

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Amended Board of Education Regular Meeting Agenda

Monday, April 23, 2018

6:00 pm

District Board and Training Center

340 Fair Street (Door 36)

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

I. Roll Call: Eric Busse Ellyn Paul Thomas Titus
 Melissa Hammann John Rasmussen
 Curtis Nyhus Kathi Swanson

II. Approve Agenda.

III. Annual Board Reorganization.

- A. Election of Officers.
- B. Discussion of Committees, Determine Committee Structure, and Make Assignments.
- C. Determine Meeting Times and Dates, Including Summer Meetings.
- D. Set the Annual Meeting Date.
- E. What Every Board Member Needs to Know, About the District.
- F. Appoint a Board Member as Evansville Education Foundation Representative.
- G. Appoint Delegate Representative to CESA 2.

IV. Public Announcements/Recognition/Upcoming Events:

- Gretchen Kopf – National Region 4 Middle School Advisor of the Year
- Back To School Days – August 9, 3:00-7:00 pm and August 15, 10:00-2:00 pm

V. Information & Discussion:

- A. 2018-2019 School Calendar – 2019 Graduation Date.

VI. Budget Finance – Chair, _____:

- A. Discussion Items:
 - 1. 2018-2019 Lunch Prices.
 - 2. 2018-2019 Preliminary Budget.
 - 3. 2018 Potential Referendum Update.
 - 4. Update on Sale of Lincoln Street/4th Street Property.
 - 5. Evansville Education Foundation Update.
 - 6. Insurance Committee Update.
- B. Develop Budget Finance Agenda Items for Next 2nd Monthly Meeting.

VII. Policies – Chair, _____:

- A. First Reading of Policies:
 - 1. #342.3 – Advanced Learning Program (Gifted and Talented).
 - 2. #351 – Summer School.

3. #443.8 – Gang-Related or Other Criminal Acts and Student Safety.

B. Second Reading of Policies:

1. #374 – School Fund Raising Activities.
2. #374.1 – Outside Fund Raising for Co-and Extra-Curricular Programs.
3. #374.2 – Fund Raising for Outside Organizations by Staff or Students.
4. #374 Form – Fund Raising Form.
5. #374 Form 1 – Post Fund Raising Form.
6. #374 – Fund Raising Activities.

VIII. Consent (Action Items):

A. Approval of Staff Changes: Resignation of Teacher and Food Service Worker.

B. Approval of Policies:

1. #251 – Organization Structure for Administrative Purposes.
2. #251 Exhibit – Organizational Structure Chart.
3. #345.62 – Graduation Exercises.

C. Approval of 2018-2019 School Year Calendar – 2019 Graduation Date.

D. Approval of April 4, 2018, Special Meeting and April 9, 2018, Regular Meeting Minutes.

IX. Future Agenda's – April 25, 2018, Special Meeting Agenda and May 2018, Regular Board Meeting Agenda.

X. Executive Session – Under Wisconsin State Statute 19.85(1)(c)(e) and (g) to consider employment or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and deliberating or negotiating or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and to confer with legal counsel for the governmental body 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; namely to consider discussing negotiations strategy concerning the 2018-2019 contract with the Evansville Education Association (EEA) covering teachers and the Evansville Education Association Auxiliary (EEAA) covering support staff and to discuss a personnel matter.

XI. Reconvene Into Open Session To Take Action, If Necessary, On Any Open or Closed Session Items.

XII. Adjourn.

This notice may be amended 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: 4/16/18; Re-Posted: 4/18/18

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XI. Reconvene Into Open Session To Take Action, If Necessary, On Any Open or Closed Session Items.

XII. Adjourn.

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Posted: 4/16/18

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Amended Board of Education Regular Meeting Agenda/Briefs
Monday, April 23, 2018
6:00 pm

District Administrator, Mr. Roth, will open the meeting.

- I. **Roll Call:** Eric Busse Ellyn Paul Thomas Titus
 Melissa Hammann John Rasmussen
 Curtis Nyhus Kathi Swanson

II. **Approve Agenda.**

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

III. **Annual Board Reorganization.**

- A. Election of Officers – District Administrator, Mr. Roth, will open the floor for nominations so that the Board may vote on a President. Paper ballots will be provided for voting. Following the election of the President, the President will facilitate the election of the officers: Vice President, Clerk, and Treasurer. Refer to enclosed policy #141-Board Officers.
- B. Discussion of Committees, Determine Committee Structure, and Make Assignments – Enclosed is a listing of the current Committee assignments. Please consider which committee you would like to serve on and if you are interested in being the Board Member Chairperson of a Committee. The Employee Handbook Committee board member, Ms. Hammann, suggests that this Committee be dissolved and become a Committee of the whole Board.
- C. Determine Meeting Times and Dates, Including Summer Meetings – Does the Board want to continue meeting on the second and fourth Monday of the month, per policy #171? If we continue on Monday's, the second meeting would fall on Memorial Day. Do you want to have one meeting in May? The start times of the meetings need to be set also.
- Please set the summer meeting dates. Do you want to have two meetings in June? If so, the first meeting would be the week of the last week of school, which is busy for all staff. Business Manager, Ms. Merath, would like a meeting at the end of the month due to the end of the fiscal year. Typically in July, we only have one regular meeting, and a special meeting, if needed.*
- D. Set the Annual Meeting Date – The Board needs to set the annual meeting date. According to policy, #171, the Board needs to set the date between May and September 30. Ms. Merath suggests having the meeting the week of September 24th.

- E. What Every Board Member Needs to Know, About the District – *The enclosed document has been updated, and will be updated after this meeting. You may want to keep this in your Board Binder as a reference.*
- F. Appoint a Board Member as Evansville Education Foundation Representative - *Ms. Hammann is our current Board appointed member of the Evansville Education Foundation (EEF).*
- G. Appoint Delegate Representative to CESA 2 - *Mr. Rasmussen has served as the delegate. CESA stands for Cooperative Educational Services Agency, and have their office in Whitewater. CESAs develops programs and provide services that are not as cost effective for districts to provide on their own. They are primarily funded by user fees. We determine each year what services we will contract with CESA 2.*

IV. Public Announcements/Recognition/Upcoming Events:

- Gretchen Kopf – National Region 4 Middle School Advisor of the Year
- Back To School Days – August 9, 3:00-7:00 pm and August 15, 10:00-2:00 pm

V. Information & Discussion:

- A. 2018-2019 School Calendar – 2019 Graduation Date - *High School Principal, Mr. Knott, shares: in order to have the commencement date for 2018/19 align with the changes to Policy #345.62 – Graduation Exercises, we will be changing the EHS commencement date for the **2018/19** school year from Friday, May 24th to Friday, May 31st 2019. This is the Friday before finals as indicated in the policy change. Enclosed is the calendar.*

VI. Budget Finance – Chair, _____:

A. Discussion Items:

1. 2018-2019 Lunch Prices – *Ms. Merath has enclosed information.*
2. 2018-2019 Preliminary Budget – *Ms. Merath will give an update.*
3. 2018 Potential Referendum Update – *Mr. Roth will give an update.*
4. Update on Sale of Lincoln Street/4th Street Property – *Mr. Roth is waiting to hear from the surveyor to verify to move forward with the sale of the property.*
5. Evansville Education Foundation Update – *Ms. Hammann will give an update.*
6. Insurance Committee Update – *Ms. Merath will give an update.*

- B. Develop Budget Finance Agenda Items for Next 2nd Monthly Meeting.

VII. Policies – Chair, _____:

- A. First Reading of Policies:
1. #342.3 – Advanced Learning Program (Gifted and Talented).
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- B. Second Reading of Policies:
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 6. #374 – Fund Raising Activities.

