

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, October 23, 2017

6:00 pm

District Board and Training Center

340 Fair Street (Door 36)

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

I. Roll Call: Mason Braunschweig Melissa Hammann Thomas Titus
 Eric Busse Keith Hennig
 David Hamilton John Rasmussen

II. Approve Agenda.

III. Public Announcements/Recognition/Upcoming Events:

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IV. Information and Discussion:

A. 2018-2019 School Year Calendar.

V. Budget Finance – Chair, Hammann:

A. Discussion Items:

1. 2017-2018 Final Budget Update.

2. Third Friday Attendance/Open Enrollment/Home-Schooled/JEDI/Alternative Education, and 4K Student Reports.

3. 2018 Potential Referendum Update.

4. Evansville Education Foundation Update.

5. Insurance Committee Update.

B. Develop Budget Finance Agenda Items for January 27 Meeting.

VI. Business (Action Items):

A. Approval of 2017-2018 Tax Levy Amount and Final Budgets.

B. Approval of Staff Changes: Hiring of High School Girls JV1 Basketball Coach and 7th Grade Boys Basketball Coach.

VII. Consent (Action Items):

A. Approval of the 2018-2019 School Year Calendar.

B. Approval of October 9, 2017, Regular Meeting Minutes

C. Approval of September Bills and Reconciliation.

VIII. Employee Handbook Committee Suggested Changes – Chair, Hennig:

A. First Reading:

1. Part 3, Support Staff, Pg. 58, Section 2, 2.02, Evaluation Procedures, F.

2. Part 1, All Employees, Pg. 25, Section 4, 4.01, Grievance Purpose.

3. Part 1, All Employees, Pg. 39, Section 16, Conformity to Law.
4. Part 2, Certified Staff, Pg. 48, Section 6, 6.01, Reasons for Reduction in Force.
5. Part 3, Support Staff, pg. 60, Section 5, 5.01, Reduction in Staff.
6. Part 3, Support Staff, Pg. 61, Section 6, 6.01, Notice of Resignation of Employment.
7. Part 5, Co-and Extra-Curricular Staff, Pg. 73, Section 1, 1.01, C, Letter of Assignment.
8. Part 6, Substitute and Seasonal Staff, Pg. 76, Section 1, 1.03, Dismissal/Removal From Substitute List and pg. 77, 2.02, F, Assignments and Responsibilities.
9. Employee Acknowledgement, Pg. 79.

IX. Board Development – Chair, Braunschweig:

- A. Continuous System Improvement (CSI) 2017-2018 CSI/District Goals.
- B. Presentation by Bob Butler, WASB Representative – Key Work of a School Board.
- C. Develop Board Development Agenda Items for January 27 Meeting.

X. Future Agenda – November 13, 2017, Regular Board Meeting Agenda.

XI. Adjourn.

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

Upon reasonable notice, all reasonable efforts 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: 10/17/17

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Monday, October 23, 2017

6:00 pm

District Board and Training Center

340 Fair Street (Door 36)

- I. **Roll Call:** Mason Braunschweig Melissa Hammann Thomas Titus
Eric Busse Keith Hennig
David Hamilton John Rasmussen

II. **Approve Agenda.**

Suggested Motion: I move to approve the agenda as presented.

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

-

IV. **Information and Discussion:**

- A. 2018-2019 School Year Calendar – District Administrator, Mr. Roth, held a Calendar Committee Meeting on September 19, 2017. Seven Committee members served. The enclosed calendar is similar to this year's current calendar. I am asking that you approve this calendar later in the meeting.

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

A. Discussion Items:

1. 2017-2018 Final Budget Update – Business Manager, Mr. Swanson, will give an update.
2. Third Friday Attendance/Open Enrollment/Home-Schooled/JEDI/Alternative Education, and 4K Student Reports – Enclosed are the third Friday student count numbers.
3. 2018 Potential Referendum Update – Mr. Roth will give an update.
4. Evansville Education Foundation Update – Ms. Hammann will give an update.
5. Insurance Committee Update – Enclosed are the minutes of the Committee's meetings of September 21, and October 2. Their next meeting is scheduled for November 6.

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

VI. Business (Action Items):

- A. Approval of 2017-2018 Tax Levy Amount and Final Budgets – *Mr. Swanson will present.*

Suggested Motion: I move we approve the revised budgets as presented and the 2017-2018 tax levy amount of \$_____.

Roll Call Vote -

- B. Approval of Staff Changes: Hiring of High School Girls JV1 Basketball Coach and 7th Grade Boys Basketball Coach – *Please approve the following hires:*
1. Stephanie Aasen, High School Girls JV Basketball. *Stephanie will replace Kurt Ritchie as High School Girls JV1 Basketball Coach starting November 6, 2017. Stephanie is a former college basketball player at Clarke University and has two years of high school frosh girls' basketball coaching experience at Janesville Parker High School. Stephanie will be paid a salary of \$2,296.*
 2. Peter Hanke, Boys Middle School 7th Grade Basketball. *Peter will replace 7th grade boys basketball coach Mark Simonson who moved to the 8th grade boys' basketball position starting October 30, 2017. Peter has worked college basketball camps with Dick Bennett, Clem Haskins, Ray Meyer, Rick Pitino and Bobby Knight. Peter worked as a volunteer assistant under Janesville Craig's Bob Suter. Peter brings head boys varsity basketball coaching experience from Huntley, IL. Peter will be paid a stipend of \$1,808.*

Suggested Motion: I move to approve the hiring of Stephanie Aasen, High School Girls JV Basketball Coach for a stipend of \$2,296 and Peter Hanke, Boys Middle School 7th Grade Basketball Coach for a stipend of \$1,808.

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

- A. Approval of the 2018-2019 School Year Calendar –
B. Approval of October 9, 2017, Regular Meeting Minutes –
C. Approval of September Bills and Reconciliation –

Suggested Motion: I move to approve the consent agenda items: 2018-2019 school year calendar; October 9, 2017, regular meeting minutes; and the September bills and reconciliation, as presented.

VIII. Employee Handbook Committee Suggested Changes – Chair, Hennig:

- A. First Reading:
1. Part 3, Support Staff, Pg. 58, Section 2, 2.02, Evaluation Procedures, F.
 2. Part 1, All Employees, Pg. 25, Section 4, 4.01, Grievance Purpose.
 3. Part 1, All Employees, Pg. 39, Section 16, Conformity to Law.
 4. Part 2, Certified Staff, Pg. 48, Section 6, 6.01, Reasons for Reduction in Force.
 5. Part 3, Support Staff, pg. 60, Section 5, 5.01, Reduction in Staff.
 6. Part 3, Support Staff, Pg. 61, Section 6, 6.01, Notice of Resignation of Employment.
 7. Part 5, Co-and Extra-Curricular Staff, Pg. 73, Section 1, 1.01, C, Letter of Assignment.
 8. Part 6, Substitute and Seasonal Staff, Pg. 76, Section 1, 1.03, Dismissal/Removal From Substitute List and pg. 77, 2.02, F, Assignments and Responsibilities.

9. Employee Acknowledgement, Pg. 79.

Suggestion #1 – comes forward from a staff member. Suggestions 2-9 come forward at the suggestion of the District's lawyer.

IX. Board Development – Chair, Braunschweig:

- A. Continuous System Improvement (CSI) 2017-2018 CSI/District Goals – Enclosed is a listing of each of the Committee's and the goals for:
- Climate and Culture/Health and Wellness
 - Communication and Community Engagement
 - Staff and Student Teaching and Learning
 - Technology

The Facilities and Operations Committee will be folded into the Citizens Advisory Committee (CAC) this year.

- B. Presentation by Bob Butler, WASB Representative – Key Work of a School Board – Mr. Butler will present to the Board.
- C. Develop Board Development Agenda Items for January 27 Meeting.

- X. **Future Agenda – November 13, 2017, Regular Board Meeting Agenda** – Enclosed is a draft of the agenda.

XI. Adjourn.

Suggested Motion: I move to adjourn the meeting.

FYI –

1. Upcoming Meetings:
 - November 13, Board Meeting
 - December 11, Board Meeting
 - January 15, 2018, Board Meeting
 - January 27, Board Meeting
2. Annual meeting minutes enclosed – no Board action.

EVANSVILLE SCHOOL DISTRICT ENROLLMENT HISTORY

	<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>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2016-17</u>	<u>2017-18</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>Enrolled</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>	<u>8-Jan</u>	<u>16-Sep</u>	<u>13-Jan</u>	<u>15-Sep</u>
S/L Only		5	2			2				1	1
ECH	17	15	14	12	10	12	9	10	6	7	1
4K							122	122	105	107	109
K	131	124	145	104	106	111	87	88	122	123	95
K-1					36	34	33	31	33	36	36
											(kc16, 1st:20)
1	148	126	122	145	81	83	113	114	89	91	129
2	<u>144</u>	<u>143</u>	<u>122</u>	<u>118</u>	143	145	99	103	136	137	99
	440	413	405	379	376	387	463	468	491	502	470
3	138	142	152	121	126	124	144	147	107	105	140
4	134	136	140	147	127	127	120	122	151	151	102
5	<u>144</u>	<u>138</u>	<u>138</u>	<u>144</u>	139	141	129	129	128	127	146
	416	416	430	412	392	392	393	398	386	383	388
6	144	143	139	138	148	150	143	145	129	135	133
7	133	140	144	134	137	137	147	147	145	147	132
8	<u>146</u>	<u>136</u>	<u>141</u>	<u>142</u>	135	135	139	138	152	150	147
	423	419	424	414	420	422	429	430	426	432	412
9	115	151	137	144	147	141	142	134	137	138	146
10	126	105	144	130	133	136	141	147	132	131	136
11	141	128	99	138	128	127	138	142	140	138	131
12	<u>127</u>	<u>143</u>	<u>118</u>	<u>100</u>	139	141	133	134	142	139	137
	509	527	498	512	547	545	554	557	551	546	550
District	<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>	<u>1,853</u>	<u>1,854</u>	<u>1,863</u>	<u>1,820</u>

Date: 10/10/2017

Evansville Community School District

As of 9/15/2017 count date

JEDI Students

School Year	PK-8	High School	Total / Total Students Enrolled in District
2017-2018	6	3	9/1820
2016-2017	2	2	4/1855
2015-2016	0	4/5	4/1839; 5/1853
2014-2015	2/2	3/6	5/1735; 8/1746

Alternative Education – GEDO 2

School Year	PK -8	High School	Total / Total Students Enrolled in District
2017-2018	0	16	16/1820
2016-2017	0	16	16/1855
2015-2016	0	14/14	14/1839; 14/1853
2014-2015	0	12/13	12/1735; 13/1746

Home-Schooled Students

School Year	PK-8	High School	Total / Total Students Enrolled in District
2017-2018	18	5	23/1820
2016-2017	37	9	46/1855
2015-2016	37/33	10/8	47/1839; 41/1853
2014-2015	19/40	8/12	27/1735; 52/1746
2013-2014	46/45	13/12	59/1717; 57/1696

Part-Time Home-Schooled Students

School Year	PK-8	High School	Total / Total Students Enrolled in District
2017-2018	1	1	2/1820
2016-2017	2	0	2/1855
2015-2016	3/3	0	3/1839; 3/1853
2014-2015	2/2	0/0	2/1735; 2/1746

HomeSchool Athletes/Co-Curricular

School Year	PK-8	High School	Total / Total Students Enrolled in District
2017-2018	0	2	2/1820
2016-2017	1	1	2/1855
2015-2016	1/2	1/1	2/1839; 3/1853

Private Schools

School Year	PK-8	High School	Total / Total Students Enrolled in District
2017-2018	14	4	18/1820
2016-2017	16	5	21/1855
2015-2016	16/16	3/3	19/1839; 19/1853

Open Enrollment Out

School Year	PK-8			High School			Total	Never Attended ECSD	Previous Home School
	Virtual	Janesville	Other	Virtual	Janesville	Other			
2017-18	20	14	49	3	14	23	123	100	10
2016-17	12	17	53	3	11	21	117	97	13
2015-16	10/10	17/17	57/56	1/1	11/10	22/21	118/115	93/93	12/12
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

Open Enrollment In

School Year	PK-8		High School		Total	Previously Attended Evansville
	Janesville	Other	Janesville	Other		
2017-18	5	48	6	17	76	66
2016-17	8	45	2	22	77	59
2015-16	0/0	42/42	6/6	20/20	68/68	47/47
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

Open Enrollment 2017-18

Grade Level	Open Enroll IN	Open Enroll OUT
4K	06	09
KG	09	07
01	10	05
02	01	10
03	09	06
04	03	09
05	02	07
06	04	12
07	04	08
08	05	10
09	05	11
10	06	12
11	04	07
12	08	10
Totals	76	123

Evansville Community School District
Insurance Committee Meeting Minutes
Thursday, September 21, 2017
3:30 p.m.

Present: Dee Jay Redders, Corine Schieldt, Annie Hovorka, Deb Fritz, Rin Kundert, Cheryl Thomas, Chris Schullo, Jerry Roth, Steve Swanson, Greg Kuelz, and Nicole Ritter.

Absent: Caroline Mills.

1. Appoint note taker.
 - a. Chris Schullo.
2. Reviewed minutes from 4-19-17.
 - a. Move to approve by Chris, 2nd by Cheryl – minutes approved.
3. Discussed Greg, Jerry, and Steve meeting last week.
4. Greg reviewed the process.
 - a. Our role is to make a recommendation to the Board.
 - b. In the past, the Board has always accepted and approved the Committee's recommendation.
5. Greg explained HSA vs. HRA to new members.
 - a. Talked about what other districts nearby are doing.
6. Corine asked "How has HRA worked for us in the past?"
 - a. Greg – on average, ~80% of employees with district insurance use the HRA.
 - b. Dee Jay asked to see HRA total costs in past years.
 - c. Greg's partner, Nikki, said 72% of the HRA dollars were used in 2016-17. Jerry believes the left over money stays in the general fund balance.
7. Greg explained the purpose of an HSA.
 - a. Explained that children of insured employees who are not listed as dependents who are not yet 26 can apply their medical expenses to the \$6,000 family deductible.
 - b. After the \$6,000 deductible is met, insurance will cover their medical expenses (assuming they are expenses that the insurance plan covers).
 - c. If you use money from your HSA account to pay for their medical costs, you will have to pay taxes on the money and a 20% early withdrawal fee if the child is under 65. ("Again, this may change but this is how the law is today.")
8. Greg explained the advantages of having an HSA.
 - a. It is easier for district budgeting.
 - b. It encourages "smarter" medical decisions.
 - c. It is better to put money into an HSA instead of an IRA because the money is pre-tax.

9. Corine asked for a specific example with real numbers.
 - a. Greg expects to have the hard numbers within a week (by 9-29-17 ??).
 - b. Greg, Jerry, and Steve have assumed the District would contribute \$1,500/\$3,000 to employees' HSA accounts.
 - c. Question: How would this be calculated/determined by the District?
10. Greg said the "primary difference" with an HSA is that prescription costs contribute to the deductible.
 - a. Currently prescription co-pays come out of employees' pockets.
 - b. Drugs are still the same (reduced) price because the High Deductible Insurance is through Dean. Employees would not pay retail costs for prescription medications.
11. Greg explained the "embedded deductible" whereby the \$3,000/\$6,000 deductible has a different structure than the current \$2,000/\$4,000 deductible.
12. Dee Jay wants hard numbers. We can't have a meaningful conversation with "wishy-washy numbers." He wants a historical perspective of District expenditures on health benefits.
13. Corine discussed starting an HSA in January vs. July.
 - a. Staff members have voiced concern about paying two deductibles in the 2017-18 school year.
 - b. Concerns were raised about a teacher retiring in June not getting their full insurance benefit (only getting ½ a year).
 - c. The District budget runs from July 1 to June 30. Does it make sense to run the health benefit on the same schedule?
 - d. Greg will give specifics on different scenarios at our next meeting.
14. Discussed the HSA relationship to/with Medicare.
15. Next meeting date set for Monday, October 2 at 4:15 pm in the District Board Room.
16. Move to adjourn by Cheryl. 2nd by Chris – meeting adjourned 5:00 p.m.

Respectfully submitted by Chris Schullo (9-26-17)

Approved: 10/2/17

Evansville Community School District
Insurance Committee Meeting Minutes
Monday, October 2, 2017
4:15 p.m.

Present: Dee Jay Redders, Corine Schieldt, Annie Hovorka, Deb Fritz (at 4:30), Rin Kundert, Cheryl Thomas, Chris Schullo, Jerry Roth, Steve Swanson, Greg Kuelz, Nicole Ritter, and Caroline Mills.

1. Appoint note-taker.
 - a. Chris Schullo.

2. Reviewed minutes from 9-21-17.
 - a. Deb F said the 9-21-17 minutes should include something about HSA/Medicare so it was added to the 9-21 minutes by Chris Schullo.
 - b. Motion by Jerry to approve the minutes from 9-21-17 assuming the addition of the HSA/Medicare discussion. 2nd by Cheryl. Minutes approved.

3. Reviewed hard numbers for 4 school years (2013-14, 2014-15, 2015-16, 2016-17).
 - a. Estimated 2018 Health Plan Year Costs – a question was posed whether or not the school district would be willing to pay the additional \$6,238 to move to an HSA Jan 1 and having the district contribute \$2600 single and \$5200 family to each employee's HSA.
 - b. Employees aged 65 and up are included in the calculations done in the table.
 - c. It was agreed that should not include columns E & F in the all-staff presentation. Some staff members may interpret the negative balances (in red) as the district saving money on their backs.

4. Question – won't going Jan-Dec with an HSA mess up budgeting for the District?
 - a. Greg said most districts with HSAs are running them on a July 1 – June 30 cycle.
 - b. Corine advocated for the insurance (HRA/HSA) to be on the same cycle as the budget.
 - c. The group reached a pretty solid consensus that trying to begin an HSA on January 1 would cause problems. Cheryl saw some benefits to starting on Jan 1.
 - d. Going to an HSA in January would make staff have to pay two different deductibles in the 2017-18 school year.
 - e. Jerry said the Board will "struggle with the same things that we're struggling with."

5. Discussed some of the benefits of waiting to make a possible health benefit change on July 1 rather than Jan 1.
 - a. Aligns with school budget timeline.
 - b. Gives the Committee more time to present information to all staff members.
 - c. Agreed the purpose of the all-staff meetings were to educate all staff so they can make an informed decision when it comes time to vote.
 - d. To educate staff, we need to be able to give them specific scenarios (Greg will bring some to the Oct 9 meeting).

