

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting/Financial Retreat Agenda**

**Saturday, January 27, 2018**

**8:00 am**

**District Board and Training Center**

**340 Fair Street (Door 36)**

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

- I. Roll Call: Mason Braunschweig      Melissa Hammann      Thomas Titus  
                 Eric Busse                              Keith Hennig  
                 David Hamilton                             John Rasmussen
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
  - Open Enrollment – February 5, 2018 – April 30, 2018
- IV. Budget Finance – Chair, Hammann:
  - A. Discussion Items:
    1. School Finance Presentation.
    2. Forecast5 Model.
    3. Budget Development Process Review.
      - a. Review Staff Input Information.
    4. 2018-2019 Budget Discussion:
      - a. Current/New Expenses for 2018-2019.
      - b. Current/New Revenue Affecting the 2018-2019 Budget.
    5. 2018 Potential Referendum Update.
    6. Possible Sale of Property at Corner of Lincoln Street and 4<sup>th</sup> Street.
    7. Co-Curricular Salary Schedule.
    8. Evansville Education Foundation Update.
    9. Insurance Committee Update.
  - B. Develop Budget Finance Agenda Items for February 26 Meeting.
- V. Consent (Action Items):
  - A. Approval of Policies:
    1. #523 – Staff Health and Safety
    2. #523.1 – Staff Physical Examinations
    3. #523.11 – Employee Alcohol and Drug Testing
    4. #523.2 – Staff Communicable Diseases
    5. #523.3 – Employee Assistance Program
    6. #523.4 (523.5) – Staff Protection
  - B. Approval of January 22, 2018, Regular Meeting Minutes
  - C. Approval of November and December Bills and Reconciliation.
  - D. Approval of Staff Changes: Resignation of Co-Curricular Coach for JV Girls Soccer and Physical Therapist Assistant.
- VI. Review Policies – Chair, Hammann
  - A. First Reading:
    1. #411.3 – Prohibition of Student Bullying

2. #161 – Board Member Information Requests
  3. #211 – Administrator Ethics
  4. #871 – Public Complaints About School Personnel
  5. #871 Form – Complaints Against Staff Form
- B. Second Reading:
1. #411 – Equal Educational Opportunities
  2. #411.4 – Ensuring the Educational Stability of Children in Out-of Home Care (Foster Care)
  3. #527 – Staff Complaint Procedures (Staff Complaints)
  4. #830 – Use of School Facilities, Grounds, and Equipment
- VII. Board Development – Chair, Braunschweig:
- A. Continuous System Improvement (CSI) Sub-Committee’s Updates.
  - B. Wisconsin Association of School Board Convention Review.
  - C. Develop Board Development Agenda Items for February 26 Meeting.
- VIII. Future Agenda – February 12, 2018, Regular Board Meeting Agenda.
- IX. Executive Session – Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss negotiations strategy concerning the 2017-2018 contract with the Evansville Education Association (EEA) covering teachers.
  - X. Reconvene Into Open Session to Take Action, if Necessary, On Any Open or Closed Session Items.
  - XI. Adjourn.

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

Upon reasonable notice, all reasonable efforts will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

Posted: 1/24/18

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting/Financial Retreat Agenda Briefs

Saturday, January 27, 2018

8:00 am

District Board and Training Center

340 Fair Street (Door 36)

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

II. **Approve Agenda.**

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

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

- Open Enrollment – February 5, 2018 – April 30, 2018

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

A. Discussion Items:

1. School Finance Presentation – *Business Manager, Mr. Swanson, will present. No handouts at this time.*
2. Forecast5 Model - *Mr. Swanson, will present. No handouts at this time.*
3. Budget Development Process Review - *Mr. Swanson will present. No handouts at this time.*
  - a. Review Staff Input Information - *Mr. Swanson will present. No handouts at this time.*
4. 2018-2019 Budget Discussion - *Mr. Swanson will present. No handouts at this time.*
  - a. Current/New Expenses for 2018-2019.
  - b. Current/New Revenue Affecting the 2018-2019 Budget.
5. 2018 Potential Referendum Update – *Mr. Roth will present.*
6. Possible Sale of Property at Corner of Lincoln Street and 4<sup>th</sup> Street – *Mr. Roth will present. Enclosed is a map of the property.*
7. Co-Curricular Salary Schedule – *Enclosed is a copy of the current schedule.*
8. Evansville Education Foundation Update – *Ms. Hammann will present.*
9. Insurance Committee Update – *Mr. Swanson will present.*

B. Develop Budget Finance Agenda Items for February 26 Meeting.

**V. Consent (Action Items): Do You Want To Remove Any Items?**

A. Approval of Policies:

1. #523 – Staff Health and Safety
2. #523.1 – Staff Physical Examinations
3. #523.11 – Employee Alcohol and Drug Testing
4. #523.2 – Staff Communicable Diseases
5. #523.3 – Employee Assistance Program
6. #523.4 (523.5) – Staff Protection

B. Approval of January 22, 2018, Regular Meeting Minutes

C. Approval of November and December Bills and Reconciliation.

D. Approval of Staff Changes: Resignation of Co-Curricular Coach for JV Girls Soccer and Physical Therapist Assistant.

- *Resignation of Tristram Bisgrove, JV Girls Soccer Coach, effective immediately.*
- *Resignation of Tracie Wuthrich, Physical Therapist Assistant, effective January 30, 2018.*

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

- **Policies, #523-Staff Health and Safety; #523.1-Staff Physical Examinations; #523.11-Employee Alcohol and Drug Testing; #523.2-Staff Communicable Diseases; #523.3-Employee Assistance Program; #523.4-Staff Protection;**
- **January 22, 2018, regular meeting minutes;**
- **November and December bills and reconciliation;**
- **Staff changes – resignation of Tristram Bisgrove, JV Girls Soccer Coach, effective immediately and Tracie Wuthrich, Physical Therapist Assistant, effective January 30, 2018, and thank them for their service in the District.**

**Roll Call Vote –**

**VI. Review Policies - Chair, Hammann**

A. First Reading:

1. #411.3 – Prohibition of Student Bullying
2. #161 – Board Member Information Requests
3. #211 – Administrator Ethics
4. #871 – Public Complaints About School Personnel
5. #871 Form – Complaints Against Staff Form

B. Second Reading:

1. #411 – Equal Educational Opportunities
2. #411.4 – Ensuring the Educational Stability of Children in Out-of Home Care (Foster Care)
3. #527 – Staff Complaint Procedures (Staff Complaints)
4. #830 – Use of School Facilities, Grounds, and Equipment

**VII. Board Development – Chair, Braunschweig:**

- A. Continuous System Improvement (CSI) Sub-Committee's Updates – *Mr. Roth will give an update.*
- B. Wisconsin Association of School Board Convention Review – *Mr. Roth, Mr. Busse, and Mr. Titus will give their feedback on the convention.*
- C. Develop Board Development Agenda Items for February 26 Meeting.

