



**Revised Board of Education Regular Meeting Agenda
Wednesday, October 9, 2019 at 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, State Bank of Cross Plains and Eager Free Public Library.

- I. Pledge of Allegiance
- II. Roll Call: Melissa Hammann Ellyn Paul Curt Nyhus
 Rene Johnson John Rasmussen Gabby Diebold – High School Board Rep
 Jan Klaehn Kathi Swanson Evan Senter – High School Board Rep
- III. Approve Agenda
- IV. Public Announcements/Recognition/Upcoming Events
 - Welcome High School Board Representatives – Gabby Diebold & Evan Senter
 - National School Lunch Program Week – October 14-18
- V. Public Presentations
- VI. Information & Discussion:
 - A. High School Student Board Representatives Report
 - B. Referendum Update
 - C. Board Docs Discussion
 - D. First Reading of Policies
 - 1. Policy #443.8 – Gang-Related or Other Criminal Acts and Student Safety
 - 2. Policy #447 – Student Discipline: Detention, Suspension and Expulsion
 - 3. Policy #447.1 – Use of Seclusion and Physical Restraint by Staff
 - 4. Policy #512 – Employee Harassment
 - 5. Policy #512 Rule – Employee Harassment Complaint Procedure – Administrative Rule
 - 6. Policy #512 Form – Employee Harassment Report Form
 - 7. Policy #513 – Bullying in the Workplace
 - 8. Policy #831 – Weapons on School Property
- VII. Public Presentations
- VIII. Business (Action Items):
 - A. Approval of Staff Changes; Hiring of Substitute Crossing Guard, 1 Year Crossing Guard, .5 Track Coach.
 - B. Approval of Hiring Additional Educational Assistant.

IX. Employee Handbook Committee Suggested Changes – Chair, Swanson

A. First Reading:

1. Part II, Certified Staff, Pg. 53, Section 8, 8.01, A – Retirement Benefits
2. Part III, Support Staff, Pg. 63, Section 8, 8.01, Holidays
3. Part III, Support Staff, Pg. 61, Section 7, Paid Vacations
4. Part II, Certified Staff, Pg. 47, Section 5, 5.11, Teacher Mentors

B. Third Reading:

1. Part 3, Support Staff, Pg 56-57, Section 1, 1.08 Emergency School Closings.

X. Consent (Action Items):

A. Approval of September 25, 2019, Regular Meeting Minutes

B. Approval of September 25, 2019, Annual Meeting Minutes

C. Approval of Employee Handbook Change:

1. Part 3, Support Staff, Pg 56-57, Section 1, 1.08 Emergency School Closings.

D. Approval of Board Docs

E. Approval of Policies:

1. Policy #443.5 – Electronic Communication Devices on School Premises
2. Policy #445 – Student Interviews with Law Enforcement Officers
3. Policy #445.1 Rule – Administrative Rule – Conducting Student-Law Enforcement Interviews on School Premises

XI. Future Agenda – October 23, 2019, Regular Board Meeting Agenda

XII. Executive Session: A meeting may be convened in closed session in accordance with Wisconsin State Statutes 19.85(1)(f), and (g) and 118.125 for the purpose of engaging in discussion about student and parent complaints involving student behavior and District response which involve financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and consultation with legal counsel regarding such complaints who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

XIII. Reconvene into open session to take action on any open or closed session items.

XIV. 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.

Re-Posted: 10/7/19



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- IX. Employee Handbook Committee Suggested Changes – Chair, Swanson
 - A. First Reading:

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 2. Part III, Support Staff, Pg. 63, Section 8, 8.01, Holidays
 3. Part III, Support Staff, Pg. 61, Section 7, Paid Vacations
 4. Part II, Certified Staff, Pg. 47, Section 5, 5.11, Teacher Mentors
- B. Third Reading:
1. Part 3, Support Staff, Pg 56-57, Section 1, 1.08 Emergency School Closings.
- X. Consent (Action Items):
- A. Approval of September 25, 2019, Regular Meeting Minutes
 - B. Approval of September 25, 2019, Annual Meeting Minutes
 - C. Approval of Employee Handbook Change:
 1. Part 3, Support Staff, Pg 56-57, Section 1, 1.08 Emergency School Closings.
 - D. Approval of Board Docs
 - E. Approval of Policies:
 1. Policy #443.5 – Electronic Communication Devices on School Premises
 2. Policy #445 – Student Interviews with Law Enforcement Officers
 3. Policy #445.1 Rule – Administrative Rule – Conducting Student-Law Enforcement Interviews on School Premises
- XI. Future Agenda – October 23, 2019, Regular Board Meeting Agenda
- XII. Executive Session: A meeting may be convened in closed session in accordance with Wisconsin State Statutes 19.85(1)(f), and (g) and 118.125 for the purpose of engaging in discussion about student and parent complaints involving student behavior and District response which involve financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and consultation with legal counsel regarding such complaints who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- XIII. Reconvene into open session to take action on any open or closed session items.
- XIV. Adjourn

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Posted: 10/3/19

Board of Education Regular Meeting Revised Agenda/Briefs
Wednesday, October 9, 2019 at 6:00 pm

I. Pledge of Allegiance

II. Roll Call: Melissa Hammann Ellyn Paul Curt Nyhus
 Rene Johnson John Rasmussen Gabby Diebold – High School Board Rep
 Jan Klaehn Kathi Swanson Evan Senter – High School Board Rep

III. Approve Agenda

IV. Public Announcements/Recognition/Upcoming Events

- **Welcome High School Board Representatives – Gabby Diebold & Evan Senter**
- **National School Lunch Program Week – October 14-18**

V. Public Presentations

VI. Information & Discussion:

- A. High School Student Board Representatives Report. *High School Board Representatives, Gabby Diebold and Evan Senter will present their first monthly report.*
- B. Referendum Update. *Mr. Roth, District Administrator, will give the Board of Education an updated on the Referendum building projects.*
- C. Board Docs Discussion. *The Board of Education will discuss Board Docs.*
- D. First Reading of Policies. *Ms. Swanson, Vice President, will give a first reading of the following policies.*
 1. Policy #443.8 – Gang-Related or Other Criminal Acts and Student Safety
 2. Policy #447 – Student Discipline: Detention, Suspension and Expulsion
 3. Policy #447.1 – Use of Seclusion and Physical Restraint by Staff
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 7. Policy #513 – Bullying in the Workplace
 8. Policy #831 – Weapons on School Property

VII. Public Presentations

VIII. Business (Action Items):

- A. Approval of Staff Changes; Hiring of Substitute Crossing Guard, 1 Year Crossing Guard, .5 Track Coach.

Hiring of Stephanie Bush, Substitute Crossing Guard, effective October 9, 2019. Stephanie is an Evansville resident. She has been a reliable sub as an Educational Assistant with ECSD.

Suggested Motion: I move to approve the hiring of Stephanie Bush, Substitute Crossing Guard, effective October 9, 2019, for an hourly wage of \$18.00.

Hiring of Carol Winger, 1 Year Crossing Guard, effective September 23, 2019. Carol has been filling in as a substitute crossing guard for ECSD for the past year and has two kids in the district. She is grateful to have a position that will give her the opportunity to be around kids as they bring her happiness.

Suggested Motion: I move to approve the hiring of Carol Winger, 1 Year Crossing Guard, effective September 23, 2019, for an hourly wage of \$18.00.

Hiring of Cody Peacock, 50% Track Coach, effective March 9, 2020. Cody is in his first year teaching Health and Physical Education at JC McKenna. Cody has two years of experience as a Varsity Assistant Track Coach in Lancaster and two years as a JV Assistant Track Coach in Platteville. Cody is looking forward to coaching in Evansville.

Suggested Motion: I move to approve the hiring of Cody Peacock, 50% Track Coach, effective March 9, 2019, for a stipend of \$1,307.