6. Began laying out a plan/time-line.
 - a. Insurance Committee meets once a month followed by a once-a-month all-staff meeting.
 - b. We can have a "short flex" Jan 1 to Jun 30. Then begin a full year Flex Plan (if we don't go to an HSA) on July 1 (which would align our flex plan to the school year, as well.
 - c. Do staff survey in February.
 - d. Get bids from Dean (and other insurers??) in March.
7. Next Insurance Committee meeting scheduled for October 9, at 3:15 in the District Board Room.
8. Move to adjourn by Cheryl. 2nd by Chris – meeting adjourned 5:15 p.m.

Respectfully submitted by Chris Schullo (10-6-17)

Approved: 10/9/17

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Monday, October 9, 2017, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Mason Braunschweig. Roll call was taken. Members present: Braunschweig, Busse, Hamilton, Hammann, Hennig, Rasmussen, Titus, and HS Board Reps Parker and Krueger.

APPROVE AGENDA

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

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- National School Lunch Program - October 9 - 13

PUBLIC PRESENTATIONS

None.

INFORMATION & DISCUSSION

High School Representatives, Ms. Parker and Ms. Krueger, presented high school events. Discussion.

District Administrator, Mr. Roth, presented an update on the 2018 potential referendum. The Citizens Advisory Committee toured the J.C. McKenna Middle School last week and will tour the High School next week.

Mr. Roth presented an updated potential referendum facilities and operations needs document. Discussion.

Mr. Braunschweig led discussion on the upcoming dates for Board meetings. Discussion. The upcoming Board meeting dates will be: November 13; December 11; January 15 and 27; March 12, with a potential 2nd meeting if necessary; and April 9 and 23.

PUBLIC PRESENTATIONS

None.

BUSINESS (Action Items)

Motion by Mr. Hamilton, seconded by Mr. Busse, moved to accept the resignations of April Schmitt, Food Service Worker-Cook 1, effective October 6, 2017; Penny Messling, National Honor Society Advisor, effective at the start of the 2017-18 school year; and Garth Coats, 8th grade Basketball Coach, effective September 14, 2017, and thank them all for their service in the District. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Rasmussen, moved to approve the hiring of Amy Hionis, Special Education Assistant, at \$12.50/hour; Maria Ganoung, Lunchroom Supervisor, at

\$12.50/hour; and Lori Schultz, Food Service Worker, Cook 1, at \$12.50/hour. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Hammann, moved to approve the hiring of National Honor Society Co-Advisor, Doug Zblewski, for a stipend of \$500; Science Olympiad Co-Advisors, Penny Messling and Elizabeth Stalder, for stipends of \$1,640 each; and Katelyn Demrow, Middle School Forensics Coach, for a stipend of \$984. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Hennig, moved to approve the administrations operations referendum recommendations. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Hammann, moved to approve policy #811.1-Family/Guardian Involvement, as presented. Discussion. Motion carried, 7-0 (voice vote).

CONSENT (Action Items)

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve the consent agenda items: September 25, 2017, regular meeting minutes; and policies-#527.1-Whistleblower, #528-Staff Conduct With Students, #533.1-Criminal Background Checks and #744-Personal and Donated Property in School Buildings, as presented. Motion carried, 7-0 (roll call vote).

FUTURE AGENDA

October 23, 2017, regular meeting agenda shared.

EXECUTIVE SESSION

Motion by Mr. Hennig, seconded by Mr. Titus, moved to contemplate convening into closed session under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss negotiations strategy concerning the 2017-2018 contract with the Evansville Education Association (EEA) covering teachers and the Evansville Education Association Auxiliary (EEAA) covering support staff; and to discuss Business Manager position. Motion carried, 7-0 (roll call vote).

ADJOURN

Meeting adjourned from executive session at 6:54 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 10/23/17
Mason Braunschweig, President

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT	ACCOUNT NUMBER
09/06/2017	82142	R	3-D MOLECULAR DESIGN	2,174.48	10 E 000 411 120000 990
09/06/2017	82143	R	DAVE'S ACE HARDWARE	356.29	10 E 000 411 253200 000
09/06/2017	82144	R	ADVANCED DISPOSAL	118.00	10 E 000 339 253300 000
09/06/2017	82144	R	ADVANCED DISPOSAL	284.00	10 E 100 339 253300 000
09/06/2017	82144	R	ADVANCED DISPOSAL	284.00	10 E 200 339 253300 000
09/06/2017	82144	R	ADVANCED DISPOSAL	284.00	10 E 300 339 253300 000
09/06/2017	82144	R	ADVANCED DISPOSAL	499.00	10 E 400 339 253300 000
09/06/2017	171800062	A	AIRWAY SALES INC	616.23	10 E 000 411 253300 000
09/06/2017	82145	R	ALBRECHTSON, JACK	60.00	10 E 400 191 162210 000
09/06/2017	171800063	A	ANSAY & ASSOCIATES	2,014.00	10 E 000 712 270000 000
09/06/2017	82146	R	APPLE COMPUTER INC.	1,950.00	10 E 000 411 266400 990
09/06/2017	82147	R	ASSOCIATED BENEFITS	887.00	10 E 000 310 252500 000
09/06/2017	82148	R	AT & T	175.94	10 E 000 355 263300 000
09/06/2017	82149	R	ATHLETIC EQUIPMENT R	1,712.50	10 E 400 411 162210 000
09/06/2017	82149	R	ATHLETIC EQUIPMENT R	1,351.55	10 E 400 411 162210 000
09/06/2017	171800064	A	BADGER WATER LLC	42.90	10 E 200 411 240000 000
09/06/2017	82150	R	BALGORD, GARY	50.00	10 E 400 191 162206 000
09/06/2017	82150	R	BALGORD, GARY	40.00	10 E 400 191 162206 000
09/06/2017	82151	R	BINAGI, MWITA	60.00	10 E 400 191 162206 000
09/06/2017	171800065	A	BLU'S FROYO SHOPPE	17.50	50 E 000 411 257000 000
09/06/2017	82152	R	BOBCAT OF JANESVILLE	419.89	10 E 000 324 253500 000
09/06/2017	82153	R	BOUZIANE, ROBERT	90.00	10 E 400 191 162206 000
09/06/2017	82154	R	BROWN, PERRY	125.00	10 E 400 191 162121 000
09/06/2017	82154	R	BROWN, PERRY	100.00	10 E 400 191 162121 000
09/06/2017	82155	R	BRUSH, KATHY	6.68	21 E 400 411 162108 785
09/06/2017	171800066	A	BUSSE, ERIC	96.00	10 E 400 191 162210 000
09/06/2017	82156	R	CARTER & GRUENEWALD	45.00	10 E 000 324 253500 000
09/06/2017	82157	R	CDW GOVERNMENT INC	17,001.72	10 E 000 411 266400 990
09/06/2017	82158	R	CENGAGE LEARNING	2,574.00	10 E 000 411 120000 990
09/06/2017	82159	R	CHARTER COMMUNICATIO	562.90	10 E 000 355 263300 000
09/06/2017	82159	R	CHARTER COMMUNICATIO	2,250.00	10 E 000 310 266400 000
09/06/2017	82160	R	CHOATE, ANGELA	36.45	50 L 000 000 815900 000
09/06/2017	82161	R	CONNORS, AMY	4.04	21 E 400 411 162108 785
09/06/2017	82162	R	COUEY, HEATHER	100.00	10 E 400 191 162121 000
09/06/2017	82163	R	DAVIS, RODNEY	65.00	10 E 400 191 162121 000
09/06/2017	171800067	A	DECKER EQUIPMENT	1,563.14	10 E 000 411 253300 000
09/06/2017	82164	R	E & D WATER WORKS IN	18.00	10 E 400 411 240000 000
09/06/2017	171800068	A	EAI EDUCATION	113.03	10 E 100 411 120000 001
09/06/2017	82165	R	ELLIS, CRAIG	238.08	10 E 000 411 253200 000
09/06/2017	82166	R	EMPLOYEE BENEFITS CO	228.75	10 E 000 310 252500 000
09/06/2017	82167	R	EPS/SCHOOL SPEC INTE	834.35	10 E 300 411 120000 004
09/06/2017	82168	R	EVANSVILLE ELECTRIC	250.00	10 E 200 323 253301 000
09/06/2017	82169	R	FIDELITEC LLC	153.00	10 E 000 310 252500 000
09/06/2017	82170	R	FOLLETT SCHOOL SOLUT	1,677.18	10 E 001 435 222200 000
09/06/2017	82170	R	FOLLETT SCHOOL SOLUT	1,811.28	10 E 002 435 222200 000
09/06/2017	82170	R	FOLLETT SCHOOL SOLUT	1,676.88	10 E 003 435 222200 000
09/06/2017	82170	R	FOLLETT SCHOOL SOLUT	1,811.58	10 E 004 435 222200 000
09/06/2017	171800069	A	FRONTLINE TECHNOLOGI	2,400.00	10 E 000 310 221300 365
09/06/2017	171800070	A	GALLMAN, DARLENE	121.15	10 E 100 411 120000 006
09/06/2017	82171	R	GENESIS INC	297.25	10 E 100 411 120000 001
09/06/2017	82172	R	GILLE, NANCY	125.00	10 E 400 191 162121 000
09/06/2017	82173	R	GOOD GRIEF PRINTING	780.00	10 E 400 411 240000 000
09/06/2017	171800071	A	GRANSEE, KELLEY	75.84	10 E 300 411 240000 000
09/06/2017	171800072	A	GRIBBLE, AMY	148.63	10 E 100 411 120000 006
09/06/2017	171800073	A	HALLMAN LINDSAY	207.18	10 E 000 411 253300 000
09/06/2017	171800073	A	HALLMAN LINDSAY	207.18	10 E 000 411 253300 000

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09/06/2017	171800074 A HAMMOND, JOLENE	32.28 10 E 300 411 120003 003
09/06/2017	171800074 A HAMMOND, JOLENE	38.75 10 E 300 411 120003 003
09/06/2017	171800075 A HEINEMANN	735.48 10 E 300 411 240000 000
09/06/2017	171800076 A HELLENBRAND INC	7.23 10 E 000 411 253300 000
09/06/2017	171800076 A HELLENBRAND INC	14.46 10 E 000 411 253300 000
09/06/2017	171800076 A HELLENBRAND INC	28.92 10 E 000 411 253300 000
09/06/2017	171800076 A HELLENBRAND INC	14.46 10 E 000 411 253300 000
09/06/2017	171800076 A HELLENBRAND INC	14.46 10 E 000 411 253300 000
09/06/2017	171800076 A HELLENBRAND INC	14.46 10 E 000 411 253300 000
09/06/2017	171800076 A HELLENBRAND INC	72.30 10 E 000 411 253300 000
09/06/2017	82174 R HENTHORN, JEREMIAH	95.60 50 L 000 000 815900 000
09/06/2017	82175 R HJ PERTZBORN	250.00 10 E 000 310 253300 000
09/06/2017	82175 R HJ PERTZBORN	125.00 10 E 000 310 253300 000
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09/06/2017	82175 R HJ PERTZBORN	125.00 10 E 000 310 253300 000
09/06/2017	171800077 A HOMAN, RANDALL	60.00 10 E 400 191 162210 000
09/06/2017	171800078 A HRYCAY, STEVEN	125.00 10 E 400 191 162121 000
09/06/2017	171800078 A HRYCAY, STEVEN	100.00 10 E 400 191 162121 000
09/06/2017	82176 R HUFFMAN, SCOTT	96.00 10 E 400 191 162210 000
09/06/2017	171800079 A HUMBERG, CHRISTINE	16.56 10 E 100 411 120000 001
09/06/2017	82177 R HUMAN RELATIONS MEDI	142.98 10 E 300 411 120000 005
09/06/2017	82178 R HUNT, RIANNE	228.75 10 E 000 310 252500 000
09/06/2017	171800080 A IMPACT APPLICATIONS	655.00 10 E 400 411 160000 000
09/06/2017	82179 R INSIGHT INVESTMENTS	42,580.00 10 E 000 411 266400 000
09/06/2017	171800081 A JEFF'S PLUMBING & HE	2,730.00 10 E 000 327 253300 000
09/06/2017	171800082 A JEREMIASON, BETH	24.43 10 E 100 411 120000 002
09/06/2017	82180 R JOHNSON, DENISE	6.68 21 E 400 411 162108 785
09/06/2017	171800083 A KATZENMEYER, KIMBERL	49.65 10 E 000 342 221300 365
09/06/2017	82181 R KLENMARK	291.80 10 E 000 411 253300 000
09/06/2017	171800084 A KUEHL, JARED	60.00 10 E 400 191 162206 000
09/06/2017	82182 R LAKESHORE LEARNING M	1,818.97 10 E 100 411 120000 001
09/06/2017	82182 R LAKESHORE LEARNING M	2,951.15 10 E 100 411 120000 006
09/06/2017	171800085 A LANDMARK SERVICES CO	82.78 10 E 000 335 256610 000
09/06/2017	171800085 A LANDMARK SERVICES CO	293.06 10 E 000 348 253000 000
09/06/2017	171800085 A LANDMARK SERVICES CO	333.16 10 E 000 348 253500 000
09/06/2017	82183 R LOGER, NICHOLAS	48.65 50 L 000 000 815900 000
09/06/2017	82184 R MANSKY, EDWARD	60.00 10 E 400 191 162210 000
09/06/2017	82185 R MANSKY, RYAN	60.00 10 E 400 191 162210 000
09/06/2017	82186 R MCCANN'S ROOTER SEWE	210.00 10 E 100 323 253302 000
09/06/2017	82187 R MCGRAW HILL SCHOOL E	5,741.40 10 E 000 411 120000 990
09/06/2017	82187 R MCGRAW HILL SCHOOL E	4,061.09 10 E 000 411 120000 990
09/06/2017	82187 R MCGRAW HILL SCHOOL E	21,208.80 10 E 000 411 120000 990
09/06/2017	171800086 A MCMILLEN, RICHARD	60.00 10 E 400 191 162210 000
09/06/2017	82188 R MENARDS	36.94 10 E 000 411 253300 000
09/06/2017	171800087 A MIDAMERICA ADMINISTR	65.00 10 E 000 310 252500 000
09/06/2017	82189 R MILLER, ARTHUR	40.00 10 E 400 191 162206 000
09/06/2017	82189 R MILLER, ARTHUR	50.00 10 E 400 191 162206 000
09/06/2017	82189 R MILLER, ARTHUR	100.00 10 E 400 191 162206 000
09/06/2017	82190 R MINOR, PENNY	4.04 21 E 400 411 162108 785
09/06/2017	82191 R MURRAY, DAVID	50.00 10 E 400 191 162206 000
09/06/2017	171800088 A NORTH AMERICAN MECHA	1,282.50 10 E 000 310 253300 000
09/06/2017	171800089 A NASCO	3,997.38 10 E 000 411 120000 990
09/06/2017	171800089 A NASCO	11.06 10 E 200 411 240000 000
09/06/2017	171800089 A NASCO	394.69 10 E 200 411 121000 000
09/06/2017	171800089 A NASCO	213.92 10 E 100 411 120000 001

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09/06/2017	171800089	A	NASCO	152.80	10 E 100 411 120000 001
09/06/2017	171800090	A	NICHOLSON, CHRIS	96.00	10 E 400 191 162210 000
09/06/2017	82192	R	OCCUPATIONAL HEALTH	267.00	10 E 000 310 252500 000
09/06/2017	82192	R	OCCUPATIONAL HEALTH	435.00	10 E 000 310 252500 000
09/06/2017	82193	R	OFFICE DEPOT	209.28	10 E 300 411 240000 000
09/06/2017	82193	R	OFFICE DEPOT	37.78	10 E 300 411 240000 000
09/06/2017	82193	R	OFFICE DEPOT	112.74	10 E 300 411 120000 003
09/06/2017	171800091	A	OFFICE PRO	256.56	27 E 000 411 158000 341
09/06/2017	171800091	A	OFFICE PRO	40.74	10 E 100 411 240000 000
09/06/2017	171800091	A	OFFICE PRO	56.93	10 E 100 411 240000 000
09/06/2017	171800091	A	OFFICE PRO	49.92	10 E 100 411 240000 000
09/06/2017	171800091	A	OFFICE PRO	93.80	10 E 100 411 240000 000
09/06/2017	171800091	A	OFFICE PRO	870.11	10 E 100 411 240000 000
09/06/2017	171800091	A	OFFICE PRO	83.11	10 E 100 412 124000 000
09/06/2017	82194	R	OPPORTUNITIES INC	175.79	50 E 000 411 257000 000
09/06/2017	82195	R	PEARSON EDUCATION	8,857.67	10 E 000 411 120000 990
09/06/2017	82195	R	PEARSON EDUCATION	1,119.01	10 E 300 411 120000 003
09/06/2017	82196	R	PHILLIPS, JR, JAMES	60.00	10 E 400 191 162210 000
09/06/2017	82197	R	THE PHONICS DANCE	100.00	10 E 100 411 120000 006
09/06/2017	82198	R	PIGGLY WIGGLY	27.23	10 E 000 411 221300 000
09/06/2017	82198	R	PIGGLY WIGGLY	115.99	10 E 000 411 120000 915
09/06/2017	82199	R	PIONEER MANUFACTURIN	2,724.00	10 E 000 411 253300 000
09/06/2017	171800092	A	PIPER, TIMOTHY	40.00	10 E 400 191 162206 000
09/06/2017	171800092	A	PIPER, TIMOTHY	50.00	10 E 400 191 162206 000
09/06/2017	171800093	A	PROFESSIONAL PEST CO	195.00	10 E 000 310 253300 000
09/06/2017	82200	R	REALLY GOOD STUFF	1,572.67	10 E 100 411 120000 001
09/06/2017	82200	R	REALLY GOOD STUFF	62.59	10 E 300 411 120000 005
09/06/2017	82200	R	REALLY GOOD STUFF	78.90	10 E 300 411 120000 005
09/06/2017	82200	R	REALLY GOOD STUFF	62.59	10 E 300 411 120000 005
09/06/2017	82200	R	REALLY GOOD STUFF	737.90	10 E 100 411 120000 006
09/06/2017	171800094	A	REDDERS, DEEJAY	0.60	10 E 000 342 221300 365
09/06/2017	171800094	A	REDDERS, DEEJAY	126.51	10 E 000 342 221300 365
09/06/2017	171800095	A	RENAISSANCE LEARNING	19,387.52	10 E 000 310 221200 113
09/06/2017	82201	R	RHYME BUSINESS PRODU	3,076.21	10 E 000 678 281000 000
09/06/2017	171800096	A	RHYME BUSINESS PRODU	98.00	10 E 400 411 240000 000
09/06/2017	171800096	A	RHYME BUSINESS PRODU	98.00	10 E 400 411 240000 000
09/06/2017	171800096	A	RHYME BUSINESS PRODU	438.64	10 E 000 678 281000 000
09/06/2017	171800096	A	RHYME BUSINESS PRODU	3,070.48	10 E 000 678 281000 000
09/06/2017	82202	R	RINGHAND BROTHERS IN	4,967.60	10 E 400 341 256740 000
09/06/2017	82203	R	ROBERTS, WILLIAM	65.00	10 E 400 191 162121 000
09/06/2017	82204	R	SAN A CARE INC	75.60	10 E 000 411 253300 000
09/06/2017	82204	R	SAN A CARE INC	115.60	10 E 000 411 253300 000
09/06/2017	82204	R	SAN A CARE INC	1,064.82	10 E 000 411 253300 000
09/06/2017	82204	R	SAN A CARE INC	98.40	10 E 000 411 253300 000
09/06/2017	82204	R	SAN A CARE INC	659.44	10 E 000 411 253300 000
09/06/2017	82204	R	SAN A CARE INC	204.12	10 E 000 411 253300 000
09/06/2017	82205	R	SCHENCK, ROBERT	96.00	10 E 400 191 162210 000
09/06/2017	82206	R	SCHINDLER ELEVATOR C	567.96	10 E 000 310 253300 000
09/06/2017	171800097	A	SCHOLASTIC INC	1,070.82	10 E 100 411 120000 001
09/06/2017	82207	R	SCHOOL MATE	485.00	10 E 300 411 240000 000
09/06/2017	82208	R	SCHOOL HEALTH CORPOR	1,375.24	10 E 400 411 160000 000
09/06/2017	82208	R	SCHOOL HEALTH CORPOR	20.92	10 E 400 411 160000 000
09/06/2017	82209	R	SCHROEDER, DAVID	60.00	10 E 400 191 162210 000
09/06/2017	171800098	A	SCHWEDER, WILLIAM	65.00	10 E 400 191 162121 000
09/06/2017	82210	R	SEITZ, JORDAN	90.00	10 E 400 191 162206 000
09/06/2017	82211	R	SEW MANY THREADS, LL	45.00	21 E 400 411 162108 785