**VIII. Future Agenda – February 12, 2018, Regular Board Meeting Agenda.**

- IX. Executive Session – Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss negotiations strategy concerning the 2017-2018 contract with the Evansville Education Association (EEA) covering teachers.**

**Suggested Motion: I move under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss negotiations strategy concerning the 2017-2018 contract with the Evansville Education Association (EEA) covering teachers.**

**Roll Call Vote –**

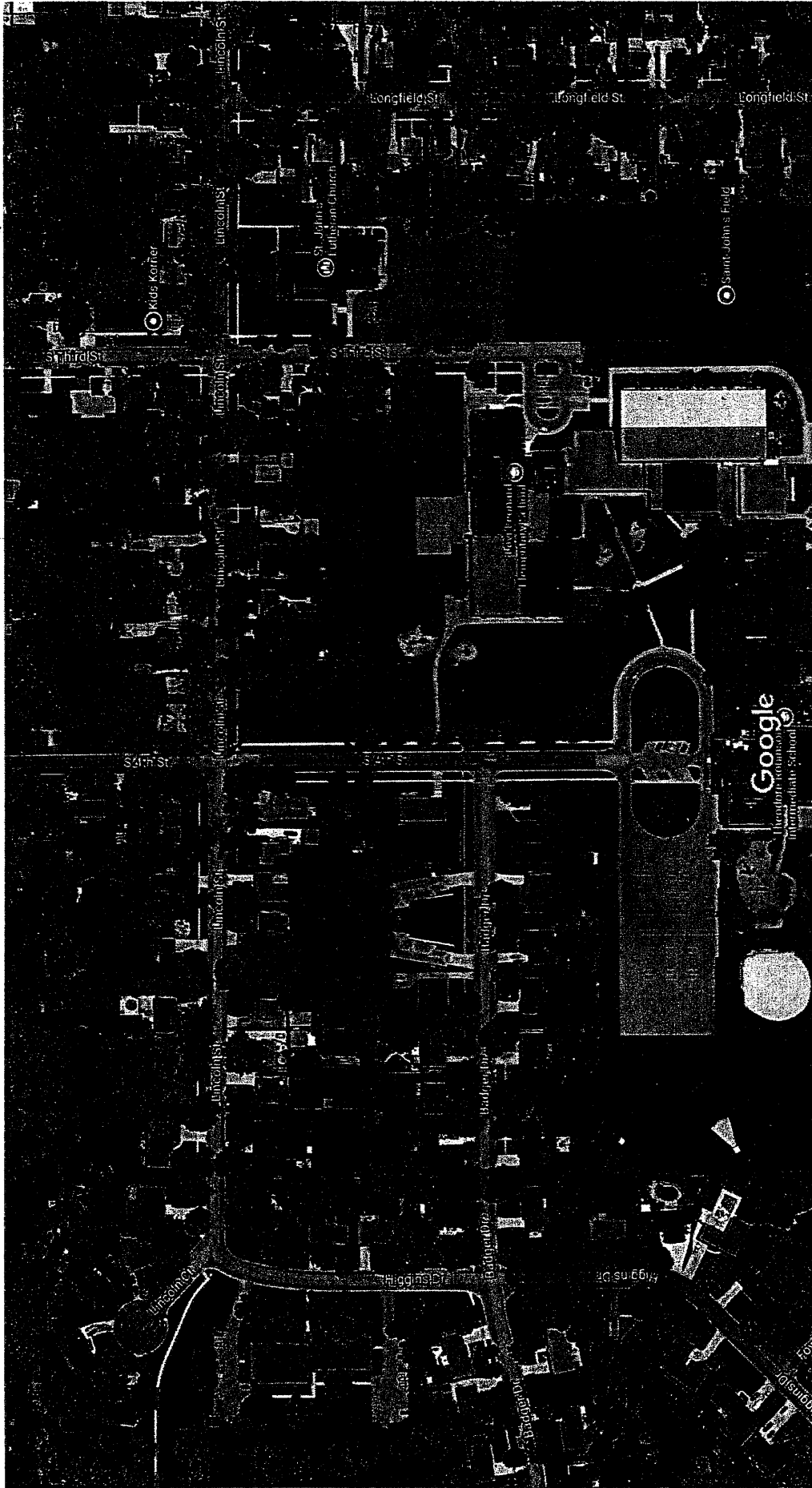
- X. Reconvene Into Open Session to Take Action, if Necessary, On Any Open or Closed Session Items.**

- XI. Adjourn.**

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

**For Your Information:**

- 1. Upcoming Board Meetings:
  - February 12, Regular Board Meeting
  - March 12 Regular Board Meeting
  - March 21 Special Board Meeting
  - April 9 Regular Board Meeting:



- ▲ Property on the corner of Lincoln Street and 4<sup>th</sup> Street
  - Would require rezoning and detachment
  - May be rezoned as one or two lots

# Co-Curricular Salary Schedule

Base Calculation Amt = \$32,805.00

Position	% of base amount	1-2 Yrs of Service	3-4 Yrs of Service	5-6 Yrs of Service	7+ Yrs of Service
Head Football	11%	\$3,609.00	\$3,789.00	\$4,054.00	\$4,419.00
Head Basketball	11%	\$3,609.00	\$3,789.00	\$4,054.00	\$4,419.00
Head Wrestling	11%	\$3,609.00	\$3,789.00	\$4,054.00	\$4,419.00
HS Band Director	11%	\$3,609.00	\$3,789.00	\$4,054.00	\$4,419.00
	10%	\$3,281.00	\$3,445.00	\$3,686.00	\$4,017.00
Head Musical Director	9%	\$2,952.00	\$3,100.00	\$3,317.00	\$3,616.00
HS Newspaper	9%	\$2,952.00	\$3,100.00	\$3,317.00	\$3,616.00
Head Baseball	8%	\$2,624.00	\$2,756.00	\$2,949.00	\$3,214.00
Head Softball	8%	\$2,624.00	\$2,756.00	\$2,949.00	\$3,214.00
Head Track	8%	\$2,624.00	\$2,756.00	\$2,949.00	\$3,214.00
Head Volleyball	8%	\$2,624.00	\$2,756.00	\$2,949.00	\$3,214.00
Head Cross Country	8%	\$2,624.00	\$2,756.00	\$2,949.00	\$3,214.00
Head Soccer	8%	\$2,624.00	\$2,756.00	\$2,949.00	\$3,214.00
Pom-pom Advisor	8%	\$2,624.00	\$2,756.00	\$2,949.00	\$3,214.00
HS Cheerleading Advisor	8%	\$2,624.00	\$2,756.00	\$2,949.00	\$3,214.00
Assistant Football	7%	\$2,296.00	\$2,411.00	\$2,580.00	\$2,812.00
Assistant Basketball	7%	\$2,296.00	\$2,411.00	\$2,580.00	\$2,812.00
Assistant Wrestling	7%	\$2,296.00	\$2,411.00	\$2,580.00	\$2,812.00
Assistant Varsity Basketball	7%	\$2,296.00	\$2,411.00	\$2,580.00	\$2,812.00
Musical Vocal Director	7%	\$2,296.00	\$2,411.00	\$2,580.00	\$2,812.00
Musical Orchestra Director	7%	\$2,296.00	\$2,411.00	\$2,580.00	\$2,812.00
Musical Technical Director	7%	\$2,296.00	\$2,411.00	\$2,580.00	\$2,812.00
Frosh Football	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
Frosh Basketball	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
Assistant Baseball	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
Assistant Softball	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
Assistant Track	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
Assistant Cross Country	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
Assistant Volleyball	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
Assistant Soccer	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
JV Pom-pom Advisor	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
HS Choir	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
Drama Coach	6%	\$1,968.00	\$2,067.00	\$2,211.00	\$2,410.00
Permanent Noon Duty	5%	\$1,640.00	\$1,722.00	\$1,843.00	\$2,009.00
Assistant Drama Coach	5%	\$1,640.00	\$1,722.00	\$1,843.00	\$2,009.00
HS Forensics	5%	\$1,640.00	\$1,722.00	\$1,843.00	\$2,009.00
Frosh Baseball	5%	\$1,640.00	\$1,722.00	\$1,843.00	\$2,009.00
Frosh Volleyball	5%	\$1,640.00	\$1,722.00	\$1,843.00	\$2,009.00
Frosh Softball	5%	\$1,640.00	\$1,722.00	\$1,843.00	\$2,009.00
<del>HMV Advisor</del>	5%	\$1,640.00	\$1,722.00	\$1,843.00	\$2,009.00
<del>HS Robotic Team</del>	5%	\$1,640.00	\$1,722.00	\$1,843.00	\$2,009.00
HS Math Team	5%	\$1,640.00	\$1,722.00	\$1,843.00	\$2,009.00

