



**Amended Board of Education Regular Meeting Agenda  
Wednesday, September 11, 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](http://Evansville.k12.wi.us), and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.*

- I. Pledge of Allegiance
- II. Roll Call:   Melissa Hammann   Ellyn Paul  
                  Rene Johnson         John Rasmussen  
                  Jan Klaehn             Kathi Swanson
- III. Approve Agenda.
- IV. Public Announcements/Recognition/Upcoming Events:
  - Homecoming Week – September 30-October 5
  - Annual School Board Meeting – September 25, 2019 at 7:00 pm
  - Introduction of K-5 Staff
- V. Public Presentations
- VI. Information & Discussion:
  - A. Board Docs Presentation
  - B. Board Candidate Interview Schedule
  - C. Referendum Update
  - D. ECSD Core Beliefs
  - E. Post-Secondary Data
  - F. First Reading 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 – Procedures for Conducting Student-Law Enforcement Interviews on School Premises
- VII. Public Presentations.
- VIII. Business (Action Items):
  - A. Approval of Staff Changes. Resignations of: Educational Assistants, Food Service Workers and Middle School Wrestling Coach. Hiring of: Director of Buildings & Grounds, .5 Art Teacher, Administrative Assistant, Special Education Assistant, Varsity Assistant Track Coach, Girls Assistant Swim Coach.
- IX. Consent (Action Items):

- A. Approval of August 28, 2019, Regular Meeting Minutes
- B. Approval of Policies:
  - 1. Policy #186 – Remote Participation in Meetings by Board Members
  - 2. Policy #443.1 – Student Conduct and Dress
  - 3. Policy #443.10 – Code of Classroom Conduct
  - 4. Policy #443.11 – Student Conduct in the Classroom – Administrative Rule
  - 5. Policy #443.2 – Student Conduct on Buses
  - 6. Policy #443.21 – Rules for Student Conduct on Buses
    - a. 443.2 Form 1 – For Removal
    - b. 443.2 Form 2 – For Removal
    - c. 443.2 Form 3 – For Removal
    - d. 443.2 Form 4A – For Removal
    - e. 443.2 Form 4B – For Removal
  - 7. Policy #760 – Food Service Program
  - 8. Policy #761 – Free and Reduced Food Prices
  - 9. Policy #762 – Food Service Management
- X. Future Agenda – September 25, 2019, Regular Board Meeting Agenda
- XI. 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 and 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.
- XII. Reconvene into open session to take action on any open or closed session items.
- XIII. 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.

**Board of Education Regular Meeting Agenda/Briefs**  
**Wednesday, September 11, 2019 at 6:00 pm**

**I. Pledge of Allegiance**

- II. Roll Call:** Melissa Hammann Ellyn Paul  
Rene Johnson John Rasmussen  
Jan Klaehn Kathi Swanson

**III. Approve Agenda**

**Suggested Motion: I move we approve the agenda as presented.**

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

- Homecoming Week – September 30-October 5
- Annual School Board Meeting – September 25, 2019 at 7:00 pm
- Introduction of K-5 Staff

**V. Public Presentations**

**VI. Information & Discussion:**

- A. Board Docs Presentation. Board Docs will provide the Board of Education with an overview of their system.
- B. Board Candidate Interview Schedule. The Board of Education will discuss the Interview Date and Schedule for the Board position that is currently vacant.
- C. Referendum Update. Mr. Roth, District Administrator, will provide the Board of Education with an update on the Referendum building projects.
- D. ECSD Core Beliefs. Ms. Katzenberger, Director of Student Services and Mr. Everson, Director of Curriculum and Instruction, will present the ECSD Core Beliefs to the Board.
- E. Post-Secondary Data. Mr. Knott, High School Principal and Mr. Everson will present the Board with their findings on Post-Secondary Data.
- F. First Reading of Policies. Ms. Swanson, Board Vice President, will give a first reading of the following policies:
  - i. Policy #443.5 – Electronic Communication Devices on School Premises
  - ii. Policy #445 – Student Interviews with Law Enforcement Officers
  - iii. Policy #445.1 – Procedures for Conducting Student-Law Enforcement Interviews on School Premises

**VII. Public Presentations**

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

- A. Approval of Staff Changes. Resignations of: Educational Assistants, Food Service Workers and Middle School Wrestling Coach. Hiring of: Director of Buildings and Grounds, .5 Art Teacher, Administrative Assistant, Special Education Assistant, Varsity Assistant Track Coach, Girls Assistant Swim Coach.

*Resignation of Kathy Wille, High School Educational Assistant, effective August 19, 2019. Kathy served in the district for the past year.*

**Suggested Motion: I move to approve the resignation of Kathy Wille, High School Educational Assistant, effective August 19, 2019 and thank her for her past year of service.**

*Resignation of Lynne Heinzelman, High School Educational Assistant, effective August 22, 2019. Lynne served the District for the past year.*

**Suggested Motion: I move to approve the resignation of Lynne Heinzelman, High School Educational Assistant, effective August 22, 2019 and thank her for the past year of service.**

*Resignation of Jill Johnson, Cook I, effective August 28, 2019. Jill served the District for the past year.*

**Suggested Motion: I move to approve the resignation of Jill Johnson, Cook I, effective August 28, 2019 and thank her for the past year of service.**

*Resignation of Kim Fox, Cook III, effective August 27, 2019. Kim served the District for the past four years.*

**Suggested Motion: I move to approve the resignation of Kim Fox, Cook III, effective August 27, 2019 and thank her for the past four years of service.**

*Resignation of Keith Michel, Middle School Wrestling Coach, effective August 29, 2019. Keith served the district in various coaching roles for the past nine years.*

**Suggested Motion: I move to approve the resignation of Keith Michel, Middle School Wrestling Coach, effective August 29, 2019 and thank him for the past nine years of service.**

*Hiring of Tycian Hanson, Director of Building and Grounds. Tycian has received his certification from Blackhawk Technical College in A/C and Refrigeration, Boiler and Electrical Maintenance I & II. Tycian is joining ECSD with over 16 years of experience in Maintenance and Facility Project Leadership. Tycian will start on September 30<sup>th</sup> for an annual salary of \$81,000.*

**Suggested Motion: I move to approve the hiring of Tycian Hanson, Director of Buildings and Grounds, effective September 30, 2019 for an annual salary of \$81,000.**

*Hiring of Barb Miller, .5 High School Art Teacher. Barb is from the Evansville farming community and is an EHS Alumnus. Her teaching career has been in the Brodhead School District for over 30 years. She graduated from UW-Whitewater and completed her Masters Degree at UW Stevens Point in Environmental Education. Special interest include the arts, visiting museums working with animals, especially her miniature donkeys which she shares with nursing homes and other festive venues. Barb and her husband Leon have a son, Joseph, and live on their small farm in the Gibbs Lake area. Barb started on August 27, 2019, for an annual salary of \$35,794.*

**Suggested Motion: I move to approve the hiring of Barb Miller, .5 High School Art Teacher, effective August 27, 2019 for an annual salary of \$35,794.**

*Hiring of Gwen Brunner, TRIS Administrative Assistant. Gwen attended ECSD through her freshman year of high school. She graduated in 1995 from Belleville High School. Gwen is described as a very positive, kind person who always has a smile to share. Building relationships is a strength of Gwen's whether it be with children, families or other professionals. Gwen possesses excellent communication skills and is extremely creative. Her warmth, smile and ability to adapt make her a perfect fit at TRIS. We are excited to have her join us. Gwen started on September 9, 2019, at an hourly rate of \$19.28.*