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09/06/2017	171800099	A	SHI INTERNATIONAL CO	13,588.02	10 E 000	480 266400 000
09/06/2017	171800099	A	SHI INTERNATIONAL CO	10,361.76	10 E 000	480 266400 000
09/06/2017	171800099	A	SHI INTERNATIONAL CO	1,689.00	10 E 000	480 266400 000
09/06/2017	171800099	A	SHI INTERNATIONAL CO	1,509.00	10 E 000	480 266400 000
09/06/2017	171800099	A	SHI INTERNATIONAL CO	4,013.00	10 E 000	480 266400 000
09/06/2017	171800099	A	SHI INTERNATIONAL CO	33,120.00	10 E 000	411 266400 000
09/06/2017	171800099	A	SHI INTERNATIONAL CO	4,320.00	10 E 000	411 266400 000
09/06/2017	171800099	A	SHI INTERNATIONAL CO	32,200.00	10 E 000	411 120000 990
09/06/2017	171800099	A	SHI INTERNATIONAL CO	4,200.00	10 E 000	411 120000 990
09/06/2017	171800099	A	SHI INTERNATIONAL CO	57,960.00	10 E 000	411 266400 990
09/06/2017	82212	R	SHINGLER, MARK	60.00	10 E 400	191 162210 000
09/06/2017	82213	R	SIMPSON, FRANK	6.68	21 E 400	411 162108 785
09/06/2017	82214	R	STALKER, BONNIE	125.00	10 E 400	191 162121 000
09/06/2017	82215	R	SUPREME SCHOOL	858.95	10 E 300	411 240000 000
09/06/2017	82216	R	TAHER	7,939.38	50 E 000	310 257000 000
09/06/2017	171800100	A	TECHNOLOGY RESOURCE	978.00	10 E 000	561 252500 000
09/06/2017	82217	R	THEEL, HEATHER	4.04	21 E 400	411 162108 785
09/06/2017	171800101	A	TREETOP PUBLISHING	389.40	10 E 100	411 120000 002
09/06/2017	82218	R	TRUESDALE, JOHN	65.00	10 E 400	191 162121 000
09/06/2017	82219	R	TRUGREEN	490.00	10 E 000	310 253300 000
09/06/2017	82219	R	TRUGREEN	160.00	10 E 000	310 253300 000
09/06/2017	82219	R	TRUGREEN	240.00	10 E 000	310 253300 000
09/06/2017	82219	R	TRUGREEN	0.00	10 E 000	310 253300 000
09/06/2017	82219	R	TRUGREEN	1,275.00	10 E 000	310 253300 000
09/06/2017	82220	R	UPS	7.71	10 E 000	353 263300 000
09/06/2017	82220	R	UPS	3.66	10 E 000	353 263300 000
09/06/2017	82220	R	UPS	68.41	10 E 000	353 263300 000
09/06/2017	82221	R	VANDE VOORT, DAVID	60.00	10 E 400	191 162210 000
09/06/2017	82222	R	VOYAGER SOPRIS	830.04	10 E 100	411 122110 000
09/06/2017	82223	R	WANLESS, SUE	6.68	21 E 400	411 162108 785
09/06/2017	82224	R	WARD-BRODT MUSIC MAL	486.74	10 E 400	411 125500 000
09/06/2017	171800102	A	WAUNAKEE COMM SCHOOL	6,900.00	10 E 000	382 221300 365
09/06/2017	171800103	A	WE ENERGIES	26.28	10 E 100	331 253300 000
09/06/2017	171800103	A	WE ENERGIES	144.05	10 E 200	331 253300 000
09/06/2017	171800103	A	WE ENERGIES	282.11	10 E 300	331 253300 000
09/06/2017	171800103	A	WE ENERGIES	328.91	10 E 400	331 253300 000
09/06/2017	82225	R	WEBIT	55.00	10 E 200	942 132000 000
09/06/2017	82226	R	WERNER, EDWARD	100.00	10 E 400	191 162121 000
09/06/2017	82227	R	WISCONSIN TAXPAYERS	18.65	10 E 000	942 232100 000
09/06/2017	82228	R	ZEHREN, PETER	60.00	10 E 400	191 162210 000
09/06/2017	170901	M	EVANSVILLE WATER & L	146.16	10 E 000	336 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	3,519.27	10 E 100	336 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	98.18	10 E 100	337 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	872.52	10 E 100	338 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	3,342.23	10 E 200	336 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	377.86	10 E 200	337 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	423.80	10 E 200	338 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	3,188.21	10 E 300	336 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	24.00	10 E 300	337 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	152.17	10 E 300	338 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	16,242.35	10 E 400	336 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	168.39	10 E 400	337 253300 000
09/06/2017	170901	M	EVANSVILLE WATER & L	298.50	10 E 400	338 253300 000
09/06/2017	82178	V	HUNT, RIANNE	-228.75	10 E 000	310 252500 000
09/06/2017	170903	M	U.S. CELLULAR	471.64	10 E 000	355 263300 000
09/06/2017	170902	M	U.S. CELLULAR	261.35	10 E 000	355 263300 000

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09/08/2017	82231	R	FIDUCIARY TRUST INTE	1,274.00	10 L 000 000 811670 000
09/08/2017	82232	R	METLIFE	75.00	10 L 000 000 811670 000
09/08/2017	82233	R	MG TRUST COMPANY	742.50	10 L 000 000 811670 000
09/08/2017	82233	R	MG TRUST COMPANY	7.50	27 L 000 000 811670 000
09/08/2017	82234	R	NELCO	506.95	10 E 000 411 252500 000
09/08/2017	82235	R	RINGHAND BROTHERS IN	54,435.30	10 E 000 341 256710 000
09/08/2017	82235	R	RINGHAND BROTHERS IN	8,183.30	27 E 000 341 256750 011
09/21/2017	82238	R	ADVANCED DISPOSAL	515.00	10 E 000 339 253300 000
09/21/2017	82238	R	ADVANCED DISPOSAL	284.00	10 E 100 339 253300 000
09/21/2017	82238	R	ADVANCED DISPOSAL	284.00	10 E 200 339 253300 000
09/21/2017	82238	R	ADVANCED DISPOSAL	284.00	10 E 300 339 253300 000
09/21/2017	82238	R	ADVANCED DISPOSAL	492.00	10 E 400 339 253300 000
09/21/2017	82239	R	AKPOGUMA, ANDREW	40.00	10 E 400 191 162206 000
09/21/2017	82240	R	ALEPH OBJECTS, INC	2,950.00	10 E 000 411 120000 990
09/21/2017	82236	R	AMERICAN PLAYERS THE	1,147.50	21 E 400 411 122000 749
09/21/2017	82241	R	AT & T	237.12	10 E 000 355 263300 000
09/21/2017	82242	R	BADGER SPORTING GOOD	4,186.79	10 E 400 411 160000 000
09/21/2017	82242	R	BADGER SPORTING GOOD	180.50	10 E 400 411 160000 000
09/21/2017	171800104	A	BE PUBLISHING	1,438.40	10 E 200 411 132000 000
09/21/2017	171800105	A	BLU'S FROYO SHOPPE	17.50	50 E 000 411 257000 000
09/21/2017	171800106	A	BOARDMAN & CLARK LLP	2,794.50	10 E 000 310 231500 000
09/21/2017	82243	R	BOUC, GEOFFREY	80.00	10 E 400 191 162210 000
09/21/2017	171800107	A	BUSSE, ERIC	176.00	10 E 400 191 162210 000
09/21/2017	82244	R	BYRD JR, JAMES	60.00	10 E 400 191 162210 000
09/21/2017	82245	R	CASCADE ASSET MANAGE	495.29	10 E 000 310 266400 000
09/21/2017	82246	R	CENGAGE LEARNING	13,286.65	10 E 000 470 120000 990
09/21/2017	82247	R	CESA #4	150.00	10 E 000 342 252500 000
09/21/2017	82248	R	CRESSWELL, ANDREW	40.00	10 E 400 191 162206 000
09/21/2017	82249	R	EMPLOYEE BENEFITS CO	228.75	10 E 000 310 252500 000
09/21/2017	82250	R	EVANSVILLE REVIEW	633.50	10 E 000 351 232000 000
09/21/2017	82251	R	FERRERA, DOMINIC	90.00	10 E 400 191 162206 000
09/21/2017	82252	R	FINK, TYLER	96.00	10 E 400 191 162210 000
09/21/2017	171800108	A	FLINN SCIENTIFIC INC	1,140.93	10 E 400 411 126000 000
09/21/2017	82253	R	GROSS, MARK	40.00	10 E 400 191 162206 000
09/21/2017	82254	R	GUNTER, RICHARD	90.00	10 E 400 191 162206 000
09/21/2017	82255	R	HALZEL, LAURIE	4.04	21 E 400 411 162108 785
09/21/2017	82256	R	HEID MUSIC CO	382.07	10 E 200 411 125000 000
09/21/2017	82256	R	HEID MUSIC CO	451.59	10 E 200 411 125000 000
09/21/2017	82256	R	HEID MUSIC CO	128.55	10 E 400 310 125500 000
09/21/2017	171800109	A	HEINEMANN	2,148.39	10 E 100 411 122110 000
09/21/2017	171800109	A	HEINEMANN	2,605.10	10 E 100 411 122110 000
09/21/2017	171800110	A	HOWLETT, KRISTIN	79.00	21 E 200 411 240000 744
09/21/2017	82257	R	JOHNSON, JESSE	60.00	10 E 400 191 162210 000
09/21/2017	82237	R	JOHNSON, KATHERINE	1,000.00	10 E 100 411 122110 000
09/21/2017	171800111	A	KREBSBACH, KERI	45.50	21 E 400 411 125000 754
09/21/2017	171800112	A	LANDMARK SERVICES CO	2,079.52	10 E 000 335 256610 000
09/21/2017	171800112	A	LANDMARK SERVICES CO	456.77	10 E 000 348 253500 000
09/21/2017	82258	R	LEWIS, GARY	90.00	10 E 400 191 162121 000
09/21/2017	171800113	A	MACGILL AND CO	243.91	10 E 000 310 214000 000
09/21/2017	82259	R	MASON, CRAIG	300.00	10 E 400 310 125500 000
09/21/2017	82260	R	MEYERS, JOHN	60.00	10 E 400 191 162210 000
09/21/2017	171800114	A	MILLER, DEBORAH	38.39	10 E 000 342 221300 000
09/21/2017	82261	R	MOTT, WILLIAM	90.00	10 E 400 191 162121 000
09/21/2017	171800115	A	NASCO	274.10	21 E 200 411 164901 737

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	ACCOUNT			
				AMOUNT	NUMBER		
09/21/2017	171800115	A	NASCO	1,704.29	10 E 300 411	121000	000
09/21/2017	171800115	A	NASCO	13.20	10 E 300 411	121000	000
09/21/2017	171800116	A	NICHOLSON, CHRIS	96.00	10 E 400 191	162210	000
09/21/2017	82262	R	OFFICE DEPOT	96.50	10 E 000 411	120000	915
09/21/2017	82262	R	OFFICE DEPOT	79.95	10 E 000 411	120000	915
09/21/2017	171800117	A	OFFICE PRO	25.02	10 E 200 411	122110	000
09/21/2017	171800117	A	OFFICE PRO	28.40	10 E 200 411	122110	000
09/21/2017	171800117	A	OFFICE PRO	70.95	10 E 200 411	122110	000
09/21/2017	171800117	A	OFFICE PRO	71.82	10 E 200 411	240000	000
09/21/2017	171800117	A	OFFICE PRO	471.30	10 E 200 411	240000	000
09/21/2017	171800117	A	OFFICE PRO	819.73	10 E 200 411	240000	000
09/21/2017	171800117	A	OFFICE PRO	699.54	10 E 400 411	240000	000
09/21/2017	171800117	A	OFFICE PRO	306.50	10 E 100 411	240000	000
09/21/2017	171800117	A	OFFICE PRO	236.75	10 E 100 411	240000	000
09/21/2017	171800117	A	OFFICE PRO	9.69	10 E 100 411	240000	000
09/21/2017	82263	R	PIGGLY WIGGLY	115.99	10 E 000 411	120000	915
09/21/2017	82263	R	PIGGLY WIGGLY	47.51	10 E 000 411	221300	000
09/21/2017	171800118	A	PIPER, TIMOTHY	40.00	10 E 400 191	162206	000
09/21/2017	82264	R	RAPP, BOB	60.00	10 E 400 191	162206	000
09/21/2017	82265	R	RASMUSSEN, ROBERT	171.97	21 E 400 411	125000	754
09/21/2017	82266	R	REALLY GOOD STUFF	130.76	10 E 100 411	122110	000
09/21/2017	82266	R	REALLY GOOD STUFF	737.90	10 E 100 411	120000	006
09/21/2017	171800119	A	REDDERS, DEEJAY	29.15	10 E 000 342	221300	365
09/21/2017	171800120	A	RHYME BUSINESS PRODU	98.00	10 E 400 411	240000	000
09/21/2017	171800120	A	RHYME BUSINESS PRODU	98.00	10 E 400 411	240000	000
09/21/2017	82267	R	SAN A CARE INC	233.86	10 E 000 411	253300	000
09/21/2017	82268	R	SCHENCK, ROBERT	96.00	10 E 400 191	162210	000
09/21/2017	171800121	A	SCHOLASTIC INC	856.68	10 E 100 411	120000	006
09/21/2017	171800122	A	SCHOOL DATEBOOKS INC	678.83	10 E 200 411	240000	000
09/21/2017	171800122	A	SCHOOL DATEBOOKS INC	423.58	10 E 200 411	240000	000
09/21/2017	82269	R	SCHOOL HEALTH CORPOR	513.53	10 E 400 411	160000	000
09/21/2017	171800123	A	SHI INTERNATIONAL CO	6,500.00	10 E 000 411	120000	990
09/21/2017	171800123	A	SHI INTERNATIONAL CO	673.00	10 E 000 480	266400	000
09/21/2017	171800124	A	SKYWARD	600.50	10 E 000 310	266400	000
09/21/2017	82270	R	TAAMALLAH, MOKTAR	60.00	10 E 400 191	162206	000
09/21/2017	171800125	A	TIERNEY BROTHERS INC	2,382.00	10 E 000 411	266400	990
09/21/2017	82271	R	UPS	39.48	10 E 000 353	263300	000
09/21/2017	171800126	A	VOIGT MUSIC CENTER	256.84	10 E 400 411	125500	000
09/21/2017	82272	R	WEST MUSIC	862.34	10 E 100 411	125000	000
09/21/2017	171800127	A	ZBLEWSKI, DOUG	855.00	10 E 000 310	221300	141
09/21/2017	82273	R	ZIEGLER, KEN	60.00	10 E 400 191	162210	000
09/21/2017	170925	M	EVANSVILLE WATER & L	148.83	10 E 000 336	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	5,246.78	10 E 100 336	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	168.91	10 E 100 337	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	151.23	10 E 100 338	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	4,140.36	10 E 200 336	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	272.50	10 E 200 337	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	504.35	10 E 200 338	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	3,689.74	10 E 300 336	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	111.91	10 E 300 337	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	126.91	10 E 300 338	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	18,062.12	10 E 400 336	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	207.29	10 E 400 337	253300	000
09/21/2017	170925	M	EVANSVILLE WATER & L	1,115.02	10 E 400 338	253300	000
09/21/2017	100917	M	U.S. CELLULAR	261.75	10 E 000 355	263300	000
09/22/2017	82274	R	HUNT, RIANNE	22.75	10 E 300 411	240000	000