*Science Olympiad*

Position	% of base amount	1-2 Yrs of Service	3-4 Yrs of Service	5-6 Yrs of Service	7+ Yrs of Service	Grand-fathered
MS Wrestling	4.5%	\$1,476.00	\$1,550.00	\$1,659.00	\$1,808.00	\$1,907.00
MS Football	4.5%	\$1,476.00	\$1,550.00	\$1,659.00	\$1,808.00	\$1,907.00
MS Basketball	4.5%	\$1,476.00	\$1,550.00	\$1,659.00	\$1,808.00	\$1,907.00
MS Track	4.5%	\$1,476.00	\$1,550.00	\$1,659.00	\$1,808.00	\$1,907.00
MS Volleyball	4.5%	\$1,476.00	\$1,550.00	\$1,659.00	\$1,808.00	\$1,907.00
MS Band Director	4.5%	\$1,476.00	\$1,550.00	\$1,659.00	\$1,808.00	\$1,907.00
MS Yearbook	4.5%	\$1,476.00	\$1,550.00	\$1,659.00	\$1,808.00	\$1,907.00
HS Student Council	4.5%	\$1,476.00	\$1,550.00	\$1,659.00	\$1,808.00	\$1,907.00
FBLA	4.5%	\$1,476.00	\$1,550.00	\$1,659.00	\$1,808.00	\$1,907.00

MS Problem Solving	4%	\$1,312.00	\$1,378.00	\$1,474.00	\$1,607.00	
MS Student Council	4%	\$1,312.00	\$1,378.00	\$1,474.00	\$1,607.00	
Assistant Forensics	4%	\$1,312.00	\$1,378.00	\$1,474.00	\$1,607.00	
HS Jr. Class & Prom Advisor	4%	\$1,312.00	\$1,378.00	\$1,474.00	\$1,607.00	
HS Sr. Class & Grad Advisor	4%	\$1,312.00	\$1,378.00	\$1,474.00	\$1,607.00	

Safety Patrol Advisor	3%	\$984.00	\$1,033.00	\$1,106.00	\$1,205.00	
ES/Int Forensics	3%	\$984.00	\$1,033.00	\$1,106.00	\$1,205.00	
MS Forensics	3%	\$984.00	\$1,033.00	\$1,106.00	\$1,205.00	
MS School Newspaper	3%	\$984.00	\$1,033.00	\$1,106.00	\$1,205.00	
HS Store Manager	3%	\$984.00	\$1,033.00	\$1,106.00	\$1,205.00	
HS Frosh Advisor	3%	\$984.00	\$1,033.00	\$1,106.00	\$1,205.00	
HS Soph Advisor	3%	\$984.00	\$1,033.00	\$1,106.00	\$1,205.00	
HCP Advisor	3%	\$984.00	\$1,033.00	\$1,106.00	\$1,205.00	

MS Quiz Bowl Coach	2%	\$656.00	\$689.00	\$737.00	\$803.00	
MS Choir	2%	\$656.00	\$689.00	\$737.00	\$803.00	
History Hunters' Advisor	2%	\$656.00	\$689.00	\$737.00	\$803.00	
ES Music	2%	\$656.00	\$689.00	\$737.00	\$803.00	
National Honor Society	2%	\$656.00	\$689.00	\$737.00	\$803.00	
AFS Advisor	2%	\$656.00	\$689.00	\$737.00	\$803.00	
Intermediate Choir	2%	\$656.00	\$689.00	\$737.00	\$803.00	
Elem/Int Club Advisor	2%	\$656.00	\$689.00	\$737.00	\$803.00	

Evansville Community School District  
Extended Season Coaching Compensation

Evansville Coaches will be compensated for tournament coaching time past the "expected" season. For football such compensation begins for any games after the regular season finale. For all other athletic coaches, compensation begins for games after the automatic first tournament game.

Compensation will be provided after the "expected" season at the rate of \$125 for the head coach and \$100 for designated assistant(s). This amount will be paid each week competition occurs past the "expected" season.

Extended season coaching compensation will be paid to the coaches per sport as indicated below:

Football - Head Coach + 4 Assistants

Volleyball, Cross Country, Wrestling, Baseball, Softball, Track, Soccer - 1 Head Coach + 1 Assistant

Boys' Basketball, Girls' Basketball - 1 Head Coach + 1 Assistant (j.v.)



**Not Required – SUGGESTION TO REMOVE BY WASB/ADMIN TEAM**

**STAFF HEALTH AND SAFETY**

The Evansville Community School District is committed to providing its staff with a safe environment in which to work and will strive to protect all persons from physical and/or psychological abuse. Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District-sponsored events. The District will not tolerate such conduct from its employees, former employees, contractors, students, or visitors.

An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence toward anyone else is to notify the building principal or supervisor immediately, and steps are to be taken at once to protect the safety of that person. These rules shall be written to assure the protection of all students and staff and authorize appropriate disciplinary measures. For students, detailed rules are contained in student handbooks in the Code of Conduct.

Courteous behavior is expected of all students, all school personnel, and any other person visiting the schools. Neither students nor staff shall be subjected to aggressive, intimidating, or abusive behavior by other students, other staff, or other school patrons, including parents.

Physical abuse, threatening behavior and/or aggression are serious matters and may result in immediate contact with law enforcement.

Verbal abuse of teachers or other school personnel, insubordination to school personnel, profanity, vulgarity, and defiance of rules will not be permitted.

The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

Any instance of physical abuse, threatening behavior or aggression substantiated by the building principal or designee will result in disciplinary action. Consequences for physical and/or psychological abuse may include a conference with those involved, removal from the school, contact with law enforcement or another response selected to match the severity of the offense.

When investigating staff complaints about a student, with special education needs, a plan will be developed which may include adjustments to the student's Individual Education Plan (IEP) and strategies to minimize physical harm to others.

Revised: January 10, 2005

523.1

Revised: August 13, 2012

Revised:

1<sup>st</sup> Reading: 12/11/17; 2<sup>nd</sup> Reading: 1/22/18; 3<sup>rd</sup> Reading: 1/27/18

## STAFF PHYSICAL EXAMINATIONS

Prior to employment with the Evansville Community School District, the Board of Education requires prospective employees to pass a physical examination, including a standard tuberculin test or chest x-ray, as required by state law. Evidence is necessary that employees are of sound health, sufficient to perform the essential functions of their assignment, to make binding the offer of employment or the initial contract, as applicable with the District. The District will arrange for a pre-employment examination, through a medical provider determined by the District, the cost of which will be billed to the District. The designated provider must complete the necessary forms certifying that the individual is physically suitable for employment.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the Evansville Community School District Board of Education claiming such exemption. The Board may, however, require a physical examination if there is reasonable cause to believe that such an employee is suffering from an illness detrimental to the health of others or which impedes job performance. No employee shall be discriminated against by reason of his/her filing of an affidavit.

The District shall pay costs for required physical examinations in accordance with state law.

Staff physical examination forms shall be maintained in a separate file from other personnel records, and shall be treated as confidential medical records. Only the following individuals shall have access to such information:

1. Supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.
2. First aid and safety personnel may be informed, when appropriate, if an employee has a disability, which might require emergency treatment.
3. Governmental officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information on request.

