

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Wednesday, September 30, 2015**

**6:00 p.m.**

**District Board and Training Center**

**340 Fair Street (Door 36)**

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

- I. Roll Call: Kathi Swanson                      Sandra Spanton Nelson                      Mason Braunschweig  
                    Eric Busse    Melissa Hammann  
                    John Rasmussen                      Amanda Koenecke
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
  - Wisconsin School Board Appreciation Week, October 5-11, 2015
  - National School Lunch Week, October 12-16, 2015
  - Introduction of Grades 6 – 12 New Staff
- IV. Information & Discussion:
  - A. 2016-2017 School Insurance & Risk Management Cooperative (SIRMC).
  - B. Withdrawal From the Local Government Property Insurance Fund.
  - C. Donation for Softball Facility Upgrades.
  - D. Creation of Food Service and Custodians Compensation Committees.
- V. Budget Finance – Chair, Braunschweig:
  - A. Discussion Items:
    1. 2015-2016 Budget Update.
    2. 4K Update.
    3. Evansville Education Foundation Update.
  - B. Develop Budget Finance Agenda Items for October 28 Meeting.
- VI. Business (Action Items):
  - A. Approval to Withdraw From the Local Government Property Insurance Fund.
  - B. Approval of Staff Changes: Resignation of Support Staff and Hiring of Support Staff and Co-and Extra-Curricular Activities.
  - C. Approval of Donation for Softball Facility Upgrades.
- VII. Consent (Action Items):
  - A. Approval of Policies:
    1. #345.51- Academic Awards Through the Class of 2018 (Academic Honors).

2. #345.52-Academic Awards Starting With the Class of 2019 (Academic Honors).
  3. #940-Naming School District Facilities and Events.
  - B. Approval of September 9 Regular Meeting Minutes.
  - C. Approval of August Bills and Reconciliation.
- VIII. Policies – Chair, Hammann:
- A. First Reading 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. Second Reading of Policy:
    1. #842-Donation and Memorial Signage.
    2. #851-Advertising in the Schools.
- IX. Approximately 6:45 pm, Motion for Recess From This Meeting to Open the Annual Meeting.
- X. Return From Recess at the Conclusion of the Annual Meeting.
- XI. Board Development – Chair, Swanson:
- A. Continuous System Improvement (CSI) Plan Updates.
  - B. Develop Board Development Agenda for October 28 Meeting.
- XII. Future Agenda –October 14 Regular Meeting Agenda.
- XIII. Five Minute Break.
- XIV. Executive Session – Under Wisconsin State Statute 19.85(1)(c)(f) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; namely to discuss a personnel issue.

*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: 9/24/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda / Briefs  
Wednesday, September 30, 2015  
6:00 p.m.  
District Board and Training Center  
340 Fair Street (Door 36)

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

- I. **Roll Call:** 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:**

- Wisconsin School Board Appreciation Week, October 5-11, 2015
- National School Lunch Week, October 12-16, 2015
- Introduction of Grades 6 – 12 New Staff

IV. **Information & Discussion:**

- A. 2016-2017 School Insurance & Risk Management Cooperative (SIRMC) – Business Manager, Ms. Treuden, has enclosed information.
- B. Withdrawal From the Local Government Property Insurance Fund – Ms. Treuden, has enclosed information. Action will be taken later tonight.
- C. Donation for Softball Facility Upgrades – Athletic Director, Mr. Cashore, has enclosed information.
- D. Creation of Food Service and Custodians Compensation Committees – District Administrator, Mr. Roth, has enclosed information.

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

- A. Discussion Items:
1. 2015-2016 Budget Update – Ms. Treuden will present.

2. 4K Update – Ms. Hammann has enclosed information.
3. Evansville Education Foundation Update – Ms. Swanson will present.

B. Develop Budget Finance Agenda Items for October 28 Meeting.

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

A. Approval to Withdraw From the Local Government Property Insurance Fund –

**Suggested Motion: I move we withdraw the District property insurance coverage from the Local Government Property Insurance Fund, effective 9/30/2015.**

B. Approval of Staff Changes: Resignation of Support Staff and Hiring of Support Staff and Co-and Extra-Curricular Activities –

1. *Resignation of Cindy Pekol, Support Staff Educational Assistant, effective September 22, 2015.*

**Suggested Motion: I move we accept the resignation of Cindy Pekol, Educational Assistant, effective 9/22/15.**

2. *Hiring of Megan Bloedow, Food Service Worker. Megan has several years of Food Service background. She is very knowledgeable in the industry and all that it entails. She has a positive attitude and would make a great addition to the Department. Megan will be paid \$12.50/hour.*

**Suggested Motion: I move we hire Megan Bloedow as a Food Service Worker for \$12.50/hour.**

3. *Hiring of Holie Vance, Co-and Extra-Curricular Activity, EHS Drama Assistant. Holie brings a combination of art education and theater experience to our Fall Play team. She trained at UW-Whitewater and did her student teaching here at Evansville several years ago. She is currently an Art Teacher/Coordinator at the Community Kids Learning Center. Holie replaces Mr. Diedrich and will be paid a stipend of \$1,640.*
4. *Hiring of Mark Simonson, Co-and Extra-Curricular Activity, Middle School Boys Basketball. Mark has many basketball coaching experiences including West DePere YMCA, Green Bay West HS volunteer, JC McKenna volunteer and EHS volunteer assistant. Mark replaces Tom Bethke, and will be paid a stipend of \$1,476.*

**Suggested Motion: I move we hire Holie Vance, EHS Drama Assistant, for a stipend of \$1,640, and Mark Simonson, Middle School Boys Basketball, for a stipend of \$1,476.**

C. Approval of Donation for Softball Facility Upgrades – *Please accept the anonymous \$5,000 donation.*

**Suggested Motion: I move we accept the generous anonymous \$5,000 donation for softball facility upgrades.**

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

**A. Approval of Policies:**

1. #345.51- Academic Awards Through the Class of 2018 (Academic Honors).
2. #345.52-Academic Awards Starting With the Class of 2019 (Academic Honors).
3. #940-Naming School District Facilities and Events.

**B. Approval of September 9 Regular Meeting Minutes.**

**C. Approval of August Bills and Reconciliation.**

**Suggested Motion: I move we approve the consent agenda items: policies, #345.51-Academic Awards Through the Class of 2018 (Academic Honors); #345.52-Academic Awards Starting With the Class of 2019 (Academic Honors); #940-Naming School District Facilities and Events; September 9 Regular Meeting Minutes; and the August Bills and Reconciliation, as presented.**

**Roll Call Vote -**

**VIII. Policies – Chair, Hammann:**

**A. First Reading 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. Second Reading of Policy:**

1. #842-Donation and Memorial Signage.
2. #851-Advertising in the Schools.

**IX. Approximately 6:45 pm, Motion for Recess From This Meeting to Open the Annual Meeting.**

**Suggested Motion: I move we recess from this meeting to open the annual meeting.**

**X. Return From Recess at the Conclusion of the Annual Meeting.**

**XI. Board Development – Chair, Swanson:**

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

- Teaching and Learning – tentatively October 27
- Workforce Engagement and Development – September 23

- Communication and Community Engagement – September 28
- Technology – October 28
- Facilities and Operations – November 18
- Climate and Culture – TBD

B. Develop Board Development Agenda for October 28 Meeting.

**XII. Future Agenda – October 14 Regular Meeting Agenda.**

**XIII. Five Minute Break.**

**XIV. Executive Session - Under Wisconsin State Statute 19.85(1)(c)(f) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; namely to discuss a personnel issue.**

**Roll Call Vote –**

**You will adjourn from executive session.**

**For Your Information:**

1. Upcoming Board Meetings:
  - a. October 14, 2015
  - b. October 28, 2015
  - c. November 11, 2015
  - d. December 9, 2015

# Evansville

## Community School District

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### MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: SIRMC Contract Approval  
Date: September 23, 2015

Evansville Community School District has contracted with SIRMC for property/liability and workers comp. insurance for the past several years. SIRMC (School Insurance and Risk Management Cooperative) is a consortium of 30+ school districts bound by a 66:0301 agreement to obtain district insurance coverage. SIRMC is organized by a board of five elected school officials from the group of member districts. The annual membership expense is \$2,263.62 for 2015-2016 (an increase of \$17.35 from last year) and is based on district enrollment. The 66:0301 Agreement automatically renews annually on July 1<sup>st</sup> unless the District provides termination notification by December 1<sup>st</sup> of the preceding year. It would be my recommendation that the Board consider the continuation of this relationship for the 2016-2017 fiscal year for the following reasons:

- Independent Insurance Consultant service
  - SIRMC contracts with an insurance consultant to provide expert advice and direction for the members. The consultant is constantly looking for alternatives that may be more cost effective and/or provide more coverage for the districts involved in the cooperative. The District auditors approved of using a consultant for insurance coverage needs.
- Dedicated agent with great knowledge of school issues
  - SIRMC has a dedicated agent, Tim Patterson of Ansay & Assoc., who works with the schools and the insurance company to provide all necessary services. Tim attends all SIRMC meetings and provides valuable informational presentations.
- Value-Added of being in a cooperative
  - The SIRMC group meets three times per year throughout the state to discuss current issues, hold training sessions, and allow business managers to network with each other to see how other districts may be handling issues we are currently facing. I have been attending the meetings and the information I have received has ranged from transportation liability issues to student allergy issues. The information has been excellent and very helpful.



# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: District Property Insurance  
Date: September 23, 2015

The SIRMC insurance consortium has finished the Request for Proposal (RFP) process for district property insurance coverage. We will be engaging Travelers for property insurance coverage effective October 1, 2015. The policy would cover the District through June 30, 2017 (21 months). The cost of property insurance would be as follows:

### 2015-2016

Local Government Property Insurance Fund (LGPIF) – 3 months	\$19,643.50
Travelers – 9 months	<u>\$39,407.57</u>
	\$59,051.07

### 2016-2017

Travelers – 12 months	\$52,543.43
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Attached is more information regarding the RFP process and comparison information for the LGPIF and Travelers,

Also attached is a withdrawal form from the LGPIF that requires formal BOE action to terminate the District insurance policy effective September 30, 2015.



## SIRMC Property Comparison Summary Comparison

### Background

On behalf of the School Insurance Risk Management Cooperative (SIRMC), we have completed an extensive review of property insurance alternatives to the Local Government Property Insurance Fund (LGPIF). This process was undertaken based upon several factors including significant pricing increases from the LGPIF and continued uncertainty regarding the future of the LGPIF.

We completed an RFP for Insurance Broker Services. The RFP was submitted to HUB International (Maritime) and Ansay & Associates. Both firms responded, and the Board awarded the work to Ansay & Associates.

Ansay & Associates subsequently sought competitive bids from 12 insurance carriers. They received a response in the form of quotations from the following insurers:

- Travelers
- Community Insurance Corporation
- Affiliated FM

Our recommendation is that SIRMC members place their property insurance coverage with Travelers effective October 1, 2015. Placement of coverage with Travelers must coincide with the cancelling of coverage currently provided by the Local Government Property Insurance Fund.

Our recommendation is based upon the following factors:

- Premium
- Coverage
- Service

We have provided the SIRMC Board of Directors with a detailed comparison of these factors. That comparison includes each of the insurance carriers who provided quotations as well as the LGPIF. In addition to detailed comparison, the balance of this document is a summary comparison between the LGPIF and Travelers.

### Premium

Travelers presented the most aggressive premiums, which provides each District with a savings as compared to the 2015-16 renewal from the LGPIF. **In total, SIRMC will save \$363,264 or 22.17%.**

Exhibit 1 shows the **average** rates applicable at various deductible levels. Note that these rates apply per \$100 of total insurable values.

#### **Exhibit 1**

<b>Deductible</b>	<b>LGPIF (2014-15)</b>	<b>LGPIF (2015-16)</b>	<b>Travelers</b>
\$10,000	\$.0413	\$.0729	\$.0593
\$25,000	\$.0515	\$.0699	\$.0538
\$50,000	\$.0290	n/a	\$.0464
\$100,000	\$.0190	\$.0434	\$.0298



Exhibit 2 shows the premium change in both dollars and percent for the group as a whole. Note that this is based upon expected deductible selections by each of the Districts.

Exhibit 2	LGPIF (2014-15)	LGPIF (2015-16)	Travelers (2015-16)
Total Premium	\$927,425	\$1,638,783	\$1,275,519
Change from LGPIF - Dollars (2014-15)		\$711,358	\$348,094
Change from LGPIF – Percent (2014-15)		76%	37.53%
Change from LGPIF – Dollars (2015-16)			(\$363,264)
Change from LGPIF – Percent (2015-16)			(22.17%)

**Coverage**

Property insurance contracts are rather complex, and they contain many sub-limits applicable to specific coverages and causes of loss. Through the RFP process we made every effort to match or exceed the coverage provided by the LGPIF. With that said, no two property programs are identical. We’ve provided a summary of key differences between the programs to assist you in your evaluation.

**Coverage Enhancements**

- **Flood:** The LGPIF provides a \$1,500,000 for flood loss, but the coverage was limited to surface water only. Coverage did not extend to the overflow of rivers, streams, and other bodies of water. Travelers is providing a \$5,000,000 limit for flood, and their coverage is not limited to surface water only loss. Note that Travelers is provided a \$1,000,000 limit for high hazard flood zones, which we’ve identified and shared with the affected Districts (Menasha and Oak Creek-Franklin).
- **Ordinance or Law:** The LGPIF provides a \$2,000,000 limit for expenses relating to an ordinance or law. This is a significant exposure to the Districts based upon the age of certain buildings. Ordinance or law may result in additional cost at the time of repair to include handicap accessible ramps, an elevator, or fire protection systems as examples. Travelers is offering a \$3,000,000 limit for this coverage.
- **Personal Effects of Employees and Students:** The LGPIF provides a \$10,000 limit in any one occurrence for loss of personal effects of employees and students. That is further sub-limited to \$500 per any one employee or student. Travelers provides expanded coverage. The any one occurrence limit with Travelers is \$500,000. No limitation applies per employee, and a \$500 limitation applies per student or volunteer.

**Coverage Detriments**

- **Claim Data Expense:** In the course of a claim investigation, the District may seek the assistance of a forensic accounting or other outside resource to determine the extent of loss. These costs are referred to as claim data expense. The LGPIF provides a \$100,000 limit, while Travelers provides a \$50,000 limit.
- **Electronic Data Processing Equipment – Laptop Limitation:** The LGPIF does not apply a limitation to the loss of laptops, while Travelers includes a \$500,000 limitation in any one occurrence.
- **Utility Interruption – Overhead Transmission Lines:** Both the LGPIF and Travelers provide coverage for business income and extra expense related to an interruption of utility services subject to a \$1,000,000 limit. The LGPIF, however, provides a \$250,000 limit for interruption caused by damage to overhead transmission lines away from your premises. Travelers does not provide any coverage relating to interruption from damage to overhead transmission lines.



#### Other Points

- **Property in the Course of Construction:** Both the LGPIF and Travelers provide coverage for property in the course of construction (builders risk). The limit for new construction is \$5,000,000 from both carriers. The LGPIF provides a \$2,500,000 limit for additions or renovations, while Travelers provides a \$5,000,000 limit. Travelers has a \$1,000,000 limitation for any frame construction, while the LGPIF does not limit frame construction.
- **Errors & Omissions:** There is a great deal of confusion regarding the “oops” coverage provided by the LGPIF, and we need to clarify. The LGPIF provides this coverage on a sub-limited basis. For Districts with \$10M or less in value, the limit is \$100,000. For Districts with more than \$200M in value, the limit is \$2,000,000. For those in between \$10M and \$200M, the limit is 1% of the values reported. Travelers provides this coverage under their Underscribed Premises limit, which is \$1,000,000. In many cases, the limit provided by Travelers is greater than that provided by the LGPIF.

#### Service

Travelers is the largest trading partner of Arthur J. Gallagher & Co. globally. We have a tremendous amount of respect for their claim handling operation and commitment to client satisfaction. Underwriting, risk engineering, and claim professionals from Travelers will be attending the upcoming Membership Meeting to discuss their capabilities and services in greater detail.

In addition to Travelers, SIRMC will continue to be supported by Gallagher (consultant) and Ansay (agent).

#### Coverage Term

It's important to note that Travelers has offered to issue the coverage on a 21 month policy period. The coverage will run from October 1, 2015 through July 1, 2017. This approach provides consistency in rates and premiums for an extended period. This offer is not contingent upon maintaining a specific loss ratio.

If the 21 month policy term is selected, Travelers will bill the full-term premium on a quarterly basis beginning October 1, 2015 and ending August 1, 2016.

#### Closing

We appreciate the opportunity to assist the SIRMC membership in this important process, and we are pleased with the results. We are certainly available to assist the membership with any questions regarding withdrawal from the LGPIF, selection of deductibles, or any other related matter.

LOCAL GOVERNMENT PROPERTY INSURANCE FUND  
559 D'Onofrio Drive, Suite 10  
Madison, WI 53719-2805  
PHONE: 877-229-0009  
FAX: 877-832-0122

WITHDRAWAL FROM THE LOCAL GOVERNMENT PROPERTY INSURANCE FUND

INSTRUCTIONS: Pursuant to the requirements of s.605.21(3) Wisconsin Statutes, provide certified notice to the Local Government Property Insurance Fund that by a majority vote, your Board or Council elected to withdraw from the Fund. **Withdrawal date cannot be prior to the date action was taken.** Send completed notice to above address.

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Policyholder Name	Cancel Effective Date	Policy #
Evansville Comm. School Dist	9/30/2015	138108

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As Clerk, I certify that by a majority vote, the above-named local governmental unit's Board/Council voted to withdraw from the Local Government Property Insurance Fund. This action was taken at the 9 / 30 / 2015 meeting.  
Month Day Year

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Name of Clerk (Type or Print)	Signature of Clerk	Date
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## MEMO

To: Evansville Board of Education

From: Brian Cashore

Re: Softball Donation

Date: September 23, 2015

An anonymous Evansville community member contacted Coach Charity Kostroun with interest in donating \$5,000 to upgrade Evansville High School's varsity softball facility. It was communicated to the anonymous donor that I was very much interested in the proposed donation. The donor stipulated that the donation can be used towards the completion of the approved press box project only if the project is over budget or additional items are needed beyond the Board approved plan. Furthermore, the remaining donation, if not the entire donation, is to be used for field upgrades.

## MEMORANDUM

To: ECSD School Board  
From: Jerry Roth, District Administrator  
Re: Creation of Food Service and Custodian Compensation Committees  
Date: 9-23-2015

It is time to create compensation committees for the food service staff and custodians/cleaners staff, as we have with support staff and certified staff. Because food service and custodians/cleaners employee groups have membership available to meet during the work day, these meetings may begin as early as 1:45 pm for food service and 2:45 pm for custodians/cleaners if Board members are available.

I recommend a similar committee work format for the food service staff and custodians/cleaners staff compensation committees as we have with the support staff and certified staff compensation committees. The format includes:

- Committee membership includes employee group representatives, BOE representatives, Business Manager and District Administrator
- Set committee goals
- Develop job descriptions
- Review current state of compensation
- Review comparable compensation data from the Rock Valley North Conference schools
- Develop a draft compensation model
- Present draft compensation model to the BOE for consideration

# 4K Update

## September 30, 2015

### Financial Snapshot

Revenue	Enrollment	Y1 Revenue Limit Per Student (0.2)*		Y1 Grant per student		Total expected 2015-16 Revenue Attributable to 4K Program	
Expected	123	\$1,940.73		\$1,100.00		\$374,009.79	
Budgeted	126	\$1,940.73		\$1,100.00		\$383,131.98	
Expenses		Per student Contract Expense	Total Tuition Paid to 4K Providers (Budgeted based on 126 students)	Supplies and Furniture	Transportation (2 add'l routes)	Prof. Dev. And Early Arrival Supervision	Total Expenses
Expected	123	\$2,225.00	\$273,675.00	\$11,000.00	\$60,752.00	\$6,600.00	\$352,027.00
Budgeted	126	\$2,225.00	\$280,350.00	\$11,000.00	\$60,752.00	\$6,600.00	\$358,702.00
Net							
Expected							\$21,982.79
Budgeted							\$24,429.98

\*Based on \$9703.64 per student state aid  
 4K funding is one third of 60% state aid revenue cap per student



# Observations

- The 4K Grant has enabled the District to implement the program, help equip the community partner sites, provide them with professional development and early arrival supervision stipends, add two daily buses and still generate a slight surplus. Without this grant the program would have been at a deficit. Thanks to the Administration's diligence in pursuing this grant!
- Projected Year 2 and Year 3 Finances look very positive.

## Year 2 Projection

Revenue	Enrollment	Y2 Revenue Limit Per Student (0.4)*		Projected Y2 Grant per student		Total expected 2015-16 Revenue Attributable to 4K Program	
Expected	123	\$3,881.46		\$550.00		\$545,069.09	
Expenses		Per student Contract Expense	Total Tuition Paid to 4K Providers (Budgeted based on 126 students)	Supplies and Furniture	Transportation (2 add'l routes)	Prof. Dev. And Early Arrival Supervision	Total Expenses
Expected	123	\$2,225.00	\$273,675.00	\$5,000.00	\$60,752.00	\$6,600.00	\$346,027.00
Net							
Expected							\$199,042.09

\*Based on \$9703.64 per student state aid

## Year 3 Projection

Revenue	Enrollment	Y3 Revenue Limit Per Student (0.6)*		Projected Y3 Grant (per student)		Total expected 2015-16 Revenue Attributable to 4K Program	
Expected	123	\$5,822.18		\$0.00		\$716,128.63	
Expenses		Per student Contract Expense	Total Tuition Paid to 4K Providers (Budgeted based on 126 students)	Supplies and Furniture	Transportation (2 add'l routes)	Prof. Dev. And Early Arrival Supervision	Total Expenses
Expected	123	\$2,225.00	\$273,675.00	\$5,000.00	\$60,752.00	\$6,600.00	\$346,027.00
Net							
Expected							\$370,101.63

\*Based on \$9703.64 per student state aid

## Recommendations

- The initial (financial) success of this fledgling program is exciting. Harness the comprehensive marketing strategy used to implement 4K and use it with JEDI, Alt. Ed and GEDO2 to maximize their successes too.
- Monitor the readiness of our 4K graduates with how well they meet the 5K expectations.
- Develop and monitor a set of achievement metrics and teacher surveys to measure this readiness. Establish a baseline from which to measure progress. This will help the program continue to grow and contribute to the success of the district.

Revised: July 14, 2003

345.51

Revised: April 9, 2007

Revised:

1<sup>st</sup> Reading: 8/26/15; 2<sup>nd</sup> Reading: 9/9/15; 3<sup>rd</sup> Reading: 9/30/15

## ACADEMIC AWARDS THROUGH THE CLASS OF 2018

### High School Honor Rolls

The Evansville Community School District shall maintain an honor roll for high school students who demonstrate high academic achievement. There shall be high honor roll and honor roll categories, which is established accordingly.

Each quarter, student grades will be calculated and honor rolls established and published according to the following ranges:

High Honor Roll = 3.60 - 4.00

Honor Roll = 3.00 - 3.59

### Academic Awards

Students will receive academic honors based on the accumulation of points and names of students on honor rolls shall be published, each quarter, throughout high school as follows:

3.00 - 3.24 = 1 point

3.25 - 3.74 = 2 points

3.75 - 4.00 = 3 points

Students will receive awards for accumulated points as follows. For transfer students, grades earned in schools other than Evansville will be converted if necessary and included in the total accumulation of points.

21 points = Letter (or pin if already a letter winner)

33 points = Academic Medal

45 points = Academic Plaque (must be earned by the end of a senior's third quarter)

All students who have met the above criteria will receive an award at the spring Academic Awards ceremony. Senior honor and high honor students will receive their respective honor cords during the Academic Awards ceremony to wear at the graduation ceremony.

### Valedictorian and Salutatorian Awards

Students selected for Valedictorian and Salutatorian honors shall be chosen from the graduating class membership on the basis of their overall grade point average (G.P.A.), calculated to the third decimal place, after the conclusion of the 14<sup>th</sup> quarter of a sequence of 16 quarters, as shown on the official high school transcript. The student(s) ranked first in G.P.A. will be named valedictorian and the student(s) ranked second in G.P.A. will be named salutatorian.

To become eligible for the Valedictorian and Salutatorian awards a student must have been enrolled at Evansville High School on a full-time basis for six consecutive complete quarters, including the conclusion of the 14<sup>th</sup> quarter of schooling for the senior class. The student must have earned enough credits to qualify as a member of the senior class and may be considered as a candidate for an award one time.

A student who joins a graduating class as a result of satisfying the District's early graduation policy and rules is also eligible for Valedictorian or Salutatorian honors.

#### Wisconsin Academic Excellence Scholarship

The top ranked student(s) shall be awarded the State of Wisconsin Academic Excellence Scholarship according to the conditions of state statute, the Wisconsin Higher Education Board Rules, and local policy or rules. The scholarship is awarded to the top two graduates attending a Wisconsin post-secondary education facility from high schools with enrollments of at least 500 students. High schools with enrollments below 500 students receive one scholarship. If the top ranked student(s) are not attending a Wisconsin post-secondary education facility, the scholarship will go to the next eligible student(s).

#### Breaking a Tie

The following progressive tie breaker criteria will be in effect if more than two students are top ranked via the above G.P.A. criteria:

1. Highest Composite ACT test score recorded at the conclusion of the 14<sup>th</sup> quarter;
2. If the highest Composite ACT scores are of equal value, the student with the greatest number of academic course credits (credits received in English/Language Arts, Mathematics, Science, Social Studies, and Spanish/World Languages courses), at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship. Academic courses completed at accredited post-secondary institutions will count as academic credit if the student earns a grade of B- or higher. For every 3 or 4 post-secondary credits completed with a grade of B- or above, a student will earn 1 high school credit. The exact determination will be made by the high school based on the rigor of the post-secondary course. Students will be informed in advance of enrollment in the post-secondary class whether it will count as an academic course and the number of high school credits that will be earned. Students are responsible to present their post-secondary transcripts to the high school guidance office when the class is completed;
3. If still equal, then the student with the greatest G.P.A. in academic courses (English/Language Arts, Mathematics, Science, Social Studies, and Spanish/World Languages) taken, at the end of the 14<sup>th</sup> quarter, will receive the scholarship. Courses are noted in the registration handbook;
4. If still equal, then the student with the highest SAT test score recorded, at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship;
5. If still equal, then a name drawn from a hat will make the final determination.

Legal Ref.: Sections 39.41 Wisconsin Statutes (Academic Excellence Higher Education Scholarships)

PI 9 Wisconsin Administrative Code  
HEA 9

Local Ref.: Policy #460 - Student Scholarships  
Policy #462 - WI Technical Excellence Scholarship

Revised: July 14, 2003

345.52

Revised: April 9, 2007

Revised:

1<sup>st</sup> Reading: 8/26/15; 2<sup>nd</sup> Reading: 9/9/15; 3<sup>rd</sup> Reading: 9/30/15

## ACADEMIC AWARDS STARTING WITH THE CLASS OF 2019

### High School Honor Rolls

The Evansville Community School District shall maintain an honor roll for high school students who demonstrate high academic achievement. There shall be high honor roll and honor roll categories, which is established accordingly.

Each quarter, student grades will be calculated and honor rolls established and published according to the following ranges:

High Honor Roll = 3.60 - 4.00

Honor Roll = 3.00 - 3.59

### Academic Awards

Students will receive academic honors based on the accumulation of points and names of students on honor rolls shall be published, each quarter, throughout high school as follows:

3.00 - 3.24 = 1 point

3.25 - 3.74 = 2 points

3.75 - 4.00 = 3 points

Students will receive awards for accumulated points as follows. For transfer students, grades earned in schools other than Evansville will be converted if necessary and included in the total accumulation of points.

21 points = Letter (or pin if already a letter winner)

33 points = Academic Medal

45 points = Academic Plaque (must be earned by the end of a senior's third quarter)

All students who have met the above criteria will receive an award at the spring Academic Awards ceremony. Senior students meeting a Laude standard will receive their respective honor cords during the Academic Awards ceremony to wear at the graduation ceremony.

Any student graduating Summa Cum Laude (determined by the end of a senior's third quarter) will receive an Academic Plaque.

### Wisconsin Academic Excellence Scholarship

The top ranked student(s) shall be awarded the State of Wisconsin Academic Excellence Scholarship according to the conditions of state statute, the Wisconsin Higher Education Board Rules, and local policy or rules. The scholarship is awarded to the top two graduates attending a Wisconsin post-secondary education facility from high schools with enrollments of at least 500 students. High schools with enrollments below 500 students receive one scholarship.

If the top ranked student(s) are not attending a Wisconsin post-secondary education facility, the scholarship will go to the next eligible student(s).

The Laude System procedures will be used to determine the Wisconsin Academic Excellence Scholarship awardees. Top ranking will be determined by Laude Score at the end of 14<sup>th</sup> term.

The Laude score for this determination will credit students for AP and/or Departmental Honors courses they are registered for during their 15<sup>th</sup> and 16<sup>th</sup> terms while utilizing their end of 14<sup>th</sup> term G.P.A.

### Breaking a Tie

The following progressive tie breaker criteria will be in effect if more than two students are top ranked via the above Laude criteria:

1. Highest Composite ACT test score recorded at the conclusion of the 14<sup>th</sup> quarter;
2. If the highest Composite ACT scores are of equal value, the student with the greatest number of academic course credits (credits received in English/Language Arts, Mathematics, Science, Social Studies, and Spanish/World Languages courses), at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship. Academic courses completed at accredited post-secondary institutions will count as academic credit if the student earns a grade of B- or higher. For every 3 or 4 post-secondary credits completed with a grade of B- or above, a student will earn 1 high school credit. The exact determination will be made by the high school based on the rigor of the post-secondary course. Students will be informed in advance of enrollment in the post-secondary class whether it will count as an academic course and the number of high school credits that will be earned. Students are responsible to present their post-secondary transcripts to the high school guidance office when the class is completed;
3. If still equal, then the student with the greatest G.P.A. in academic courses (English/Language Arts, Mathematics, Science, Social Studies, and Spanish/World Languages) taken, at the end of the 14<sup>th</sup> quarter, will receive the scholarship. Courses are noted in the registration handbook;
4. If still equal, then the student with the highest SAT test score recorded, at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship;
5. If still equal, then a name drawn from a hat will make the final determination.

Legal Ref.: Sections 39.41 Wisconsin Statutes (Academic Excellence Higher Education Scholarships)

PI 9 Wisconsin Administrative Code  
HEA 9

Local Ref.: Policy #345.53 - Laude System  
Policy #460 - Student Scholarships  
Policy #462 - WI Technical Excellence Scholarship

## NAMING SCHOOL DISTRICT FACILITIES AND EVENTS

The Evansville Community School District Board of Education is responsible for naming School District facilities. Names shall be selected with great care to honor the District tradition of strong community partnership.

Names for facilities may originate from members of the Board, District employees, students, or members of the community. A nomination, in writing, which shall contain rationale for such nomination, may be solicited from, or offered by, the public. Such nominations should be directed to the District employee responsible for the facility or event, who then will forward the nomination to appropriate District officials and the Board. The Board will set the terms of naming a particular facility or event as suits its circumstances. Once a facility or event has been officially named, it shall not be renamed except for compelling reasons to be determined by the Board.

Criteria that shall be considered when naming school facilities are:

1. Only a District facility with a specific purpose may be named. Only ongoing events or events of substantial importance may be officially named.
2. A facility or event may be named after a geographic location and/or a section of the District it serves.
3. If a facility or event is to be named after a person, that person shall be of exemplary character; have made an outstanding contribution to education, humanity or the community; have displayed outstanding leadership; or be a person of historical significance. If named after a District employee, that person shall be retired from all District affiliations or departed for a minimum of one year.
4. Facilities or events may also be named after major contributors to the District without whom the event or new facilities would not have been possible.
5. Parts of facilities or events may be named after individuals using the same criteria for recognition of individuals.

Legal Ref.: Section 120.17(9) Wisconsin Statutes (Notification of Postmaster of New School Names)

Local Ref.: Policy #842 - Donation and Memorial Signage

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, September 9, 2015, at 6:00 pm in the District Board and Training Room.

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 High School Reps. Michael and Roth.

**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**

- September 30, Annual School Board Meeting
- Welcome High School Student Board Representatives – Sydney Michael and Emmeline Roth
- Introduction of K-5 New Staff

**PUBLIC PRESENTATIONS**

A parent presented on high school photos in the yearbook.

**INFORMATION & DISCUSSION**

Director of Buildings and Grounds, Mr. Shulta, and Technology Manager, Mr. Martin, presented on the new software packages that were installed during the summer, through the referendum. Discussion.

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

High School Principal, Mr. Everson and Ms. Koenecke, Climate and Culture CSI Committee Members, presented a proposal for the District to purchase shirts for all staff. Discussion.

Ms. Swanson presented, for a second reading, policies: #345.51, Academic Awards Through the Class of 2018 (Academic Honors); #345.52, Academic Awards Starting With the Class of 2019 (Academic Honors); and #940, Naming School District Facilities and Events. Discussion.

**PUBLIC PRESENTATIONS**

None.

**BUSINESS (Action Items)**

Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to approve the 2015-2016 preliminary budget as presented. Motion carried, 7-0 (roll call vote).



Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to approve the use of Fund Balance not to exceed \$429,304.29 for the 2015-2016 budget cycle. Motion carried, 7-0 (roll call vote).

Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to approve the use of up to \$429,304.29 of General Fund 10 balance to offset General Fund 10 budget expenses for the 2015-2016 budget cycle. Motion carried, 7-0 (roll call vote).

Motion by Mr. Rasmussen, seconded by Ms. Koenecke, moved to approve the purchase of polo shirts for all staff, not to exceed \$3,500, as requested by the Climate and Culture CSI Committee. Motion carried, 6-1 (Braunschweig)(voice vote).

Motion by Ms. Spanton Nelson, seconded by Ms. Koenecke, moved to approve the hiring of Dana Dowden, as a Crossing Guard, for \$9.00/shift and Karen McDonough, Food Service Worker, for \$12.50/hour. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Braunschweig, moved to approve policy #345.53, Laude System as presented. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved to approve the August 26, 2015, Regular Meeting Minutes, with a change, as presented. Discussion. Motion carried, 7-0 (voice vote).

#### **FUTURE AGENDA**

September 30, 2015, Regular meeting agenda discussed.

#### **ADJOURN**

Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 7:22 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: \_\_\_\_\_  
Kathi Swanson, President

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: August 2015 Reconciliation  
Date: September 23, 2015

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – August                      \$2,732,220.27
- Check Register – August                                \$ 551,694.71

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
 BANK RECONCILIATION

FOR THE MONTH OF	Aug-15	
BALANCE PER BANK:		96,000.00
OUTSTANDING CHECKS		-63,106.51
LESS WRS POSTING		-22,241.78
MMA ACCOUNT		3,790,943.79
BALANCE PER BANK		3,801,595.50

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.
FUND 10 General	9,386.93	109,525.38	118,912.31
FUND 21 Donations	23,784.93	2,223.19	26,008.12
FUND 27 Special Ed	(17,778.55)	(1,803.78)	(19,582.33)
FUND 38 Debt	18,040.79	-	18,040.79
FUND 39 Debt	(168,092.23)	-	(168,092.23)
FUND 50 Food Service	11,523.79	23,841.26	35,365.05
FUND 99 Voc Ed/ESL/Grants	-	-	-
MMA ACCOUNT		-	3,790,943.79
BALANCE PER GENERAL LEDGER		133,786.05	3,801,595.50

DIFFERENCE 0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	August 2015-16 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-1,123,701.03	109,525.38	118,912.31
10	-	---	---	---	---	GENERAL FUND	-1,123,701.03	109,525.38	118,912.31
21	A	000	000	711100	---	CASH ON DEPOSIT	26,237.67	2,223.19	26,008.12
21	-	---	---	---	---	GIFTS/DONATIONS	26,237.67	2,223.19	26,008.12
27	A	000	000	711100	---	CASH ON DEPOSIT	13,232.79	-1,803.78	-19,582.33
27	-	---	---	---	---	SPECIAL EDUCATION FUND	13,232.79	-1,803.78	-19,582.33
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	23,841.26	35,365.05
50	-	---	---	---	---	FOOD SERVICE	14,594.20	23,841.26	35,365.05
Grand Asset Totals							-1,219,687.81	133,786.05	10,651.71

Number of Accounts: 6

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

Post Date	Func	Description	Amount
08/31/2015	DISTRICT WIDE	STUDENT FEES	1983.00
08/31/2015	REGULAR CURRICULUM	A. THOFTNE HEALTH INS PREMIUM	32.98
08/31/2015	REGULAR CURRICULUM	A. THOFTNE DENTAL INS PREMIUM	2.92
08/31/2015	SCHOOL BUILDING ADMINISTRATION	WORK PERMITS	10.00
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR AUG - S. ERICKSON	193.84
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR AUG - R. DENNIS	193.84
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS 8-3	1.00
08/31/2015	DISTRICT WIDE	KID CONNECTION - FACILITY USE FOR AUG	307.15
08/31/2015	DISTRICT WIDE	STUDENT FEES	1983.00
08/31/2015	DISTRICT WIDE	STUDENT FEES	3410.00
08/31/2015	DISTRICT WIDE	RECYCLE SCRAP METAL	118.75
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR JUL - R. COLE	155.09
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR JUL - R. COLE	38.75
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR AUG - R. COLE	155.09
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR AUG - R. COLE	38.75
08/31/2015	DISTRICT WIDE	STUDENT FEES	2717.00
08/31/2015	DISTRICT WIDE	STUDENT FEES	4225.00
08/31/2015	DISTRICT WIDE	BACK TO SCHOOL DAYS DONATIONS	124.00
08/31/2015	ACCOUNTS RECEIVABLE	ALBANY - OPEN ENROLLMENT TUITION	26540.00
08/31/2015	DISTRICT WIDE	STUDENT FEES	1265.00
08/31/2015	TERMINATION OF BENEFITS	EBC - COBRA DENTAL - FLAHERTY	166.56
08/31/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL - PFAFF WAGNER	1178.38
08/31/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL HRA - PFAFF WAGNER	240.00
08/31/2015	DISTRICT WIDE	STUDENT FEES	2080.00
08/31/2015	DISTRICT WIDE	STUDENT FEES	6242.25
08/31/2015	DISTRICT WIDE	RECYCLE SCRAP METAL	48.58
08/31/2015	DISTRICT WIDE	RECYCLE SCRAP METAL	44.65
08/31/2015	DISTRICT WIDE	BACK TO SCHOOL DAYS DONATIONS	29.00
08/31/2015	DISTRICT WIDE	MANUFACTURED HOME TAX-MAGNOLIA	263.28
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS 8-18	3.00
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS 8-21	232.00
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - K CROCKER - JUL AUG	4153.80
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R FLAHERTY -JUL AUG	4153.80
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - V ZHE - JUL AUG	1767.36
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - B BERG - JUL AUG	3572.28
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R DENNIS - JUL AUG	2220.88
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - L HAVLIK - JUL AUG	4153.80
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - K VERKUILEN - JUL AUG	2769.20
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - P HAEBSE - JUL AUG	1767.36
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - C BEEDLE - JUL AUG	1767.36
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - H BEEDLE - JUL AUG	1767.36
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R COLE -JUL AUG	3572.28
08/31/2015	TAXES RECEIVABLE	COUNTY OF ROCK TAX SETTLEMENT	2516376.24
08/31/2015	DISTRICT WIDE	FACILITY USE - TRI STATE BASKETBALL	15.00
08/31/2015	REGULAR CURRICULUM	L ROESLER HEALTH INS PREMIUM	32.98
08/31/2015	REGULAR CURRICULUM	L ROESLER DENTAL INS PREMIUM	2.92
08/31/2015	INSURANCE AND JUDGMENTS	AUTO OWNERS INSURANCE REFUND	100.00
08/31/2015	DISTRICT WIDE	ROGER ROTH TEACHER BREAKFAST SPONSOR	150.00
08/31/2015	DISTRICT WIDE	DAVE MOSHER TEACHER BREAKFAST SPONSOR	150.00
08/31/2015	DISTRICT WIDE	RESTITUTION - GATH	150.00
08/31/2015	COMBINED COST REPORTING	KNIGHTS OF COLUMBUS SPECIAL ED GRANT	500.00
08/31/2015	COMBINED COST REPORTING	KNIGHTS OF COLUMBUS SPECIAL ED GRANT	1460.22
08/31/2015	DISTRICT ADMINISTRATION	DO COFFEE	16.00

Post Date	Func	Description	Amount
08/31/2015	DISTRICT WIDE	STUDENT FEES	598.00
08/31/2015	DISTRICT WIDE	STUDENT FEES	1026.50
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS 8-28	121.00
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR SEP - R. COLE	193.84
08/31/2015	ACCOUNTS RECEIVABLE	BEF GRANT MONEY P. MESSLING MAVES OAKSON	1919.05
08/31/2015	DISTRICT WIDE	BEF GRANT MONEY P. MESSLING MAVES OAKSON	32.48
08/31/2015	MUSIC	INVOICE 1415010-BAND	100.00
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS 8/24	80.00
08/31/2015	SCHOOL BUILDING ADMINISTRATION	HS CREDIT CARD REIMBURSEMENT	250.00
08/31/2015	DISTRICT WIDE	MEDICAID PAYMENT	26583.18
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR AUG - NOV B. BERG	620.36
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR JUL - NOV B. BERG	193.75
08/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR SEP - S. ERICKSON	193.84
08/31/2015	DISTRICT WIDE	FOOTBALL VS. DODGEVILLE 8/21/15 GATE 1	481.00
08/31/2015	DISTRICT WIDE	FOOTBALL VS. DODGEVILLE 8/21/15 GATE 2	1155.00
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	2423.60
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	4139.00
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	486.00
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	5592.95
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1.60
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	574.50
08/31/2015	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1055.00
08/31/2015	DISTRICT WIDE	INTEREST	852.36
08/31/2015	TAXES RECEIVABLE	COUNTY OF GREEN TAX SETTLEMENT	40825.59
08/31/2015	TAXES RECEIVABLE	COUNTY OF DANE TAX SETTLEMENT	2681.20
08/31/2015	REGULAR CURRICULUM	EMPLOYEE BENEFITS HRA REIMBURSEMENT	1993.91
08/31/2015	UNREIMBURSED MEDICAL EXP-FLEX	EMPLOYEE BENEFITS FLEX REIMBURSEMENT	209.74
08/31/2015	DISTRICT WIDE	E-FUNDS STUDENT FEES	8692.00
08/31/2015	OTHER DEPOSITS PAYABLE	E-FUNDS MEAL PAYMENTS	15138.90
08/31/2015	DUE FROM FEDERAL GOVERNMENT	TITLE II TEACHER/PRINCIPAL TRAINING	9364.22
Total for Cash Receipts			2732220.27

CHECK	CHECK CHE			
DATE	NUMBER	TYP	VENDOR	AMOUNT
08/01/2015	78569	R	DEAN HEALTH PLANS	190,111.76
08/01/2015	78571	R	DELTA DENTAL OF WISCONSIN	27,632.27
08/01/2015	78572	R	DELTAVISION	769.74
08/01/2015	78573	R	SUN LIFE FINANCIAL	2,807.77
08/01/2015	78574	R	WEA INSURANCE TRUST	5,262.62
08/10/2015	78575	R	FRANKLIN TEMPLETON BANK & TRUST	164.00
08/10/2015	78576	R	METLIFE	75.00
08/17/2015	78577	R	SOUTHERN WISCONSIN ROOFING	16,010.00
08/20/2015	78578	R	CASH	1,000.00
08/21/2015	78579	R	DAVE'S ACE HARDWARE	36.97
08/21/2015	78580	R	ADVANCED DISPOSAL	2,025.21
08/21/2015	78581	R	APEX BUILDING CONSULTANTS	1,335.00
08/21/2015	78582	R	AT & T	449.84
08/21/2015	78583	R	BATTERIES PLUS	550.48
08/21/2015	78584	R	BOTHUN, DANIEL	48.00
08/21/2015	78585	R	BRUNO, LORI	809.96
08/21/2015	78586	R	BUSSE, ERIC	48.00
08/21/2015	78587	R	CHARTER COMMUNICATIONS	1,887.90
08/21/2015	78588	R	CLASSROOM DIRECT	109.94
08/21/2015	78589	R	COMMUNICATIONS ENGINEERING CO.	885.00
08/21/2015	78590	R	CPI	1,070.30
08/21/2015	78591	R	CRM	1,090.60
08/21/2015	78592	R	DIVERSE NETWORK ASSOCIATES INC	4,740.00
08/21/2015	78593	R	E & D WATER WORKS INC	49.50
08/21/2015	78594	R	EHLINGER, DEBORAH	34.75
08/21/2015	78595	R	EVANSVILLE HIGH SCHOOL	77.00
08/21/2015	78596	R	EMPLOYEE BENEFITS CORPORATION	502.50
08/21/2015	78597	R	EPS/SCHOOL SPEC INTERVENTION	1,719.82
08/21/2015	78598	R	EQUAL RIGHTS DIVISION	7.50
08/21/2015	78599	R	FRANKLIN, GEORGE	200.00
08/21/2015	78601	R	GANDER PUBLISHING	645.05
08/21/2015	78602	R	GREGERSON, GLEN	50.00
08/21/2015	78603	R	GRYPHON POURSUIVANT	300.00
08/21/2015	78604	R	HANDWRITING WITHOUT TEARS	859.72
08/21/2015	78605	R	HENRY, ASHLEE	19.00
08/21/2015	78606	R	INSIGHT INVESTMENTS	68,620.00
08/21/2015	78608	R	INTERSTATE BOOKS 4 SCHOOL	336.00
08/21/2015	78609	R	JOSTENS	39.76
08/21/2015	78610	R	KAMMERUDE, THOMAS	60.00
08/21/2015	78611	R	L.W. ALLEN INC	2,154.00
08/21/2015	78612	R	LAKESHORE LEARNING MATERIALS	448.86
08/21/2015	78613	R	MENARDS	556.53
08/21/2015	78614	R	O'BRIEN, PATRICK	60.00
08/21/2015	78615	R	OCCUPATIONAL HEALTH CENTERS	624.00
08/21/2015	78617	R	OFFICE DEPOT	1,168.77
08/21/2015	78618	R	PIGGLY WIGGLY	30.29
08/21/2015	78619	R	PINK, JEFF	5.40
08/21/2015	78620	R	PIONEER MANUFACTURING COMPANY	1,180.00
08/21/2015	78622	R	REALLY GOOD STUFF	853.21
08/21/2015	78623	R	RHYME BUSINESS PRODUCTS	3,076.71
08/21/2015	78624	R	SAN A CARE INC	4,672.64
08/21/2015	78625	R	SCHOBER, DUANE	60.00
08/21/2015	78626	R	SCHOOL MATE	991.50
08/21/2015	78627	R	SIGNARAMA	384.00
08/21/2015	78628	R	SNYDER, RICHARD	60.00
08/21/2015	78629	R	STEINKE, THAD	48.00

CHECK DATE	CHECK CHE NUMBER	TYP	VENDOR	AMOUNT
08/21/2015	78630	R	SUPREME SCHOOL	452.97
08/21/2015	78631	R	TAHER	5,172.37
08/21/2015	78632	R	TEACHER DIRECT	37.40
08/21/2015	78633	R	TECHNOLOGY RESOURCE ADVISORS,	44,760.00
08/21/2015	78634	R	TEBLIN, TOM	12.10
08/21/2015	78635	R	THE PHONICS DANCE	275.00
08/21/2015	78636	R	THE LORENZ CORPORATION	79.95
08/21/2015	78637	R	THE OMNI GROUP	9.00
08/21/2015	78638	R	TRUGREEN	2,950.00
08/21/2015	78639	R	ULTIMATE OFFICE	37.64
08/21/2015	78640	R	UNITED STATES POSTAL SERVICE	49.00
08/21/2015	78641	R	WITHROW, LEOTA	62.75
08/21/2015	78642	R	WITT, LARRY	60.00
08/21/2015	78643	R	WORLD MAPS ONLINE	249.00
08/25/2015	78644	R	FRANKLIN TEMPLETON BANK & TRUST	164.00
08/25/2015	78645	R	METLIFE	75.00
08/28/2015	78646	R	AIRWAY SALES INC	1,180.65
08/28/2015	78647	R	BANDT COMMUNICATIONS INC	42.50
08/28/2015	78648	R	BOTHUN, DANIEL	48.00
08/28/2015	78649	R	CARPETS PLUS OF WI- JVL	1,965.65
08/28/2015	78650	R	CDW GOVERNMENT INC	3,181.22
08/28/2015	78651	R	CPI	150.00
08/28/2015	78652	R	DELTA EDUCATION	64.20
08/28/2015	78653	R	E & D WATER WORKS INC	5.50
08/28/2015	78654	R	EVANSVILLE HIGH SCHOOL	87.00
08/28/2015	78655	R	FOLLETT SCHOOL SOLUTIONS, INC.	6,967.16
08/28/2015	78656	R	GOLZ ELECTRIC	259.68
08/28/2015	78657	R	HUFFMAN, SCOTT	60.00
08/28/2015	78658	R	IMPACT APPLICATIONS INC	600.00
08/28/2015	78659	R	LEARNING A-Z	99.95
08/28/2015	78660	R	LINDAMOOD BELL	645.05
08/28/2015	78661	R	MENARDS	1,157.67
08/28/2015	78662	R	OFFICE DEPOT	159.56
08/28/2015	78663	R	RIDDELL INC	3,506.10
08/28/2015	78664	R	SAN A CARE INC	1,379.64
08/28/2015	78665	R	SCHINDLER ELEVATOR CORP.	530.58
08/28/2015	78666	R	SCHENCK, BOB	108.00
08/28/2015	78667	R	SCHOOL MATE	310.00
08/28/2015	78668	R	SCHOOL HEALTH CORPORATION	1,615.10
08/28/2015	78669	R	SCHULTZ, NICK	60.00
08/28/2015	78670	R	SHEEN, DAVID	108.00
08/28/2015	78671	R	SOUTHERN WISCONSIN ROOFING	16,100.00
08/28/2015	78672	R	SUPER DUPER INC.	229.00
08/28/2015	78673	R	WASDA	1,452.00
08/28/2015	78674	R	WEA TRUST MEMBER BENEFITS	15,534.38
08/25/2015	2016001	M	EVANSVILLE WATER & LIGHT DEPT	34,435.82
08/25/2015	2016002	M	U.S. CELLULAR	444.36
08/21/2015	151600023	A	BACKES, JESSICA	20.48
08/21/2015	151600024	A	BADGER WATER LLC	25.95
08/21/2015	151600025	A	BASEMAN BROS INC	2,740.00
08/21/2015	151600026	A	BOARDMAN & CLARK LLP	1,520.83
08/21/2015	151600028	A	CAROLINA BIOLOGICAL SUPPLY CO.	1,062.92
08/21/2015	151600029	A	CHRISTENSEN, LISA	58.83
08/21/2015	151600030	A	COUNES, RYA	72.15
08/21/2015	151600031	A	DOBBS, JOANIE	66.87
08/21/2015	151600032	A	GALLMAN, DARLENE	109.62



CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
08/21/2015	151600033	A	GRIBBLE, AMY	108.67
08/21/2015	151600034	A	HALLMAN LINDSAY	1,032.50
08/21/2015	151600035	A	HEINEMANN	9,131.46
08/21/2015	151600036	A	HUMBERG, CHRISTINE	101.96
08/21/2015	151600037	A	LANDMARK SERVICES COOPERATIVE	567.62
08/21/2015	151600038	A	MURPHY, ALICE	104.34
08/21/2015	151600039	A	NASCO	450.80
08/21/2015	151600040	A	NICHOLSON, CHRIS	48.00
08/21/2015	151600041	A	OAKESON, JOMARIE	150.00
08/21/2015	151600042	A	PROFESSIONAL PEST CONTROL	195.00
08/21/2015	151600043	A	RHYME BUSINESS PRODUCTS	89.20
08/21/2015	151600044	A	ROSS, CHRISTINA	141.90
08/21/2015	151600045	A	SCHOLASTIC INC	1,887.13
08/21/2015	151600046	A	SHELTON, KENDRA	46.62
08/21/2015	151600047	A	SHULTA, STEVEN	111.39
08/21/2015	151600048	A	SPERRY, JANE	12.81
08/21/2015	151600049	A	STASKAL, MELISSA	40.00
08/21/2015	151600050	A	TEWGYZE SUPPLY INC	5,089.00
08/21/2015	151600051	A	WE ENERGIES	1,662.52
08/28/2015	151600052	A	BADGER SPORTING GOODS CO., INC	3,033.81
08/28/2015	151600053	A	CITY GLASS COMPANY	2,700.00
08/28/2015	151600054	A	COUNES, RYA	45.51
08/28/2015	151600055	A	HELLENBRAND INC	131.67
08/28/2015	151600056	A	MILLER, KEITH	62.00
08/28/2015	151600057	A	MUMM, JOANN	29.58
08/28/2015	151600058	A	NICHOLSON, CHRIS	108.00
08/28/2015	151600059	A	NORTH AMERICAN MECHANICAL INC	773.70
08/28/2015	151600060	A	PRO-ED	179.30
08/28/2015	151600061	A	SHELTON, KENDRA	46.62
08/28/2015	151600062	A	THE O'BRION AGENCY, LLC	20,400.00
08/28/2015	151600063	A	WAHL, CARRIE	87.58
08/28/2015	151600064	A	WE ENERGIES	1,204.55
08/28/2015	151600065	A	WIEDEL, JENNIFER	496.00

Totals for checks 551,694.71

## 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 suspensions, and the discipline of students with disabilities.

### 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. During this meeting, the Administrator(s) involved will present the facts of the case and supporting documentation. The review panel (District Administrator or designee) 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.

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.

### 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 student's conduct constitutes one or more of the grounds for expulsion, below, and that~~ the **continued safety** interest of the school **necessitates** demands 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. ~~K~~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. ~~C~~onduct 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. ~~C~~onduct 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. ~~S~~tudents 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 expulsions, and the discipline of students with disabilities.

#### 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:

- 1a. The specific statutory grounds for the expulsion and the particulars of the student's alleged conduct upon which the expulsion proceeding is based.
- 2b. The time and place of the hearing.
- 3e. That the hearing may result in the student's expulsion.
- 4d. 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.
- 5e. 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.
- 6f. That the Board shall keep written minutes of the hearing.
- 7g. 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).
- 8h. 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.)
- 9i. 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.
- 10j. That the decision of the Board shall be enforced while the Department reviews the school Board's decision.
- 11k. 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.
- 12l. 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)

Revised: June 14, 2004

Revised: ~~October 12, 2009~~

Revised: October 29, 2014

447.1

Revised:

1<sup>st</sup> Reading: 9/30/15

~~USE OF PHYSICAL RESTRAINT AND SECLUSION~~ **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 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, including adaptive equipment prescribed by a health care professional; using a weighted glove or wide arm cuff to hold one of the student's arms, allowing him/her to refrain from stereotypy (the constant repetition of certain meaningless gestures or movement) and work with the free arm/hand.

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 **provend** ineffective;
6. to prevent a student from inflicting harm on him/herself; and
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 Education Teachers~~ **special educators**, educational assistants and ~~administrators~~ **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 on an annual basis as well as formal CPI training every three years.** ~~and Special Education Teachers~~ **All special educators**, educational assistants and ~~administrators~~ **building principals** will receive **formal CPI training every three (3) years.** ~~refreshers annual basis.~~ 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 ~~a copy of the report must be forwarded to the district administrator or designee~~ and available 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 1<sup>st</sup>, the **Director of Student Services** ~~district administrator or their designee~~ shall submit to the School 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. ~~, any injury to a student prior to or during the use of physical restraint and seclusion seclusion and physical restraint, and/or any destruction of property prior to or during the use of physical restraint and seclusion seclusion and physical restraint.~~

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

**Legal Reference for Civil Rights Data Collection.** I don't know how to put all of this information in a succinct format, but I found this in the CRDC webpage:

The CRDC data are collected pursuant to the 1980 Department of Education Organization Act and 34 C.F.R. Section 100.6(b) of the Department of Education regulation implementing Title VI of the Civil Rights Act of 1964. The requirements are also incorporated by reference in Department regulations implementing Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.



Revised: June 14, 2004  
Revised: September 3, 2009  
Revised: October 8, 2014  
1<sup>st</sup> Reading: 9/30/15

447.1-Form

## 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:

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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:

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Behavior of student after seclusion/restrain:

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Follow-up with student after the seclusion/restraint:

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

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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: \_\_\_\_\_

## DONATION AND MEMORIAL SIGNAGE

It is the responsibility of the Evansville Community School District Board of Education and the District Administrator to preserve the properties of the District for current and future students. As an integral part of acknowledging citizen participation in public school improvement, the Board shall allow memorial and/or dedication plaques to be placed in particular rooms or areas in District buildings or on District grounds to honor deceased citizens who have made exceptional contributions to the District.

Memorials or donations consisting of scholarships, awards, donations of instructional materials and living memorials such as trees, plants, etc. are permissible with the approval of the District Administrator and/or the Board.

All plaques should be discreet in harmony with their proposed setting and need pre-approval from the District Administrator (i.e. in general no larger than 8"x 11", no more than 2 inches above ground level).

Plaques associated with donations or memorials may be removed from the item/area after 10 years or when the item is no longer usable. At that time, the plaque may be returned to the donor if a current address or phone number is available.

A commemorative book shall be kept in the appropriate school library or within a school's webpage. Each student, staff member or community member shall be allotted one page to contain basic biographical facts as well as any other information contributed by family, classmates, district personnel or community members and considered appropriate by the administration.

This policy does not apply to plaques that memorialize former employees and/or former students who are not deceased, but who have achieved exceptional accomplishments. Decisions in these cases will be the responsibility of the District Administrator unless directed otherwise by the Board.

Legal Ref.: Section 118.27 Wisconsin Statutes (Gifts and Grants)  
PI 9.03(1) Wisconsin Administrative Code

Local Ref.: Policy #840 - Public Gifts to the Schools  
Policy #940 - Naming School Districts Facilities and Events

### ADVERTISING IN THE SCHOOLS

The Evansville Community School District Board of Education, administration, staff, the students, the District or any part thereof, shall not be used to advertise or otherwise promote the interests of any commercial or other non-school agency or organization except as provided for by the Board and Administration. The following guidelines apply:

- 1) The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not compromise the educational program of the schools.
- 2) The school may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.
- 3) The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
- 4) The District Administrator may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit.
- 5) The schools may, upon approval of the District Administrator, cooperate with any governmental agency in promoting activities in the general public interest which are non-controversial and which promote the education or other best interests of the students.
- 6) School publications may accept and publish paid advertising under established procedures.
- 7) Teachers may use source materials from commercial agencies, provided that this material has been approved by the principal. Approved source material may, from time to time, be called to the attention of the teachers by principals and the district administrator.
- 8) Local businesses may distribute promotional materials of minimal value with prior approval of the District Administrator, provided that such distribution does not compromise the educational program of the schools.
- 9) Other situations may be considered by the District Administrator and/or the Board.

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)

118.12 (Sale of Goods and Services at Schools)

120.13 (Pupil Discrimination Prohibited)

Local Ref.: Policy #458 - Evansville School District Wellness

Policy #458.1 - Students Nutrition Procedures

Policy #458.2 - District Nutrition Standards

Policy #458.3 - Guidelines for Food and Beverages Offered to Students at School  
Functions

Policy #852 - Distribution of Flyers, Posters, Brochures, and Other Non-School  
Materials

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Wednesday, October 14, 2015**

**6:00 p.m.**

**District Board and Training Center**

**340 Fair Street (Door 36)**

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

- I. Roll Call: Kathi Swanson      Sandra Spanton Nelson      Mason Braunschweig  
                 Eric Busse                      Melissa Hammann                      HS Rep Sydney Michael  
                 John Rasmussen                      Amanda Koenecke                      HS Rep Emmeline Roth
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- National School Lunch week – October 12 - 16
- IV. Public Presentations.
- V. Information & Discussion:
- A. Presentation of Literacy Plan.
- B. Refinance High School Debt.
- C. Second Reading 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.
- D. Fall WASB Regional Meeting Discussion.
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval
- VIII. Consent (Action Items):
- A. Approval of Policies:
1. #842-Donation and Memorial Signage.
  2. #851-Advertising in the Schools.
- B. Approval of September 30 Regular Meeting Minutes.
- C. Approval of September Bills and Reconciliation.
- IX. Future Agenda – October 28 Regular Meeting Agenda.
- X. Adjourn.

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