CHECK				ACCOUNT			
DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT	NUMBER		
09/22/2017	82277	R	KRULL, LINDSAY	42.80	10 E 000 342 252500	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	2.14	10 E 000 342 232111	000	
09/22/2017	171800129	A	MOSHER, KELLY	1.07	10 E 000 342 232111	000	
09/22/2017	171800130	A	ROTH, JERRY	45.48	10 E 000 342 252500	000	
09/22/2017	171800130	A	ROTH, JERRY	42.80	10 E 000 342 252500	000	
09/22/2017	171800130	A	ROTH, JERRY	21.40	10 E 000 342 252500	000	
09/22/2017	82275	R	SAN A CARE INC	2,909.04	10 E 000 411 253300	000	
09/22/2017	82275	R	SAN A CARE INC	9,083.78	10 E 000 411 253300	000	
09/22/2017	171800128	A	SHI INTERNATIONAL CO	6,500.00	10 E 000 411 266400	990	
09/22/2017	171800128	A	SHI INTERNATIONAL CO	19,725.30	10 E 000 411 266400	990	
09/22/2017	171800128	A	SHI INTERNATIONAL CO	10,958.50	10 E 000 411 120000	990	
09/22/2017	171800128	A	SHI INTERNATIONAL CO	11,271.60	10 E 000 411 266400	000	
09/22/2017	171800128	A	SHI INTERNATIONAL CO	17,080.00	10 E 000 411 266400	990	
09/22/2017	82276	R	SOUTHERN WISCONSIN R	16,844.00	10 E 000 327 253300	990	
Totals for checks				671,850.72			

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	2,341.50	0.00	650,925.04	653,266.54
21	SPEC. REV. TRUST-ACTIVITY FUND	0.00	0.00	1,805.95	1,805.95
27	SPECIAL EDUCATION FUND	7.50	0.00	8,439.86	8,447.36
50	FOOD SERVICE	180.70	0.00	8,150.17	8,330.87
***	Fund Summary Totals ***	2,529.70	0.00	669,321.02	671,850.72

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

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM OCTOBER 3, COMMITTEE MEETING

#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Approved		Date
					YES	NO	
1	Janessa Katzenberger	3 - Support Staff	Pg. 58, Section 2, #2.02, Evaluation Procedures, F	Yes			

Informational Changes From Attorney, Committee to Take No Action

2	Part 1, All Employees, Pg. 25, Section 4, 4.01, Grievance Purpose.			No action by Comm			
3	Part 1, All Employees, Pg. 39, Section 16, Conformity to Law.			No action by Comm			
4	Part 2, Certified Staff, Pg. 48, Section 6, 6.01, Reasons for Reduction in Force.			No action by Comm			
5	Part 3, Support Staff, pg. 60, Section 5, 5.01, Reduction in Staff.			No action by Comm			
6	Part 3, Support Staff, Pg. 61, Section 6, 6.01, Notice of Resignation of Employment.			No action by Comm			
7	Part 5, Co-and Extra-Curricular Staff, Pg. 73, Section 1, 1.01, C, Letter of Assignment.			No action by Comm			
8	Part 6, Substitute and Seasonal Staff, Pg. 76, Section 1, 1.03, Dismissal/Removal From Substitute List and pg. 77, 2.02, F, Assignments and ReEmployee Acknowledgement, Pg.			No action by Comm			
9	Employee Acknowledgement, Pg. 79.			No action by Comm			

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held, Tuesday, October 3, 2017, at 4:30 pm in the District Board and Training Center.

Attendance

Members in attendance: Keith Hennig, Brian Benson, Melissa Hammann, Michelle Klopp, and Jerry Roth. Absent: Thomas Titus.

Appoint Someone to Take the Minutes

Mr. Roth volunteered to take the minutes.

Review

Policy #152 – Employee Handbook, reviewed.

Employee Handbook Clerical Items guide sheet, reviewed.

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

#1 – Part 3, Support Staff, Pg. 58, Section 2, 2.02, Evaluation Procedures, F – Mr. Roth presented suggested language changes. Discussion. Committee recommends to the Board for approval.

Informational Changes From Attorney, Committee to Take No Action

Mr. Roth shared the following suggested changes from the District's attorney. No action to take place at this meeting. The Board will approve/deny these changes. Discussion.

- A. #1 – Part 1, All Employees, Pg. 25, Section 4, 4.01, Grievance Purpose.
- B. #2 – Part 1, All Employees, Pg. 39, Section 16, Conformity to Law.
- C. #3 – Part 2, Certified Staff, Pg. 48, Section 6, 6.01, Reasons for Reduction in Force.
- D. #4 – Part 3, Support Staff, pg. 60, Section 5, 5.01, Reduction in Staff.
- E. #5 – Part 3, Support Staff, Pg. 61, Section 6, 6.01, Notice of Resignation of Employment.
- F. #6 – Part 5, Co-and Extra-Curricular Staff, Pg. 73, Section 1, 1.01, C, Letter of Assignment.
- G. #7 – Part 6, Substitute and Seasonal Staff, Pg. 76, Section 1, 1.03, Dismissal/Removal From Substitute List and pg. 77, 2.02, F, Assignments and Responsibilities.
- H. #8 – Employee Acknowledgement, Pg. 79.

Next Meeting Dates

The next meeting dates: Tuesday, January 9, 4:30 pm and Monday, March 5, 4:30 pm.

Adjourn

Meeting adjourned at 5:03 pm.

Submitted by Mr. Roth, Member

Approved: _____, Chair
Keith Hennig

Approved:

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: Janessa Katzenberger

Employee Handbook Part: III: Support Staff

Employee Handbook Page/Section/Section #: Pg. 58, Section 2, #2.02F

Suggested Revision:

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

A conference regarding the evaluation report will be held between the support staff member and building principal or district level administrator. Within five (5) days following the evaluation meeting, the employee may request a second meeting for clarification and/or discussion of any concerns. A copy signed by the employee and evaluator shall be submitted for filing in the employee's permanent file by June 1st. No employee shall be required to sign a blank evaluation form. Support staff are encouraged to respond to the evaluation in writing and this response shall accompany the evaluation report.

See attached

DISTRICT OFFICE USE ONLY

Form received: 5-10-17 jw

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

Cost Impact and Amount: None Small

Legal Impact: None

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(1)

From: Janessa Katzenberger

**Part 3, Support Staff – Pg. 58, Section 2, 2.02 F – Support Staff
Evaluation Procedures -**

Current:

F. - The Administrator conducting the evaluation meeting will notify the employee at least five (5) days in advance of the meeting time, place and that it is an evaluation conference. Within five (5) days following the evaluation meeting, the employee may request a second meeting for clarification and/or discussion of any concerns. A copy signed by the employee and evaluator shall be submitted for filing in the employee's permanent file by May 1st. No employee shall be required to sign a blank evaluation form. Support staff are encouraged to respond to the evaluation in writing and this response shall accompany the evaluation report.

Proposed:

F. – A conference regarding the evaluation report will be held between the support staff member and building principal or district level administrator. Within five (5) days following the evaluation meeting, the employee may request a second meeting for clarification and/or discussion of any concerns. A copy signed by the employee and evaluator shall be submitted for filing in the employee's permanent file by June 1st. No employee shall be required to sign a blank evaluation form. Support staff are encouraged to respond to the evaluation in writing and this response shall accompany the evaluation report.

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EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Immediately Upon Board Approval

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 immediately upon approval.

Employee/School Board Member Name: Melissa Hammann

Employee Handbook Part: Part 1, All Employees

Employee Handbook Page/Section/Section #: Pg. 25, Section 4, 4.01, Grievance Purpose

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

Proposed by Lawyer – The Board has adopted a grievance procedure for the orderly resolution of employee grievances related to discipline, termination, and workplace safety. ~~as well as for grievances related to purported violations, interpretation or inappropriate application of any provision addressed in the Handbook.~~ The exclusive means of resolving employee grievances shall be through the grievance procedure adopted by the Board. Any school employee of the District has the right of access to the grievance procedure.

DISTRICT OFFICE USE ONLY

Form received: 9-18-17 KH

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

Cost Impact and Amount: 0 \$us

Legal Impact: None

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EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Immediately Upon Board Approval

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 immediately upon approval.

Employee/School Board Member Name: Jerry Roth

Employee Handbook Part: Part 1, All Employees

Employee Handbook Page/Section/Section #: Pg. 39, Section 16, Conformity to Law

Suggested Revision:

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

To Delete Entire Section – Proposed by Lawyer
~~If any provision of this Handbook, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby.~~

DISTRICT OFFICE USE ONLY

Form received: 9-18-17 JR

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

Cost Impact and Amount: 0 \$000

Legal Impact: None

12

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Immediately Upon Board Approval

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 immediately upon approval.

Employee/School Board Member Name: Melissa Hammann

Employee Handbook Part: Part 2 – Certified Staff

Employee Handbook Page/Section/Section #: pg. 48, Section 6, 6.01-Reasons for Reduction in Force

Suggested Revision:

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

<p>Proposed by Lawyer</p> <p>A. When the judgment of the Board, a full or partial reduction in staff should occur; the Board agrees to effect such lay-offs at the end of the school year with written notification by April 30th for lay-offs due to enrollment decline and up to June 5 May 15 for lay-offs due to budget constraints. Such notification shall provide the affected teacher with the reason(s) for said lay-off.</p> <p>B. In determining which teachers shall be laid-off, the Board shall may take into</p>
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DISTRICT OFFICE USE ONLY

Form received: 9-18-17
km

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

Cost Impact and Amount: 0 Am

Legal Impact: None

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Immediately Upon Board Approval

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 immediately upon approval.

Employee/School Board Member Name: Melissa Hammann

Employee Handbook Part: Part 3, Support Staff

Employee Handbook Page/Section/Section #: Pg. 60, Section 5, 5.01-Reduction in Staff

Suggested Revision:

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

<p>Proposed by Lawyer -</p> <p>A. When in the judgment of the Board, a full or partial reduction in staff should occur; the Board agrees to attempt to effect such layoffs with thirty (30) days' notice. Such notification shall provide the affected employee with the reason(s) for said layoff.</p> <p>B. In determining which employees shall be laid-off, the Board shall follow may take into consideration factors to help guide their decision:</p>

DISTRICT OFFICE USE ONLY

Form received: 9-18-17 km

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

Cost Impact and Amount: 0 bus

Legal Impact: None

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EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Immediately Upon Board Approval

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Employee/School Board Member Name: Melissa Hammann

Employee Handbook Part: Part 3 – Support Staff

Employee Handbook Page/Section/Section #: Pg. 61, Section 6, 6.01-Notice of Resignation of Employment

Suggested Revision:

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

Proposed by Lawyer -
6.01 –
The District requests a ~~written~~ notice of resignation from support staff members. The resignation shall be filed with the District Administrator at least fourteen (14) days prior to the effective date of resignation so as to ensure appropriate time to find a qualified replacement. The District Administrator has the authority to accept the resignation.

Personal time or other benefit time may not be taken in place of the notice.

DISTRICT OFFICE USE ONLY

Form received: 9-18-17 KZ

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

Cost Impact and Amount: 0 Aug

Legal Impact: None

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EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Immediately Upon Board Approval

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Employee/School Board Member Name: Jerry Roth

Employee Handbook Part: Part 5 – Co and Extra Curricular Staff

Employee Handbook Page/Section/Section #: Pg. 73, Section 1, 1.01, C-Letter of Assignment

Suggested Revision:

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

Proposed by Lawyer –
To delete – C –
~~Coaches and advisors are at will employees and therefore have no expectation of continued employment. As such, coaches and advisors may be disciplined or discharged for any reasons without recourse to the grievance procedure.~~

DISTRICT OFFICE USE ONLY

Form received: 9-18-17 kn

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

Cost Impact and Amount: 0 \$us

Legal Impact: None

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Immediately Upon Board Approval

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 immediately upon approval.

Employee/School Board Member Name: Jerry Roth
Employee Handbook Part: Part 6 – Substitute and Seasonal Staff

Employee Handbook Page/Section/Section #: Pg. 76, Section 1, 1.03-Dismissal/Removal From Substitute List and pg. 77, 2.02, F-Assignments and Responsibilities

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

Proposed by Lawyer –
1.03 – Dismissal/Removal From Substitute List –
All substitutes are casual employees and therefore have no expectation of continued employment. ~~As such, substitutes may be disciplined or discharged for any reason without recourse to the grievance procedure.~~ Substitutes may also be removed from the substitute call list at the discretion of the District.

2.02 – Assignments and Responsibilities
F. Summer school and seasonal employees are at-will employees and therefore have no expectation of continued employment. ~~Summer school and seasonal employees may be disciplined or discharged for any reason without recourse to the grievance procedure.~~

DISTRICT OFFICE USE ONLY

Form received: 9-18-17 KM
Board of Education Approval of Change: YES or NO ; Action Date _____

Cost Impact and Amount: 0 Aut

Legal Impact: None

V
①

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Immediately Upon Board Approval

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 immediately upon approval.

Employee/School Board Member Name: Jerry Roth

Employee Handbook Part: Employee Acknowledgement

Employee Handbook Page/Section/Section #: Pg. 79

Suggested Revision:

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

See attached - Proposed by Lawyer -

DISTRICT OFFICE USE ONLY

Form received: 9-18-17 km

[Empty box for District Office Use Only]

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

Cost Impact and Amount: 0 Aut

Legal Impact: None

V
8

Employee Acknowledgement –

Current –

(To be signed and returned to the District Office)

I hereby acknowledge that it is my responsibility to access the *School District of Evansville Employee Handbook* online. My signature below indicates that I agree to read the *Handbook*. It is also important to know that additional regulations, policies, and laws are in the *District's Board Policies*. The *Employee Handbook* and the *District's Board Policies* can be located on the District's website at www.ecsdnet.org.

The information in this *Handbook* is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this *Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. Email notification regarding Handbook updates will be sent to all staff. I understand that this *Handbook* does not constitute an employment contract and does not confer a property interest in my future employment and/or further benefits with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform the District Office of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting the District Office if I have any questions, concerns or need further explanation.

New –

(To be signed and returned to the District Office)

I hereby acknowledge that it is my responsibility to access the *School District of Evansville Employee Handbook* online. My signature below indicates that I agree to read the *Handbook*. It is also important to know that additional regulations, policies, and laws are in the *District's Board Policies*. The *Employee Handbook* and the *District's Board Policies* can be located on the District's website at www.ecsdnet.org.

The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment. Notwithstanding any provisions of this *Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Handbook* or individual contract.

V-
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**Evansville Community School District
Board of Education Goals
2017-2018**

The Board will support the implementation of the Continuous System Improvement Plan to ensure high student achievement and a high quality workforce.

The Board will support the implementation of the Continuous System Improvement Plan to foster positive climate and culture.

The Board will support the implementation of the Continuous System Improvement Plan to optimize communication and community engagement.

The Board will support the implementation of the Continuous System Improvement Plan to maximize operations and efficient use of infrastructure.

The Board will support the implementation of the Continuous System Improvement Plan to promote appropriate use of Technology.

Board Approved: 9/28/16

CONTINUOUS SYSTEM IMPROVEMENT (CSI) SUB-COMMITTEE'S 2017-2018 GOALS

Climate and Culture and Health and Wellness

To build a sustainable positive school climate through a supportive environment in which staff model attitudes and value expectations fostered by respect, effective communication, positive relationships, involvement, and collaborative decision-making.

Communication and Community Engagement

By June of 2018, we will use a tool to send notifications to families that are timely, improve the effectiveness of our website and create a district brochure to share our story.

Staff and Student Teaching and Learning

The Goal of the Evansville Community School District is to achieve exceptional Literacy growth for all students by steadily increasing the number of students meeting state proficiency targets for English Language Arts in Grades 3 through Grade 11, as measured annually by the respective state assessments.

2016-2020 Grades 3-8 FORWARD EXAM, Grades 9 & 10 ACT ASPIRE, Grades 11 ACT

Growth targets begin with the baseline in 2015-16: 50.2% of Grades 3-11 students reaching proficiency in English Language Arts.

To meet expectations with continuous improvement results, growth targets increase as follows:

<u>School year</u>	<u>% of increase</u>	<u>% Proficient or Advanced</u>	<u>Status</u>
2016-17	1%	51.2%	Goal met K-8; 9-11 undetermined
2017-18	2%	53.2%	
2018-19	3%	56.2%	
2019-20	3%	59.2%	

Technology

Develop and implement a high quality professional learning plan that provides technology learning options as a means to support staff in integrating best practices in teaching and learning to develop student proficiency in utilizing information literacy and technology.

Facilities and Operations

Has joined the CAC for the 2017-2018 school year.