Legal Ref.: Sections 103.15 Wisconsin Statutes (Restrictions on Use of HIV Test)

118.25 (Health Examinations)

121.25(3) (Vehicle, Operator and Driver Requirements)

Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act of 2008

Local Ref.: Policy #523.2 – Staff Communicable Diseases

Revised:

1<sup>st</sup> Reading: 12/11/17; 2<sup>nd</sup> Reading: 1/22/18; 3<sup>rd</sup> Reading: 1/27/18**Mandated Policy – To be reviewed again in one year also****EMPLOYEE ALCOHOL AND DRUG TESTING****Reasonable Suspicion Testing**

All employees shall be required to undergo alcohol and drug testing at any time the Evansville Community School District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol or drugs. Such alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee.

Reasonable suspicion shall not include an employee's lawful use of lawful products, where such use has no reasonable connection or nexus to the employee's work-related responsibilities or obligations under District policy.

**Consequence for Violation**

Employees who violate the District's policies or rules regarding alcohol, or drug use and employees who refuse to consent to testing shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution.

- No employee who drives or operates a district vehicle shall consume an illegal drug, be under the influence of an illegal drug, or have any detected presence of an illegal drug, while on duty, or operating or in physical control of a school vehicle, or while performing any safety-sensitive function.
- No employee who drives or operates a district vehicle shall consume an intoxicating beverage, regardless of alcoholic content, be under the influence of an intoxicating beverage, or have any measured alcohol concentration or any detected presence of alcohol, while on duty, within four hours before going on duty or operating or in physical control of a school vehicle, or while performing any safety-sensitive function.
- No employee who drives or operates a district vehicle shall be on duty, or operate or be in physical control of a school vehicle, or perform any safety-sensitive function while in possession of an intoxicating beverage (including medications which contain alcohol) regardless of its alcoholic content.

Accordingly, all such employees are subject to, reasonable suspicion, random, post-accident, return-to-duty and follow-up testing. Any employee who violates the District's policies or rules regarding alcohol or drug use and employees who refuse to consent to testing shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Legal Ref.: Section 111.35 Wisconsin Statutes (Use or Nonuse of Lawful Products)  
Drug-Free Workplace Act of 1988. 41 U.S.C. Ch. 10

Local Ref.: Policy #522.1 – Alcohol and Drug-Free Workplace  
Policy #523.3 – Employee Assistance Program

Revised:

1<sup>st</sup> Reading: 12/11/17; 2<sup>nd</sup> Reading: 1/22/18; 3<sup>rd</sup> Reading: 1/27/18

## STAFF COMMUNICABLE DISEASES

The Evansville Community School District, pursuant to federal, state and local laws and regulations, and in cooperation with state and local public health agencies shall establish and maintain appropriate health standards regarding cases of known or suspected communicable disease, as well as the reporting of disease and disease control.

In an effort to promote the good health of students and staff, the District will provide educational opportunities to students, staff, and parent(s)/guardian(s) regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and school-sponsored activities.

It is the District's intention to minimize interruptions to learning caused by communicable disease. Guidelines for inclusion or exclusion from school of students with communicable disease shall consider the educational implications for the student and others with whom he/she comes in contact.

Individuals may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease, as defined by the Wisconsin Department of Health Services, that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies.

The Wisconsin Department of Health Services (DHS) chart "Wisconsin Childhood Communicable Diseases" is available on the Wisconsin DHS website. It shall serve as a reference for the District's response to communicable diseases. The chart will be available in school health offices.

In recognition that an individual's health status is personal and private, the District shall handle information regarding staff with suspected or confirmed communicable diseases in accordance with state and federal laws and District policies and procedures regarding confidentiality of staff and records, while at the same time complying with applicable public health reporting requirements.

Legal Ref.: Sections 103.15 Wisconsin Statutes (Restrictions on Use of an HIV Test)  
111.34 (Disability: Exceptions and Special Cases)  
118.125 (Pupil Records)  
118.13 (Pupil Discrimination Prohibited)  
118.195 (Discrimination Against Handicapped Teachers Prohibited)  
118.25 (Health Examinations)  
121.02(1)(i) (School District Standards)  
146.82 (Confidentiality of Patient Health Care Records)

HIPAA

Local Ref.: Policy #453.3 – Communicable Diseases  
Policy #347 – Student Records  
Policy #347 Rule – Procedures for the Maintenance and Confidentiality of Student Records, Administrative Rule

Revised: August 15, 2005

523.3

Revised: July 9, 2012

Revised:

1<sup>st</sup> Reading: 12/11/17; 2<sup>nd</sup> Reading: 1/22/18; 3<sup>rd</sup> Reading: 1/27/18

## EMPLOYEE ASSISTANCE PROGRAM

The Evansville Community School District Board of Education is concerned with the general welfare of its employees and how it affects them as a person as well as how the employee's well-being influences their work performance. The Board recognizes that problems of a personal nature can have an adverse effect on an employee's job performance. It also recognizes that most problems of a personal nature can be dealt with successfully when identified early and help is sought.

Therefore, the District shall make available to all employees an Employee Assistance Program designed to deal with the broad range of problems of a personal nature that interfere with an employee's work performance (i.e., alcohol or other chemical dependency, medical, behavioral/emotional and other problems, such as physical, psychological, marital, financial, and legal problems, involving either the employee or a member of their immediate family that interfere with the employee's job performance). The overall objective of the Employee Assistance Program shall be to reduce problems in the work force and to retain valued employees. The purpose of the Employee Assistance Program shall be to provide pertinent services through arrangements with an outside counseling resource.

The program shall be available to all contracted employees except temporary employees of the District with a problem of a personal nature that interferes with their work performance and their families. The program shall provide problem assessment, short-term counseling and referral. Costs for these services shall be covered by the District. If costs are incurred for other services that are not covered by insurance or other benefits, those costs shall be the responsibility of the employee.

Such a program must protect the privacy of the individual concerned to the extent permitted by law, and, if it is to achieve its objectives, employees seeking assistance through the program must be assured that participation in the program shall not jeopardize their job security, promotional opportunities or reputation.

This program will operate within the following guidelines:

1. The program will be voluntary and confidential.
2. A request by an employee for help from the Employee Assistance program will not be considered in any evaluation of the employee's job performance. However, all employees are responsible for acceptable job performance at all times, whether or not they participate in the program.
3. A referral to the Employee Assistance Program will be made only at the employee's request. A supervisor may recommend, at any time, that the employee consider such a referral.
4. Each individual employee participating in the program shall determine the information to

be shared, if any, with the employer, by a signed release of information form. All diagnostic and treatment records will be maintain solely by the referral and treatment agencies to ensure client confidentiality.

Legal Ref.: Sections 146.81-146.83 (Health Care Records: Definitions; Confidentiality of Patient Health Care Records; Access to Patient Health Care Records)  
Americans With Disabilities Act of 1990, as amended

Local Ref.: Policy #522.1 – Alcohol and Drug-Free Workplace  
Policy #523.11 – Employee Alcohol and Drug Testing

Approved: July 30, 2012

523.5 523.4

Revised:

1<sup>st</sup> Reading: 12/11/17; 2<sup>nd</sup> Reading: 1/22/18

## STAFF PROTECTION

The Evansville Community School District is committed to providing its employees with a safe environment in which to work. Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct from its employees, former employees, contractors, visitors, or students.