- B. Approval of Hiring Additional Educational Assistant. A memo from Ms. Katzenberger, Director of Student Services, is enclosed.

Suggested Motion: I move to approve the hiring of an Additional Educational Assistant Position.

IX. Employee Handbook Committee Suggested Changes – Chair, Swanson

A. First Reading:

1. Part II, Certified Staff, Pg. 53, Section 8, 8.01, A – Retirement Benefits
2. Part III, Support Staff, Pg. 63, Section 8, 8.01, Holidays
3. Part III, Support Staff, Pg. 61, Section 7, Paid Vacations
4. Part II, Certified Staff, Pg. 47, Section 5, 5.11, Teacher Mentors

B. Third Reading:

1. Part 3, Support Staff, Pg 56-57, Section 1, 1.08 Emergency School Closings

X. Consent (Action Items): Do you wish to remove any items?

A. Approval of September 25, 2019, Regular Meeting Minutes

B. Approval of September 25, 2019, Annual Meeting Minutes

C. Approval of Employee Handbook Change:

1. Part 3, Support Staff, Pg 56-57, Section 1, 1.08 Emergency School Closings.

D. Approval of Board Docs

E. Approval of Policies:

1. Policy #443.5 – Electronic Communication Devices on School Premises
2. Policy #445 – Student Interviews with Law Enforcement Officers
3. Policy #445.1 Rule – Administrative Rule – Conducting Student-Law Enforcement Interviews on School Premises

Suggested Motion: I move to approve the September 25, 2019, Regular Meeting Minutes, September 25, 2019 Annual Meeting Minutes, Employee Handbook Change: Part 3, Support Staff, Pg 56-57, Section 1, 1.08 Emergency School Closings, the purchase of Board Docs, Policy # 443.5 – Electronic Communication Devices on School Premises, Policy #445 – Student Interviews with Law Enforcement Officers and Policy #445.1 Rule – Administrative Rule – Conducting Student-Law Enforcement Interviews on School Premises

XI. Future Agenda – October 23, 2019, Regular Board Meeting Agenda

XII. Executive Session: A meeting may be convened in closed session in accordance with Wisconsin State Statutes 19.85(1)(f), and (g) and 118.125 for the purpose of engaging in discussion about student and parent complaints involving student behavior and District response which involve

financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and consultation with legal counsel regarding such complaints who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Suggested Motion: Executive Session: A meeting may be convened in closed session in accordance with Wisconsin State Statutes 19.85(1)(f), and (g) and 118.125 for the purpose of engaging in discussion about student and parent complaints involving student behavior and District response which involve financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and consultation with legal counsel regarding such complaints who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

XIII. Reconvene into open session to take action on any open or closed session items.

Suggested Motion: I move to reconvene into open session to take action on any open or closed session items.

XIV. Adjourn

For Your Information:

October 23rd – Regular Board Meeting at 6pm

November 13th – Regular Board Meeting at 6pm

December 11th – Regular Board Meeting at 6pm



BoardDocs - Why and Why Now?
October 9, 2019

The ECSD School Board has discussed moving from paper board packets to a computerized program at different times for a number of years. The main reason for not investing in the program was financial. The District ended its 2018-19 budget with a surplus and is projecting a surplus at the end of the 2019-20 budget cycle. This prompted the discussion once again to going paperless.

The Administrative Team and the School Board were given presentations from BoardDocs. This company has the best reputation for this product and costs \$11,000.00 annually. Due to the expense of BoardDocs, it is prudent to try to determine the cost savings if the District chooses to buy this product.

It has been calculated that the District would save \$1500.00 in paper alone. This is copying the board packet one time for each board member, twice a month. This amount doesn't take into account, revisions which occur often. It also doesn't take into account the many committees that board members are involved in, which they currently receive paper copies.

In reviewing BoardDocs, we know the following:

- We can be environmentally conscientious by saving a lot of paper.
- We have the ability to search minutes and policies.
- Administration has the ability to submit their own reports/presentations
- The District Administrators Administrative Assistant will save time in many ways, i.e. no more copying paper packets, agendas can be revised without reposting, etc.

Other Districts (9) who have been using BoardDocs were contacted and below is a list of their top 3 favorite things:

- Efficiency
- User Friendly
- Searchable
- Community Friendly
- No more revised Agenda's (board can see at one time/community at another)
- Can work on it anywhere, anytime

- Ability to work on multiple meetings at the same time and drafting agendas into the future
- Easy to Remove/Add Items to Agenda's
- Administrators can submit their own reports which frees up their secretaries for other things
- Video Capability
- Transparency
- Amazing Customer/Technical Support

These districts also estimated that they saved between 3-5 hours per board packet. If we assume it takes 3 hours in our District to prepare board packets at \$22.00/hour, twice a month for 12 months, the total savings would be \$1584.00 annually.

It is difficult to put a price on efficiency, however we all know time is money.

I hope this information helps in our discussion regarding purchasing BoardDocs.

GANG-RELATED OR OTHER CRIMINAL ACTS AND STUDENT SAFETY

The Evansville Community School District Board of Education recognizes that students must feel physically safe in school. Gang-related or other criminal acts committed by individual students or groups of students interfere with the mission of the District. Intimidation, weapons or the threat of violence have no place in our schools.

The Board further recognizes that the presence of gangs, gang activities, and gang affiliations can cause a disruption of or interfere with school and school activities. Students enrolled in the District shall not be involved in anti-social, gang-related, or criminal activities which disrupt school or school sponsored activities. Students will refrain from gang-related activities in school or at school sponsored activities. Gang-related, gang titled, anti-social or criminal activities will not be tolerated and will be reported to and monitored by school administrators.

Related Definition

A "gang", as defined by this policy is a group of two or more individuals that:

1. engages in anti-social or criminal activity and/or;
2. has a unique name, identifiable marks or symbols;
3. claims turf or territory;
4. associates on a regular basis.

School administrators **and staff** shall monitor student behavior by using the following criteria to identify gang involvement.

The criteria to be considered include, but are not limited, to the following:

1. Having gang tattoos.
2. Wearing gang garb that could include the color of clothing, head covering or methods of grooming.
3. Displaying gang markings or slogans on personal property or clothing.
4. Possessing literature that indicates gang membership.
5. Admitting or alleging gang membership.
6. Being arrested with known gang members.
7. Attending functions sponsored by the gang or known gang members.
8. Obtaining corroborating evidence from reliable and multiple sources such as relatives, faculty, staff, students or citizens of gang involvement.
9. Receiving information from law enforcement agencies that a youth is a gang member.
10. Exhibiting behavior fitting police profiles of gang related activity.
11. Being stopped by the police with a known gang member.
12. Loitering, riding or meeting with a gang member.
13. Selling or distributing drugs for a known gang member.
14. Helping a known gang member commit a crime.

15. Committing a crime at the request of or on behalf of a known gang member.
~~School staff will monitor and document the existence of gang activity or weapons in the schools.~~
If school officials record student involvement for monitoring purposes, the parent(s)/guardian(s) of the student will be informed in writing. ~~by school officials.~~

~~The District Administrator will coordinate all efforts related to this policy and any other gang activities undertaken by the District to eliminate gang-related anti-social behavior.~~

When the administration verifies a student's involvement in gang activities, the parent/guardian and law enforcement agencies will be notified.

Students in violation of this policy will receive disciplinary action, which may include suspension or expulsion.

Legal Ref.: Sections 120.12(2) Wisconsin Statutes (School Board Duties)
120.13(1) (School Board Powers)
947.01 (Disorderly Conduct)
947.013 (Harassment)
Chapter 948 (Crimes Against Children)

Local Ref.: Policy #831 – Weapons on School Property

Revised: October 8, 2014
 Revised: October 28, 2015
 Revised: December 14, 2016
 1st Reading: 10/9/19

STUDENT DISCIPLINE: DETENTION, SUSPENSION AND EXPULSION

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

Detention

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

Suspension

Suspension is defined as a disciplinary action that is issued by an Administrator or their designee as a consequence of a student's inappropriate behavior and requires that a student ~~absent him/herself from~~ **not attend the classroom, and school activities, be on school grounds and/or utilize** school transportation services for a specified period of time.