2017-2018 Continuous System Improvement Plan - Volunteers

<u>Name</u>	<u>Email</u>
<u>Climate and Culture/Health and Wellness - Tom Titus & Janessa Katzenberger</u>	
Buttchen, Heather	buttchenh@evansville.k12.wi.us
Fritz, Deb	fritzd@evansville.k12.wi.us
Horgen, Katie	horgek@evansville.k12.wi.us
Humberg, Chrissy	humbergc@evansville.k12.wi.us
Johnson, Katie	johnsonk@evansville.k12.wi.us
Katzenberger, Janessa	katzenbergerj@evansville.k12.wi.us
McDaniel, Katie	mcdanielk@evansville.k12.wi.us
Redders, DeeJay	reddersd@evansville.k12.wi.us
Schuett, Catherine	Schuettc@evansville.k12.wi.us
Selmer, Rebecka	selmerr@evansville.k12.wi.us
Simonson, Mark	simonsonm@evansville.k12.wi.us
Smith, Renae	smithr@evansville.k12.wi.us
Teske, Dana	tesked@evansville.k12.wi.us
Titus, Tom	titust@evansville.k12.wi.us

Communication and Community Engagement - David Hamilton, Barb Dorn & Jerry Roth

Buehl, Michelle	brewersgirl13@gmail.com
Dorn, Barbara	dornb@evansville.k12.wi.us
Dalsen, Jenny	jdalsen@gmail.com
Dorn, Barbara	dornb@evansville.k12.wi.us
Hamilton, David	hamiltond@evansville.k12.wi.us
Maves, Michael	mavesm@evansville.k12.wi.us
Roth, Jerry	rothj@evansville.k12.wi.us
Schmoldt, Terrie	schmoldtt@evansville.k12.wi.us
Stano, Mark	stanom@evansville.k12.wi.us

Facilities and Operations - John Rasmussen, Mason Braunschweig, Steve Swanson, Brian Cashore &

Steve Shulta

Braunschweig, Mason	braunschweigm@evansville.k12.wi.us
Cashore, Brian	cashoreb@evansville.k12.wi.us
Haakenson, Scott	sahaakenson@gmail.com
Hansen, Peter	phansen0943@msn.com
Larson, Mitch	mlarson@westphalec.com
Rasmussen, John	rasmussenj@evansville.k12.wi.us
Rolek, Bridget	bkrolek@gmail.com
Roth, Jerry	rothj@evansville.k12.wi.us
Shulta, Steve	shultas@evansville.k12.wi.us
Swanson, Steve	swansons@evansville.k12.wi.us

Staff and Student Teaching and Learning - Melissa Hammann, Keith Hennig, Joanie Dobbs, Barb Dorn, Scott Everson, Janessa Katzenberger, Jason Knott & Mark Schwartz


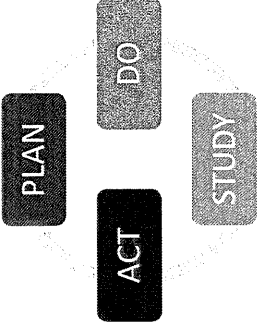
Beedle, Butch	beedle4@att.net
Dobbs, Joanie	dobbsj@evansville.k12.wi.us
Dorn, Barbara	dornb@evansville.k12.wi.us
Everson, Scott	eversons@evansville.k12.wi.us
Ferrell, Leslie	ferrelll@evansville.k12.wi.us
Hammann, Melissa	hammannm@evansville.k12.wi.us

Hartje, Bill	wmhartje@charter.net
Hennig, Keith	hennigk@evansville.k12.wi.us
Katzenberger, Janessa	katzenbergerj@evansville.k12.wi.us
Knott, Jason	knottj@evansville.k12.wi.us
Oakeson, JoMarie	oakesonj@evansville.k12.wi.us
Oswald, Beth	oswaldb@evansville.k12.wi.us
Roth, Jerry	rothj@evansville.k12.wi.us
Schmoldt, Terrie	schmolddt@evansville.k12.wi.us
Schwartz, Mark	schwartzm@evansville.k12.wi.us
Tedesco, Kim	ktedesco@gmail.com
Teske, Dana	tesked@evansville.k12.wi.us

Technology - Eric Busse, Jason Knott & Larry Martin

Busse, Eric	bussee@evansville.k12.wi.us
Beyerl, Abby	beyerla@evansville.k12.wi.us
Firgens, Mandy	firgensm@evansville.k12.wi.us
Hicks, Griffin	hicksg@evansville.k12.wi.us
Johnson, Jenn	johnsonj@evansville.k12.wi.us
Knott, Jason	knottj@evansville.k12.wi.us
Martin, Larry	martinl@evansville.k12.wi.us
Mumm, Jo Ann	mummj@evansville.k12.wi.us
Roth, Jerry	rothj@evansville.k12.wi.us

DRAFT

 <p>Evansville Community School District</p>	<p>Continuous Improvement Plan 2017-2018</p>	
<p>Priority Area: Climate and Culture and Health and Wellness</p>	<p>Strategic Objective The ECSD is committed to working as a team to ensure a safe, respectful, nurturing, and invigorating environment where learning is a shared responsibility.</p>	<p>Strategic Focus: Increasing staff overall mental and physical health</p>
<p>PLAN: Identify the Data Measures and Performance Gap</p>		
<p>Strategic Focus Goal: To build a sustainable positive school climate through a supportive environment in which staff model attitudes and value expectations fostered by respect, effective communication, positive relationships, involvement and collaborative decision-making</p>		
<p>Timeline For Completion: January 2018 and ongoing.</p>		
<p>Budget: \$1,500 for End of Year Celebration</p>		

DATA ANALYSIS – IDENTIFY GAP/NEED:

2016-2017: Identify data sources that will be used to assess the impact, fidelity, and completion of the Plan-Do-Study-Act cycle of continuous system improvement for this strategic focus area.

The Climate and Culture CSI Committee started from scratch this year to include new chairs, new committee members, new norms, new way to develop our action plan, and a new goal. To emphasize important areas to concentrate our attention, the committee met with a variety of focus groups to gather answers to the following questions:

1. What is currently going well in your building? District-wide?
2. What are some areas related to culture and climate that you feel need improvements in your building? District-wide?
3. What ideas do you have to help build a more positive environment in your building? District-wide?

Committee members met with similar-position groups. Examples of these small groups include food services workers, custodians, teachers, health clerk, and educational assistants. The opinions and feedback gathered in these focus groups remained anonymous and were summarized on individual post-its – color coded by building. The committee categorized each post-it in similar categories for building specific and district-wide feedback in three rounds – one round for things going well, another for areas of improvement, and a third for ideas for change that are within our sphere of influence. Our norms were reviewed before each meeting to ensure we: Celebrate Success. Listen to understand. Give the benefit of the doubt. Assume the best. Treat each other with dignity and respect. Acknowledge the past, but focus on the future. Reviewing the feedback from each focus group, filtering out items out of our sphere of influence, and starting the brainstorming process took until the end of the year. This group also planned and prepared the End of Year Staff Recognition Event, which helped increase attendance by about 75% from last year to this year.

Although the committee worked hard to collect credible and meaningful staff feedback, the data was informal and lacking numerical measurement. Because culture and climate has a direct impact on health and wellness, the Culture and Climate CSI committee plans to merge with the district's Wellness Committee and use the Annual Aggregate Health Assessment Report to set measurable goals and determine progress. The honest and, sometimes painful, conversations that occurred during our meetings this year were critical to building a sustainable committee going forward and the incorporation of the Health Assessment data will allow us to follow the Plan Do Study Act format starting next year.


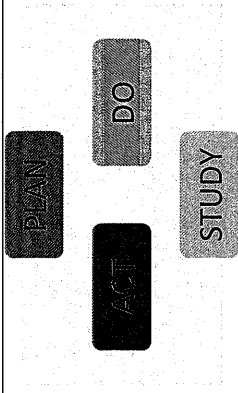
2017-2018: According to the 2017-2018 Annual Aggregate Health Assessment Report, over half of the staff are at risk due to lifestyle behaviors in the areas of BMI/Weight, Nutrition, and sleep. Over half the staff are at risk for mental health concerns due to stress, and over half the staff are at risk of biometric concerns due to high blood pressure.

DATA ANALYSIS – DATA SOURCES: Identify the Measures That Will Determine the Effectiveness of the Plan

Data that Identifies Gap:	Beginning Measure/ Date:	Ending Measure/Date:	Analysis of Change in Data:
1. Sleep	33.9% At Risk 01/2016	41.9% At Risk 01/2017	Increase 8.0% Risk Prevalence
2. Stress	45.2% At Risk 01/2016	61.3% At Risk 01/2017	Increase 16.1% Risk Prevalence
3. Emotional Health	17.7% At Risk 01/2016	27.4% At Risk 01/2017	Increase 9.7% Risk Prevalence
4. Exercise	30.6% At Risk 01/2016	17.7% At Risk 01/2017	Decrease of 12.9% Risk Prevalence
5. Blood Sugar	11.3% At Risk 01/2016	4.8% At Risk 01/2017	Decrease of 6.5% Risk Prevalence
6. Blood Pressure	62.9% At Risk 01/2016	51.6% At Risk 01/2017	Decrease of 11.3% Risk Prevalence
7. BMI and Weight	53.2% At Risk 01/2016	56.5% At Risk 01/2017	Increase of 3.3% Risk Prevalence
8. Nutrition	64.5% At Risk 01/2016	64.5% At Risk 01/2017	No Change
Data that Determines if Strategy Was Completed:	Beginning Measure/Date:	Ending Measure/Date:	Analysis of Change in Data:
1.			
2.			

Measures that Determine Fidelity of Strategy Implementation:	Beginning Measure/Date:	Beginning Measure/Date:	Analysis of Change in Data:
1.			
2.			
Measures that Determine if the Goal Was Met:	Beginning Measure/Date:	Beginning Measure/Date:	Analysis of Change in Data:
1.			
2.			
Do: Create an action plan based upon Data/Analysis – ACTION PLAN #1 (Multiple Check-in Points) What action steps will need to be taken to reach the goal?			
ACTION STEP What steps will you and your team take?	MEASURE/INDICATOR What data will be collected? How will you know when the step is completed?	END DATE When will the work be completed?	PERSON(S) RESPONSIBLE
1.Foster a culture that supports healthy lifestyles (e.g. work-life balance)	ECSD Aggregate Health Assessment Report		
2.Ask leaders at all levels to play an active, visible role in the wellness initiative by modeling healthy behaviors	ECSD Aggregate Health Assessment Report		


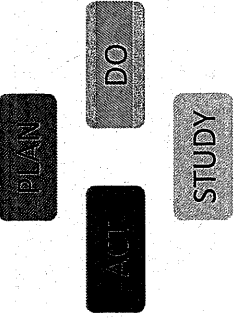
<p>3. Develop a network of wellness champions across the district to help promote health management and programs.</p>	<p>ECSD Aggregate Health Assessment Report</p>		
<p>4. Offer multi-channel interventions to individuals across the entire health continuum.</p>	<p>ECSD Aggregate Health Assessment Report</p>		
<p>Study: Analyze Data After Implementing Action Plan Steps To be completed by <u>November</u>.</p>			
<p>MEASURE/INDICATOR (from Do step above)</p>	<p>Evidence of Progress/Effectiveness (include data)</p>		
<p>1. Reduce stress levels from 61.3% staff at risk to _____</p>			
<p>2. Reduce Emotional Health risks from 27.4% staff at risk to _____</p>			
<p>3. Increase the amount of staff who feel the district would support them if they wanted to make a change to increase their emotional health from 37.1% to _____</p>			
<p>Analysis of Evidence (Describe why this evidence shows the action step was effective)</p>			

 Evansville Community School District	Continuous Improvement Plan Communication and Community Engagement 2017-18	
Priority Area Communication and Community Engagement	Strategic Objective <i>The Evansville Community School District will communicate, engage and develop partnerships with students, families, staff and citizens to achieve academic excellence and positive citizenship for all students.</i>	Strategic Focus Development and Implement a Comprehensive Communication Plan
Strategic Plan Aligned Goal <i>By June of 2018, we will use a tool to send notifications to families that are timely, improve the effectiveness of our website and create a district brochure to share our story.</i>		
Timeline for Completion June 2018		

DATE	ACTION STEP	MEASURE/INDICATOR What data will be collected and analyzed? How will you know when the step is complete/successful? By when?	LEADER	STATUS/OUTCOME
Beginning of Year				
Nov.-Dec 2017	Investigate the use of an app to send notifications to families and/or create a button on the website for information that changes frequently including events, school closings, etc.	Implementation of an app or button on website.	Team	

Jan-Feb 2018	Create a survey for families to gather information on the effectiveness of our new websites. What is missing, etc.?	Survey data will be used to improve the website	Team	
March-June 2018	Create a brochure for the district to showcase all of the wonderful things that make our district a great place to be for students, staff and families.	Completion of Brochure	Team	
Middle of Year				
End of Year				

Summary Report of Progress in 2017-18
Focus for 2018-17

 <p>Evansville Community School District</p>	<p>Continuous Improvement Plan Staff and Student Teaching and Learning Committee 2017-18</p>																					
<p>Priority Area Literacy English Language Arts (ELA)</p>	<p>Strategic Objective <i>The Evansville Community School District will provide a rigorous and relevant curriculum delivered by highly effective staff who use innovative, research-based strategies to prepare students to compete/succeed in a 21st Century Global environment</i></p>	<p>Strategic Focus Proficient ELA Literacy Achievement for All Students</p>																				
<p>Strategic Plan Aligned Goal The Goal of the Evansville Community School District is to achieve exceptional Literacy growth for all students by steadily increasing the number of students meeting state proficiency targets for English Language Arts in Grades 3 through Grade 11, as measured annually by the respective state assessments. 2016 - 2020 Grades 3-8 FORWARD EXAM, Grades 9 & 10 ACT ASPIRE, Grade 11 ACT</p> <p>Growth targets begin with the baseline in 2015-16: 50.2% of Grades 3-11 students reaching proficiency in English Language Arts. To meet expectations with continuous improvement results, growth targets increase as follows:</p> <table border="1" data-bbox="901 1165 1112 1438"> <thead> <tr> <th>School year</th> <th>% of increase</th> <th>% Proficient or Advanced</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2016-17</td> <td>1%</td> <td>51.2%</td> <td>Goal met K-8; 9-11 undetermined</td> </tr> <tr> <td>2017-18</td> <td>2%</td> <td>53.2%</td> <td></td> </tr> <tr> <td>2018-19</td> <td>3%</td> <td>56.2%</td> <td></td> </tr> <tr> <td>2019-20</td> <td>3%</td> <td>59.2%</td> <td></td> </tr> </tbody> </table>			School year	% of increase	% Proficient or Advanced	Status	2016-17	1%	51.2%	Goal met K-8; 9-11 undetermined	2017-18	2%	53.2%		2018-19	3%	56.2%		2019-20	3%	59.2%	
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2018-19	3%	56.2%																				
2019-20	3%	59.2%																				
<p>Timeline for Completion The goal of reaching the targeted growth in English Language Arts will be accomplished by the end of the 2019-20 school year.</p>																						

DATE	ACTION STEP	MEASURE/INDICATOR What data will be collected and analyzed? How will you know when the step is complete/successful? By when?	LEADER	STATUS/OUTCOME
Beginning of Year				
09/17	<p>K-2 Units of Study in Writing and Writers Workshop</p> <p>3-5 Units of Study in Reading and Readers Workshop</p> <p>6-8 Units of Study in Writing and Disciplinary Literacy</p> <p>9-12 Disciplinary Literacy with focus departments; RAAD training</p>	<p>The goal of the Literacy Plan: <i>Create independent, strategic problem solvers who are college and career ready in Literacy.</i></p> <p>The Literacy Plan will be considered to be successful during 2017-18 if the 53.2% of the students in grades 3-11 reach proficiency in Literacy.</p>	<p>Director of Curriculum & Instruction, Principals and School Literacy Leaders</p>	
09/17	<p>Each school has developed an action plan for school improvement in Literacy instruction and student achievement.</p> <p>LEVI LEONARD ELEMENTARY SCHOOL</p> <ol style="list-style-type: none"> 1. Continue professional learning based on Units of Study in Reading 2. Continue the model teaching Fishbowl activities 3. Increase High Frequency Words/Vocabulary instruction 4. Utilize Spelling City and games 	<p>The School Action Plans have been developed based upon the student assessment data which was shared with the Building Leadership Teams</p> <p>LLE</p> <ol style="list-style-type: none"> 1. Staff participation and feedback 2. Staff participation and feedback 3. Staff participation and feedback 4. Staff participation and feedback 	<p>Resource Staff w/ consultation from Erin Loritz, Leadership Team, Katie Johnson, Deb Fritz, Terrie Schmoltd</p>	
09/17	<p>THEODORE ROBINSON INTERMEDIATE SCHOOL</p> <ol style="list-style-type: none"> 1. Continue professional learning based on the Reading and Writing Units of Study 2. Continued implementation of Reading and Writing Units of Study 3. Professional learning based on Word Study and Grammar 4. Consultation with LLE staff to build consistency in the implementation of the Reading and Writing Units of Study K-5; Word Study and Grammar 	<p>TRIS</p> <ol style="list-style-type: none"> 1. Professional learning agendas, exit slips, walkthrough data 2. Professional learning agendas, exit slips, walkthrough data 3. Professional learning agendas, exit slips 4. Agendas and notes from meetings 	<p>Barb Dorn w/ consultation from Erin Loritz, Leadership Team, all teachers</p>	
09/17	<p>JC McKENNA MIDDLE SCHOOL</p> <ol style="list-style-type: none"> 1. Provide professional learning time to address text types and purposes for all 	<p>JCM</p> <ol style="list-style-type: none"> 1. Observation of teachers using the strategies with success in their classroom and provide 	<p>Joanie Dobbs, Leslie Ferrell with</p>	

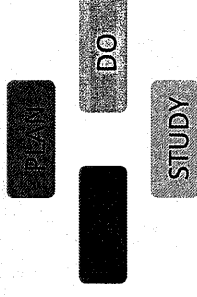
	<p>content areas</p> <ol style="list-style-type: none"> 2. Provide professional learning time to increase the focus upon improving student listening skills 3. Continue implementation of Units of Study in Writing with professional learning opportunities during the school year 	<p>evidence of these observations to the principal</p> <ol style="list-style-type: none"> 2. Observation of teachers using the strategies with success in their classroom and provide evidence of these observations to the principal 3. Improved student proficiency in writing 	<p>all staff; English Language Arts teachers</p>	
09/17	<p>EVANSVILLE HIGH SCHOOL</p> <ol style="list-style-type: none"> 1. Engage in intensive Reading Apprenticeship Across Disciplines (RAAD) training with core group of teachers receiving intensive training. 	<p>EHS</p> <ol style="list-style-type: none"> 1. Teachers will meet monthly, and will have two refresher RAAD trainings throughout the year as part of the RAAD implementation process. Consistent planning, instruction, and delivery practices will be the focus to improve student reading, writing, and discussion. 	<p>1. Jason Knott, all teachers; RAAD trained teachers</p>	
Middle of Year				
End of Year				

Summary Report of Progress in 2017-18
Final student assessment data will be available for Grades 3 - 11 in September, 2018.
Focus for 2018-19



Evansville Community School District

Continuous Improvement Plan: Technology 2017-18



Priority Area

Providing high quality job-embedded professional learning opportunities in the area of technology to District staff.

Strategic Objective

To develop professional learning opportunities for staff in the area of technology, design multiple opportunities for staff to access information about resources, training, and support for new technologies that improve teaching, learning, and student achievement, and to provide professional learning opportunities that transfer to classroom instruction that addresses 21st Century Skill development for students.

Strategic Focus

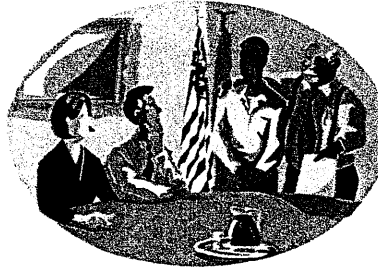
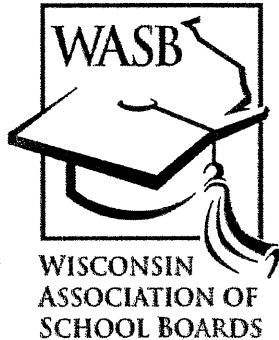
To develop and implement professional learning opportunities that supports staff in integrating best practices in teaching and learning to develop student proficiency in utilizing information literacy and technology.