An employee who is a victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence toward anyone else shall make a report in accordance with Employee Harassment policy. The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

Local Ref.: Policy #512 - Employee Harassment  
Employee Handbook



EVANSVILLE COMMUNITY SCHOOL DISTRICT  
EVANSVILLE, WISCONSIN

The regular meeting of the Board of Education of the Evansville Community School District was held Monday, January 22, 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, Hennig, Rasmussen, and Titus. Absent: HS Reps Parker and Krueger.

**APPROVE AGENDA**

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

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

- Open Enrollment – February 5, 2018 – April 30, 2018
- Crossing Guard Week – January 22-26, 2018

**PUBLIC PRESENTATIONS**

None.

**INFORMATION & DISCUSSION**

Mr. Braunschweig shared the High School Representatives report.

District Administrator, Mr. Roth, presented an update on the 2018 potential referendum. The Citizens Advisory Committee will see a draft community survey at the January 24 meeting and two building options and operational questions are being considered. Discussion.

Mr. Braunschweig introduced the three school board candidates in the audience.

Mr. Roth presented the 2018 open enrollment motions, allowing all incoming students to attend Evansville. Discussion.

Mr. Roth shared two special meeting dates, March 21 and April 25, 2018, for the Citizens Advisory Committee to make presentations to the Board. Discussion.

Mr. Roth shared the potential hiring of Business Manager, Jamie Merath. Discussion.

Ms. Hammann presented for a first reading, policies: #343.3-Online Learning/Virtual School Program; #411-Equal Educational Opportunities; #411.4-Ensuring the Educational Stability of Children in Out-of Home Care (Foster Care); #527-Staff Complaint Procedures (Staff Complaints); and #830-Use of School Facilities, Grounds, and Equipment. Discussion. Policy #343.3 will remain as is, with no changes and will not come back for further readings.

Ms. Hammann presented for a second reading, policies: #523-Staff Health and Safety; #523.1-Staff Physical Examinations; #523.11-Employee Alcohol and Drug Testing; #523.2-Staff

Communicable Diseases; #523.3-Employee Assistance Program; and #523.4(523.5)-Staff Protection.

**PUBLIC PRESENTATIONS**

None.

**CONSENT (Action Items)**

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the: retirement of support staff, educational assistant, Barbara McCool, effective February 28, 2018, and thank her for her 2 ½ years with the District; resignation of Penny Messling, Co-Curricular Coach for Science Olympiad, effective January 19, 2018; hiring of Brian Benson, Co-Curricular Coach for Science Olympiad, effective immediately for a stipend of \$820; hiring of Brandon Jerstad, High School Girls Varsity Soccer Coach, effective March 19, 2018 for a stipend of \$2,624; hiring of Jamie Merath, Business Manager, effective March 5, 2018, for a salary of \$110,000; that in grades K-12 we approve all 2018 open enrollment student applicants; that in grades PreK-12 we approve all applicants of students who qualify to receive special education services; that in grades PreK-12 we approve all applicants of students who qualify to receive related services in the areas of occupational therapy, physical therapy, and speech and language therapy; and the December 4, 2017, special and December 11, 2017, regular meeting minutes. Motion carried, 7-0 (roll call vote).

**FUTURE AGENDA**

January 27, 2018, regular meeting agenda discussed.

**EXECUTIVE SESSION**

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to deliberate or negotiate the purchasing of public properties and discuss strategy concerning collective bargaining negotiations; namely to discuss negotiations strategy concerning the 2017-2018 contract with the Evansville Education Association (EEA) covering teachers, to discuss purchasing of land, and discuss a personnel matter. Motion carried, 7-0 (roll call vote).

**ADJOURN**

Meeting adjourned from executive session at 6:57 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: 1/27/18  
Mason Braunschweig, President

Approved: ~~July 26, 2010~~  
Revised: May 14, 2012  
Revised: August 10, 2016  
Revised:  
1<sup>st</sup> Reading: 1/27/18

411.3

## PROHIBITION OF STUDENT BULLYING

### Introduction

The Evansville Community School District is committed to providing a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### Definition

~~Bullying is deliberate or intentional behavior using words or actions, intended to cause or resulting in fear, humiliation, intimidation or harm.~~

**Bullying is unwanted, aggressive behavior among school aged children than involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.**

### Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft).
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).
3. Social (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber bullying).
4. Between students and students, students and adults.
5. Motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

### Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district or through district resources such as the computer network. Educational environments include, but are not limited to, every activity under school supervision.

### Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or the building principal as designated by the Board of Education to be a recipient of such reports. Acts of bullying reported on our website will be reviewed by the appropriate building administrator. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner (1-2 days) to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

### Supports and Sanctions and Supports

~~If it is determined that students participated in bullying behavior or retaliation against anyone due to reporting of bullying behavior in violation of the policy, the principal may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.~~

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior.

**Student services will also provide counseling and other educational programming to support victims of bullying.**

~~Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.~~

If it is determined that students participated in bullying behavior or retaliation against anyone due to reporting of bullying behavior in violation of the policy, the principal may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. **These actions are to be considered only if other remedial actions prove unsuccessful.**

### Disclosure and Public Reporting

An annual summary report shall be prepared and presented to the school board no later than August of each year. The annual report will be available to the public.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)

118.46(2) (Policy on Bullying)

120.13(1) (School Board Powers)

120.44 (School Board Powers and Duties)

895.77(2) (Injury Caused by Criminal Gang Activity)

947.0125 (Unlawful Use of Computerized Communication Systems)

947.013 (Harassment)

948.51(2) (Hazing)

PI 9, Wisconsin Administrative Code

Equal Employment Opportunities Commission Guidelines (29 C.F.R.-Part 1604.11)

Local Ref.: Policy #411.1 – Prohibition of Student Discrimination and Harassment

Policy #411.1 Rule – Student Discrimination Complaint Procedures, Administrative Rule

Policy #411.1 Form – Discrimination or Harassment Complaint Form

Policy #411.3 Form – Bullying Report

Other Ref.: [stopbullying.gov](http://stopbullying.gov)

## BOARD MEMBER INFORMATION REQUESTS

It is important for the Evansville Community School District Board of Education members to be informed about the operation of the District. The administrative team will provide information to keep Board members apprised of District operations. As a general rule, information will be distributed to the entire Board.

In order to provide individual Board members with information they request in an effective and efficient manner, the following procedures will be used:

- A. Individual Board members possess all the rights granted to them as citizens of the community, including access to public records. Requests by individual Board members for documents which would be closed to the general public will be presented to the Board for review. The Board will review the request and make a determination as to whether or not the documents will be released to the Board member, consistent with state law.
- B. When a Board member(s) would like the administration to compile information which will require lengthy research and investigation, the request should be submitted to the District Administrator, who will distribute copies to the Board. The request(s) will be reviewed at the next meeting, if possible, by the Board and District Administrator to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent reference.
- C. The District Administrator will discuss with the Board President the validity of any requests as deemed necessary. In making requests for information, data, etc., Board members will make all such requests through Board action unless the request meets the criteria given below:
  1. Individual Board members may request and obtain statistics and reports, etc., as are readily available. All such requests will be submitted to the District Administrator who will have their staff gather the information or material.
    - a. Individual Board members may use materials obtained to compile or organize data or statistics to meet their needs.
    - b. Individual Board members may request that materials obtained be disseminated to all Board members.
  2. Board members or committees who request statistics and reports which require substantial investment of time by the administration to fulfill will prepare the request in writing and submit them to the District Administrator, who will distribute copies to the Board. The requests will be reviewed at the next meeting, if possible, by the Board and District Administrator to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests,

discussion of them, and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent references.

3. Release of documents to individual Board members will comply with applicable state laws.
4. The District Administrator will discuss with the Board President the number of requests and legality of requests.