**Suggested Motion: I move to approve the hiring of Gwen Brunner, TRIS Administrative Assistant, effective September 9, 2019 at an hourly rate of \$19.28.**

*Hiring of Linda Hess, High School Special Education Assistant. Linda has gained perspective that education is the key to success in our society through her years of working with students. She is determined to provide the best possible learning experience to ensure that students are prepared for a successful future. Linda has a lot to offer to the Evansville School District. Linda started on August 27, 2019 for an hourly rate of \$14.72.*

**Suggested Motion: I move to approve the hiring of Linda Hess, High School Special Education Assistant, effective August 27, 2019 for an hourly rate of \$14.72.**

*Hiring of Mallory Isbell, Varsity Assistant Track Coach. Mallory is excited to be a bigger part of the High School Track program this year. Last year, Mallory volunteered coaching long and triple jumpers at the High School and she loved being a part of the team and watching the athletes grow. She can't wait to get the year and season started. Mallory will start on March 9, 2020 for an annual stipend of \$2,905.*

**Suggested Motion: I move to approve the hiring of Mallory Isbell, Varsity Assistant Track Coach, effective March 9, 2020 for an annual stipend of \$2,905.**

*Hiring of Mary Beth Anderson, Girls Assistant Swim Coach. Mary Beth just completed her 5<sup>th</sup> year coaching the Evansville Blue Shark Swim Team. She also helped get the Evansville Co-op started with Edgerton and helped raise money for the team for their first couple of years. When Evansville started to Co-op with Parker, Mary Beth volunteered running dryland practices, substitute coached when needed, coordinated Evansville swimmers paperwork, helped with communication and mediation, set up and cleaned up meets, arranged awards for banquets and she arranged suit fittings and clothing orders. Mary Beth started on August 26<sup>th</sup> for an annual stipend of \$3,050.*

**Suggested Motion: I move to approve the hiring of Mary Beth Anderson, Girls Assistant Swim Coach, effective August 26, 2019 for an annual stipend of \$3,050.**

**IX. Consent (Action Items):**

**A. Approval of August 28, 2019, Regular Meeting Minutes.**

**B. Approval of Policies:**

- 1. Policy #186 – Remote Participation in Meetings by Board Members**
- 2. Policy #443.1 – Student Conduct and Dress**
- 3. Policy #443.10 – Code of Classroom Conduct**
- 4. Policy #443.11 – Student Conduct in the Classroom – Administrative Rule**
- 5. Policy #443.2 – Student Conduct on Buses**
- 6. Policy #443.21 – Rules for Student Conduct on Buses**
  - a. 443.2 Form 1 – For Removal**
  - b. 443.2 Form 2 – For Removal**
  - c. 443.2 Form 3 – For Removal**
  - d. 443.2 Form 4A – For Removal**
  - e. 443.2 Form 4B – For Removal**
- 7. Policy #760 – Food Service Program**
- 8. Policy #761 – Free and Reduced Food Prices**
- 9. Policy #762 – Food Service Management**

**Suggested Motion: I move to approve August 28, 2019, Regular Meeting Minutes, Policy #186 – Remote Participation in Meetings by Board Members, Policy #443.1 – Student Conduct and Dress**

**Policy #443.10 – Code of Classroom Conduct, Policy #443.11 – Student Conduct in the Classroom – Administrative Rule, Policy #443.2 – Student Conduct on Buses, Policy #443.21 – Rules for Student Conduct on Buses, Policy # 443.2 Form 1 – For Removal, Policy #443.2 Form 2 – For Removal, Policy #443.2 Form 3 – For Removal, Policy #443.2 Form 4A – For Removal, Policy #443.2 Form 4B – For Removal, Policy #760 – Food Service Program, Policy #761 – Free and Reduced Food Prices, Policy #762 – Food Service Management**

**X. Future Agenda – September 25, 2019, Regular Board Meeting Agenda**

**XI. 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 and 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.**

**Suggested Motion: I move 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 or is likely to become involved and 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.**

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

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

**XIV. Adjourn**

**Suggested Motion: I move to adjourn the meeting.**

**For Your Information:**

September 25<sup>th</sup> – Regular Board Meeting at 6pm

September 25<sup>th</sup> – Annual Board Meeting at 7pm

October 9<sup>th</sup> – Regular Board Meeting at 6pm

October 23 – Regular Board Meeting at 6pm

November 13<sup>th</sup> – Regular Board Meeting at 6pm

December 11<sup>th</sup> – Regular Board Meeting at 6pm



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## Evansville Community School District

### Core Beliefs

1. Educators work in teams focused on building upon each other's capacity through a co-plan and co-serve model to continually serve students and increase student achievement.
2. Student placement in educational environments reflects the principles of natural and proportionate representation.
3. A continuum of lesson planning and instruction for each learner will be utilized in all learning environments with emphasis on universally designed learning.
4. District-intended curriculum, and subsequently classroom-delivered curriculum, is rigorous, identity relevant, and purposefully designed to intentionally optimize the how, what, and why of learning for each student.
5. All district policies, procedures, and funding are aligned with the above core beliefs and used to eliminate inequities.





## MEMORANDUM

In the spirit of our ECSD mission to challenge all students to achieve personal excellence and become contributing citizens of the world community, we compiled a spreadsheet of a recent 5-year history profile of EHS graduates (not including the most recent 2019 graduates as that data is not yet available) as it relates to post-secondary college enrollment to help us gauge progress toward this mission. Unfortunately, there does not seem to be any readily-available, reliable data related to post-secondary military enrollment, apprenticeship enrollment, or workforce engagement. However, we learned that there is allegedly communication between the Wisconsin Department of Public Instruction and the Wisconsin Department of Workforce Development in hopes to align K-12 public student identification numbers with young adult social security numbers as they transition into adulthood to better track the pathways of education to post-secondary life choices.

Although post-secondary college enrollment is only part of the college and career readiness equation, we ultimately want all our graduates to be critical thinkers, problem-solvers, and effective communicators regardless of the life choices they pursue after they leave Evansville High School. We believe this post-secondary enrollment data helps highlight the comprehensive education we offer our students that prepares them for college.

Revised: June 28, 2004  
Revised: February 11, 2008  
Revised: February 12, 2014  
1<sup>st</sup> Reading: 9/11/19

443.5

## ELECTRONIC COMMUNICATION DEVICES ON SCHOOL PREMISES

The Evansville Community School District restricts student use of electronic communication devices while on **school property** premises owned or rented by or under the control of a school of the Evansville District.