Goal: Develop and implement a high quality professional learning plan that provides technology learning options as a means to support staff in integrating best practices in teaching and learning to develop student proficiency in utilizing information literacy and technology.

- Objective 1.1: Design multiple opportunities for staff to access information about resources, training, and support for new technologies that improve teaching, learning, and student achievement.
- Objective 1.2: Provide professional learning opportunities by staff, for staff, for technology integration into classroom lessons that address 21st Century Skill development for students.

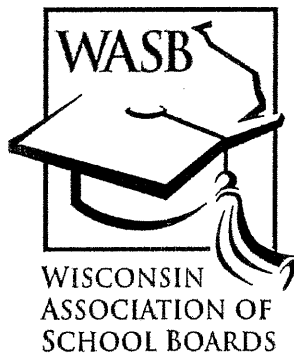
Timeline for Completion: May 2018

School Board Roles & Responsibilities



October 23, 2017

Presentation to the Evansville School District School Board and District Leadership Team



By: Robert Butler
*WASB Associate Executive Director
Staff Counsel*
bbutler@wasb.org
1-877-705-4422 (phone)
1-608-512-1703 (direct phone)
1-608-257-8386 (fax)

School Board Role & Responsibilities

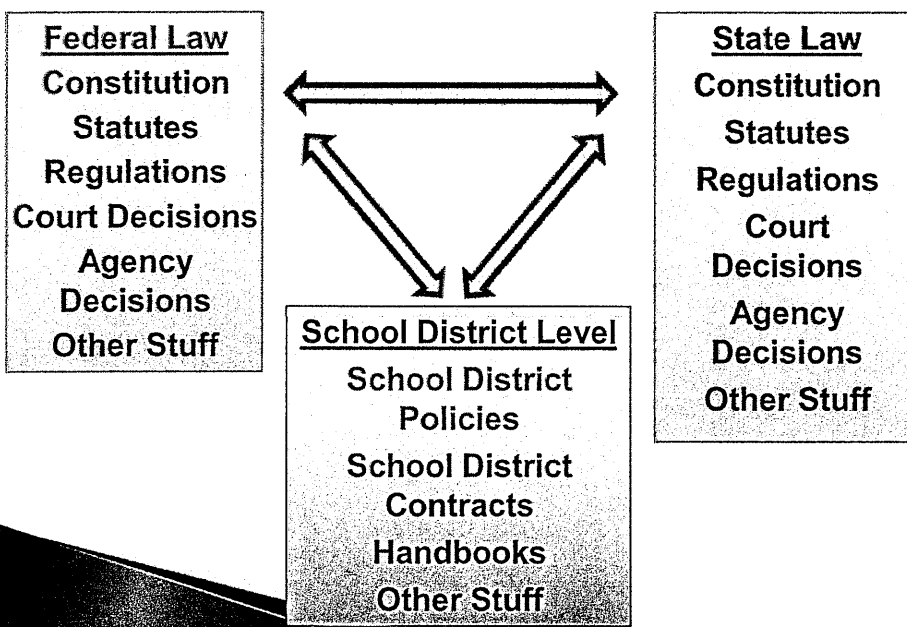
- › Roles of the board, individual members and administrators.
- › Board Action vs. the Individual Board Member
- › How do Boards exercise these statutory powers and duties?
- › Access to Information
- › Conflicts of interest
- › Public records.
- › What do Boards do?
- › Liability and risk management.

Role and Responsibilities of Board Members

School Board Roles and Responsibilities

- ▶ **School Board and District Administrator roles and responsibilities are determined by state and federal law.**
 - Laws define what must be done.
 - Laws identify what gets decided locally.
- ▶ **Education research informs boards and administrators regarding most effective practices.**
 - How are boards in high achieving districts different than boards in other districts?

The Layers of School Law



School Board Duties and Powers

- ▶ §120.12 of the state statutes enumerates a list of specific *duties* of a school board.
- ▶ §120.13 of the state statutes enumerates a list of specific *powers* of a school board.
- ▶ §120.10 of the state statutes enumerates a list of specific *powers of an annual meeting* (which, for unified school districts, are powers of the school board).
- ▶ §120.44(2) of the state statutes gives unified school districts the powers and duties of the common school board and annual meeting.
- ▶ Other statutes (particularly in chapters 118, 120, and 121) create other powers and duties.

Board Powers & Duties

- ▶ The school board of a common or union high school district ***may do all things reasonable to promote the cause of education, including establishing, providing and improving school district programs, functions and activities for the benefit of pupils, and including all of the following . . .***
 - Wisconsin Statute 120.13
 - See "WASB's December 1996 Legal Note "The New Era of Expanded Powers and Duties for Wisconsin School Boards"



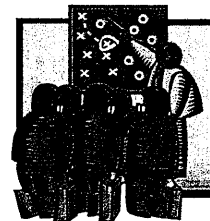
Board Powers & Duties

- ▶ There are 45 enumerated statutory school board powers including:
 - Suspension and expulsion of pupils.
 - Purchasing or otherwise acquiring necessary books and equipment.
 - Granting the temporary use of school grounds and buildings.
 - Selling property.
 - Soliciting and obtaining options to purchase real property and, upon approval of the annual or special meeting, exercise that option.
 - Wisconsin Statute §120.13



Board Powers & Duties

- ▶ The school board of a common or union high school district shall:
 - Subject to the authority vested in the annual meeting and to the authority and possession specifically given to other school district officers, ***have the possession, care, control and management of the property and affairs of the school district.***Wisconsin Statute §120.12



Board Powers & Duties



- ▶ Common school districts shall hold an annual meeting at which electors of district can, among other things, authorize the school board to purchase, build or lease suitable sites and buildings for school purposes. See Wisconsin Statute §120.08 and Wisconsin Statute §120.10
- ▶ See also WASB's Guide to Annual School District Meeting



“Enumerated Powers” versus “Broad Powers”

- ▶ “The school board of a common or union high school district shall, subject to the authority vested in the annual meeting and to the authority and possession specifically given to other school district officers, have the **possession, care, control and management of the property and affairs of the school district.**” (§120.12(1))
- ▶ “The school board of a common or union high school district may do **all things reasonable** to promote the cause of education, including establishing, providing and improving school district programs, functions and activities for the benefit of pupils.” (§120.13)
- ▶ “A unified school district is a body corporate with the power to sue and be sued, to levy and collect taxes, to acquire, hold and dispose of property and to do **all other things reasonable** for the performance of its functions in operating a system of public education.” (§120.44(1))

See “WASB's December 1996 Legal Note “The New Era of Expanded Powers and Duties for Wisconsin School Boards”

“Broad powers” imply the power to delegate many (but not all) powers and duties

- ▶ Delegation can occur through policy, through specific board action/authorization, and sometimes the delegation of authority is implied through practices.
- ▶ Some **non-delegable** acts are of obvious significance (e.g., adopting and amending the budget, approving questions to submit to referendum, employment and dismissal of teachers and administrators, etc.)
- ▶ Some arguably **non-delegable** acts don't seem all that significant in light of other responsibilities that can be delegated (e.g., a statute provides that each school board shall adopt written policies *that include procedures* for the storage of pupil medications).



Board Roles:

How Do Boards Exercise These Statutory Powers And Duties?

And

What Do Boards Do?



Board Job Description

- ▶ The job description is derived from:
 - Federal law.
 - State law.
 - Local School District Policy.
 - Education research.

- ▶ How are boards in high achieving districts different than boards in other districts?

Board Job Description

- ▶ Provide **general oversight** for administration and district.
- ▶ Hire and evaluate District Administrator.
- ▶ Review **board policies** and update as needed.
- ▶ Adopt a **budget and allocate resources** consistent with board priorities and district goals.
- ▶ Oversee negotiation and administration of critical contracts.
- ▶ Be **advocates** for the district in the community and at the state, federal and other local governments.
- ▶ Make **strategic decisions**.



The Key Work of School Boards



- ▶ <https://wasb.org/customized-leadership-services/key-work-of-school-boards/>

NSBA has identified the core skills that effective boards need to ensure that all students achieve at high levels.

The Key Work of School Boards

▶ Vision:

- Your vision reflects a mental picture of the most successful schools and district that you could have, centered on outstanding student achievement.
- Effective school boards establish a clear vision and high expectations for quality teaching and learning that supports strong student outcomes.
- School boards achieve their vision by:
 - developing a **strategic plan** guided by the vision
 - Establishing/approving **goals** that support the vision
 - making **budgetary decisions** and **allocating resources** in a manner that is aligned with the school district's vision and goals
 - Attending to the other elements of the Key Work of School Boards (e.g., adopting **policies** that support and implement the vision/goals and that establish structural **accountability**).

▶ 111 District Vision, Mission, Objectives and Goals

▶ 112 Expectations of the Evansville Community School District

152.1 Board Operation Goals

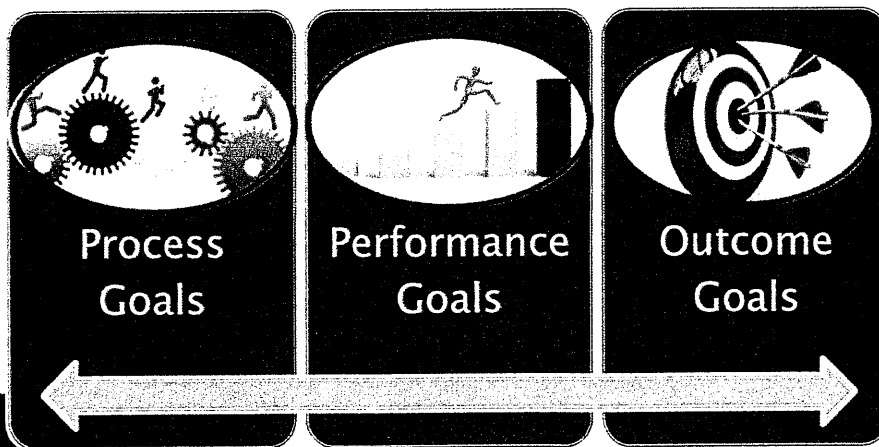
Board Roles: Vision

Goal Setting Process



Board Roles: Vision

Goal Setting Process



The Key Work of School Boards

▶ Accountability:

- Accountability means measuring and judging how well the district is putting the vision into practice and making progress on key goals.
- Accountability starts with **(1) the adoption of goals and academic and other standards, and (2) the assignment of responsibility and authority.**
- Data and other assessments are used as a tool: Success is acknowledged and rewarded, while any lack of success drives change and improvement efforts.
- There are preconditions for *credible* accountability. For example:
 - Staff must sufficiently understand the applicable goals, standards, and measurements (e.g., those that are intended to support and assess student achievement)—preferably with initial involvement/input.
 - Sufficiently relevant and reliable information must be used to hold people accountable (e.g., student performance should be assessed for both proficiency and for growth/improvement).
 - District resources must be sufficiently aligned with district goals and with the accountability structures that the leadership team creates.



The Key Work of School Boards

▶ Accountability:

- *School board accountability* means:
 - Taking a fair share of responsibility for the present and future of the school district.
 - Verifying that the preconditions for credible accountability are in place.
 - Modeling the desired behaviors for which the board intends to hold others accountable (e.g., setting goals for the board itself that are aligned with district goals, conducting timely evaluations of the superintendent, seeking and understanding relevant data to inform decisions, etc.).
 - Establishing standards for and evaluating the board's own internal operations and performance.



Board Roles: Policy

- ▶ **Policy** is a vehicle through which a school board exercises its collective authority in order to serve students and achieve goals.
 - *Board policies translate the board's vision into action.*
 - Policies should be closely linked to (and sometimes directly establish) accountability structures and processes.
 - The scope and substance of a board's policies are a reflection of and contribute to the formation of the board-superintendent relationship, including embodying an understanding of the respective roles of the members of the leadership team.
 - Policies are written directives to administration and staff establishing parameters within which the district operates.



Board Roles: Policy

- ▶ State law directs boards to develop policies to guide and direct the board, administrators and staff on any number of topics including:
 - Grading, promotion and retention, graduation
 - Public and pupil records
 - Harassment and bullying
 - School admission
 - Student conduct
 - Staff complaints and grievances
- ▶ See WASB's *Focus*, "[Policy making: A continuous process,](#)" WASB Legal Comment "[The Legal Significance of School Board Policies](#)" November 2007



Board Roles: Policy

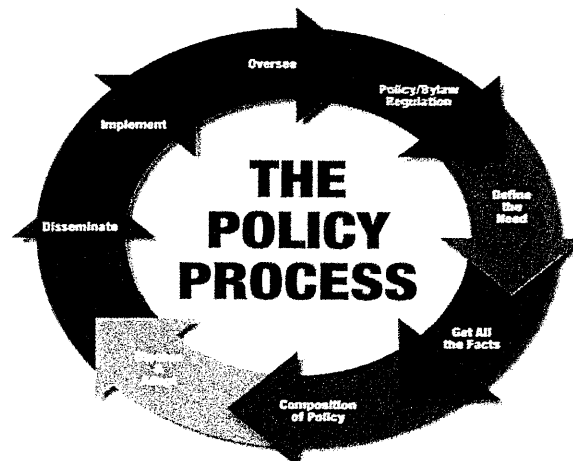
► What are the Board's "Policies"?

- The ideas that guide the direction of the district.
- Statements by which the school board establishes expectations for itself.
- Statements that prescribe, in general terms, the organization and programs of the school system.
- The means through which the board may authorize, require, or encourage prudent change in the district.
- The foundation of accountability for staff, students, and the school board itself; a framework in which the district operates.
- A form of "local law."
- The "voice of the board" when it's not around.

◦ See the November 2007 WASB *Legal Comment*, "The Legal Significance of School Board Policies"



Board Roles: Policy



Board Roles: Policy

150 Board Powers and Responsibilities

151 Board Policy Adoption, Review and Implementation

151.1 Access to Board Policies

151.2 Administration in Policy Absence

Board Roles: Policy

► The micro-level process surrounding the board's vote to adopt, change or repeal policy

1. Assigning responsibility for identifying a need to change policy and for prioritizing policy work
2. Assigning responsibility for drafting new policy language
3. Use of board committees prior to presenting a proposed policy to the board for possible action
4. The collection and distribution of sufficient background information for subject matter experts, drafters, and board members
5. How many "readings" of a policy prior to adoption? What are the expectations concerning amending a proposed policy in connection with each "reading" of a draft policy?

Board Roles: Policy

- ▶ Boards decide what gets done and what parameters limit what gets done.
- ▶ Administration decides who does it and how to do it.
- ▶ *“Administration’s job is to run the district, the Board’s job is to make sure the district is run well.”*



Board Roles: Policy

- ▶ The Policy Resource Guide (PRG) is a Web-based policy tool designed to assist Wisconsin school boards and administrators in the important tasks of policy development and implementation.
 - The purpose of the PRG is to help school districts develop **local policies** that meet **their own community needs and interests** while keeping in mind general legal considerations.
 - **Sample policies** on an ever-growing number of policy topics that will assist your school board and administration in the process of creating, reviewing, and updating district policies. **Includes a “base pack” of policies to get you started.**
 - **Background information resources**, complete with live links to current statutes and other publications, that will assist school officials in the day-to-day process of policy implementation, provide policy-makers with a solid grounding in the policy and legal considerations that are relevant to each policy topic, and serve as a new source of professional and board development resources within the district.

Board Roles



► Community Leadership:

- Through public advocacy and community engagement, school boards share their concerns and actions with the public.
- School boards engage the community in a continuing conversation:
 - The board articulates its vision and goals for education, the steps taken to achieve that vision, and the type and level of support it needs to achieve those goals.
 - The community articulates its values and assessment of the educational program of the district.
 - The board and community should develop a consensus regarding the district vision, goals and actions.
- School boards work with legislators and know their legislator, legislation affecting education and the process.



Board Roles: Leadership and Governance



► Community Leadership

- Through public advocacy and community engagement, school boards share their concerns and actions with the public. Community leadership that builds public support is vital to implement the board's vision.
- Understand and articulate community core values and beliefs, using them to guide board decision-making and communicating them throughout the district so that the guide day-to-day actions at every level.
- Articulate a vision that focuses the board, administration, staff and community on maximizing student achievement.

◦ 111 - District Vision, Mission, Objectives and Goals



Board Roles: Community Leadership



- ▶ **Community Leadership** can be effectuated through:
 - School Board Meetings
 - Task Forces
 - Community Surveys
 - Staff Surveys
 - Meeting with Staff
 - Meeting with Educational Foundations, Booster Clubs, etc.
 - Meeting with other units of government, legislators, agencies, etc.
 - Meeting with other outside parties



Board Roles: Community Leadership



- ▶ **School Board Meetings**
 - Agenda Structure and Content
 - Public Comment Period/Discussion Periods
 - Connection to Board Policy
 - Connection to Board Goals
 - Situation Reports
 - BoardDocs® eGovernance Solutions

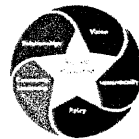




Board Roles: Community Leadership



- ▶ **Special School Board Meetings/Task Forces on Specific Topics**
 - Agenda Structure and Content
 - Discussion Periods
 - Connection to Board Policy
 - Connection to Board Goals
 - Situation Reports
 - BoardDocs ® eGovernance Solutions



Board Roles: Community Leadership



- ▶ **Community Surveys**
 - ▶ A community survey, if properly structured, can help a school board determine public sentiment regarding specific issues before proceeding with contemplated courses of action. However, school boards must resist the temptation to ask open-ended questions on a community survey. Why?
 - Other considerations:
 - What's the objective of the survey?
 - What topics will the survey cover?
 - Who is the target group of respondents?
 - What will the board do with the results?

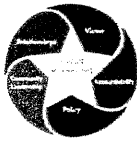


Board Roles: Community Leadership



▶ Community Surveys

- Other considerations:
 - Who will create the survey questionnaire?
 - Board? Committee? Administration?
 - What format will be used?
 - Yes/No? Select from the following choices? Etc.
- How will it be delivered?
 - Paper distribution? Electronically via website or email?
- How will the results be delivered to the community?