Legal Ref.: Chapter 19, Subchapter II Wisconsin Statutes (Public Records and Property)

Local Ref.: Policy #165 – School Board Ethics

Policy #871 – Public Complaints About School Personnel

## ADMINISTRATOR ETHICS

~~Every member of a profession carries a responsibility to act in a manner becoming a professional person. This implies that each school administrator has an obligation to abide by the ethical standards of the administrator's profession. The conduct of any administrator influences the attitude of the public toward the profession and education in general as well as toward the District in particular.~~

~~The professional school administrator:~~

- ~~1. Makes the education of students the fundamental value of all decision-making and actions.~~
- ~~2. Fulfills professional responsibilities with honesty and integrity.~~
- ~~3. Supports the principle of due process and protects the civil and human rights of all individuals.~~
- ~~4. Obeys local, state and national laws; holds himself/herself to high ethical and moral standards, and gives loyalty to his/her country and to the cause of democracy and liberty.~~
- ~~5. Implements the School Board's policies and administrative rules and regulations.~~
- ~~6. Pursues appropriate measures to modify those policies, practices and regulations that are not consistent with sound educational goals.~~
- ~~7. Is prohibited from using the administrative position for personal gain consistent with cited legal references.~~
- ~~8. Accepts the responsibility throughout his/her career to master and to contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession.~~
- ~~9. Recognizes that the public schools are the public's business and seeks to keep the public fully and honestly informed about their school.~~
- ~~10. Honors all contracts until fulfillment, release or dissolution.~~
- ~~11. Follows district staff ethics policy.~~
- ~~12. Develops a budget and uses finances in the best interest of community and student interest.~~

**Evansville Community School District's educational leader's professional conduct must conform to an ethical code of behavior, and the code must set high standards for all educational leaders. The educational leader provides professional leadership across the District and also across the community. This responsibility requires the leader to maintain standards of exemplary professional conduct while recognizing that their actions will be viewed and appraised by the community, professional associates and students.**

**The educational leader acknowledges that they serve the schools and community by providing equal educational opportunities to each and every child. The work of the leader must emphasize accountability and results, increased student achievement, and high expectations for each and every student.**

**To these ends, the educational leader subscribes to the following statements of standards.**

**The educational leader:**

- 1. Makes the education and well-being of students the fundamental value of all decision making.**
- 2. Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.**
- 3. Supports the principle of due process and protects the civil and human rights of all individuals.**
- 4. Implements local, state and national laws and observes conformance with the laws.**
- 5. Advises the Board of Education and implements the Board's policies and administrative rules and regulations.**
- 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.**
- 7. Avoids using their position for personal gain through political, social, religious, economics or other influences.**
- 8. Accepts academic degrees or professional certification only from accredited institutions.**
- 9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.**
- 10. Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.**
- 11. Accepts responsibility and accountability for one's own actions and behaviors.**
- 12. Commits to serving others above self.**



Legal Ref.: Sections 19.59 Wisconsin Statutes (Codes of Ethics for Local Government  
Officials, Employees and Candidates)

**946.10 (Bribery of Public Officers and Employees)**

**946.12 (Misconduct in Public Office)**

**946.13 (Private Interest in Public Contract Prohibited)**

**Local Ref.: Policy #522.4 – Employee Ethics/Conflict of Interest**

## PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

~~The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or negative criticism and complaints. When complaints are voiced against school employees, the following procedures apply:~~

### Complaints Against Non-Administrative Staff

- ~~1. The employee may, at his/her option, take any of the following actions, or a combination of them:
  - (a) invite the parent(s)/guardian(s) to come to school to discuss the complaint,
  - (b) invite the student to be present, and
  - (c) ask the principal or supervisor to be present.~~
- ~~2. If either the parent(s)/guardian(s) or the employee is unsatisfied with the result of the discussion, either party may appeal to the building principal. If satisfaction is not reached there, the parent(s)/guardian(s) or employee should complete a district complaint form and submit it to the district administrator. The district administrator will study the problem and work to attain resolution with the parties involved. If the parent prefers a phone call, the district administrator may complete the form and send it for a return signature.~~
- ~~3. If the complaint still cannot be resolved, the district administrator, the person who made the complaint, or the employee involved may request an executive session of the Board for the purposes of further study and a decision by the Board.~~

### Complaints Against School Personnel

**Complaints that are made by parents/guardians or other citizens about Evansville Community School District personnel, officials, programs, services, facilities or operations shall be processed according to the following procedures in order to ensure all complaints are handled consistently, fairly and expeditiously.**

Any written complaints regarding a staff member made to any member of the administration by any parent/**guardian**, student or other person shall be immediately called to the attention of the staff member. The staff member shall be given an opportunity to respond to and/or **rebut refute** such complaint. ~~and shall have the right to be represented by legal counsel or the appropriate union at any meetings or conferences regarding such complaints.~~

### Informal Complaint Process

**A parent/guardian or other citizen who has a complaint shall be encouraged to resolve the matter informally by bringing the complaint to the attention of the District employee(s) or school official most directly associated with the concern.**

### Complaints Against Administrative Staff

1. Complaints concerning administrators should first be made to the individual. **However, if a citizen is not comfortable going first to the individual, they may go directly to step 2 or 3, depending on who the complaint is about.**
2. If satisfaction is not reached there, the parent(s)/guardian(s) or employee **shall** complete a district complaint form and submit it to the district administrator. The district administrator will study the problem and work to attain resolution with the parties involved. If the parent prefers to make the complaint by phone or email, the district administrator may complete the form and send it to them for their return signature.
3. Complaints concerning the district administrator ~~are encouraged to first~~ **shall** be made to the district administrator, then to the president of the school board. The board president will work to attain resolution with the parties involved. If the complainant prefers to make the complaint by phone or email, the board president may complete the form and send it to them for their return signature.
4. If the complaint still cannot be resolved, the district administrator, the person who made the complaint, or the board president may request an executive session of the Board for the purpose of further study and a decision by the Board.

#### Complaints/Suggestions of a General Nature

~~Complaints or suggestions on improving the operations of the school district should be made to the district administrative offices. They may be made to the district administrator, or to a member of the district staff, depending upon the nature of the issue. If, after discussing the issue at a district level, the person or persons raising the issue still does not have satisfaction, their issue should be presented to the Board after being placed in writing or during the public input section of a school board meeting. The decision of the Board shall be final in all cases.~~

~~No complaint or appeal shall be heard, and no charges against any school employee shall be investigated or acted upon by the Board, unless reduced to writing, signed by the complainant, and presented to the Board through the district administrator. The Board shall then have a reasonable opportunity to investigate the complaint and call for discussion. The decision of the Board shall be final in all cases.~~

~~Insulting or abusing an employee on school property or in the presence of students by any citizen, parent(s)/guardian(s) or other person will not be tolerated. If a parent or other citizen becomes abusive or otherwise behaves improperly on school grounds, an administrator will first attempt to calm the person(s) or if unsuccessful, have them leave school grounds. If these attempts are not successful, the administrator or their designee may contact the police. Staff, board members or administrators sued as a consequence of performing their duties shall be provided necessary legal services by the District.~~

**Legal Ref.: Sections 120.12(2) Wisconsin State Statutes (School Board Duties)  
120.13 (School Board Powers)**

**Local Ref.: Policy #411.1 Rule – Student Discrimination Complaint Procedures  
Policy #511.1 – Employee Discrimination Complaint Procedures  
Policy #871 – Public Complaints About School Personnel  
Policy #872 – Request for Reconsideration of Instructional Materials**

COMPLAINTS AGAINST STAFF FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (Zip)

Telephone \_\_\_\_\_  
(Home) (School or work location)

Status of person filing complaint: \_\_\_\_\_ Student \_\_\_\_\_ Employee  
\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Other \_\_\_\_\_

Describe Your Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What action would you like taken? Or what solutions would you like to see? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of complainant: \_\_\_\_\_ Date filed: \_\_\_\_\_

Signature of person receiving complaint: \_\_\_\_\_

Date received: \_\_\_\_\_

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Submit all copies to the office of the district administrator. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, one copy will be sent to the building administrator affected and one copy will be retained by the district office.