Electronic **communication** devices such as cell phones, music players, game players, and PDA's shall not be used in any way that disrupts the learning environment. **Devices** may only be used before the start of the school day. ~~or~~ ~~After the end of the school day~~ **or as outlined in each school's Student and Family Handbook.** ~~unless the written policy of the building provides otherwise. Devices at grades K-12 are governed by the student handbooks.~~ 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** ~~and it will only be returned to the parent/guardian~~ **further consequences as outlined through in the applicable Student and Family Handbook.** ~~Further consequences, up to and including expulsion, may be necessary depending on the severity of the offense.~~

~~During local or other emergencies, an announcement may be made for all student electronic communication devices to be turned off, so emergency networks are not overwhelmed.~~

Building principals shall inform students and their parents/guardians of this policy ~~by publishing the above statement~~ along with the details of use in the building in the **Sstudent and Family parent Hhandbooks.**

Legal Ref.: Sections 118.258 Wisconsin Statutes (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)

~~Levi Leonard Student and Family Handbook~~

~~Theodore Robinson Student and Family Handbook~~

~~JC McKenna Student and Family Handbook~~

~~Evansville High School Student and Family Handbook~~

Local Ref: Student and Family Handbooks

## 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 **emergencies 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 parents/guardians 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 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** of suspected or threatened child abuse or neglect.

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 - Mandated Reporting of Threats of School Violence**

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

~~PROCEDURES~~ FOR 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 should be coordinated with the student's schedule if at all possible.
  - b. Interviews should not be allowed during an exam except in an emergency.
  - c. The principal or ~~his/her~~ **their** designee will summon the student from his/her 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. Parent/guardian notification will be attempted when law enforcement officers are involved in a student interview, except for cases involving allegations of child abuse or neglect.
  - 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**

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, August 28, 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 Board President Ms. Hammann. Roll call was taken. Members present: Hammann, Klaehn, Paul, Rasmussen, and Swanson.

APPROVE AGENDA

Motion by Ms. Swanson, seconded by Mr. Rasmussen, to approve the agenda as presented. Motion carried, 5-0 (voice vote).

Ms. Johnson joined the meeting at 6:02 pm.

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS:

- First Day of School – September 3, 2019
- Annual School Board Meeting – September 25, at 7:00 pm
- Homecoming Week – October 1-6

PUBLIC PRESENTATIONS: None.

INFORMATION & DISCUSSION:

Mr. Kvalheim, High School Teacher, provided an update on overnight FFA activities scheduled for this year. The addition of a second agriculture teacher this year will allow for more offerings. Mr. Kvalheim and Ms. Vance will each attend seven events, and both will attend three major events. In late September, the FFA, high school, Chamber of Commerce, and Evansville Ford will team up to host the Ford Drive 4 UR School event, where test drives could earn up to \$7,000 in donations. The 2019-20 school years marks an expansion of ag classes offered at the middle school. Mr. Kvalheim noted that when he began teaching at Evansville he had 190 students total. This year's registrations reflect an increase to 296 students.

Mr. Everson, Director of Curriculum and Instruction, provided information on committee work related to the Human Growth and Development curriculum. This was the first time the committee had met since 2011, though future reviews will follow the DPI's recommendation for every three years. Curriculum will be established with learning targets in mind. The current adjustment will represent the first time that material for grades 4 and 5 will be delivered over a few times during the year instead of once at the end of the year.

Mr. Roth, District Administrator, reported that construction projects remain largely on schedule. Consideration is still being given to solutions for the electrical line that runs under the current playground. It has been determined that the line makes a sharp turn at one location that runs into a space where one of the new building footers is planned. Expectations were that staff should be able to move into the TRIS office the week of August 26, and that classrooms at the high school would be released for move-in at the end of that week.

Ms. Hammann, Board President, advised that an ad seeking a replacement to fill the board position vacated by Tom Titus had been published in the Evansville Review and would be posted on the school social media sites. Deadline for application is September 6.

Ms. Swanson, Board Vice President, presented Policy #186 – Remote Participation in Meetings by Board Members, Policy #443.1 – Student Conduct and Dress, Policy #443.10 – Code of Classroom Conduct, Policy #443.11 – Student Conduct in the Classroom – Administrative Rule, Policy #443.2 – Student Conduct on Buses, Policy #443.21 – Rules for Student Conduct on Buses, #443.2 Form 1, #443.2 Form 2, #443.2 Form 3, #443.2 Form 4A and #443.2 Form 4B, all for Removal, Policy #760 – Food Service Program, Policy #761 – Free and Reduced Food Prices, and Policy #762 – Food Service Management for a second reading.

PUBLIC PRESENTATIONS: None

Ms. Merath, Business Manager, provided the Board with a first look at the proposed 2019-2020 operating budget. The preliminary review will be adjusted as more definitive information is received on employee benefits which change as staffing changes, the final 3<sup>rd</sup> Friday pupil count on September 20, district property valuation, and final general aid calculations from the DPI.

Ms. Merath discussed short-term cash flow borrowing needs for the next year. Such borrowing allows the district to meet day-to-day operational needs while waiting for various aids, tax payments, and lottery credits to arrive. Quotes were received from UB&T locally and from the district financial planner, PMA. One-year borrowing through UB&T would be at 2.497% interest, while the rate at PMA would be 1.75%. The interest cost difference on \$2,550,000 in borrowing is approximately \$20,000.

Ms. Johnson, Board Member, advised that Cory Neeley is the new President of the Evansville Education Foundation (EEF). He replaces Bill Kasten, who had reached his maximum term limit. The EEF presented \$5,730 in grants at the Back to School Breakfast, providing funding for nine teacher-initiated projects. For fund raising purposes, the EEF will again be holding a raffle at Homecoming and will be participating in Giving Tuesday the week after Thanksgiving.

Ms. Merath reported that work continued to move on schedule for projects covered by the DOJ Safety Grants, with new speakers and clocks now in place.

BUSINESS (ACTION ITEMS):

Motion by Ms. Swanson, second by Ms. Johnson, to approve the resignation of Tom Titus, School Board Member, effective August 14, 2019. Motion carried, 6-0 (voice vote).

Motion by Ms. Paul, second by Ms. Swanson, to approve John Rasmussen, School Board Member, as Treasurer. Motion carried, 5-0-1 (voice vote, Rasmussen abstained).

Motion by Ms. Swanson, second by Mr. Rasmussen, to approve the resignation of Katie Johnson, First Grade Special Education Teacher, effective August 12, 2019. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, second by Ms. Johnson, to approve the resignation of Michael Czerwonka, School Social Worker, effective August 14, 2019 and thank him for the past fifteen years of service. Motion carried, 6-0 (voice vote).

Motion by Ms. Johnson, second by Ms. Paul, to approve the resignation of Laura Wittnebel, Cook 1, effective August 27, 2019. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, second by Mr. Titus, to approve the resignation of Raquel Michel, TRIS Administrative Assistant, effective September 2, 2019 and thank her for the past 17 years of service. Motion carried, 6-0 (voice vote).

Motion by Ms. Johnson, second by Ms. Swanson, to approve the hiring of Jordan Everson, Varsity Assistant Football Coach, effective August 6, 2019, for a stipend of \$3,525. Motion carried, 7-0 (voice vote).

Motion by Ms. Swanson, second by Mr. Rasmussen, to approve the resignation of Sarah Morgan, .5 FTE High School Art Teacher, effective for the 2019-2020 school year. Motion carried, 6-0 (voice vote).

Motion by Ms. Swanson, second by Ms. Paul, to approve the hiring of Katherine Johnson, Middle School Special Education Teacher, effective 2019-2020 school year for an annual salary of \$57,686. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, second by Ms. Swanson, to approve the hiring of Renee Witke-Grossman, Levi Leonard Special Education Teacher, effective August 22, 2019 for an annual salary of \$47,876. Motion carried, 6-0 (voice vote).