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

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

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

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

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

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

Suspension Appeal

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

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

Suspension Review Meeting

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

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

Expulsion

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

Grounds for Expulsion

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

1. Repeated refusal or neglect to obey the rules.
2. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
3. Conduct while at school, on school transportation services, or while under the supervision of a school authority which endangered the property, health or safety of others.
4. Conduct while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member of the District in which the student is enrolled.

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

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

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

Notice of Expulsion Hearing

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

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

Legal Ref.: Sections 115.787(3) Wisconsin Statutes (Individualized Education Programs)
118.13 (Pupil Discrimination Prohibited)
118.127 (Law Enforcement Agency)
118.31 (Corporal Punishment)
118.16(4) (School Attendance Enforcement)
119.25 (Expulsion of Pupils)
120.13(1) (School Board Powers)
PI 9.03(1) of the Wisconsin Administrative Code
Federal Laws: 18 U.S.C. 921 (a)(3)
Individuals With Disabilities Education Act (IDEA)

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

USE OF SECLUSION AND PHYSICAL RESTRAINT BY STAFF

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

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

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

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

Physical restraint also called "manual restraint" as defined by the DPI means:

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

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

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

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

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

Decisions regarding the use of seclusion or physical restraint may be made on a case-by-case basis. The District shall not unlawfully discriminate in the use of seclusion or physical restraint between

disabled and nondisabled students. If the behavior of a student with a disability interferes with the learning of others, it shall be the responsibility of the student's Individualized Educational Program (IEP) team to determine the appropriate plan to address the behavior. Behavior interventions and other supports and strategies shall be included in the student's IEP and revised as necessary based upon the Functional Behavior Assessment.

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

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

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

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

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

Legal Ref.: Sections 115.787(2)(i) Wisconsin Statutes (Individualized Education Programs)
115.787(3)(b)1 (Individualized Education Programs)
118.13 (Pupil Discrimination Prohibited)
118.164 (Removal of Pupils From the Class)
118.305 (Use of Seclusion and Physical Restraint)
118.31 (Corporal Punishment)
939.48 (Self-Defense and Defense of Others)
2011 WI Act 125

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

EMPLOYEE HARASSMENT

The Evansville Community School District is committed to providing a professional work environment. The Board of Education shall strive to maintain a work environment free from all forms of discrimination and harassment, including sexual harassment, and shall insist that all employees and others acting on the District's behalf be treated with dignity, respect and courtesy. The District shall not tolerate harassment ~~or similar unacceptable activities~~ that affects an employee's terms and conditions of employment or that interferes unreasonably with an employee's work performance, or that creates an intimidating, hostile, or offensive working environment. ~~The workplace is to be free from harassment.~~ Harassment consists of unwelcome conduct, **described below**, whether verbal, physical, or visual, that is based on a person's protected status, such as race, color, creed, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, military or veteran status, arrest or conviction record, or any other characteristic protected by state, federal or local law. ~~The~~ **This prohibitions of this policy apply** **applies** to all District employees, vendors and visitors.

Harassment can arise from a broad range of unwelcome physical, ~~psychological~~ or verbal behavior which can include, but is not limited to, the following:

- ~~• Bullying of co-workers~~
- ~~• Physical or mental abuse~~
- Racial, ethnic or religious insults or slurs
- **Persistent name calling, using an employee as the focal point of jokes, offensive comments/remarks**
- **Physically or socially excluding an employee from work related activities**
- **Pushing, poking, tripping, assaulting or threatening assault**
- **Damaging an employee's property or work area**
- **Nonverbal threats or gestures that convey threatening, intimidating or insulting messages**

Conduct which may constitute sexual harassment includes, but is not limited to, the following:

- Unwelcome sexual advances or requests for sexual favors
- The display of **foul or obscene printed or visual material**, derogatory posters, cartoons or drawings
- Uninvited letters, telephone calls, looks, gestures, touching, teasing, jokes, remarks or questions of a sexual nature, **sexual innuendo, suggestive comments, foul or obscene language or gestures or**
- **Sexually-oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits or**
- **Physical contact such as patting, pinching or brushing against another person's body.**
- ~~• Other inappropriate verbal or physical conduct~~

This policy applies not only to the workplace during normal business hours, but also to all work-related functions, whether on or off the District premises, and to business-related travel as well as cyber workplace. ~~The following misuses of~~ **Harassment through the use of technology** is also

covered by this policy, and is also in violation of the District Acceptable Use and Internet Use Policy for Students, Staff and Guests (Policy #363.2/554). ~~include, but are not limited to: harassing, teasing, intimidating, threatening, or terrorizing another staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) are prohibited. Such conduct can be the basis for disciplinary actions up to and including discharge.~~

Sexual harassment, Unwelcome **conduct of the sort described above** sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes sexual harassment when:

1. Submission to such conduct is or is threatened to be a condition of employment;
2. Submission to or rejection of such conduct is used or is threatened to be used as the basis for employment decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, ~~explicit propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, the display of foul or obscene printed or visual material, and physical contact such as patting, pinching or brushing against another person's body.~~

Bullying may be intentional or unintentional, however, when an allegation is made, the intention is irrelevant when issuing discipline. ~~The effect the behavior has on an individual is of importance.~~

The District considers the following types of behavior to be examples of bullying:

- ~~Verbal~~ —slandering, ridiculing or being malicious to a person. Persistent name calling, using a person as the focal point of jokes, offensive comments/remarks.
- ~~Exclusion~~ —physically or socially excluding a person in work related activities.
- ~~Physical~~ —pushing, poking, tripping, assaulting or the threat of physical assault and damage to a person's property or work area.
- ~~Gestures~~ —nonverbal threats such as glances that convey threatening messages.

These are just some examples of bullying that will not be tolerated by the District. Other forms of bullying, that are not listed, will be addressed in the same manner as harassment.

All supervisors are responsible for the implementation of this policy and for ensuring that employees know and understand this policy and accompanying complaint procedures. A copy shall be posted on the website, on all District work room bulletin boards, given to all individuals hired by the District, and distributed annually to all District employees.

~~The District is committed to a policy of equal opportunity and non-discrimination in the educational programs and activities it operates and in related employment practices. No one may be denied admission to any public school or be denied participation in, be denied benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristics protected by law.~~

Harassment in violation of this policy is a basis for disciplinary action, up to and including discharge.

Legal Ref.: Sections 111.31 Wisconsin Statutes (Declaration of Policy)

111.32(13) (Definitions)

111.321 (Prohibited Bases of Discrimination)

111.322 (Discriminatory Actions Prohibited)

111.36 (Sex, Sexual Orientation: Exceptions and Special Cases)

118.20 (Teacher Discrimination Prohibited)

120.13(1) (School Board Powers)

947.0125 (Unlawful Use of Computerized Communication Systems)

947.013 (Harassment)

Title VII of the Civil Rights Act of 1964

Regulations Implementing Title VII of the Civil Rights Act (29 C.F.R.-Part 1604.11)

Regulations Implementing Title IX of the Education Amendments of 1972 (34 C.F.R.-Part 106.51)

Local Policies: ~~Policy #411.1 — Prohibition of Student Discrimination and Harassment~~

Policy #512 Rule — Employee Harassment Complaint Procedure

Policy #512 Form — Employee Harassment Report Form

Policy 363.2/554 - Acceptable Use and Internet Use Policy for Students, Staff and Guests

EMPLOYEE HARASSMENT COMPLAINT PROCEDURE ADMINISTRATIVE RULE

The Evansville Community School District **Board of Education designates the District Administrator or their designee** ~~Administrator is designated by the Board of Education as the Complaint Officer and Title IX Coordinator. The District Administrator or designee~~, and is responsible for coordinating federal regulation, state law, and District policy concerning employee harassment. If the subject of the complaint is the District Administrator, the complaint shall be filed with the Board President.