Board Roles: Community Leadership



▶ Community Surveys

- Other considerations:
- Note that not all topics are appropriate for community survey, for example:
 - Polling community members about the performance of specific personnel;
 - Surveying the community regarding matters that go beyond the authority of the board.
- *"Should the official state bird be the ?"*



Board Roles: Community Leadership



▶ Community Surveys

- Appropriate survey topics should relate to the district's strategic plan, goals, mission and services, for example:
 - Polling community members regarding how the board should prioritize spending – “Rank in order of importance: Technology, Staffing, Building & Property Upgrades, Extracurricular Activities, Curriculum Development & Implementation.”
 - Indicate the level to which you agree or disagree with the following statement: “The board maximizes community opportunities to utilize the district’s facilities.”
 - Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree



Board Roles: Community Leadership



▶ Educational Foundations, Parent Teacher Organizations and Booster Clubs

- **Educational foundations** are nonprofit organizations incorporated in the State of Wisconsin and, if properly structured, provided tax-exempt status under § 501(c)(3) of the Internal Revenue Code.
 - If the organization solicits charitable contributions, it will need to register with the Wisconsin Department of Financial Institutions and may need to file a type of informational tax return with the IRS.
 - The income and assets of the foundation must be used exclusively for the benefit of the public; and
 - If the foundation is ever dissolved, the assets of the foundation must be distributed to another entity that is tax-exempt under §501(c)(3).



Board Roles: Community Leadership



► **Booster Clubs/Parent Teacher Organizations**

- A booster club and educational foundation may differ in several key areas, however, including, for example:
 - Their mission, goals and purpose for existence;
 - Their methods of fundraising;
 - How assets are invested;
 - Purposes for which funds will be used by the organization and gifted to the district;
 - The size and composition of the board of directors;
 - The composition of members (volunteers or employees)



Board Roles: Community Leadership



► **Booster Clubs/Parent Teacher Organizations:**

- A booster club and educational foundation may differ in several key areas, however, including, for example:
 - Qualifications of members/directors;
 - Investment strategies; etc.
 - More common for school board members to also serve on the board of a foundation than a booster club.
- The decisions that each type of organization makes with regard to the aforementioned list of topics must be clearly stated in the organization's articles of incorporation and/or bylaws.

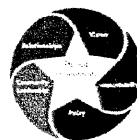


Board Roles: Community Leadership



► Public Hearing:

- Some state and federal laws require the school board to hold “public hearings” or seek other public input prior to taking certain actions or adopting certain policies. Examples:
 - Annual budget hearing. Wisconsin Statute §65.90(4)
 - Hearings on borrowing resolutions. Wisconsin Statute §67.05(6a)(a)2.b
 - Hearings on school district requests for a waiver of rules or statutory requirements from DPI. Wisconsin Statute §118.38(1)(b)
 - Hearings regarding the establishment of a charter school. Wisconsin Statutes §§118.40(2) and (2m)
 - In some cases, school board policy may specify that the school board will hold a “public hearing” before the board takes certain actions (e.g., changing school attendance boundaries).



Board Roles: Community Leadership



► Public Comment Period:

- Most school boards find that it is important to both allow and limit periods of public comment at board meetings.
- The law provides a lot of flexibility to school boards in structuring public comment periods, but boards must be very cautious about content-based and viewpoint-based restrictions.
- It is almost always helpful to have (and follow!) a formal board policy regarding periods of public comment.
- The presiding officer of the meeting must be willing to assert a strong presence, consistently enforce the “rules,” and exercise patience.
- A public comment period is not the only way, or typically the “best” way, to (1) obtain broad input on an important question; or (2) have fact-specific issues/complaints brought to the District’s attention.

◦ 187 - Public Participation at Board Meetings



Board Roles: Community Leadership



► Public Comment Period:

- A school board has no legal obligation to regularly include a period of public comment on its meeting agendas.
- When a school board chooses to allow members of the public an opportunity to address the board at a meeting, the period of public comment must be included on the meeting notice. See Wisconsin Statute §19.84(2)
- When a school board receives public comments on topics/issues that are not otherwise part of the publicly-noticed meeting agenda, it is permissible for board members to briefly discuss and respond to the issue. However, the school board may not take formal action on any such topic/issue (i.e., on a subject that is not otherwise identified in the meeting notice). See Wisconsin Statute § 19.83(2) Wisconsin 2015-OML-Guide.pdf

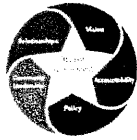


Board Roles: Community Leadership



► Public Comment Period:

- The meetings at which a period of public comment will be offered (e.g., regular meetings, special meetings, committee meetings, etc.)
- Whether comments can be on any topic/issue, or whether the period of public comment will be confined, e.g., to noticed agenda topics
- The total amount of meeting time that will be allocated to public comment
- The placement of the public comment period on the agenda (e.g., at the beginning of the meeting, at the end of the meeting, etc.)
- The length of time each person will be permitted to speak
- *The "class" of eligible speakers (e.g., school district residents and taxpayers) ?????*
- Pre-comment speaker "registration" requirements
- The ability to make exceptions to the "normal" procedures
- Other "content-neutral" limitations (e.g., prohibiting repetitive appearances, and comments that are obscene, threatening, or that would constitute harassment)



Board Roles: Relationships



- ▶ **Receive Data Through Surveys And Meetings With Staff**
- ▶ **Meet and Confer:**
 - Public sector employers have a long history of “**meeting and conferring**” with employees even in the absence of collective bargaining.
 - Even “**before states enacted laws mandating or permitting collective bargaining in the public sector in the 1970s, meet-and-confer was the primary way for public sector unions to represent their members’ interests to employers.**” (Freeman et al, pg. 9) *Public Sector Unionism without Collective Bargaining*, Mr. Richard B. Freeman and Ms. Eunice S. Han, December, 2012 American Economist Association Meetings, January 6, 2012, San Diego, CA.



Board Roles: Relationships



- ▶ **Receive Data Through Surveys And Meetings With Staff**
- ▶ **Meet and Confer:** The key distinctions between the term “**meet and confer**” as used in this context and “meet and confer” in the context of “collective bargaining” are as follows:
 - there is **no legal requirement to “meet and confer”** with the union or exclusively with the union on matters beyond base wages;
 - the “**meet and confer**” meetings are **not covered by the procedural requirements in Wis. Stats. 111.70(4)(cm)** [e.g. initial exchanges of proposals, mediation, etc.];
 - there is **no legally binding contract** that results from the “meet and confer” meeting(s); and
 - the **Board ultimately decides the issues** (other than base wages) to put forward for a “meet and confer” meeting absent other legal constraints, for example, modifications to a teacher’s individual contract.



Board Roles: Relationships



- ▶ **Receive Data Through Surveys And Meetings With Staff**
- ▶ **Meet and Confer:**
 - If a Board chooses to meet with employees for “meet and confer” meetings, it is WASB’s suggestion that such meetings **not be limited solely to union participants.**
 - WASB would suggest that the Board could **invite union members and other staff to such meetings without requiring the staff to identify themselves by any affiliation with the union, any affiliation with any other representative organization, or an announcement of no affiliation at all.**
 - The reason for this suggestion is so that the dialogue **steers clear of any employee concerted activity rights.**



Board Roles: Relationships



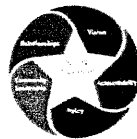
- ▶ **Receive data through surveys and meetings with Staff**
- **Employee Opinion Survey** – an employee opinion survey gauges the district employees’ opinions and satisfaction on a range of issues related to the operation of the district.
- School boards use survey data to guide their work in setting policies, crafting employee handbooks, building relationships and improving services.
- If administered annually, a district can track data trends and determine the impact of employee-related initiatives.



Board Roles: Relationships



- ▶ **Staff and Comparable Compensation Surveys**
 - Review your local staff surveys and comparable school district data.
 - Solicit both quantitative and qualitative data through employee surveys and qualitative data by meeting with employees to review compensation model components, employee handbook terms, and working conditions.



Board Roles: Relationships



- ▶ **Employee Exit Interviews** – A proactive means of communication/feedback:
 - Conduct **Employee Exit Interviews** – exit interviews involve a one-on-one discussion with departing employees, either in person or by telephone.
 - Exit interviews are personal opportunities in which the school district can thank departing employees for their contributions and wish them well on their future endeavors.
 - Exit interviews also provide an opportunity to discern the honest reason(s) for an employee's departure which can provide a district with valuable data upon which to base future staff retention efforts.



Board Roles: Relationships



▶ **Employee Exit Surveys** – A proactive means of communication/feedback:

- Conduct **Employee Exit Surveys** – Exit surveys, on the other hand, consist of asking departing employees to fill out either an online or paper questionnaire.
- Like exit interviews, exit surveys also provide an opportunity for a district to discern the honest reason(s) for an employee's departure, which can provide a district with valuable data upon which to base future staff retention efforts.
- The disadvantages of exit surveys are that response rates are typically lower than response rates for exit interviews, and the data will not be as rich because the district may not have the opportunity to ask follow-up questions.

- WASB has Exit Interview and Exit Surveys for Districts

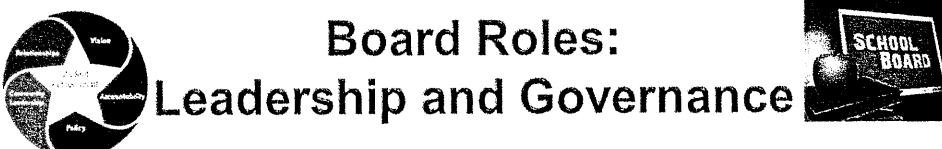


Board Roles: Relationships




Board-Superintendent Relationships

- Both the school board and the superintendent have essential leadership roles that are interconnected but different.
- A productive board-superintendent-administration-staff relationship requires each to understand the unique roles and responsibilities of their position.
- In nearly all districts, issues arise that can cause (or should cause) the leadership team to recalibrate their mutual understandings of their respective roles.
- Shared goals and clear policies can help to define roles and build a strong, collaborative relationship.
- Actions that erode trust harm the relationship and jeopardize the effectiveness of the leadership team.



Board Roles: Leadership and Governance

- ▶ **Board/Superintendent Relationships**
- ▶ Draft policy on District Administrator evaluation;
- ▶ Superintendent evaluation rubric;
- ▶ Superintendent evaluation standards;
- ▶ PowerPoint presentation on Superintendent evaluations;
- ▶ Evaluation work form;
- ▶ Sample Job Description; and
- ▶ Wisconsin Educator Standards for Administrators.

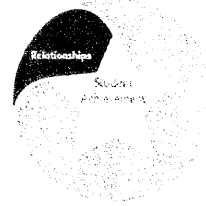


Board Roles: Leadership and Governance

- ▶ **Board/Superintendent Relationships**
 - Both the school board and the superintendent have essential leadership roles that are interconnected but different.
 - Effective school boards lead as a united team with the superintendent, each in their respective roles with strong collaboration and mutual trust.

224	<u>Board/Administrator Relationship</u>
225	<u>Evaluation of the District Administrator</u>
231	<u>Recruitment and Appointment of District Administrator</u>
232	<u>District Administrator, Job Description</u>

Board Roles



► Relationships:

- Both the school board and the superintendent have essential leadership roles that are interconnected, but different.
- The board-administration relationship is critical for district success.
- A productive board-superintendent-administration-staff relationship requires each to understand the unique roles and responsibilities of their respective positions.



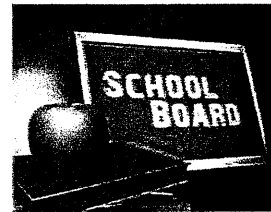
Board Roles: Leadership and Governance



- Set goals and priorities, assess progress, enforce via accountability.
- Understand and articulate community core values and beliefs, using them to guide board decision-making and communicating them throughout the district so that they guide day-to-day actions at every level.
- Work on the school board's internal leadership development (orientation of new members, self-assessment, increasing members' knowledge and skills)

Examples of board roles through a more legalistic lens...

- ▶ **“Legislative”**
Making policy, determining the budget and the tax levy.
- ▶ **“Judicial”**
Serving as an impartial decision-maker in a “due process” hearing (finding facts, applying law/policy, reaching conclusions, issuing orders).
- ▶ **“Executive”**
Serving as an employer (hiring, evaluating, compensating).



School Board Annual Self-Evaluation Tool

- ▶ Annual Board Self-Evaluation Tool
 - The complimentary Annual Board Development Tool online survey. Created by School Perceptions and the Wisconsin Association of School Boards (WASB), the survey is designed to help boards identify their areas of strength and alignment as well as where further dialogue and discussion is needed.

Research on Key Works

2009 Iowa Lighthouse Study

Effective school boards:

- Believe all students can learn and schools can teach all students
- Are knowledgeable about teaching and learning issues
- Make student-centered, data-driven decisions
- Create supportive workplace for staff
- Engage communities as collaborative partners to increase student achievement

More information: <http://goo.gl/GJG6tp>



2011 Center for Public Education Study: Eight Characteristics of Effective School Boards

Effective school boards:

- Commit to a vision of high expectations
- Share beliefs and values
- Focus on policies
- Establish collaborative relationships
- Lead as a united team
- Understand and use data
- Align and sustain resources
- Participate in team development and training

More information: <http://goo.gl/37Sj18>



2015 UW Oshkosh/ UW Milwaukee Research



“When school board members who have served for at least five years indicate greater adherence to the Key Work of School Boards, student achievement increases.”

- Specifically, greater adherence to the Key Work concepts has a statistically significant relationship with a district's reading proficiency levels, and overall accountability score.

More information: [Michael Ford Blog, July 27, 2015](#)



Additional Studies and Resources on the Impact of School Board Governance on Student Achievement

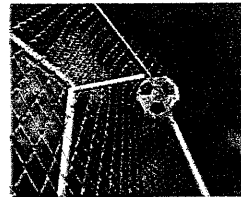
- ▶ Center for Public Education Study Eight Characteristics of Effective School Boards
- ▶ How School Board Conflict Impacts Student Outcomes in the United States; Mike Ford, 2016

Eight Characteristics of Effective School Boards and Leadership Teams – CPE Study

- ▶ **Center for Public Education Study, January 2011**
 - In the most dramatic examples from this research, scholars compared districts with similar levels of poverty and disadvantage to determine factors that separate high-performing districts from those with low performance. In many cases, **these differences included the approaches taken by local school boards.**
 - CPE Study Eight Characteristics of Effective School Boards

Eight Characteristics of Effective School Boards – CPE Study

- ▶ **So what do these boards do? Here are some examples:**
 - Boards in high-achieving districts are more likely to engage in **goal setting and monitoring their progress.**
 - CPE Study Eight Characteristics of Effective School Boards



Eight Characteristics of Effective School Boards – CPE Study

- ▶ **So what do these boards do? Here are some examples:**
 - They are **increasingly data savvy** – identifying student needs and justifying decisions based on data.
 - CPE Study Eight Characteristics of Effective School Boards



Eight Characteristics of Effective School Boards – CPE Study

- ▶ So what do these boards do? Here are some examples:
 - Board members possess **detailed knowledge of their district**, including initiatives to jump-start success.
 - Board members have **crafted a working relationship with superintendents, teachers, and administrators based on mutual respect, collegiality and a joint commitment to student success.**
- ▶ [CPE Study Eight Characteristics of Effective School Boards](#)

Additional Studies on the Impact of School Board Governance on Student Achievement

- ▶ The Impact of School Board Governance on Student Achievement, Mike Ford, 2013, University of Wisconsin- Milwaukee: [Find it here.](#)
- ▶ Ford, M. & Ihrke, D. (2015). Do School Board Governance Best Practices Improve District Performance? Testing the Key Work of School Boards in Wisconsin. International Journal of Public Administration, DOI: 10.1080/01900692.2014.982293 [Michael Ford Blog, July 27, 2015](#)

Board Action vs. the Individual Board Member

Individual Board Member Powers

- ▶ Board members have very few statutory powers to exercise as *individuals*.
- ▶ Many of the duties that *individual board members* have are duties to refrain from certain conduct.
- ▶ The *board officers* have statutory powers and duties specific to their individual office.
- ▶ Board members may also have specific powers that are listed in Board Policy.

161 Board Member Authority

163 Opportunities for Development

165 School Board Conduct/Ethics

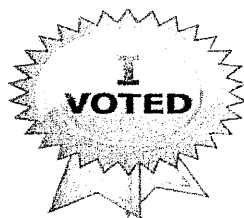
166 Board Member Access to Information

Individual Board Member Duties

- ▶ Attend school board meetings.
- ▶ Be prepared to discuss and act on meeting agenda items.
- ▶ Be informed about meeting agenda items and educational issues in general.
- ▶ Participate when board exercises its duties:
 - General oversight.
 - Hire and evaluate District Administrator.
 - Adopt policies
 - Adopt a budget.
 - Oversee contracts.
 - Advocate for education.
 - Make strategic decisions.
- ▶ Board members may also have specific powers that are listed in Board Policy.

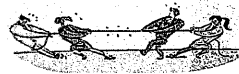
Individual Board Member Powers

- ▶ What is the single most important power that an individual board member has?



Scenarios in which Some Boards/Districts Have Struggled with “Role Definition”

- ▶ Flow of Communication/Information Among the District's Leadership Team
- ▶ Requests / Directives to Staff
- ▶ Establishing Meeting Agendas
- ▶ Visiting School Buildings / Classes
- ▶ Attending Meetings
- ▶ Speaking on Behalf of the District
- ▶ Handling Complaints and Concerns (e.g., a personnel concern)



Board Officers: Sources of Authority

- ▶ **Wisconsin statutes** outline the basic duties of school board officers. See, e.g., Wisconsin Statute § 120.15 - 120.17 (e.g., “School district president; duties”). NOTE: Many other statutes come into play.
- ▶ **Board policy** can assign additional responsibilities and provide additional guidance to the board's officers, but policy cannot conflict with the statutes (i.e., district policy cannot be used to completely “opt out” of mandatory legal duties).

Examples of Duties/Powers of the President

- ▶ Serve as the chairperson (presiding officer) of board meetings
- ▶ Issue proper notice of school board meetings (open meetings)
- ▶ Ensure that minutes for each meeting are recorded, approved, and signed
- ▶ As presiding officer, direct the process for convening in closed session
- ▶ Countersign checks for disbursement of funds
- ▶ Defend/prosecute actions brought by/against the school district
- ▶ Serve as the school district representative to the joint review board for a municipal tax incremental district (TID)
- ▶ License revocation reporting to DPI when district administrator conduct is involved Wisconsin Statute §120.15



Examples of Duties/Powers of the VP

- ▶ In the absence of the president, acts as chairperson of school board meetings. Wisconsin Statute §120.15(5)
- ▶ In the absence or disability of the president, discharges all the president's other duties until the disability or absence no longer exists. Wisconsin Statute §120.05(3)
- ▶ The above do not mean that the vice president necessarily fills a *vacancy* in the presidency.

Examples of Duties/Powers of the Clerk

- ▶ File a timely verified "annual school district report" with the Department of Public Instruction
- ▶ Annually, by September 15, files a financial audit statement with the state superintendent.
- ▶ A large number of duties related to elections (see the WASB Elections Schedule, published annually)
- ▶ Record the minutes of school board meetings and the proceedings of annual meetings; keep the official records of the board
- ▶ Involved in the filing of requests for special meetings
- ▶ Serves as the filing officer for various petitions and notices that the district/board may receive; responsible for issuing/publishing various notices Wisconsin Statute §120.17

Examples of Duties/Powers of the Clerk (continued)

- ▶ Annually on or before November 10, certifies the school district tax levy to the clerk of each municipality having territory within the school district.
- ▶ Files referendum questions with county/municipal clerks
- ▶ Certifies referendum results to DPI
- ▶ Furnishes copies of individual teacher contracts to teachers
- ▶ Receives payment vouchers filed with the district; draws orders on the school district treasurer as directed by an annual or special district meeting or by the school board and records all orders drawn on the school district treasurer.
- ▶ Signs checks and other disbursements from the school district's accounts. Wisconsin Statute §120.17

Examples of Duties/Powers of the Treasurer

- ▶ Applies for, receives, and sues for all money appropriated to or collected for the school district and disburses the same in accordance with section 66.0607 and section 120.16(2) of the Wisconsin statutes.
- ▶ Immediately upon receipt, deposits the funds of the school district in the name of the school district in a public depository account designated by the school board under section 120.12(7).
- ▶ Enters in the treasurer's account books all money received and disbursed by the treasurer, specifying the source from which it was received, the person to whom it was paid, and the object for which it was paid. Wisconsin Statute §120.16

Examples of Duties/Powers of the Treasurer

- ▶ Ensures district monies are maintained in segregated funds to the extent required by law or by the DPI accounting requirements.
- ▶ Withdraws funds of the school district deposited in savings or time deposits by written transfer order.
- ▶ Presents to the annual meeting a written statement of all money received and disbursed by the treasurer during the preceding year.
- ▶ Wisconsin Statute §120.16

Delegation of officer duties to a non-board member

▶ General Rule:

Officers **may not** delegate *discretionary duties* of their office to non-board members except as otherwise expressly provided by law.

Officers **may** delegate *ministerial and administrative* duties to non-board members (e.g., the clerk may delegate the duty of receiving declarations of candidacy and other election documents to the school district administrator).

A number of officer duties would likely be deemed “ministerial” or “administrative,” but there is no clear line that can be relied upon.

▶ Delegation Of Actual Responsibility Does Not Necessarily Transfer Legal Responsibility

- ▶ Please see WASB Legal Comments, [October 2012](#) and [March 2007](#) (<https://www.wasb.org/>; under “Services & Resources” drop-down menu; click “Legal & Human Resources Services > School Law Resources > in the top box, choose Legal Comments)



Officers Unable to Perform Duties

120.05 School board officials. (3) If the school district president, vice president, treasurer or clerk of any school board is unable to discharge the duties of the office due to disability or absence, the school board may appoint a person to discharge the duties of such person until the disability or absence no longer exists. In the case of a 3-member school board, the appointee shall be an elector of the school district. Wisconsin Statute §120.05



Officers Unable to Perform Duties

- ▶ **120.05 School board officials. (3) (continued)** In the case of a larger school board the appointee for the president shall be the vice president and the appointee for the other officers shall be another school board member. The school board shall determine the compensation of such appointees. A person acting as school district clerk or school district treasurer shall have the powers of a deputy and shall take and file an official bond covering the person's acts unless the bond of such officer includes a bond for the officer's deputy. Wisconsin Statute §120.05



Board Member Access to Information

General – Board Member Access to Confidential Information

- ▶ Individual school board members possess all the rights granted to them by applicable state law, federal law and Board policies.
- ▶ Individual board members may request and obtain statistics and reports, etc.:
 - as directed by the Board,
 - as required by their office (i.e. President, Clerk or Treasurer),
 - as available as a parent/guardian, or
 - as available pursuant to a public records or directory data request.

General – Board Member Access to Confidential Information

▶ Wisconsin Statutes

- ▶ Sections 19.21 – 19.39 [Public Records Law and related statutes]
- ▶ Section 19.65 [rules of conduct; employee training; and security regarding personally-identifiable information]
- ▶ Section 48.396 [law enforcement officer records]
- ▶ Section 115.812(2) [reporting information regarding specified students with disabilities to appropriate county departments]
- ▶ Section 118.125 [state student records law; policies required]
- ▶ Section 118.126 [privileged communications related to student alcohol and drug use]
- ▶ Section 118.127 [law enforcement agency record information]

General – Board Member Access to Confidential Information

▶ Wisconsin Statutes

- ▶ Section 118.51(8) [full-time open enrollment; disciplinary records]
- ▶ Section 118.52(10) [course options; disciplinary records]
- ▶ Section 120.13(28) [board authority to designate legal custodians]
- ▶ Section 146.82 [confidentiality of patient health care records]
- ▶ Section 146.83 [access to patient health care records]
- ▶ Section 252.15 [access to HIV test results]
- ▶ Section 767.41(7) [custody and physical placement; parent access to records]
- ▶ Section 938.396 [access to records; law enforcement and court records]
- ▶ Section 950.08(2w) [information provided by district attorney to schools in criminal cases]

General – Board Member Access to Confidential Information

▶ Federal Laws

- ▶ Family Educational Rights and Privacy Act [federal student records law]
- ▶ 34 C.F.R. part 99 [U.S. Department of Education FERPA Regulations]
- ▶ 34 C.F.R. part 300 [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]
- ▶ Elementary and Secondary Education Act (20 U.S.C. § 7908) [military access to student information]
- ▶ National School Lunch Program [heightened privacy rules for students' eligibility status and other NSLP records]

Conflict of Interest

Conflict of Interest

Overview

1. Code of ethics for public officials. Wisconsin Statute §§19.41-59
2. Criminal liability under Wisconsin Statute §946.12 (misconduct in public office) and Wisconsin Statute §946.13 (private interest in public contracts) of the Wisconsin statutes.
3. Doctrine of incompatible offices. Some exceptions for volunteer positions.
4. "Common law" conflicts of interest.
5. Bias and partiality.

Conflict of Interest

Code of Ethics for Public Officials

- ▶ No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Wisconsin Statute §19.59



Conflict of Interest

Code of Ethics for Public Officials

- ▶ No local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. Wisconsin Statute §19.59

Conflict of Interest

Code of Ethics for Public Officials

- ▶ No local public official . . . may . . . give . . . or withhold . . . his or her vote or influence . . . upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, Wisconsin Statute §19.59



Conflict of Interest



Criminal Liability (Wisconsin Statute §946.13)

- ▶ **General Rule:** A board member may not have a private pecuniary interest in contracts with the school district if those contracts involve receipts and disbursements of more than \$15,000 in any year. Violation of this requirement constitutes a felony.
 - A “strict liability” statute
 - This statute can be violated either in an individual capacity or in a board member’s public capacity.
 - Abstention from all board discussion/action on a contract does NOT necessarily cure this kind of conflict of interest.

Conflict of Interest



Criminal Liability (Wisconsin Statute §946.12)

- ▶ **Misconduct In Office:** Several different provisions, including:
 - Taking certain actions in an official capacity with an intent to obtain a dishonest advantage.
 - Intentionally falsifying certain records in a “material respect.”
 - Intentionally doing an act one knows is in excess of one’s lawful authority.
 - Intentionally soliciting or accepting anything of value for the performance of any service or duty that is other than the value that has been fixed by law.

Conflict of Interest

Incompatible Offices

- ▶ Doctrine of incompatible offices involves two governmental offices or positions.
- ▶ A board member may not hold multiple offices/positions if they impose conflicting duties upon the board member or if there are many conflicts of interest between the two offices/positions.
 - e.g., board member and employee

School board members as volunteer coaches and activity supervisors (2015 Wisconsin Act 92)

A school board member is able to serve as a volunteer coach or volunteer supervisor of an extracurricular activity under the following conditions:

1. The board member must not receive compensation for serving as a volunteer coach or supervisor;
2. The board member must agree to abstain from voting on any issue that comes before the school board that substantially and directly concerns the activity that he or she coaches or supervises while he or she is serving as a volunteer coach or supervisor; and
3. The school board must receive the results of a criminal background investigation of the school board member that has been conducted by the department of justice or the federal bureau of investigation.

A board member who is serving as a volunteer coach or volunteer activity supervisor is not required to abstain from voting on the school district's annual budget in order to remain in compliance with the second condition listed above.

Conflict of Interest

Resources

▶ Please see WASB Legal Comments

(<https://www.wasb.org/>; under "Services & Resources" drop-down menu; click on "Legal & Human Resources Services > School Law Resources > in the top box, choose Legal Comments).

WASB Legal Comments: May 2013, Nov. 2013,
March 2008, April 2007, July 2003.



Liability and Risk Management

Liability and Risk Management: Sources of Liability

State Law:

- "Torts" (breach of a duty of care)
- Contract claims
- Statutory/regulatory claims
- Worker's compensation
- Unemployment benefits
- State constitutional claims

Federal Law:

- Statutory/regulatory claims
 - Private claims/suits
 - Direct federal enforcement
 - *Examples: IDEA; Sec. 504; employment; Title IX; FERPA*
- Federal constitutional claims
 - *Examples: First Amendment; Fourth Amendment; Due Process; Equal Protection*

Local decisions can either increase or decrease a school district's liability risk under state and federal law (e.g., policies/contracts).



Liability and Risk Management: Protection from Liability

Legal:

- Immunity
- Statutes of limitations (and similar)
- Damages limitations (type/amount)
- Denying a private right of action
- Indemnification
- Mandatory exhaustion of administrative remedies
- Worker's compensation

Local:

- Policies, procedures, and training
- Insurance
- Bonding of school officials
- Risk shifting via contract / waivers
- Forum selection via contract (including arbitration clauses)
- Settlements

Caution: *There are often "exceptions to the protections."*



Example: Protection from Liability Under Certain State Law Claims

- ▶ "Notice of Claim" requirement Wisconsin Statutes §893.80
 - A claimant must provide written notice of the circumstances of a claim within 120 days of the happening of the event giving rise to the claim.
- ▶ Limited governmental immunity Wisconsin Statutes §893.80
 - Most important exceptions in tort cases: "ministerial" actions; known dangers
- ▶ \$50,000 damages cap applicable to tort claims against a school district, officer, employee, or agent Wisconsin Statutes §893.80
 - Example of an exception: \$250,000 / injured person for a school employee's negligent operation of a motor vehicle Wisconsin Statute §345.05
- ▶ Governmental indemnification Wisconsin Statutes §895.35
 - The school district must reimburse school officials and employees for civil judgments and costs (including reasonable attorney fees)
 - Examples of an exception: Most intentional torts, acts outside the scope of employment

Example: Protection from individual liability under certain federal constitutional claims

- ▶ Wisconsin's state law "Notice of Claim" requirement, governmental immunity statute, and tort claim damages limitations do NOT apply to federal claims (or even to all state-based claims).
- ▶ Federal courts will consider claims of "qualified immunity" for individual public employees who are sued for damages for alleged violations of others' constitutional rights.
 - Qualified immunity is available when the individual being sued did not violate any rights that were "clearly established" under applicable law at the time of the incident.
 - Qualified immunity is not available when the suit is against the school district as an entity.
- ▶ Wisconsin's governmental indemnification statutes generally will apply even if "qualified immunity" is not granted (Wisconsin Statutes §895.35 and Wisconsin Statute §895.46).

What are the risk management implications of the liability environment in which school officials find themselves?

- 1. The various state statutes that grant immunity from liability protect against a fairly narrow range of claims;**
 - 2. The governmental indemnification statutes protect officials/employees against a broad range of claims and judgments; and**
 - 3. The costs of defending against a claim (even when the school district ultimately prevails) can be very substantial.**
-
1. Understand how all of the district's liability mitigation measures, including its insurance policies, are working together; identify and address areas of weakness;
 2. Conduct a regular insurance review; address specific coverage issues and other questions with your insurers;
 3. Determine whether budget decisions may need to account for potential liabilities;
 4. Ensure key personnel understand risk management principles and procedures (see next slide);

Liability and Risk Management Strategies to Reduce and Manage Risk

- ▶ Direct key staff to conduct periodic reviews of policies and practices in their area of programs and operations, with an emphasis on health and safety:

Supervision of students	Facilities
Personnel policies	Technology
Financial controls	Transportation
Student confidentiality	Food service

- ▶ Such reviews should include staff training/in-service processes related to standards of conduct, complaint processing, incident documentation, etc.
- ▶ When in doubt, contact call your attorneys, your insurance carrier, and/or (for more general information) WASB Legal and HR staff contact information

Presenter Bio

Bob Butler has been a WASB staff counsel since 1990. He is also, along with attorney Barry Forbes, the Association's co-associate executive director. Bob directly represents more than 40 school districts in Wisconsin on employment, human resources and school law matters. Bob also provides membership services, including general legal information, to all school districts that are members of WASB.

He graduated from the University of Wisconsin Law School and received his undergraduate degree in industrial and labor relations from Cornell University. Bob can be contacted at:

bbutler@wasb.org
1-877-705-4422 (phone)
1-608-512-1703 (direct phone)
1-608-257-8386 (fax)



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This presentation is intended to provide authoritative general information, with commentary, as a service to WASB members.

The materials and information provided in this presentation should not be relied upon as legal advice. If needed, legal advice regarding any topic, issue, situation or incident should be obtained from the school district's legal counsel.

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EVANSVILLE COMMUNITY SCHOOL DISTRICT

**Board of Education Regular Meeting Agenda
Monday, November 13, 2017
6:00 pm
District Board and Training Center
340 Fair Street (Door 36)**

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

- I. Roll Call: Mason Braunschweig Melissa Hammann Thomas Titus
 Eric Busse Keith Hennig HS Board Rep Ava Parker
 David Hamilton John Rasmussen HS Board Rep Maddy Krueger
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- American Education Week – November 13-17, 2017
 - Wisconsin Association of School Board Convention (WASB) – January 16-19, 2018
- IV. Public Presentations.
- V. Information & Discussion:
- A. High School Student Board Representatives Report.
 - B. 2018 Potential Referendum Update.
 - C. School Board Election Timeline.
 - D. Attendance at WASB Convention in January.
 - E. Selection and Delegate and Alternate to WASB Convention in January.
 - F. Set January Board Budget Retreat.
 - G. 2018 Potential Referendum Update.
 - H. New High School Courses.
 - I. First Reading of Policies:
 - J. Second Reading of Employee Handbook Suggested Changes:
- VI. Public Presentations.
- VII. Business (Action Items):
- A.
- VIII. Consent (Action Items):
- A. Approval of October 23, 2017, Regular Meeting Minutes.
 - B.
- IX. Future Agenda – December 11, 2017, Regular Board Meeting Agenda.
- X. Executive Session – Under Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; namely to Discuss Administrators' Performances.
- XI. Reconvene Into Open Session to Take Action, if Necessary, On Any Open or Closed Session Items.
- XII. Adjourn.

Evansville Community School District
Annual Meeting Minutes for October 9, 2017

The Annual Meeting of the Evansville Community School District was held in the District Board and Training Center on October 9, 2017, at 7:00 pm pursuant to the notice in the Evansville Review and posted throughout the District as required by law.

There were 14 resident voters in attendance at the meeting.

The meeting was called to order by Board President Mason Braunschweig.

Mr. Mason Braunschweig asked for nominations from the floor to elect a chairman. Mr. Jerry Roth nominated Mr. Scott Everson. No further nominations. Nominations closed. Mr. Scott Everson ran the meeting.

Mr. Rasmussen presented the 2016 Minutes for all to review.

Treasurer Melissa Hammann deferred the Debt Service Schedule and questions to Mr. Steve Swanson, Business Manager.

Mr. Steve Swanson, Business Manager, presented on the debt service budget/tax levy, a Department of Public Instruction revenue limit worksheet, and that the adoption of the tax levy new amount will be \$8,230,822.

Motion by Mr. Jerry Roth, seconded by Mr. Mason Braunschweig, moved to approve Resolution A-Adoption of Tax Levy, be it resolved that there shall be levied upon the taxable property of the Evansville Community School District the sum of \$8,230,822 for the purpose of funding the operation and maintenance of the public schools as per fund 10, 39, and 80 presented for adoption. Motion carried unanimously (voice vote).

Motion by Mr. Keith Hennig, seconded by Mr. Mason Braunschweig, moved to approve Resolution B-Transportation, be it resolved that the District be authorized to offer transportation to all students in grades K-8, in the morning only, who reside one half (1/2) mile to two (2) miles from school, from designated pick up points, for the purpose of alleviating traffic congestion around Levi Leonard Elementary, Theodore Robinson Intermediate and J.C. McKenna Middle School. Motion carried unanimously (voice vote).

Motion by Mr. Jerry Roth, seconded by Mr. Brian Cashore, moved to approve Resolution C-Salaries of Board Members, be it resolved that the annual salaries of the school board members be \$1,600 for officers and \$1,500 for members. Motion carried, voice vote (one abstained).

Motion by Mr. Jerry Roth, seconded by Mr. Mason Braunschweig, moved to approve Resolution D-Selection Date of Annual Meeting, be it resolved to grant the Board of Education the flexibility to set the date of the 2018 annual meeting between May 15, 2018, and October 31, 2018, at 7:00 pm under the requirements of WIS STAT. 117.08, 117.09 or 117.27. Motion carried unanimously (voice vote).

Chair, Mr. Scott Everson asked for other new business. There being no other business, motion by Mr. Keith Hennig, seconded by Mr. Mason Braunschweig, moved to adjourn the meeting. Motion carried unanimously (voice vote).

Meeting adjourned at 7:16 pm.

Respectfully submitted, Clerk John Rasmussen

Mason, President

Dated