Motion by Ms. Johnson, second by Ms. Paul, to approve the hiring of Kristin Howlett, District Office Data Specialist/Receptionist, effective August 29, 2019 for an hourly wage of \$17.50. Motion carried, 6-0 (voice vote).

Motion by Ms. Johnson, second by Ms. Swanson, to approve the hiring of Amy Dunphy, Special Education Assistant, effective August 27, 2019 for an hourly wage of \$14.50. Motion carried, 6-0 (voice vote).

Motion by Ms. Swanson, second by Ms. Paul, to approve the hiring of Amy Connors, High School Quiz Bowl Advisor, effective September 3, 2019 for an annual stipend of \$830. Motion carried, 6-0 (voice vote).

Motion by Ms. Swanson, second by Ms. Paul, to approve the hiring of Melissa Bonow, .5 High School Future Problem Solving Advisor, effective September 3, 2019 for an annual stipend of \$622.50. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, second by Ms. Swanson to approve the 2019-2020 FFA Overnight Excursions. Motion carried, 6-0 (voice vote).

#### CONSENT (ACTION ITEMS):

Ms. Swanson removed Approval of Policy#428 – Full-Time Public School Open Enrollment from the Consent Agenda for additional edits. Motion by Ms. Johnson, second by Ms. Paul, to approve the August 14, 2019, Regular Board Meeting Minutes, June and July Bills and Reconciliation, Policy #431 – Compulsory Student Attendance & Alternative Programs, Policy #434.2 – High School Closed Campus, and Policy #440 – Student Rights and Responsibilities. Motion carried, 6-0 (roll call vote).

BOARD DEVELOPMENT: Ms. Klaehn and Ms. Swanson led discussion of development of Board goals.

EXECUTIVE SESSION:

Motion by Mr. Rasmussen, second by Ms. Paul, to convene in closed session under Section 19.85(1)(c) of the Wisconsin State Statutes to consider employment compensation of public employees, specifically, to discuss request for waiver of liquidated damages under a teacher's contract. Motion carried, 6-0 (roll call vote), at 8:28 pm.

RECONVENE:

Motion by Mr. Rasmussen, second by Ms. Swanson, to reconvene in open session. Motion carried, 6-0 (voice vote).

Motion by Ms. Johnson, second by Mr. Rasmussen, to abide by the contract signed by Steve Krupke, and charge the liquidated damages fee as specified in his contract. Motion carried, 6-0 (voice vote).

Motion by Ms. Paul, second by Mr. Rasmussen, to abide by the contract signed by Michael Czerwonka, and charge the liquidated damages fee as specified in his contract. Motion carried, 6-0 (voice vote).

ADJOURN:

Motion by Ms. Johnson, second by Mr. Rasmussen, to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 9:22 pm.

Submitted by Ellyn Paul, Clerk

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_  
Ellyn Paul, Clerk

UNAPPROVED MINUTES



## REMOTE PARTICIPATION IN MEETINGS BY BOARD MEMBERS

The Evansville Community School District Board of Education believes that in order to execute the duties of their elective office and add to the diversity of thought and opinion in deliberations, it is expected that members be physically present at all Board of Education meetings.

The Board recognizes that members may not be able to be physically present at all Board meetings and that technology has made it possible for individuals to interact with others from remote locations. Therefore, a board member may be allowed to participate in a meeting of the full board or a standing committee through the use of technology, with the adherence to the following guidelines and the approval of the Board President.

1. A physical quorum must be present as required by statute for a valid meeting to occur.
2. Provided a quorum is physically present, a Board member may attend a meeting remotely if they are prevented from physically attending due to (a) personal illness or disability, (b) employment purpose or District business, (c) a family member illness or emergency or (d) the member is out of town.
3. Board Members participating remotely shall do so for the entire open session.
3. No Board member shall participate remotely more than two (2) times during a calendar year. However, the Board, by majority vote, shall allow a Board member to participate remotely more than two (2) times when conditions or circumstances justify such added remote participation.
4. Members of the Board who desire to participate in a meeting remotely shall notify the President of the Board and District Administrator at least one (1) business day in advance of the meeting in question.
5. Members of the Board participating by remote access shall be considered present and shall be entitled to participate in the meeting if:
  - (a) Such member is able to hear other members of the Board and members of the public who are recognized by the Board during public comment.
  - (b) The public and other members of the Board are able to hear the member of the Board who is not physically present at the meeting.
  - (c) All votes shall be by roll call.
  - (d) If remote access fails during discussion preceding an action item, that failure ends the remote participation in the meeting on that topic and precludes further participation in voting at that meeting on that single topic. If remote access is re-established, members may rejoin discussion and act on subsequent action items.

(e) If for any reason the remote access, in full or in part with the Board member malfunctions before the adjournment of the meeting, the meeting shall continue.

6. Remote participation in Board meetings is limited to the Board member. Public input will not be taken remotely via electronic communication.

7. The Board Vice President will conduct any meeting of the full Board in which the Board President is participating remotely.

Remote participation is not allowed for the Annual Meeting, closed session, expulsion hearings, or disciplinary hearings.

The District Administrator or their designee is authorized and directed to provide the technology sufficient to implement this policy.

Legal Ref.: Wisconsin Statute 19.82 (Open Meetings of Governmental Bodies)

Local Ref.: Wisconsin School News - Remote Participation in Board Meetings, Boardman & Clark, LLP

Approved: January, 1988

443.1

Revised: April 10, 2006

Revised: June 14, 2010

1<sup>st</sup> Reading 8/14/19; 2<sup>nd</sup> Reading: 8/28/19; Approval 9/11/19

## STUDENT CONDUCT AND DRESS

**The Evansville Community School District Board of Education believes All** students' behavior should be based on respect and consideration for the rights of others. Students and parents/guardians have a responsibility to know and follow the rules and regulations of the school. Rules and regulations are published annually in student handbooks and on the web site and distributed to students and parents/guardians. Guidelines should be discussed annually with students.

The principal is responsible for developing and administering reasonable rules and regulations for students. Such rules and regulations shall not conflict with Board policies, statutory or case law, and shall be defined in the student handbook. All employees of the district shall share responsibility for supervising the behavior and dress of students and for seeing that students meet the codes of conduct established by the principal.

It is the responsibility of parents/guardians and students to select and wear appropriate clothing that is conducive to a safe and productive school environment. Appropriate clothing, hair, footwear, and accessories:

- 1) Does not damage floors, furniture, or other property.
- 2) Does not create hazards for the student or others.

When a student's appearance or behavior disrupts the educational process, ~~he/she~~ **they** may be subject to disciplinary action.

Legal Ref.: Sections 118.035 Wisconsin Statutes (School Uniforms)

118.13 (Pupil Discrimination Prohibited)

120.13(1)(a) (School Board Powers)

120.44(2) (School Board Powers and Duties)

U.S. Constitution, First Amendment

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

## CODE OF CLASSROOM CONDUCT

A primary goal of the **Evansville Community School District** Board of Education is to establish and maintain a positive learning environment for students and staff. Such environments are based on respect **and consideration for the rights of others, along with effective discipline.**

Students have a responsibility to know and follow the rules and regulations of the school and district. Students shall receive annually at the beginning of the school year a publication listing the rules and regulations to which they are subject. This publication shall be in the form of a student handbook and shall be adopted annually as part of the Board's official policy. Formal adoption of the handbook shall be done at a regular Board meeting in the spring.

In conformance with the requirements of 1997 Wisconsin Act 335, the Code of Conduct Administrative Rules created to implement this policy shall include the following:

1. The specific reasons for removing a student from class.
2. Procedures for determining the appropriate educational placement of a student who has been removed from a class and assigned a placement by the building principal or designee.
3. A procedure for notifying the parent/guardian of a minor student who has been removed from class.

All employees of the District shall share responsibility for supervising the behavior of students and for seeing that students meet the standards of conduct established by the building principal and Board. Students may be subject to disciplinary action for violations of the code of conduct or other conduct rules and regulations. In addition, failure to abide by the code of conduct may result in ~~student removal from class by the teacher and placement in an alternative setting by the building principal as outlined in the Code of Conduct~~ **disciplinary action.**

Prior to the beginning of each school year, parents/**guardians** shall be notified of this code of conduct policy and process. It shall be provided to and discussed with students early in the school year.

~~Principals shall annually report to the Board instances of removal of students by teachers and also changes to the list of prohibited classroom behaviors.~~

Legal Ref.: Sections 118.128 **Information related to pupil harm to others**

118.164 **Removal of pupils from the class**

120.13(1) **School Government Rules; Suspension; Expulsion**

121.52(1) **Vehicle, operator and driver requirements**

167.32 **Safety at sporting events**

941.299 **Restrictions on the use of laser pointers**

PI 9 **Pupil Nondiscrimination**

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

**Policy #443.11 Student Conduct in the Classroom – Administrative Rule**

## STUDENT CONDUCT IN THE CLASSROOM ADMINISTRATIVE RULE

The **Evansville Community School** District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classroom and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and allows students to participate in classroom learning activities. Students are also expected to abide by all the rules of behavior established by the Board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with ~~the teacher's ability to teach effectively~~ student learning shall not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. In the event the student has a formal behavior intervention plan (BIP), the BIP must be followed.

### Grounds for Removal ~~F~~from Class

A student may be removed from class for behavior which:

1. Violates the District's policy regarding suspension or expulsion;
2. Violates the behavioral rules and expectations set forth in the student handbook;
3. Is disruptive, dangerous or unruly;
4. Otherwise interferes with the ability of the teacher to teach effectively; or
5. Is incompatible with effective teaching and learning in the class.

It is neither possible nor necessary to specify every type of behavior which is improper or inappropriate under this code or every circumstance which would justify removal from class. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise ~~his/her~~ **their** best judgment in deciding whether it is appropriate to remove a student from class.

Behavior which is disruptive, dangerous or unruly, for the purposes of this code, by way of example, includes but is not limited to:

1. Inappropriate physical contact intended ~~or likely~~ to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
2. Inappropriate verbal conduct intended ~~or likely~~ to upset, distract or annoy others, such as name calling, teasing or use of profanity.
3. Behavior that may constitute sexual or other harassment.
4. ~~Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.~~
5. Inciting other students to act inappropriately ~~or to disobey the teacher of school or class rules, including without limitation inciting others to walk out.~~
6. Damaging or destroying the property ~~of the school, a teacher or another student.~~

7. ~~Loud, obnoxious or outrageous behavior of others.~~

Behavior which interferes with the ability of the teacher to teach effectively **student learning**, for the purposes of this code, by way of example, includes but is not limited to:

- ~~1. Open defiance or respect of the teacher, manifest in words, gestures or overt behavior staff.~~
1. Open **defiance or** disrespect of the **teacher staff**, manifest in words, gestures, or other overt behavior.
2. Copying or cheating.
3. Repeated interruptions.
- ~~4. Refusal to follow a teacher's reasonable request/instructions.~~
- ~~5. Other behavior likely or intended to sabotage or undermine the instruction.~~

Behavior which is incompatible with effective teaching and learning in the class, for the purposes of this code, by way of example, includes but is not limited to sleeping in class, blatant inattention or other overt or passive refusal or inability to engage in class activities.

Procedure for Removal from Class, Parent/Guardian Notification and Determining Appropriate Student Placement

1. Except where the behavior is extreme, a **teacher staff member** should generally warn a student that continued misbehavior may lead to removal from class. When the **teacher staff member** determines that removal is appropriate, ~~the teacher staff member should take~~ one of the following courses of action **should be taken**:
  - a. Instruct the student to go to the main office for the period of removal. In such a case, the **teacher staff member** shall call the office to inform staff of the student's removal; or
  - b. Obtain coverage for the class and escort the student to the main office; or
  - c. Seek assistance from ~~the main office or other~~ available staff. ~~When assistance arrives, the teacher or the other adult shall~~ **to** accompany the student to the main office.

~~In all cases, the teacher shall inform the building administrator or designee of the reason(s) for the student's removal from class.~~

- ~~2. When the student arrives at the main office, the building administrator or designee may give~~ The student **will have** an opportunity to **briefly** explain the situation. ~~If the building administrator or designee is not immediately available, the student shall wait quietly in the office until the administrator or designee can speak with him/her. If the student is disruptive in the office, the student's parent(s)/guardian(s) or the police may be contacted to remove the student from the building.~~
3. Within 24 hours the **teacher staff member** shall submit to the building administrator or designee a ~~short and concise~~ written explanation ~~of the basis for the removal~~. Such information may be submitted on a disciplinary referral form **using the student management system**.
4. As soon as practical, if a disciplinary action was taken, the building administrator or designee shall inform the student's parent/guardian that the student was removed

from class. Such notice may be by telephone or email. The parent(s)/guardian(s) of the student shall be sent written notice of the removal by email or postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parent/guardian in accordance with this provision. Such entries should be kept in the student data **management** system.

If the student removed from class is also subject to disciplinary action for the particular classroom conduct (e.g., suspension and/or expulsion from school), the student's parent(s)/guardian(s) shall also be notified of the disciplinary action in accordance with legal and policy requirements.

#### Removal of Students With Disabilities

~~Some different rules and considerations apply for students identified as requiring special education services under the Individuals With Disabilities Education Act (IDEA) or Section 504 cannot be made unilaterally. The Individualized Education Program (IEP) and/or BIP must be followed. of the Rehabilitation Act of 1973. In particular, placement for such students is a decision of the student's individualized education program (IEP) team, subject to stringent procedural safeguards and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavioral plan, which will address:~~

- ~~1. Whether and to what extent the student should be expected to conform to the behavioral requirement applicable to non-disabled students; and~~
- ~~2. Alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.~~

~~Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.~~

#### **Legal Ref.: Sections 118.128 Information related to pupil harm to others**

**118.164 Removal of pupils from the class**

**120.13(1) School Government Rules; Suspension; Expulsion**

**121.52(1) Vehicle, operator and driver requirements**

**167.32 Safety at sporting events**

**941.299 Restrictions on the use of laser pointers**

**PI 9 Pupil Nondiscrimination**

#### **Local Ref.: Student and Family Handbooks**

**Policy #443.10 Code of Classroom Conduct**

### STUDENT CONDUCT ON BUSES

All Evansville Community School District Board of Education policies concerning student behavior also pertain to conduct on the bus. Each year during annual registration, all ~~parent(s)/guardian(s)~~ **and their students** are required to read this policy and sign off indicating that their student(s) will abide by these rules. This includes students who are not regular riders but who participate in school sponsored events involving bus transportation.