## EQUAL EDUCATIONAL OPPORTUNITIES

The Evansville Community School District ensures no student may be denied admissions to any public schools in the District or be denied the right to full participation rights in curricular, co-curricular, student services, recreational or other programs or activities because of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression, gender identity, gender non-conformity, physical, mental, emotional or learning disability/handicap or any other basis protected by law. The District also prohibits discrimination on any basis prohibited by applicable state or federal law, including Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap).

Children experiencing homelessness, unaccompanied youth, children in foster care, and children identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability, shall have equal access to the same free, appropriate public education, provided to other children in the District. They shall be provided the services and have access to the programs and activities that are offered to other children attending schools in the District, including educational services for which the children meet eligibility criteria (e.g. special education, Title 1 programming, programs and services for English learners, and advanced learners etc.), career and technical education programs, and school nutrition programs.

The District shall also provide for the reasonable accommodation of a student's religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be posted in each school building in the District and referenced in parent, student, and staff handbooks. In addition, the following student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities:

The Evansville Community School District prohibits harassment or discrimination against any pupil in any program or activity on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap, gender expression, gender identify, and gender non-conformity, or any other basis protected by law.

120.13(37m) (School Board Powers)  
PI 9 and PI 41 of the Wisconsin Administrative Code  
McKinney-Vento Homeless Assistance Act Title X

Local Ref.: Policy #381.1 – Religion: Curriculum, Activities and Holidays  
Policy #411.1 – Prohibition of Student Discrimination and Harassment  
Policy #411.1 Rule – Student Discrimination Complaint Procedures, Administrative  
Rule  
Policy #411.1 Form – Discrimination or Harassment Complaint Form  
Special Education Procedural Safeguards

## ENSURING THE EDUCATIONAL STABILITY OF CHILDREN IN OUT-OF-HOME CARE (FOSTER CARE)

The Evansville Community School District will collaborate with county child welfare agencies in meeting the educational and other needs of children in foster care. “Foster care” is defined as out-of-home care including, but not limited to, placement in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and preadoptive homes. Children awaiting foster care placement are also covered under the Title 1 definition of “foster care”.

Children in foster care shall have equal access to the same free, appropriate public education as provided to other children in the District. They shall be provided the services and have access to the programs and activities that are offered to other children attending schools in the District, including educational services for which the children meet eligibility criteria (e.g. special education, Title 1 programming, programs and services for English learners, and advanced learners etc. ), career and technical education programs, and school nutrition programs.

The Director of Student Services has primary administrative-level oversight of the District’s services for children who are in foster care. The Director, or a qualified administrative-level designee, shall be responsible for providing any required assurances to applicable state and federal agencies that the District is complying with applicable state and federal requirements related to ensuring the educational stability of children in foster care as well as reasonably monitoring compliance with such assurances.

The Director of Student Services shall serve as the District’s primary point of contact for the education of children in foster care and will be the primary liaison for the representatives of child welfare agencies who also have responsibility for ensuring the educational stability of children in foster care. The Director of Student Services will work with administrators and other District personnel to periodically review existing policies, procedures, practices, and data to identify and develop proposals to remedy and remove barriers that children in foster care may face in the school enrollment and admission processes, in regularly attending school, in accessing applicable support services, in accessing academic programs, academic activities, or extracurricular activities, or in receiving appropriate credit for prior academic work.

The Director of Student Services will also:

1. Coordinate with the points of contact and other appropriate representatives of child welfare agencies and of other educational agencies on the implementation of the Title 1 provisions related to ensuring the educational stability of children in foster care.
2. Assist appropriate child welfare agency representatives in making “best interest of the child” education decisions, including particularly the determination of whether or not it is in the child’s best interest to remain in their school of origin or to enroll in a new school. As examples, the Director of Student Services may:
  - a. Be involved in defining a process for making such decisions.

- b. Coordinate input from, or other participation by, other District staff.
  - c. Make, or assist in making, the District's evaluation of the available and relevant information in the specific care. The determination of a child's best interest in relation to school enrollment involves giving consideration to all factors relating to a child's best interest, including but not limited to the appropriateness of the current educational setting and the proximity of the child's placement to the school.
3. Facilitate the continued enrollment of a child in foster care in their school of origin, or, if remaining in the school of origin is determined not to be in the child's best interest, facilitate the child's immediate enrollment in a new school even if the child is unable to produce records normally required for enrollment.
  4. Request, facilitate, and confirm, as applicable, the timely transfer of student records any time a child in foster care will be enrolling in a school (within or outside of the District) other than the school the child is currently attending (or most recently attended).
  5. Coordinate the implementation of local transportation procedures related to children in foster care and resolution of any transportation cost disputes, in consultation with the Business Manager and in accordance with established procedures.
  6. Facilitate the sharing of student record information with child welfare agency personnel in a manner that is consistent with applicable legal requirements, any applicable record sharing agreements, and established District policies and procedures regarding the maintenance and confidentiality of student records.
  7. Have shared responsibility for ensuring that children in foster care attending schools in the District have access to and receive the educational services and supports and specialized programming for which they are eligible.

Legal Ref.: Sections 48.64(1r) Wisconsin State Statutes (Placement of Children in Out-of-Home Care)

48.78(2)(b) (Confidentiality of Records)

115.76(12) (Definitions)

118.125 (Pupil Records)

118.51(3m) (Full-Time Open Enrollment)

121.55 (Methods of Providing Transportation)

121.555 (Alternative Methods of Providing Transportation)

Title 1 of the ESEA

PI 13

McKinney-Vento Homeless Education Assistance Act

Local Ref.: Policy #411 – Equal Educational Opportunities



## STAFF COMPLAINT PROCEDURES

The Evansville Community School District Board of Education recognizes the rights of individuals or groups to have their complaints heard and addressed in an expeditious manner. Because complaints are best resolved by those most directly involved, the following procedures are to be used:

### Complaints Made by Employees Against Other Employees

1. Complaints involving personnel from specific schools shall be referred to the building principal. Complaints may be verbal or in writing. Complaints involving other District personnel shall be referred to the employee's immediate supervisor, if known, or to the District Administrator, who will then direct the complaints to the employee's immediate supervisor.

If the complaint involves the principal or supervisor, the complaint shall be referred to the District Administrator, as provided in Step 3 below. If the complaint involves the District Administrator, the complaint shall be referred to the Board of Education President, as provided in Step 6 below.

2. Employees who are the object of complaints shall be made aware of any such complaints by their supervisor and be given an opportunity to respond and participate in the resolution of the problem.
3. If the complainant is not satisfied with the principal or supervisor's resolution of the complaint, the complainant shall submit a written complaint to the District Administrator or designee in writing within ten (10) working days.
4. If the complainant is not satisfied with the District Administrator's response, the complainant shall notify the District Administrator in writing within 10 (ten) working days of receiving the response that the complainant wishes to appeal the complaint to the Board of Education. The written notice must include the complainant's basis for the appeal to the Board.

