

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Monday, March 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
- Congratulations to our State Wrestlers, Nolan Kocmol who placed 1<sup>st</sup> and Branden Lange, who placed 5<sup>th</sup> and our coaches Kostroun and Lehman

IV. Public Presentations.

V. Information & Discussion:

- A. High School Student Board Representatives Report.
- B. Achievement Gap Reduction Update.
- C. 2018 Potential Referendum Update.
- D. Staff Health Insurance Designated Amount.
- E. Ratification of the 2017-2018 Teachers Collective Bargaining Agreement of 1.6% Average Salary Increase.
- F. Board Resolution for Supplemental Pay Increase for Professional Educators.
- G. 2017-2018 Salary Increase of 1.26% for Support Staff, Food Service Workers, Custodians/Cleaners, Director of Buildings and Grounds, and Technology Manager.
- H. 2017-2018 Salary Increase of 1.26% for Administrators.
- I. First Reading of Policies:
  - 1. #251 – Organization Structure for Administrative Purposes.
  - 2. #251 Exhibit – Organizational Structure Chart.
  - 3. #345.62 – Graduation Exercises.
- J. Second Reading of Policy:
  - 1. #250 – Administrative Operations.

VI. Public Presentations.

VII. Employee Handbook – First Reading of Proposed Changes:

- A. #1 – Part 3, Support Staff, Pg. 61, Section 7, Paid Vacations.
- B. #2 – Part 3, Support Staff, Pg. 62, Section 7, A, Vacations.

- VIII. Consent (Action Items):
- A. Approval of Staff Changes: Resignation of Food Service Worker and Special Educational Assistant; Retirement of Teacher and Special Educational Assistant; Hiring of: Special Educational Assistant; Cleaner; Food Service, Cook III; Middle School Track Coach; High School Girls JV Soccer Coach and High School Girls JV Softball Coach.
  - B. Approval of Staff Health Insurance Designated Amount.
  - C. Approval of Ratification of the 2017-2018 Teachers Collective Bargaining Agreement of 1.6% Average Salary Increase.
  - D. Approval of a Board Resolution for Supplemental Pay Increase for Professional Educators.
  - E. Approval of 2017-2018 Salary Increase of 1.26% for Support Staff, Food Service Workers, Custodians/Cleaners, Director of Buildings and Grounds, and Technology Manager.
  - F. Approval of 2017-2018 Salary Increase of 1.26% for Administrators.
  - G. Approval of Employee Handbook Changes:
    - #1 – Part 3, Support Staff, Pg. 61, Section 7, Paid Vacations.
    - #2 – Part 3, Support Staff, Pg. 62, Section 7, A, Vacations.
  - H. Approval 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
  - I. Approval of February 26, 2018, Regular Meeting Minutes.
- IX. Future Agendas – March 21, Special Meeting and April 9, 2018, Regular Board Meeting Agendas.
- X. Executive Session – Under Wisconsin State Statute 19.85(1)(b)(c) and (e) to consider discussing negotiations strategy concerning the 2018-2019 contract with the Evansville Education Association (EEA) covering teachers, and discuss personnel matters.
- XI. Reconvene Into Open Session to Take Action, if Necessary, On Any Open or Closed Session Items.
- XII. 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: 3/7/18

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Monday, March 12, 2018

6:00 pm

District Board and Training Center

340 Fair Street (Door 36)

I. **Roll Call:** Mason Braunschweig      Melissa Hammann      Thomas Titus  
Eric Busse      Keith Hennig      HS Board Rep Ava Parker  
David Hamilton      John Rasmussen      HS Board Rep Maddy Krueger

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
- Congratulations to our State Wrestlers, Nolan Kocmol who placed 1<sup>st</sup> and Branden Lange, who placed 5<sup>th</sup> and our coaches Kostroun and Lehman

IV. **Public Presentations.**

V. **Information & Discussion:**

- A. High School Student Board Representatives Report – *Enclosed is the High School Reps. Report.*
- B. Achievement Gap Reduction Update – *Principals Ms. Dorn and Mr. Schwartz have enclosed information.*
- C. 2018 Potential Referendum Update – *Mr. Roth will present. The community surveys were sent out and are due back before March 14, 2018.*
- D. Staff Health Insurance Designated Amount – *The Insurance Committee needs Board direction on 2018-2019 health insurance. The District has 7% built into the budget and will ask not to exceed this amount towards the current health insurance costs. You will vote on this later in the meeting.*
- E. Ratification of the 2017-2018 Teachers Collective Bargaining Agreement of 1.6% Average Salary Increase – *Enclosed is the Agreement for your approval later in the meeting.*
- F. Board Resolution for Supplemental Pay Increase for Professional Educators – *Enclosed is information. You will approve this later in the meeting.*

- G. 2017-2018 Salary Increase of 1.26% for Support Staff, Food Service Workers, Custodians/Cleaners, Director of Buildings and Grounds, and Technology Manager – The Board should approve the salary increases for these staff.
- H. 2017-2018 Salary Increase of 1.26% for Administrators – The Board should approve the salary increases for this group.
- I. First Reading of Policies:
  - 1. #251 – Organization Structure for Administrative Purposes.
  - 2. #251 Exhibit – Organizational Structure Chart.
  - 3. #345.62 – Graduation Exercises.
- J. Second Reading of Policy:
  - 1. #250 – Administrative Operations.

**VI. Public Presentations.**

**VII. Employee Handbook – First Reading of Proposed Changes:**

- A. #1 – Part 3, Support Staff, Pg. 61, Section 7, Paid Vacations.
- B. #2 – Part 3, Support Staff, Pg. 62, Section 7, A, Vacations.

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

- A. Approval of Staff Changes: Resignation of Food Service Worker and Special Educational Assistant; Retirement of Teacher and Special Educational Assistant; Hiring of: Special Educational Assistant; Cleaner; Food Service, Cook III; Middle School Track Coach; High School Girls JV Soccer Coach and High School Girls JV Softball Coach
  - *Resignation of Wendy Rupiper, food service worker, effective February 22, 2018;*
  - *Resignation of Jennifer Nelson, special educational assistant, effective March 1, 2018;*
  - *Retirement of JoMarie Oakeson, teacher, effective at the end of the 2017-2018 school year. She will have served 18 years in the District;*
  - *Retirement of Debra Sweeney, special educational assistant, effective at the end of the 2017-2018 school year. She will have served 16 years in the District;*
  - *Hiring of Lynne Heinzelman, special educational assistant, effective March 8, 2018. Lynne comes to us with three years of experience as a special education assistant in the Janesville School District. She enjoys working with children and loves encouraging their learning process. She is excited to work in Evansville, not because her two sons attend ECSD, but because she believes this district totally commits and cares of its employees and children. Lynne will be paid \$12.50/hour.*

- Hiring of Allen Reynolds, cleaner, effective March 13, 2018. Allen worked for us for 8 months in 2013 as a cleaner and brings a wealth of municipal experience with him. Allen will be paid \$14.58/hour.:
  - Hiring of Marcia Scofield, Food Service Worker, Cook III, effective March 8, 2018. Marcia has been working in the food service department here in the District, going on 10 years. She was a lead cook at the elementary school for eight of those years. She has been working at the high school for the past two years and is ready to get back into a lead kitchen. Marcia comes with a lot of experience and will be great in this position as a strong leader. Marcia will be paid \$15.12/hour;
  - Hiring of Kelli Ours, middle school track coach, effective April 3, 2018. Kelli will replace Tess Thornton as coach and will be paid a stipend of \$1,476;
  - Hiring of Benny Delgado, high school girls JV1 soccer coach, effective March 19, 2018. Benny will replace Tristram Bisgrove as high school girls JV1 soccer coach and is a current student and soccer player at Beloit College. Benny will be paid a stipend of \$1,968;
  - Hiring of Peter Hanke, high school girls JV1 softball coach, effective March 12, 2018. Peter will replace Cindy Ziegler and has several years of coaching experience in the sports of baseball, basketball and golf. Peter will be paid a stipend of \$1,968.
- B. Approval of Staff Health Insurance Designated Amount –
- C. Approval of Ratification of the 2017-2018 Teachers Collective Bargaining Agreement of 1.6% Average Salary Increase –
- D. Approval of a Board Resolution for Supplemental Pay Increase for Professional Educators -
- E. Approval of 2017-2018 Salary Increase of 1.26% for Support Staff, Food Service Workers, Custodians/Cleaners, Director of Buildings and Grounds, and Technology Manager –
- F. Approval of 2017-2018 Salary Increase of 1.26% for Administrators –
- G. Approval of Employee Handbook Changes:  
#1 – Part 3, Support Staff, Pg. 61, Section 7, Paid Vacations  
#2 – Part 3, Support Staff, Pg. 62, Section 7, A, Vacations
- H. Approval 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
- I. Approval of February 26, 2018, Regular Meeting Minutes -

**Suggested Motion: I move to approve:**

- **Staff changes:**
  - **Resignation Wendy Rupiper, food service worker, effective February 22, 2018;**
  - **Resignation of Jennifer Nelson, special educational assistant, effective March 1, 2018;**
  - **Retirement of JoMarie Oakeson, teacher, effective at the end of the 2017-2018 school year, and thank her for serving in the District 18 years;**
  - **Retirement of Debra Sweeney, special educational assistant, effective at the end of the 2017-2018 school year, and thank her for serving in the District 16 years;**
  - **Hiring of Lynne Heinzelman, special educational assistant, effective March 8, 2018, at a rate of \$12.50/hour;**
  - **Hiring of Allen Reynolds, cleaner, effective March 13, 2018, at a rate of \$14.58/hour;**

- Hiring of Marcia Scofield, food service worker, Cook III, effective March 8, 2018, at a rate of \$15.12/hour;
- Hiring of Kelli Ours, middle school track coach, for a \$1,476 stipend;
- Hiring of Benny Delgado, high school girls JV1 soccer coach, for a \$1,968 stipend;
- Hiring of Peter Hanke, high school girls JV1 softball coach, for a \$1,968 stipend;
- An increase of health insurance costs, not to exceed 7% of current health insurance costs for all staff;
- To ratify the 2017-2018 Collective Bargaining Agreement of 1.6% average salary increase prepared in accordance with the tentative agreement reached between the Evansville Community School District Board of Education and the Evansville Education Association;
- The professional educator supplement pay resolution;
- 2017-2018 salary increase of 1.26% for support staff, food service workers, custodian/cleaners, and Director of Buildings and Grounds and Technology Manager;
- 2017-2018 salary increase of 1.26% for Administrators;
- Employee Handbook Changes:
  - #1 – Part 3, Support Staff, Pg. 61, Section 7, Paid Vacations
  - #2 – Part 3, Support Staff, Pg. 62, Section 7, A. Vacations
- Policies:
  - #252 - Administrative Councils and Committees
  - #253.1 – Development and Review of Administrative Rules
  - #253.2 – Development and/or Approval of Handbooks
  - #260 – Temporary Administrative Arrangements;
- And February 26, 2018, regular meeting minutes.

**Roll Call Vote –**

**IX. Future Agendas – March 21, Special Meeting and April 9, 2018, Regular Board Meeting Agendas.**

**X. Executive Session – Under Wisconsin State Statute 19.85(1)(b)(c) and (e) to consider discussing negotiations strategy concerning the 2018-2019 contract with the Evansville Education Association (EEA) covering teachers, and discuss personnel matters.**

**Suggested Motion: I move to go into executive session, under Wisconsin State Statute 19.85(1)(b)(c) and (e) to consider discussing negotiations strategy concerning the 2018-2019 contract with the Evansville Education Association (EEA) covering teachers, and discuss personnel matters.**

**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:

- March 21, Meeting with Citizens Advisory Committee, HS Media Room
- April 9, Regular Meeting
- April 23, Regular Meeting, Reorganization Meeting
- April 25, Meeting with Citizens Advisory Committee, HS Media Room

School Board Meeting:

Maddy Krueger

Ava Parker

**Previous Events Discussion:**

- Drowsy Chaperone Dinner
- Musical (Pit)
- Solo Ensemble
- State Wrestling (Nolan Kicmol)
- Girls/Boys Basketball: Girls lost to Lodi, Boys lost to Richland Center in OT.
- Winter Spirit Week
- Talent Show/ Dance
- ALICE Training

**Future/Current Events Discussion:**

- Spring Sports Meeting: New Coaches (Girls Soccer and Golf)
- Band Concert (Pops Concert)
- NBHS Volunteer Project (Dates will be coming up in April)
- State FBLA is April 9th-11th in LAX
- RSVP/ Principal's Advisory (Discuss when we meet, who is in it, and what we discuss)
- Junior Class is beginning to start fundraising for Prom (Theme: Midnight in Paris)
- 2nd Round of Senior Grad Projects
- Friday April 20th Seniors need to turn into project proposals.



## Memorandum

To: Board of Education

From: Ms Barb Dorn and Mr Mark Schwartz

Re: Achievement Gap Reduction (AGR)

Date: February 2018

As required per DPI, the following report explains how Levi Leonard Elementary and Theodore Robinson Intermediate School are implementing the Achievement Gap Reduction, AGR, strategies. Districts may choose from three AGR strategies to meet the criteria of being an AGR school. The strategies can be different per grade level.

1. **Class-Size Reduction:** Provide professional development related to small group instruction and reduce the class size in one of more classes in one or more participating grades to one of the following: a) No more than 18 b) No more than 30 in a combined classroom having at least 2 regular classroom teachers.
2. **Instructional Coaching:** Provide data-driven instructional coaching for one or more teachers or one or more participating grades. The instruction shall be provided by licensed teachers who possess appropriate content knowledge to assist classroom teachers in improving instruction in math or reading and possess expertise in reducing the achievement gap.
3. **One-to-One Tutoring:** Provide data-informed, one-to-one tutoring to pupils in one or more classes in one or more participating grades who are struggling with reading or mathematics or both subjects. Tutoring shall be provided during regular school hours by a licensed teacher using an instructional program found to be effective by the What Works Clearinghouse of the Institute of Education Services.

AGR schools develop and update performance objectives for the academic achievement of the pupils enrolled in grades K-3 and the formative and summative assessments that will be used to evaluate success in attaining the objectives.

**ACHIEVEMENT GAP REDUCTION PERFORMANCE OBJECTIVES AND SCHOOL BOARD REPORTING TEMPLATE**

This document may be used to plan and maintain the Achievement Gap Reduction (AGR) contract application performance objectives for your school. **Contact application responses must be submitted to the Department of Public Instruction using the online AGR Five-Year Achievement Guarantee Contract Application form.** Retain this document for your records, possible inclusion in an annual evaluation of the AGR program, and to present information on the school's implementation of the contract requirements, its performance objectives, and its success in attaining the objectives to the school board at the end of every semester of the AGR contract. Wis. Stat. § 118.44(4)(d)

Use the table below to plan the AGR contract application responses:

At the end of the semester, describe the following for the school board:

Prepare a description of the specific, measurable, and achievable performance objectives, including reducing the achievement gap in math and reading for the academic achievement of the pupils enrolled in each participating grade. Include a description of the formative and summative assessments that will be used to evaluate success in attaining these performance objectives for the pupils enrolled in the participating grades. Wis. Stat. § 118.44(4)(c)

Grade	Subject	Describe the baseline and growth the identified students will make for each grade K-3 in reading and mathematics.	Describe the formative and summative assessments used to evaluate the identified students' success in attaining the stated performance objectives.	Describe how the implemented strategies to reduce the achievement gap (class size reduction, instructional coaching, or one-to-one tutoring) will aid in attaining the stated performance objectives.	<b>At the end of the fall semester:</b> Describe the progress made on growth objectives the identified students made for each grade K-3 in reading and mathematics including the number of students that met the goals.	<b>At the end of the spring semester:</b> Describe the progress made on growth objectives the identified students made for each grade K-3 in reading and mathematics including the number of students that met the goals.	<b>At the end of each semester:</b> Describe which strategies to reduce the achievement gap (class size reduction, instructional coaching, or one-to-one tutoring) were implemented in each grade K-3.
K	Reading	<p>After an early year "literacy boost group" 7 of 111 kindergarten students were identified by the fall PALS screener to receive intervention.</p> <p>As measured by the spring of 2018 PALS, 5 students will be identified to receive intervention.</p> <p>As measured by F&amp;P, students identified in the fall on PALS would be reading at a level C by the end of the school year. Students not</p>	<p>PALS (Fall, Winter,, Spring)</p> <p>STAR Early Literacy (Winter, Spring)</p> <p>Fountas &amp; Pinnell (Fall, Winter and Spring)</p> <p>Monthly CDT meetings to monitor the progress of all students.</p>	<p>Early year literacy boost for students identified by 4K PALS data.</p> <p>Class size 18:1 and professional development related to small group instruction.</p> <ul style="list-style-type: none"> <li>• Units of Study in Reading</li> <li>• Units of Study in Writing</li> <li>• RtI/MLSS Model for interventions</li> </ul>	<p>Of the 7 students identified in PALS:</p> <ul style="list-style-type: none"> <li>• 7 are at a Level A in F&amp;P</li> <li>• Each of the 7 students are receiving interventions with either our Interventionists/Reading Specialist, special education teachers and/or ELL support.</li> <li>• 3 of these 7 students were identified by STAR Early Literacy as being in need of <i>Urgent Intervention</i>.</li> </ul> <p><u>All F&amp;P Levels @ Semester:</u></p> <p>A: 26 B: 18 C: 40 D: 10 E: 9 F: 1 G: 2 H: 3 N: 2</p>		

		identified will meet the Level D/E benchmark by the spring 2018 assessment period.			111		
K	Mathematics	<p>3 students were below benchmark in all three areas of the Kindergarten Common Math Assessment.</p> <p>As measured by the Kindergarten Math Assessment, by the spring of 2019, less than 4% of students will be below the benchmark set in each of the 3 identified areas.</p>	<p>Kindergarten Common Math Assessment:</p> <ul style="list-style-type: none"> <li>• <i>Identify Random Numbers 0-20</i></li> <li>• <i>Count by Rote to 100</i></li> <li>• <i>One to One Correspondence 0-20</i></li> </ul> <p>GO MATH Assessments</p> <p>Formative Assessments</p>	<p>Class size 18:1 and professional development related to small group instruction.</p> <ul style="list-style-type: none"> <li>• Rtl Model for interventions</li> </ul>	<p>5 students receiving special education services take part in additional small group math instruction.</p> <p>Touch Math and Number Worlds are used for Tier 2 Classroom Interventions.</p> <p>4 students were identified midyear as <i>Developing</i> in all three areas.</p>		
1	Reading	<p>15 students were identified by the Fall PALS screener to receive intervention.</p> <p>As measured by F&amp;P, students identified in PALS will be reading at a level I by the end of the school year. Students not identified will be reading at a level J/K by the spring of 2018 assessment.</p>	<p>PALS (Fall, Winter, Spring)</p> <p>STAR Early Literacy (Fall and others as needed)</p> <p>STAR Reading (Winter and Spring)</p> <p>F&amp;P (Fall, Winter, Spring)</p>	<p>Instructional coaching has been implemented as a means to grow the literacy programs in the first grade. The capacity of both students and staff in the first grade is greatly enhanced by the reading specialists scheduled instruction using the Handwriting without Tears curriculum with fidelity.</p> <p>Professional development related to small group instruction.</p> <ul style="list-style-type: none"> <li>• Units of Study in Reading</li> </ul>	<p>Of the 15 students identified in PALS, F&amp;P growth is as follows:</p> <ul style="list-style-type: none"> <li>• 3 went from A to B</li> <li>• 4 went from A to C</li> <li>• 3 went from A to D</li> <li>• 1 went from A to H</li> <li>• 1 went from B to C</li> <li>• 1 went from B to H</li> <li>• 1 went from C to G</li> <li>• 1 withdrew from ECSD</li> </ul> <p>3 of these 15 students were identified as being in need of intervention by the STAR Early Literacy Assessment.</p> <p>All first grade teachers have been trained in PRESS, an intervention resource for students scoring below benchmarks in reading.</p>		

				<ul style="list-style-type: none"> <li>• Units of Study in Writing</li> <li>• RtI/MLSS Model for interventions</li> <li>• Guided Reading groups based on Fountas &amp; Pinnell assessment.</li> </ul>	<p>4 students received advanced reading interventions.</p> <p><u>All Current F&amp;P Levels:</u>  A: 1  B: 4  C: 7  D: 17  E: 5  F: 18  G: 14  H: 16  I: 21  J: 12  K: 8  L: 4  M: 6  N: 4  O: 4  P: 1  Q: 1  R: 1  S: 1  145</p>		
1	Mathematics	<p>8 students were identified as needing <i>Urgent Intervention</i> as measured by STAR Math in the fall of 2017.</p> <p>25 students were identified as needing <i>Intervention</i> as measured by STAR Math in the fall of 2017.</p> <p>(33 Total)</p> <p>As measured by STAR Math in the spring of 2018,</p>	<p>STAR Math</p> <p>GO Math Assessments</p> <p>Formative Assessments</p>	<p>Class sizes of 18:1 and 19:1</p> <p>Identification of skills groups through unit pre and post testing.</p> <p>Professional development related to small group instruction.</p> <ul style="list-style-type: none"> <li>• RtI/MLSS Model for interventions</li> </ul>	<p>1 of these 8 students was identified as needing <i>Urgent Intervention</i> as measured by STAR Math in the January of 2018.</p> <p>5 of these 25 students were identified as needing <i>Intervention</i> as measured by STAR Math in January of 2018.</p> <p>Advanced math interventions were made for 3 first grade students first semester.</p> <p>Touch Math and Number Worlds are used for Tier 2 interventions.</p> <p>On Cloud Nine is used for Tier 3 interventions.</p>		

		fewer than 10 students will be identified as needing intervention.					
2	Reading	<p>12 students were identified by the fall PALS screener to receive intervention.</p> <p>As measured by F&amp;P, students identified in the fall on PALS will be reading at a level L by the end of the school year. Students not identified will be reading at a level M/N by the spring 2018 assessment period.</p>	<p>PALS (Fall, winter, Spring)</p> <p>STAR Reading (Fall, Winter, Spring)</p> <p>Fountas &amp; Pinnell Benchmark Assessment System</p>	<p>Class size 18:1</p> <p>Professional development related to small group instruction.</p> <ul style="list-style-type: none"> <li>• Units of Study in Reading</li> <li>• Units of Study in Writing</li> <li>• RtI/MLSS Model for interventions</li> <li>• Guided Reading groups based on Fountas &amp; Pinnell assessment.</li> </ul>	<p>Of the 12 students identified in PALS, F&amp;P growth is as follows:</p> <ul style="list-style-type: none"> <li>• 1 went from B to E</li> <li>• 1 went from B to F</li> <li>• 1 went from C to E</li> <li>• 1 went from C to G</li> <li>• 1 went from F to F</li> <li>• 1 went from F to I</li> <li>• 1 went from F to J</li> <li>• 4 went from G to I</li> <li>• 1 went from H to J</li> </ul> <p>All these students have received Tier 2 or Tier 3 interventions.</p> <p>All second grade teachers have been trained in PRESS, an intervention resource for students below benchmarks in reading.</p> <p>6 students received advanced reading interventions.</p> <p>All Current F&amp;P Levels:</p> <p>E: 2  F: 2  G: 2  I: 6  J: 10  K: 11  L: 14  M: 13  N: 11  O: 8  P: 6  Q: 11  R: 2  U: 2  100</p>		

2	Mathematics	<p>2 students were identified as needing <i>Urgent Intervention</i> as measured by STAR Math in the fall of 2017.</p> <p>8 students were identified as needing <i>Intervention</i> as measured by STAR Math in the fall of 2017.</p> <p>(10 Total)</p> <p>As measured by STAR Math in the spring 2018, fewer than 4 students will be identified as needing intervention.</p>	<p>STAR Math</p> <p>GO Math Assessments</p> <p>Formative Assessments</p>	<p>Class size 18:1 and professional development related to small groups instruction:</p> <ul style="list-style-type: none"> <li>RtI/MLSS Model for interventions</li> </ul>	<p>Each of the 2 students moved out of the <i>Urgent Intervention</i> category as measured by STAR Math in January of 2018. One of the two students moved up to the <i>Intervention</i> category. The other moved to the <i>On Watch</i> category.</p> <p>1 of the 8 students was identified as needing <i>Intervention</i> as measured by STAR Math in January of 2018.</p> <p>Advanced math interventions were made for 4 second grade students first semester.</p> <p>Number Worlds and Touch Math for Tier 2 interventions.</p> <p>On Cloud Nine for Tier 3 interventions.</p>		
3	Reading	<p>As measured by STAR Reading Assessment Spring 2018, less than 10% of students will be in need of intervention.</p>	<p>STAR Reading</p> <p>QRI (Fall and Spring)</p>	<p>Class size 18:1 and professional development related to small group instruction.</p> <ul style="list-style-type: none"> <li>Units of Study in Reading</li> <li>Units of Study in Writing</li> <li>RtI/MLSS Model for interventions</li> </ul>	<p>15% or 20 students were identified on the STAR Reading Assessment Fall 2017 as being in need of interventions. However, based on STAR and the QRI Assessment together, 24 students were identified as being in need of intervention or 17% of 3rd graders.</p> <p>Of the 24 in the Fall:</p> <p>PP: 4 P: 2 1.0: 11 1.5: 1 2: 6</p> <p>Of the 24 at the end of 1<sup>st</sup> Semester:</p> <p>1: 6 1.5: 4</p>		

					<p>2: 2 2.5: 10 3: 1</p> <p>All of the students are in either a Tier 2 or Tier 2 &amp; Tier 3 intervention with the TRIS Interventionist and/or Reading Specialist.</p> <p>Reading and Math Advanced Learning interventions for students that qualify based on data.</p>		
3	Mathematics	As measured by the STAR Math Assessment Spring 2018, less than 10% of students will be in need of intervention.	STAR Math GO Math Assessments	<p>Class size 18:1 and professional development related to small groups instruction:</p> <ul style="list-style-type: none"> <li>Rtl/MLSS Model for interventions</li> </ul>	<p>15 students or 11% of students were identified as needing interventions based on the STAR Math Assessment Fall.</p> <p>9 students or 7% of students were identified as needing interventions based on the STAR Math Assessment Winter. This included 6 students from FALL and 3 new students.</p> <p>Touch Math and targeted small group instruction provided by classroom teachers.</p> <p>Advanced Learner interventions for students that qualify based on data to begin in late Feb. 30 students qualified at semester.</p>		

:

# INSTRUCTIONAL LEVEL EXPECTATIONS FOR READING

	Beginning of Year (Aug.–Sept.)	1st Interval of Year (Nov.–Dec.)	2nd Interval of Year (Feb.–Mar.)	End of Year (May–June)
<b>Grade K</b>		C+	D+	E+
		B	C	D/E
		A	B	C
				Below C
<b>Grade 1</b>	E+	G+	I+	K+
	D/E	F	H	J/K
	C	E	G	I
	Below C	Below E	Below G	Below I
<b>Grade 2</b>	K+	L+	M+	N+
	J/K	K	L	M/N
	I	J	K	L
	Below I	Below J	Below K	Below L
<b>Grade 3</b>	N+	O+	P+	Q+
	M/N	N	O	P/O
	L	M	N	O
	Below L	Below M	Below N	Below O
<b>Grade 4</b>	Q+	R+	S+	T+
	P/O	O	R	S/T
	O	P	Q	R
	Below O	Below P	Below Q	Below R
<b>Grade 5</b>	T+	U+	V+	W+
	S/T	T	U	V/W
	R	S	T	U
	Below R	Below S	Below T	Below U
<b>Grade 6</b>	W+	X+	Y+	Z
	V/W	W	X	Y
	U	V	W	X
	Below U	Below V	Below W	Below X
<b>Grade 7</b>	Z	Z	Z+	Z+
	Y	Y	Z	Z
	X	X	Y	Y
	Below X	Below X	Below Y	Below Y
<b>Grade 8+</b>	Z+	Z+	Z+	Z+
	Z	Z	Z	Z
	Y	Y	Y	Y
	Below Y	Below Y	Below Y	Below Y

## KEY

Exceeds Expectations

Meets Expectations

Approaches Expectations:  
Needs Short-Term Intervention

Does Not Meet Expectations:  
Needs Intensive Intervention

The Instructional Level Expectations for Reading chart is intended to provide general guidelines for grade-level goals, which should be adjusted based on school/district requirements and professional teacher judgement.



# Kindergarten Common Math Assessment Benchmarks

Critical Skill	Math Common Core Standards	Common Assessment	Ranges		
			By the End of the First Quarter	Middle of the Year	End of the Year
Identify Random Numbers 0-20	K.CC.07	Kindergarten Math Common Assessment	0-3 Beginning 4-6 Developing 7-21 Average	0-9 Beginning 10-14 Developing 15-21 Average	0-14 Beginning 15-20 Developing 21 Average
Count by Rote to 100	K.CC.01	Kindergarten Math Common Assessment	0-5 Beginning 6-10 Developing 11-100 Average	0-29 Beginning 30-49 Developing 50-100 Average	0-79 Beginning 80-99 Developing 100 Average
One to One Correspondence 0-20	K.CC.06	Kindergarten Math Common Assessment	0-3 Beginning 4-6 Developing 7-20 Average	0-9 Beginning 10-14 Developing 15-20 Average	0-14 Beginning 15-19 Developing 20 Average

**THE MASTER AGREEMENT**  
**EVANSVILLE COMMUNITY SCHOOL DISTRICT**  
**BOARD OF EDUCATION**

**AND**

**EVANSVILLE EDUCATION ASSOCIATION**  
**FOR THE 2017-2018 MASTER AGREEMENT**

ARTICLE 1: Recognition

The Evansville Community School District Board of Education recognizes the Evansville Education Association as the exclusive representative for the collective bargaining of base wages for all regular full-time and regular part-time professional employees employed by the Evansville Community School District, excluding supervisory, confidential, managerial employees and all other employees.

ARTICLE 2: Base Wage

Attached as Appendix A is a list of the 2017-2018 bargaining unit members employed in authorized positions as of the date of this Master Agreement, and their total base wage for the 2017-2018 school year.

ARTICLE 3: Duration

The Master Agreement shall have a term commencing July 1, 2017, and ending June 30, 2018.

**Appendix A**

<b>FTE</b>	<b>Full Name</b>	<b>2017 - 2018 Base Wage</b>
1	ADAMS, COURTNEY RAE	56,010.47
1	ALME, ANN L	60,930.47
1	ARDISSON, MEGAN	47,997.59
1	BAXTER, PAIGE E	39,006.59
1	BENSON, BRIAN	69,466.46
1	BETHKE, THOMAS R	69,466.46
1	BEYERL, ABBY D	46,918.00
0.5	BISGROVE, TRISTRAM C	19,575.17
1	BJUGSTAD, RENEE M	69,466.46
1	BONOW, MELISSA	44,254.47
1	BRUMMOND, NANCY L	47,269.47
1	BUTTCHEN, HEATHER J	55,610.47
1	BUTTCHEN, KENDALL RON	39,878.47
1	COATS, GARTH A	38,072.00
1	COBB, DANIEL G	56,410.44
1	COLLINS, GINA M	69,474.47
1	CREEK-HESSLER, JULIE	69,466.46
1	CURTIS, BRUCE H	69,466.46
1	CZERWONKA, MIKE R	60,130.47
1	DEEGAN, MOLLY D	39,478.47

Appendix A

1	DEMMIN, DARREN J	59,730.47
1	DEMROW, KATELYN ELIZABETH	40,278.47
1	DRAEVING, TIFFANY J	64,384.00
1	EILER, NICOLE K	39,406.59
1	ELLIS, CRAIG M	44,072.00
1	FANNING, RICHARD G	69,466.46
1	FANTA STROIK, KELLY D	64,530.47
1	FEENEY, STEPHEN	69,466.46
1	FERRELL, LESLIE K	68,358.63
0.85	FETTIG, SHARI L	36,595.93
1	FIRGENS, AMANDA JOLENE	54,010.47
1	FORSTER, NICOLE D	59,730.47
1	FRITZ, DEBRA L	62,130.39
1	GALLMAN, DARLENE	68,358.63
1	GOMEZ, CARLA	64,530.47
1	GRANSEE, KELLEY A	69,466.46
0.8	GREVE, NANCY	51,623.99
1	GRIBBLE, AMY L	68,358.63
0.2	GROVESTEN, JO ANN	9,409.15
1	HAMMOND, JOLENE M	66,245.21
1	HANKE, PETER C	68,358.63
1	HANNIBAL, MEAGHAN K	68,358.63
1	HANSON, JOHN J	69,466.46

**Appendix A**

1	HARSEVOORT, ROBERT E	69,466.46
1	HOLM, JENNIFER G	50,942.59
1	HOLMES, AMANDA A	43,054.47
1	HORGEN, KATHRYN MICHEL	60,930.47
1	HUMBERG, CHRISTINE M	54,410.44
1	HURDA, DANA R	56,010.47
1	JEREMIASON, BETH M	47,269.44
1	JERSTAD, BRANDON R	38,072.00
1	JOHNSON, JENNIFER RAE	42,982.59
1	JOHNSON, KATHERINE M	53,089.47
1	JOHNSON, STEPHANIE L	62,130.47
1	KATZENMEYER, KIMBERLY R	66,245.21
0.5	KELSO, STACIE L	26,459.00
1	KEYSER, SONYA	54,010.39
1	KNUDSON, LINDA J	54,410.47
1	KOPF, DAVID C	69,466.46
1	KOPF, GRETCHEN L	66,245.21
1	KOSTROUN, CHARITY A	68,358.63
1	KOSTROUN, ROBERT D	68,358.63
1	KREBSBACH, KERI L	41,454.47
1	KRUCKENBERG, CATHY	69,466.46
1	KRUPKE, STEVEN H	69,466.46
1	KUNDERT, LAURINDA K	62,130.47

Appendix A

1	KVALHEIM, JAMES AARON	43,854.47
1	LANGAN, COLIN L	42,982.59
1	LEAHY, AMANDA JAYE	50,614.47
1	LEHMAN, ANDREW R	69,466.46
1	LENTH, JOLENE A	64,530.47
1	MARLIN, ALISON M	39,878.47
1	MARSHALL, KIMBERLY ANN	43,054.36
1	MARTIN, LAURA ERIN	41,454.47
1	MARTY JR, RODNEY H	69,466.46
1	MARTY, RACHEL B	66,245.19
1	MAVES, JENNIFER N	60,530.47
1	MAVES, MICHAEL E	43,454.47
1	MCCLELLAN, SANDRA B	64,530.47
1	MCDANIEL, KATIE ELIZABETH	47,269.42
1	MCKENNA, HEATHER B	54,010.39
1	MCKITTRICK, TRISTAN H	54,010.39
1	MCNAMARA, SAMANTHA R	45,274.00
0.875	MESSLING, PENNY JO	69,466.46
1	MEUER, JERAD D	48,192.00
1	MILLER, DEBORAH L	69,466.46
1	MILLER, KEITH R	69,466.46
1	MILLS, CAROLYN M	69,466.46
1	MOHNS, JENNIFER J	69,466.46

**Appendix A**

1	MOHRBACHER, JESSICA A	43,054.47
1	MUMM, JOANN M	47,269.47
1	NELSON, TRICIA A	39,274.00
1	NIMZ, PATRICIA	69,466.46
1	OAKESON, JOMARIE	69,466.46
1	OSWALD, BETH A	68,358.63
1	OURS, KELLI L	39,006.59
1	PAPENDIECK, SANDRA K	69,466.46
1	PICKERING, DEANNA D	54,410.43
1	PROPER, MEGHANN BROOKE	47,257.39
1	REDDERS, DEEJAY R	59,730.36
1	REUTER, KARI L	42,620.61
1	RIEL, TONY DAVID	47,269.47
1	ROSS, CHRISTINA S	59,730.47
1	RUNKLE, JENNY	62,130.47
1	SCHIELDT, CORINE LYN	60,130.47
1	SCHMICK, TRENT D	60,930.47
1	SCHMOLDT, TERRIE	59,730.36
1	SCHULLO, CHRISTINE M	69,466.46
1	SCHULTZ, CONSTANCE J	68,358.63
1	SCHWENGELS, KARI LYNN	54,078.47
1	SCHWENN, DOUGLAS	54,410.39
1	SENDELBACH, KARLA	66,245.21

Appendix A

1	SHOTLIFF, BRITTANY N.	39,078.47
1	SIMONSON, MARK T	45,078.42
1	SMITH, RENAE J	68,358.63
1	SPERANDEO-WEHNER, KIM DANIELLE	49,814.47
1	STALDER, ELIZABETH S	40,278.47
1	STANDISH, LISA	68,358.63
1	STANO, MARK A	56,410.44
1	STATTON, KENDRA S	47,269.47
1	SWARTWOUT, AIMEE J	45,078.43
1	TEIGEN, LORI R	59,658.51
1	TEPP, SYDNEY N	38,072.00
1	TESKE, DANA MARIE	43,054.47
1	THOMAS, CHERYL D	56,410.44
1	TWAY, ABBEY C	44,254.47
1	TYSON, MARCELA	64,130.47
1	VELASQUEZ-KLOPP, MICHELLE M	54,010.39
1	VIKEN, PENNY A	69,466.46
1	VOSSEKUIL, GREGORY T	54,010.47
1	WALLISCH, TAMARA M	44,798.31
1	WHITE, SAMANTHA	50,942.59
1	WICKERSHAM, KARLA J	56,410.44
1	WIEMILLER, ANTHONY J	54,410.44
1	WOLFGRAM, CHRISTAL SUE	49,096.00



**Appendix A**

1	WOLLINGER, KIMBERLY A	69,466.46
1	WOPAT, JONATHAN WILLIAM	49,414.38
1	YOERGER, RUTH ANN	69,466.46
1	ZBLEWSKI, CYNTHIA A	66,245.21
1	ZBLEWSKI, DOUG E	56,410.47
<b>137.73</b>		

Appendix A

Evansville Community School District  
EEA Appendix A Base Wage

For the EEA:

For the Board of Education:

\_\_\_\_\_  
Kim Katzenmeyer

\_\_\_\_\_  
Mason Braunschweig, President

\_\_\_\_\_  
Dee Jay Redders

\_\_\_\_\_  
Eric Busse, Vice President

\_\_\_\_\_  
Julie Creek-Hessler

\_\_\_\_\_  
Melissa Hammann, Treasurer

\_\_\_\_\_  
Dave Kopf

\_\_\_\_\_  
Jerry Roth, Superintendent

\_\_\_\_\_  
John Hansen

\_\_\_\_\_  
Jamie Merath, Business Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Evansville Community School District Board of Education**

**Supplemental Pay Resolution (2017-18)**

**Teachers**

WHEREAS, 2011 Act 10 creates separate considerations for base wages and supplemental pay; and

WHEREAS, base wages are a mandatory subject of bargaining and supplemental pay is a prohibited subject of bargaining; and

WHEREAS, the Board of Education and the Evansville Education Association have reached agreement on the 2017-2018 base wages; and

WHEREAS, the Board wishes to provide one-time supplemental stipends in 2017-18 to specific teachers; and

WHEREAS, the Board also wishes to provide supplemental pay to specific teachers.

NOW, THEREFORE be it resolved as follows:

- (1) Eligible teachers identified on the attached Appendix A shall receive one-time non-base wage building stipends.
- (2) Eligible teachers identified on the attached Appendix B shall receive a supplemental pay increase.
- (3) This Resolution is subject to amendment at any time, particularly if the provisions of 2011 Act 10 or rules approved pursuant thereto are approved or modified from those currently in effect.
- (4) This Resolution is not intended to set precedent for the 2018-19 contract year or subsequent contract years, and there shall be no reliance placed upon this Resolution continuing and/or being in effect during the 2018-19 contract year or beyond.

Evansville Community School District  
 2017-18 Stipend Pay distribution  
 Appendix A

FTE	Full Name	Stipend Amount
1	BENSON, BRIAN	1,017.96
1	BETHKE, THOMAS R	1,017.96
1	BJUGSTAD, RENEE M	1,017.96
1	CREEK-HESSLER, JULIE	1,017.96
1	CURTIS, BRUCE H	1,017.96
1	FANNING, RICHARD G	1,017.96
1	FEENEY, STEPHEN	1,017.96
1	GRANSEE, KELLEY A	1,017.96
1	HANSON, JOHN J	1,017.96
1	HARSEVOORT, ROBERT E	1,017.96
1	KOPF, DAVID C	1,017.96
1	KRUCKENBERG, CATHY	1,017.96
1	KRUPKE, STEVEN H	1,017.96
1	LEHMAN, ANDREW R	1,017.96
1	MARTY JR, RODNEY H	1,017.96
0.875	MESSLING, PENNY JO	890.72
1	MILLER, DEBORAH L	1,017.96
1	MILLER, KEITH R	1,017.96
1	MILLS, CAROLYN M	1,017.96
1	MOHNS, JENNIFER J	1,017.96
1	NIMZ, PATRICIA	1,017.96
1	OAKESON, JOMARIE	1,017.96
1	PAPENDIECK, SANDRA K	1,017.96
1	SCHULLO, CHRISTINE M	1,017.96
1	VIKEN, PENNY A	1,017.96
1	WOLLINGER, KIMBERLY A	1,017.96
1	YOERGER, RUTH ANN	1,017.96
<b>26.875</b>		<b>\$ 27,357.68</b>

Evansville Community School District  
 2017-18 Professional Educator Supplemental Pay  
 Appendix B

FTE	Full Name	Supplemental Pay
1	ADAMS, COURTNEY RAE	11.38
1	ALME, ANN L	11.38
1	ARDISSON, MEGAN	11.38
1	BAXTER, PAIGE E	11.38
0.5	BISGROVE, TRISTRAM C	5.69
1	BONOW, MELISSA	11.38
1	BRUMMOND, NANCY L	11.38
1	BUTTCHEN, HEATHER J	11.38
1	BUTTCHEN, KENDALL RON	11.38
1	COBB, DANIEL G	11.38
1	COLLINS, GINA M	11.38
1	CZERWONKA, MIKE R	11.38
1	DEEGAN, MOLLY D	11.38
1	DEMMIN, DARREN J	11.38
1	DEMROW, KATELYN ELIZABETH	11.38
1	EILER, NICOLE K	11.38
1	FANTA STROIK, KELLY D	11.38
1	FERRELL, LESLIE K	11.38
0.85	FETTIG, SHARI L	9.67
1	FIRGENS, AMANDA JOLENE	11.38
1	FORSTER, NICOLE D	11.38
1	FRITZ, DEBRA L	11.38
1	GALLMAN, DARLENE	11.38
1	GOMEZ, CARLA	11.38
0.8	GREVE, NANCY	9.10

Evansville Community School District  
 2017-18 Professional Educator Supplemental Pay  
 Appendix B

FTE	Full Name	Supplemental Pay
1	GRIBBLE, AMY L	11.38
0.2	GROVESTEEN, JO ANN	2.28
1	HAMMOND, JOLENE M	11.38
1	HANKE, PETER C	11.38
1	HANNIBAL, MEAGHAN K	11.38
1	HOLM, JENNIFER G	11.38
1	HOLMES, AMANDA A	11.38
1	HORGEN, KATHRYN MICHEL	11.38
1	HUMBERG, CHRISTINE M	11.38
1	HURDA, DANA R	11.38
1	JEREMIASON, BETH M	11.38
1	JOHNSON, JENNIFER RAE	11.38
1	JOHNSON, KATHERINE M	11.38
1	JOHNSON, STEPHANIE L	11.38
1	KATZENMEYER, KIMBERLY R	11.38
1	KEYSER, SONYA	11.38
1	KNUDSON, LINDA J	11.38
1	KOPF, GRETCHEN L	11.38
1	KOSTROUN, CHARITY A	11.38
1	KOSTROUN, ROBERT D	11.38
1	KREBSBACH, KERI L	11.38
1	KUNDERT, LAURINDA K	11.38
1	KVALHEIM, JAMES AARON	11.38
1	LANGAN, COLIN L	11.38
1	LEAHY, AMANDA JAYE	11.38
1	LENTH, JOLENE A	11.38

Evansville Community School District  
 2017-18 Professional Educator Supplemental Pay  
 Appendix B

FTE	Full Name	Supplemental Pay
1	MARLIN, ALISON M	11.38
1	MARSHALL, KIMBERLY ANN	11.38
1	MARTIN, LAURA ERIN	11.38
1	MARTY, RACHEL B	11.38
1	MAVES, JENNIFER N	11.38
1	MAVES, MICHAEL E	11.38
1	MCCLELLAN, SANDRA B	11.38
1	MCDANIEL, KATIE ELIZABETH	11.38
1	MCKENNA, HEATHER B	11.38
1	MCKITTRICK, TRISTAN H	11.38
1	MOHRBACHER, JESSICA A	11.38
1	MUMM, JOANN M	11.38
1	OSWALD, BETH A	11.38
1	OURS, KELLI L	11.38
1	PICKERING, DEANNA D	11.38
1	PROPER, MEGHANN BROOKE	11.38
1	REDDERS, DEEJAY R	11.38
1	REUTER, KARI L	11.38
1	RIEL, TONY DAVID	11.38
1	ROSS, CHRISTINA S	11.38
1	RUNKLE, JENNY	11.38
1	SCHIELDT, CORINE LYN	11.38
1	SCHMICK, TRENT D	11.38
1	SCHMOLDT, TERRIE	11.38
1	SCHULTZ, CONSTANCE J	11.38
1	SCHWENGELS, KARI LYNN	11.38

Evansville Community School District  
 2017-18 Professional Educator Supplemental Pay  
 Appendix B

FTE	Full Name	Supplemental Pay
1	SCHWENN, DOUGLAS	11.38
1	SENDELBACH, KARLA	11.38
1	SHOTLIFF, BRITTANY N.	11.38
1	SIMONSON, MARK T	11.38
1	SMITH, RENAE J	11.38
1	SPERANDEO-WEHNER, KIM DANIELLE	11.38
1	STALDER, ELIZABETH S	11.38
1	STANDISH, LISA	11.38
1	STANO, MARK A	11.38
1	STATTON, KENDRA S	11.38
1	SWARTWOUT, AIMEE J	11.38
1	TEIGEN, LORI R	11.38
1	TESKE, DANA MARIE	11.38
1	THOMAS, CHERYL D	11.38
1	TWAY, ABBEY C	11.38
1	TYSON, MARCELA	11.38
1	VELASQUEZ-KLOPP, MICHELLE M	11.38
1	VOSSEKUIJL, GREGORY T	11.38
1	WALLISCH, TAMARA M	11.38
1	WHITE, SAMANTHA	11.38
1	WICKERSHAM, KARLA J	11.38
1	WIEMILLER, ANTHONY J	11.38
1	WOPAT, JONATHAN WILLIAM	11.38
1	ZBLEWSKI, CYNTHIA A	11.38
1	ZBLEWSKI, DOUG E	11.38
<b>100.35</b>		<b>\$ 1,141.56</b>



Revised: September 11, 2006  
Reviewed: April 23, 2012  
Revised: December 14, 2016  
Revised:  
1<sup>st</sup> Reading: 3/12/18

251

## 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.

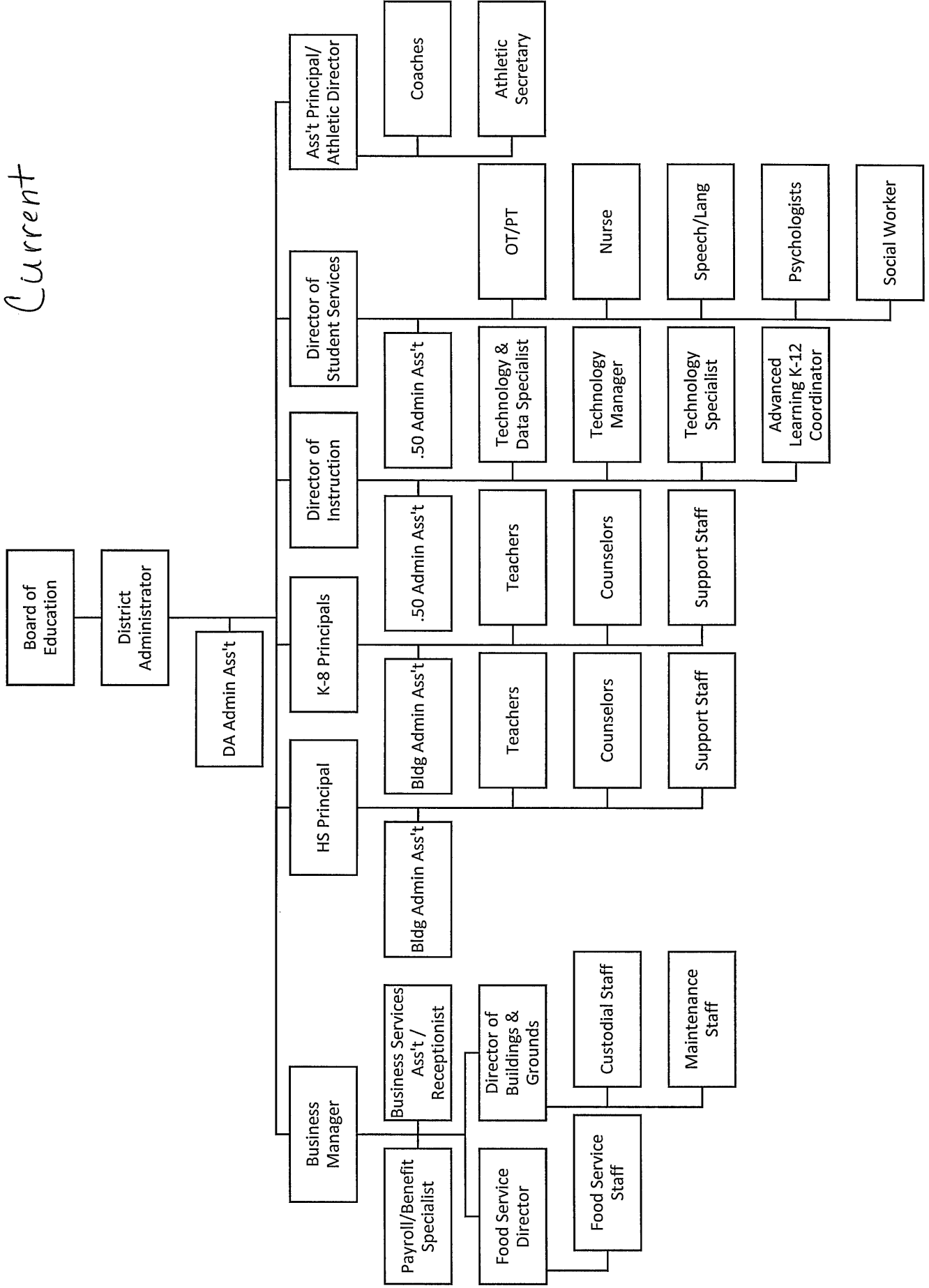
Additionally, the lines of authority do not restrict in any way the cooperative ~~sensible working together~~ **working relationship** of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority 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

Revised: June 11, 2012  
 Revised: December 14, 2016  
 Revised: 1<sup>st</sup> Reading: 3/12/18

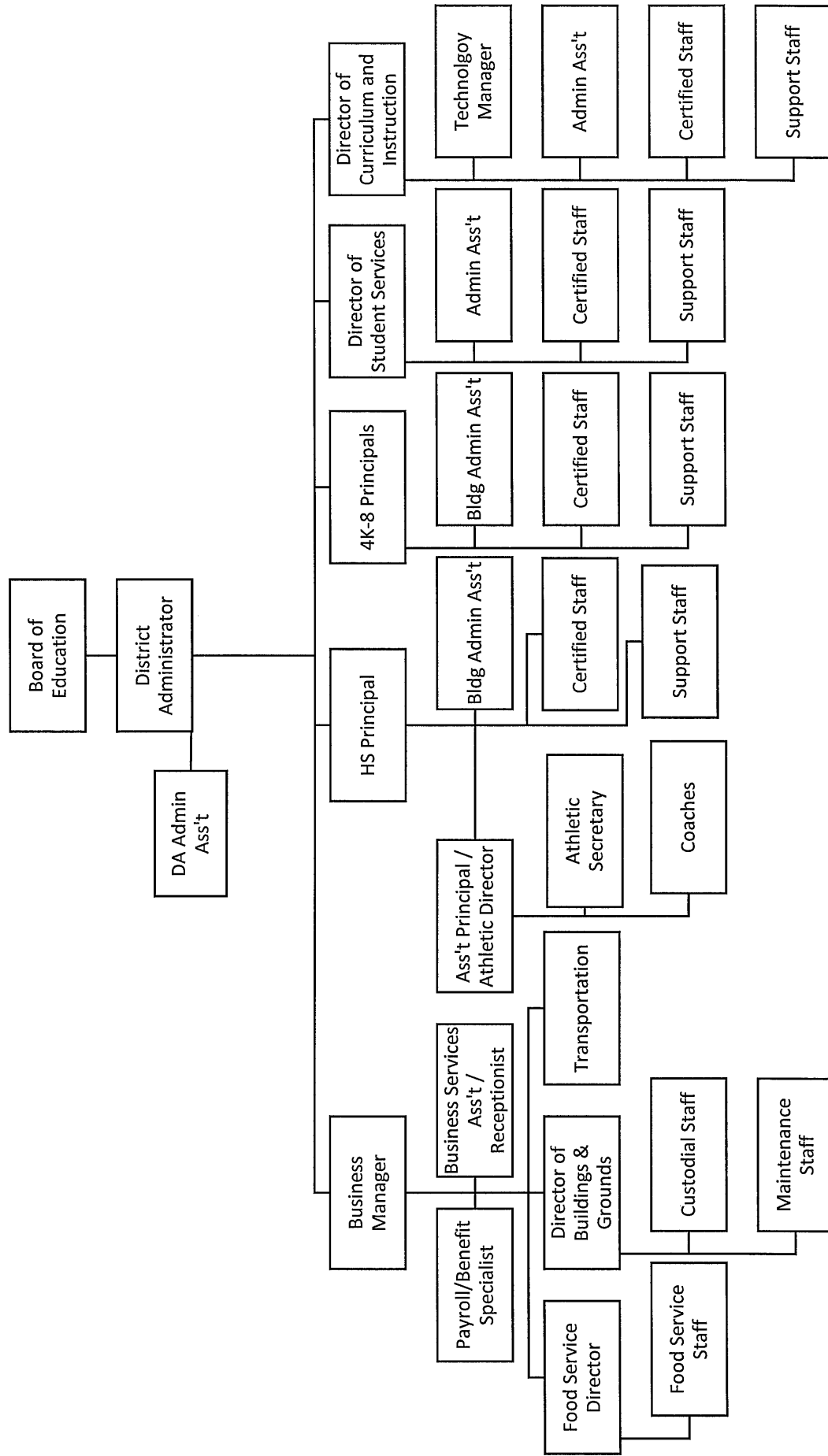
EVANSVILLE COMMUNITY SCHOOL DISTRICT  
 ORGANIZATIONAL STRUCTURE CHART

*Current*



EVANSVILLE COMMUNITY SCHOOL DISTRICT  
ORGANIZATIONAL STRUCTURE CHART

*Proposed New*



Revised: June 27, 2011  
Revised: March 11, 2015  
Revised: September 14, 2016  
Revised:  
1<sup>st</sup> Reading: 3/12/18

345.62

## 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**

**WASB Suggests no policy, as is a category heading. If want to keep, suggest new language below.**

## ADMINISTRATIVE OPERATIONS

~~The district administrator is responsible to the Board of Education for the administration of the schools under applicable laws and Board policy.~~

~~The district administrator shall organize the staff to:~~

- ~~1) secure a clear understanding of the functions of the employees and of the relationships between and among them;~~
- ~~2) establish clear lines of communication, both vertically and horizontally;~~
- ~~3) establish the necessary councils and committees to provide for efficient operation of the schools.~~

~~To engage in this process in an orderly fashion, each group shall be given particular responsibilities, and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the administrator concerned and, where appropriate, by the Board of Education.~~

~~Employees shall be given the authority to make the decision necessary to perform assigned tasks.~~

New Language -

**The legal authority of the Evansville Community School District Board of Education is transmitted through the District Administrator along specific paths from position to position as shown by the organizational chart for the District. The lines of authority in the chart represent direction of authority and responsibility.**

**Local Ref.: Policy #251 Exhibit – Organization Chart**

**EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM March 5, COMMITTEE MEETING**

#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Approved		Date
					YES	NO	
1	Jerry Roth	3 - Support Staff	Pg. 61, Section 7, Paid Vacations	Yes			
2	Administrative Team	3 - Support Staff	Pg. 52, Section 7, A, Vacations	Yes			

<b>Clerical Items</b>	3 - Support Staff	Title Changes Throughout Section	N/A	N/A	N/A	N/A
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March 6 2018  
EHB Changes

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

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation immediately upon approval.

Employee/School Board Member Name: **Jerry Roth**

Employee Handbook Part: **Part 3, Support Staff**

Employee Handbook Page/Section/Section #: **Page 61, Section 7, Paid Vacations**

Suggested Revision:

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

Under Section 7 – Paid Vacations  
Current to be Removed - D. Employees are encouraged to use their vacation in the year earned. Five (5) days of vacation may be carried over into the next school year upon request.

**New – right under Paid vacations – Employees are encouraged to use their vacation in the year earned. Five (5) days of vacation may be carried over into the next school year upon request and approval of the District Administrator.**

\*\*\*\*\*

### DISTRICT OFFICE USE ONLY

Form received: 2-7-18 yr

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_

\_\_\_\_\_

Cost Impact and Amount: 0 Steve W. Anderson

Legal Impact: 0 Steve W. Anderson

①

# EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Administrative Team

Employee Handbook Part: III: Support Staff

Employee Handbook Page/Section/Section #: Pg. 62, Section 7, A

**Suggested Revision:**

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

Administrative Assistants, Business Services Assistant/Receptionist, Payroll/Benefit Specialist and Technology and Data Specialist:  
Current - A. Two (2) weeks paid vacation when hired; and one (1) day for each additional year of service not to exceed twenty (20) days.  
New - A. Three (3) weeks paid vacation when hired; and one (1) day for each additional year of service not to exceed twenty (20) days.

\*\*\*\*\*

**DISTRICT OFFICE USE ONLY**

Form received: 2-27-18 km

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_

Cost Impact and Amount: 0 \$ten W. Swenson

Legal Impact: 0 \$ten W. Swenson



# Employee Handbook Clerical Items – 1/5/18

## Under Part 3 – Support Staff –

- Pg. 56 - 1.08 – Administrative Assistants, Guidance Secretary, Athletic Secretary, Business Services Assistant/Receptionist, Payroll/Benefit Specialist, **Information Systems Specialist and Administrative Assistant**, ~~Technology and Data Specialist~~, and Technology Assistant:
- Pg. 62 – 1.08 – Administrative Assistants, Business Services Assistant/Receptionist, Payroll/Benefit Specialist, and **Information Systems Specialist and Administrative Assistant**, ~~Technology and Data Specialist~~, and Technology Assistant:
- Pg. 62 – B – For Administrative Assistants and ~~Technology and Data Specialist~~ hired before July 1, 2003 – two (2) additional days of vacation during Spring Break.
- Pg. 63 – 4 – Administrative Assistants and ~~Technology and Data Specialist~~ hired before July 1, 2003.....
- Pg. 67 – 11.03 – Retirement Benefits for Administrative Assistants and ~~Technology and Data Specialist~~ Hired Before July 1, 2012.
- Pg. 68 – A. B. C. C-1. C-2 – Remove and technology and data specialist in each area.

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Support Staff Compensation Schedule

Pay Range	Title	Minimum Hourly Rate at Designated Anniversary						
		Start	5 years 8%	10 years 6%	15 years 5%	20 years 4%	25 3%	30+ 3%
1	EA, Clerk, Clerical I - 9 mo.	\$ 12.50	\$ 13.50	\$ 14.31	\$ 15.03	\$ 15.63	\$ 16.10	\$ 16.58
2	Clerical II - 10 mo.	\$ 13.00	\$ 14.04	\$ 14.88	\$ 15.63	\$ 16.25	\$ 16.74	\$ 17.24
3	Clerical III - 11 mo.	\$ 14.00	\$ 15.12	\$ 16.03	\$ 16.83	\$ 17.50	\$ 18.03	\$ 18.57
4	Clerical IV - 12 mo.	\$ 16.00	\$ 17.28	\$ 18.32	\$ 19.23	\$ 20.00	\$ 20.60	\$ 21.22
5	Specialist	\$ 18.00	\$ 19.44	\$ 20.61	\$ 21.64	\$ 22.50	\$ 23.18	\$ 23.87

How to count years of service	
2014/15 school year will be your first year of service if you were hired between	1/1/14 - 12/31/14
2013/14 school year will be your first year of service if you were hired between	1/1/13 - 12/31/13
2012/13 school year will be your first year of service if you were hired between	1/1/12 - 12/31/12

Increases are given at the year of the school year, not on the actual anniversary date.

Summer does not count towards years of service.

Paid internships do not count towards years of service.

Board Approved 12-9-15

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
B&G Compensation Schedule

Pay Range	Title	Minimum Hourly Rate at Designated Anniversary							
		5 years 8%	10 years 6%	15 years 5%	20 years 4%	25 years 3%	30+ years 3%		
1	Cleaner	\$ 13.50	\$ 14.58	\$ 15.45	\$ 16.23	\$ 16.88	\$ 17.38	\$ 17.90	
2	Grounds	\$ 15.00	\$ 16.20	\$ 17.17	\$ 18.03	\$ 18.75	\$ 19.31	\$ 19.89	
3	Custodian/Maintenance	\$ 16.50	\$ 17.82	\$ 18.89	\$ 19.83	\$ 20.63	\$ 21.25	\$ 21.88	
4	Head Custodian	\$ 18.00	\$ 19.44	\$ 20.61	\$ 21.64	\$ 22.50	\$ 23.18	\$ 23.87	

Rationale

Employee's hourly wage may be more at anniversary date, but will not be less  
Annual increases will be determined by the BOE

Approved by BOE on 7-20-2016

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Food Service Compensation Schedule

		<u>Minimum Hourly Rate at Designated Anniversary</u>									
Pay Range	Title	5 years 8%	10 years 6%	15 years 5%	20 years 4%	25 years 3%	30+ years 3%	30+ years 3%	30+ years 3%	30+ years 3%	30+ years 3%
1	Cook I	\$ 12.50	\$ 13.50	\$ 14.31	\$ 15.03	\$ 15.63	\$ 16.10	\$ 16.58			
2	Cook II	\$ 13.50	\$ 14.58	\$ 15.45	\$ 16.23	\$ 16.88	\$ 17.38	\$ 17.90			
3	Cook III	\$ 14.00	\$ 15.12	\$ 16.03	\$ 16.83	\$ 17.50	\$ 18.03	\$ 18.57			

**Rationale**

Employee's hourly wage may be more at anniversary date, but will not be less  
Annual increases will be determined by the BOE

Approved by BOE on June 8, 2016

# 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
HMV Advisor	5%	\$1,640.00	\$1,722.00	\$1,843.00	\$2,009.00
HS Robotic Team	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

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 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.)

Approved: October 9, 2006

252

Revised:

1<sup>st</sup> Reading: 2/12/18; 2<sup>nd</sup> Reading: 2/26/18; 3<sup>rd</sup> Reading: 3/12/18

## ADMINISTRATIVE COUNCILS AND COMMITTEES

The District Administrator may create committee councils and other advisory groups for the purpose of developing school programs, implementing **Evansville Community School District Board of Education** policy, or for whatever other purpose the District Administrator or Board deems necessary.

All councils and committees created by the District Administrator will be for the purpose of obtaining to a maximum degree the input and counsel of administrative and supervisory personnel of the District and to aid in District communication. Functioning in an advisory capacity, such groups may make recommendations for submission to the Board through the district administrator. However, such groups will exercise no inherent authority. Authority for establishing policy remains with the Board and authority for implementing policy remains with the District Administrator.

The membership, composition, and responsibilities of administrative councils and committees will be defined by the District Administrator and may be changed at ~~his/her~~ **their** discretion.

**Legal Ref.: Section 118.24 Wisconsin Statutes (School District Administrator)**

**Local Ref.: Policy #185-Board Committees**

**Policy #811.1 – Family/Guardian Involvement**

~~Approved: July 8, 1985~~

253.1

Revised: August 14, 2006

253.1

Revised: February 12, 2007

Revised:

1<sup>st</sup> Reading: 2/12/18; 2<sup>nd</sup> Reading: 2/26/18; 3<sup>rd</sup> Reading: 3/12/18

## DEVELOPMENT AND REVIEW OF ADMINISTRATIVE RULES

The **Evansville Community School District Board of Education** shall delegate to the District Administrator the function of specifying required actions and designing the **detailed arrangements** ~~procedures~~ under which the schools shall be operated. These **detailed arrangements** ~~rules and procedures~~ shall constitute the administrative rules governing the schools. **They shall be defined in written form and organized in various handbooks for easy use.** The ~~handbooks~~ administrative rule, **must**, in every respect, be consistent with the policies of the Board, statutory law, and case law.

~~The Board reserves the right to review and veto administrative rules.~~ **The Board shall strive to formulate and adopt administrative rules and handbooks only when specific statutes require Board adoption. The Board may also do so when the District Administrator recommends Board adoption in special circumstances.**

**Local Ref.: Employee Handbook**



Approved: September 11, 2006

253.2

Revised:

1<sup>st</sup> Reading: 2/12/18; 2<sup>nd</sup> Reading: 2/26/18; 3<sup>rd</sup> Reading: 3/12/18

## DEVELOPMENT AND/OR APPROVAL OF HANDBOOKS

Student, ~~teacher, and~~ parent/guardian, **and staff** handbooks describing individual school operations **will shall** be developed to provide information to students, parents/guardians, **staff**, and the community at large.

All handbooks ~~for purposes of this sort~~ shall be developed consistent with **the Evansville Community School District** Board of Education policy, state, and federal law.

**Handbooks will shall be shared with intended audiences at the start of each school year.** ~~These rules and detailed arrangements including Codes of Conduct will be shared with staff, students, and parents/guardians in the Staff and/or Student Handbooks for each building.~~ The Board **will shall** annually approve the middle and high school student handbooks.

Local Ref.: Policies #443.1 – Student Conduct and Dress

#443.10 – Code of Classroom Conduct

#443.11 – Student Conduct in the Classroom

#443.2 – Student Conduct on School Buses

Revised:

1<sup>st</sup> Reading: 2/12/18; 2<sup>nd</sup> Reading: 2/26/18; 3<sup>rd</sup> Reading: 3/12/18

## TEMPORARY ADMINISTRATIVE ARRANGEMENTS

~~In any organization it is important that the responsibility for decision making be clearly established in the event of absence of the assigned administrator.~~

~~When the District Administrator is absent from the school district, the business manager shall serve as acting administrator. Decisions that need to be made before the return of the district administrator, will be the responsibility of the business manager.~~

~~If the district administrator and business manager are absent from the District, the director of pupil services shall be assigned to serve as acting administrator.~~

~~In the event the district administrator is unable to perform his/her duties for an extended period of time, the Board may employ an interim district administrator.~~

### **District Administrator**

**During the time when it is necessary for the District Administrator to be absent from the Evansville Community School District, the District Administrator will appoint an Acting Administrator.**

**The Acting District Administrator shall assume primary responsibility for the welfare of the children and the District in cases of accident, fire, weather emergencies or other emergencies. They shall assume other administrative responsibilities delegated by the absent District Administrator. In the event that the Acting District Administrator needs assistance, they may: consult with the District Administrator by phone; consult with other members of the Administrative Team; and/or consult with the Board President.**

**In the event that the District Administrator should die or become disabled, or for any other reason is unable to perform their duties, the Board President will appoint an Acting District Administrator with full District administrative responsibilities until the Board of Education meets to make an official acting or permanent assignment of a District Administrator.**

### **Principal**

**During the time when it is necessary for the building principal to be absent from the District, they shall designate a staff member to serve as Acting Principal to handle accidents, fire, emergencies and student discipline matters. Any other matters of importance should be referred to the District Administrator.**

**Should a Principal die or become disabled, the District Administrator shall appoint an Acting Principal until such time the Board of Education meets to make an official acting or permanent assignment.**

**Principals absent from the building should provide contact information to their administrative assistants, so they may be reached in an emergency. The District will provide cell phones to members of the Administrative Team to facilitate these emergency contacts.**

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
EVANSVILLE, WISCONSIN

The regular meeting of the Board of Education of the Evansville Community School District was held Monday, February 26, 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.

**APPROVE AGENDA**

Motion by Mr. Busse, seconded by Mr. Titus, 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

**BUDGET FINANCE**

Ms. Hammann shared the co-curricular salary schedule. Discussion.

District Administrator, Mr. Roth, and Business Manager, Mr. Swanson, presented the 2018-2019 staffing plan. Discussion.

Mr. Roth gave an update on the 2018 potential referendum. Surveys went out to the community.

Mr. Roth shared on the sale of Lincoln Street/4<sup>th</sup> Street property, local realtor information. Discussion. Consensus of the Board to contact realtors, to negotiate their commission and get the best cost for us for the least amount of money.

Ms. Hammann gave an update on the Evansville Education Foundation.

Budget Finance agenda items for April 23, 2018, meeting discussed.

**CONSENT (Action Items)**

Items pulled from the agenda: A-approval of co-curricular salary schedule; B-approval of 2018-2019 staffing plan; and F-approval of November, December and January bills and reconciliation.

Motion by Mr. Hamilton, seconded by Mr. Busse, moved to approve the consent agenda items: staff changes, hiring of an educational assistant, Kathy Wille, at \$13.50/hour; policies: #161-Board Member Information Requests; #211-Administrator Ethics; #411.3-Prohibition of Student Bullying; #871-Public Complaints About School Personnel; #871 Form-Complaints Against Staff Form; and February 12, 2018, regular meeting minutes. Motion carried, 7-0 (roll call vote).

Motion by Mr. Hennig, seconded by Mr. Rasmussen, moved to approve the co-curricular salary schedule. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve the 2018-2019 staffing plan, to include the addition of .50 student services and .25 social studies positions. Discussion. Motion carried, 7-0 (voice vote).

Motion by Ms. Hammann, seconded by Mr. Hennig, moved to approve the November, December and January bills and reconciliation. Discussion. Motion carried, 7-0 (voice vote).

### **REVIEW POLICIES**

Ms. Hammann presented for a first reading, policy #250-Administrative Operations.

Ms. Hammann presented for a second reading, policies: #252-Administrative Councils and Committees; #253.1-Development and Review of Administrative Rules; #253.2-Development and/or Approval of Handbooks and #260-Temporary Administrative Arrangements. Discussion.

### **BOARD DEVELOPMENT**

Mr. Roth led discussion on the Continuous System Improvement (CSI) sub-committees updates of: Climate and Culture/Health and Wellness; Communications and Community Engagement; Facilities and Operations; Staff and Student Teaching and Learning; and Technology. Discussion.

Board Development agenda items for April 23, 2018, meeting discussed.

### **FUTURE AGENDA**

March 12, 2018, regular meeting agenda discussed.

### **EXECUTIVE SESSION**

Motion by Mr. Hennig, seconded by Mr. Busse, moved to go into executive session, under Wisconsin State Statute 19.85(1)(c)(e) and (g) 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; 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 discuss negotiations strategy concerning the 2017-2018 contract with the Evansville Education Association (EEA) covering teachers. Motion carried, 7-0 (roll call vote).

### **ADJOURN**

Meeting adjourned from executive session at 8:06 pm.

Submitted by John Rasmussen, Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: 3/12/18  
Mason Braunschweig, President

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Special Meeting/Citizens Advisory Committee Agenda**

**Wednesday, March 21, 2018**

**6:00 pm**

**High School Media Room**

**640 S. Fifth Street**

*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. School Perceptions Presentation of Preliminary Survey Results.
- IV. 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:

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Monday, April 9, 2018**

**6:00 pm**

**District Board and Training Center**

**340 Fair Street (Door 36)**

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- 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:
  - Week of the Young Child - April 16, 2018.
  - Open Enrollment – February 5, 2018 – April 30, 2018
- IV. Public Presentations.
- V. Information & Discussion:
  - A. High School Student Board Representatives Report.
  - B. School Board Election Update.
  - C. 2018 Potential Referendum Update.
  - D. First Reading of Policies:
    1. #
  - E. Second Reading of Policies:
    1. #
- VI. Public Presentations.
- VII. Consent (Action Items):
  - A. Approval of Staff Changes:
  - B. Approval of Policy: #250 - Administrative Operations.
  - C. Approval of March 12, 2018, Regular Meeting and March 21, 2018, Special Meeting Minutes.
- VIII. Future Agenda – April 23, 2018, Regular Board Meeting Agenda.
- IX. Adjourn.

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