~~Building Principals shall forward photocopies of bus violation forms issued to special education students to the Special Education Department.~~

The following *Rules for Student Conduct on Buses, Policy #443.21*, shall be published in each school's student handbook:

- Students shall be on time for the bus. Students shall board the afternoon bus at the school that they attend.
- Students shall be careful when approaching bus stops, walking on the left toward oncoming traffic. If students cross the road, they must do so in front of the bus ~~making sure the highway is clear~~ after and after the bus driver signals they can cross.
- Students shall be courteous to the bus driver and fellow students. Students shall take their assigned seats without disturbing other students. Students shall sit down ~~with their feet on the floor~~ keeping the aisle clear. ~~Students shall not stand on the bus.~~ Students shall not extend any part of their body out of the bus windows. ~~Cell phones shall be turned off when on the bus.~~
- Students shall not possess harmful objects and/or illegal substances. ~~—they are prohibited. In addition, students shall not bring skateboards or other similar items on the bus.~~ All personal property (e.g. toys, games, etc.) brought on the bus shall be at the expense of the owner if lost, stolen, and/or damaged. Neither the bus company nor the District shall accept responsibility for the loss of personal items. ~~or items that are under your care.~~
- Students shall care for the bus properly by helping to keep it clean and orderly. ~~Eating, drinking, and littering are prohibited. Students who vandalize and/or cause damage to buses shall pay for the cost of repair(s) and/or replacement(s).~~
- Students shall listen to and obey directions from the bus driver. Excessive noise, fighting, pushing, tripping, inappropriate language, and disorderly conduct are prohibited. ~~Loud talking, laughing and/or unnecessary confusion can divert the bus driver's attention and may result in a serious accident.~~

Legal Ref.: Sections 120.13(1) Wisconsin Statutes (School Board Powers)

121.52(1)(b) (Vehicle, Operator and Drive Requirements)

Local Ref.: Policy #443.21 – Rules for Student Conduct on Buses

~~Policy #443.2 Form 1 – First Violation – Warning~~

~~Policy #443.2 Form 2 – Second Violation – Suspension of School Bus Privileges~~

~~Policy #443.2 Form 3 – Third Violation – Suspension of School Bus Privileges~~

~~Policy #443.2 Form 4A – Fourth Violation A – Suspension/Expulsion of School Bus Privileges~~

~~Policy #443.2 Form 4B – Fourth Violation B – Expulsion of School Bus Privileges~~



**RULES FOR STUDENT CONDUCT ON BUSES**  
**ADMINISTRATIVE RULE**

All Evansville Community School District Board of Education policies concerning student behavior pertain to conduct on the bus. ~~All students are required to read and sign off indicating they will abide by these rules each year.~~

1. Students shall be on time for the bus. Students shall board the afternoon bus at the school that ~~he/she~~ **they** attends.
2. Students shall be careful when approaching bus stops, walking on the left toward oncoming traffic. If students cross the road, they must do so in front of the bus after making sure the highway is clear and after the bus driver signals they can cross.
3. Students shall be courteous to the bus driver and fellow students. Students shall take their assigned seats without disturbing other students. Students shall sit down ~~with their feet on the floor keeping the aisle clear. Students shall not stand on the bus.~~ Students shall not extend any part of their body out of the bus windows. ~~Cell phones shall be turned off when on the bus.~~
4. Students shall not possess harmful objects and/or illegal substances -- they are prohibited. In addition, students shall not bring skateboards or other similar items on the bus. All personal property (i.e. toys, games, etc.) brought on the bus shall be at the expense of the owner if lost, stolen, and/or damaged. Neither the bus company nor the District shall accept responsibility for the loss of personal items or items. ~~that are under your care.~~
5. Students shall care for the bus properly by helping to keep it clean and orderly. ~~Eating, drinking, and littering are prohibited.~~ Students who vandalize and/or cause damage to buses shall pay for the cost of repair(s) and/or replacement(s).
6. Students shall listen to and obey directions from the bus driver. Excessive noise, fighting, pushing, tripping, inappropriate language, and disorderly conduct are prohibited. ~~Loud talking, laughing and/or unnecessary confusion can divert the bus driver's attention and may result in a serious accident.~~

Disciplinary steps to be followed when handling infractions:

- First Violation: ~~Stop the bus, reseat the student in a front seat.~~ Give the offending student a written warning that states the reason(s) for the warning. The student shall remain seated in front. Continue regular run. Student and parent /~~legal~~-guardian are to sign and return form to bus driver within two (2) school days. Bus driver shall make contact with ~~parent(s)/legal guardian(s)~~ **family** to confirm the parent/~~legal~~-guardian ~~are~~ is aware of this first violation if the signed form is not returned.
- Second Violation: ~~Stop the bus, reseat the student in a front seat.~~ Give the offending student a written suspension notice explaining the process to be completed before bus privileges will be resumed. The student shall remain seated in front. Continue regular run. Give a copy of the suspension notice to the bus company supervisor and the student's principal. ~~The bus company~~ **School Administration or designee** shall call the student's parent/~~legal~~ guardian to help resolve the problem. The student will not be readmitted on the bus until an honest effort to correct his/her behavior is indicated and a "Behavior Plan" is completed and signed by the student, the student's parent/~~legal~~-guardian and the bus driver. Consequences of 1-3 days off the bus.
- Third Violation: ~~Stop the bus, reseat the student in a front seat.~~ The student may be suspended at his/~~her~~ **their** bus stop at the end of that school day, or at the end of the morning run if so directed by a bus company representative. If a bus company representative determines that the student will not be taken home at the end of that school day, the ~~student's principal~~

**School Administration or designee** will contact the student's ~~parent(s)/legal guardian(s)~~ **family**. The student shall remain seated in front. Continue regular run. Give the student a written notice recommending "Loss of School Bus Privileges" to take to ~~his/her~~ **their** parent/~~legal guardian~~. Give copies of the same notice to the bus company supervisor and the student's principal. The principal **or designee** shall call the student's parent/~~legal guardian~~ and set up a conference with the student, his/her parent/~~legal guardian~~ and a bus company representative to discuss the problem and determine the length of the student's suspension (1-5 days).

Fourth Violation: The student will automatically be suspended with a recommendation to the Board for expulsion from bus privileges. This recommendation will be presented to the Board in a closed session.

Each year during annual registration, all parent(s)/~~legal guardian(s)~~ are required to read this policy and sign off indicating that their student(s) will abide by these rules. This includes students who are not regular riders but who participate in school sponsored events involving bus transportation.

**Local Ref.: Policy #443.2 Student Conduct on Buses  
Student and Family Handbooks**

**FOR REMOVAL**

Approved: July 16, 2014

443.2 Form 1

EVANSVILLE COMMUNITY SCHOOL DISTRICT

**FIRST VIOLATION - WARNING**

\_\_\_\_\_  
Student Name Date Bus No.

Student at (circle one): K-2-LLE 3-5-TRIS 6-8-JCM 9-12-HS Grade \_\_\_\_\_

Today your child received this warning for inappropriate/unsafe behavior(s) on the bus. Please talk to your child about the choices he/she made today that were not good choices for bus behavior, and ask what he/she plans to do about his/her behavior. If your child continues with this behavior, the next step will be issuance of a second violation, which requires a written plan from your child before he/she can resume riding the bus. Thank you for your support.

Inappropriate/unsafe behavior(s):

- \_\_\_\_\_ Physical assault and/or fighting
- \_\_\_\_\_ Disrespectful to bus driver
- \_\_\_\_\_ Disrespectful to other students
- \_\_\_\_\_ Disrespectful to property
- \_\_\_\_\_ Threatening and/or intimidating bus driver and/or other students
- \_\_\_\_\_ Standing up, moving around and/or making distracting noises
- \_\_\_\_\_ Possession of harmful objects
- \_\_\_\_\_ Other \_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Parent/Legal Guardian Signature Date

\_\_\_\_\_  
Bus Driver Signature Date

Please sign and return this form to the bus driver. If this form is not signed by the student and parent/legal guardian and returned within two (2) school days, the bus driver will make contact with the parent/legal guardian.

Bus Co.: 882-6883 K-2-LLE: 882-3100 3-5-TRIS: 882-3840 6-8-JCM: 882-3300 9-12-HS: 882-3501

*Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.*

**FOR REMOVAL**

Approved: July 16, 2014

443.2 Form 2

EVANSVILLE COMMUNITY SCHOOL DISTRICT

**SECOND VIOLATION - SUSPENSION OF SCHOOL BUS PRIVILEGES**

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Bus No. \_\_\_\_\_

Student at (circle one): K-2-LLE 3-5-TRIS 6-8-JCM 9-12-HS Grade \_\_\_\_\_

Today your child received a second violation warning for inappropriate behavior on the bus. Please talk to your child about the choices he/she made today that were not good choices for bus behavior, and ask what he/she plans to do about his/her behavior. The student will not be readmitted on the bus until an honest effort to correct his/her behavior is indicated and the "Behavior Plan" below is completed and signed by the student, the student's parent/legal guardian, and the bus driver. A bus company representative will be in contact with you within two (2) days to assist you in completing this form, if needed. Thank you for your support.

Bus driver will submit a copy of this form to the building principal the day of event or next morning.

Inappropriate/unsafe behavior(s):

- Physical assault and/or fighting
- Disrespectful to bus driver
- Disrespectful to other students
- Disrespectful to property
- Other \_\_\_\_\_
- Threatening and/or intimidating bus driver and/or other students
- Standing up, moving around and/or making distracting noises
- Possession of harmful objects

Consequence: 1 - 2 - 3 days off the bus (circle one).

Additional comments: \_\_\_\_\_

**BEHAVIOR PLAN**

**This Section Is To Be Completed By Student, His/Her Parent/Legal Guardian, and Bus Driver**

What I intend to do to correct my future behavior: \_\_\_\_\_

I know what the rules are and I promise to abide by them.

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

I am aware of this problem and promise to do everything possible to correct the situation. I understand that if an infraction(s) occurs again, my child will be recommended for further loss of bus privileges. Your signature indicates your approval of the student's description of his/her infraction(s) and plan to correct his/her behavior.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Bus Driver Signature \_\_\_\_\_ Date \_\_\_\_\_





**FOR REMOVAL**

Approved: July 16, 2014

443.2 Form 4B

EVANSVILLE COMMUNITY SCHOOL DISTRICT

**NOTIFICATION OF PRINCIPAL'S INVESTIGATION**  
**FOURTH VIOLATION B – EXPULSION OF SCHOOL BUS PRIVILEGES**

\_\_\_\_\_  
Student Name Date Bus No.

Student at (circle one): K-2-LLE 3-5-TRIS 6-8-JCM 9-12-HS Grade \_\_\_\_\_

Your child's bus privileges were suspended on \_\_\_\_\_ and will continue until the Board of Education meets in closed session at \_\_\_\_\_ PM on \_\_\_\_\_.

You will receive notice of the time, date, location, etc. of this meeting. At this meeting, your child's principal will present the investigation results in accordance with Evansville Community School District Board of Education Policies: #443.2, *Student Conduct on Buses*; #443.21, *Rules for Student Conduct on Buses*; and #443.2 *Forms 1-4B, Violations*.

First Violation(s) and date(s) \_\_\_\_\_

Second Violation(s) and date(s) \_\_\_\_\_

Third Violation(s) and date(s) \_\_\_\_\_

Fourth Violation(s) and date(s) \_\_\_\_\_

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

**BOARD OF EDUCATION FINAL DECISION**

Loss of bus privileges from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Board of Education President Signature Date

\_\_\_\_\_  
Board of Education Clerk Signature Date

Bus Co.: 882-6883 K-2-LLE: 882-3100 3-5-TRIS: 882-3840 6-8-JCM: 882-3300 9-12-HS: 882-3501

*Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.*

Revised: December 8, 2003

760

Revised: July 12, 2004

Revised: September 11, 2013

1<sup>st</sup> Reading 8/14/19, 2<sup>nd</sup> Reading: 8/28/19; Approval: 9/11/19

## FOOD SERVICE PROGRAM

**The** Evansville Community School District shall offer meal programs that are nutritious and well balanced at moderate prices. All students in the District shall have an opportunity to participate in the school meal programs. The program shall endeavor to help students learn healthy eating habits for life.

Food service reimbursable meal prices shall be established by the Board annually. In accordance with federal guidelines, students who qualify shall be offered meals at a free or reduced price. The food service program shall be reviewed annually.

The business manager is responsible for the management of the school lunch, breakfast, milk and ala-carte programs. The business manager may delegate specific duties in relation to the food service programs to the food service director.

The District shall follow statutory and regulatory requirements for disclosure of information concerning children who are eligible for free or reduced price meals in any of the Child Nutrition Programs.

The District will operate with a positive financial balance. If in any given year expenses do not meet revenues, a transfer will be required to be made by the general fund (Fund 10).

Complaints regarding school lunch policy, quality or service should be directed to the Food Service Director and Business Manager and may be reviewed by the District Administrator.

The District shall not discriminate in school-sponsored food service programs on the basis of sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref.: Sections 115.34 Wisconsin Statutes (School Lunch Program)  
118.13 (Pupil Discrimination Prohibited)  
120.10(16) (Powers of Annual Meeting, School Lunches)  
120.13(6)(10) (School Board Powers, Federal Aid/School Food Service)  
PI 9, Wisconsin Administrative Code  
National School Lunch Act (42 USC 1751 et. seq.)  
Child Nutrition Act of 1966 (42 USC 1771 et. seq.)  
S. 3307 (111th): Healthy, Hunger-Free Kids Act of 2010  
Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6))



Approved: April 14, 1986  
Revised: December 8, 2003  
Revised: January 12, 2009  
1<sup>st</sup> Reading, 8/14/19, 2<sup>nd</sup> Reading: 8/28/19; Approval: 9/11/19

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## FREE AND OR REDUCED FOOD PRICES

**The Evansville Community School District** ~~The District~~ shall take part in the National School Lunch Program, School Breakfast Program and the ~~free milk program~~ **Wisconsin School Day Milk Program (K-5)** to assure that all students in the District receive nutritious food. ~~Ala-carte~~ **Ala carte** items are not included in these programs. If a household fails to apply **for free or reduced meals**, ~~designated district employees may complete an application for a student known to be eligible~~ **benefits cannot be made available**. In conformance with federal regulations, the following applies:

### Eligibility Criteria

Students will be eligible to participate in the free and or reduced food program if:

- their current household income is within the income eligibility guidelines set by the USDA each year.
- they are a participant of the Wisconsin Works (W-2) and/or food stamp program.
- they are a foster child.

There shall be no procedural differences in the service to those students who make full payment for meals and those who are aided by the free or partially paid lunch program. There shall be no physical segregation or other discrimination against any student because of inability to pay.

~~Application forms will be distributed to all families no later than the first day of school and will be available in the District Office at any time during the school year.~~ Households may apply for benefits at any time during the school year if their circumstances change. **Applications are available via student management system.** All applications for free or reduced price meals shall be confidential in accordance with state and federal law.

### Appeal

The District will abide by required nondiscrimination practices and hearing procedures. A family can appeal a decision made by the District with respect to a free and or reduced price meal application and the District can challenge the continued eligibility of any student for free or reduced price food. Any appeal from the decision of the approving official shall be referred to the District Administrator or their designee.

Legal Ref.: Sections 115.34 Wisconsin Statutes (School Lunch Program)  
118.13 (Pupil Discrimination Prohibited)  
120.10(16) (Powers of Annual Meeting, School Lunches)  
120.13(6)(10) (School Board Powers, Federal Aid/School Food Service)

**Local Ref.: Policy #762 Food Service Management**

Revised: June 28, 2004

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Revised: July 10, 2006

Revised: September 8, 2008

Revised: September 12, 2009

1<sup>st</sup> Reading 8/19/19, 2<sup>nd</sup> Reading: 8/28/19; Approval: 9/11/19

## FOOD SERVICE MANAGEMENT

**The Evansville Community School District** shall maintain food service accounts for each family to cover payments for student meals and ala carte items. No separate accounts will be allowed for individual family members. The District uses an automated food service accounting system to record food service deposits and to monitor food purchase transactions. ~~The system functions as a debit system, similar to a checking account.~~ Parents/guardians are expected to maintain their food service account with a positive balance.

Parents/guardians who claim that the financial condition of their family is such that they cannot afford to pay for the cost of their children's meals shall ~~be invited to make application~~ **apply** for free or reduced meals in accordance with federal regulations. **Families with extenuating circumstances should contact the building principal for assistance in making alternative arrangements.**

### FAMILY MEAL ACCOUNTS

- ~~1. All families who have students that attend the Evansville Community School District, and all district employees, shall have a family meal account.~~
- ~~2. Deposits may be made by electronic funds transfer, mailed to, or dropped off at the district office or dropped off at any of the schools. Deposits made no later than 8:30 a.m. will be reflected in service line balances that day. Deposits should be sent in an envelope which is labeled with a student's first and last name and the amount of the payment. All checks are to be made payable to the Evansville Community School District.~~
- ~~3. **Pre-payments for lunch can be made through e-Funds for Schools website located at <https://payments.efundsforschools.com/v3/districts/55572> or can be accessed thru Family Access or the districts website/Food Service Department. A \$1.00 per transaction processing fee will be charged for each transaction.**~~
- ~~4. Families are encouraged to keep a minimum balance of \$10.00 and make minimum deposits of \$10.00.~~

Students who are eligible **and approved** for free meals are eligible to receive one free lunch and breakfast daily **as well as receiving a free milk during milk break for students in K-5.** Ala carte items and additional meals do not qualify under free or reduced lunch federal guidelines.

Additional meals or ala carte food items may be purchased only if there is money in their family account.

~~5. An automated e-mail payer balance notification will be sent to family lunch account contacts with a \$.01 negative balance.~~

There will be no adjustments to family meal accounts after 60 calendar days from purchase.

MONITORING FAMILY MEAL ACCOUNTS

*Parents/guardians are responsible for maintaining sufficient funds in their family account.*

- ~~They may use the software Family Access on the school's website ([www.evansville.k12.wi.us](http://www.evansville.k12.wi.us)) [www.cesdnet.org](http://www.cesdnet.org) to monitor their food service activity and balances.~~
- ~~Parents/guardians who do not have internet access may contact the food service department at 882-3580 to request information on their account.~~
- ~~Upon request by the student, food service personnel will provide balance information to the student.~~
- ~~Families will receive an automated phone message and/or email for negative balance accounts.~~

~~A regular meal will be denied if there are insufficient funds in the account. Families with extenuating circumstances should contact the building principal or the building principal may assist in making alternative arrangements if s/he is aware of extenuating circumstances.~~

OTHER ACCOUNT MANAGEMENT PROCEDURES

1. The Business Manager shall be expected to protect the taxpayers of the district by making a reasonable effort to collect all food service charges due to the district. The Board of Education authorizes the Business Manager to collect food service charges which are 60 days delinquent. ~~S/he~~ **They** shall use legal means including but not limited to small claims court or the services of a collection agency.
2. The balance of a family account shall be carried over at the end of the current school year to the subsequent school year. If a family no longer has children attending school or moves out of the district, balances over \$5.00 will be mailed provided no other fees are outstanding. (Balances under \$5.00 may be picked up at the District Office provided no other fees are outstanding.)

Legal Ref.: Sections 115.34 Wisconsin Statutes (School Lunch Program)  
118.13 (Pupil Discrimination Prohibited)  
120.10(16) (Powers of Annual Meeting, School Lunches)  
120.13(6)(10) (School Board Powers, Federal Aid/School Food Service)  
PI 9.03(1), Wisconsin Administrative Code  
National School Lunch Act  
Child Nutrition Act of 1966

~~No Child Left Behind Act of 2001- Every Child Succeeds Act of 2015~~  
Child Nutrition and WIC Reauthorization Act of 2004

**Local Re.: Policy #761 Free or Reduced Food Prices**



**Board of Education Regular Meeting Agenda**  
**Wednesday, September 25, 2019, 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](http://Evansville.k12.wi.us), and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.*

- I. Pledge of Allegiance
- II. Roll Call: Melissa Hammann    Ellyn Paul  
                  Rene Johnson        John Rasmussen  
                  Jan Klaehn                    Kathi Swanson
- III. Approve Agenda.
- IV. Public Announcements/Recognition/Upcoming Events:
  - Homecoming Week – September 30-October 5
  - School Board Appreciation Week – October 6-12, 2019
- V. Information & Discussion:
  - A. Referendum Update
  - B. High School Student Board Representatives Report
- VI. Public Presentations.
- VII. Budget Finance – Chair, Rasmussen
  - A. Discussion Items:
    1. 2019-2020 Budget Update
    2. Donations Review
    3. Insurance Committee Update
    4. Financial Summary for August
  - B. Develop Budget Finance Agenda Items for October 23, 2019 Board Meeting
- VIII. Business (Action Items):
  - A. Approval of Staff Changes
  - B. Resolution Authorizing Temporary Borrowing
- IX. Consent (Action Items):
  - A. Approval of September 11, 2019, Regular Meeting Minutes
  - B. Approval of August Bills and Bank Reconciliation
- X. Policies – Chair, Swanson
  - A. First Reading
- XI. Board Development – Chair, Hammann:
  - A. Develop Board Development Agenda Items for October 23, 2019, Meeting
- XII. Future Agenda – October 9, 2019, Regular Board Meeting Agenda
- XIII. Adjourn