Any employee or other person acting in the District's behalf who believes they have been the victim of harassment by a student, District employee or any third person, shall report the alleged acts immediately to the appropriate person(s) designated by Board policy and these procedures. The District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the District Administrator. Use of formal reporting forms is not mandatory.

Any employee or other person acting in the District's behalf who believes that they have been the subject of harassment, **or has witnessed such harassment** shall **promptly** report the matter immediately to the District Administrator in accordance with the District's employee harassment complaint procedures. If the subject of the complaint is the District Administrator, the employee or other person acting in the District's behalf should report the matter immediately to the Board of Education President.

The District shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the District's legal obligations, and the necessity to investigate allegations of harassment and take disciplinary actions when the conduct has occurred.

The following steps shall be taken in the course of handling any complaint and employee harassment:

- Step 1: Any complaint shall be presented in writing or orally to the District Administrator **(or Board President if the subject of the complaint is the District Administrator)**. If the complaint is submitted in writing, it should include the specific nature of the harassment and corresponding dates, and also include the name, address and the phone number of the complainant. **The Employee Harassment Report Form (512 Form) may be used for this purpose.**

If the complaint is submitted orally, the District Administrator shall take down the facts as presented **and confirm the facts with the Complainant. The refusal of the Complainant to provide a written complaint shall not prevent the District Administrator from investigating the Complaint.** ~~with a witness present, and /~~

Step 2: The District Administrator/**Board President** shall:

- a. Notify the person who has been accused of harassment
- b. Thoroughly investigate, **including interviewing witnesses identified by the Complainant or the person accused. On a case by case basis the District Administrator may ask for Board authorization to hire an outside investigator.**
- c. Permit a response to the allegation
- d. **If all parties agree, the District Administrator/Board President may arrange** ~~Arrange~~ a meeting to discuss the complaint with all concerned parties within ten (10) school calendar working days after receipt of the written complaint. This timeline may be extended by the District Administrator/Board President as necessary.
- e. Take all steps necessary to ensure that any alleged harassment does not continue or reoccur.

The results of the investigation of each complaint filed under these procedures shall be reported in writing to all the parties involved. (If the District Administrator is the subject of the complaint, the Board President, **or outside counsel as reasonably assigned by the Board President to address these issues**, shall report the results of the investigation directly to the Board for review and action.) Upon receipt of the report, the District Administrator/**Board** shall take such action as appropriate within fifteen (15) working days, based upon the results of the investigation. This timeline may be extended by the District Administrator/Board as necessary. All parties involved shall be notified in writing of any action taken as a result of the complaint. **Any decision by the Board or outside counsel concerning the District Administrator is final.**

Step 3: If the complainant is not satisfied with the action taken by the District Administrator, the party may file a **written request to meet with the Board. The request must be received by the District Office** ~~request for formal review with the Board~~ within ten (10) working days after receipt of the Step 2 **decision.** ~~answer. The Board may meet with the Complainant at its discretion. The Board shall, within thirty (30) working days, conduct a private conference at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complaint within ten (10) working days following completion of the review.~~

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Wisconsin Equal Rights Division ~~or the State~~

~~Superintendent of Public Schools~~, initiating civil action or seeking redress under **applicable** state **and/or** federal law.

Any District action taken pursuant to this Board policy and these procedures shall be consistent with the requirements of any applicable collective bargaining agreements, Wisconsin statutes, **provisions of the U.S. Constitution**, District policies, and the Employee Handbook. The District shall take such disciplinary action as deemed necessary and appropriate, including warning, suspension, ~~expulsion~~ **demotion or termination** ~~or immediate discharge~~ to end the employee harassment and/or prevent its reoccurrence.

~~In the event that the identity of the alleged harasser prevents adherence to this procedure, it shall be the responsibility of the District Administrator to determine the appropriate Step 2 or Step 3 action to be taken as a part of this procedure.~~

This policy expressly prohibits retaliation of any kind against any employee reporting a complaint or assisting in the investigation of a complaint. Any employee engaging in such retaliation will be subject to discipline, up to and including termination.

Local Ref.: Policy #512 – Employee Harassment

Policy #512 Form – Employee Harassment Report Form

EMPLOYEE HARASSMENT REPORT FORM

General Statement of Policy Prohibiting Employee Harassment:

The Evansville Community School District values and respects the human diversity of members of the school community. In order to maintain a school environment which encourages optimum human growth and development for students, employees and others acting in the District's behalf, it is the policy of the Board of Education to maintain and ensure a learning and working environment free of any form of employee harassment, intimidation, or bullying.

Complainant Name: _____

Home Address: _____

Work Location: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Date of alleged incident (s): _____

Name of alleged harasser(s): _____

Describe the incident(s) as clearly as possible:

This complaint is filed based on my honest belief that _____
has personally harassed me. I hereby certify that the information I have provided in this
complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature) Date: _____

Received by: _____ Date: _____

BULLYING IN THE WORKPLACE

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power.

The following types of behavior may be examples of bullying conduct:

- Verbal – slandering, ridiculing or being malicious to a person. Persistent name calling, using a person as the focal point of jokes, offensive comments/remarks.
- Exclusion – physically or socially excluding a person in work related activities.
- Physical – pushing, poking, tripping, assaulting or the threat of physical assault and damage to a person's property or work area.
- Gestures – nonverbal threats such as glances that convey threatening messages.

Bullying through the use of technology is also covered by this policy, and is also in violation of the District's Acceptable Use and Internet Safety Policy for Students, Staff and Guests (Policy #363.2/554).

If such conduct is based on or motivated by another person's protected status, the conduct must be investigated and dealt with under Board Policy 512, Employee Harassment.

Local Ref: Policy#512 – Employee Harassment
 Policy #363.2/554 – Acceptable Use and Internet Safety Policy for Students, Staff
 and Guests

WEAPONS ON SCHOOL PROPERTY

It is a top priority of the Evansville **Community School District** Board of Education to provide a safe learning environment for all students. To ensure a safe and comfortable school climate, persons are prohibited from possessing, using, or storing any weapon on school grounds/premises or at school sponsored activities except in a locked vehicle as provided by law. Possession or use of toy or look-alike guns or other weapons on school grounds/premises or at school sponsored activities or activities sponsored by other groups on school property is prohibited by this policy unless the person has received advance approval by the appropriate teacher or administrator in writing.

Weapons are defined as any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to, guns, ammunition, explosives, knives, razors, karate sticks, nunchaku, metal knuckles, chains, chemical sprays, electric weapons, and similar items. Articles designed for other purposes (e.g., ice pick) which are used in a manner that would inflict bodily harm and/or to intimidate, may also be considered weapons.

Those with access to firearms should also be aware that guns are prohibited within the 1,000 feet Gun Free School Zone surrounding the property lines of District grounds.

Law enforcement officers shall be contacted if there is a situation at school involving a weapon. ~~Safety of other students and staff is paramount. Staff will make every attempt to diffuse the situation until trained professionals arrive.~~

No person, including someone with a state-issued concealed carry license, shall use or possess a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes) in school buildings and other buildings owned, occupied or controlled by the school district, on school grounds/premises, in school-provided transportation, or at any school-sponsored or school-supervised activity, except as otherwise specifically authorized in this policy.

The following are exceptions to the policy prohibition:

- This prohibition does not apply where state law prohibits a school district from restricting any individual's right to possess a firearm or other weapon in a location covered by this policy (e.g., law enforcement officers possessing a firearm or other weapon on school grounds in the line of duty; individuals 21 years of age or older licensed to carry a concealed weapon possessing or storing an authorized handgun that is unloaded and encased in their motor vehicle parked on school grounds).
- The building principal may allow a weapon on school grounds/premises for purposes of demonstration of educational presentations. This approval must be in writing and granted

prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

- ~~Firearms or other weapons used for hunting may be allowed on school property, for hunter safety classes, but only during non-school hours and after approval, in writing, from the District Administrator. The person(s) conducting the hunter safety class will assume responsibility for the safe handling and care of the firearms/weapons, and see to it that all firearms/weapons are removed from the grounds/premises promptly after the class.~~

Any student who possesses a firearm or destructive device in violation of this policy shall be suspended from school, referred for an expulsion hearing and expelled from school for not less than one year. Students possessing other weapons in violation of this or any other policy or rule shall be subject to appropriate school disciplinary action, up to and including suspension and expulsion from school. A parent/guardian ~~with access to student records~~ will be notified of student weapons violations in all cases. A law enforcement or juvenile justice referral shall also be made for all students violating this policy. The Board may modify the expulsion requirement on a case-by-case basis.

Employees violating this policy shall be disciplined in accordance with employee policies, agreements and handbooks and referred to law enforcement officials for prosecution.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

The District Administrator or designee shall determine the appropriate means of informing students, employees and the public of this policy, including any specific notice(s) that are required under applicable law.

This policy shall be published annually in all district student and **family and staff employee** handbooks.

Legal Ref.: Sections 118.07 Wisconsin Statutes (Health and Safety Requirements)

118.31 (Corporal Punishment)

120.13(1) (School Board Powers)

175.60 (License to Carry a Concealed Weapon)

941.235 (Carrying Firearm in Public Building)

943.13 (Trespass to Land)

948.60 (Possession of a Dangerous Weapon by a Person Under 18)

948.605 (Gun-Free School Zones)

948.61 (Dangerous Weapons Other Than Firearms on School Premises)

Federal Laws: Gun-Free Schools Act

18 U.S.C. Sec. 921(a)

Individuals With Disabilities Education Act

**Local Ref.: Student and Family Handbooks
Employee Handbook**



Memo

To: School Board of Education
From: Janessa Katzenberger, Director of Student Services
Date: October 3, 2019
RE: Additional Educational Assistant

As many of you know, an Individualized Education Plan (IEP) is provided for all students with a disability found eligible and requiring special education services. Each year the IEP team meets to discuss, draft, and implement a new IEP to reflect a clear understanding of the student's present level of achievement and functional performance, identify the effect of the student's disability and disability-related needs, develop ambitious and attainable annual goals, and align required supports and special education services. Although our goal is always to increase student independence, many students with disabilities require additional adult support to access an education, regulate behaviors, and/or provide basic needs. Although we do our best to plan for these needs before the start of the school year, we had two students enroll at the end of August who require adult support at all times.

I always do my best to work resourcefully within the district to meet new and unexpected IEP needs. I meet with building level teams to look closely at schedules to determine if needs can be creatively met with current staff. I also look to all other buildings to determine if there has been an unexpected decrease in IEP-driven adult support. If, like in this case, we are fully and accurately staffed, I am required to hire.

I will continue to work with special education teachers and building principals to ensure we have the most accurate reflection of student needs and correlating adult support prior to the start of the school year. However, as I indicated previously, new and unexpected IEP needs may occur throughout the school year.

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: ___Jamie Merath___

Employee Handbook Part: Section 8 Retirement Benefits _____

Employee Handbook Page/Section/Section #: ___53___

Suggested Revision:

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

Retirement Notification: Retirement notification shall be submitted on or before March 1st for budget planning and staffing purposes. ~~Employees who submit their notice after March 1st may be required to pay \$500.00.~~

Form received: 9/6/2019 DISTRICT OFFICE USE ONLY

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

Cost Impact and Amount: _____

Legal Impact: _____

**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: Jamie Merath

Employee Handbook Part: Section 8 Holidays

Employee Handbook Page/Section/Section #: 63

Suggested Revision:

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

Edit the following language:

~~#- Specialist and Administrative Assistants hired before July 1, 2003, shall retain receive~~
twelve (12) holidays - Independence Day, Day after Independence Day, Labor Day,
Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, Day
After Christmas, the day before New Year's Eve Day, New Year's Eve Day, New Year's
Day, and Memorial Day

DISTRICT OFFICE USE ONLY

Form received: 9/6/2019

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

Cost Impact and Amount: _____

Legal Impact:

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: ___Jamie Merath___

Employee Handbook Part: Section 7 Paid Vacations _____

Employee Handbook Page/Section/Section #: ___61___

Suggested Revision:

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

Employees are encouraged to use their vacation in the year earned. Five (5) days of vacation may be carried over into the next school year, ~~upon request and approval of the District Administrator.~~

Form received: 9/10/2019 DISTRICT OFFICE USE ONLY

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

Cost Impact and Amount: _____

Legal Impact: _____

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: Scott Everson

Employee Handbook Part: 5.11

Employee Handbook Page/Section/Section #: Page 47

Suggested Revision:

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

Our current language related to teacher mentoring is outdated and is based on a previous DPI grant. The proposed language is more flexible to reflect whether we qualify for a mentoring grant on a year to year basis.

Form received: 9/20/2019 DISTRICT OFFICE USE ONLY

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

Cost Impact and Amount: _____

Legal Impact: _____

5.11 Teacher Mentors

The teacher mentor position is a one-year appointment determined annually through our budget, grant application, and hiring process. Expectations of mentoring responsibilities shall be determined by Administration in accordance with acceptance of the approved DPI mentoring grant for the given school year.

A. Qualifications:

1. The mentor must possess good communication skills,
2. The mentor must possess exemplary teaching skills,
3. The mentor shall have knowledge and training in mentoring new teachers as determined appropriate by Administration.

B. Compensation:

1. Mentors will have access to the equivalent of one day (1) per month release days for observation and conferences with mentees.
2. Mentors will have opportunities to attend trainings related to the mentoring program as determined appropriate by Administration.
3. The mentor will be compensated at a stipend rate commensurate with the current DPI approved grant amount. In the absence of the DPI grant funding, the Board will determine stipend funding.

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held Monday, September 30, 2019, at 4:00 pm in the District Board and Training Center.

Members in attendance: Kathi Swanson, Ellyn Paul, Jan Klaehn, Jerry Roth, Michelle Velasquez-Klopp, Kathy McCoy, Jamie Merath, Scott Everson.

Ms. Swanson chaired the meeting. Ms. Paul volunteered to take the minutes.

Reviewed: Policy #152 – Employee Handbook reviewed. No questions.

1. Reviewed Proposed Change form from Jamie Merath to revise Employee Handbook Part 8 - Retirement Benefits, page 53, Section 8.01 A to read:

Retirement Notification: Retirement notification shall be submitted on or before March 1st for budget planning and staffing purposes.

All present agreed regarding the revision.

2. Reviewed Proposed Change form from Jamie Merath to revise Employee Handbook Part 8 - Holidays, page 63, Section 8.01 #. Proposed wording altered to read as follows:

Administrative Assistants and Specialists shall receive twelve (12) holidays – Independence Day, Day after Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, Day after Christmas, the day before New Year's Eve Day, New Year's Eve Day, New Year's Day, and Memorial Day.

All present agreed regarding the revision.

3. Reviewed Proposed Change form from Jamie Merath to revise Employee Handbook Part 8 – Paid Vacations, page 61, Section 7 to read:

Employees are encouraged to use their vacation in the year earned. Five (5) days of vacation may be carried over into the next school year.

All present agreed regarding the revision.

4. Reviewed Proposed Change form from Scott Everson to revise Employee Handbook Part 5 – Teacher Mentors, page 47, Section 5.11. Proposed wording altered to read as follows:

5.11 Teacher Mentors

The teacher mentor position is a one-year appointment determined annually through our budget, grant application, and hiring process. Expectations of mentoring responsibilities shall be determined by Administration in accordance with acceptance of the approved DPI mentoring grant for the given school year.

A. Qualifications:

1. The mentor must possess good communication skills,
2. The mentor must possess exemplary teaching skills,
3. The mentor shall have knowledge and training in mentoring new teachers as determined appropriate by Administration.

B. Compensation:

1. Mentors will have access to the equivalent of one day (1) per month release days for observation and conferences with mentees.
2. Mentors will have opportunities to attend trainings related to the mentoring program as determined appropriate by Administration.
3. The mentor will be compensated at a stipend rate commensurate with the current DPI approved grant amount. In the absence of DPI grant funding, the Board will determine stipend funding.

All present agreed regarding the revision.

Motion by Jerry Roth, second by Kathy McCoy, to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 4:26 pm.

Approved by: Kathi Swanson, Chair

Date: _____

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM SEPTEMBER 31, 2019 COMMITTEE MEETING							
#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Approved		Date
					YES	NO	
1	Jamie Merath	Part 2 - Certified Staff	Page 53/Section 8/8.01 A	Yes			
2	Jamie Merath	Part 3 - Support Staff	Page 63/Section 8/8.01 #	Yes			
3	Jamie Merath	Part 3 - Support Staff	Page 61/Section 7	Yes			
4	Scott Everson	Part 2 - Certified Staff	Page 47/section 5.11	Yes			

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 III – Support Staff

Employee Handbook Page/Section/Section #: Pages 56-57, Section 1, Section # 1.08

Employee Groups Identified in the Employee Handbook:

Educational Assistants, Administrative Assistants, Guidance Secretary, Athletic Secretary, Business Services and

Assistant/Receptionist, Payroll/Benefit Specialist, Information Systems Specialist and Administrative Assistant, and Technology Assistant

Suggested Revision:

Educational Assistants, Administrative Assistants, Guidance Secretary, Athletic Secretary, Business Services: paragraph two (2)

Snow emergency days will not be made up unless required to meet DPI requirements for hours and days of instruction. If school is cancelled due to adverse conditions employees will be paid for the first two (2) days of school cancellation due to such adverse conditions. If there are additional such days that are not required to be made up, employees have the option to use sick leave or personal leave, if available, to keep the days in paid status. If days are to be made up, the use of personal and sick leave is not permitted.

Assistant/Receptionist, Payroll/Benefit Specialist, Information Systems Specialist and Administrative Assistant, and Technology Assistant: paragraph two (2)

Snow emergency days will not be made up unless required to meet DPI requirements for hours and days of instruction. If school is cancelled due to adverse conditions, employees will be paid for the first two (2) days of school cancellation due to such adverse conditions. If there are additional such days that are not required to be made up, employees have the option to use sick leave, personal leave, or vacation leave, if available, to keep the days in paid status. If days are to be made up, the use of personal and sick leave is not permitted.

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

This employee handbook change provides more equity among staff when school is delayed or canceled due to inclement weather.

DISTRICT OFFICE USE ONLY

Form received: January 11, 2019

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

Cost Impact and Amount: _____

Legal Impact: _____

Support Staff – Pg. 56-57, Section 1, 1.08

Current –

Educational Assistants, Administrative Assistants, Guidance Secretary, Athletic Secretary, Business Services: paragraph two (2)

Snow emergency days will not be made up unless required to meet DPI requirements for hours and days of instruction. If school is cancelled due to adverse conditions employees will be paid for the first **one (1) day** of school cancellation due to such adverse conditions. If there are additional such days that are not required to be made up, employees have the option to use sick leave or personal leave, if available, to keep the days in paid status. If days are to be made up, the use of personal and sick leave is not permitted.

Assistant/Receptionist, Payroll/Benefit Specialist, Information Systems Specialist and Administrative Assistant, and Technology Assistant: paragraph two (2)

Snow emergency days will not be made up unless required to meet DPI requirements for hours and days of instruction. If school is cancelled due to adverse conditions, employees will be paid for the first **one (1) day** of school cancellation due to such adverse conditions. If there are additional such days that are not required to be made up, employees have the option to use sick leave, personal leave, or vacation leave, if available, to keep the days in paid status. If days are to be made up, the use of personal and sick leave is not permitted.

Proposed – Change Number of Snow Days to 2

Educational Assistants, Administrative Assistants, Guidance Secretary, Athletic Secretary, Business Services: paragraph two (2)

Snow emergency days will not be made up unless required to meet DPI requirements for hours and days of instruction. If school is cancelled due to adverse conditions employees will be paid for the first **two (2) days** of school cancellation due to such adverse conditions. If there are additional such days that are not required to be made up, employees have the option to use sick leave or personal leave, if available, to keep the days in paid status. If days are to be made up, the use of personal and sick leave is not permitted.

Assistant/Receptionist, Payroll/Benefit Specialist, Information Systems Specialist and Administrative Assistant, and Technology Assistant: paragraph two (2)

Snow emergency days will not be made up unless required to meet DPI requirements for hours and days of instruction. If school is cancelled due to adverse conditions, employees will be paid for the first **two (2) days** of school cancellation due to such adverse conditions. If there are additional such days that are not required to be made up, employees have the option to use sick leave, personal leave, or vacation leave, if available, to keep the days in paid status. If days are to be made up, the use of personal and sick leave is not permitted.

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held Monday, March 11, 2019, at 4:30 pm in the District Board and Training Center.

Attendance

Members in attendance: Mike Czerwonka, Michelle Klopp, Ellyn Paul, Jerry Roth, Kathi Swanson, Eric Busse and Kathy McCoy

Appoint Someone to Take the Minutes

Ms. Paul volunteered to take the minutes.

Review

Reviewed Policy #152 - Employee Handbook and Appendix A, Employee Handbook Proposed Change Form.

Reviewed Employee Handbook Clerical Items. Consensus to change the heading from Housekeeping Items to Clerical Tasks.

Jerry Roth proposed a change to the Employee Handbook, specifically to Part III - Support Staff, pp. 56-57, Section 1, 1.08. This change would allow support staff to be paid for the first two days when school is cancelled due to adverse weather conditions, providing more equity among staff when school is delayed or cancelled due to inclement weather. Unanimous consent to forward the recommendation to the Board of Education.

Adjourn

Motion by Jerry Roth, second by Kathi Swanson, to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 4:36 pm.

Approved By: Ellyn Paul, Chair

Date: _____

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM MARCH 11, 2019 COMMITTEE MEETING						
#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Approved	Date
1	Jerry Roth	3 - Support Staff	Page 56-57, Section 1, 1.08 Change number of snow days to two days	YES	NO	
				YES		

10/1/2018
EHB Changes

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, September 25, 2019, at 6:00 pm in the District Board and Training Center.

Mr. Roth, District Administrator, led the Pledge of Allegiance.

The meeting was called to order by Ms. Hammann, Board President. Roll call was taken. Members present: Hammann, Johnson, Klaehn, Nyhus, Paul, Rasmussen, Swanson.

APPROVE AGENDA

Motion by Ms. Swanson, second by Mr. Rasmussen, to approve the agenda as presented. Motion carried, 7-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS:

- Welcome Curt Nyhus – New Board Member filling Tom Titus' vacancy until April 2020
- Homecoming Week – September 30 – October 5, 2019
- School Board Appreciation Week – October 6-12, 2019
- Introduction of 6-12 Staff by Ms. Dobbs, Middle School Principal, and Mr. Knott, High School Principal. New staff being introduced were Cody Peacock, 6th Grade Health and & 7th & 8th Grade Physical Education; Lucas Wimmer, 8th Grade English/7th Grade Football Coach; Kris Evans, High School English/Cross Country Coach/Forensics Coach; Melissa Bornreger, High School Educational Assistant; Linda Hess, High School Educational Assistant; Barb Miller, High School Art/Yearbook Advisor; Karsen Vance, High School/Middle School Agriculture; Amy Dunphy, High School Educational Assistant.
- Mr. Knott identified the High School Student Board Representatives as Gabby Diebold and Evan Senter. They will make their first appearance with the Board at the October 9 meeting.

INFORMATION & DISCUSSION:

Mr. Roth, District Administrator, provided an update on the referendum. IT services at the Grove Campus are functional, though there were some issues with the labeling of cables. The company will be coming back to be sure everything is labeled correctly. The welding and woods areas at the high school will be up and running within two weeks, and landscaping at the high school has begun. Footings are going in at the middle school site and there is still work related to the right of way for the bus lane being finalized. The project remains on budget.

Committee assignments were adjusted to reflect the resignation of Tom Titus and his replacement by Curt Nyhus. As new Board Treasurer, Mr. Rasmussen will take positions as chair of Budget Finance, as well as on the Negotiations and Compensation committees for both EEA and EEAA. He will also retain his seat on the Compensation Committee for Custodial/Maintenance and Insurance. Mr. Nyhus will assume Mr. Titus's seats on CSI: Facilities and Operations and City of Evansville Joint Review. He will also replace Mr. Rasmussen on Compensation committees for Clerical, Specialists, Food Service, and Non-Administration. Ms. Swanson, Board Vice President, advised that Mr. Titus also served on the Youth Center Committee and welcomed any board member to serve with her on that city-school joint committee.

PUBLIC PRESENTATIONS: None

BUDGET FINANCE:

Ms. Merath, Business Manager, advised that the Insurance Committee held its first meeting of the year. An additional ten staff members have switched to the HSA alternative for health insurance. An updated list of approved preventative prescriptions has been received and consideration is being given to adding an employee-paid supplemental insurance plan. The committee next meets in October.

Ms. Merath provided the financial summary for August. The final 2018-19 tax levy funds in the amount of \$2,279,376.35 have been received. Auditors completed final field work for the 2018-19 fiscal year August 5-9. Referendum spending for August totaled \$1,472,377.

BUSINESS (ACTION ITEMS):

Motion by Mr. Rasmussen, second by Ms. Swanson, to approve the hiring of two additional Educational Assistants and a 0.38 Educational Interpreter. Motion carried, 7-0 (voice vote).

Motion by Ms. Johnson, second by Ms. Swanson, to approve the resignation of Melissa Borntreger, Cook I, effective September 20, 2019. Motion carried, 7-0 (voice vote).

Motion by Mr. Nyhus, second by Ms. Swanson, to approve the hiring of Melissa Borntreger, Educational Assistant, effective September 23, 2019, for an hourly wage of \$14.50. Motion carried, 7-0 (voice vote).

Motion by Ms. Johnson, second by Ms. Swanson, to approve the hiring of Megan Rackow, Educational Assistant, effective September 26, 2019, for an hourly wage of \$14.50. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, second by Mr. Nyhus, to approve the hiring of Lindi Zettle, Cook III, effective September 30, 2019, for an hourly wage of \$14.00. Motion carried, 7-0 (voice vote).

Motion by Mr. Nyhus, second by Ms. Paul, to approve the hiring of Tamara Strauss, 0.38 Educational Interpreter, effective September 20, 2019, for an annual salary of \$15,562.50. Motion carried, 7-0 (voice vote).

Motion by Ms. Swanson, second by Mr. Rasmussen, to approve the hiring of Megan Halvensleben, School Social Worker, effective October 7, 2019, for an annual salary of \$43,908. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, second by Mr. Nyhus, to approve the Resolution Authorizing Temporary Borrowing in an amount not to exceed \$2,500,000; issuance of Tax and Revenue Anticipation Promissory Notes; and participation in the PMA Levy and Aid Anticipation Notes Program Motion carried, 7-0 (voice vote).

CONSENT (ACTION ITEMS):

Motion by Ms. Johnson, second by Ms. Paul, to approve the September 11, 2019, Regular Board Meeting Minutes; the September 13, 2019, Special Meeting Minutes; and the August Bills and Bank Reconciliation. Motion carried, 7-0 (roll call vote).

POLICIES:

Ms. Swanson, Board Vice President, presented Policy #443.5 – Electronic Communication Devices On School Premises, Policy #445 – Student Interviews with Law Enforcement Officers, and #445.1 Rule – Administrative Rule – Conducting Student-Law Enforcement Interviews on School Premises for a second reading.

BOARD DEVELOPMENT:

The Board resumed discussion of the current board goals as well as the desire for a more in-depth review of the core values presented at the September 11 meeting. Mr. Everson, Director of Curriculum, and Ms. Katzenberger, Director of Student Services, are planning presentations on each of those values for coming board meetings. Ms. Klaehn will be heading up efforts to standardize Board communications.

The Board recessed to go into the Annual Meeting at 7:00 pm, returning at the conclusion of the Annual Meeting at 7:25 pm.

EXECUTIVE SESSION:

Motion by Mr. Rasmussen, second by Mr. Nyhus, to convene in closed session in accordance with Wisconsin State Statutes 19.85(1) (f) and (g) and 118.125 for the purpose of engaging in discussion about student and parent complaints involving student behavior and District response which involve financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and consultation with legal counsel regarding such complaints who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become. Motion carried, 7-0 (roll call vote), at 7:43 pm.

ADJOURN:

Motion by Mr. Rasmussen, second by Ms. Johnson, to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 9:50 pm.

Submitted by Ellyn Paul, Clerk

Approved: _____ Approved: _____
Ellyn Paul, Clerk

Evansville Community School District
Annual Meeting Minutes for September 25, 2019

The Annual Meeting of the Evansville Community School District was held in the District Board and Training Center on September 27, 2019, at 7:01 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, Ms. Melissa Hammann. Ms. Melissa Hammann nominated Mr. Bill Hartje to chair the meeting. Mr. Scott Everson seconded the nomination. No further nominations. Nominations closed. Mr. Bill Hartje ran the meeting.

Clerk Ms. Ellyn Paul presented the 2017 Minutes and the 2018-2019 School Board Meeting History for all to review.

Treasurer Mr. John Rasmussen asked Ms. Jamie Merath, Business Manager, to review the Debt Service Schedule. Points of note were the Fund 38 debt service paid off in 2019, the first payment on new referendum debt will be in April 2020, and the last of the old debt is paid off in 2021-2022.

Ms. Jamie Merath presented the 2018-2019 Budget Presentation, Enrollment Data, General Fund Balance, Tax Levy per Municipality, Budget Adoption and Budget Publication. The adoption of the tax levy new amount will be \$9,352,123.

Motion by Mr. Scott Everson, seconded by Mr. John Rasmussen, to approve the Budget Publication as presented. Motion carried unanimously (voice vote).

Motion by Mr. Jerry Roth, seconded by Ms. Kathi Swanson, 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 \$9,352,123 for the purpose of funding the operation and maintenance of the public schools as per fund 10, 38, and 39 presented for adoption. Motion carried unanimously (voice vote).

Motion by Ms. Kathi Swanson, seconded by Mr. Curt Nyhus, 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 Ms. Joanie Dobbs, to approve Resolution C- Salaries of Board Members, be it resolved that the annual salaries of the school board members be \$2,000 for president, \$1,900 for other officers and \$1,800 for members. Motion carried, 7-0-7 (voice vote with seven abstaining).

Motion by Ms. Kathi Swanson, seconded by Mr. John Rasmussen, 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 2020 annual meeting between May 15, 2020, and October 31, 2020, at 7:00 pm under the requirements of WIS STAT. 117.08, 117.09 or 117.27. Motion carried unanimously (voice vote).

Chair, Mr. Bill Hartje asked for other new business. There being no other business, motion by Mr. John Rasmussen, second by Ms. Melissa Hammann, to adjourn the meeting. Motion carried unanimously (voice vote).

Meeting adjourned at 7:25 pm.

Respectfully submitted, Clerk Ellyn Paul

Ellyn Paul, Clerk

Approved on _____

Revised: June 28, 2004

443.5

Revised: February 11, 2008

Revised: February 12, 2014

1st Reading: 9/11/19; 2nd Reading: 9/25/19; Approval: 10/9/19

ELECTRONIC COMMUNICATION DEVICES ON SCHOOL PREMISES

The Evansville Community School District restricts student use of electronic communication devices while on school property.

Electronic communication devices may only be used before the start of the school day, after the end of the school day or as outlined in each school's Student and Family Handbook.

Administrative approval may be given if circumstances indicate other use is necessary. Devices such as phones or cameras may not be used in restrooms or locker rooms at any time. Failure to follow these guidelines will result in confiscation of the device as well as the consequences outlined in the applicable Student and Family Handbook.

Building principals shall inform students and their parent(s)/guardian(s) of this policy along with the details of use in the building in the Student and Family Handbooks.

Legal Ref.: Wisconsin Statute Sections:

118.258 (Electronic Communication Devices Prohibited)

120.13(1) (School Board Powers)

947.0125 (Unlawful Use of Computerized Communication Systems)

995.50(2)(a) (Right of Privacy)

Local Ref: Student and Family Handbooks

Revised: October 12, 1998

445

Revised: November 13, 2006

Revised: June 27, 2018

1st Reading: 9/11/19; 2nd Reading: 9/25/19; Approval: 10/9/19

STUDENT INTERVIEWS WITH LAW ENFORCEMENT OFFICERS

The Evansville Community School District recognizes that cooperation with law enforcement agencies is necessary for the education and protection of students, for maintaining a safe environment in the District's schools and for safeguarding all school property. At the same time, the District recognizes its responsibility to protect the educational process and to provide for the concerns of parent(s)/guardian(s) regarding the welfare of their children.

Law enforcement officers shall be called to the school when laws may have been violated and in situations which threaten the safety of students, employees and/or the public. In these situations, students may be interviewed by law enforcement officers in accordance with Board policy, state statute and established procedures

Law enforcement-initiated student interviews that are not school-related shall not be conducted on school premises, except in extenuating circumstances or as specifically required by law. Law enforcement officers initiating such student interviews shall be requested to comply with District procedures.

Reasonable and appropriate attempts shall be made to notify parent(s)/guardian(s) of students interviewed by law enforcement officers. Parental/guardian consent for an interview or the presence of a parent/guardian during a police interview is encouraged but not required. The building principal or appropriate school designee shall be present during the law enforcement officer interview as determined appropriate by the building principal/designee and consistent with law enforcement agency standards.

All student interviews with law enforcement officials conducted on school premises shall receive prior approval of the building principal or designee. If a request for a student interview is denied, the building principal or designee shall state the reason for the denial. Law enforcement officials may appeal the decision made by the building principal or designee to the District Administrator.

This policy and implementing procedures are not applicable when law enforcement officers are investigating allegations due to mandated reporting obligations.

Legal Ref.: Sections: 48.19 Wisconsin Statutes (Taking a Child Into Custody)
48.981(3)(c) (Abused or Neglected Children and Abused Unborn Children)
118.125(2) (Pupil Records)
118.257(2) (Liability for Referral to Police)
950.045 (Accompaniment by a Victim Advocate)
Act 143 - Mandatory Reporting of Threats of School Violence

Local Ref.: Policy #445.1 – Conducting Student-Law Enforcement Interviews on School Premises
Administrative Rule

CONDUCTING STUDENT-LAW ENFORCEMENT INTERVIEWS ON SCHOOL PREMISES ADMINISTRATIVE RULE

A. Types of Interviews:

1. A student victim interview is an interview with a student who is a victim of a crime, including abuse or neglect.
2. A student witness interview is an interview with a student who is thought to have some information that would be helpful to officials in investigating some crime or other offense.
3. A student suspect interview is an interview with a student who is suspected of some violation of the law or some other offense.

B. General Requirements Regarding Student-Law Enforcement Officer Interviews:

1. Law enforcement officers should make every reasonable attempt to interview students outside of the school setting except in cases where the school has requested law enforcement assistance, in emergencies, or as specifically required by law.
2. All student interviews by law enforcement officers on school premises shall be conducted in such a way as to minimize school disruptions. All student interviews will follow the guidelines listed:
 - a. Interviews shall be coordinated with the student's schedule if at all possible.
 - b. Interviews shall not be allowed during an exam except in an emergency.
 - c. The principal or their designee will summon the student from their class, unless the law enforcement agency and school administration feel the situation warrants personal contact with the law enforcement officer and the interview will be conducted in an office setting to promote confidentiality.
 - d. Every effort shall be made to notify parent(s)/guardian(s) when law enforcement wishes to interview their child, except when they are investigating allegations due to mandated reporting obligations.
 - e. The building principal or appropriate school designee shall be present during the law enforcement officer interview as determined appropriate by the building principal/designee and consistent with law enforcement agency standards.
3. School officials shall attempt to notify a student's parent/guardian prior to law enforcement officers conducting a student suspect interview. A student suspect interview may be conducted if attempts to reach the parent/guardian are unsuccessful if an emergency exists as determined by the building principal/designee and the law enforcement. Emergency situations are defined as:
 - a. a delay may result in flight of a suspect;
 - b. destruction of evidence;
 - c. opportunity to cover up a crime;
 - d. or an unacceptable threat to the community.

Local Ref: Policy #445 – Student Interviews with Law Enforcement Officers



**Board of Education Regular Meeting Agenda
Wednesday, October 23, 2019 at 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, State Bank of Cross Plains and Eager Free Public Library.

- I. Pledge of Allegiance
- II. Roll Call: Melissa Hammann Curt Nyhus Ellyn Paul
 Rene Johnson John Rasmussen
 Jan Klaehn Kathi Swanson
- III. Approve Agenda.
- IV. Public Announcements/Recognition/Upcoming Events:
- V. Information & Discussion:
 - A. Referendum Update
 - B. School Resource Officer Job Description and Costs
 - C. 2020-2021 School Year Calendar
 - D. 2019-2020 Third Friday Attendance Report
 - E. 2018-2019 State Report Card
- II. Public Presentations.
- VI. Budget Finance – Chair, Rasmussen
 - A. Discussion Items:
 - 1. Donations Review
 - 2. Evansville Education Foundation Update
 - 3. Financial Summary for September 2019
 - B. Develop Budget Finance Agenda Items for November 13, 2019 Board Meeting
- VII. Business (Action Items):
 - A. Approval of Staff Changes
 - B. 2019-2020 Budget Changes and Final Tax Levy
- VIII. Consent (Action Items):
 - A. Approval of October 9, Regular Meeting Minutes
 - B. Approval of September, 2019 Bills and Bank Reconciliation
- IX. Policies – Chair, Swanson
 - A. First Reading
 - B. Second Reading
- X. Board Development – Chair, Hammann:
 - A. Core Belief #1 – Equitable Distribution of Students
 - B. Develop Board Development Agenda Items for November 13, 2019, Meeting
- XI. Future Agenda – November 13, 2019, Regular Board Meeting Agenda
- XII. Executive Session - A meeting may be convened in closed session under one or more of the exemptions provided Under Wisconsin State Statute Sections 19.85 (1) (c)(f); namely to Discuss District Administrator evaluation, considering employment, promotion, compensation or

performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems.

XIII. Reconvene into open session to take action on any open or closed session items.

XIV. 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:

DRAFT