If the complainant notifies the District Administrator that the complainant wishes to appeal the complaint to the Board of Education, the District Administrator shall prepare a written report to the Board, which shall include, but not be limited to, the following:

- a. The name of the employee(s) involved.
- b. A brief but specific summary of the facts surrounding the complaint to inform the Board and the employee(s) of its precise nature.
- c. A copy of the signed original statement of complaint.
- d. A summary of the action items taken by the District Administrator, including the specific reasons why the complaint was not resolved at their level.

5. After reviewing the written record, the Board, at its discretion, may schedule a private conference to resolve the complaint within a time frame deemed reasonable by the Board, but not to exceed sixty (60) calendar days. The complainant and the District Administrator may attend the conference for the purpose of clarifying information, presenting additional facts, or answering the Board's questions. In addition, the Board, in its sole discretion, may invite or meet separately with other individuals the Board deems appropriate. After the private conference, the Board shall respond to the complainant in writing within twenty (20) working days.

Alternatively, the Board may decide that the complaint does not warrant a private conference. In such a case, the Board will respond in writing to the complainant within twenty (20) working days after receiving the District Administrator's written record.

This step shall end the review process unless the complainant initiates a legal proceeding.

6. Complaints involving the District Administrator shall be made in writing to the Board President, who shall inform the District Administrator of the nature of the complaint. The District Administrator shall be given an opportunity to respond and participate in the resolution of the complaint. If the Board President, District Administrator, and complainant are not able to resolve the issue to the complainant's satisfaction within fifteen (15) working days, the complainant may appeal the complaint to the Board of Education, as provided in Step 4 above.

Procedural Rules:

The following rules will be observed at all times in the application of the preceding procedure:

- a. Individual Board members will not investigate complaints, with the exception that the Board President shall review complaints made against the District Administrator.

All members of the Board must retain their ability to serve as a member of an objective and unbiased panel to review the actions and decisions of the administration.

- b. This complaint procedure may not be used to address issues which fall within the Employee Grievance Procedures.
- c. All complaints involving school personnel shall be heard in closed session, if permitted by state statute.

Local Ref.: Policy # 511.1 – Employee Discrimination Complaint Procedures  
Policy #512 Rule – Employee Harassment Complaint Procedure  
Policy #512 Form – Employee Harassment Report Form  
Policy #527.2 - Employee Grievances (Discipline, Terminations and Workplace Safety)  
Policy #527.3 - Employee Grievance Procedures (Discipline, Termination and Workplace Safety)  
Policy #527.4 - Impartial Hearing Officer Selection Procedures  
Policy #871 – Public Complaints About School Personnel  
Policy #872 – Request for Reconsideration of Instructional Materials  
Employee Handbook

## USE OF SCHOOL FACILITIES, GROUNDS, AND EQUIPMENT

### Mission Statement

The Evansville Community School District Board of Education is committed to planning and implementing programs for the benefit of the greater Evansville community. The District is committed to making school facilities, grounds, and equipment a resource for the community and to fostering the delivery of programs that enhance lifelong learning, improve the quality of life for all ages, and create an enriched sense of community collaboration.

### General Terms and Conditions

All individuals and groups using school facilities, grounds, and equipment must adhere to the policies and procedures adopted by the District. The District is committed to an equal educational opportunity for all members of the greater Evansville community.

The Board also believes that the use of school facilities, grounds, and equipment should not place a significant burden on the taxpayers of the District. Therefore, fees shall be established to address costs incurred by the District for labor, utilities, and use of school facilities, grounds, and equipment by user groups.

All youth sports requests for facility use will be approved or denied by the District Athletic Director. The Board authorizes the use of school facilities, grounds, and equipment by user groups except when the proposed school facilities, grounds, and equipment uses may:

1. interfere with the District's educational mission or co-curricular programs/activities;
2. pose an unreasonable risk of physical injury to students, staff or participants;
3. pose substantial risk to school security or of imminent illegal activities, or;
4. result in unusual wear, damage or depreciation of school facilities, grounds, and equipment.

Use of school facilities, grounds, and equipment may be denied when the requesting user has not paid for previous facility use or has not been a responsible caretaker when using school facilities, grounds, and equipment in the past.

If access to school facilities, grounds, and equipment is denied the individual or organization may appeal the decision to the district administrator in accordance with established procedures. No further appeal may be made to the Board.

In the event a school activity is scheduled that conflicts with a previously scheduled non-school use, the school use will have precedence. The Facility Scheduler will contact the designated representative of the non-school user as soon as possible. The District has no obligation to find a substitute facility, but will make a reasonable attempt to assist. Fees paid will be fully refunded.

Authorized use of school facilities, grounds, and equipment under this policy and its implementing procedures shall not be construed as an endorsement of any non-school group, organization or event by the District, or District sponsorship of the group, organization or event.

Requests for Use of School Facilities, Grounds, and Equipment

The District utilizes an online scheduling program for administration of facility use. To see available building hours to schedule use of school facilities, grounds, and equipment, please visit the District web site.

Legal Ref.: Sections 120.12(1) and (9) Wisconsin Statutes (School Board Duties)

120.13(17), (19), (21) (School Board Powers)

121.02(1)(I) (School District Standards)

895.523 (Recreational Activities in a School Building or on Schools  
Grounds: Limitations of Liability)

895.525 (Participation in Recreational Activities: Restrictions on Civil  
Liability, Assumption of Risk)

Equal Access Act

Boys Scouts of America Equal Access Act of 2001

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Monday, February 12, 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](http://Evansville.k12.wi.us), and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.*

- I. Roll Call: Mason Braunschweig      Melissa Hammann      Thomas Titus  
                 Eric Busse                              Keith Hennig              HS Board Rep Ava Parker  
                 David Hamilton                             John Rasmussen            HS Board Rep Maddy Krueger
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- Open Enrollment – February 5, 2018 – April 30, 2018
  - School Bus Driver Week –
  - FFA Week -
- IV. Public Presentations.
- V. Information & Discussion:
- A. High School Student Board Representatives Report.
  - B. 2018 Potential Referendum Update.
    - 1. Michele Wiberg, PMA Securities Inc – Potential Referendum Finances and Tax Impact.
    - 2. School Perceptions Community Survey.
  - C. 2018-2019 Preliminary Budget.
  - D. Second Friday January Attendance Report.
  - E. First Reading of Policies:
    - 1. #252 – Administrative Councils and Committees
    - 2. #253.1 – Development and Review of Administrative Rules
    - 3. #253.2 – Development and/or Approval of Handbooks
    - 4. #260 – Temporary Administrative Arrangements
  - F. Second Reading of Policies:
    - 1. #411.3 – Prohibition of Student Bullying
    - 2. #161 – Board Member Information Requests
    - 3. #211 – Administrator Ethics
    - 4. #871 – Public Complaints About School Personnel
    - 5. #871 Form – Complaints Against Staff Form
- VI. Public Presentations.

VII. Consent (Action Items):

- A. Approval of School Perceptions Community Survey.
- B. Approval of Staff Changes: Hiring of Support Staff Educational Assistant and Maintenance/ Grounds.
- C. Approval of Policies:
  - 1. #411 – Equal Educational Opportunities
  - 2. #411.4 – Ensuring the Educational Stability of Children in Out-of Home Care (Foster Care)
  - 3. #527 – Staff Complaint Procedures (Staff Complaints)
  - 4. #830 – Use of School Facilities, Grounds, and Equipment
- D. Approval of January 27, 2018, Regular Meeting Minutes.

VIII. Future Agenda – February 26, 2018, Regular Board Meeting Agenda.

IX. Adjourn.

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

Upon reasonable notice, all reasonable efforts will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

Posted: