Attendance/Open Enrollment/Home-Schooled/JEDI/Alternative Education, and 4K Student Reports.
 5. Update on Breakfast Program.
 6. Insurance Committee Update.
 7. Evansville Education Foundation Update.
 8. Food Service and Custodians Compensation Committee Update.
 - B. Develop Budget Finance Agenda Items for January 27, 2016, Meeting.
- VI. Business (Action Items):
 - A. Approval of Staff Changes: Resignation of Co-and Extra-Curricular Activities Coach.
 - B. Approval of the 2015-2016 Tax Levy Amount and Revised Budgets.
 - C. Approval of Fund 10 Balance to Meet the 2015-2016 Budget.
 - D. Approval of Use of Fund Balance to Offset General Fund 10 Budget Expenses.

- VII. Consent (Action Items):
 - A. Approval of Policies:
 - 1. #447-Student Discipline: Detention, Suspension, and Expulsion.
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 - 3. #222-Administrator Contracts.
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 - E. #5-Part 2, Certified, pg. 50, Section 7, 7.02, #6 – Sick Leave Provisions.
 - F. Clerical Items.

- X. Board Development – Chair, Swanson:
 - A. Continuous System Improvement (CSI) Plan.
 - B. Presentations Timeline for Future Board Meetings.
 - C. Wisconsin Association of School Board January Convention.
 - D. Develop Board Development Agenda for January 27, 2016, Meeting.

- XI. Future Agenda – November 18 Regular Meeting Agenda.

- XII. Vote for Board Officers.

- XIII. Five Minute Break.

- XIV. 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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Posted: 10/22/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda / Briefs

Wednesday, October 28, 2015

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

- I. **Roll Call:** Kathi Swanson Sandra Spanton Nelson Mason Braunschweig
Eric Busse Melissa Hammann
John Rasmussen Amanda Koenecke

II. **Approve Agenda.**

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

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

- Recognition of Board Members Swanson and Koenecke

IV. **Information & Discussion:**

- A. Alternative Education Program – *Mr. Everson has enclosed information.*
- B. Open Enrollment Presentation – *K-12 Social Worker, Mike Czerwonka, has enclosed information.*
- C. Timeline for Appointing New Board Members to Replace Outgoing Members – *District Administrator, Mr. Roth, has enclosed a timeline.*

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

- A. Discussion Items:
1. Fund 39 Debt Refinancing – *Business Manager, Ms. Treuden, has enclosed information.*
 2. 2015-2016 Budget Update – *Ms. Treuden has enclosed information. You will approve later in the meeting, the revised budgets, total tax levy, and the use of Fund Balance.*
 3. 2016-2017 Budget Process – *Ms. Treuden has enclosed information. Approval will take place in December.*

4. Third Friday Attendance/Open Enrollment/Home-Schooled/JEDI/Alternative Education, and 4K Student Reports – *Enclosed is information from the third Friday count day, September 18, 2015.*
5. Update on Breakfast Program – *Ms. Treuden has enclosed information.*
6. Insurance Committee Update – *The Insurance Committee had their first meeting for the 2015-2016 school year on Thursday, October 22. The following staff/board have volunteered to serve on the Committee: Doreen Treuden, Deb Arnold, Mason Braunschweig, Lisa Christensen, Mandi Firgens, Deb Fritz, Darlene Gallman, Greg Kuelz, AFG Consultant, Jolene Hammond, Rin Kundert, Kelly Mosher, Jerry Roth, Sandi Spanton Nelson, and Melissa Whitmore.*
7. Evansville Education Foundation Update – *Ms. Swanson will give an update. A Board Representative needs to replace Ms. Swanson.*
8. Food Service and Custodians Compensation Committee Update – *These two Compensation Committee's will begin meeting this school year. The Food Service met on Tuesday, October 27, 1:45 pm – 2:45 pm, and the Custodians met on Tuesday, October 27, 2:45 pm – 3:45 pm.*

B. Develop Budget Finance Agenda Items for January 27, 2016, Meeting -

VI. Business (Action Items):

- A. Approval of Staff Changes: Resignation of Co-and Extra-Curricular Activities Coach – *Please approve:*
 1. David Soddy – *Co-and extra-curricular Middle School Girls Basketball Coach, effective October 7, 2015.*

Suggested Motion: I move we approve the resignation of David Soddy, Middle School Girls Basketball Coach, effective, October 7, 2015, and thank him for his three years of service to the program.

B. Approval of the 2015-2016 Tax Levy Amount and Revised Budgets –

Suggested Motion: I move we approve the revised budgets as presented and the total tax levy including debt of \$8,936,405.

Roll Call Vote.

C. Approval of Fund 10 Balance to Meet the 2015-2016 Budget -

Suggested Motion: I move we approve the use of Fund Balance not to exceed \$428,658.24 for the 2015-2016 budget cycle.

Roll Call Vote.

D. Approval of Use of Fund Balance to Offset General Fund 10 Budget Expenses –

Suggested Motion: I move we 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.

Roll Call Vote.

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

A. Approval of Policies:

1. #447-Student Discipline: Detention, Suspension, and Expulsion.
2. #447.1-Use of Physical Force or Restraint and Seclusion by Staff.
3. #447.1 Form-Seclusion/Restraint Report.

B. Approval of October 14 Regular Meeting Minutes.

C. Approval of September Bills and Reconciliation.

Suggested Motion: I move we 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.

Roll Call Vote.

VIII. **Policies – Chair, Hammann:** *These policies come forward after review by the Administrative Team and the Policy Committee.*

A. First 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.

Also enclosed are the minutes of the September 2, 2015, meeting.

IX. **Employee Handbook Committee Suggested Changes, First Reading:** *The Employee Handbook Committee met on October 6, reviewed and discussed:*

- A. #1-Part 2, Certified Staff, pg. 41, Section 3, 3.02, B – Evaluated to Observed.
- B. #2-Part 2, Certified Staff, pg. 41-42, Section 3, 3.02, E, 3 – Change Date of When Evaluations Are Due in Personnel Files.

- C. #3-Part 2, Certified Staff, pg. 40, Section 1, 1.01 – Change Normal Hours of Work.
- D. #4-Part 2, Certified, pg. 46, Section 5, 5.03 – Change Liquidated Damages.
- E. #5-Part 2, Certified, pg. 50, Section 7, 7.02, #6 – Sick Leave Provisions.
- F. Clerical Items.

Also enclosed are the minutes of April 7, 2015, minutes.

X. Board Development – Chair, Swanson:

- A. Continuous System Improvement (CSI) Plan – Upcoming meetings:
 - *Teaching and Learning – October 27, 4:30 pm*
 - *Workforce Engagement and Development – November 3*
 - *Communication and Community Engagement – October 26, 6:00 pm*
 - *Technology – October 28, 3:15 pm*
 - *Facilities and Operations – November 18*
 - *Climate and Culture – TBD*
- B. Presentations Timeline for Future Board Meetings – Enclosed is a tentative timeline of future Board meeting presentations.
- C. Wisconsin Association of School Board January Convention – Please think about if you will be attending the January 20-22, 2016, convention, and let Ms. Mosher know as she needs to make hotel reservations.
- D. Develop Board Development Agenda for January 27, 2016, Meeting -

XI. Future Agenda – November 18 Regular Meeting Agenda.

Enclosed is the draft agenda.

XII. Vote for Board Officers.

At this time you will vote for the President. Ms. Swanson will open the floor for nominations for President and should include a start date.

Example – I nominate Jane Doe to serve as Board President beginning November 1, 2015.

Paper will be provided for a paper vote.

If the elected President is a current officer, that officer position will be open for nominations.

XIII. Board Representative Replacement on Negotiations Committee – Ms. Swanson will lead the discussion.

XIV. Five Minute Break.

XV. 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.

Roll Call Vote.

You will adjourn from Executive Session.

For Your Information:

1. Upcoming Board Meeting Dates:
 - November 18, 2015, Regular Board Meeting
 - December 9, 2015, Regular Board Meeting
 - January 13, 2015, Regular Board Meeting
 - January 27, 2015, Regular Board Meeting

EHS Alternative Education – UPDATE

ECSD Board Meeting 10.28.15

Our Evansville High School 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.

Enrollment in EHS Alternative Education is as follows:

2015-2016	14 students currently (13 competency-based; 1 GEDO2; 1 pending ChalleNGe applicant)
2014-2015	13 students – 9 total graduates (5 via competency-based; 4 via GEDO2); 4 undergraduates returning following year
2013-2014	GEDO2 program, 2 students total – one graduate; one ChalleNGe Academy graduate

Financial details:

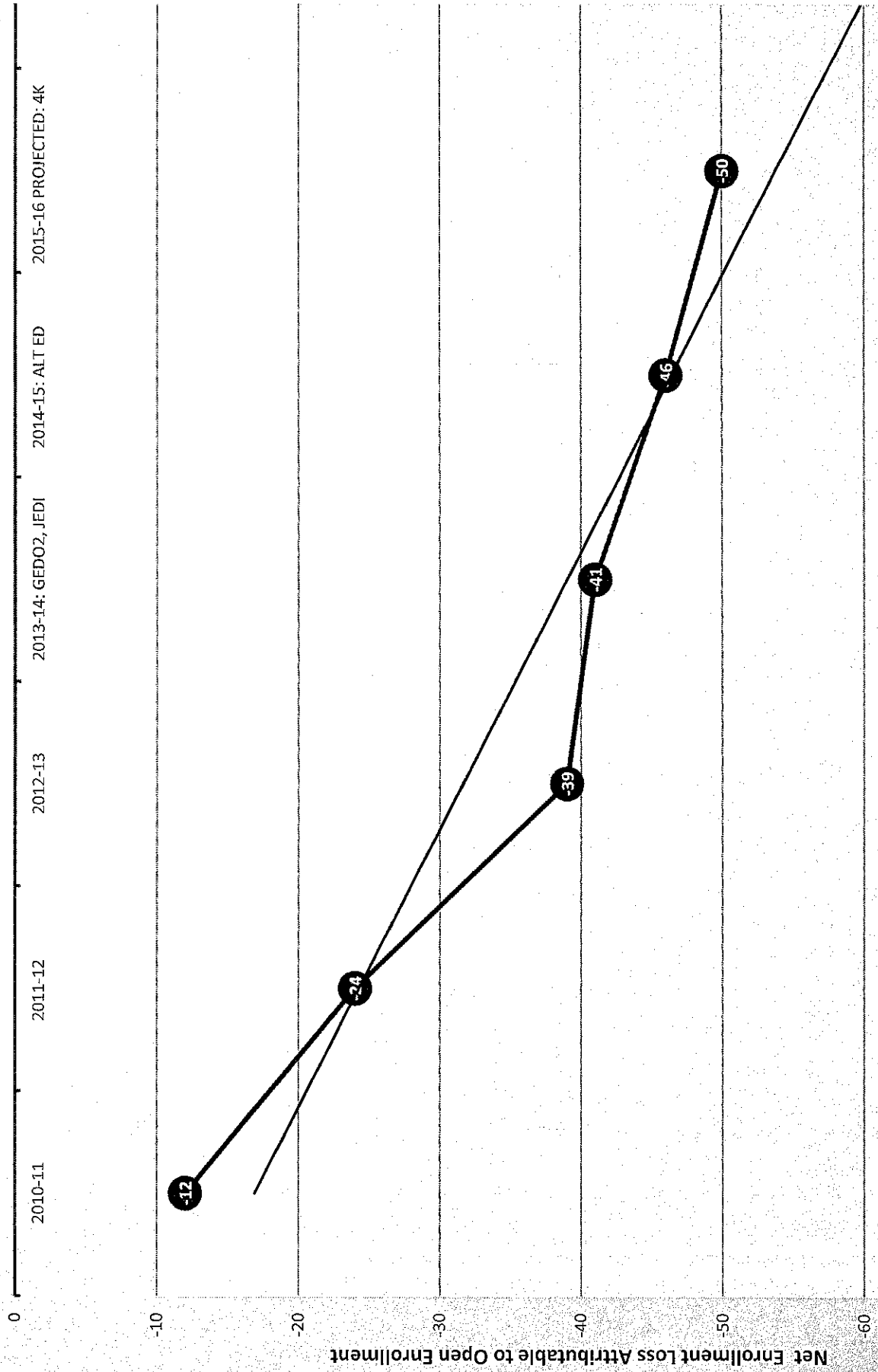
Salary/benefits for 2.0 FTE (licensed teacher; licensed educational assistant): \$77,839.63