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

- A. Approval of Staff Changes: Resignation of Teacher and Food Service Worker.
- *Resignation of Cheryl Thomas, Teacher, effective at the end of the 2018-2019 school year. Cheryl served for 18 years in the District.*
 - *Resignation of Nicole Walters, Food Service Worker, Cook II, effective June 8, 2018. Nicole served for two years in the District.*
- B. Approval of Policies:
1. #251 – Organization Structure for Administrative Purposes.
 2. #251 Exhibit – Organizational Structure Chart.
 3. #345.62 – Graduation Exercises.
- C. Approval of 2018-2019 School Year Calendar – 2019 Graduation Date.
- D. Approval of April 4, 2018, Special Meeting and April 9, 2018, Regular Meeting Minutes.

Suggested Motion: I move to approve the consent agenda items:

- **Staff changes:**
 - Resignation of Cheryl Thomas, teacher, effective at the end of the 2018-2019 school year and thank her for serving in the District 18 years;
 - And resignation of Nicole Walters, food service worker, Cook II, effective June 8, 2018, and thank her for serving in the District for two years.
- **Policies:**
 - #251 - Organization Structure for Administrative Purposes
 - #251 Exhibit – Organizational Structure Chart
 - #345.62 – Graduation Exercises
- **2018-2019 school year calendar-2019 Graduation Date from Friday, May 24th to Friday, May 31st 2019;**
- **April 4, 2018, special meeting and April 9, 2018, regular meeting minutes.**

Roll Call Vote –

- IX. Future Agenda's – April 25, 2018, Special Meeting Agenda and May 2018, Regular Board Meeting Agenda.**

- X. **Executive Session** – Under Wisconsin State Statute 19.85(1)(c)(e) and (g) to consider employment or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and deliberating or negotiating or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and to confer with legal counsel for the governmental body 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; namely to consider discussing negotiations strategy concerning the 2018-2019 contract with the Evansville Education Association (EEA) covering teachers and the Evansville Education Association Auxiliary (EAAA) covering support staff and to discuss a personnel matter.

Suggested Motion: I move to go into executive session, under Wisconsin State Statute 19.85(1)(c)(e) and (g) to consider employment or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and deliberating or negotiating or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and to confer with legal counsel for the governmental body 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; namely to consider discussing negotiations strategy concerning the 2018-2019 contract with the Evansville Education Association (EEA) covering teachers and the Evansville Education Association Auxiliary (EAAA) covering support staff and to discuss a personnel matter.

Roll Call Vote –

- XI. **Reconvene Into Open Session To Take Action, If Necessary, On Any Open or Closed Session Items.**

- XII. **Adjourn.**

Suggested Motion: I move to adjourn the meeting.

For Your Information:

Upcoming Board Meetings:

- April 25, Meeting with Citizens Advisory Committee, HS Media Room

BOARD OFFICERS

The Evansville Community School District Board of Education shall elect a President, Vice President, Clerk and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth (4th) Monday in April. Voting for Board officers shall be done by nomination and voice vote, unless a secret ballot process is requested.

Board officers shall serve a one-year term, from one organizational meeting until the next. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall elect another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law.

Board officers shall perform the following duties:

The President shall:

1. Prepare the agenda for all regular and special board meetings in consultation with the District Administrator.
2. Ensure that public notice is given for all meetings of the Board.
3. Preside at all meetings of the Board and see that the minutes are properly recorded, approved and signed.
4. Decide all questions of parliamentary procedures.
5. Have the right to discuss and vote on all matters and motions.
6. Appoint all Board committees.
7. Countersign all checks and other orders for the disbursement of District funds.
8. Defend the District from actions brought against it and prosecute actions brought by the District.
9. Sign all District contracts.
10. Serve as spokesperson for the Board.
11. Perform all other duties required by law or assigned by the Board.

The Vice-President shall:

1. Perform the duties assigned to the President in the event of the President's absence or inability to act.
2. Perform all other duties as assigned by the Board.

The Clerk shall:

1. Have the care and custody of the records, books and documents of the Board. Draw orders on the School District treasurer as directed by an annual or special meeting or the School Board and record all orders drawn on the school district treasurer.
2. Enter in the record book provided by the Board, the minutes of its meetings, orders, resolutions, and other proceedings.
3. Attest any written contract to which the District may be a party when such contract shall have been authorized by the Board.
4. Before the spring election, appoint two citizens at large to serve as the Board canvassers. If the District clerk is a candidate at the election being canvassed, the other two members shall designate a third member.
5. Report the name and post office address of each officer of the School District within ten days after the election or appointment of the officer to the clerk and treasurer of each municipality having territory within the School District.
6. Annually, as specified by statute, deliver to the clerk of each municipality a certified statement showing that proportion of the amount of taxes voted to be collected in such year, if any, for the annual payment of any loan of the School District.
7. Within five days after receipt of notification from the School Board of the same of a new school, notify the post master of the name and address. On school vacations the clerk shall direct what disposition shall be made of the mail.
8. Have authority to administer the oath of office to School Board members.
9. Act as clerk and record the proceedings of annual and special meetings.
10. Enter in the record book copies of all of the proceedings of a meeting returned by a temporary School District clerk.
11. Furnish each teacher with a copy of the contract between the teacher and the school board.
12. Perform all other duties required by law or assigned by the Board.

The Treasurer shall:

1. Account for all monies belonging to the District, or coming into its possession, and shall render a report when so required by the Board.
2. Apply for, receive and sue for all money appropriated to or collected for the School District and disburse the same in accordance with State Statutes. Disburse money upon written order of the clerk after vouchers have been filed.
3. Enter in his/her account books all money received and disbursed by him/her, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid.
4. Present to the annual meeting a written statement of all monies received and disbursed during the preceding year.
5. Deposit all funds of the School District in a public depository deposit designated by the School Board under State Statute.
6. Withdraw funds of the School District under State Statutes.
7. Collaborate with the Business Manager.
8. Perform all other duties required by law or as assigned by the Board.

Legal Ref.: Sections 120.05(1) Wisconsin Statutes (School Board Officials)
120.15 (School District President Duties)
120.16 (School District Treasurer Duties)
120.17 (School District Clerk Duties)

**COMMITTEE LIST
AS OF August 2, 2017**

BOARD COMMITTEES AND ASSIGNMENTS

<u>Board Committees of the Whole:</u>	<u>Board Member Chairs:</u>
Board Development	Braunschweig
Budget Finance	Hammann
<u>Board Sub-Committees:</u>	<u>Board Members:</u>
4K (as needed)	Braunschweig, Hammann
Co-And Extra-Curricular (as needed)	Braunschweig, Hammann
Continuous System Improvement (CSI): - Staff and Student Teaching and Learning - Communication and Community Engagement - Technology - Climate and Culture - Facilities and Operations	Board/Admin Team Members: Hammann, Hennig, Admin Team Hamilton, Roth, Dorn Busse, Everson, Knott, Martin, Titus, Katzenberger, Knott Braunschweig, Cashore, Rasmussen, Roth, Shulta, Merath
Employee Handbook (3x/school year)	Hammann, Hennig, Titus
Insurance (October – February)	Braunschweig, Rasmussen
Policy Development	Hammann, Hamilton
<i>(The Board Committees above are posted in accordance with the Open Meeting Law)</i>	
<u>Other:</u>	
<u>CESA 2 Representative: Rasmussen</u>	
<u>Evansville Education Foundation: Hammann</u>	
<u>Negotiations/Compensation Assignments:</u>	<u>Board Members:</u>
Support Staff (Custodians, Food Service, Educational Assistants, Administrative Assistants, Clerks)	Braunschweig, Busse, Hammann
Teachers	Braunschweig, Busse, Hammann

BOARD MEETINGS

All meetings of the Evansville Community School District Board of Education shall be open to the public. Notice of all meetings must be given to the public in compliance with the state statutes. Please note, executive sessions of a meeting are closed to the public.

Regular Meetings –

The Evansville Board of Education shall meet on the second (2nd) Monday of each month at a place designated by the Board with due notice. The regular meeting time will be set annually at the reorganization meeting. The public may address the Board regarding any issue during public presentations in accordance with Board policy.

The regular meeting of the Board may be changed following consultation of the Board president with the district administrator and a straw poll of remaining Board members. Meetings may be adjourned to a specific date, at the direction of the Board President, for the consideration of unfinished business.

Committee Meetings –

Board committees of the whole will meet on the fourth (4th) Monday of the month. Items may also be placed on the agenda for Board discussion and action as needed.

Special Meetings –

Special school board meetings will be scheduled following consultation of the Board president with the district administrator, and a straw poll of remaining board members.

Organizational Meeting –

The annual organizational meeting of the Evansville Board of Education shall be held at the first meeting of the Board on or within 30 days of the fourth Monday in April.

The purpose of the organizational meeting shall be to elect a president, a vice-president, a clerk and a treasurer. The floor will be opened for nominations for each office, which will be voted on by voice vote, roll call, or paper ballot.

Annual District Business Meeting –

The Annual District Business Meeting, which includes a budget hearing, will be held between May 15 and September 30 in a prominent location. The date and time of the meeting to be set no later than the May board meeting. All citizens of the Evansville Community School District shall be encouraged to attend and participate.

The school district clerk or designee shall publish a Class 2 Notice, under Ch. 985, of the time and place of the annual meeting, the last insertion to be not more than eight days nor less than one day before the annual meeting.

Legal Ref.: Section 120.11 Wisconsin Statutes (School Board Meetings and Reports)

19.83 (Meetings of Governmental Bodies)

Local Ref.: Policy #187 - Public Participation at Board Meetings

Evansville School District 2017-2018 School Year

August 2017							September 2017							October 2017																																															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
November 2017							December 2017							January 2018																																															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
February 2018							March 2018							April 2018																																															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
May 2018							June 2018							July 2018																																															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Aug 24, 25	New Teacher Orientation
Aug 28	Teacher Work Day - No School
Aug 29, 30, 31	Professional Development Day - No School
Sept 4	Labor Day - No School
Sept 5	First Day of School
Oct 9	Professional Development Day - No School
Nov 3	End of 1st Quarter; 1/2 Day K-12 Grading
Nov 22	No School
Nov 23	Thanksgiving - No School
Nov 24	Conference Comp - No School
Nov 27	Professional Development Day - No School
Dec 25-1	Winter Break - No School
Jan 2	Professional Development Day - No School
Jan 3	Students Return
Jan 19	End of 2nd Quarter; 1/2 Day K-8 Grading
Feb 12	Professional Development Day - No School
March 12	Professional Development Day - No School
March 23	End of 3rd Quarter; 1/2 Day K-12 Grading
March 26-30	Spring Break - No School
April 1	Easter
April 2	Conference Comp - No School
April 3	Students Return
April 16	Professional Development Day - No School
May 25	High School Commencement
May 28	Memorial Day - No School
June 8	End of 4th Quarter; 1/2 Day K-8 Students
June 11	1/2 Workday for Staff

Month	Contract Days	Instructional Days
August	4	0
September	20	19
October	22	21
November	20	17.5
December	16	16
January	22	20.5
February	20	19
March	17	15.5
April	20	19
May	23	22
June	6.5	5.5
Total	190.5	175

Partial / Full Instructional Days Per Quarter	1st	2nd	3rd	4th
1st	42.5			
2nd		43.5		
3rd			42.5	
4th				46.5
TOTAL	175			

Contract Days	175
Student Contact Days	2 (4 - 1/2 Student Days/1/2 Grading Days)
Professional Development Days	9
Work Days	1.5
Paid Holidays	3
TOTAL	190.5

Key	Professional Development (9) - No Students
No School	Quarter End (4 - 1/2) - No Students PM
Holiday (3) - No School	Teacher Workday (1.5) - No Students

- 5 Snow Days Built In
- Board Approved 10/12/16
- Updated 8/3/17 (Nov 3 and March 23)

What Every New Board Member Needs To Know

– About The District –

District Information:

1. Name Of School District: **Evansville Community School District**

2. School District Address: **340 Fair Street Evansville WI 53536**

3. Main District Phone Number: **608-882-5224 Fax: 608-882-6564**

4. Web Site: **www.ecsdnet.org**

5. Superintendent: Phone: Cell Phone: E-mail:

Jerry Roth	882-3386	751-9868	rothj@evansville.k12.wi.us
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6. Superintendent's

Administrative Assistant Phone: Fax: E-mail:

Kelly Mosher	882-3387	882-6564	mosherk@evansville.k12.wi.us
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7. Board Members: Phone: E-mail:

Eric Busse	882-0405	<u>bussee@evansville.k12.wi.us</u>
Melissa Hammann	882-9993	<u>HammannM@evansville.k12.wi.us</u>
Curtis Nyhus	882-1050	<u>nyhusc@evansville.k12.wi.us</u>
Ellyn Paul	882-5418	<u>paule@evansville.k12.wi.us</u>
John Rasmussen	882-6525	<u>rasmussenj@evansville.k12.wi.us</u>
Kathi Swanson	728-1045	<u>swansonk@evansville.k12.wi.us</u>
Thomas Titus	608-490-1705	<u>TitusT@evansville.k12.wi.us</u>

8. Communities Served By The District: **City of Evansville, towns of Brooklyn, Union, Porter, Janesville, Magnolia, Center, and Rutland.**

9. Number Of Employees In District: **247 (does not include crossing guards or substitutes).**

10. What Employee Groups Are In Place?

Evansville Education Association – Dee Jay Redders/Kim Katzenmeyer: 2016-17, 142 members.

Evansville Educational Association Auxiliary – Cathy Schuett; 2016-17, 39 members.

Custodians/Maintenance Workers – Kevin Wells, 2016-17, 16 members.

Food Service Workers – Liz Uher, 2016-17, 14 members.

11. Grade Levels Served By The District: **Early Childhood (3-4 year old special education), Grades 4K-12**

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

12. Number Of Students Enrolled: Total: **1,820 (3rd Friday, September 2017)**

Early Childhood **1**; 4K-2 Levi Leonard Elementary **469**; 3-5 Theodore Robinson Intermediate **388**;
JC McKenna Middle 6-8 **412**; and Evansville High School **550**

13. Student Population:

Ethnic Groups by Percentage: **White - 90.1%; Hispanic – 5.9%; Black - 2%;
American Indian - .1%; Asian - .5%; Multi – 1.3%**

Percentage of English Language Learners: **.2% (35 students)**

Primary languages spoken at home other than English: **Spanish; Greek; Chinese**

Percentage of students receiving free or reduced lunch: **21%**

14. Number Of Square Miles The District Covers: **165 square miles**

15. Home To School Transportation: Contracted to: **Ringhand Brothers, Inc.**

16. Number Of Schools: Total: **4**

Pre-schools **0** Elementary schools **2** Middle schools **1** High schools **1**

Alternative Education School **1** JEDI Virtual **1**

17. District Office Departments:	Name of Department Head:	Phone Number:
Business Manager	Jamie Merath	882-3383
Director of Curriculum & Instruction	Scott Everson	882-3382
Director of Student Services	Janessa Katzenberger	882-3391
Technology Manager	Larry Martin	882-3390
Director of Buildings and Grounds	Steve Shulta	882-3388

18. District Documents On District Website:

Mission Statement and Vision Statement – on Home Page

Budget – Departments page, then Business Services

District Fund 10 Operating Budget = \$20,751,302

Policy Book - School Board and Employee Handbook

School Year Calendar- Main Page at bottom

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

Current District Issues:	Status Of The Issue:
School District Budget	Work in progress
CSI (Continuous System Improvement)	Work in progress
Potential 2018 Referendum	Work in progress

19. District Schools:

Name of School:	Grade Levels:	Principal:	Phone Number:
Levi Leonard Elementary	Early Childhood - 2	Mark Schwartz SchwartzM@evansville.k12.wi.us	882-3104
Theodore Robinson Intermediate	3-5	Barbara Dorn dornb@evansville.k12.wi.us	882-3842
JC McKenna Middle	6-8	Joanie Dobbs dobbsj@evansville.k12.wi.us	882-3302
Evansville High	9-12	Jason Knott knottj@evansville.k12.wi.us	882-3508

Board Information:

1. Board Meeting Dates And Times:

2nd and 4th Monday of Each Month, 6:00 pm, in the District Board and Training Center, 340 Fair Street, Enter Door 36

2. Board Officers:

Role:

President: Mason Braunschweig	Facilitate all board meetings, plan agendas, follow-up with District Administrator, participate in WASB training, and communicate with WASB.
Vice-President: Eric Busse	Conduct meetings in Presidents' absence.
Clerk: John Rasmussen	Work with Deputy Clerk as needed to sign required documents.
Treasurer: Melissa Hammann	Serves as Chair of Finance Committee and works with business manager.
Deputy Clerk: Kelly Mosher	Clerk work done in timely manner.

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

3. Order Of Items On The Board Meeting Agendas:

1. Roll Call	7. Business (Action Items)
2. Approve Agenda	8. Consent Agenda (Action Items)
3. Public Announcements/Upcoming Events	9. Set Next Agenda
4. Public Presentations	10. Executive Session (When Needed)
5. Information & Discussion Items	11. Adjourn
6. Public Presentations	

4. Board Committee Of The Whole: Board Member Chairs/Administrators:

Board Development	Braunsehweig
Budget Finance	Melissa Hammann

5. Board Sub-Committees: Board Members:

Employee Handbook (3x/school year)	Hammann, Hennig, Titus
Insurance (October-February)	Braunsehweig, Rasmussen
Policy Development	Hammann, Hamilton
Continuous System Improvement (CSI):	Board and Admin. Team:
- Staff and Student Teaching and Learning	Hammann, Hennig, Admin Team
- Communication and Community Engagement	Hamilton, Roth, Dorn
- Technology	Busse, Everson, Knott, Martin
- Climate and Culture	Titus, Katzenberger, Knott
- Facilities and Operations	Braunsehweig, Rasmussen, Cashore, Shulta, Roth, Merath

6. Governance Norms – How we behave toward members of the governance team and others:

Group/Meeting Agreement

1. We listen carefully and respectfully seeking first to understand what the other person is saying. Then we speak clearly and concisely seeking to be understood by the other person.
2. We address issues, not individuals.

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

3. There are no side conversations. If we have something to say to our neighbor that cannot wait, we request an opportunity to caucus and go out of the room or we wait our turn.
4. We conduct ourselves within commonly understood principals of integrity, professionalism and accountability.
5. We speak and write directly to the question – we don't sidetrack the discussion – we stay on point.
6. We will strive to be prepared by reviewing available board materials and other District related communications in a timely manner.
7. We encourage all members to actively participate and contribute to group discussions.
8. We strive for consensus and do not publicly criticize the decisions of the majority.
9. We celebrate the District's accomplishments.
10. We enjoy what we are doing and we have fun.

7. Governance Protocols – **How we do business: May 2, 2011, Meeting**

How the board meeting agenda is developed and reviewed and by whom: Policy #171.2
Placing items on the board meeting agenda: Policy #171.2
Obtaining additional information about board meeting agenda items before the meeting: Policy #171.2
Obtaining answers to questions about board meeting agenda items before the meeting:
Alerting the board president of the desire to speak on a particular agenda item: Policy #187
Introducing new ideas for the board's consideration:
Responding to staff or community complaints or concerns at board meetings: Policy #187
Communications between and among the board, board members and the superintendent:
Communications between the board and other staff: Policy #521.1
Responding to community or staff complaints or concerns outside of board meetings: Policy #871

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

How, when and whom to notify about visiting school sites or participating in district activities: Policy #860
Individual board member requests for information from staff: Policy #161
Board member participation on district committees and in district activities: Policy #185
When and how the board conducts a self-evaluation:
When and how the board evaluates the superintendent: Policy #225 & 225.1

8. Governance Documents:

District Policies -

<http://www.ecsdnet.org/district/policies.cfm>

District Budget Development
Calendar

Board Bylaws – (100 Series of Policy Book) -

<http://www.ecsdnet.org/district/policies-100-199.cfm>

Location of District Policy Book:
Policy #151.2

Employee Handbook

9. Board Member Benefits:

Stipend:	Voted on at the annual meeting. Currently \$1,500, officers receive an additional \$100.
Health Benefits:	None.
Attending conferences / educational meetings / community events: Policies #164 and #671.2	District pays lodging and registration.
Making reservations for conferences / workshops / district business trips:	Kelly Mosher
Travel Expenses and Reimbursements: Policies #164 and #671.2	Travel and meals reimbursed if submitted.

NOTES:

4/12/18

The Leadership Journey

Leadership thoughts from the WASC Executive Director



National Region 4 Middle School Advisor of the Year

It is with great excitement and enthusiasm that I share this announcement! Wisconsin's Middle Level Advisor of the Year, GRETCHEN KOPF, from



Evansville JC McKenna Middle School, was selected as the National Warren E. Shull Region 4 Advisor of the Year - a true tribute to her extraordinary leadership at her school and at the state level. She was chosen from a long list of accomplished advisors from Region 4 states - Minnesota, Michigan, Wyoming, Wisconsin, North Dakota, and South Dakota. Gretchen will now travel to the National StuCo Conference this June in Minneapolis, MN, in hopes of being selected as the National Recipient of this award. Congratulations to Gretchen and THANK YOU for being such a shining star in our State and in the Nation!

Upcoming Events

We hope that you choose to join us at an upcoming WASC student leadership event. Information and registration is available at wasc.org! Click the links below to find specific event and site information:

[April 22-23: SHS State Conference](#)

[April 29-30: JAM State Conference](#)

[July 15-19: Level 1, 2, & 3 JAM Camp](#)

[June 26-30: Level 4, 5, & 6 SHS Camp](#)

[June 15-17: Project Delta 3-day Camp](#)





Evansville Community School District

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-5224
Fax: (608) 882-6564

Jamie Merath
Business Manager
merathj@evansville.k12.wi.us
608-882-3383

To: Evansville Board of Education
From: Jamie Merath, Business Manager
Date: April 23, 2018
Re: 2018-19 Meal Prices

The Child Nutrition Reauthorization Health, Hunger-Free Kids Act of 2010 includes requirements for setting school meal prices. The district must follow the regulations in order to continue to receive meal reimbursements. The district meal price information is collected annually by DPI to show compliance within the law.

Due to new federal administration there has not been a determination if school district's will need to complete the required Paid Lunch Equity (PLE) tool which determines what school district's should charge for their lunch program. The Department of Public Instruction is recommending districts to get board of education approval to increase .05 per meal as this is what the increase anticipation may be. If the district is not required to increase the meal price district administration is recommending keeping lunch prices consistent with 2017-18 prices.

Below is a chart that represents lunch prices:

Table with 4 columns: Lunch Prices 2017-18, Daily, Lunch Prices 2018-19, Daily. Rows include Elementary/Intermediate, Middle School, High School, Adults, Milk (1/2 Pint), and Reduced Lunch.

Table with 4 columns: Lunch Prices 2017-18, Daily, Lunch Prices 2018-19 (with .05 Increase), Daily. Rows include Elementary/Intermediate, Middle School, High School, Adults, Milk (1/2 Pint), and Reduced Lunch.

Approved: ~~May 11, 1987~~
Revised: September 10, 1990
Revised: February 13, 2006
Revised:
1st Reading: 4/23/18

342.3

A law or rule, or an expert recommendation, requires district to make local decision

~~GIFTED AND TALENTED~~ **ADVANCED LEARNING PROGRAM**

The **Evansville Community School District Board of Education** and professional staff members are dedicated to developing a systematic and continuous program for the identification and education of gifted and talented students. The District is committed to providing the necessary staff, services, facilities, materials and professional development to maintain a comprehensive program that will meet the individual needs of **advanced learners**. ~~identified students.~~

In recognition of the broad and diverse needs of **our advanced learners**, ~~gifted and talented students~~, the Board of Education ~~adopts and supports~~ **the ECSD Plan of Service for Advanced Learning**. ~~Wisconsin Comprehensive Integrated Gifted Education Plan, which follows, as an organizational model. The Administrative Team and Gifted and Talented Resource Staff adapt and modify the curriculum according to this model in order to meet State Educational Standard (t).~~

Legal Ref.: Sections 118.35 Wisconsin Statutes (**Programs for Gifted and Talented Pupils**)
121.02(1)(t) (School District Standards)
PI 8.01(2)(t), Wisconsin Administrative Code

Local Ref.: ECSD Plan of Services for Advanced Learning

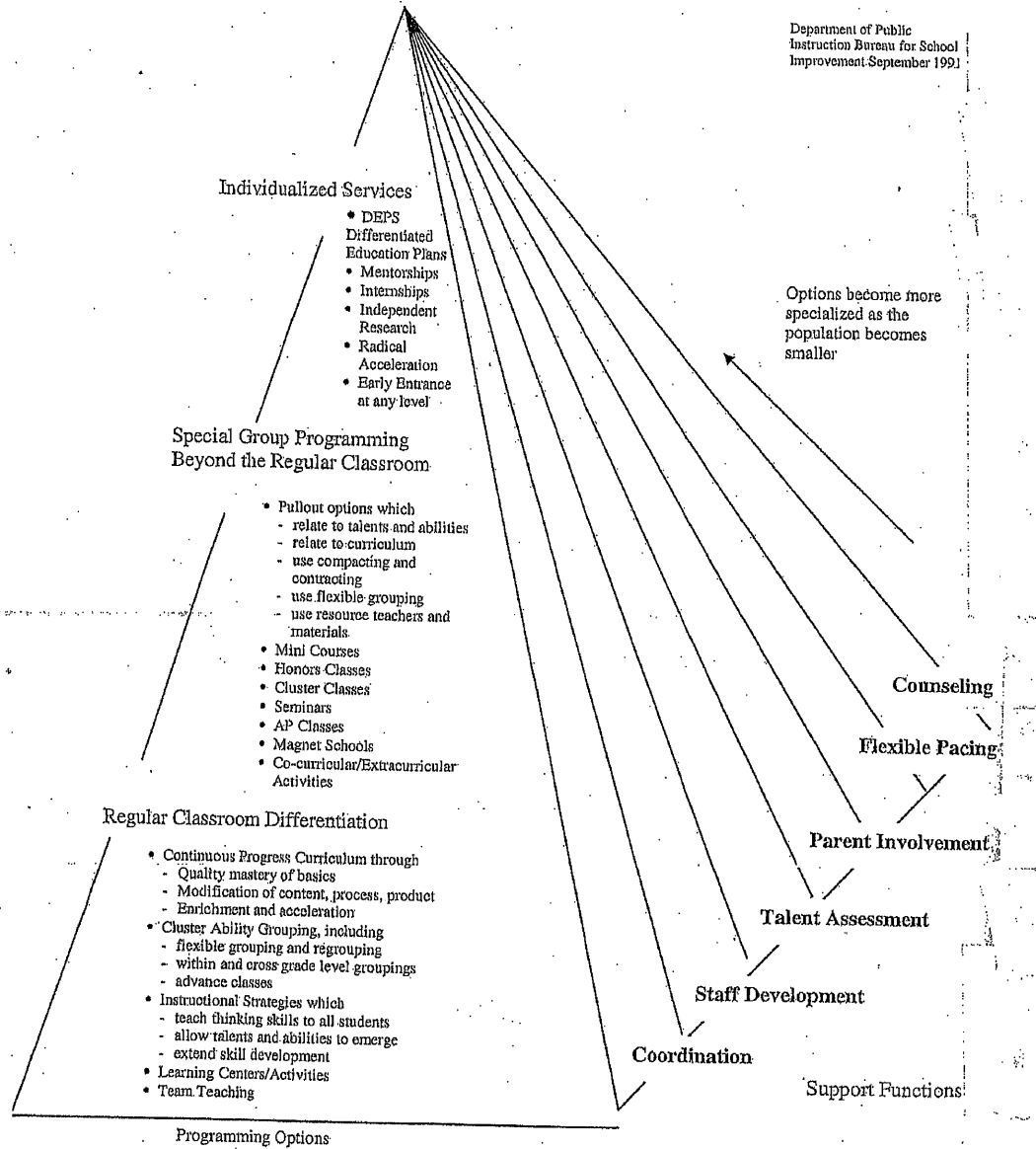
Note – School Board – Link to review document:

http://www.ecsdnet.org/cms_files/resources/Advanced%20Learning%20Plan%20of%20Service%20Board%20Copy.pdf

ALSO, DELETE THE FOLLOWING PAGE: 342.3

WISCONSIN'S COMPREHENSIVE INTEGRATED GIFTED PROGRAMMING MODEL

Department of Public
Instruction Bureau for School
Improvement, September 1991



Approved: May 11, 1987
Revised: January 8, 2007
1st Reading: 4/23/18

351

Recommendation by Administration is to remove as is not required

SUMMER SCHOOL

The Evansville School District may offer summer school programs for remedial and enrichment instruction in grades pre-school through nine when the District funds are available.

When enrolled in summer school, consistent student attendance is expected, the same as during the school years.

Summer school programs must have the approval of the Board.

Legal Ref.: Sections 118.04 Wisconsin Statutes
121.14
121.54(4)
121.58(4)
PI 17, Wisconsin Administrative Code

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. ~~A group of three or more individuals with~~ **has** a unique name, identifiable marks or symbols;
3. ~~who~~ claims turf or territory;
4. ~~who~~ associates on a regular basis. ~~and/or;~~
5. ~~who engage in anti-social or criminal activity.~~

School administrators 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 parents/guardians 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.

Disciplinary Action

Depending on the number of gang affiliation indicators and severity of the threat to student safety, some or all of the following actions may occur:

1. ~~Conference with parent/guardian and student to discourage gang related activities.~~
2. ~~Detention.~~
3. ~~Suspension.~~
4. ~~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: ~~February 11, 2002~~

374

Revised: February 12, 2007

Revised: June 14, 2010

Revised:

1st Reading: 4/9/18; 2nd Reading: 4/23/18

SCHOOL FUND RAISING ACTIVITIES

The **Evansville Community School District Board of Education** approves of student solicitations and fund raising activities, on behalf of district programs. Fund raising activities must be consistent with district priorities and have the approval of the administration. The goal of fund raising will be for school and school related purposes and not for the student's personal profit.

School Wide Fund Raisers

Every effort ~~shall~~ **must** be made to limit activities to no more than two fund raisers, involving products, per building, per year. These building wide fund raising efforts must be coordinated and monitored by a school administrator. All monies obtained from buildings ~~shall~~ **must** be recorded in the student activity fund ledger and deposited with the business office. Parent organization funds ~~shall~~ **must** be maintained by that organization with reports given to the principal and organization at a regular meeting.

Door to Door

Students are discouraged from selling to strangers door to door and are advised to limit their selling to include only family and friends. Students who choose to sell door-to-door should be accompanied by an adult.

Fund Raisers Co- and Extra-Curricular Groups

These are limited to one per semester during the time the activity is in season. Students twelve years of age or older may participate in approved community fund raising events.

In-school fund raising activities ~~shall~~ **must** be regulated and monitored by each building principal and appropriate advisors.

All items purchased with such funds are the property of the school district and are subject to the policies of the Board.

Fund Raising for Outside Organizations

No outside organization shall be permitted to use school time, facilities, students or personnel for solicitations, sales, or collection of donations without approval of the district or building administrator.

Legal Ref.: 103.23 Wisconsin Statutes (Age Minimum)
103.64 (Employment of Minors; Definitions)
118.12 (Sale of Goods and Services at Schools)

Local Ref.: Policy #374 ~~Exhibit~~ **Form 1**-Fund Raising Form
Policy #374 ~~Exhibit~~ **Form 1 2**-Fund Raising Activities Form
Policy #374 ~~Exhibit~~ **Form 2 3**-Fund Raising Activities Form

Revised: ~~February 11, 2002~~

374.1

Revised: February 12, 2007

Revised: June 14, 2010

Revised:

1st Reading: 4/9/18; 2nd Reading: 4/23/18sha

OUTSIDE FUND RAISING FOR CO- AND EXTRA- CURRICULAR PROGRAMS

The Evansville Board of Education supports organizations whose primary purpose is to support co- and extra- curricular programs funded by the District. Individuals or organizations, such as arts and athletic boosters, which raise funds in the name of or through school programs or activities, or which generate funds through sales at school events, must contribute all proceeds to the school. These funds will be used for facilities or support of these programs. An annual report to the Board summarizing all such fund raising by building should include: the name of the organization, the amount raised, the net proceeds and specifically what the funds are used for.

Individuals or organizations must enter into agreements with the District regarding these funds. Groups which generate funds may designate funds to particular programs and propose how funds will be spent. The Board or its designee will approve agreements with each individual or organization. All entered fund raising agreements must be consistent with district priorities and goals, and each agreement shall **must** require an annual accounting report for all funds. The program director and the appropriate building principal are responsible for all monies obtained from these agreements. These monies shall **must** be recorded and deposited with the business office in a manner consistent with the agreement.

All items purchased with such funds are the property of the school district and are subject to the policies of the Board.

Participating program directors are responsible for coordination among programs ~~fair and~~ **insuring equitable** access to fund raising opportunities. ~~and for the planning and operations of concessions at events.~~ The Board expects fund raising opportunities to be distributed ~~fairly~~ **equitably** across all programs and directs administration to implement this policy accordingly.

Legal Ref.: Sections 103.23 Wisconsin Statutes (Age Minimum)
103.64 (Employment of Minors; Definitions)
118.12 (Sale of Goods and Services at Schools)

Local Ref.: Policy #374 ~~Exhibit~~ **Form 1**-Fund Raising Form
Policy #374 ~~Exhibit~~ **Form 1 2**-Fund Raising Activities Form
Policy #374 ~~Exhibit~~ **Form 2 3**-Fund Raising Activities Form

~~Approved: January 13, 1986~~
Revised: October 10, 1994
Revised: February 12, 2007
Revised:
1st Reading: 4/9/18; 2nd Reading: 4/23/18

374.2

FUND RAISING FOR OUTSIDE ORGANIZATIONS BY STAFF OR STUDENTS

The Evansville **Community School District** Board of Education recognizes that there are many worthy organizations which derive most of their operating funds through public campaign drives of various types. Although the Board understands and is sympathetic to the goals of many of these organizations, it recognizes that its first responsibility is to the educational program.

Therefore, unless authorized by the district administrator, the schools and/or student bodies shall not participate in general fund drives or solicitations.

Staff or students who wish to fund raise at school on behalf of a particular cause may do so with the approval of the building administrator, but such efforts should be closely monitored for their connection to advancing our instructional programs, promoting responsible citizenship, and/or character education.

Legal Ref.: Sections 103.23 Wisconsin Statutes (**Age Minimum**)
103.64 (**Employment of Minors, Definitions**)
118.12 (**Sale of Goods and Services at Schools**)

Approved: February 12, 2007
Revised:
1st Reading: 4/9/18; 2nd Reading: 4/23/18

374 Exhibit Form 1

EVANSVILLE COMMUNITY SCHOOL DISTRICT

FUND RAISING FORM

Check one: _____ In School Only _____ School and Community _____ Date

Organization: _____

Time Period for Fund Raising: _____

Item to be Sold: _____

Supplier of Items: _____

Mark Up Per Items: _____ % Number of Student Sellers: _____

Expected Revenue: Gross: _____ Net: _____

Provisions for Leftovers: _____

Will Item(s) Create a Litter Problem? _____ If so, Remedial Steps: _____

Purpose for Which Funds Will Be Used: _____

SIGNATURES:

Advisor: _____

Student Club/Organization President: _____

Principal: _____

District Administrator, if School and Community: _____

Approved: February 12, 2007

374 Exhibit 2-Form 1 2

Revised:

1st Reading: 4/9/18; 2nd Reading: 4/23/18

EVANSVILLE COMMUNITY SCHOOL DISTRICT

POST FUND RAISING FORM

Date: _____

Organization: _____

Item Sold: _____

Amount of Funds Raised: _____

Total Purchase Cost of Items: _____

Net Profits: _____

Name and Address of Vendor: _____

~~Sale Price x Number of Items Purchased =~~

_____ x _____ = _____

_____ Actual Receipts = _____

_____ Variance = _____

Explanation of Variance: _____

Analysis of Project: (Product quality, sale-ability, profit, service, etc.)

Advisor: _____

Principal: _____

Date Received: _____

Approved: February 12, 2007
Revised:
1st Reading: 4/9/18; 2nd Reading: 4/23/18

FUND RAISING ACTIVITIES

Building/Organization: _____

Date of Fund Raiser	Student Group / Item Sold	# Students Involved	Amount of Funds Raised	Total Purchase Cost of Items	Net Profits	Use of Funds Raised

Due to District Office by June 15, each year.

Revised: September 11, 2006

251

Reviewed: April 23, 2012

Revised: December 14, 2016

Revised:

1st Reading: 3/12/18; 2nd Reading: 4/9/18; 3rd Reading: 4/23/18

ORGANIZATION **STRUCTURE** FOR ADMINISTRATIVE PURPOSES

The Evansville Community School District Board of Education expects the district administrator to establish clear understandings on the part of all personnel of the ~~working~~ **reporting** relationship in the school system.

Lines of direct authority shall be those approved by the Board and shown on district organization charts.

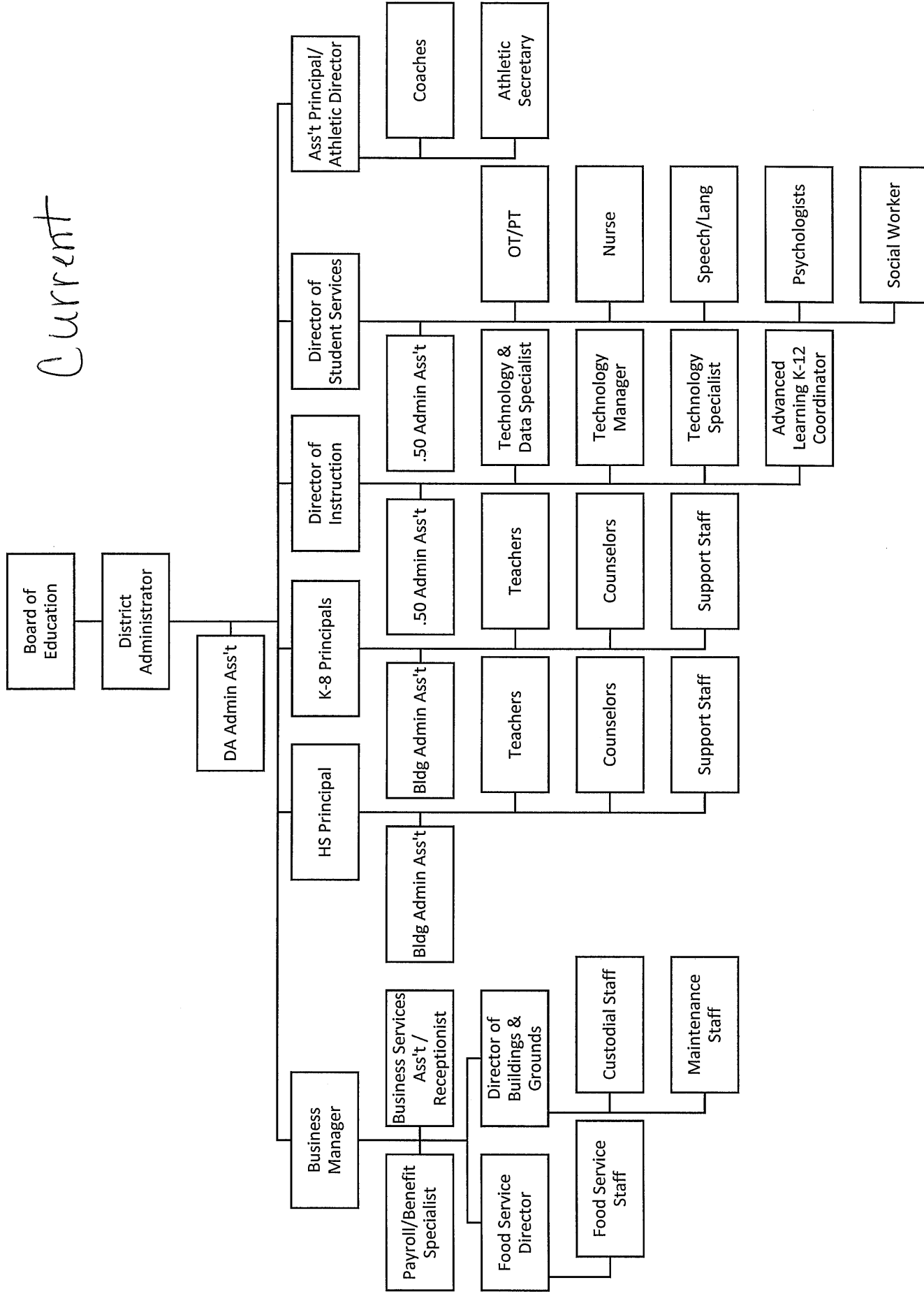
Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately ~~responsible~~ **report to** informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes, but all personnel shall have the right to appeal any decision made by an administrative officer to the next higher administrative authority.

Additionally, the lines of authority do not restrict in any way the cooperative ~~sensible working together~~ **working relationship** of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

Local Ref.: #251 Exhibit – **Organizational Structure** Chart

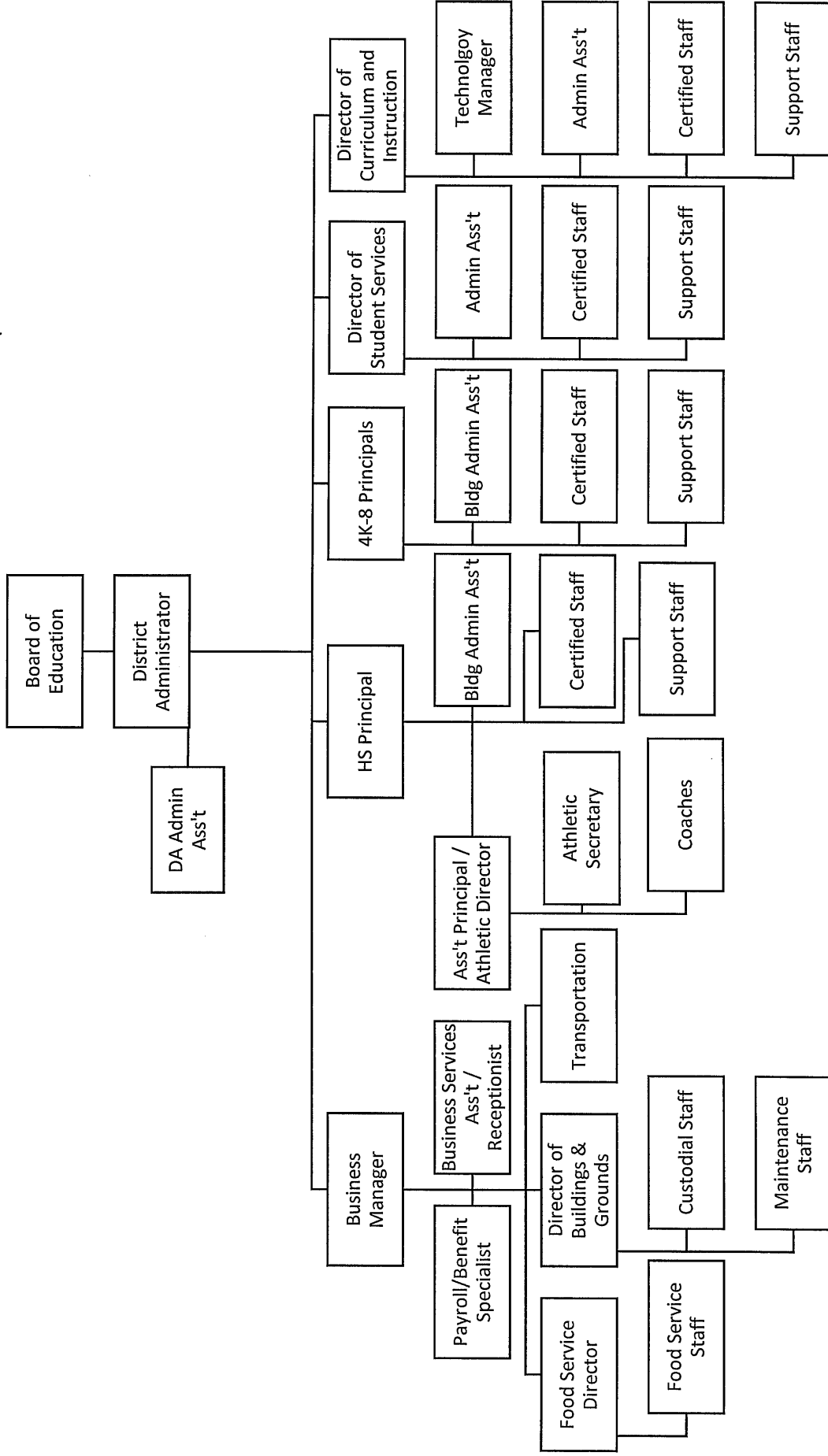
EVANSVILLE COMMUNITY SCHOOL DISTRICT
ORGANIZATIONAL STRUCTURE CHART



Revised: June 11, 2012
Revised: December 14, 2016
Revised: 1st Reading: 3/12/18; 2nd Reading: 4/9/18; 3rd Reading: 4/23/18

EVANSVILLE COMMUNITY SCHOOL DISTRICT
ORGANIZATIONAL STRUCTURE CHART

Proposed New



Revised: June 27, 2011

345.62

Revised: March 11, 2015

Revised: September 14, 2016

Revised:

1st Reading: 3/12/18; 2nd Reading: 4/9/18; 3rd Reading: 4/23/18

GRADUATION EXERCISES

Completion of the requirements for an Evansville High School diploma is viewed as the minimum academic achievement for all students in the school district. The Evansville Community School District Board of Education wishes to recognize this important accomplishment in a publicly celebrated graduation ceremony. The exercises shall focus on all members of the graduating class and include active student participation. Individual recognition will be given to the academic honor students of the class and to foreign exchange students.

Graduation exercises shall be held the Friday evening of **the week before finals**. ~~Memorial Day weekend.~~ Students shall be monitored for their progress toward graduation beginning in their freshman year. All efforts will be made to assist the students to graduate. Students who ~~have satisfactorily~~ **are on track to completed** all requirements for graduation may participate in the graduation exercises. Students who graduate early may participate in the next scheduled graduation ceremony. All students participating in graduation exercises shall be expected to maintain proper conduct and abide by all school rules and regulations. Students participating in the graduation ceremony will be seated alphabetically by last name. ~~The practice of including an invocation and benediction as part of the official graduation ceremony is not permitted.~~

The graduation status of all students shall be reviewed by the school counselor after completion of the junior year. If graduation status is questionable, students and their parents/guardians shall be notified by letter before the beginning of the school year and again at the end of the first semester of the senior year. If it becomes apparent that successful completion is not possible, the parents/guardians of the students who do not meet the requirements for graduation will be informed that the student in question is not eligible to participate in the graduation ceremony.

Legal Ref: Section 118.33 Wisconsin Statutes (High School Graduation Standards)
PI 18 of the Wisconsin Administrative Code

Local Ref.: Policy #345.6 – Graduation Requirements

EVANSVILLE COMMUNITY SCHOOL DISTRICT
EVANSVILLE, WISCONSIN

The special meeting of the Board of Education of the Evansville Community School District was held Wednesday, April 4, 2018, at 6:00 pm in the District Board and Training Center.

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

APPROVE AGENDA

Motion by Mr. Busse, seconded by Mr. Titus, moved to approve the agenda as presented. Motion carried, 5-0 (voice vote).

EXECUTIVE SESSION

Motion by Mr. Rasmussen, seconded by Ms. Hammann, moved to adjourn into executive session under Sections 19.85 (1) (a) and 19.85 (1) (f) of Wisconsin Statutes. Sections 19.85 (1) (a) and 19.85 (1) (f) allow a meeting to be closed to the public when a government body is going to deliberate concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body, or when a governmental body considers medical, social or personal histories or disciplinary data of specific persons, 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.

The purpose of the executive session is to conduct expulsion hearings in accordance with Section 120.13(1) (c) of the Wisconsin Statutes and to review and discuss pupil records, as defined in Section 118.125 of the Wisconsin Statutes.

Motion carried, 5-0 (roll call vote).

ADJOURN

Meeting adjourned from executive session at 7:25 pm.

Submitted by John Rasmussen, Clerk

Approved: _____ Dated: _____ Approved: 4/23/18
_____, President

EVANSVILLE COMMUNITY SCHOOL DISTRICT
EVANSVILLE, WISCONSIN

The regular meeting of the Board of Education of the Evansville Community School District was held Monday, April 9, 2018, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Mason Braunschweig. Roll call was taken. Members present: Braunschweig, Busse, Hamilton, Hammann, Rasmussen, Titus, and High School Rep. Parker. Absent: Hennig and High School Rep. Krueger.

APPROVE AGENDA

Motion by Mr. Busse, seconded by Mr. Titus, moved to approve the agenda as presented. Motion carried, 6-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Week of the Young Child - April 16, 2018.
- Open Enrollment – February 5, 2018 – April 30, 2018

PUBLIC PRESENTATIONS

None.

INFORMATION & DISCUSSION

HS Board Rep. Ms. Parker presented the High School Representatives report.

Mr. Braunschweig presented the unofficial school board election results and welcomed newcomers Ms. Swanson, Ms. Paul, and Mr. Nyhus. Mr. Rasmussen shared these results are official, after the canvassing today.

District Administrator, Mr. Roth, gave an update on the 2018 potential referendum. The Citizens Advisory Committee (CAC) will have one more meeting and bring a recommendation to the Board on April 25.

Mr. Braunschweig presented the 2018-2019 school calendar and the change of date from Friday, May 24 to Friday, May 31, 2019. Discussion.

Business Manager, Ms. Merath, presented an update on the 2017-2018 budget. Discussion.

Ms. Merath presented an update on the 2018-2019 budget. Discussion.

Ms. Merath presented the Insurance Committee health insurance recommendation. Discussion.

Ms. Hammann presented for a first reading, policies: #374-School Fund Raising Activities; #374.1-Outside Fund Raising for Co-and Extra-Curricular Programs; #374.2-Fund Raising for Outside Organizations by Staff or Students; #374 Form 1-Fund Raising Form; #374 Form 2-Post Fund Raising Form; and #374 Form 3-Fund Raising Activities. Discussion.

Ms. Hammann presented for a second reading, policies #251-Organization Structure for Administrative Purposes; #251 Exhibit-Organizational Structure Chart; and #345.62-Graduation Exercises. Discussion.

PUBLIC PRESENTATIONS

None.

CONSENT (Action Items)

Items pulled from the agenda: 2018-2019 school year calendar-2019 graduation date until policy #345.62-Graduation Exercises is approved, and the hiring of high school guidance counselor.

Motion by Mr. Hamilton, seconded by Mr. Busse, moved to approve:

- Staff changes:
 - Hiring of Delicia Jimenez, Cook II, effective March 22, 2018, at a rate of \$13.50/hour;
- Policy - #250-Administrative Operations;
- Insurance Committee Health Insurance Recommendation offering a dual choice health insurance plan, which will consist of an HRA plan with a \$550 single and \$1,100 family deductible and an HSA' plan with a \$400 single and \$800 family deductible;
- March 12, 2018, regular meeting and March 21, 2018, special meeting minutes;
- and February bills.

Motion carried, 6-0 (roll call vote).

Motion by Mr. Rasmussen, seconded by Mr. Hamilton, moved to approve the hiring of Brooke Hintze, High School Guidance Counselor, effective with the 2018-2019 school year, for a salary of \$56,740. Discussion. Motion carried, 6-0 (voice vote).

FUTURE AGENDA

April 23, 2018, regular meeting agenda discussed.

Mr. Roth thanked the outgoing Board Members.

EXECUTIVE SESSION

Motion by Mr. Hamilton, seconded by Mr. Busse, moved to go into executive session, under Wisconsin State Statute 19.85(1)(c) to consider employment of any public employee over which the governmental body has jurisdiction or exercises responsibility; namely to discuss and approve preliminary notice of nonrenewal of a teacher. Motion carried, 6-0 (roll call vote).

RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF NECESSARY, ON ANY OPEN OR CLOSED SESSION ITEMS

Reconvened in open session at 6:51 pm.

Motion by Mr. Rasmussen, seconded by Mr. Titus, moved that the Board accept the resignation of Jolene Lenth, as tendered by the employee. Motion carried, 6-0 (voice vote).