Classroom supply and software budget: \$4500

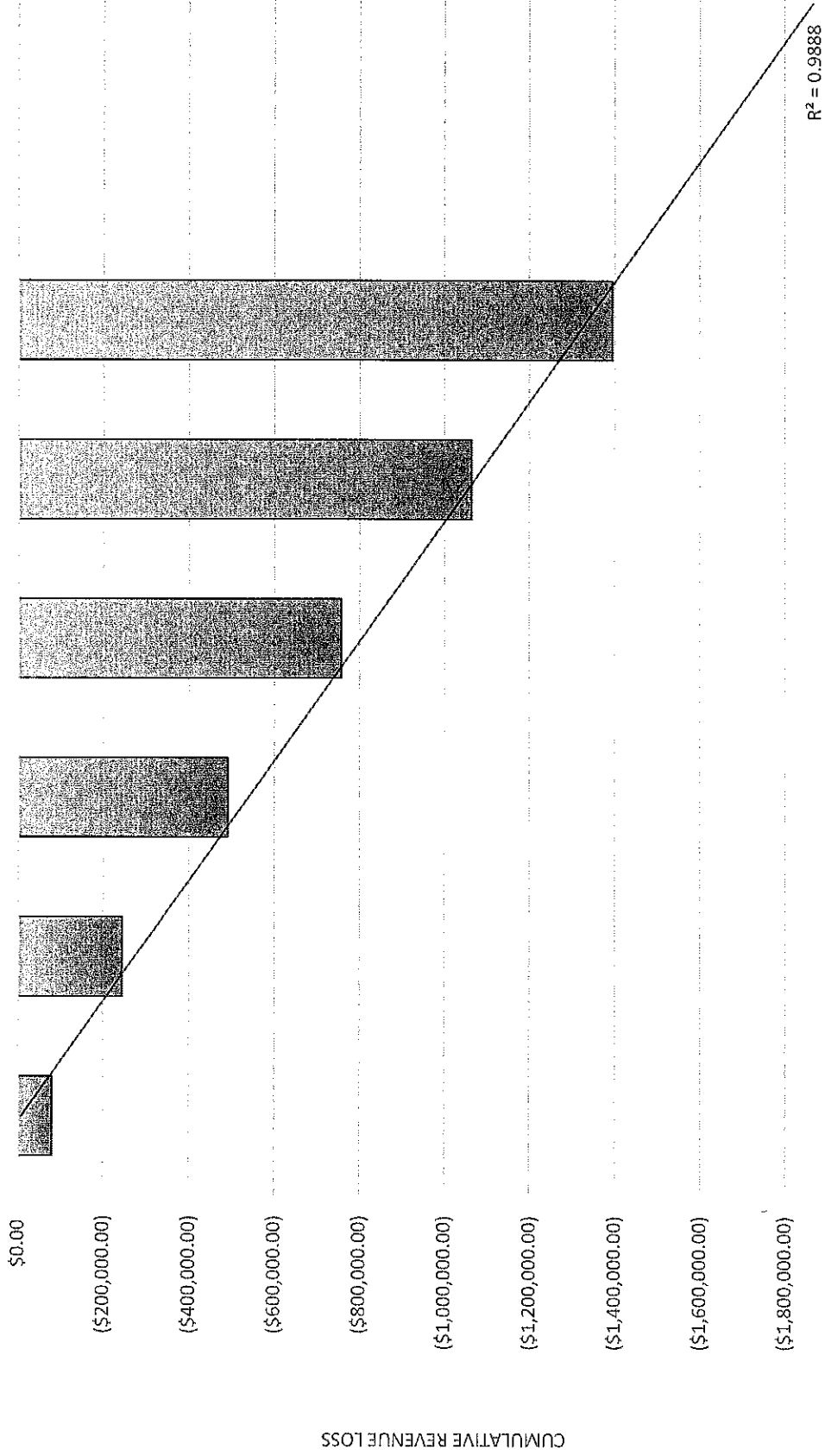
Future considerations:

- Location – We would love to move our program off district campus for several reasons
- Enrollment – Due to restrictions of space and FTE, current hard cap is 15 students
- Transportation – We need a dedicated school vehicle to help us access the community for competency learning and service to community learning opportunities
- Neighboring district students – We have discussed the possibility of selling student spaces (positive financial impact to ECSD) to neighboring districts who do not have equivalent Alt Ed options that we provide

School Year



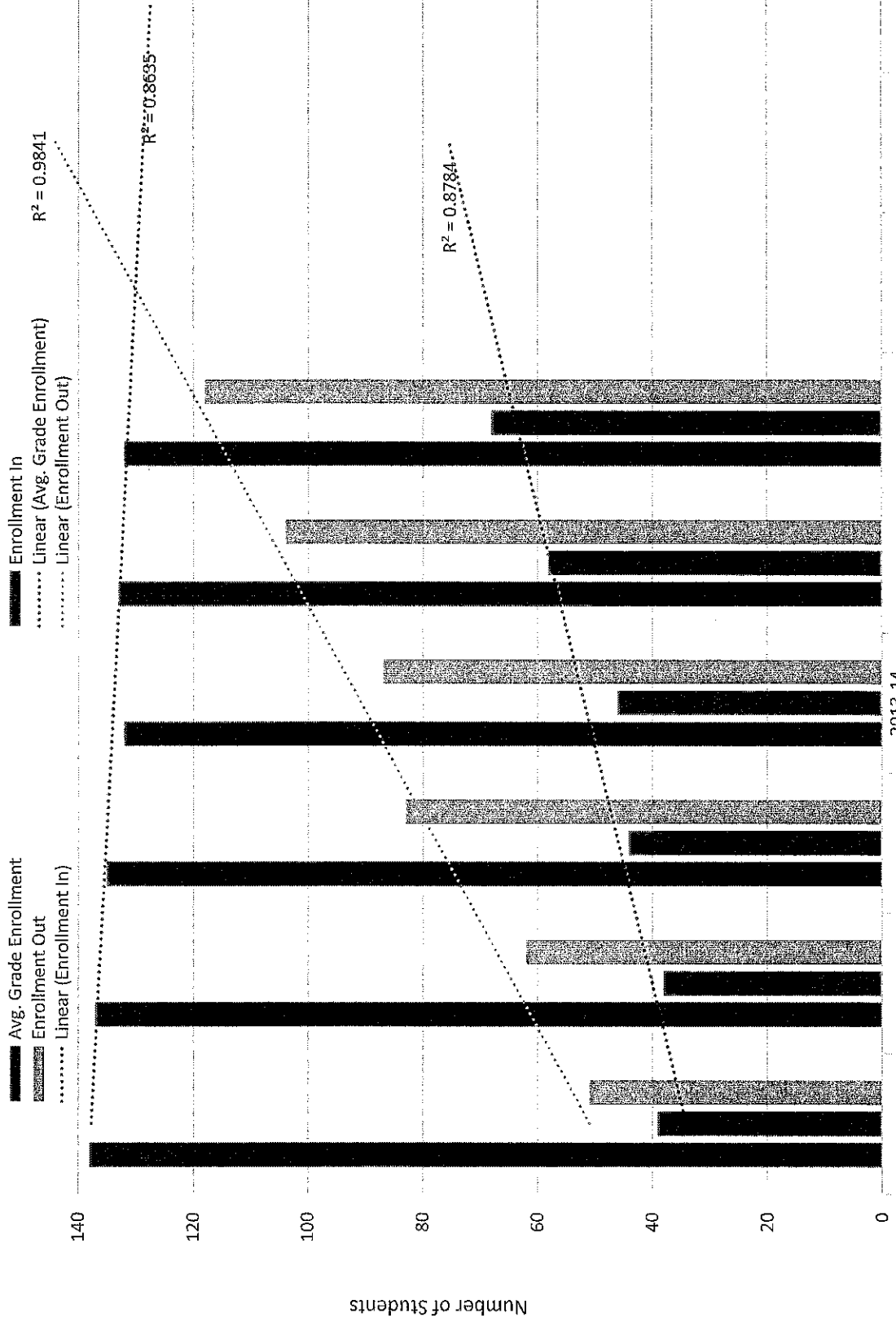
Cumulative Revenue Loss



SCHOOL YEAR	Cumulative Revenue Loss	Linear (Cumulative Revenue Loss)
2010-11	(\$79,980.00)	
2011-12	(\$244,788.00)	
2012-13	(\$491,853.00)	
2013-14: GEDO2, JEDI	(\$757,738.00)	
2014-15: Alt Ed	(\$1,062,948.00)	
2015-16 Projected: 4K	(\$1,394,898.00)	

Cumulative Revenue Loss
 Linear (Cumulative Revenue Loss)

Average ECSD Grade Enrollment vs. Open Enrollment In and Out



Year	Avg. Grade Enrollment	Enrollment In	Enrollment Out
2010-11	138	39	51
2011-12	137	38	62
2012-13	135	44	83
2013-14 GEDO2,EDI	132	46	87
2014-15 Alt Ed	133	58	104
2015-16 4K	132	68	118

Year	OEI	OEO	NET	\$/Student	StAidIn	StAidOut	Net	Net Stated in Dollar Format	Cumulative Revenue Loss
2010-11	39	51	-12	\$6,665.00	\$259,935.00	\$339,915.00	(\$79,980.00)	(\$79,980.00)	(\$79,980.00)
2011-12	38	62	-24	\$6,867.00	\$260,946.00	\$425,754.00	(\$164,808.00)	(\$164,808.00)	(\$244,788.00)
2012-13	44	83	-39	\$6,335.00	\$278,740.00	\$525,805.00	(\$247,065.00)	(\$247,065.00)	(\$491,853.00)
2013-14	46	87	-41	\$6,485.00	\$298,310.00	\$564,195.00	(\$265,885.00)	(\$265,885.00)	(\$757,738.00)
2014-15	58	104	-41	\$6,635.00	\$384,830.00	\$690,040.00	(\$305,210.00)	(\$305,210.00)	(\$1,062,948.00)
2015-16 Projected	75	119	-44	\$6,639.00	\$497,925.00	\$790,041.00		(\$292,116.00)	(\$1,355,064.00)
Current+New Apps minus grads - deny									
2014-15 Actual	77	120	-43	\$6,635.00				(\$285,305.00)	(\$1,043,043.00)
2015-16 Projected from 3rd Friday Sept count	68	118	-50	\$6,639.00				(\$331,950.00)	(\$1,374,993.00)

Updated 14-15 data on October 5, 2015 based on actual budget expenses

Year	OEI	OEO	NET Loss	\$/Student	StAidIn	StAidOut	Net	Net Stated in Dollar Format	Cumulative Revenue Loss	% Increase in Deficit Attributable to OE	Programs Implemented to stem OE deficit
2010-11	39	51	-12	\$6,665.00	\$259,935.00	\$339,915.00	(\$79,980.00)	(\$79,980.00)	(\$79,980.00)	106%	
2011-12	38	62	-24	\$6,867.00	\$260,946.00	\$425,754.00	(\$164,808.00)	(\$164,808.00)	(\$244,788.00)	50%	
2012-13	44	83	-39	\$6,335.00	\$278,740.00	\$525,805.00	(\$247,065.00)	(\$247,065.00)	(\$491,853.00)	7.60%	GED02 Sept 2013; JEDI Jan 2014
2013-14: GED02, JEDI	46	87	-41	\$6,485.00	\$298,310.00	\$564,195.00	(\$265,885.00)	(\$265,885.00)	(\$757,738.00)	2.30%	Alt. Ed. Sept. 2014
2014-15: Alt Ed	58	104	-46	\$6,635.00				(\$305,210.00)	(\$1,062,948.00)	22.00%	
2015-16 Projected: 4K	68	118	-50	\$6,639.00				(\$331,950.00)	(\$1,394,898.00)		4K Sept. 2015
3rd Friday Sept count											

Updated 14-15 data on October 5, 2015 based on actual budget expenses

Increase since 2010-11 31.5%

Year	Avg. Grade Enrollment	OEI	% of Avg Grade Enr	OEO	% of Avg. Grade Enrollment
2010-11	138	39	28.00%	51	37.00%
2011-12	137	38	28.00%	62	45.00%
2012-13	135	44	33.00%	83	61.00%
2013-14 GED02, JEDI	132	46	35.00%	87	66.00%
2014-15 Alt Ed	133	58	44.00%	104	78.00%
2015-16 4K	132	68	52.00%	118	89.00%

Updated 14-15 data on October 5, 2015 based on actual budget expenses

To: Evansville School Board

From: Melissa Hammann
Kathi Swanson

Date: October 28, 2015

Re: Recommendations for Open Enrollment

Open enrollment continues to create significant annual deficits in the ECSD budget. The total number of resident students seeking enrollment out of the district has risen precipitously from 51 to 118 since 2010. If this trend continues, next year the number of students seeking to enroll out of the district will represent an entire grade level of students. This is an escalating problem that needs Board action.

Financially, the five year cumulative net loss in revenue attributable to Open Enrollment reached \$1,062,948 on June 30, 2015. The data predict with a 99% correlation coefficient that the cumulative loss will near \$1,400,000 by June 30, 2016. There is no way to capture the expenses that would be incurred to educate the students enrolled out if they stayed in the district.

Efforts to eliminate this problem were implemented beginning in 2013-14 with the addition of the GEDO2 program in September and the JEDI Virtual Program in January. The Alternative Education Program was added in 2014-15 and 4K in 2015-16. While the steep decline has slowed, the net loss of students has increased in that time from 39 to 50. 4K has given an opportunity for enrollment into the district. This year there was a net gain of one student at the 4K level. The programs that the district have added have not balanced the net loss due to Open Enrollment at this time. Evaluating the data, there are parts of this program on which the Board could have a profound effect. Therefore, it is recommended that the ECSD Board of Education aggressively pursue the following initiatives to begin reversing the harmful effect of Open Enrollment in our district.

- 1- **Continue to fund Annual OE Survey expenses up to the 2015 budget amount of \$1000 such** that a representative response can be gathered. Limiting the budget this year likely directly impacted the survey response rate because of the many OEI historical families in need of contact. The OEO survey response rate dropped from responses representing 85% of the students enrolling out last year to 51% this year. OEI contacts increased from 38% to 69%.
- 2- **Change the formula used at the January meeting to establish OE application motions.** We cannot deny enrollments out for any reason due to state law, so the only way to reduce our net loss of 50 students is by accepting applications in. The formula used in the past during the January meeting to establish our OE decision-making process is too conservative. Last January we used a maximum class size of 14 for grades 4K-3 to determine capacity to make the open enrollment motions. The Board should make the decision to increase that maximum class size to 16 to allow for more open enrollment in students.

This decision is critical because if the open enrolled students come here in the primary grades, they will most likely stay and bring their siblings with them.

- 3- **Plan to staff at levels to enable the board to accept OE in students in January each year.** While we understand the budgetary constraints in staffing, we feel there are other factors to be considered that are equally important such as the flexibility to accept OE in students, additional staffing to carry out district initiatives and consistency for staff in their grade assignments. With the addition of 4K, and if enrollment continues at current levels or higher, this flexibility will be necessary. (Discussions in the 4K committee indicated that the community partners could easily accommodate over 150 students.) It will be difficult to accommodate all of our 4K students next year and beyond while staffing at the previous conservative levels.
- 4- **Aggressively, effectively promote the programs implemented to help balance the OE in the district.** The 4K program had a very aggressive promotion in the district and by every financial measure, has been successful. JEDI provides many opportunities for our students. With the new marketing materials, the board needs to plan to evaluate the impact of the marketing initiative on the full time student enrollment in JEDI next year. The Board also needs to support creation and implementation of marketing materials for GEDO2 and Alternative Education. If these three programs are as successfully promoted as 4K was, the results could be stunning.
- 5- **Establish a brand for our schools and effectively promote it.**
Create a list of bullet points promoting each school that gives staff the information to discuss with parents or potential parents the opportunities available in our district. Consultants are available, such as Voss and Associates, to help create and develop a plan for this branding. During the January budgeting process, we encourage the board to allocate resources for this initiative.
- 6- **Change the culture of the district to a customer-centered focus in order to recruit and retain students.** Every employee has the opportunity to be an ambassador for the district. While many of us struggle with the realities of open enrollment and its impact on public schools, one consequence of the OE initiative is that Public Education has been forced into a business model.

Wisconsin public schools may no longer depend on their residents being a captive audience in terms of enrollment. Embrace the reality that every resident may now choose the district to which they enroll their children. We need to initiate a conversation to inform each current resident of the advantages of an ECSD education. Make sure new residents are informed by providing promotional materials to realtors for incoming families. Also provide them to the Chamber of Commerce.
- 7- **Open Enrollment Advocate.** Establish one point person in the district and/or each building as the go-to person when families begin to express a desire to enroll out of the district. Teachers will refer families expressing a desire to enroll their child out to this contact person. The Open Enrollment Advocate(s) will have excellent communication skills and be well informed regarding programs and opportunities

in both ECSD and surrounding districts to help families assess their decisions based on the best interest of their child(ren).

- 8- **Round table discussions.** Establish regular opportunities for community members to connect with Board members in a round table discussion format. An off-site quarterly meeting hosted by board members and administration could be an opportunity to receive feedback from community members regarding this topic and others.

Timeline

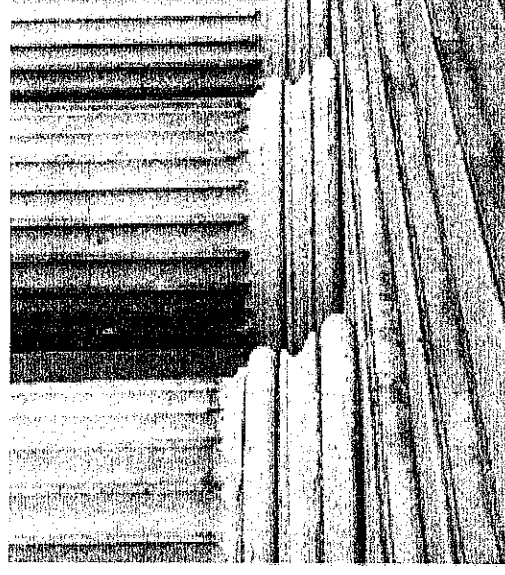
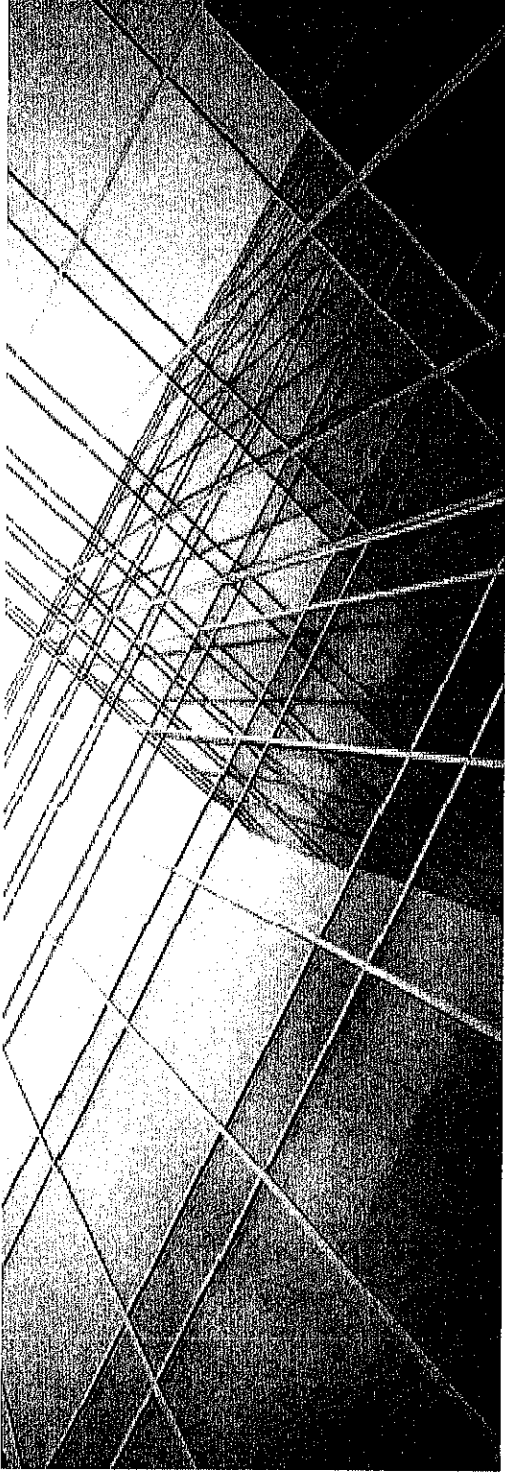
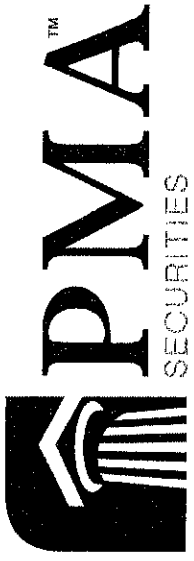
For Filling Evansville Community School District Board of Education Vacancies

Week of November 2, 2015	Place Ad announcing two vacancies in the Review and on the District website. Develop questions for applicants.
Friday, November 20, 2015	Deadline for Prospective Applicants to Apply (must turn in School Board Candidate Information Form to Ms. Mosher at the District Office by 4:00 pm).
Wednesday, November 25, 2015	Deadline to submit written responses to required questions (must be turned into Ms. Mosher at the District Office by noon).
Wednesday, December 2, 2015	School Board will Review Applicants and Written Responses at a Special Board Meeting (time yet to be determined).
Wednesday, December 9, 2015	School Board will Interview Applicants.
Thursday, December 10, 2015	Announce New Board Members.
January 13, 2016	Members Attend First Board Meeting

Ms. Mosher will facilitate the process on behalf of the Board. Applications should be submitted to Ms. Mosher at the District Office. All applicants will receive the following:

- Required Questions to provide a written response.
- An outline of the process for re-election.

Any questions, please call Ms. Kelly Mosher, 882-3387.



Evansville Community School District Refinancing Overview

October 28, 2015

Michele Wiberg
Vice President
Managing Director – WI Public Finance
PMA Securities, Inc.



OUTSTANDING FUND 39 DEBT

- Currently, the District has one outstanding debt issue in Fund 39 (referendum approved, outside of revenue limits)
- 2005 Bonds are callable, or eligible for prepayment, on April 1, 2016
- Opportunity to refinance for savings, as well as strategically restructure the issue to better accommodate long range planning

EVANSVILLE COMMUNITY SCHOOL DISTRICT CURRENT OUSTANDING FUND 39 DEBT

Calendar Year	\$22,570,000 G.O. Refunding Bonds		INTEREST (4/1 & 10/1)	TOTAL DEBT SERVICE
	PRINCIPAL (4/1)	RATE		
2016	\$2,460,000	5.000%	\$632,448	\$3,092,448
2017	\$2,745,000	3.800%	\$518,793	\$3,263,793
2018	\$3,010,000	3.875%	\$408,319	\$3,418,319
2019	\$3,325,000	5.000%	\$266,875	\$3,591,875
2020	\$3,675,000	5.000%	\$91,875	\$3,766,875
	<u>\$15,215,000</u>		<u>\$1,918,309</u>	<u>\$17,133,309</u>

Interest Rates on Callable Maturities are higher than today's rates, providing an opportunity to refinance for savings

Currently, debt service payments are scheduled to INCREASE each year

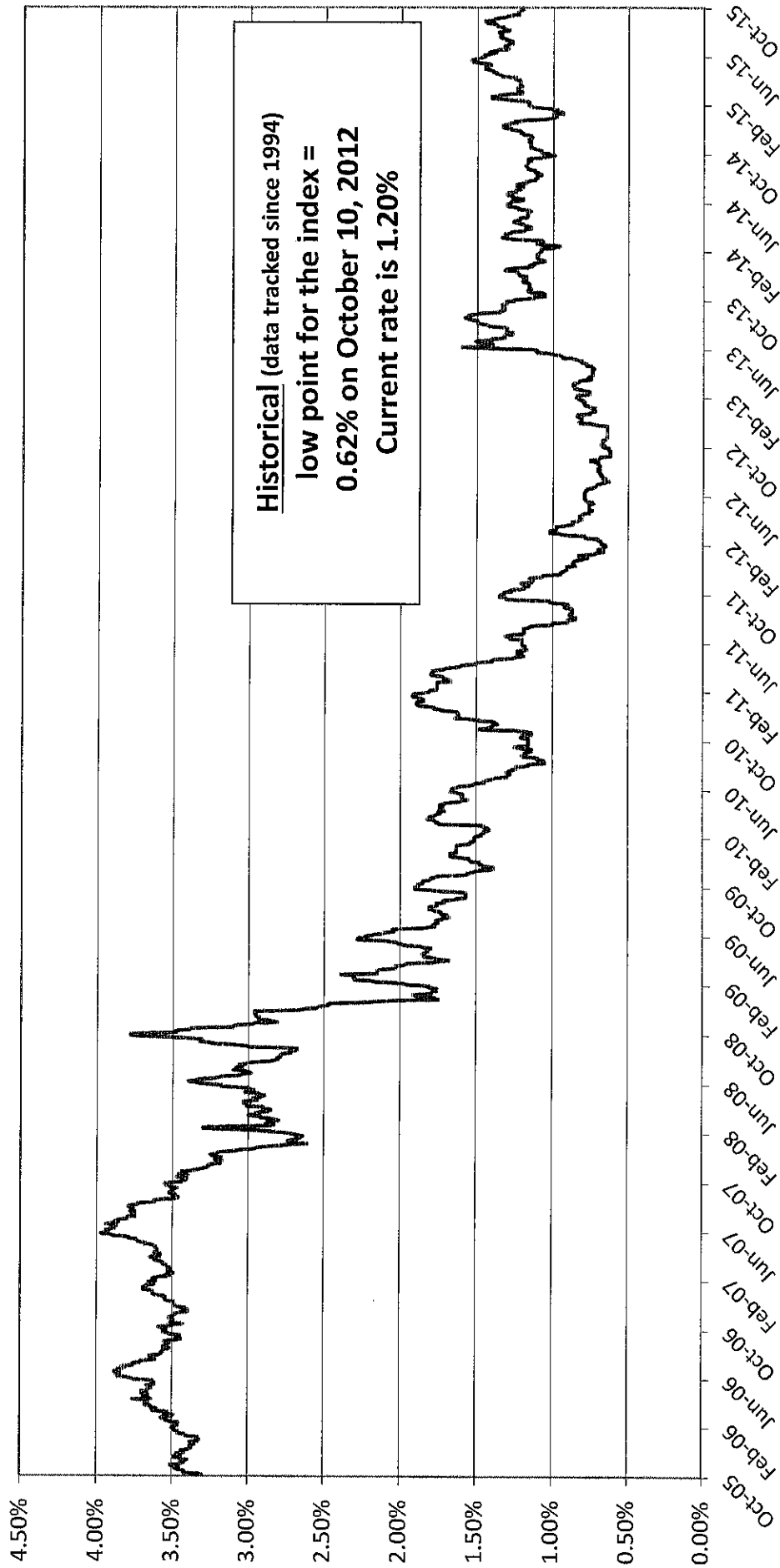
Callable Maturities

\$12,755,000 Callable: April 1, 2016 @ Par



INTEREST RATE TREND

HISTORICAL INTEREST RATE COMPARISON MMD "AAA" 5-Year Bond Index 10 Year History



Information shown is the Municipal Market Data index for AAA-rated, 5-year bonds.



REFINANCING SCENARIO 1

No change in final maturity date
Structure for level annual savings

		BEFORE REFINANCING				AFTER REFINANCING							
Calendar Year	G.O. Refunding Bonds Dated March 1, 2005	PRINCIPAL (4/1)	RATE	INTEREST (4/1 & 10/1)	TOTAL DEBT SERVICE	G.O. Refunding Bonds Dated March 1, 2005	PRINCIPAL (4/1)	INTEREST (4/1 & 10/1)	G.O. Refunding Bonds Dated January 4, 2016	PRINCIPAL (4/1)	INTEREST (4/1 & 10/1)	TOTAL DEBT SERVICE	ANNUAL D/S SAVINGS
2016	\$2,460,000	5.000%	\$632,448	\$3,092,448	\$2,460,000	\$346,974	\$160,000	\$122,698	\$3,089,671	\$2,776	\$227,426	\$3,089,671	\$2,776
2017	\$2,745,000	3.800%	\$518,793	\$3,263,793	\$0	\$0	\$2,885,000	\$151,366	\$3,036,366	\$223,338	\$223,338	\$3,036,366	\$223,338
2018	\$3,010,000	3.875%	\$408,319	\$3,418,319	\$0	\$0	\$3,075,000	\$119,981	\$3,194,981	\$222,605	\$222,605	\$3,369,270	\$222,605
2019	\$3,325,000	5.000%	\$266,875	\$3,591,875	\$0	\$0	\$3,290,000	\$79,270	\$3,369,270	\$223,755	\$223,755	\$3,543,120	\$223,755
2020	\$3,675,000	5.000%	\$91,875	\$3,766,875	\$0	\$0	\$3,515,000	\$28,120	\$3,543,120			\$16,233,409	\$899,900
	\$15,215,000		\$1,918,309	\$17,133,309	\$2,460,000	\$346,974	\$12,925,000	\$501,435	\$16,233,409			\$16,233,409	\$899,900

Callible Maturities \$12,755,000 Callable: April 1, 2016 @ Par \$0 Remaining Callable

Gross Savings (sum of annual savings) \$899,900

Present Value Savings (in today's dollars) \$853,260

Present Value Savings as a Percentage of Bonds Refinanced 6.690%



REFINANCING SCENARIO 2

Extend final maturity one year (2021)

Level out debt service payments in 2017-2020

Debt service "ledge" in 2021

BEFORE REFINANCING				AFTER REFINANCING				
Calendar Year	\$22,570,000 G.O. Refunding Bonds Dated March 1, 2005		TOTAL DEBT SERVICE	\$22,570,000 G.O. Refunding Bonds Dated March 1, 2005		\$12,925,000 G.O. Refunding Bonds Dated January 4, 2016		ANNUAL D/S SAVINGS
	PRINCIPAL (4/1)	RATE INTEREST (4/1 & 10/1)		PRINCIPAL (4/1)	INTEREST (4/1 & 10/1)	PRINCIPAL (4/1)	INTEREST (4/1 & 10/1)	
2016	\$2,460,000	5.000%	\$3,092,448	\$346,974	\$160,000	\$124,288	\$3,091,262	\$1,185
2017	\$2,745,000	3.800%	\$3,263,793	\$0	\$2,925,000	\$153,321	\$3,078,321	\$185,471
2018	\$3,010,000	3.875%	\$3,418,319	\$0	\$2,955,000	\$122,436	\$3,077,436	\$340,883
2019	\$3,325,000	5.000%	\$3,591,875	\$0	\$2,995,000	\$84,480	\$3,079,480	\$512,395
2020	\$3,675,000	5.000%	\$3,766,875	\$0	\$3,040,000	\$39,195	\$3,079,195	\$687,680
2021					\$850,000	\$7,438	\$857,438	(\$857,438)
	\$15,215,000		\$17,133,309	\$346,974	\$12,925,000	\$531,158	\$16,263,132	\$870,177

Callable Maturities	\$12,755,000	Callable: April 1, 2016 @ Par	\$0	Remaining Callable
Gross Savings (sum of annual savings) \$870,177				
Present Value Savings (in today's dollars) \$847,086				
Present Value Savings as a Percentage of Bonds Refinanced 6.641%				



REFINANCING SCENARIO 3
 Extend final maturity one year (2021)
 Level out debt service payments in 2017-2020
 Debt service "ledge" in 2020

BEFORE REFINANCING

AFTER REFINANCING

Calendar Year	\$22,570,000 G.O. Refunding Bonds Dated March 1, 2005			\$12,925,000 G.O. Refunding Bonds Dated January 4, 2016			TOTAL DEBT SERVICE	ANNUAL D/S SAVINGS
	PRINCIPAL (4/1)	RATE	INTEREST (4/1 & 10/1)	PRINCIPAL (4/1)	INTEREST (4/1 & 10/1)	TOTAL DEBT SERVICE		
2016	\$2,460,000	5.000%	\$632,448	\$2,460,000	\$346,974	\$127,766	\$3,089,740	\$2,708
2017	\$2,745,000	3.800%	\$518,793	\$0	\$0	\$158,021	\$3,083,021	\$180,771
2018	\$3,010,000	3.875%	\$408,319	\$0	\$0	\$127,136	\$3,082,136	\$336,183
2019	\$3,325,000	5.000%	\$266,875	\$0	\$0	\$89,180	\$3,084,180	\$507,695
2020	\$3,675,000	5.000%	\$91,875	\$0	\$0	\$52,775	\$1,982,775	\$1,784,100
2021				\$1,965,000	\$18,668		\$1,983,668	(\$1,983,668)
	\$15,215,000		\$1,918,309	\$2,460,000	\$346,974	\$573,546	\$16,305,520	\$827,789

Callible Maturities \$12,755,000 Callible: April 1, 2016 @ Par \$0 Remaining Callible Callible 4/1/2020 Allowing for flexibility to keep levy up in 2020

Gross Savings (sum of annual savings)	\$827,789
Present Value Savings (in today's dollars)	\$826,894
Present Value Savings as a Percentage of Bonds Refinanced	6.483%



SUMMARY OF REFINANCING SCENARIOS

SCENARIO	1	2	3
DESCRIPTION	No Change in final maturity date Structure for level annual savings	Extend final maturity one year (2021) Level out debt service payments Debt service "ledge" in 2021	Extend final maturity one year (2021) Level out debt service payments Debt service "ledge" in 2020
TOTAL SAVINGS <i>(NET OF COSTS OF ISSUANCE)</i>	\$899,900	\$870,177	\$827,789
PRESENT VALUE SAVINGS <i>(NET OF COSTS OF ISSUANCE)</i>	\$853,260	\$847,086	\$826,894
KEY CONSIDERATIONS:			
SAVINGS	Highest	Lower	Lowest
CREATING NEAR TERM DEBT LEVY RELIEF	Payments Increase 2018-2020	Level Payments 2017-2020	Level Payments 2017-2019
DEBT SERVICE DROP FOR FUTURE FACILITIES NEEDS	2021	2021	2020

- Refinancing can close up to 90 days prior to the call date, or as early as January 1, 2016
- Recommendation would be to lock in interest rates in January given shortened market calendar in December
- Next steps:
 - Discuss and evaluate refinancing scenarios
 - Reach consensus on refinancing structure
 - Begin document preparation
 - Schedule and prepare for Moody's rating call
 - Take bids from prospective underwriters and prepare final resolution for Board approval
 - Close refinancing and coordinate payoff of 2005 Bonds



DISCLAIMER

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The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive.

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Evansville

Community School District

MEMO

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: 2015-2016 Final Budget for Approval
Date: October 21, 2015

Attached you will find the 2015-2016 budget for approval. This budget represents the final budget version that will be used to set the 2015-2016 tax levy.

Below are highlights of the 2015-2016 budget:

- General budget revenues = \$19,794,088.92
- General budget expenses = \$20,222,747.16
- There is a budget deficit of \$428,658.24
- The projected ending General Fund Balance as of June 30, 2016, would be \$2,187,765.98 or 10.8% or 11.3% not including the referendum spending
- The total tax levy including debt is \$8,936,405.00
- The mil rate is \$13.20 (\$.42 decrease or 3.18%)
- Equalized Property Value is \$677,096,035 as compared to last year Equalized Property Value of \$665,791,207 (1.7 % increase)

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Date: October 2015

BUDGET ADOPTION 2015-2016			
GENERAL FUND (FUND 10)	Audited 2013-2014	Unaudited 2014-2015	Budget 2015-2016
Beginning Fund Balance (Account 930 000)	2,507,926.58	2,578,322.49	2,616,424.22
Ending Fund Balance, Nonspendable (Acct. 935 000)	32,563.82	0.00	0.00
Ending Fund Balance, Restricted (Acct. 936 000)	0.00	0.00	0.00
Ending Fund Balance, Committed (Acct. 937 000)	0.00	0.00	0.00
Ending Fund Balance, Assigned (Acct. 938 000)	0.00	0.00	0.00
Ending Fund Balance, Unassigned (Acct. 939 000)	2,545,758.67	2,616,424.22	2,187,119.93
TOTAL ENDING FUND BALANCE (ACCT. 930 000)	2,578,322.49	2,616,424.22	2,187,765.98
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	0.00	0.00	0.00
<i>Local Sources</i>			
210 Taxes	5,184,885.84	5,997,498.02	5,720,413.00
240 Payments for Services	0.00	0.00	0.00
260 Non-Capital Sales	0.00	0.00	0.00
270 School Activity Income	32,492.50	37,065.91	30,000.00
280 Interest on Investments	13,683.06	14,587.00	13,000.00
290 Other Revenue, Local Sources	132,129.34	133,447.02	77,000.00
Subtotal Local Sources	5,363,190.74	6,182,597.95	5,840,413.00
<i>Other School Districts Within Wisconsin</i>			
310 Transit of Aids	15,969.62	18,188.00	8,024.00
340 Payments for Services	313,400.00	384,957.64	435,516.00
380 Medical Service Reimbursements	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts within Wisconsin	329,369.62	403,145.64	443,540.00
<i>Other School Districts Outside Wisconsin</i>			
440 Payments for Services	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts Outside Wisconsin	0.00	0.00	0.00
<i>Intermediate Sources</i>			
510 Transit of Aids	993.42	429.29	1,257.00
530 Payments for Services from CCDEB	0.00	0.00	0.00
540 Payments for Services from CESA	0.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00
Subtotal Intermediate Sources	993.42	429.29	1,257.00
<i>State Sources</i>			
610 State Aid -- Categorical	232,971.50	368,523.17	365,882.50
620 State Aid -- General	11,975,385.00	11,844,485.00	12,411,106.00
630 DPI Special Project Grants	12,720.00	16,400.00	151,000.00
640 Payments for Services	0.00	0.00	0.00
650 Student Achievement Guarantee in Education (SAGE Grant)	279,761.07	260,755.42	279,761.00
660 Other State Revenue Through Local Units	8,262.96	11,151.29	11,000.00
690 Other Revenue	13,521.00	13,117.00	13,251.00
Subtotal State Sources	12,522,621.53	12,514,431.88	13,232,000.50
<i>Federal Sources</i>			
710 Transit of Aids	0.00	0.00	0.00
720 Impact Aid	0.00	0.00	0.00
730 DPI Special Project Grants	32,269.45	27,689.82	48,601.00
750 IASA Grants	157,920.00	143,942.00	145,992.00
760 JTPA	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
780 Other Federal Revenue Through State	36,340.00	15,362.00	0.00
790 Other Federal Revenue - Direct	0.00	0.00	0.00
Subtotal Federal Sources	226,529.45	186,993.82	194,593.00

Other Financing Sources			
850 Reorganization Settlement	0.00	0.00	0.00
860 Compensation, Fixed Assets	0.00	0.00	0.00
870 Long-Term Obligations	436,578.97	0.00	0.00
Subtotal Other Financing Sources	436,578.97	0.00	0.00
Other Revenues			
960 Adjustments	114,578.23	17,342.79	39,285.42
970 Refund of Disbursement	53,203.36	33,008.22	38,000.00
980 Medical Service Reimbursement	0.00	0.00	0.00
990 Miscellaneous	3,192.05	15,126.01	5,000.00
Subtotal Other Revenues	170,973.64	65,477.02	82,285.42
TOTAL REVENUES & OTHER FINANCING SOURCES	19,050,257.37	19,353,075.60	19,794,088.92
EXPENDITURES & OTHER FINANCING USES			
Instruction			
110 000 Undifferentiated Curriculum	167,199.34	169,720.05	171,654.72
120 000 Regular Curriculum	7,851,278.29	7,696,905.26	7,990,937.94
130 000 Vocational Curriculum	705,978.22	805,512.02	815,735.64
140 000 Physical Curriculum	596,149.62	616,508.65	630,727.19
160 000 Co-Curricular Activities	249,616.41	271,993.92	285,862.70
170 000 Other Special Needs	123,475.53	153,856.54	163,575.19
Subtotal Instruction	9,693,697.41	9,714,496.44	10,058,493.38
Support Sources			
210 000 Pupil Services	407,447.14	390,613.41	398,971.44
220 000 Instructional Staff Services	456,030.54	434,916.06	564,149.42
230 000 General Administration	558,673.60	585,825.61	590,493.44
240 000 School Building Administration	869,103.37	820,866.91	865,270.39
250 000 Business Administration	2,777,024.69	3,020,665.83	3,214,853.35
260 000 Central Services	843,218.69	746,838.31	847,196.81
270 000 Insurance & Judgments	145,011.08	152,757.47	195,340.69
280 000 Debt Services	179,709.54	171,179.62	191,847.63
290 000 Other Support Services	387,159.77	311,001.89	284,143.21
Subtotal Support Sources	6,623,378.42	6,634,665.11	7,152,266.38
Non-Program Transactions			
410 000 Inter-fund Transfers	2,029,369.20	2,184,281.76	2,182,191.40
430 000 Instructional Service Payments	632,014.87	779,675.68	829,796.00
490 000 Other Non-Program Transactions	1,401.56	1,854.88	0.00
Subtotal Non-Program Transactions	2,662,785.63	2,965,812.32	3,011,987.40
TOTAL EXPENDITURES & OTHER FINANCING USES	18,979,861.46	19,314,973.87	20,222,747.16

SPECIAL PROJECT FUNDS (FUNDS 21, 23, 27, 29)	Audited 2013-2014	Unaudited 2014-2015	Budget 2015-2016
900 000 Beginning Fund Balance	26,459.89	38,232.64	26,271.88
900 000 Ending Fund Balance	38,232.64	26,271.88	26,271.88
TOTAL REVENUES & OTHER FINANCING SOURCES	3,396,739.80	3,411,205.50	3,480,487.19
100 000 Instruction	2,433,688.74	2,485,370.32	2,611,935.67
200 000 Support Services	834,786.11	826,522.12	799,089.52
400 000 Non-Program Transactions	116,492.20	111,273.82	69,462.00
TOTAL EXPENDITURES & OTHER FINANCING USES	3,384,967.05	3,423,166.26	3,480,487.19

DEBT SERVICE FUND (FUNDS 38, 39)	Audited 2013-2014	Unaudited 2014-2015	Budget 2015-2016
900 000 Beginning Fund Balance	474,213.32	425,013.21	369,849.35
900 000 ENDING FUND BALANCES	425,013.21	369,849.35	306,212.59
TOTAL REVENUES & OTHER FINANCING SOURCES	2,964,791.17	3,086,789.92	3,234,192.00
281 000 Long-Term Capital Debt	2,882,947.50	3,003,947.50	3,153,947.50
282 000 Refinancing	0.00	0.00	0.00
283 000 Operational Debt	0.00	0.00	0.00
285 000 Post Employment Benefit Debt	0.00	0.00	
289 000 Other Long-Term General Obligation Debt	131,043.78	138,006.28	143,881.26
400 000 Non-Program Transactions	0.00	0.00	
TOTAL EXPENDITURES & OTHER FINANCING USES	3,013,991.28	3,141,953.78	3,297,828.76
842 000 INDEBTEDNESS, END OF YEAR	18,551,133.26	0.00	0.00

CAPITAL PROJECTS FUND (FUNDS 41, 46, 48, 49)	Audited 2013-2014	Unaudited 2014-2015	Budget 2015-2016
900 000 Beginning Fund Balance	0.00	0.00	114,305.18
900 000 Ending Fund Balance	0.00	114,305.18	114,305.18
TOTAL REVENUES & OTHER FINANCING SOURCES	0.00	114,305.18	0.00
100 000 Instructional Services	0.00	0.00	0.00
200 000 Support Services	0.00	0.00	0.00
300 000 Community Services	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

FOOD SERVICE FUND (FUND 50)	Audited 2013-2014	Unaudited 2014-2015	Budget 2015-2016
900 000 Beginning Fund Balance	78,713.01	29,620.97	5,707.74
900 000 ENDING FUND BALANCE	29,620.97	5,707.74	27,158.49
TOTAL REVENUES & OTHER FINANCING SOURCES	677,436.90	641,833.31	608,874.99
200 000 Support Services	726,528.94	665,746.54	587,424.24
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	726,528.94	665,746.54	587,424.24

COMMUNITY SERVICE FUND (FUND 80)	Audited 2013-2014	Unaudited 2014-2015	Budget 2015-2016
900 000 Beginning Fund Balance	0.00	0.00	0.00
900 000 ENDING FUND BALANCE	0.00	0.00	0.00
TOTAL REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00
200 000 Support Services	0.00	0.00	0.00
300 000 Community Services	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

PACKAGE & COOPERATIVE PROGRAM FUND (FUNDS 91, 93, 99)	Audited 2013-2014	Unaudited 2014-2015	Budget 2015-2016
900 000 Beginning Fund Balance	0.00	0.00	0.00
900 000 ENDING FUND BALANCE	0.00	0.00	0.00
TOTAL REVENUES & OTHER FINANCING SOURCES	4,813.87	4,212.83	0.00
100 000 Instruction	0.00	0.00	0.00
200 000 Support Services	4,813.87	4,212.83	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	4,813.87	4,212.83	0.00

2016-2017 Budget Calendar

DRAFT

Evansville Community School District

	v	Task	Responsibility
November		<ul style="list-style-type: none"> Create Budget Calendar for BOE approval Administrative Budget Retreat - November 20, 2015 	Business Manager District Administrator
December		<ul style="list-style-type: none"> State of the District Presentation to Staff – _____ Principals gather budget input from staff at staff meetings Budget press release to public Open online web-site link for public input Review and revise budget process and philosophy Set date for BOE Budget Retreat 	District Administrator Principals Business Manager Business Manager Board of Education
January		<ul style="list-style-type: none"> BOE Budget Retreat Approve administrative contracts 	Business Manager Board of Education
February		<ul style="list-style-type: none"> Staffing recommendation to Board Handbook changes related to budget presentation 	District Administrator Committee
March		<ul style="list-style-type: none"> Zero-based budget process begins at building level Zero-based budget process begins for Director budgets Insurance Committee recommendation to Board Staff compensation recommendations to Board Approve staffing recommendations (contracts) Approve Employee Handbook changes related to budget 	Principals Directors Business Manager Committees Board of Education Board of Education
April		<ul style="list-style-type: none"> Approve health insurance rates (committee) Approve compensation schedules Building and department budget presentations to JR, DT, PL Approve staff hiring (vacancy list) for 2016-17 <p>*Written notice of teacher layoff/non-renewal due by April 15</p>	Board of Education Board of Education Principals, Directors Board of Education
May		<ul style="list-style-type: none"> Review of open enrollment data <p>*Written notice of teacher contract renewal due on or before May 15</p>	District Administrator
June		<ul style="list-style-type: none"> First draft of 2016-17 budget presented to BOE 	Business Manager
August		<ul style="list-style-type: none"> Second draft of 2016-17 budget presented to BOE for approval Community Hearings on Proposed 2016-17 Budget 	Business Manager District Administrator
September		<ul style="list-style-type: none"> Annual meeting and budget hearing Third Friday pupil count 	Board of Education Business Manager
October		<ul style="list-style-type: none"> State aid and equalized property values are finalized Final budget is presented for approval Tax levy is certified 2017-18 budget process begins 	Business Manager Board of Education Board of Education Business Manager

*Wis. Stats. 118.22

Board Approved:

ECSD Budget Development Process 2016-2017 (DRAFT)

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.

District Vision Statement

Creating a culture of excellence in:

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

Budget Development Vision

The budget is the financial framework supporting the District's educational and philosophical mission.

Budget Development Principles

The Board of Education and the Administration have established a set of guiding principles that will shape options available to the District to prudently manage an operating budget for next year.

Budget Development Principles:

1. Act in alignment with District Mission/Vision/Goals
2. Address sustainability: both financial and programmatic
3. Consider attrition and realignment in staff reductions rather than layoffs
4. Staff in alignment with enrollment
5. Focus college and career ready instruction over other instruction
6. Implement program delivery efficiencies vs. program elimination
7. Reduce or freeze non-instruction budget centers before instructional
8. Reduce where trends/data warrant in large budget centers (e.g. salaries, benefits)
9. Engage in good faith decision making based on multiple data sources (e.g. enrollment, class selection, budget listening sessions, online comments, survey responses)
10. Forecast beyond the current proposed budget, program and staffing needs to support the district's mission, vision and goals.

Process for evaluating budget expenditures – The Administrative Team will review each expenditure using the principles from above for building the 2016-2017 Budget.

Approved:

EVANSVILLE SCHOOL DISTRICT ENROLLMENT HISTORY

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

EVANSVILLE COMMUNITY SCHOOL DISTRICT

As of 9/18/2015 count date

Home-Schooled Students

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

Open Enrollment Out

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

Open Enrollment In

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

2015-2016 Open Enrolled Out by grade level	
4K	5
KG	7
01	5
02	6
03	7
04	12
05	6
06	12
07	11
08	13
09	7
10	11
11	8
12	8
Total	118

2015-2016 Open Enrolled In by grade level	
4K	6
KG	2
01	8
02	2
03	4
04	2
05	3
06	5
07	4
08	6
09	2
10	11
11	6
12	7
Total	68

2015-2016 Homeschooled by grade level	
4K	n/a
KG	5
01	3
02	4
03	3
04	7
05	5
06	5
07	3
08	2
09	3
10	2
11	3
12	2
Total	47

JEDI Students

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2015-2016	0	4	4/1839
2014-2015	2/2	3/6	5/1735; 8/1746
2013-2014	4	0	4/1696

Alternative Education – GEDO 2

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2015-2016		14	14/1839
2014-2015	0/0	12/13	12/1735; 13/1746
2013-2014	0	2	2/1696

Part-Time Home-Schooled Students

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2015-2016	3	0	3/1839
2014-2015	2/2	0/0	2/1735; 2/1746

Private Schools

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

HomeSchool Athletes

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

Open Enrollment In Wait List Information for 15-16

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

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Breakfast Service
Date: October 21, 2015

The 2015-2016 school year started with an alternative school breakfast service model in an effort to reduce costs for the overall food service program. Breakfast items are served each morning at all three District cafeterias. There is no charge to any student who participates in the program. The breakfast options are cereal, bagel w/cream cheese, yogurt and milk. During the month of September, 852 total breakfasts were served for an average of 42 breakfasts per day. The average breakfasts served per day is very similar to the number of breakfasts served per day during the 2014-2015 school year.

STUDENT DISCIPLINE: DETENTION, SUSPENSION AND EXPULSION

The Evansville Community School District Board of Education expects each school to establish a safe and nurturing learning environment. In order to maintain a positive school environment for all, student detention, suspension or expulsion may be necessary.

Detention

Detention is defined as detaining a student for inappropriate behavior as outlined in the student handbook. Detention rules and regulations shall be established by the building principal and published in the student handbook. Student detentions shall occur either before or after school hours or on Saturday and shall be supervised by a person assigned to that duty by the building principal or the District Administrator. All students must provide their own transportation when serving detentions. Students who fail to serve assigned detentions may be suspended from school.

Suspension

Suspension is defined as a disciplinary action that is issued by an Administrator or their designee as a consequence of a student's inappropriate behavior and requires that a student absent him/herself from the classroom, school activities, school grounds and/or school transportation services for a specified period of time.

An Administrator or designee may suspend a student for not more than five (5) school days (or, if a Notice of Expulsion Hearing has been sent to the student and the student's parent(s)/guardian(s), for not more than a total of fifteen (15) consecutive school days) for any of the following reasons:

1. Noncompliance with school rules or school board policies and guidelines.
2. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
3. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others.
4. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member of the District in which the student is enrolled.

Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student may be suspended if it is determined that the student is guilty of noncompliance with a school or District policy, or of the conduct charged, and that the student's suspension is reasonably justified. The Administration will provide the parent(s)/guardian(s) of a suspended minor student with prompt notice of the suspension and the reason for the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period, as provided in the attendance policy.

The Administration may offer suspended students an opportunity to participate in a particular support program or intervention activity related to their misconduct in addition to suspension. The Administration, in its sole discretion and consistent with applicable law, may offer these options at either District or family expense.

The District will follow applicable state and federal law regarding student discipline and suspensions.

Suspension Appeal

The suspended student or the student's parent(s)/guardian(s) may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or designee who shall be someone other than a principal, administrator or teacher in the suspended student's school.

If the District Administrator or designee finds that the student was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's school record shall be expunged. The District Administrator or designee shall make a finding within fifteen (15) days of the conference.

Suspension Review Meeting

When deemed appropriate by an Administrator, a Suspension Review Meeting will be requested before recommending expulsion. The Administration will invite the student and the student's parent(s)/guardian(s) to the suspension review meeting, and the following administrators will attend: District Administrator and administrator(s) involved in the incident. During this meeting, the Administrator(s) involved will present the facts of the case and supporting documentation. The review panel (District Administrator and up to two administrator designees) may ask questions of the Administrator(s). This meeting will also provide the student and parent(s)/guardian(s) another opportunity to hear, refute and/or present any additional information pertaining to the offense. The review panel may ask questions of the student and parent(s)/guardian(s). This is not an expulsion hearing so witnesses will not be called.

The purpose of the meeting is an administrative review of the facts related to a student suspension. Possible outcomes include, but are not limited to, referral for expulsion.

Expulsion

Expulsion means an action taken by the Evansville Community School District Board of Education to prohibit a student from further enrollment in the District, presence on school grounds and presence at school-sponsored/school-related activities, and/or prohibited school transportation services for a period of time determined by the Board. Before expelling a student, the Board must hold an expulsion hearing.

Grounds for Expulsion

Students may be expelled from school or school transportation services if the Board determines that the continued safety of the school necessitates the student's expulsion. In making the decision to expel a student, the Board shall evaluate the case of student misconduct using the following list of grounds for expulsion:

1. Repeated refusal or neglect to obey the rules.
2. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.

3. Conduct while at school, on school transportation services, or while under the supervision of a school authority which endangered the property, health or safety of others.
4. Conduct while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member of the District in which the student is enrolled.

Note: Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

5. Students at least 16 years old who repeatedly engage in conduct while at school, on school transportation services, or while under the supervision of a school authority that disrupt the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority, that does not constitute grounds for expulsion under steps 1-4, above.

The District will follow applicable state and federal law regarding student discipline, suspensions, and expulsions.

Notice of Expulsion Hearing

The District shall send written notice of the expulsion hearing to the student and, if the student is a minor, to the student's parent(s)/guardian(s) not less than five (5) days before the hearing. The notice shall state all of the following:

1. The specific statutory grounds for the expulsion and the particulars of the student's alleged conduct upon which the expulsion proceeding is based.
2. The time and place of the hearing.
3. That the hearing may result in the student's expulsion.
4. That, upon request of the student and, if the student is a minor, the student's parent(s)/guardian(s), the hearing shall be closed.
5. That the student and, if the student is a minor, the student's parent(s)/guardian(s) may be represented at the hearing by counsel.
6. That the Board shall keep written minutes of the hearing.
7. That if the Board orders the expulsion of the student the District clerk shall mail a copy of the order to the student and, if the student is a minor, to the student's parent(s)/guardian(s).
8. That if the student is expelled by the Board the expelled student or, if the student is a minor, the student's parent(s)/guardian(s) may appeal the Board's decision to the Department of Public Instruction (the Department.)
9. That if the Board's decision is appealed to the Department, within 60 days after the date on which the Department receives the appeal, the Department shall review the decision and shall, upon review, approve, reverse or modify the decision.
10. That the decision of the Board shall be enforced while the Department reviews the school Board's decision.
11. That an appeal from the decision of the Department may be taken within 30 days to the circuit court for the county in which the school is located.
12. The state statutes related to student expulsion.

Legal Ref.: Sections 115.787(3) Wisconsin Statutes (Individualized Education Programs)
118.13 (Pupil Discrimination Prohibited)

118.127 (Law Enforcement Agency)
118.31 (Corporal Punishment)
118.16(4) (School Attendance Enforcement)
119.25 (Expulsion of Pupils)
120.13(1) (School Board Powers)
PI 9.03(1) of the Wisconsin Administrative Code
Federal Laws: 18 U.S.C. 921 (a)(3)
Individuals With Disabilities Education Act (IDEA)

Local Ref.: Policy #447.1 – Use of Seclusion and Physical Restraint by Staff

USE OF SECLUSION AND PHYSICAL RESTRAINT BY STAFF

The Evansville Community School District employees may use reasonable and necessary force in certain situations. Physical restraint/seclusion may be used only when non-violent crisis interventions have proved ineffective or the student's behavior poses an imminent threat of serious, physical harm to self, staff, students and/or others. Such restraint/seclusion shall only be used for the amount of time needed to remove or prevent injury and as a last resort. The use of mechanical or chemical restraint is not appropriate for use in schools.

Seclusion also called "seclusion timeout" or "isolated timeout" as defined by the Wisconsin Department of Public Instruction (DPI) means:

Removing a student from the general activity and isolating him/her in a separate supervised area/room for a set period of time or until the student has regained control. It does not include such things as:

1. In-school suspension.
2. Detention.
3. Student requested break.
4. The student is instructed to return to his/her desk and/or sit on the sidelines.

Physical restraint also called "manual restraint" as defined by the Wisconsin Department of Public Instruction (DPI) means:

Holding a student in order to restrain his/her movement; use of physical force, without the use of any device or materials, to restrict the free movement of all or a portion of a student's body. It does not include:

1. Briefly holding a student in order to calm or comfort the student.
2. Holding a student's hand or arm to escort the student safely from one area to another when the student is complying with the request to move.
3. Intervening in a fight.
4. Using protective or stabilizing devices using a weighted glove or wide arm cuff to hold one of the student's arms, allowing him/her to refrain from stereotypy and work with the free arm/hand. Additionally, it does not include adaptive equipment prescribed by a health care professional.

Staff may have physical contact with students to gently guide or reinforce student behavior.

School personnel may use reasonable physical force or restraint under the following conditions:

1. To quell a disturbance or prevent an act that threatens physical injury to any person.
2. To obtain possession of a weapon or other dangerous object within a student's control.
3. For the purpose of self-defense or the defense of others.
4. For the protection of property in accordance with state statutes.
5. To remove a disruptive student from school premises, a motor vehicle, or school sponsored activities, when nonphysical interventions to de-escalate the situation have proven ineffective.
6. To prevent a student from inflicting harm on him/herself.
7. To protect the safety of others.

Decisions regarding the use of seclusion or physical restraint may be made on a case-by-case basis. The District shall not unlawfully discriminate in the use of seclusion or physical restraint between disabled and nondisabled students. If the behavior of a student with a disability interferes with the learning of others, it shall be the responsibility of the student's Individualized Educational Program (IEP) team to determine the appropriate plan to address the behavior. Behavior interventions and other supports and strategies shall be included in the student's IEP and revised as necessary based upon the functional behavior assessment.

All new special educators, educational assistants and building principals who are not actively certified in non-violent crisis intervention techniques will receive training and demonstrate proficiency in the use of non-violent crisis intervention techniques, including the use of seclusion/physical restraint, within one (1) year of their hiring. All staff members expected to use seclusion and/or physical restraint will receive Crisis Prevention Institute (CPI) refreshers of non-violent crisis intervention techniques every year as well as formal CPI training every three years. All special educators, educational assistants and building principals will receive formal CPI training every three (3) years. A staff member may use physical restraint on a student at school only if he or she has received this training. In an emergency, and if a trained staff member is not immediately available, any staff member may use physical restraint on a student.

No official, employee or agent of the Evansville Community School District Board of Education may subject any student enrolled in the District to corporal punishment or unreasonable physical force. Corporal punishment means the intentional inflicting or causing to be inflicted physical pain for the sole purpose of punishment or as a disciplinary action. Corporal punishment includes, but is not limited to, paddling, slapping, or prolonged maintenance of physically painful positions when used as a means of discipline. Corporal punishment does not include actions consistent with an IEP or reasonable physical activities associated with athletic training or therapy provided by a licensed and certified therapy professional or under the direction of such person when trained.

All employees of the district shall be apprised of this policy annually and reminded that violation will be deemed cause for disciplinary action. A completed Evansville Community School District restraint/seclusion form must be submitted electronically to the building principal, director of student services, and the technology and data specialist whenever physical restraint or force is used against any student within one (1) business day and for the student's parent/guardian to review within three (3) business days. The restraint/seclusion form can be found on the District website.

Annually, by September 1st, the Director of Student Services shall submit to the Board a report containing the number of incidents of seclusion and physical restraint in the previous year, the total number of students involved in the incidents, and the total number of students with disabilities involved in the incidents. These reports are aligned with the mandatory reporting requirements of the Wisconsin Department of Public Instruction. This report will also disaggregate the data to report the number of seclusions, physical restraints and mechanical restraints to align with the mandatory reporting requirements from the Civil Rights Data Collection.

Guidelines for the use of physical restraint shall be developed and annually reviewed by the Director of Student Services and shared with staff annually.

Legal Ref.: Sections 115.787(2)(i) Wisconsin Statutes (Individualized Education Programs)
115.787(3)(b)1 (Individualized Education Programs)
118.13 (Pupil Discrimination Prohibited)
118.164 (Removal of Pupils From the Class)

118.305 (Use of Seclusion and Physical Restraint)
118.31 (Corporal Punishment)
939.48 (Self-Defense and Defense of Others)
2011 WI Act 125

Local Ref.: Policy #447 – Student Discipline: Detention, Suspension and Expulsion

Revised: June 14, 2004

447.1-Form

Revised: September 3, 2009

Revised: October 8, 2014

1st Reading: 9/30/15; 2nd Reading: 10/14/15; 3rd Reading: 10/28/15

Recommendation to Remove; So Can Be Updated When Necessary

Evansville Community School District Seclusion/Restraint Report

Student Name: _____ Age/Grade: _____ Date of Report: _____

Teacher: _____ Date of seclusion/restraint (circle one or both): _____

Start time: _____ Stop time: _____ Location: _____

Person making report: _____ Signature _____

Name(s) of staff member(s) or others involved:

Name/Title _____

Name/Title _____

Name/Title _____

Description of activity in which the student was engaged in prior to use of seclusion/restraint:

Efforts made to de-escalate behavior, check all that apply:

Provided Choices

Verbal Redirection

Calming technique

Reduced Demands

Changed staff involved

Reduced verbal interactions

Offered alternate place to work

Processing/think time given

Other:

Other:

Student behavior that prompted the seclusion/restraint, check all that apply:

Imminent serious physical harm to themselves

Imminent serious property destruction

Imminent serious physical harm to others

Other:

Alternatives to seclusion/restraint that were attempted, check all that apply:

Request for assistance

Voluntary removal of student to another location

Removal of other students

Other:

Behavior of student during seclusion/restraint:

Behavior of student after seclusion/restrain:

Follow-up with student after the seclusion/restraint:

Debriefing with staff including suspected triggers, and planning for future interventions or actions:

Parent communication on the same day.

Phone: _____ Face to Face: _____ Date: _____ By whom: _____

This form will be sent to the student’s guardian/parent.

Date mailed to student’s guardian/parent: _____

Copy sent to district office: _____

Administrator signature/date: _____

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 14, 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, Braunschweig, and HS Rep. Roth. Absent: HS Rep Michael.

APPROVE AGENDA

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

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- National School Lunch week – October 12 – 16
- Resignation of Board President, Kathi Swanson, Effective October 31, 2015
- Resignation of Board Member, Amanda Koenecke, Effective November 6, 2015

PUBLIC PRESENTATION

None.

INFORMATION & DISCUSSION

Interim Director of Instruction, Ms. Murphy, presented a 2015-2018 Literacy Development Plan. Discussion.

Business Manager, Ms. Treuden, presented information on refinancing the high school debt. Discussion. Consensus to refinance the high school debt and bring different scenarios with adding a year and not adding a year to the debt timeline to the next meeting for further discussion.

Ms. Swanson presented for a second reading, policies: #447, Student Discipline: Detention, Suspension, and Expulsion; #447.1, Use of Physical Force or Restraint and Seclusion by Staff; and #447.1 Form, Seclusion/Restraint Report. Discussion. Policies to come back for a third reading.

Ms. Swanson began discussion on attending the fall WASB Regional Meeting. Ms. Hammann, Mr. Rasmussen, Ms. Spanton Nelson gave their perspective of the meeting.

District Administrator, Mr. Roth, shared information on the 2015-2016 school calendar and certified staff contracted days. Discussion. Consensus that the certified staff will log 16 hours of additional work and turn into their principal.

PUBLIC PRESENTATION

None.

BUSINESS (Action Items)

Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to approve the resignation of Megan Bloedow, Food Service Worker, effective October 16, 2015. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to approve the hiring of Sally Bowers, .50 Educational Assistant at \$12.50/hour and Barb McCool, .50 Educational Assistant at \$12.50/hour. Discussion. Motion carried, 7-0 (voice vote).

CONSENT (Action Items)

Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to approve the consent agenda items: policies #842, Donation and Memorial Signage; #851, Advertising in the Schools; and September 30 Regular Meeting Minutes, as presented. Motion carried, 7-0 (voice vote).

FUTURE AGENDA

October 28, 2015, Regular meeting agenda discussed.

Discussion of the November 11 meeting. Meeting moved to November 18.

ADJOURN

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 7:15 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved:
Kathi Swanson, President

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: September 2015 Reconciliation
Date: October 12, 2015

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – September \$1,843,644.19
- Check Register – September \$ 617,655.12

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

FOR THE MONTH OF	Sep-15	
BALANCE PER BANK:		96,000.00
OUTSTANDING CHECKS		-180,752.22
LESS WRS POSTING		-124,297.37
MMA ACCOUNT		1,298,995.58
BALANCE PER BANK		1,089,945.99

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.	
FUND 10 General	118,912.31	32,099.16	151,011.47	
FUND 21 Donations	26,008.12	5,821.12	31,829.24	
FUND 27 Special Ed	(19,582.33)	(220,310.94)	(239,893.27)	
FUND 38 Debt	18,040.79	-	18,040.79	
FUND 39 Debt	(168,092.23)	-	(168,092.23)	
FUND 50 Food Service	35,365.05	(37,310.64)	(1,945.59)	
FUND 99 Voc Ed/ESL/Grants	-	-	-	
MMA ACCOUNT		-	1,298,995.58	
BALANCE PER GENERAL LEDGER				1,089,945.99
		-219,701.30		

DIFFERENCE 0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	September 2015-16 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-1,123,701.03	32,099.16	151,011.47
10	-	---	---	---	---	GENERAL FUND	-1,123,701.03	32,099.16	151,011.47
21	A	000	000	711100	---	CASH ON DEPOSIT	26,237.67	5,821.12	31,829.24
21	-	---	---	---	---	GIFTS/DONATIONS	26,237.67	5,821.12	31,829.24
27	A	000	000	711100	---	CASH ON DEPOSIT	13,232.79	-220,310.94	-239,893.27
27	-	---	---	---	---	SPECIAL EDUCATION FUND	13,232.79	-220,310.94	-239,893.27
38	A	000	000	711100	---	CASH ON DEPOSIT	18,040.79		18,040.79
38	-	---	---	---	---	NON-REFERENDUM DEBT	18,040.79		18,040.79
39	A	000	000	711100	---	CASH ON DEPOSIT	-168,092.23		-168,092.23
39	-	---	---	---	---	REFERENDUM APPROVED DEBT SERVI	-168,092.23		-168,092.23
50	A	000	000	711100	---	CASH ON DEPOSIT	14,594.20	-37,310.64	-1,945.59
50	-	---	---	---	---	FOOD SERVICE	14,594.20	-37,310.64	-1,945.59
Grand Asset Totals							-1,219,687.81	-219,701.30	-209,049.59

Number of Accounts: 6

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

Post Date	Func	Description	Amount
09/30/2015	DISTRICT WIDE	STUDENT FEES	2087.50
09/30/2015	SCHOOL BUILDING ADMINISTRATION	WORK PERMIT	20.00
09/30/2015	INDUSTRIAL ARTS	J KNOTT-NAPA REIMBURSEMENT	27.48
09/30/2015	DISTRICT WIDE	FACILITY USE - LET IT RAIN BASKETBALL	20.00
09/30/2015	DISTRICT WIDE	FACILITY USE - RISING STAR DANCE STUDIO	494.06
09/30/2015	DISTRICT WIDE	FACILITY USE - TABLE AND CHAIRS-SANGERFEST	150.00
09/30/2015	DISTRICT WIDE	KID CONNECTION - FACILITY USE FOR SEP	344.68
09/30/2015	DISTRICT WIDE	STUDENT FEES	2022.50
09/30/2015	DISTRICT WIDE	FOOD SERVICE PAYMENT INVOICE 1105	88.12
09/30/2015	MUSIC	MUSIC BOOSTERS CHECK	329.85
09/30/2015	INDUSTRIAL ARTS	NAPA REIMBURSEMENT	26.00
09/30/2015	SCHOOL BUILDING ADMINISTRATION	ZWICKY GRANT	490.00
09/30/2015	OPERATION OF BUILDINGS	REINBURSEMENT FROM GOLZ FOR ROOF REPAIR	207.68
09/30/2015	SCHOOL BUILDING ADMINISTRATION	TRIS CREDIT CARD REIMBURSEMENT	853.96
09/30/2015	DISTRICT WIDE	FACILITY USE - 6TH GRADE TRI COUNTY BBALL	15.00
09/30/2015	DISTRICT ADMINISTRATION	OPEN RECORD'S REQUEST - MARINES	10.00
09/30/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - S ERICKSON	1190.76
09/30/2015	BUSINESS MANAGER	GARNISHEE FEE PAYMENT - L POMPLUN	15.00
09/30/2015	DISTRICT WIDE	ACUITY AUDIT REFUND	13351.00
09/30/2015	DISTRICT WIDE	FOOTBALL VS. EAST TROY 9/4/15 GATE 1	820.00
09/30/2015	DISTRICT WIDE	FOOTBALL VS. EAST TROY 9/4/15 GATE 2	477.00
09/30/2015	DISTRICT ADMINISTRATION	DO SODA	108.00
09/30/2015	DISTRICT ADMINISTRATION	DO COFFEE	8.50
09/30/2015	INFORMATION SERVICES	DO STAMPS	7.00
09/30/2015	SCHOOL BUILDING ADMINISTRATION	INVOICE 1516001-MONTICELLO VENDING INVOICE	300.00
09/30/2015	ACCOUNTS RECEIVABLE	MANUFACTURED HOME TAX-MAGNOLIA	263.28
09/30/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - S ERICKSON	77.91
09/30/2015	TERMINATION OF BENEFITS	EBC - COBRA DENTAL - FLAHERTY	166.56
09/30/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL - PFAFF WAGNER CUPAUDE ANDREW	3152.17
09/30/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL HRA - PFAFF WAGNER ANDREW CU	600.00
09/30/2015	DISTRICT WIDE	VOLLEYBALL VS. JEFFERSON 9/10/15	292.00
09/30/2015	DISTRICT WIDE	STUDENT FEES	1309.00
09/30/2015	INSTRUCTIONAL STAFF TRAINING	CESA REVENUE FOR TEACHING AND LEARNING	350.00
09/30/2015	DISTRICT WIDE	ERATE REFUND-CHARTER	10800.00
09/30/2015	DISTRICT WIDE	COACHES PAY FOR POPA	5080.42
09/30/2015	DISTRICT WIDE	FACILITY USE - 7TH GRADE TRI COUNTY BBALL	15.00
09/30/2015	DISTRICT WIDE	FACILITY USE - STATELINE OFFICIAL'S MEETING	15.00
09/30/2015	DISTRICT WIDE	FACILITY USE - SCUB SCOUTS	60.00
09/30/2015	DISTRICT WIDE	ERATE REFUND-US CELLULAR	1090.44
09/30/2015	HOME ECONOMICS	FOODS CLASS DUES	360.00
09/30/2015	DISTRICT WIDE	VOLLEYBALL VS. EDGERTON 9/17/15	353.00
09/30/2015	DISTRICT WIDE	STUDENT FEES	1031.00
09/30/2015	DISTRICT ADMINISTRATION	DO COFFEE	20.00
09/30/2015	DISTRICT ADMINISTRATION	POLO SHIRT DONATIONS	125.00
09/30/2015	LIBRARY	DEPOSIT TO MS LMC FOR LOST BOOK	50.00
09/30/2015	DISTRICT WIDE	ERATE REFUND-AT&T	7178.79
09/30/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR OCT - S. ERICKSON	193.84
09/30/2015	GIFTED AND TALENTED	WARD'S SCIENCE REFUND	67.59
09/30/2015	DISTRICT WIDE	KID CONNECTION - FACILITY USE FOR SEP	366.85
09/30/2015	SCHOOL BUILDING ADMINISTRATION	HS CREDIT CARD REIMBURSEMENT	1281.20
09/30/2015	DISTRICT WIDE	SOFTBALL PRESS BOX DONATION-GREENWOODS STATE	2000.00
09/30/2015	DISTRICT WIDE	VOLLEYBALL VS. EAST TROY 9/24/15	269.00
09/30/2015	DISTRICT WIDE	FOOTBALL VS. EDGERTON 9/25/15 GATE 1	2527.00

Post Date	Func	Description	Amount
09/30/2015	DISTRICT WIDE	FOOTBALL VS. EDGERTON 9/25/15 GATE 2	1812.00
09/30/2015	DISTRICT WIDE	STUDENT FEES	363.00
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	2060.75
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1828.00
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	894.00
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1328.00
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	165.00
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	926.00
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	449.00
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	694.00
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	835.60
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	910.00
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	720.50
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	740.20
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	641.90
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1016.35
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1278.50
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	679.30
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	371.01
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	746.70
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	875.45
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	700.35
09/30/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS-CASH LINES	74.60
09/30/2015	DISTRICT WIDE	VENDING	167.75
09/30/2015	DISTRICT WIDE	VENDING	33.00
09/30/2015	DISTRICT WIDE	VENDING	116.00
09/30/2015	DISTRICT WIDE	VENDING	83.50
09/30/2015	DISTRICT WIDE	VENDING	80.50
09/30/2015	DISTRICT WIDE	INTEREST	928.64
09/30/2015	DISTRICT WIDE	E-FUNDS STUDENT FEES	1359.00
09/30/2015	OTHER DEPOSITS PAYABLE	E-FUNDS MEAL PAYMENTS	10255.65
09/30/2015	DUE FROM STATE	EQUALIZATION AID	1747950.00
09/30/2015	OTHER DEPOSITS PAYABLE	BANK ADJUSTMENT CHECK 1807	0.80
Total for Cash Receipts			1843644.19

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
09/03/2015	78675	R	INDEPENDENT INSPECTIONS	659.00
09/01/2015	78677	R	DEAN HEALTH PLANS	190,132.05
09/01/2015	78679	R	DELTA DENTAL OF WISCONSIN	23,097.49
09/01/2015	78680	R	DELTAVISION	693.71
09/01/2015	78681	R	SUN LIFE FINANCIAL	2,728.42
09/01/2015	78682	R	WEA INSURANCE TRUST	5,077.36
09/10/2015	78683	R	AMERICOLLECT INC.	302.51
09/10/2015	78684	R	AMERIPRISE FINANCIAL SERVICES	370.00
09/10/2015	78685	R	FIDUCIARY TRUST INTERNATIONAL	1,374.00
09/10/2015	78686	R	KOHN LAW FIRM S.C.	16.57
09/10/2015	78687	R	METLIFE	75.00
09/10/2015	78688	R	MG TRUST COMPANY	750.00
09/10/2015	78689	R	SBG-VAA	30.00
09/11/2015	78705	R	ACP DIRECT	176.20
09/11/2015	78706	R	ALBANY HIGH SCHOOL	60.00
09/11/2015	78707	R	ALBRECHTSON, JACK	60.00
09/11/2015	78708	R	ALLEN CUSTOM FLATWORK INC.	740.00
09/11/2015	78709	R	AMSTERDAM	278.50
09/11/2015	78710	R	ANDERSON, JHAYSON	90.00
09/11/2015	78711	R	AT & T	416.80
09/11/2015	78712	R	BELLEVILLE HIGH SCHOOL	150.00
09/11/2015	78713	R	BJ ELECTRIC SUPPLY INC.	100.62
09/11/2015	78714	R	BRODHEAD HIGH SCHOOL	230.00
09/11/2015	78715	R	CAIN, CLEUS	90.00
09/11/2015	78716	R	CESA 8	75.70
09/11/2015	78717	R	CRM	875.00
09/11/2015	78718	R	DISCOUNT MAGAZINE SUB SERVICE	1,400.00
09/11/2015	78719	R	EAST TROY HIGH SCHOOL	160.00
09/11/2015	78720	R	EDGERTON HIGH SCHOOL	250.00
09/11/2015	78721	R	EVANSVILLE HIGH SCHOOL	31.00
09/11/2015	78722	R	EQUAL RIGHTS DIVISION	15.00
09/11/2015	78723	R	EVANSVILLE BLOOMS	40.00
09/11/2015	78724	R	EVERBRITE LLC	165.00
09/11/2015	78725	R	FIDELITEC LLC	312.00
09/11/2015	78726	R	FOLLETT SCHOOL SOLUTIONS, INC.	2,490.40
09/11/2015	78727	R	FORT HEALTH CARE	72.00
09/11/2015	78728	R	FRANKSON, DAVID	90.00
09/11/2015	78729	R	GRAINGER PARTS	682.84
09/11/2015	78730	R	IDEAL PRINTING WI LLC	640.50
09/11/2015	78731	R	JANESVILLE CRAIG HIGH SCHOOL	200.00
09/11/2015	78732	R	LARSON, DARRELL	96.00
09/11/2015	78733	R	LIGHTHOUSE METALS	174.08
09/11/2015	78734	R	LIGHTSPEED SYSTEMS	6,250.00
09/11/2015	78735	R	MACGILL AND CO	672.47
09/11/2015	78736	R	MCKAY, BRIAN	60.00
09/11/2015	78737	R	MILTON HIGH SCHOOL	200.00
09/11/2015	78738	R	MOOR, EVAN	815.93
09/11/2015	78739	R	NCS PEARSON INC	880.90
09/11/2015	78740	R	OCCUPATIONAL HEALTH CENTERS	892.60
09/11/2015	78741	R	OFFICE DEPOT	120.66
09/11/2015	78742	R	PARAGON DEVELOPMENT SYSTEMS	15,660.00
09/11/2015	78743	R	PEARSON EDUCATION	1,118.69
09/11/2015	78744	R	PIGGLY WIGGLY	14.27
09/11/2015	78745	R	PLATTEVILLE HIGH SCHOOL	125.00
09/11/2015	78746	R	REALLY GOOD STUFF	978.58
09/11/2015	78747	R	REEDSBURG HIGH SCHOOL	150.00

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
09/11/2015	78748	R	RINGHAND BROTHERS INC	3,982.40
09/11/2015	78749	R	RIVERSIDE PUBLISHING CO.	3,251.55
09/11/2015	78750	R	ROCK VALLEY CONFERENCE	3,000.00
09/11/2015	78751	R	SCHENCK, BOB	96.00
09/11/2015	78752	R	SCHROEDER, DAVID	60.00
09/11/2015	78753	R	SERVICE REPRODUCTION CO	210.04
09/11/2015	78754	R	SPRINGSHARE, LLC	799.00
09/11/2015	78755	R	STOUGHTON HIGH SCHOOL	75.00
09/11/2015	78756	R	SUPREME SCHOOL	249.87
09/11/2015	78757	R	TABEI, ALI	60.00
09/11/2015	78758	R	TAHER	56,847.92
09/11/2015	78759	R	TEACHER DIRECT	99.96
09/11/2015	78760	R	THE OMNI GROUP	9.00
09/11/2015	78761	R	TRANSUE, ZACHARY	60.00
09/11/2015	78762	R	VOCABULARY SPELLING CITY	649.80
09/11/2015	78763	R	WAGNER, KENNETH	60.00
09/11/2015	78764	R	MATT WOGAMAN	90.00
09/11/2015	78765	R	WOLLIN, DAVID	60.00
09/15/2015	78768	R	RINGHAND BROTHERS INC	60,963.80
09/22/2015	78769	R	INTERNAL REVENUE SERVICE	94.42
09/22/2015	78770	R	INTERNAL REVENUE SERVICE	31.49
09/25/2015	78771	R	ADVANCED DISPOSAL	1,513.20
09/25/2015	78772	R	BOUZLANE, ROBERT	90.00
09/25/2015	78773	R	CHARTER COMMUNICATIONS	1,887.90
09/25/2015	78774	R	DAMMEN, LEE	85.00
09/25/2015	78775	R	DUDDLESTON, LUKAS	60.00
09/25/2015	78776	R	EVANSVILLE HIGH SCHOOL	120.00
09/25/2015	78777	R	GEORGE, MICHAEL	200.00
09/25/2015	78778	R	JONES, RICHARD	90.00
09/25/2015	78779	R	KIDS KORNER	44,500.00
09/25/2015	78780	R	LARSON, DARRELL	128.00
09/25/2015	78781	R	MAGIC MOMENTS	13,350.00
09/25/2015	78782	R	PATHWAY PRESCHOOL	37,825.00
09/25/2015	78783	R	PETERSON, MICHAEL	90.00
09/25/2015	78784	R	RHYME BUSINESS PRODUCTS	3,076.71
09/25/2015	78785	R	SCHENCK, BOB	48.00
09/25/2015	78786	R	SHANNA SPERRY MEMORIAL FUND	40.00
09/25/2015	78787	R	SHOEMAKER, BRENDON	90.00
09/25/2015	78788	R	SOUTHERN WISCONSIN ROOFING	24,111.00
09/25/2015	78789	R	TERRY, ALEXIS	90.00
09/25/2015	78790	R	TEACHERS ON CALL	3,505.32
09/25/2015	78791	R	WBCA	340.00
09/25/2015	78792	R	WEE ONES	801.00
09/25/2015	78793	R	WEST, DANIEL	90.00
09/25/2015	78794	R	WISCONSIN TAXPAYERS ALLIANCE	195.00
09/25/2015	78795	R	WEE ONES	40,050.00
09/25/2015	78796	R	AMERICOLLECT INC.	293.08
09/25/2015	78797	R	AMERIPRISE FINANCIAL SERVICES	370.00
09/25/2015	78798	R	FIDUCIARY TRUST INTERNATIONAL	1,249.00
09/25/2015	78799	R	KOHN LAW FIRM S.C.	113.73
09/25/2015	78800	R	METLIFE	75.00
09/25/2015	78801	R	MG TRUST COMPANY	750.00
09/25/2015	78802	R	SBG-VAA	30.00
09/24/2015	2016003	M	EVANSVILLE WATER & LIGHT DEPT	35,232.90
09/24/2015	2016004	M	U.S. CELLULAR	192.28
09/11/2015	151600066	A	ARBOR SCIENTIFIC	1,196.30

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
09/11/2015	151600067	A	BADGER SPORTING GOODS CO., INC	1,804.33
09/11/2015	151600068	A	BOARDMAN & CLARK LLP	1,612.00
09/11/2015	151600069	A	BUSSE, ERIC	96.00
09/11/2015	151600070	A	CARTER & GRUENEWALD CO., INC.	42.50
09/11/2015	151600071	A	EMPATHIA INC	238.00
09/11/2015	151600072	A	FIRST SUPPLY LLC - MADISON	493.79
09/11/2015	151600073	A	HALLMAN LINDSAY	305.65
09/11/2015	151600074	A	HAMMOND, JOLENE	28.52
09/11/2015	151600075	A	HEINEMANN	1,524.60
09/11/2015	151600076	A	HELLENBRAND INC	526.48
09/11/2015	151600077	A	JEREMIASON, BETH	150.00
09/11/2015	151600078	A	JOHNSON, STEPHANIE	18.18
09/11/2015	151600079	A	KATZENBERGER, JANELLA	160.95
09/11/2015	151600080	A	LANDMARK SERVICES COOPERATIVE	2,061.25
09/11/2015	151600081	A	MCDANIEL, KATIE	116.67
09/11/2015	151600082	A	MIDAMERICA ADMINISTRATIVE & RE	200.00
09/11/2015	151600083	A	MJ CARE, INC.	907.50
09/11/2015	151600084	A	NICHOLSON, CHRIS	96.00
09/11/2015	151600085	A	PICKERING, DEANNA	56.47
09/11/2015	151600086	A	REUTER, KARI	120.31
09/11/2015	151600087	A	RHYME BUSINESS PRODUCTS	443.28
09/11/2015	151600088	A	RUNKLE, JENNY	112.42
09/11/2015	151600089	A	SPERANDEO-WEHNER, KIM	44.85
09/15/2015	151600090	A	BACKES, JESSICA	53.85
09/25/2015	151600091	A	BUSSE, ERIC	128.00
09/25/2015	151600092	A	KATZENMEYER, JENNY	100.00
09/25/2015	151600093	A	KNOTT, JASON	50.00
09/25/2015	151600094	A	NICHOLSON, CHRIS	128.00
Totals for checks				617,655.12

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

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

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

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

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

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

EVALUATION AND DEVELOPMENT OF ADMINISTRATORS

~~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.~~

~~Administrative personnel shall be evaluated on the basis of a written job description and documented yearly 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 description, shall be reported and discussed at executive session of 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.)~~

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 administrative team vacancies. Administrative team members shall be appointed by the Board, upon recommendation of the district administrator. All administrative team members 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 for a specified contract period consistent with state law provisions. Administrative team members 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.:

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
Revised: December 9, 1991
Revised: November 12, 2001
Revised: 1st Reading: 10/28/15

222

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)

Local Ref: Administrative Rule 222.1-222.9 Job Descriptions – need to discuss this with the Board

Approved: July 8, 1985
Revised: September 11, 2006
Revised:
1st Reading: 10/28/15

223

ADMINISTRATOR PROFESSIONAL DEVELOPMENT OPPORTUNITIES

~~The Board recognizes its responsibility to provide opportunities for the professional growth of its administrative staff. Such opportunities shall include relevant inservice programs, and adequate professional library, special courses, workshops, conferences, conventions, and school visitations.~~

~~To promote the development of professional growth, the District Administrator will work with administrators to develop short and long-term goals. Goals shall be developed and evaluated annually for professional growth.~~

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
Revised: May 10, 2010
Revised: July 16, 2014
Revised:
1st Reading: 10/28/15

370

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 young men and young women~~ 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, ~~Part-time resident non-public school and home-schooled students~~ are not eligible to participate in the Evansville School District's 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) Definition Home Based Private Educational Program
 118.13 Wisconsin Statutes (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 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) 12th 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 10th or 25th of each month.
9. Materials will be posted electronically two (2) times per month, the 15th and last day of the month.

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

FYI Only

DISTRIBUTION OF FLYERS, POSTERS, AND BROCHURES SUBMISSION FORM

The Evansville Community School District (ECSD) recognizes that young people benefit greatly from the activities and services offered in the community. Read policy #852, Distribution of Flyers, Posters, and Brochures, guidelines online at www.ecsd.org. If your activity meets the criteria, complete the form below and submit your materials to a School Building Office or the District Administrator. All fields marked with a star (*) are required.

Is this an event/activity for school-aged children?: * Yes / No

Are you a non-profit or not-for-profit organization?: * Yes / No

If you answer "NO" to both of the above questions, STOP. Your event does not comply with ECSD Policy #852, do not continue.

Name of Organization: * _____

Title of Event/Activity: * _____

Contact Person: * _____

Phone Number: * _____ - _____ - _____

Email Address: * _____

Mailing Address: _____

Describe the purpose or subject of materials being submitted: *

Suggested Date of Posting: _____ / _____ / _____

(Please allow at least 10-15 business days for processing of your request and posting to the website.)

Remove Posting: _____ / _____ / _____

Return this form to the School Office or District Office.

Employee Received Form: _____ Date: _____

Approved: Yes / No Date: _____

EVANSVILLE COMMUNITY SCHOOL DISTRICT

POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Wednesday, September 2, 2015, in the District Board and Training Center.

Committee Members Present: Melissa Hammann and Amanda Koenecke. Others in attendance: Janessa Katzenberger and Brian Cashore.

Approve August 5, 2015, Minutes: Motion by Ms. Koenecke, seconded by Ms. Hammann, moved to approve the August 5, 2015, minutes as presented. Motion carried, voice vote.

Old Business:

Policy #447- Student Discipline: Detention, Suspension, and Expulsion- Policy brought to Committee from Ms. Katzenberger. Discussion. Policy to go before the Board for a first reading with suggested changes.

Policy #447.1- Use of Physical Force or Restraint and Seclusion by Staff- Policy brought to Committee from Ms. Katzenberger. Discussion. Policy to go before the Board for a first reading with suggested changes.

Policy #447.1 Form- Seclusion/Restraint Report- Form brought to the Committee from Ms. Katzenberger. Discussion. Form to be presented for removal request to the Board, due to the availability of an electronic version.

New Business:

Policy #370- The Co- and Extra-Curricular Activities Program- Policy brought to Committee from Mr. Cashore. Discussion to make changes according to new law requirements. 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. Committee agreed to table this policy until the next policy meeting to allow some time to research current practice within the District.

Update on Forming of the Sponsorship Committee: The Committee is starting to be created to consist of staff, community members, and local business owners. Meeting date will be confirmed later in the week.

Future Policies to Review: Policy #221, #222, #223, #223.1, #225, #225.1, #225.2, and #852.

Set Date of Next Meeting and Agenda: October 7, 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 9:48 am.

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

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

Employee Handbook Part: Part 2 – Certified Staff

Employee Handbook Page/Section/Section #: Pg. 41, Section 3, 3.02, B.

Suggested Revision:

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

3.02, B. -
Newly hired certified staff shall be ~~evaluated~~ **observed** 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.

DISTRICT OFFICE USE ONLY

Form received: 9-14-15

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

Cost Impact and Amount: ∅

Legal Impact: n/a

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 1st~~ **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 km

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 1st. 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: ϕ

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.

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 1st through July 15th, ~~\$250.00~~ **\$750.00**; from July 16th through July 31st, ~~\$300.00~~ **\$1000.00**; from August 1st 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: _____ ϕ _____

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 1st through July 15th, \$250.00; from July 16th through July 31st, \$300.00; from August 1st 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: ϕ

Legal Impact: n/a

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.

*

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

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

#5

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held Tuesday, April 7, 2015, at 4:30 pm in the District Board and Training Center.

Attendance

Members in attendance: Jerry Roth, Melissa Hammann, Amanda Koenecke, John Rasmussen, Kim Katzenmeyer, Liz Uher, Holdin Worley, and Kevin Wells. Others in attendance: Kelly Mosher and Doreen Treuden.

Approve Minutes

Motion by Mr. Rasmussen, seconded by Ms. Katzenmeyer, moved to approve the February 4, 2015, minutes as presented. Motion carried, voice vote.

Appoint Someone to Take the Minutes

Mr. Worley volunteered to take the minutes.

Review Employee Handbook Proposed Change Form

Appendix A of the Employee Handbook reviewed for any additional changes before it goes back to the Board for a second reading. Discussion. No changes.

Discuss Employee Handbook Housekeeping Items

Ms. Mosher shared some suggested housekeeping items. Discussion. Ms. Mosher to update and share with the Board. Housekeeping items to be shared with all staff/Board when made.

Policies to have gone to the Board for removal, prior to any Handbook changes. Chair, Ms. Koenecke will share with Board these recommendations.

Policy 152 – Employee Handbook, will go to the Policy Committee with suggested changes.

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

#10 - Ms. Treuden presented, Part 2, Certified Staff, page 57, Section 8, C, 3, B, Retirement System Contributions – asking to remove language due to HRA accounts not being related to insurance industry trends. Discussion. Consensus on proposed change.

#11 - Ms. Treuden presented, Part 2, Certified Staff, page 57, Section 8, C, 4, Retirement Contributions, and Part 3, Support Staff, page 74, Section 11, D, Retirement System Contributions – asking to change language of HRA survivorship benefits to match District HRA plan document. Discussion. Consensus on proposed changes.

#1 - Mr. Fanning proposed, Part 1, All Employees, page 9, Section 1, 1.01, B. Disclaimer and page 86, Employee Acknowledgment – asking to add that employee termination require “just cause.” Discussion. Consensus that this suggested change is not necessary.

#2 - Ms. Rossmiller proposed, Part 1, All Employees, page 24, Section 3, 3.31, Solicitations – asking to insert language from policy 525-Staff Solicitations, rather than referring to policy as it is being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#3 - Ms. Mosher presented, Throughout the Handbook – asking to remove reference to policy, 525-Staff Solicitations, as the policy is being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#4 - Ms. Rossmiller proposed, Part 1, All Employees, page 30, Section 8, 8.02, Sick Leave Use – asking to insert language from policy 529.4-Use of Sick Days, rather than referring to policy as it is being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#5 - Ms. Mosher presented, Throughout the Handbook – asking to remove references to policy 529.4, Use of Sick Days, as the policy is being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#6 - Ms. Christensen proposed, Part 1, All Employees, page 36, Section 13.00, 13.02, Unpaid Leave of Absence – asking to add letter E and suggested language, on providing written notice of intention to return. Discussion. Consensus on proposed change.

#7 - Ms. Katzenmeyer presented, Part 1, All Employees, page 30, Section 8, 8.05, Sick Leave Bank – asking to remove sections 2 and 4 under Eligibility. Discussion. Consensus on proposed changes.

#8 - Mr. Roth presented, Part 2, Certified Staff, page 43, Section 2, 2.02, Lane Advancement – asking to remove Section as lane movement does not exist. Discussion. Consensus to proposed change.

#9 - Mr. Roth presented, Part 2, Certified Staff, page 55, Section 7, 7.02, A, 8, Sick/Personal/Business – asking to change language due to change in Professional Hours/Work day. Discussion. Mr. Roth withdrew his proposed change.

#12 - Ms. Rossmiller proposed, Part 3, Support Staff, page 59, Section 1, 1.01, Notice of Assignments – asking to insert language from policy 545-Support Staff Assignments and Transfers, as the policy is being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#13 - Ms. Mosher presented, Throughout the Handbook – asking to remove reference to policy 545-Support Staff Assignments and Transfers, as the policy is being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#14 - Ms. Rossmiller proposed, Part 3, Support Staff, page 61, Section 1, 1.09, Professional Development – asking to insert language from policy 547-Staff Development Opportunities for Support Staff, as the policy is being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#15 - Ms. Mosher presented, Throughout the Handbook – asking to remove references to policy 547-Staff Development Opportunities for Support Staff, as the policy is being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#16 - Ms. Rossmiller proposed, Part 3, Support Staff, page 65, Section 6, 6.01, Notice of Termination of Employment – asking to incorporate policies 546.1-Resignation of Support Staff and 546.2-Retirement of Support Staff, into this section since policies are being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#17 - Ms. Mosher presented, Throughout the Handbook – asking to remove references to policies 546.1-Resignation of Support Staff and 546.2-Retirement of Support Staff, as the policies are being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#18 - Ms. Rossmiller proposed, Part 3, Support Staff page 65, Section 5, 5.01, Reduction in Staff – asking to insert language from policy 546.4-Reduction in Support Staff Workforce, as the policy is being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#19 - Ms. Mosher presented, Throughout the Handbook – asking to remove references to policy 546.4-Reduction in Support Staff Workforce, as the policy is being recommended for removal. Discussion. Consensus, housekeeping item, no need to go before the Board.

#20 - Mr. Worley presented, on behalf of the Support Staff Members of the Compensation Committee, Part 3, Support Staff, page 70, Section 9, 9.01, C, Sick Days and page 73, Section 11, 11.02, A, Retirement Benefits – asking to make the Sick Hours table easier to read in Section 9.01 C. Also asking to increase the Maximum Sick Hours for hires prior to July 1, 2003, to 880. Discussion. Consensus to proposed changes.

The Representatives of each group should communicate details to each group affected of any Employee Handbook changes. Discussion.

Next Meeting Dates

The next meeting will take place during the 2015–2016 school year and has not yet been scheduled.

Adjourn

Motion by Ms. Katzenmeyer, seconded by Mr. Rasmussen, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 5:51 pm.

Submitted by Holdin Worley, Support Staff Representative

Approved: 10/6/15

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

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

- VII. Business (Action Items):
 - A. Approval of Staff Changes:
- VIII. Consent (Action Items):
 - A. Approval of October 28 Regular Meeting Minutes.
 - B. Approval of October Bills and Reconciliation.
- IX. Future Agenda – 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: