

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, April 29, 2013

6:30 p.m.

TRIS LMC (Enter Off of Fair Street, Door 41)

340 Fair 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: www.evansville.k12.wi.us, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

			<u>APPROX. TIME</u>	
I.	Roll Call: Dennis Hatfield John Rasmussen	Kathi Swanson Tina Rossmiller	Eric Busse Sandra Spanton Nelson	2 min
II.	Approve Agenda.			1 min
III.	Presentation of Technology Plan.			20 min
IV.	Public Presentations.			
V.	Budget Finance – Chair, Kathi Swanson –			90 min
	A. Discussion Items:			
	1) Update on Evansville Education Foundation.			
	2) Insurance Committee Recommendation.			
	3) Leases: Kids Korner, Kid Connection, Woodchucks.			
	4) Property Insurance.			
	5) Policy #657.1 – Student Fee Schedule.			
	6) Policy #760.1 – Breakfast/Lunch Fee Schedule.			
	7) 2012-13 Budget Update.			
	8) 2013-14 Budget Update.			
	9) 2013-2014 Proposed Staff Changes/Budget Options.			
	B. Develop Budget Finance Agenda Items for Next Meeting.			
VI.	Policy – Chair, Tina Rossmiller -			10 min
	A. First Reading of Policies: #187-Public Participation at Board Meetings and #322-Student School Day.			
	B. Second Reading of Policy #152-Employee Handbook.			
VII.	Business (Action Items) –			30 min
	A. Approval of Renaissance Learning – STAR Universal Screener and Progress Monitoring Tool.			
	B. Approval of Insurance Committee Recommendation.			
	C. Approval of Staff Changes: Support Staff Resignations and Teacher			

Resignations.

- D. Approval of 2013-2014 Budget Option.
- E. Approval of Employee Handbook Written Draft, Part II, Sec. 7-8 (Certified Staff-Insurance and Leave and Retirement Benefits) and Part III, Sec. 7-11 (Support Staff-Paid Vacation, Holidays, Leave Benefits, Insurance Benefits, and Retirement Benefits).
- F. Approval of March 25, 2013, Board Minutes.

- VIII. Future Agenda – Chair, Eric Busse - 5 min
 - A. Develop May 13 Regular Board Meeting Agenda.
- IX. Executive Session – Under Wisconsin State Statute 19.85(1)(c)(e) to Discuss Personnel Issues and District Administrator Evaluation. 20 min

Mission Statement: *The Evansville Community School District, in active partnership with families and the community, will provide a positive learning environment that challenges all students to achieve personal excellence and become contributing citizens of the world community.*

Vision Statement:

Creating a culture of excellence in:

- *Academic achievement*
- *Character development*
- *Pursuit of arts, athletics, and other activities*
- *Community engagement*
- *Highly effective staff*

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.

Persons needing special accommodations or more specific information about agenda items should call 882-5224, ext. 3387 at least 24 hours prior to the meeting.

Posted: 4/25/13
Re-Posted: 4/25/13pm

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Monday, April 29, 2013

6:30 p.m.

TRIS LMC (Enter Off of Fair Street, Door 41)

340 Fair 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: www.evansville.k12.wi.us, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

- | | <u>APPROX. TIME</u> |
|---|---------------------|
| I. Roll Call: Dennis Hatfield | |
| John Rasmussen | |
| Kathi Swanson | |
| Tina Rossmiller | |
| Eric Busse | 2 min |
| Sandra Spanton Nelson | |
| II. Approve Agenda. | 1 min |
| Suggested Motion: I move we approve the agenda as presented. | |
| III. Presentation of Technology Plan - Ms. Landers and Mr. Martin will present the 2013-2016 Combined Information and Technology Plan. This Plan provides an overview of the library and technology resources in the District and a plan to address the use of these resources to improve teaching and learning across the District over the next three years. This plan was a collaborative effort by the Tech Plan Committee which included library media specialists, business education teachers, technology staff, administrators, parents, and Mr. Rasmussen as the Evansville Board of Education Representative. A portion of the plan is enclosed. | 20 min |
| IV. Public Presentations. | |
| V. Budget Finance – Chair, Kathi Swanson – | 90 min |
| A. Discussion Items: | |
| 1) <u>Update on Evansville Education Foundation</u> – Ms. Swanson will present. | |
| 2) <u>Insurance Committee Recommendation</u> – Enclosed is a proposal from the Insurance Committee. | |
| 3) <u>Leases: Kids Korner, Kid Connection, Woodchucks</u> – Ms. Treuden has enclosed a memo. | |
| 4) <u>Property Insurance</u> – Ms. Treuden has enclosed a memo. | |
| 5) <u>Policy #657.1 – Student Fee Schedule</u> – Ms. Treuden has enclosed a memo. | |

- 6) Policy #760.1 – Breakfast/Lunch Fee Schedule – Ms. Treuden has enclosed a memo.
- 7) 2012-13 Budget Update – Ms. Treuden will present.
- 8) 2013-14 Budget Update – Ms. Treuden will present.
- 9) 2013-2014 Proposed Staff Changes/Budget Options – Enclosed is a memo and seven options.

B. Develop Budget Finance Agenda Items for Next Meeting.

VI. Policy – Chair, Tina Rossmiller -

10 min

- A. First Reading of Policies: #187-Public Participation at Board Meetings and #322-Student School Day – #187 comes forward with suggested changes from Ms. Swanson. #322 comes forward with suggested changes from the Administrative Team.
- B. Second Reading of Policy #152-Employee Handbook – This policy comes forward with suggested changes from the April 8 Board meeting.

VII. Business (Action Items) –

30 min

- A. Approval of Renaissance Learning – STAR Universal Screener and Progress Monitoring Tool – This was presented at the April 8 board meeting.

Suggested Motion: I move we approve the STAR Universal Screener and Progress Monitoring Tool in the amount of \$38,890 for year 1, \$18,853 for year 2, and \$15,657 for year 3 for a total of \$73,400.

- B. Approval of Insurance Committee Recommendation – Recommendation was presented earlier in this meeting.

Suggested Motion: I move we approve the Insurance Committee recommendation as presented.

- C. Approval of Staff Changes: Support Staff Resignations and Teacher Resignations – Please approve the following:
 1. Jake Slaback, Technology Specialist, whose last day was April 19.
 2. Mandy Giessel, Educational Assistant, at the end of the 2012-2013 school year.
 3. Ellie Haberl, High School English Teacher, at the end of the 2012-2013 school year.
 4. Allison Ojeda, 3rd Grade Teacher, at the end of the 2012-2013 school year.
 5. Diego Ojeda, High School Spanish Teacher, at the end of the 2012-2013

school year.

Suggested Motion: I move we approve the resignations of Jake Slaback, Technology Specialist, effective April 19, 2013, Mandy Giessel, Educational Assistant and Ellie Haberl, High School English Teacher, Allison Ojeda, 3rd Grade Teacher, and Diego Ojeda, High School Spanish Teacher at the end of the 2012-2013 school year.

D. Approval of 2013-2014 Budget Option.

Suggested Motions: I move we approve the 2013-2014 Budget Option ___ as presented.

Or

I move we adopt Budget Option ___ with the following changes _____.

E. Approval of Employee Handbook Written Draft, Part II, Sec. 7-8 (Certified Staff-Insurance and Leave and Retirement Benefits) and Part III, Sec. 7-11 (Support Staff-Paid Vacation, Holidays, Leave Benefits, Insurance Benefits, and Retirement Benefits).

Suggested Motion: I move we approve the Employee Handbook Written Draft, Part II, Sec. 7-8 (Certified Staff-Insurance and Leave and Retirement Benefits) and Part III, Sec. 7-11 (Support Staff-Paid Vacation, Holidays, Leave Benefits, Insurance Benefits, and Retirement Benefits) as presented.

F. Approval of March 25, 2013, Board Minutes – *Enclosed are the unapproved minutes.*

Suggested Motion: I move we approve the March 25, 2013, minutes as presented.

VIII. **Future Agenda – Chair, Eric Busse -** 5 min
A. Develop May 13 Regular Board Meeting Agenda – *Enclosed is a draft of the May 13 agenda.*

IX. **Executive Session – Under Wisconsin State Statute 19.85(1)(c)(e) to Discuss Personnel Issues and District Administrator Evaluation.** *You will adjourn from executive session.* 20 min

Suggested Motion: I move we move into executive session under Wisconsin State Statute 19.85(1)(c)(e) to Discuss Personnel Issues and District Administrator Evaluation.

Roll Call Vote:

Hatfield ____ Swanson ____ Rasmussen ____ Rossmiller ____
Spanton Nelson ____ Busse ____

Motion to Adjourn the Meeting:

Suggested Motion: I move we adjourn the meeting.

FOR YOUR INFORMATION -

1. May 8, Employee Recognition – have you turned in your money to attend? Are you planning on attending?
2. Enclosed is the Committee List updated since the April 22 Board Meeting.
3. Upcoming Board Meeting list.

Evansville Community School District

2013-2016 Combined Information and Technology Plan

Evansville Community School District
340 Fair Street
Evansville, WI 53536

Mr. Jerry Roth, District Administrator

Approved by the Board of Education on <Month Day, Year>

EXECUTIVE SUMMARY

The Evansville Community School District (ECSD) serves 1,760 students in rural Rock County, Wisconsin. There are four schools in the community: Levi Leonard Elementary School (Early Childhood through grade 2), Theodore Robinson Intermediate School (grades 3-5), J.C. McKenna Middle School (grades 6-8), and Evansville High School (grades 9-12). The District strives to provide a high quality education for all students through creating an environment that values low teacher to student ratios, teaches a standards-based curriculum, ensures a safe school environment, and provides equity of access to technology resources.

The 2013-2016 Information and Technology Plan was collaboratively developed with these District values in mind. This plan addresses three goals, developed from teacher and student survey data and current research and best practices, that the committee felt were of paramount importance for the system to move forward. Building upon the work of our 2010-2013 Plan will allow the District to continue to address the professional development needs of teachers and other District personnel and to ensure that our information technology infrastructure is sufficiently powerful and responsive to support the wide variety of instructional and operational needs placed upon it.

Providing high quality job-embedded professional development to District employees is integral to teaching and learning as well as ensuring operational efficiencies across the organization.

- Goal 1 addresses professional development for teachers to effectively integrate technology into classroom instruction. Development of the skills necessary to use technology and effectively incorporate it into classroom instruction is a clear first step in helping students to develop 21st Century Skills.
- Goal 2 addresses collaborative development of library collections to prepare students for rigorous learning opportunities and the development of 21st Century skills. Additional work under this goal addresses the District technology assessments aimed at strengthening the information technology infrastructure.
- Goal 3 recognizes the need to concretely address the revision and documentation of a K-12 technology literacy curriculum. This work merges with on-going curriculum mapping work in the District to implement the Common Core State Standards.

As the District continues to work under budget constraints, resource management, professional development, and technology literacy instruction remain as system needs. Budget constraints will continue to be a challenge, but the planning team believed that the Information and Technology Plan would be the vehicle to support this work. The 2013-2016 goals and action plans build upon the work of our previous Plan, and the Technology Planning Committee members are fully vested in the successful implementation of this Plan.

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1. INTRODUCTION

1.1. Evidence of Relevant Research and Best Practices Review

The Evansville Community School District Technology Planning Committee reviewed a number of resources that provided foundational information in the development of the 2013-2016 Information and Technology Plan. The district library media specialists led the discussions and provided resources to the group to develop an understanding of current trends in library media collections development and using technology for teaching and learning. These resources included:

Changing Role of the Library Media Specialist

Pierce, Margo. "A 21st Century Librarian Helps Students See Through the Cloud." *THE Journal – Transforming Education through Technology*, 1105 Media, 1 Jan 2013. Web. 10 Jan. 2013

Bring Your Own Device (BYOD)

Stieber-White, Kim. "BYOD Programs, Policies, Security." 1 Jan. 2013. TS

This compendium describes what a Bring Your Own Device (BYOD) program is and how it works. Reference citations support library and school practices related to BYOD programs, necessary infrastructure requirements, policy and budgeting considerations, and management of the implementation of a BYOD program. Additional citations provide information regarding different BYOD models and the positive and negative impacts that such programs can have on student learning and learning institutions. This work includes an extensive list of references for further more detailed review of BYOD programs.

On-Line Education

iNACOL. (2012). Fast Facts about Online Learning. Retrieved from http://www.inacol.org/press/docs/nacol_fast_facts.pdf

Knewton. (n.d.) Blended Learning: A Disruptive Innovation. Retrieved from <http://www.knewton.com/blended-learning/>

Staker, H. & Horn, M. B. (2012). Classifying K-12 Blended Learning. Retrieved from <http://www.innosightinstitute.org/innosight/wp-content/uploads/2012/05/Classifying-K-12-blended-learning2.pdf>

McLester, Susan. (2011). Building a Blended Learning Program. *District Administration*, 47 (9), 40-53. <http://www.districtadministration.com/article/building-blended-learning-program>

Wicks, M. (2010). A National Primer on K-12 Online Learning, Version 2. A National Primer on K-12 Online Learning http://www.inacol.org/research/docs/iNCL_NationalPrimerV22010-web.pdf

iNACOL. (2011). National Standards for Quality Online Courses, Version 2. International Association for K-12 Online Learning: Vienna, VA. http://www.inacol.org/research/national_standards/iNACOL_CourseStandards_2011.pdf

1:1 Computing

Educational Outcomes and Research from 1:1 Computing Settings

Bebell, D., & O'Dwyer, L. M. (2010). Educational Outcomes and Research from 1:1 Computing Settings. *Journal of Technology, Learning, and Assessment*, 9(1).

<http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ873675&site=ehost-live>

Donovan, L., Green, T., & Hartley, K. (2010). An Examination of One-to-One Computing in the Middle School: Does Increased Access Bring About Increased Student Engagement? *Journal of Educational Computing Research*, 42(4), 423-441.

<http://search.ebscohost.com/login.aspx?direct=true&db=ehh&AN=50715297&site=ehost-live>

Spires, H., Oliver, K., & Corn, J. (2011). The New Learning Ecology of One-to-One Computing Environments: Preparing Teachers for Shifting Dynamics and Relationships. *Journal of Digital Learning in Teacher Education*, 28(2), 63-72.

<http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ960152&site=ehost-live>

Bebell, D., & Kay, R. (2010). One-to-One Computing: A Summary of the Quantitative Results from the Berkshire Wireless Learning Initiative. *Journal of Technology, Learning, and Assessment*, 9(2), 1-60.

<http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ873676&site=ehost-live>

Mobile Devices/Tablets/Educational Apps

Allen, R. (2011). Can Mobile Devices Transform Education? *Education Update* 53(2). Retrieved from <http://www.ascd.org/publications/newsletters/education-update/feb11/vol53/num02/Can-Mobile-Devices-Transform-Education%2%A2.aspx>

Johnson, L., Adams, S., and Cummins, M. (2012). NMC Horizon Report: 2012 K-12 Edition. Retrieved from <http://nmc.org/pdf/2012-horizon-report-k-12.pdf>

Pierce, D., Devaney, L., Stansbury, M., Carter, D., Zwang, J. (2011). Education's Guide to Mobile Devices: Everything You Need to Know About Mobile Tech and Your Schools. (STAR) *Student Technology Action Report*, 1-73. Retrieved from http://www.eschoolnews.com/wp-content/blogs.dir/2/files/2011/09/mobile_star.pdf

Pew Internet & American Life Project. (2011) Teen Gadget Ownership. Retrieved from [http://www.pewinternet.org/Trend-Data-\(Teens\)-Gadget-Ownership.aspx](http://www.pewinternet.org/Trend-Data-(Teens)-Gadget-Ownership.aspx)

E-Readers/E-Books/E-Textbooks

Boone, R., & Higgins, K. (2003). Reading, Writing and Publishing Digital Text. *Remedial & Special Education*, 24(3), 132. Retrieved from

<http://search.ebscohost.com/login.aspx?direct=true&db=ehh&AN=9878786&site=ehost-live>

Cavanaugh, T. (2002). Ebooks and Accommodations: Is This the Future of Print Accommodation? *TEACHING Exceptional Children*, 35(2), 56-61.

<http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ655584&site=ehost-live>

Chesser, William D. (2011). Chapter 5: The E-textbook Revolution. *Library Technology Reports*, 47(8), 28-40. <http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=69736257&site=ehost-live>

Grimshaw, S., Dungworth, N., McKnight, C., & Morris, A. (2007). Electronic Books: Children's Reading and Comprehension. *British Journal of Educational Technology*, 38(4), 583-599.

<http://dx.doi.org/10.1111/j.1467-8535.2006.00640.x>

Guernsey, L. (2011). Are Ebooks Any Good? (coverstory). *School Library Journal*, 57(6), 28-32.
<http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ940119&site=ehost-live>

Kasman Valenza, J., & Stephens, W. (2012). Reading Remixed. *Educational Leadership*, 69(6), 75-78.
<http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ982577&site=ehost-live>

Larson, L. C. (2008). Electronic Reading Workshop: Beyond Books with New Literacies and Instructional Technologies. *Journal of Adolescent and Adult Literacy*, 52(2), 212-213.
<http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ817073&site=ehost-live>

Larson, L. C. (2009). E-Reading and E-Responding: New Tools for the Next Generation of Readers. *Journal of Adolescent and Adult Literacy*, 53(3), 255-258.
<http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ862133&site=ehost-live>

Library Journal & School Library Journal. (2010). *Survey of Ebook Penetration & Use in U.S. Public Libraries*.
http://c0003264.cdn2.cloudfiles.rackspacecloud.com/Public%20Library%20Ebook%20Report_2.pdf

Bye-Bye Books? (2012). *Scholastic News – Edition 5/6*, 81(8), 2.
<http://web.ebscohost.com/ehost/detail?vid=14&hid=21&sid=699b869e-a9b1-455a-99ac-add6101f8b81%40sessionmgr12&bdata=JnNpdGU9ZWwhvc3QtbGl2ZQ53d%3d#db=f5h&AN=83176338>

Fletcher, G.H. (2010). A Revolution on Hold. *THE Journal*, 37(6), 21.
<http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=51459364&site=ehost-live>

Nelson, L., Arthur, E., Jensen, W. R., & Van Horn, G. (2011). Trading Textbooks for Technology: New Opportunities for Learning. *Phi Delta Kappan*, 92(7), 46-50.
<http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=59813414&site=ehost-live>

Pew Internet & American Life Project. (2011) Teen Gadget Ownership. Retrieved from
[http://www.pewinternet.org/TrendData-\(Teens\)-Gadget-Ownership.aspx](http://www.pewinternet.org/TrendData-(Teens)-Gadget-Ownership.aspx)

Flipped Classroom
Flipped Classroom Offers New Learning Path. (2011) *Electronic Education Report*, 18(23), 1-3.
<http://web.ebscohost.com/ehost/detail?sid=936c59db-83e7-41b7-9772-15398c492ae1%40sessionmgr110&vid=1&hid=127&bdata=JnNpdGU9ZWwhvc3QtbGl2ZQ%3d%3d#db=aph&AN=67615144>

Fulton, K. P. (2012) 10 Reasons to Flip. *Phi Delta Kappan*, 9(2), 20.
<http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=82329030&site=ehost-live>

Game-Based Learning
Spires, H. A., Rowe, J. P., Mott, B. W., & Lester, J. C. (2011). Problem Solving and Game-Based Learning: Effects of Middle Grade Students' Hypothesis Testing Strategies on Learning Outcomes. *Journal of Educational Computing Research*, 44(4), 453-472.
<http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ935595&site=ehost-live>

Echeverri, J., & Sadler, T. D. (2011). Gaming as a Platform for the Development of Innovative Problem-Based Learning Opportunities. *Science Educator*, 20(1), 44-48.
<http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ940937&site=ehost-live>

Steinkuehler, C. (2010). Video Games and Digital Literacies. *Journal of Adolescent and Adult Literacy*, 54(1), 61-63. <http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ896718&site=ehost-live>

Personalized Education

Rosen, Y., & Beck-Hill, D. (2012). Intertwining Digital Content and a One-to-One Laptop Environment in Teaching and Learning: Lessons from the Time to Know Program. *Journal of Research on Technology in Education*, 44(3), 225-241.

<http://search.ebscohost.com/login.aspx?direct=true&db=ehh&AN=72396488&site=ehost-live>

Demski, J. (2012). This Time It's Personal. *THE Journal*, 39(1), 32

<http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=70317927&site=ehost-live>

Richardson, W. (2012). Preparing Students to Learn Without Us. *Educational Leadership*, 69(5), 22.

<http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=71100798&site=ehost-live>

A review and discussion of current research and best practices in the integration of technology into classroom instruction contributed to the committee's understanding of our District's

- technology status
- need to build capacity among staff and students to be resilient and flexible users of technology
- need to develop technology literacy across the District, and
- need to focus on innovative ways to use technology for teaching and learning in our schools.

1.2. District Information and Technology Vision Statement

The Evansville Community School District Vision

Creating a culture of excellence in:

- Academic achievement
- Character development
- Pursuit of arts, athletics, and other activities
- Community engagement
- Highly effective staff

The Evansville Community School District Information and Technology Vision

The Evansville Community School District Combined Information and Technology Plan will support a District culture that innovates, continually improves, and ensures equity of access to appropriate technologies for the educational community. To that end, the District will engage students, staff, school board members, parents, and the community by:

- Increasing student achievement through instructional integration of technology
- Developing students who are college or career ready
- Continually improving professional development and curriculum materials that are accessible, realistic, and usable by all
- Supporting a well-planned infrastructure that is able to respond to the rigorous demands of integrated technology
- Teaching the safe and ethical use of technology, and
- Providing an environment of support and respect

Revised January 17, 2013

1.3. District Information and Technology Mission Statement

Evansville Community School District Mission

The Evansville Community School District, in active partnership with families and the community, will provide a positive learning environment that challenges all students to achieve personal excellence and become contributing citizens of the world community.

The Evansville Community School District Information and Technology Mission

The information and technology mission of the Evansville Community School District is to support a culture in which the educational community continually develops the capacity to successfully live, learn, and work in a rapidly-changing world.

Revised January 17, 2013

1.4. Indication of Relationship between Plan and Vision and Mission Statements

This 2013-2016 Information and Technology Plan was developed through a collaborative process that included the contributions of stakeholders representing a variety of perspectives on educational services and opportunities in the District.

In July 2012, the ECSD hired a new District Administrator. Under this leadership, the District embraced the task of determining the state of information and technology resources in the District. Through a series of technology assessments, District leadership began to understand areas of strength and areas in need of improvement and develop a plan to address District needs.

The technology assessment data supported the perspectives represented in the 2010-2013 Combined Information and Technology Plan, and the 2013-2016 Plan will continue to connect to the District mission and vision through

- the development of a solid technology infrastructure that will support the use of multiple technologies for instruction
- the design and implementation of a comprehensive and varied model to deliver professional development in technology use and best practice to teachers
- a continuation of a management plan to distribute technology resources and materials equitably across all schools in the district
- a continuation of the collaborative selection of LMC resources to support the Common Core State Standards and Next Generation Science Standards as well a general augmentation of resources available to users

These continued foci are embodied in our information and technology mission and vision and are the foundation for the goals and action plans developed by the committee and later detailed in this report.

2. BACKGROUND

2.1. Community/School District Demographics

The community of Evansville is located in a rural setting in northwest Rock County, 23 miles to the South of Madison. The 5,006 inhabitants of the city make their living in agriculture and manufacturing or commute to Madison, Janesville, or other nearby cities for employment, shopping, and entertainment. The median household income for 2011 was \$62,250 with a home ownership rate of 72.1% and 8.6% of the population living below the poverty level. The overall population is 96% white, 3.5% Hispanic, 1.5% mixed race, and <1% African American, Native American, Asian, and Pacific Islander. Evansville was settled in the 1840s and was known as "The Grove" because of the large stand of trees located to the northwest of the city.

The ECSD serves 1,760 students with 173 instructional staff. In 2013, the ethnic composition of the student body is 91% white, 5% Hispanic, 2% African American, 1% Asian, and 1% more than one race. Approximately 13% of students enrolled are identified as students with disabilities. This percentage has declined from 15% since 2010. The percentage of low income students has risen from 12% in 2001 to a steady 27% from 2008 through 2013.

The ECSD has four schools that serve the community. Levi Leonard Elementary School has an enrollment of 400 students in Early Childhood through second grade. Theodore Robinson Intermediate School instructs students in grades three through five and has an enrollment of 436 students. J.C. McKenna Middle School serves students in grades six through eight and has an enrollment of 424 students. Students in grades nine through twelve are served at Evansville High School which has an enrollment of 500 students.

2.2. District Information and Technology Team

The District Information and Technology Team includes the following membership:

Lou Havlik	Principal	Levi Leonard Elementary School
Joan Brooke	Library Media Specialist	Levi Leonard Elementary School/ Theodore Robinson Intermediate School
Joan Wick	Principal	Theodore Robinson Intermediate School
Bob Flaherty	Principal	J. C. McKenna Middle School
Meg Farnung	Library Media Specialist	J. C. McKenna Middle School
Lynda Oleinik	6-12 Gifted & Talented Resource Teacher/ K-12 Gifted & Talented Coordinator	J. C. McKenna Middle School/ Evansville High School
Kim Stieber-White	Library Media Specialist	Evansville High School
Dana Hurda	Business Education Teacher/ Parent	Evansville High School
Kyle McDonald	6-12 Business Education Teacher/ Parent	Evansville High School
Larry Martin	Technology Manager	District Office
Jake Slaback	Technology Specialist	District Office
Linda Gard	Business Services	District Office
Vaunce Ashby	Director of Student Services	District Office
Paula Landers	Director of Instruction	District Office
John Rasmussen	School Board	Community Member

2.3. District Technology Planning Committee

The 2013-2016 Combined Information and Technology Plan team included the membership listed above in the District Information and Technology Team. This team provides leadership and guidance throughout the system for the achievement of Plan goals and objectives.

2.4. Overview of planning process

The 2013-2016 Combined Information and Technology Team met according to the following schedule to complete the work of developing the plan.

Meeting 1	
Introductions, Foundations, and Revision of Mission and Vision <ul style="list-style-type: none"> Analyze the extent to which the goals and objectives of the 2010-2013 Plan were achieved. Review and update the 2010-2013 Information and Technology Mission and Vision 	Concurrent work: <ul style="list-style-type: none"> Develop staff and student survey. Plan for administration of staff and student survey – communication with administrative team.
Meeting 2	
Relevant Research and Best Practices <ul style="list-style-type: none"> Finalize the 2013-2016 Information and Technology Mission and Vision Review and discuss best practices literature for information and technology in teaching and learning 	Concurrent work: <ul style="list-style-type: none"> Write and complete analysis and summary of committee's review of relevant research and best practices.
Meetings 3 and 4	
Relevant Research and Best Practices <ul style="list-style-type: none"> Review and discuss best practices literature for information and technology in teaching and learning Finalize updates for staff and student survey tools from 2010-2013 Plan for deployment of staff and student surveys 	Concurrent Work <ul style="list-style-type: none"> Administer staff (all buildings) and student (8th grade only) surveys Compile and format staff and student survey data when available.
Meetings 5 and 6	
Needs Assessment/ Current Status of Information and Technology Plan (F) <ul style="list-style-type: none"> Analyze and discuss staff and student survey data Triangulate staff and student survey data with mission and vision 	Concurrent Work <ul style="list-style-type: none"> Write and complete needs assessment/ current status portion of the plan (F).
Meeting 7	
Determine Information and Technology Plan Goals for 2010-2013 Action Plan Presentation <ul style="list-style-type: none"> Review and discuss triangulated staff and student survey data Review requirements for developing goals and objectives for Plan Develop Goals, objectives, and action steps 	Concurrent Work: <ul style="list-style-type: none"> Compile the team's work into the Plan template.
Meeting 8	
Present draft Plan to Committee for Final Input	Concurrent Work:

<p>Schedule Plan for Board Approval Process (must be approved by June 2013 meeting)</p> <ul style="list-style-type: none"> • Review Plan draft and provide feedback for improvement/changes • Incorporate feedback from other stakeholder groups before final Board approval • Plan for presentation to Administrative Team and Board of Education 	<ul style="list-style-type: none"> • <i>Calendar for Administrative Team and Board and presentations</i> • <i>Complete final edits on Information and Technology Plan</i> • <i>Schedule and develop Board presentation of Plan</i>
Meeting 9	
<p>Present Updated Draft Plan for Final Review</p>	<p><i>Concurrent Work</i></p> <ul style="list-style-type: none"> • <i>Complete final edits on Information and Technology Plan</i>

2.5. Community Resources and Adult Literacy Providers

The ECSD works in collaboration with the Eager Free Public Library, Blackhawk Technical College, CESA2, and the CESA network to provide technology literacy training to District professionals and the community.

Specific programming at the ECSD includes the Technology Academy, a 24+ hour workshop offered to teachers during the school year. The Library Media Specialists, in their role as technology integrators, organize and teach the Technology Academy. Blackhawk Technical College provides professional development in the use of specific technologies and software programs such as Microsoft Office, Digital Photography, and the opportunity for educators and students to visit specific programs of study. CESA2 and the other CESAs offer a variety of workshops supporting proficient use of technology in instruction. Many ECSD educators have taken, and are taking, workshops focusing on the use of SMART Board technology, Web 2.0, on-line instruction, and iPads to enhance the use of higher level thinking skills among students in the classroom.

Programming to support community-wide technology literacy is channeled through multiple sources which include classes, workshops, and other forums for learning in the following locations:

- Eager Free Public Library
- City Government
- Local Businesses
- Local Civic Groups and Service Organizations
- Youth Center
- Area Technical Colleges and Universities
- Wisconsin Virtual School and APEX
- One-on-One Instruction Through the Arrowhead System
- 4 Lakes Distance Education Network

3. CURRENT STATUS AND NEEDS ASSESSMENT

3.1. Assessment of Progress toward Previous Plan’s Goals

The team considered the progress with respect to augmenting technology resources and our system’s technology literacy level development from 2010 – 2013. The team was pleased with our overall

progress with the 2010-2013 Plan and felt that it was well executed. Many of the needs identified in the last plan are needs that are still present in our system and will appear in the 2013-2016 Plan in some capacity.

3.1a. Achieved Objectives and Activities

All of goal 1, objectives 1, 2, and 3 were achieved. Goal 2, objective 1 was also achieved.

Goal 1: Develop and implement a collaborative coaching model that supports teachers to integrate best practices in teaching and learning, information inquiry, and technology literacy so that students will increase their academic achievement across all content areas		
Objective 1: Library Media Specialists will be trained in the Microsoft Model for Peer Coaching		
Activities	Timeline	Completed
Microsoft Peer Coaching Training	May 2010 – August 2010	yes
Objective 2: Library Media Specialists will develop and pilot a service delivery model that supports teachers in the use of technology to engage students in higher-level thinking and the development of 21 st Century Skills		
Development of a service delivery model for technology integration	September 2010 – March 2011	yes
Pilot the service delivery model for technology integration K-12	September 2010 – March 2011	yes
Objective 3: Library Media Specialists will engage in a plan-do-check-act cycle of continuous improvement to ensure that the District remains responsive to instructional media and technology needs through maintaining a collection of, and supporting teachers' use of, a wide and current range of instructional media with a variety of levels of difficulty		
Collaborative purchase of library print and digital resources	July 1, 2010 – June 30, 2011	yes
Evaluate 2010-2011 Technology Integration Pilot	March 2011 – May 2011	yes
Revision of service delivery model based upon pilot feedback	June 2011	yes
Collaborative purchase of library print and digital resources	July 1, 2011 – June 30, 2012	yes
Evaluation and revision of 2011-2012 Technology Integration Model	June 2012	yes
Collaborative purchase of library print and digital resources	July 1, 2012 – June 30, 2013	yes
Evaluation and revision of 2012-2013 Technology Integration Model	June 2013	yes
Goal 2: Develop a current and responsive technological framework that provides equitable access to technology for the school community.		
Objective 1: Develop and maintain a responsive and reliable infrastructure		
Upgrade network core	2010 - 2014	yes
Maintain desktop Lab PCs	2010 - 2013	yes

Battery Backup Installation	August 2010	yes
Implement an office suite upgrade	2010 - 2013	yes

3.1b. Postponed, Delayed or Cancelled Objectives and Activities

Objective two under goal two was cancelled. A variety of factors contributed to this objective being cancelled including: staffing changes in the District Office, shifting job responsibilities in the District Office, a 1.0 FTE reduction in technology support staff, the implementation of Technology Academy during professional development days, and the strength of the informal communication network already established to provide support in this area.

Goal 2: Develop a current and responsive technological framework that provides equitable access to technology for the school community			
Objective 2: Develop a variety of tools that communicate and demonstrate technology resources and provide on-going professional development for those resources			
Activities	Timeline	Postponed (P), Delayed (D), or Cancelled (C)	Why
Evaluate and select communication tools (e.g. blog, wiki, newsletter)	November 2010	Cancelled	DO staffing changes and shifting job responsibilities
Timeline for development and implementation of selected communication tools	January 2011	Cancelled	DO staffing changes and shifting job responsibilities
Implementation of communication tools	January 2011	Cancelled	DO staffing changes and shifting job responsibilities; strength of informal communication network
District survey to assess the degree to which the selected tools have increased staff awareness of resources in the District and provided equity of access to user support of technology resources	May 2011	Cancelled	DO staffing changes and shifting job responsibilities; strength of informal communication network
Evaluation of improvement of 2010 - 2011 communication tools	June 2011	Cancelled	Previous steps not completed
Implementation of changes suggested in summer work	September 2011 – June 2012	Cancelled	Previous steps not completed
Evaluation of improvement of 2011 – 2012 communication tools	June 2012	Cancelled	Previous steps not completed
Implementation of changes suggested in summer work	September 2012 – June 2013	Cancelled	Previous steps not completed
Evaluation of improvement of	June 2013	Cancelled	Previous steps not

3.1c. Continued or Modified Objectives and Activities

Consensus among the team members was that professional development to increase the technology literacy of staff so that they could create more technology-rich lessons was critical to higher student engagement and development of 21st Century Skills among students. In addition, the Common Core State Standards have clearly articulated the need for a broad variety of content-area non-fiction resources to be available to our library users. Print, digital, and technology resources available through the LMC continue to be a priority for the District. The work involved in Goal 1 will reappear in an updated form in the 2013-2016 Plan.

3.2. Reflections on the Wisconsin Information and Technology Planning Focus Areas

The following analyses were derived from the 2013 ECSD staff and student survey data. When analyzing student and teacher data, the committee isolated survey questions where there was a 50% discrepancy in skill levels between teachers in a building, teachers across buildings, and students and teachers.

3.2.a Analysis of Student Proficiency

The ECSD strives to ensure that students are technology literate by the completion of 8th grade. Elementary and secondary curriculum integrates the use of technology across all content areas. Recent staffing reductions have required general educators in the elementary and middle levels to plan for computer literacy instruction during core instructional time. Evansville High School offers an elective sequence in business education. A Technology Internship program was offered through the 2011-2012 school year, but was discontinued due to staffing reductions.

Eighth grade students were surveyed (Appendix A) about their knowledge and attitudes toward use of technology in the school. The following areas for improvement surfaced in the data – the number in parenthesis below refers to the survey question number.

- 60% of students surveyed stated that they could not identify the different components of a computer system. (1.1)
- 51% of students surveyed stated that they were not proficient at working with a variety of different multimedia and document formats (e.g. jpg, html, mp3, etc.) (1.6)
- 66% of students surveyed indicated that they could not explain potential problems viruses or other malware create, and practical methods of prevention. (2.0)
- 57% of students surveyed responded that they were not sure if they could explain or comply with the acceptable use policy and describe the consequences for failing to comply with the policy. (2.1)
- 56% of students surveyed indicated that they could not explain how media and technology can be used to distort or exaggerate information. (2.5)
- 66% of students surveyed indicated that they did not know how to cite electronic sources in a researched work. (2.6)
- 66% of students surveyed stated that they were not sure if they could explain ethical and legal behavior for copying/downloading files, applications, and media. (2.7)
- 75% of students surveyed stated that they have not read the acceptable use policy. (3.0)
- 49% of students surveyed felt that the District was not providing enough technology (hardware) for their use. (3.3)

The committee noted that questions 1.1, 2.0, 2.5, 2.6, and 3.3 surfaced as areas in need of improvement in the 2010-2013 student survey as well. This informed the development of goals for the 2013-2016 Plan.

The survey also indicated several areas of strength for students in the ECSD system. Questions where seventy five percent or more of the students responded that they felt comfortable doing the task or could help others to do the task included:

- 93% of students surveyed stated that they could select a strong password and keep it safe. (1.0)
- 89% of students surveyed stated that they could demonstrate basic skills for using hardware and applications (e.g. start up and shut down computer system and peripherals, open and close a file, start an application, and create a document). (1.2)
- 94% of students surveyed stated they could select a printer and print a document with appropriate resolution and orientation (portrait or landscape). (1.5)
- 76% of students surveyed stated that they could explain and apply classroom/lab rules for responsible use of technology. (2.2)
- 76% of students surveyed stated that they could use basic assistive technology features of operating systems and applications. For example, changing text size or mouse controls. (2.3)
- 76% of students surveyed stated that they could explain the safe, responsible use of email, instant messaging, chat rooms and other electronic communication tools. (2.9)
- 95% of students surveyed stated that they think using technology makes their classes more interesting. (3.1)

The committee noted that questions 1.0, 1.2, 1.5, and 3.1 appeared as strengths in the 2010-2013 student survey as well, though the percentages had increased in 2013. These data also informed the development of goals for the 2013-2016 Plan.

3.2.b Analysis of Educator Proficiency

The survey e-mailed to staff district-wide included questions related to educator proficiency in technology operations and concepts and questions related to ethics and safety. The survey results indicated that teachers working with younger students felt that they had more questions and uncertainties when using technology than teachers working with older students. This result is similar to the 2010 survey of staff.

When reviewing the survey data, team members flagged questions for which 50% or more of respondents indicated they "did not know how to do this" or "sometimes needed help to do this." Because half or more of respondents indicated a lack of proficiency in this target area, the question was flagged as an area of concern where system proficiency would need to be developed.

Technology concepts and operations questions that were categorized as areas of concern across all buildings included:

- I can recognize and work with a variety of different multimedia and document formats (e.g. .jpg, html, mp3, .doc, .odt). (1.6)
- I can create and manipulate graphics using a drawing or painting program (e.g. adjust scale, size, shape, resolution). (1.9)

Additional questions posing common concerns among staff working with students in grades K-5 included:

- I can identify components of a computer system and its operating system (e.g. drives, memory, window). I can explain the functions of the components and use appropriate terminology in speaking about them. (1.1)

- I can create a simple multimedia presentation and explain the terminology (e.g. slide, transition, build). (1.8)

There were no **technology ethics and safety** questions with 50% or more of respondents across all buildings indicating that they “did not know how to do this” or “sometimes needed help to do this.” However, several ethics and safety questions posed common areas of concern to staff working with students in grades K-5.

- I can cite electronic sources correctly in accordance with academic standards (e.g. APA) and I can explain and model this in my classroom. (2.6)
- I can evaluate a website’s validity as a source of information (e.g. find site sponsor, author, date the site was last updated). (2.8)

The 2013 staff survey results were similar to the 2010 survey results and were taken into consideration during the development of the 2013-2016 Plan goals.

3.2.c Analysis of Effective Teaching and Learning Practices

Teachers across the District have access to a variety of hardware and software options to use in the classroom. Some items common to all buildings include SMART Boards, document cameras, laptops, PCs, video cameras, digital cameras, LCD projectors, overhead projectors, and other items. Software and web-based applications vary based upon student needs (e.g. Read and Write Gold), grade level and content area (e.g. Every Day Mathematics support materials), and teacher interest. Through membership and participation in the now dissolved Integrating State Standards, Achievement, and Curriculum to support student learning (ISSAC) Consortium, there are pockets of highly talented technology-fluent educators in the District. Since the discontinuance of the Enhancing Education through Technology (EETT) funds, resources to promote this work have been sustained by local talent, and building and technology department budgets. Professional development initiatives over the last three years, and principally the Technology Academy, have been well-received by teachers. It is our plan that this work can be expanded to include more K-5 teachers to become fluent in the strategic use of technology to increase student achievement in their classroom.

The survey e-mailed to staff included questions about **teaching and learning with technology**. The overall conclusions congruent with responses in the other survey categories: teachers working with younger students indicated the need for professional development in more target areas than teachers working with older students. Again, the team flagged questions where more than 50% of respondents indicated they “did not know how to do this” or “sometimes needed help to do this.”

Questions indicating areas of concern across all buildings included

- I can plan and implement collaborative projects with other classrooms or schools using interactive tools (e.g. e-mail, discussion forums, Skype, interactive websites, VoIP, video conferencing). (3.8)

Three additional questions posed concerns for educators working with students in grades K-5:

- I can design and develop lessons and activities that integrate technology in a variety of instructional settings for all students. (3.0)
- I can use appropriate technology to differentiate instruction (e.g. multi-media presentations) for all learners. (3.5)
- I can manage student technology activities to optimize learning with available resources (e.g. in a one-computer classroom, a computer lab, or with portable/wireless technology). (3.6)

One additional question indicated an area of concern K-5 and was also critically important to students:

- I can discuss current best practices on teaching and learning with technology in order to plan rich learning environments and experiences (60% answered that they did not know or needed help). (3.1)
- Do you think using technology makes your classes more interesting? (95% answered yes) (3.1)

Fewer areas of concern appeared in the 2013 teacher survey data as compared to the 2010 teacher survey data, and professional expertise increased in using electronic communication media like blogs and wikis. Still, the system need indicated here is clear. Students want to use more technology in the classroom because it makes learning more interesting, but teachers do not always feel that they have the skills to use different technologies or the knowledge of where to integrate them into their daily lessons. This need is particularly clear for K-5 educators.

3.2.d Analysis of Access to Information Resources and Learning Tools

The ECSD strives to provide sufficient updated print and information technology resources across all schools and the District Office. The print collections are managed and monitored by LMC personnel and inventoried using the Destiny software package. Information technology resources are managed by the technology manager, information technology specialist, and LMC personnel. All software and hardware resources are inventoried.

The table below provides an overview of the resources available and resource circulation at each school in the District. The data represent a snapshot of the 2011-12 school year, and are not representative of collection trends over time. From this snapshot, the usage data indicate that print materials are circulated more widely at the elementary level than at the high school level, but that database searches are prominent in the middle and high school levels. This decrease in print circulation over grades 9-12 could be due to a variety of factors including, but not limited to, a greater dependence on electronic resources, classroom reading materials are not sourced out of the library, and different library utilization patterns between elementary and secondary levels. Elementary and Intermediate level students have library time scheduled weekly and teachers consistently check-out resources from the library which increase the circulation rate at these schools. Middle level students are scheduled to use library resources on a bi-weekly basis and check out materials through their language arts classes. Print materials, software, and other media resources housed in the LMCs are purchased through the Common School Fund.

Levi Leonard Elementary School	Theodore Robinson Intermediate School	J.C. McKenna Middle School	Evansville High School
Materials			
9,068 titles	10,251 titles	9,549 titles	8,578 titles
19,899 copies	11,816 copies	16,972 copies	10,194 copies
Patrons			
487	507	457	--
Total Circulations 2011-2012 (* including equipment and technology circulations)			
22,024	35,249	14,801*	7,476*
--	--	545 equip/tech only	2726 equip/tech only
SIRS Issues Researcher Database Usage Statistics			
--	--	--	13,016
Health Reference Center Database Annual Usage Statistics			

--	--	--	551
EBSCOHost Database (* J.C. McKenna and Evansville High School combined)			
--	--	41,493*	

Through the LMC, teachers have access to televisions, VCRs, LCD projectors, overhead projectors, document cameras, flip cameras, MP3 players, and video cameras. Based upon teacher use, some have LCD projectors and overhead projectors or document cameras in their classrooms.

With respect to information technology, the District operates on a PC platform that supports 1251 PCs and 13 Macintosh computers, 71 iPads, and 26 iPods. It is the intention of the District to pursue an all PC IT environment in order to realize economies of scale in software and hardware purchases and to better guarantee network access and security. The District has implemented an inventory system for hardware and software to ensure security of District property, show more accurate reporting of IT resources, and to make informed decisions regarding equipment replacement, software, and upgrades.

The District provides access to 993 student workstations across all schools, has 244 teacher computers, and supports 14 computers designated for administrative use. Each school is outfitted with a computer lab with internet access, and all schools have wireless access. All schools offer mobile laptop/netbook labs to teachers and students for check-out. The network filters internet content using Lightspeed and currently uses Sophos anti-virus software to secure the system.

All schools have access to SMART Boards or Mimio Teach Interactive Boards. One SMART Board is shared between the elementary and intermediate schools, 3 SMART Boards are located at Levi Leonard Elementary, 4 SMART and 6 Mimio Boards are located in the intermediate school, 7 SMART Boards are installed in the middle school, and 20 are installed at the high school.

Evansville High School supports a distance learning lab which is connected to the 4 Lakes Distance Education Network. Courses taken and courses offered through this instructional network have diminished in recent years. Students accessed a Certified Nursing Assistant (CNA) course in 2010-2011 and Calculus BC in 2012-2013. In 2011-2012, there was a need for Calculus BC but the offering did not come to fruition. As fewer districts maintain membership in 4 Lakes, the ECSD has had to search for other networks in the state to offer Calculus BC at an additional per student cost, and working outside of our network has presented challenges due to the outdated nature of the equipment. The 4 Lakes Distance Education Network is currently reviewing its operations to determine its future direction and role.

Evansville High School is seeing an increased use of online courses and curriculum to expand course options for students, provide increased scheduling flexibility, and allow for credit recovery. Online courses and curriculum through APEX and Wisconsin Virtual School are available 24/7 and can be placed anywhere in a student schedule. The length of time that a student takes to complete a course is also flexible. Each online course has a teacher that interacts with students and grades work. Vendors require a mentor onsite to keep students on track and trouble shoot problems with technology.

Evansville High School also uses online curriculum through Compass Learning Odyssey that is taught by local teachers. The Odyssey curriculum is used to meet goals in an IEP or 504 plan, to support students who temporarily cannot attend classes due to illness or incarceration, for acceleration, to help students take courses to graduate that cannot be scheduled, and for credit recovery.

Over time, it is the desire of the District to provide more technologically current resources, and focus on the purchase of small technologies for instructional use. As our infrastructure is strengthened, funds

will be reallocated to support the purchase of these small technologies. Building budgets also address technology needs as funds are available.

3.2.e Analysis of Support Systems and Leadership

The ECSD houses library collections and technology services in all four schools. All library media specialists are state certified for their positions and hold a Wisconsin 902 license. They work collaboratively across buildings with each other to support programming needs for students at all levels, and collaborate with the Technology Manager on matters of hardware/ software access and system support. The library media specialists are also represented on the Curriculum Coordinating Council (CCC) and work collaboratively with the Director of Instruction to support instructional integration of technology across the system.

Staffing for the ECSD's library media centers (LMCs) is as follows:

- Grove Campus LMCs at Levi Leonard Elementary School and Theodore Robinson Intermediate School jointly are staffed with two library media clerks each scheduled for 25.0 hours weekly and a 1.0 FTE Library Media Specialist.
- J.C. McKenna Middle School is staffed with a 1.0 FTE Library Media Specialist.
- Evansville High School is staffed with .80 FTE library media specialist who also serves as a .20 FTE reading teacher.

To support District information technology infrastructure and system reliability, the District provides a 1.0 FTE Technology Manager and one system support specialist scheduled for 40 hours a week.

System support for technology integration into teaching and learning will continue to rely upon the work of the library media specialists teaching the Technology Academy and supporting individual staff members.

As State funding for public schools decreases, the Evansville Community School District has had to reduce staffing in the libraries and in technology support. As State funding continues to decrease, additional staffing reductions may become necessary. The work described in this Combined Information and Technology Plan presupposes current staffing levels. An uncertain future may have a negative impact on the attainment of these goals.

4. GOALS AND OBJECTIVES

After considering the District's information and technology vision and mission, analyzing the survey data for staff and student needs, and considering current research and best practices, the following goals were developed by the team. Implementation action plans follow.

Need Statement: In order for students to develop the capacity to successfully live, learn, and work in a rapidly changing world, the District needs to provide staff with on-going, accessible, relevant professional learning that supports best practices in use of educational technology and information literacy.

Goal 1: Develop and implement a comprehensive professional development plan that supports staff in integrating best practices in teaching and learning to develop student proficiency in utilizing information literacy and technology.

- Objective 1.1: Develop a list of professional development knowledge and skills needed by staff.
- Objective 1.2: Design multiple vehicles for staff to access information about resources, training, and support for new technologies that improve teaching, learning, and student achievement.
- Objective 1.3: Provide professional learning opportunities for technology integrators and staff integrating technology into common core based lessons and lessons that address 21st Century Skill development for students.

Need Statement: In order for students to live, learn, and work in a rapidly-changing world, the Library Media Center must serve as the integrated hub of information and technology resources, keeping current with rigorous, relevant resources that support all classrooms and all learners.

Goal 2: The District will collaboratively develop a collection of LMC resources that support 21st Century Skills, student achievement, and ensure the ethical use of resources

- Objective 2.1: Engage staff in a partnership to evaluate and augment LMC resources relevant to the Common Core State Standards (CCSS) and 21st Century Skills.
- Objective 2.2: Develop and implement procedures for copyright compliance for staff and students.

Need Statement: In order for students to live, learn, and work in a rapidly changing world, the District infrastructure must be able to support devices that integrate technology into teaching and learning, and develop students' technology literacy skills and the application of those skills.

Goal 3: Assess the District's technology resources and capabilities and revise and implement a K-12 technology information curriculum

- Objective 3.1: Assess and upgrade District network, Wi-Fi, and other communication technology infrastructures to ensure that technology will be integrated into teaching and learning
- Objective 3.2: Revise and implement a K-12 technology information curriculum

5. IMPLEMENTATION ACTION PLAN

Need Statement: In order for students to develop the capacity to successfully live, learn, and work in a rapidly changing world, the Evansville Community School District needs to provide staff with on-going, accessible, relevant professional learning that supports best practices in the use of educational technology and information literacy.

Goal 1: Develop and implement a comprehensive professional development plan that supports staff in integrating best practices in teaching and learning to develop student proficiency in utilizing information literacy and technology.

Objective 1.1: Develop a list of professional development knowledge and skills needed by staff.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Identify technology and information literacy training targeted to improved student achievement.	Director of Instruction; Principals; District LMS Staff; Teacher Leaders	Substitute Coverage; Summer Curriculum	\$300 (3 subs @ \$100)	7/2013 – 9/2013	N/A	Working document of professional learning components
Identify emerging technology that supports the information and technology mission and vision.	Director of Instruction; Principals; District LMS Staff; Teacher Leaders	Substitute Coverage; Summer Curriculum	No additional	7/2013 – 9/2013	N/A	Working document of professional learning components
Utilize survey results to target and improve the use of currently existing technology resources.	Director of Instruction; Principals; District LMS Staff; Teacher Leaders	None	No Additional	7/2013 – 9/2013	N/A	Data analysis indicating targeted needs
Objective 1.2: Design multiple vehicles for staff to access information about resources, training, and support for new technologies that improve teaching, learning, and student achievement.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress

Revise and implement the Technology Academy for 2013-2014	District LMS Staff	Substitute Coverage; Summer Curriculum	\$300 (3 subs @ \$100)	7/2013 – 6/2014	N/A	Technology Academy 2014
Revise and implement the Technology Academy for 2014-2015	District LMS Staff	Substitute Coverage; Summer Curriculum	\$300 (3 subs @ \$100)	7/2014 – 6/2015	N/A	Technology Academy 2015
Revise and implement the Technology Academy for 2015 - 2016	District LMS Staff	Substitute Coverage; Summer Curriculum	\$300 (3 subs @ \$100)	7/2015 – 6/2016	N/A	Technology Academy 2016
Develop Tech Wednesdays for 2013-2014	District Information and Technology Team; Teacher Leaders	Substitute Coverage; Summer Curriculum	\$400 (4 subs @ \$100)	8/2013 – 12/2014	N/A	Tech Wednesdays 2014
Implement Tech Wednesdays for 2013-2014	District Information and Technology Team; Teacher Leaders	Substitute Coverage; Summer Curriculum	\$400 (4 subs @ \$100)	1/2013 – 6/2014	N/A	Tech Wednesdays 2014
Review and revise Tech Wednesdays for 2014-2015	Director of Instruction; Principals; District LMS Staff; Teacher Leaders	Substitute Coverage; Summer Curriculum	\$400 (4 subs @ \$100)	8/2014 – 6/2015	N/A	Tech Wednesdays 2015
Review and revise Tech Wednesdays for 2015-2016	Director of Instruction; Principals; District LMS Staff; Teacher Leaders	Substitute Coverage; Summer Curriculum	\$400 (4 subs @ \$100)	8/2015 – 6/2016	N/A	Tech Wednesdays 2016
Develop a medium for sharing technology tools (e.g. a sharing page)	Technology Manager; District LMS Staff; Teacher Leaders	Substitute Coverage; Summer Curriculum	\$200 (2 subs @ \$100)	8/2013 – 6/2014	N/A	Sharing Page or Equivalent
Departments of grade levels work fluidly and dynamically with trainers to determine the technology and information skills and training needed to meet state, national, or CCSS	Director of Instruction; Principals; District LMS Staff; Teacher Leaders	Substitute Coverage; Summer Curriculum	TBD	8/2014 – 6/2016	N/A	Curriculum resources; curriculum maps; training

Objective 1.3: Provide professional learning opportunities for technology integrators and staff integrating technology into common core based lessons and lessons that address 21st Century Skill development for students

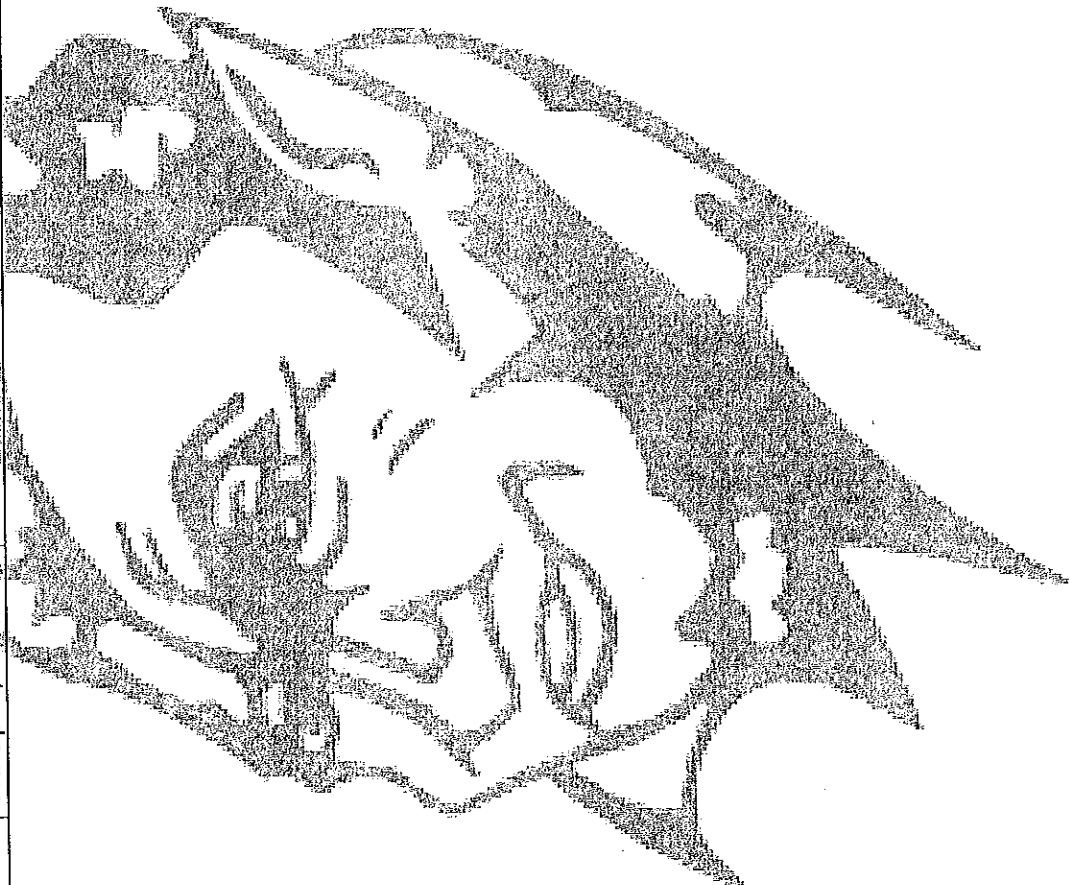
CESA2 Technology Training Opportunities for 2013-2014*	Director of Instruction; Principals; District LMS Staff; Technology Manager	Title II; School Budgets; Technology Budget	\$500	8/2013 – 6/2014	N/A	Evidence in classroom instructional practices
CESA2 Technology Training Opportunities for 2014-2015*	Director of Instruction; Principals; District LMS Staff; Technology Manager	Title II; School Budgets; Technology Budget	\$500	8/2014 – 6/2015	N/A	Evidence in classroom instructional practices
CESA2 Technology Training Opportunities for 2015-2016*	Director of Instruction; Principals; District LMS Staff; Technology Manager	Title II; School Budgets; Technology Budget	\$500	8/2015 – 6/2016	N/A	Evidence in classroom instructional practices
State Association Conference – Wisconsin Educational Media and Technology Association (WEMTA)*	Director of Instruction; Principals; District LMS Staff; Technology Manager	Title II; School Budgets; Technology Budget	\$500 (2 registrants @ \$250)	8/2013 – 6/2014	N/A	Evidence in Technology Academy and Tech Wednesdays
State Association Conference – Wisconsin Educational Media and Technology Association (WEMTA)*	Director of Instruction; Principals; District LMS Staff; Technology Manager	Title II; School Budgets; Technology Budget	\$500 (2 registrants @ \$250)	8/2014 – 6/2015	N/A	Evidence in Technology Academy and Tech Wednesdays
State Association Conference – Wisconsin Educational Media and Technology Association (WEMTA)*	Director of Instruction; Principals; District LMS Staff; Technology Manager	Title II; School Budgets; Technology Budget	\$500 (2 registrants @ \$250)	8/2015 – 6/2016	N/A	Evidence in Technology Academy and Tech

	Technology Manager					Wednesdays
<p>(*) Resources to support professional learning outside of the District are limited and budgeted amounts may be subject to change based upon competing needs locally and availability of resources which may be impacted due to state and federal government actions.</p>						



<p>Need Statement: In order for students to live, learn, and work in a rapidly-changing world, the Library Media Center must serve as the integrated hub of information and technology resources, keeping current with rigorous, relevant resources that support all classrooms and all learners.</p> <p>Goal 2: The District will collaboratively develop a collection of LMC resources that support 21st Century Skills, student achievement, and ensure the ethical use of resources.</p> <p>Objective 2.1: Engage staff in a partnership to evaluate and augment LMC resources relevant to the Common Core State Standards (CCSS) and 21st Century Skills.</p>							
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress	
Collaboratively work with teachers to determine and select instructional materials that support the CCSS and NGSS	LMS	Collaboration Time	N/A	8/2013 – 6/2014	N/A	Increased Circulation	
Collaboratively work with teachers to determine and select instructional materials that support the CCSS and NGSS	LMS	Collaboration Time	N/A	8/2014 – 6/2015	N/A	Increased Circulation	
Collaboratively work with teachers to determine and select instructional materials that support the CCSS and NGSS	LMS	Collaboration Time	N/A	8/2015 – 6/2016	N/A	Increased Circulation	
Create a virtual library for Evansville High School and J.C. McKenna Middle School	LMS	Summer Curriculum	\$1,500 (2 teachers @MA rate for 16 hours annually)	7/2013 – 9/2013	N/A	Virtual Library	
Maintain a virtual library for Evansville High School and J.C. McKenna Middle School	LMS	N/A	N/A	9/2013 – 6/2014	N/A	Virtual Library	
Maintain a virtual library for Evansville High School and J.C. McKenna Middle School	LMS	N/A	N/A	9/2014 – 6/2015	N/A	Virtual Library	
Maintain a virtual library for Evansville High School and J.C. McKenna Middle School	LMS	N/A	N/A	9/2015 – 6/2016	N/A	Virtual Library	
<p>Objective 2.2: Develop and implement procedures for copyright compliance for staff and students.</p>							

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Develop and implement a plan to communicate and document professional learning about copyright compliance	Director of Instruction; Technology Manager; Principals; LMS	Substitute Coverage; Summer Curriculum; Collaboration Time	\$200 (2 subs @ \$100)	8/2013 – 1/2014	N/A	Plan and process in place and annualized



Need Statement: In order for students to live, learn, and work in a rapidly changing world, the District infrastructure must be able to support devices that integrate technology into teaching and learning, and develop students' technology literacy skills and the application of those skills.							
Goal 3. Assess the District's technology resources and capabilities and revise and implement a K-12 technology information curriculum							
Objective 3.1. Assess and upgrade District network, Wi-Fi, and other communication technologies to ensure that a technology will be integrated into teaching and learning.							
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress	
Determine how to address 2012-2013 District technology audit	Administrative Team, School Board, Technology Manager and Technology Specialist	Fund, 10 or Fund Balance	TBD by School Board	7/2013 – 6/2016	N/A	Board approval	
Develop a plan and implement mission critical needs outlined in the technology audit	Administrative Team, School Board, Technology Manager and Technology Specialist	Work Time	TBD by School Board	7/2013 – 6/2014	N/A	Upgrades in Communication Technology; Improved access to Wi-Fi; Improved network speed	
Objective 3.2. Revise and implement a K-12 technology information curriculum							
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress	
Develop a curriculum leadership team	Director of Instruction, Principals, LMS, Teacher-Leaders	Work Time	N/A	7/2013 – 1/2014	N/A	Curriculum leadership team assembled	
Survey current practices to determine current content, scope and sequence, and resources	Director of Instruction; Principals; LMS;	Substitute Coverage; Collaborative Time	\$200 (2 subs @ \$100)	1/2014 – 6/2014	N/A	Document of current content, scope and	

	Teacher Leaders					sequence, and resources
Select and unpack information and technology literacy standards and develop a K-12 scope and sequence	Director of Instruction; Principals; LMS; Curriculum Leadership Team	Substitute Coverage; Collaborative Time	\$500 (5 subs @ \$100)	6/2014 – 10/2014	N/A	Core Map; Scope and Sequence Map
Crosswalk current practices with the new standards-based scope and sequence	Director of Instruction; Principals; LMS; Curriculum Leadership Team	Substitute Coverage; Collaborative Time	\$500 (5 subs @ \$100)	10/2014 – 1/2015	N/A	Applicable units/lessons/assessments recorded in curriculum maps
Develop units, lessons, and assessments that address standards not currently being taught	Director of Instruction; Principals; LMS; Curriculum Leadership Team; Teacher Leaders	Substitute Coverage; Collaborative Time	\$500 (5 subs @ \$100)	1/2015 – 6/2015	N/A	New units/lessons/assessments recorded in curriculum maps
Record units, lessons, and assessments in curriculum mapping software	Director of Instruction; Principals; LMS; Curriculum Leadership Team; Teacher Leaders	Substitute Coverage; Collaborative Time; Curriculum Mapping Software	\$500 (5 subs @ \$100)	8/2015 – 1/2016	N/A	New units/lessons/assessments recorded in curriculum maps

5. BUDGET FOR ACTION PLAN

Information and Technology Plan Projected Budget

ITEM	Plan		School Year		
	Goal	Obj.-Act.	2013-2014	2014-2015	2015-2016
Personal Services - 310					
Summer Help	\$		2,800.00	2,800.00	2,800.00
Summer Help	\$		2,800.00	2,800.00	2,800.00
E-Rate Consultant	\$		1,450.00	1,450.00	1,450.00
Internet Line-DOA-TEACH	\$		3,000.00	3,000.00	3,000.00
Pole Rental	\$		49.00	49.00	49.00
Internet Access AT&T	\$		8,940.00	8,940.00	8,940.00
SPAM Filter	\$		1,000.00	1,000.00	1,000.00
Website Host	\$		4,740.00	4,740.00	4,740.00
Domain Renewal	\$				
Skyward offsite Backup	\$		3,870.00	3,870.00	3,870.00
Skyward SSL	\$				
Mail SSL	\$				
SSL's	\$				
Calendar Wiz	\$		249.00	249.00	249.00
Total	\$		28,898.00	28,898.00	28,898.00
Travel - 342					
META/Brainstorm	\$		510.00	510.00	510.00
TTC Training	\$		600.00	600.00	600.00
WiscNet FTC	\$		15.00	15.00	15.00
Slate	\$		100.00	100.00	100.00
Skyward	\$		200.00	200.00	200.00
Additional Training	\$				
Mileage	\$		200.00	200.00	200.00
Total	\$		1,625.00	1,625.00	1,625.00
Supplies - 411					
Network Battery backup - maintenance	\$		1,500.00	1,500.00	1,500.00
Replacement Parts	\$		4,887.20	4,887.20	4,887.20
Network Maintenance	\$		5,724.57	5,724.57	5,724.57
Computers	\$		100,000.00	100,000.00	100,000.00

HS Computer Replacement	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Total	\$ 127,111.77	\$ 127,111.77	\$ 127,111.77
Instructional Software - 435			
Total	\$ -	\$ -	\$ -
Non-Instructional Software - 480			
TTC Licenses	\$ 8,400.00	\$ 8,400.00	\$ 8,400.00
Sophos Antivirus	\$ 3,828.25	\$ 3,828.25	\$ 3,828.25
TTC PowerManager	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
AlertNow	\$ 3,221.92	\$ 3,221.92	\$ 3,221.92
EMC 1Yr	\$ 1,663.00	\$ 1,663.00	\$ 1,663.00
VMware Vsphere License 1yr	\$ 491.24	\$ 491.24	\$ 491.24
VMware Vcenter License 1yr	\$ 617.99	\$ 617.99	\$ 617.99
SmartNet 5510ASA	\$ 300.00	\$ 300.00	\$ 300.00
SmartNet 3750G12S	\$ 525.00	\$ 525.00	\$ 525.00
SmartNet 3750G48T	\$ 775.00	\$ 775.00	\$ 775.00
Microsoft Subscription 1yr	\$ 15,668.83	\$ 15,668.83	\$ 15,668.83
Server Backup Software 1yr	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Total	\$ 41,791.23	\$ 41,791.23	\$ 41,791.23
New Hardware over \$1000 - 551			
Server Backup Hardware	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -
Replacement Hardware over \$1000 - 561			
Total	\$ -	\$ -	\$ -
Conference Fees - 942			
META/Brainstorm	\$ 490.00	\$ 490.00	\$ 490.00
TTC Training	\$ 600.00	\$ 600.00	\$ 600.00
WiscNet FTC	\$ 170.00	\$ 170.00	\$ 170.00
Slate	\$ 229.00	\$ 229.00	\$ 229.00
Skyward	\$ 150.00	\$ 150.00	\$ 150.00
Additional Training	\$ -	\$ -	\$ -
Total	\$ 1,639.00	\$ 1,639.00	\$ 1,639.00
Expenditures			
	\$ 201,065.00	\$ 201,065.00	\$ 201,065.00

District Technology Budget
Grand Total

\$ 201,065.00
\$ 201,065.00

\$ 201,065.00
\$ -

\$ 201,065.00
\$ -



6. DISSEMINATION TO STAKEHOLDERS

The ECSD Information and Technology Plan has been developed with the input of several stakeholder groups: all school personnel, students, parents, and community members. These groups also participate in the implementation and evaluation of the Plan. As a public document, it will be available for review in the District Office, schools, and will be posted on the District website.

7. MONITORING, EVALUATING, AND REVISING OF THE PLAN

7.1. Monitoring and Evaluation Process

The Technology Team will meet quarterly. Throughout the life of this Information and Technology Plan, this team will monitor the progress and implementation of the action plans. In this process, the Technology Team will propose adjustments to the Plan's timeline and resources as deemed necessary to meet the established goals and objectives and remain responsive to system needs.

Specifically, input will be gathered from the staff through surveys, needs assessments, and/or discussions between technology support staff and instructional staff, administration, parents and community members. The implementation plan will be reviewed quarterly. Progress toward goals and objectives will be monitored. Feedback regarding professional development will be used to improve initiatives. Plan progress will be shared with the Technology Team, all school staff, and the School Board as necessary.

7.2. Process of reporting to community stakeholders

Any of the following means as appropriate to the local context will be used to report progress toward the achievement of the goals and objectives stated in the Information and Technology Plan:

- Presentations to stakeholders
- Information in parent newsletters
- Information in local newspapers
- Information in District Web Page
- The Technology Plan will be available in all school offices and LMC areas, the District Office, the Public Library, and on the District Web Site

7.3. Process and Timeline for Ongoing Long-Term Planning

The Technology Team will consider long-term planning needs on a quarterly and annual basis. Quarterly check-ins will monitor progress toward the implementation of the current Plan. Once each year, the Technology Committee will holistically review progress on the current Plan and record perceived needs for future plans.

- 2013-2014: Meet for quarterly check-ins and for an annual assessment of progress on current Plan. Review successes and areas for improvement. Make adjustments to current Plan for the next year.
- 2014-2015: Meet for quarterly check-ins and for an annual assessment of progress on current Plan. Review successes and areas for improvement. Make adjustments to current Plan for the next year.
- 2015-2016: Meet for quarterly check-ins and for an annual assessment of progress on current Plan. Review successes and areas for improvement. Make adjustments to current Plan for the next year. By November, implement planning process outlined in area 2.4 of this Plan to begin the development of the Information and Technology Plan for the next three-year cycle.

MEMO

To: ECSD Board of Education
From: Insurance Committee
Re: Health Insurance Recommendation
Date: 4-29-13

The Evansville Community School District Insurance Committee submits the following information and recommendation for Board consideration.

Committee Members:

Administrators:

Jerry Roth
Doreen Treuden
Lou Havlik

Administrative Assistants:

Kelly Mosher
Tammy Heissner

Community Member:

Tom Calley

Custodians:

Greg Wallisch
Ken Johnson

District Office Staff:

Linda Gard

EEA:

Jolene Hammond
Heather Hanson

EEAA:

Ivy Otto
Sue Parsons
Cathy Schuett
Vicki Zhe

Food Service:

Liz Uher

Retired Employees:

Bill Hartje
Vicki Lecy-Luebke

School Board:

Nancy Hurley
Tina Rossmiller

Health Insurance Considerations and Recommendation:

Dean: 10.9% rate increase on current plan (\$279,000 increase)

- Was 18.1% calculated increase, bid process made more aggressive.
- 119% Loss ratio on current premiums.
- 1.13% Affordable Health Care Act fees included in renewal.
- Requires a significant increase in payroll deduction to offset rate increase.
- **Not recommended by the Committee**

Mercy: 6.2% rate decrease - single choice option, 2.3% decrease - dual choice option (\$158,000 decrease) (\$58,000 decrease)

- Survey responses from the staff prohibit any ability to commit to a required participation level to the Mercy Providers.
- 55 staff members would be required to choose Mercy in the dual choice.
- **Not recommended by the Committee**

WEA: 9.5% rate decrease with plan modifications (\$244,000 decrease)

- Increased deductibles.
- Increased copays.
- Elimination of retiree coverage.
- **Not recommended by the Committee**

Other Carriers:

- **Unity** declined to propose due to our loss ratios.
- **ETF** (local plan) projected to be much more expensive route due to rate up/underwriting process and current loss ratio.
- **Self-Funded** significantly more expensive in the first few years.
- **Not considered**

Dean: High deductible / EBC HRA – Cost neutral as compared to 2012-2013 plan cost

- \$2000 / \$4000 deductible.
- District uses premium savings to fund a “Health Reimbursement Arrangement”.
- Staff remains financially “whole” relative to current design.
- Staff contribution to insurance plan remains the same dollar amount.
- Staff percent of premium will be higher, but the dollar contribution amount will be the same.
- Projected additional savings from the deductible usage may be approximately \$60,000 at 60% reimbursed. AFG (Affiliated Financial Group-Al Jaeger) indicates that 80% reimbursement would be at the high end. There is some risk to the District if claims surpass projection.
- Implementation and education process will be needed for understanding the plan and the reimbursement process.
- **Recommended by the Committee**

EVANSVILLE COMMUNITY SCHOOL DISTRICT

2012-2013

		DEAN HMO	
		Annual	Month
100%	Family	18,183.12	1,515.26
100%	Single	7,737.48	644.79
EMPLOYER			
92%	Family	16,728.47	1,394.04
92%	Single	7,118.48	593.21
EMPLOYEE			
8%	Family	1,454.65	121.22
8%	Single	619.00	51.58
EMPLOYER			
Deductible	Family		
Deductible	Single		
EMPLOYEE			
Deductible	Family	400.00	
Deductible	Single	200.00	

2012-2013

District Cost of 1 Family Plan
16,728.47

EVANSVILLE COMMUNITY SCHOOL DISTRICT

2013-2014

		DEAN HMO	
		Annual	Month
100%	Family	15,325.92	1,277.16
100%	Single	6,521.76	543.48
EMPLOYER			
90.5090%	Family	14,099.85	1,155.94
90.5090%	Single	6,000.02	491.90
EMPLOYEE			
9.4910%	Family	1,226.07	121.22
9.4910%	Single	521.74	51.58
EMPLOYER			
Deductible	Family	3,600.00	
Deductible	Single	1,800.00	
EMPLOYEE			
Deductible	Family	400.00	
Deductible	Single	200.00	

2013-2014

If each family plan uses the following
% of HRA funds the District cost would
be:

0% Deductible	14,099.85
40% Deductible	15,539.85
60% Deductible	16,259.85
80% Deductible	16,979.85
100% Deductible	17,699.85

Evansville Community School District

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-3383
Fax: (608) 882-6564

Doreen Treuden
Business Manager
treudend@evansville.k12.wi.us

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Lease Agreements
Date: April 23, 2013

The District currently has three lease agreements that are up for renewal on June 15, 2013, and June 30, 2013. I am recommending renewal of the three leases pending acceptance by the tenants. The District would need to provide 90 days of notice to the tenants to change the terms of the lease. Below are the terms of each lease.

Creekside Place, Inc./Woodchucks

The Woodchucks use a portion of warehouse space as a woodshop next to the District Office. They pay \$70 per month rental fee. The renewal term of the lease would be July 1, 2013, through June 30, 2015.

Kids Korner

Kids Korner leases the previous Community Center space and room 50 at the Grove Campus. The rental fee is \$1,300 per month except for the month of July, the rental fee is \$650. In exchange for the use of space and the rental fee, Kids Korner allows for up to 4 ECSD Early Childhood students to be enrolled in their program at no charge to the District. The renewal term of the lease would be June 16, 2013, through June 15, 2015.

Kid Connection

Kid Connection leases the Grove Campus Cafeteria and storage space for the purpose of childcare services. They pay \$1.15 per student per day per session averaged on a monthly basis up to a maximum amount of \$626 per month. The renewal term of the lease would be June 16, 2013, through June 15, 2015.

RENTAL FEES COLLECTED		
	2011-2012 Total	2012-2013 YTD
Woodchucks	\$780.00	\$420.00
Kids Korner	\$14,950.00	\$11,770.00
Kid Connection	\$2,873.16	\$2,834.98

Evansville Community School District

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-3383
Fax: (608) 882-6564

Doreen Treuden
Business Manager
treudend@evansville.k12.wi.us

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Property Insurance Renewal for 2013-2014
Date: April 23, 2013

Attached is the premium estimate letter from LGPIF, the District property insurance company. You will notice the projected premium increase is \$27,998 or 87% for property insurance coverage for next year. I contacted the LGPIF for an explanation for the drastic increase. They explained that the District was moved to a higher renewal rate category. The current rate category is 3.9 cents per \$100 of property value and the renewal rate category is 7.4 cents per \$100 of property value. According to the contact from LGPIF, the District has been in the wrong rate category for the past several years.

I have investigated plan design changes to reduce the large projected premium increase. Increasing the deductible provides the most relief to the annual premium expense. Below is a table showing increases to the deductible and the impact on the annual premium.

Renewal Rate	Deductible	Annual Premium
.074	\$5,000	\$60,163
.052	\$10,000	\$51,000
.047	\$15,000	\$45,500
.039	\$25,000	\$38,400

The increased deductible from \$5,000 to \$25,000 per occurrence provides the greatest reduction to the estimated premium and would result in a premium increase of 19.4% as compared to 87%. The current year premium is \$32,165 with a \$5,000 deductible as compared to the estimated premium of \$38,400 with a \$25,000 deductible. Should the District incur any property losses, the deductible of \$25,000 per occurrence would need to be paid from the District Fund Balance.

I recommend we move to the \$25,000 deductible plan for property insurance coverage for 2013-2014.

LOCAL GOVERNMENT PROPERTY INSURANCE FUND

559 D'Onofrio Drive, Suite 10 – Madison, Wisconsin 53719-2805 – (877)229-0009

Premium Estimate Letter

Attachment 1 Of 1

Term 12:01 a.m. 7/01/2013 to 7/01/2014

Policy Number 138108

(262) 792-2233

(262) 210-6289

Named Evansville Community School Dist.

Insured Doreen Treuden

340 Fair Street

Evansville WI 53536

Phone # (608) 882-3386

Valuation Policy

V

	Deductible	Coverage	Renewal Rate	Estimated Premium	Prior Annual Premium
Buildings, Personal Property, Inland Marine Floater & Property in the Open	5,000	93,212,908	0.0740	68,978.00	35,373.00
Non-Aggregate Deductible Option - Section II (B) aggregate stop loss does not apply on B/C/PIO					
Contractors Equipment (Replacement Cost)	1,000	210,687	0.1750	369.00	361.00
Motor Vehicle Comprehensive Age Group 1 (RC)	500	109,732	0.1630	179.00	179.00
Motor Vehicle Comprehensive Age Group 2 (RC)	500	88,742	0.2060	183.00	183.00
Motor Vehicle Collision Age Group 1 (RC)	500	109,732	0.6240	685.00	685.00
Motor Vehicle Collision Age Group 2 (RC)	500	88,742	0.7930	704.00	704.00
Alarm Credit 15%		91,124,184	(0.0120)	(10,935.00)	(5,320.00)
3% Dispersion Credit applied to Building Rate	5,000				
			Total:	\$60,163.00	\$32,165.00
			Projected	87.0 % Increase in Premium	

Comments

This is a budget estimate of your premium. This estimate is subject to revision based on any coverage changes requested at renewal. Premium changes shown are the result of the updating of the Blanket Loss Cost for your account & an estimated adjustment in values to allow for inflation (if applicable). In accordance with State law, if your increase is 25% or greater & you cancel your policy within 61 days from receipt of this notice, we will refund any premium due you on a pro-rata basis.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Student Fees – Policy # 657.1
Date: April 24, 2013

Historical Student Fee Information

Attached are three student fee schedules dating back to 2009 for your review. There have been slight increases to athletic fees over the past four years. All other fees have remained the same. Fee revenue collected for the past four years are:

2008-2009 Fees Collected \$106,591.59
2009-2010 Fees Collected \$105,388.70
2010-2011 Fees Collected \$109,170.40
2011-2012 Fees Collected \$102,500.35

Recommendation for 2013-2014 Student Fees

At this time I am recommending that we continue with the current fee schedule for 2013-2014. Raising student fees has a negative impact on the state aid calculation for Evansville because revenue from fees lowers net expenditures which is the basis for calculating state aid. There are also a variety of state statues and other issues to consider when making student fee decisions. See below.

Regulatory Student Fee Information

Below is information about student fees from DPI's web-site (<http://www.dpi.wi.gov/sfs/fees.html>).

Legislative changes such as revenue limits, changes in the equalized aid formula and general tightening of school funding have led some school districts to explore the use of "user fees" to supplement their budgets. Proponents argue that such fees can result in lower local taxes and increased services for students. Opponents argue that fees place a burden on poor and middle income families, thereby denying them equal educational opportunities. The Wisconsin Constitution, Art. X, sec. 3, limits the school district's authority to assess these fees except under limited circumstances. Therefore, great care must be taken to ensure that any "user fees" are legally authorized. This information sheet is designed to explain what those limits are and answer the most common questions that arise in this area.

The Wisconsin Constitution, Art X, Sec. 3 states:

"The legislature shall provide by law for the establishment of district schools ... such schools shall be free and without charge for tuition to all children between the ages of 4 and 20 years...";

This clause of the constitution was interpreted by the Wisconsin Supreme court in State v. Sinclair, 65 Wis. 2d 179 (1974). In reaching its conclusions, the Supreme Court reviewed what types of services were included in "free education" at the time of the adoption of the Constitution in the mid 1800's. At that time, the school building, equipment and teachers were included but books and supplies were not. Using that as a bench mark, the court concluded that public schools may charge fees for or sell books and items of a similar nature, except in cases of indigency. The court also authorized charges for social and extra-curricular activities because they are not "necessary elements of a high school career."

Among the items the court determined must be provided without charge were microfilm readers, electronic listening devices and similar "apparatus" items. The court also concluded that any course that is credited for graduation, even if it is not required for graduation, must be provided without charge. The school may assess fees for the specific materials necessary to complete the coursework, such as books, but it may not charge for instructional time, such as teacher salaries, apparatus, building costs or maintenance.

Thus, user fees, if permitted by statute, are constitutional as long as they are not intended to defray the cost of instruction, buildings, building maintenance and "apparatus". State statutes list specific fees that are or are not authorized. The following statutes authorize fees:

- Sec. 118.03 (2) permits schools to sell textbooks to students.
- Sec. 118.04(3) permits schools to charge nonresident tuition for summer school classes.
- Sec. 118.155(2) requires the parent or person sponsoring religious instruction to pay the costs of transportation to and from the release time for religious instruction.
- Sec. 118.04(4) permits schools to charge "reasonable fees for social, recreational or extracurricular summer classes and programs which are neither credited toward graduation nor aided under 121.14(1) [summer school aid].
- Sec. 118.05(2) permits fees to be charged for conservation camps.
- Sec. 120.10(15) permits a school district's annual meeting to authorize the school board to furnish textbooks under conditions prescribed by the annual meeting or by the school board.
- Sec. 120.13(10) permits a school board to furnish school meals to pupils and pay for the meals out of school district funds. The school board may charge pupils and staff for the cost of the meals.
- Sec. 120.13(13) permits a school board to charge a reasonable fee for attendance at pre-kindergarten classes but the fee or a portion may be waived for any person unable to make payment.
- Sec. 120.13(14) permits a school board to charge fees for all or part of the cost of a day care program established pursuant to sec. 120.13(14).
- Sec. 120.13(19) permits a school board to charge a fee to cover all or part of the costs associated with community programs and services that are outside the regular curricular and extracurricular programs for pupils.
- Sec. 120.13(27m) does not require schools to pay for the transportation of indigent students who are not required to be transported under 121.54.
- Sec. 121.41 (2) permits a school board to establish and collect reasonable fees for any driver education program or part of a program which is neither required nor credited toward graduation. The fee may be waived for indigent pupils.
- Sec. 121.54(7) permits a school board to charge for transportation to extracurricular events.
- Sec. 121.545 permits a parent or guardian to contract with a school board and pay to the school board a fee sufficient to cover the transportation costs for pupils not required to be transported pursuant to sec. 121.54(1) - (6) and 121.57.

The following statutes prohibit fees:

- Sec. 121.54(8) prohibits a school board from charging pupils or their parents for transportation that the school district is required by law to provide.
- Sec. 120.12(11) makes it a duty of the school board to provide books and school supplies for indigent children residing in the district.
- Sec. 120.12(22) requires school districts to pay for advanced placement exams for any pupil enrolled in the school district who is eligible for free or reduced -priced lunches under 42 U.S.C. 1758.
- Sec. 120.12(17) requires school districts to pay the tuition of students attending the UW system if the course being taken is not available at the school district and the student will receive high school credit for the course.
- Sec. 118.37(5) requires school districts to pay for tuition, fees, books and other necessary materials of courses taken at the UW or the WTCS by the pupil pursuant to sec. 118.37, and the lesser of actual cost or net cost as determined pursuant to sec. 118.37(5)(c)(2), Stats., for courses taken at a private institution of higher education by the pupil pursuant to sec. 118.37.

Based upon the Sinclair case, the above statutes and Opinions of the Attorney General, "User Fees" generally fall into one of the five following categories:

Category I - Fees are not permissible for any student in the school district for the following:

1. Tuition/instruction costs
2. Teacher salaries or benefits
3. Buildings, maintenance
4. Teaching apparatus - such as computer hardware and software, microfilm readers, projectors, industrial arts equipment (presses, saws, etc.) home economic equipment (stove, sewing machine, etc.), art equipment (kilns, dark room, etc.)
5. Course fees for any course which is either required for graduation or given credit towards graduation, or aided under 121.14.
6. Transportation as required by 121.54(8).

Category II - Indigent students must be provided the following:

1. Text books
2. "School supplies" (pens, pencils, paper)
3. Advanced placement tests

Category III - Charges permissible for non-indigent students:

1. May sell or rent text books and workbooks
2. School supplies, pens, paper

Category IV - Charges permissible for any student, regardless of indigency:

1. Social and extracurricular activities, as they are not necessary elements of a high school career.
2. Individual use items - towels, gym suits, band instruments

Category V - School District has discretion to charge fees for the following:

1. Meals for staff and students
2. Pre-kindergarten: fees may be charged or waived for students unable to pay
3. Classes which are not required for graduation and for which no credits toward graduation are given
4. Transportation to and from extracurricular activities
5. Before and after-school daycare

Before school boards implement user fees, the board must consider the ramifications. For example, user fees can be challenged by the person being assessed the fee or by tax payers affected by the fee. As a result of fees being implemented throughout the state, 1993 Senate Bill 458 was introduced. This bill would have authorized school districts to set fees that were consistent with statutory and constitutional guidelines, however, before doing so, the board would have been required to have a written policy explaining the fees and hold a public hearing prior to adopting the policy. While this bill did not come to a vote, it is indicative of a legislative concern. Most school boards have policies on fees and they may hold public hearings on them but they are not now required to do so.

In summary, the authority of the school board to assess user fees is powerful but limited. Care must be taken to use this authority judiciously. Copies of local board policies on school fees should be available on request.

Frequently Asked Questions

1. **How much can the district charge for allowable fees?**

Fees must be supported by the actual cost of the provided service. For example, a general fee of \$30 per student to cover miscellaneous school supplies would probably not be legal. However, if it is supported by evidence that each child receives at least \$30 worth of school supplies that would otherwise be provided by the parent, the fee is allowable. A school district may face challenges if it offers a discounted price or volume discount for families with more than one child in the district. If the district wants to provide such a discount, it should be based upon indigency or need rather than cost.

2. **Can a school district get a waiver of limitation of school board authority in order to authorize user fees that are prohibited by statute?**

Waivers are limited to legally permissible fees and the waiver can be granted only after a public hearing within the district. Furthermore, the Department of Public Instruction cannot issue waivers in instances where the waiver would violate the Wisconsin Constitution. Because the prohibitions listed in the statutes are based upon the Wisconsin Constitution's grant of an education that is free and without charge for tuition to all children, it is rare that a waiver could be granted. For example, fees for teacher salaries are unconstitutional and a request for a waiver for that purpose would be denied. When a fee is constitutionally permissible, such as a textbook fee for non-indigent students, the fee must be limited to the actual cost of the textbook. If the school district requested a waiver to charge more than the actual cost, it would be denied.

3. Can a school district charge students for driver's education?

If the student is given credit toward graduation, if the class is required for graduation, or if the class is aided under s. 121.14 (summer school), the district may not charge for instruction or for the use of any apparatus necessary to the instruction, such as vehicle cost or simulator cost. It may charge non-indigent students for the book and/or workbook required or any other personal/individual use item that is associated with the class.

4. Can a school district charge students for summer school?

There shall be no cost to the resident student or parent beyond incidental supplies, textbook or similar items (workbooks) if the district claims state aid under s. 121.14 [State Aid for Summer Classes]. Additionally, if the student is a resident of the district and the class is necessary for a grade promotion, high school graduation, or is given credit toward graduation, the district may not charge for the instruction, building costs or apparatus. If the class is not required, credited or aided, the fees must be based upon the actual cost of the class. Fees may not be used to subsidize other classes or students. Items for which fees are charged must be legally permitted and actually purchased for summer school use.

5. Can a school district withhold records or grades if a fee has not been paid?

No. The federal Family Education Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and its implementing regulations 34 CFR 99), and state law, sec. 118.125(2)(a) and (b), mandate that pupils and their parents have access to and be given copies of their pupil records. In cases of transfer to another school, sec. 118.125(4), Stats., requires public schools to transfer records within 5 days of such a written request from the parent, adult student or the new school. There is no specific provision in either federal or state law that allows the public school district to withhold records, including a diploma, for failure to pay a fee or fine. While two new general provisions expanding school board powers were added to state law in 1995, and these arguably might support the view that now records could be withheld under state law for failure to pay fees, there was no such change under FERPA. Thus withholding records could still jeopardize any federal funding the district receives and could result in a court challenge to the practice. The approved method for recovery of unpaid fees is small claims court.

For questions about this information, contact dpifin@dpi.wi.gov (608) 267-9114

Last updated on 9/3/2008 9:55:54 AM

Revised: August 11, 2008
 Revised: July 12, 2010
 Revised: June 27, 2011
 Reviewed: June 6, 2012

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 2012-2013 STUDENT FEE SCHEDULE

The Materials Fee helps defray the cost of textbooks, workbooks, periodicals, etc., as follows:

		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
High School	\$52.00	\$16.00	\$ 5.00
Middle School	\$37.00	\$11.00	\$ 4.00
Intermediate School	\$27.00	\$ 8.00	\$ 3.00
Elementary School	\$27.00	\$ 8.00	\$ 3.00

** Athletic Fees	<u>Per Sport / Per Season</u>	<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School	\$34.00	\$17.00	\$8.50
High School	\$62.00	\$31.00	\$15.50

** Extra or Co-Curricular Activities Fees		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School Forensics	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Jazz Band	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Swing Choir	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Quiz Bowl	\$ 7.00	\$ 3.50	\$ 1.75
High School Forensics	\$24.00	\$12.00	\$ 6.00
High School Jazz Band	\$24.00	\$12.00	\$ 6.00
High School Vocal Jazz	\$24.00	\$12.00	\$ 6.00
High School Three Act Play	\$24.00	\$12.00	\$ 6.00
High School Musical Cast/Major Crew	\$24.00	\$12.00	\$ 6.00

** After the first four days of a team practice or meetings of an extra or co-curricular activity, students are not eligible for a refund, unless cut from a team.

Musical Instrument Rental (Excludes percussion)		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
	\$100.00/annually, \$50.00/semester	\$50.00/annually, \$25.00/semester	\$25.00/annually, \$12.50/semester

Parking Fees	
Parking Permit – will only be issued after all other fees have been paid	\$80.00/annually, \$40.00/semester, or \$20.00/term—no refunds.

- Donation for activities fees scholarships may be given and are very appreciated.
- All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

Revised: August 11, 2008

Revised: July 12, 2010

Revised: June 27, 2011

1st Reading: 5-21-12; 2nd Reading: 6-11-12

**EVANSVILLE COMMUNITY SCHOOL DISTRICT
2011-2012 2012-2013 STUDENT FEE SCHEDULE**

The Materials Fee helps defray the cost of textbooks, workbooks, periodicals, etc., as follows:

		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
High School	\$52.00	\$16.00	\$ 5.00
Middle School	\$37.00	\$11.00	\$ 4.00
Intermediate School	\$27.00	\$ 8.00	\$ 3.00
Elementary School	\$27.00	\$ 8.00	\$ 3.00

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Middle School	\$34.00	\$17.00	\$8.50
High School	\$62.00	\$31.00	\$15.50

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Middle School Forensics	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Jazz Band	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Swing Choir	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Quiz Bowl	\$ 7.00	\$ 3.50	\$ 1.75
High School Forensics	\$24.00	\$12.00	\$ 6.00
High School Jazz Band	\$24.00	\$12.00	\$ 6.00
High School Vocal Jazz	\$24.00	\$12.00	\$ 6.00
High School Three Act Play	\$24.00	\$12.00	\$ 6.00
High School Musical Cast/Major Crew	\$24.00	\$12.00	\$ 6.00

** After the first four days of a team practice or meetings of an extra or co-curricular activity, students are not eligible for a refund, unless cut from a team.

Musical Instrument Rental (Excludes percussion)		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
	\$100.00/annually, \$50.00/semester	\$50.00/annually, \$25.00/semester	\$25.00/annually, \$12.50/semester

Parking Fees		
Parking Permit – will only be issued after all other fees have been paid		\$80.00/annually, \$40.00/semester, or \$20.00/term--no refunds.

- Donation for activities fees scholarships may be given and are very appreciated.
- All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 2010-2011 STUDENT FEE SCHEDULE

*Replace
6-27-11*

The Materials Fee helps defray the cost of textbooks, workbooks, periodicals, etc., as follows:

		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
High School	\$52.00	\$16.00	\$ 5.00
Middle School	\$37.00	\$11.00	\$ 4.00
Intermediate School	\$27.00	\$ 8.00	\$ 3.00
Elementary School	\$27.00	\$ 8.00	\$ 3.00

** Athletic Fees	<u>Per Sport / Per Season</u>	<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School	\$32.00	\$16.00	\$ 8.00
High School	\$60.00	\$30.00	\$15.00

** Extra or Co-Curricular Activities Fees		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School Forensics	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Jazz Band	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Swing Choir	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Quiz Bowl	\$ 7.00	\$ 3.50	\$ 1.75
High School Forensics	\$24.00	\$12.00	\$ 6.00
High School Jazz Band	\$24.00	\$12.00	\$ 6.00
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High School Three Act Play	\$24.00	\$12.00	\$ 6.00
High School Musical Cast/Major Crew	\$24.00	\$12.00	\$ 6.00

** After the first four days of a team practice or meetings of an extra or co-curricular activity, students are not eligible for a refund, unless cut from a team.

Musical Instrument Rental (Excludes percussion)	\$100.00/annually, \$50.00/semester
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Parking Fees	
Parking Permit – will only be issued after all other fees have been paid	\$80.00/annually, \$40.00/semester, or \$20.00/term – no refunds.

- Donation for activities fees scholarships may be given and are very appreciated.
- All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

Revised 7/16/07

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 2009-2010 STUDENT FEE SCHEDULE

The Materials Fee helps defray the cost of textbooks, workbooks, periodicals, etc., as follows:

		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
High School	\$52.00	\$16.00	\$ 5.00
Middle School	\$37.00	\$11.00	\$ 4.00
Intermediate School	\$27.00	\$ 8.00	\$ 3.00
Elementary School	\$27.00	\$ 8.00	\$ 3.00

** Athletic Fees	<u>Per Sport / Per Season</u>	<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School	\$30.00	\$15.00	\$ 7.50
High School	\$57.00	\$28.50	\$14.25

** Extra or Co-Curricular Activities Fees		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School Forensics	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Jazz Band	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Swing Choir	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Quiz Bowl	\$ 7.00	\$ 3.50	\$ 1.75
High School Forensics	\$24.00	\$12.00	\$ 6.00
High School Jazz Band	\$24.00	\$12.00	\$ 6.00
High School Vocal Jazz	\$24.00	\$12.00	\$ 6.00
High School Three Act Play	\$24.00	\$12.00	\$ 6.00
High School Musical Cast/Major Crew	\$24.00	\$12.00	\$ 6.00

** After the first four days of a team practice or meetings of an extra or co-curricular activity, students are not eligible for a refund, unless cut from a team.

Musical Instrument Rental (Excludes percussion)	\$100.00/annually, \$50.00/semester
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Parking Fees	
Parking Permit – will only be issued after all other fees have been paid	\$80.00/annually, \$40.00/semester, or \$20.00/term—no refunds.

- Donation for activities fees scholarships may be given and are very appreciated.
- All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: 2012-2013 Budget Update
Date: April 9, 2013

Attached are the two Skyward reports that we agreed would be helpful to show fiscal year to date (FYTD) activity. The reports reflect activity through March 31, 2013. Reviewing and comparing these reports each month is helpful when looking for consistency of incoming revenues and outgoing expenditures. These reports also show fiscal year to date % (last column) for both revenues and expenditures which is helpful when tracking how the budget is being expensed.

If you have questions prior to the meeting, please don't hesitate to call. Thank you.

Fd	T	Loc	Obj	Func	Prj	Obj	2011-12	2011-12	2012-13	2012-13	2012-13
							Revised Budget	FYTD Activity	Revised Budget	FYTD Activity	FYTD %
10	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	5,547,026.00	3,027,819.13	5,290,182.49	5,604,678.15	105.94
10	R	---	3--	-----	---	INTER-DISTRICT TRANSFERS	228,510.00	0.00	283,580.00	0.00	0.00
10	R	---	5--	-----	---	REV FROM INTERMEDIATE SOU	1,363.00	0.00	0.00	0.00	0.00
10	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	12,135,090.00	7,856,474.60	12,463,604.00	7,858,138.95	63.05
10	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	383,362.90	149,604.92	203,458.00	82,640.51	40.62
10	R	---	9--	-----	---	OTHER SOURCES OF REVENUE	81,641.00	68,493.56	68,844.36	57,944.46	84.17
10	R	---	---	-----	---	Revenue	18,376,992.90	11,102,392.21	18,309,668.85	13,603,402.07	74.30
10	E	---	1--	-----	---	SALARIES	9,794,261.61	6,168,804.46	9,238,107.28	5,880,109.97	63.65
10	E	---	2--	-----	---	EMPLOYEE BENEFITS	3,846,856.95	2,545,434.43	3,630,233.17	2,333,354.28	64.28
10	E	---	3--	-----	---	PURCHASED SERVICES	2,213,984.20	1,324,981.55	2,349,661.83	1,194,523.47	50.84
10	E	---	4--	-----	---	NON-CAPITAL OBJECTS	690,100.50	501,303.13	677,925.24	473,985.04	69.92
10	E	---	5--	-----	---	CAPITAL OBJECTS	46,296.00	14,976.36	40,396.00	33,174.24	82.12
10	E	---	6--	-----	---	DEBT RETIREMENT	60,000.00	30,213.05	61,141.21	38,877.33	63.59
10	E	---	7--	-----	---	INSURANCE	139,969.00	140,665.15	145,868.00	133,056.75	91.22
10	E	---	8--	-----	---	OPERATING TRANSFERS OUT	2,219,932.64	0.00	2,121,038.12	0.00	0.00
10	E	---	9--	-----	---	OTHER OBJECTS	38,376.00	26,835.12	45,298.00	35,854.68	79.15
10	E	---	---	-----	---	Expense	19,049,776.90	10,753,213.25	18,309,668.85	10,122,935.76	55.29
21	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	0.00	4,694.55	0.00	11,024.62	0.00
21	R	---	---	-----	---	Revenue	0.00	4,694.55	0.00	11,024.62	0.00
21	E	---	3--	-----	---	PURCHASED SERVICES	0.00	0.00	0.00	3,524.62	0.00
21	E	---	4--	-----	---	NON-CAPITAL OBJECTS	0.00	-629.82	0.00	2,657.66	0.00
21	E	---	---	-----	---	Expense	0.00	-629.82	0.00	6,182.28	0.00
27	R	---	1--	-----	---	INTERFUND TRANSFERS	2,219,932.64	0.00	2,121,038.12	0.00	0.00
27	R	---	3--	-----	---	INTER-DISTRICT TRANSFERS	41,688.00	0.00	0.00	0.00	0.00
27	R	---	5--	-----	---	REV FROM INTERMEDIATE SOU	17,000.00	7,676.00	0.00	0.00	0.00
27	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	887,288.63	481,038.00	798,054.00	583,858.00	73.16
27	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	536,047.70	151,322.11	504,285.71	187,386.86	37.16
27	R	---	---	-----	---	Revenue	3,701,956.97	640,036.11	3,423,377.83	771,244.86	22.53
27	E	---	1--	-----	---	SALARIES	2,315,847.02	1,495,355.13	2,185,333.39	1,401,057.75	64.11
27	E	---	2--	-----	---	EMPLOYEE BENEFITS	975,616.88	606,705.37	849,634.74	552,207.84	64.99
27	E	---	3--	-----	---	PURCHASED SERVICES	273,798.00	124,577.30	333,058.91	194,420.35	58.37
27	E	---	4--	-----	---	NON-CAPITAL OBJECTS	121,895.07	88,134.03	42,350.79	49,346.41	116.52
27	E	---	5--	-----	---	CAPITAL OBJECTS	9,800.00	0.00	10,000.00	10,877.09	108.77
27	E	---	7--	-----	---	INSURANCE	5,000.00	0.00	0.00	0.00	0.00
27	E	---	9--	-----	---	OTHER OBJECTS	0.00	4,159.00	3,000.00	8,113.93	270.46
27	E	---	---	-----	---	Expense	3,701,956.97	2,318,930.83	3,423,377.83	2,216,023.37	64.73
38	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	132,000.00	132,000.00	121,372.00	0.00	0.00
38	R	---	---	-----	---	Revenue	132,000.00	132,000.00	121,372.00	0.00	0.00
38	E	---	6--	-----	---	DEBT RETIREMENT	126,100.00	103,050.00	128,700.00	21,850.00	16.98
38	E	---	---	-----	---	Expense	126,100.00	103,050.00	128,700.00	21,850.00	16.98
39	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	2,342,229.00	2,341,605.29	2,694,885.00	4.35	0.00
39	R	---	---	-----	---	Revenue	2,342,229.00	2,341,605.29	2,694,885.00	4.35	0.00
39	E	---	6--	-----	---	DEBT RETIREMENT	2,603,622.50	2,081,811.27	2,727,322.50	488,661.27	17.92
39	E	---	---	-----	---	Expense	2,603,622.50	2,081,811.27	2,727,322.50	488,661.27	17.92
50	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	443,680.20	307,272.46	433,380.60	299,106.02	69.02
50	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	9,341.78	11,646.50	10,945.69	12,132.29	110.84
50	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	243,059.40	120,302.56	266,219.55	115,939.33	43.55

Fd	T	Loc	Obj	Func	Prj	Obj	2010-11	2010-11	2011-12	2011-12	2011-12
							Revised Budget	FYTD Activity	Revised Budget	FYTD Activity	FYTD %
10	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	5,340,804.00	5,327,313.85	5,547,026.00	3,027,819.13	54.58
10	R	---	3--	-----	---	INTER-DISTRICT TRANSFERS	244,034.00	4,331.45	228,510.00	0.00	0.00
10	R	---	5--	-----	---	REV FROM INTERMEDIATE SOU	1,500.00	1,363.00	1,363.00	0.00	0.00
10	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	13,340,822.00	8,500,723.50	12,135,090.00	7,856,474.60	64.74
10	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	295,753.00	105,694.49	383,362.90	149,604.92	39.02
10	R	---	9--	-----	---	OTHER SOURCES OF REVENUE	34,357.00	49,234.79	81,641.00	68,493.56	83.90
10	R	---	---	-----	---	Revenue	19,257,270.00	13,988,661.08	18,376,992.90	11,102,392.21	60.41
10	E	---	1--	-----	---	SALARIES	9,686,725.00	6,205,091.85	9,794,261.61	6,168,804.46	62.98
10	E	---	2--	-----	---	EMPLOYEE BENEFITS	4,231,954.00	2,875,681.44	3,846,856.95	2,545,434.43	66.17
10	E	---	3--	-----	---	PURCHASED SERVICES	2,159,344.00	1,215,296.91	2,213,984.20	1,324,981.55	59.85
10	E	---	4--	-----	---	NON-CAPITAL OBJECTS	662,693.00	487,916.67	690,100.50	501,303.13	72.64
10	E	---	5--	-----	---	CAPITAL OBJECTS	63,952.00	23,053.54	46,296.00	14,976.36	32.35
10	E	---	6--	-----	---	DEBT RETIREMENT	118,752.00	81,959.08	60,000.00	30,213.05	50.36
10	E	---	7--	-----	---	INSURANCE	108,136.00	96,348.90	139,969.00	140,665.15	100.50
10	E	---	8--	-----	---	OPERATING TRANSFERS OUT	2,246,416.00	0.00	2,219,932.64	0.00	0.00
10	E	---	9--	-----	---	OTHER OBJECTS	19,116.00	16,684.90	38,376.00	26,835.12	69.93
10	E	---	---	-----	---	Expense	19,297,088.00	11,002,033.29	19,049,776.90	10,753,213.25	56.45
21	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	0.00	5,808.13	0.00	4,694.55	0.00
21	R	---	---	-----	---	Revenue	0.00	5,808.13	0.00	4,694.55	0.00
21	E	---	4--	-----	---	NON-CAPITAL OBJECTS	0.00	7,905.00	0.00	-629.82	0.00
21	E	---	---	-----	---	Expense	0.00	7,905.00	0.00	-629.82	0.00
27	R	---	1--	-----	---	INTERFUND TRANSFERS	2,195,027.00	0.00	2,219,932.64	0.00	0.00
27	R	---	3--	-----	---	INTER-DISTRICT TRANSFERS	40,776.00	0.00	41,688.00	0.00	0.00
27	R	---	5--	-----	---	REV FROM INTERMEDIATE SOU	500.00	17,929.00	17,000.00	7,676.00	45.15
27	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	880,027.00	636,713.00	887,288.63	481,038.00	54.21
27	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	660,139.00	257,793.32	536,047.70	151,322.11	28.23
27	R	---	9--	-----	---	OTHER SOURCES OF REVENUE	0.00	250.00	0.00	0.00	0.00
27	R	---	---	-----	---	Revenue	3,776,469.00	912,685.32	3,701,956.97	640,036.11	17.29
27	E	---	1--	-----	---	SALARIES	2,290,009.00	1,468,475.28	2,315,847.02	1,495,355.13	64.57
27	E	---	2--	-----	---	EMPLOYEE BENEFITS	1,020,302.00	749,702.12	975,616.88	606,705.37	62.19
27	E	---	3--	-----	---	PURCHASED SERVICES	312,596.00	153,021.43	273,798.00	124,577.30	45.50
27	E	---	4--	-----	---	NON-CAPITAL OBJECTS	99,544.00	69,107.14	121,895.07	88,134.03	72.30
27	E	---	5--	-----	---	CAPITAL OBJECTS	49,018.00	25,080.71	9,800.00	0.00	0.00
27	E	---	7--	-----	---	INSURANCE	5,000.00	987.57	5,000.00	0.00	0.00
27	E	---	9--	-----	---	OTHER OBJECTS	0.00	0.00	0.00	4,159.00	0.00
27	E	---	---	-----	---	Expense	3,776,469.00	2,466,374.25	3,701,956.97	2,318,930.83	62.64
38	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	129,746.00	129,746.00	132,000.00	132,000.00	100.00
38	R	---	8--	-----	---	NON REVENUE	1,168,375.00	1,162,174.90	0.00	0.00	0.00
38	R	---	---	-----	---	Revenue	1,298,121.00	1,291,920.90	132,000.00	132,000.00	100.00
38	E	---	6--	-----	---	DEBT RETIREMENT	1,275,071.00	1,168,374.90	126,100.00	103,050.00	81.72
38	E	---	---	-----	---	Expense	1,275,071.00	1,168,374.90	126,100.00	103,050.00	81.72
39	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	2,437,216.00	2,435,552.25	2,342,229.00	2,341,605.29	99.97
39	R	---	---	-----	---	Revenue	2,437,216.00	2,435,552.25	2,342,229.00	2,341,605.29	99.97
39	E	---	6--	-----	---	DEBT RETIREMENT	2,465,810.00	544,205.00	2,603,622.50	2,081,811.27	79.96
39	E	---	---	-----	---	Expense	2,465,810.00	544,205.00	2,603,622.50	2,081,811.27	79.96
50	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	449,769.00	330,665.72	443,680.20	307,272.46	69.26
50	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	10,272.00	12,399.43	9,341.78	11,646.50	124.67

Fd	T	Loc	Obj	Func	Prj	Obj	2011-12	2011-12	2012-13	2012-13	2012-13
							Revised Budget	FYTD Activity	Revised Budget	FYTD Activity	FYTD %
50	R	---	---	-----	---	Revenue	696,081.38	439,221.52	710,545.84	427,177.64	60.12
50	E	---	1--	-----	---	SALARIES	227,913.00	155,045.41	219,402.62	159,630.03	72.76
50	E	---	2--	-----	---	EMPLOYEE BENEFITS	36,910.00	23,743.86	33,762.04	24,072.50	71.30
50	E	---	3--	-----	---	PURCHASED SERVICES	363,283.67	301,777.22	383,007.86	315,531.09	82.38
50	E	---	4--	-----	---	NON-CAPITAL OBJECTS	73,761.99	20,152.68	73,230.99	5,893.61	8.05
50	E	---	9--	-----	---	OTHER OBJECTS	0.00	125.25	0.00	0.00	0.00
50	E	---	---	-----	---	Expense	701,868.66	500,844.42	709,403.51	505,127.23	71.20

Number of Accounts: 2125

***** End of report *****

Fd	T	Loc	Obj	Func	Prj	Obj	2010-11		2011-12		
							Revised Budget	FYTD Activity	Revised Budget	FYTD Activity	FYTD %
50	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	228,605.00	125,888.20	243,059.40	120,302.56	49.50
50	R	---	---	-----	---	Revenue	688,646.00	468,953.35	696,081.38	439,221.52	63.10
50	E	---	1--	-----	---	SALARIES	222,048.00	155,122.70	227,913.00	155,045.41	68.03
50	E	---	2--	-----	---	EMPLOYEE BENEFITS	46,518.00	31,926.93	36,910.00	23,743.86	64.33
50	E	---	3--	-----	---	PURCHASED SERVICES	382,747.00	285,959.74	363,283.67	301,777.22	83.07
50	E	---	4--	-----	---	NON-CAPITAL OBJECTS	39,334.00	5,490.12	73,761.99	20,152.68	27.32
50	E	---	7--	-----	---	INSURANCE	275.00	0.00	0.00	0.00	0.00
50	E	---	9--	-----	---	OTHER OBJECTS	125.00	120.25	0.00	125.25	0.00
50	E	---	---	-----	---	Expense	691,047.00	478,619.74	701,868.66	500,844.42	71.36

Number of Accounts: 1879

***** End of report *****

Evansville Community School District

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-3383
Fax: (608) 882-6564

Doreen Treuden
Business Manager
treudend@evansville.k12.wi.us

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Policy 760.01 School Meal Prices
Date: April 24, 2013

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

Because the meal price is regulated by DPI, I am recommending that we remove District Policy 760.1 which is the meal price worksheet to allow for ease of changing meal prices to comply with the law each year. The BOE would continue to approve meal prices each year according to District Policy 760.

Below is more information concerning HHFKA of 2010.

CHILD NUTRITION REAUTHORIZATION HEALTHY, HUNGER-FREE KIDS ACT OF 2010 Sec. 205. Equity in school lunch pricing

Effective SY beginning July 1, 2011, schools are required to charge students for paid meals at a price that is on average equal to the difference between free meal reimbursement and paid meal reimbursement; Schools that currently charge less are required to gradually increase their prices over time until they meet the requirement; Schools may choose to cover the difference in revenue with non-Federal funds instead of raising paid meal prices.

Revised: July 12, 2010
Revised: June 27, 2011
Revised: July 30, 2012

760.1

EVANSVILLE COMMUNITY SCHOOL DISTRICT
BREAKFAST/LUNCH FEE SCHEDULE

Parents/guardians who have an approved Application for Free Meals or Reduced Price Meals will automatically qualify for reduced Materials Fees:

<u>Breakfast Fees</u>	<u>Daily</u>
Elementary/Intermediate School	\$1.50
Middle School	\$1.60
High School	\$1.60
Milk (1/2 Pint)	\$.35
Reduced Meals Breakfast	\$.30

<u>Lunch Fees</u>	<u>Daily</u>
Elementary/Intermediate School	\$2.10
Middle School	\$2.35
High School	\$2.35
Adults	\$3.25
Milk (1/2 Pint)	\$.35
Reduced Lunch	\$.40

- All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

Approved: April 14, 1986
Revised: December 8, 2003
Revised: July 12, 2004

760

FOOD SERVICE PROGRAM

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

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

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

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

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

Legal Ref.: Sections 115.34 Wisconsin Statutes

118.13

120.10(16)

120.13(6)(10)

PI 9, Wisconsin Administrative Code

National School Lunch Act (42 USC 1751 et. seq.)

Child Nutrition Act of 1966 (42 USC 1771 et. seq.)

MEMO

To: ECSD Board of Education
From: Jerry Roth, District Administrator
Re: 2013-2014 Budget Reduction Options 5-7
Date: 4-29-13

Included in your Board Packet are three additional budget reduction options that I would like the Board to consider for the purpose of balancing the 2013-2014 budget. The additional options were developed after taking input from the Board, staff and the community. Each option reflects the budget neutral impact for health insurance that was determined by the Board during the April 8 Board meeting. The Educator Effectiveness budget line was removed after the District secured funding through a Department of Public Instruction grant.

Option 5

Budget reduction option 5 removes the Technology Infrastructure Debt and reduces the elementary physical education reduction from a 1 FTE reduction to a .27 FTE reduction. The physical education change restores physical education instruction to three 35 minute class periods.

Option 6

Budget reduction option 6 maintains the Technology Infrastructure Debt and includes the same change in physical education staffing and services as option 5. This option removes the four staff reductions that were included under the Middle School Schedule Change.

Option 7

Budget reduction option 7 was developed collaboratively and with compromise with the Evansville Education Association (EEA) Executive Council. Option 7 reflects the following changes.

Annual Additions List

- Removal of Books, Software and Resources
- Removal of Continuous School Improvement
- Removal of the two 5 hour Clerk positions

Salary and Benefits

- Reduction of salary increases from 2% to 1%

Subtraction List

- Removal of the Librarian (This adds a Librarian in exchange for two clerk positions)
- Removal of Middle School Language Arts, Physical Education, Science and Social Studies
- Add the Middle School and High School Gifted and Talented position

If State Funding is Increased:

If the District receives additional state funding for the 2013-2014 school year, the EEA Executive Council and I support the funding of the annual additions and an additional 1% salary increase respectively.

Board Of Education Next Steps:

- Board of Education approves a 2013-2014 budget option
- Board of Education approves layoff notices for budgetary purposes

2013-2014 BUDGET REDUCTION OPTIONS

BUDGET STARTING POINT (235,435.00)

OPTION 5

Annual Additions		
Books, Software, Resources	50,000.00	removed from list
Educator Effectiveness	20,000.00	Grants Available 2013-14
Continuous School Improvement	2,000.00	removed from list
Bilingual Doc Conversion	2,000.00	removed from list
Technology Infrastructure Debt	72,000.00	
Clerk - 5 hour	19,575.00	
Clerk - 5 hour	19,575.00	
Salary increases	197,440.00	2%
Benefit increases	-	0%
Benefit increases	4,644.00	CIL 4,314
	(313,234.00)	
	(235,435.00)	
	(548,669.00)	
Subtractions		
At-Risk	1	(48,226.00)
Librarian	1	(95,866.00)
Music	0.5	(22,010.00)
Health	1	(63,465.00)
Phy ed	0.27	(17,571.00)
Elem	1	(44,807.00)
Study Hall	0.64	(19,479.00)
Benefit decreases	CIL 4,314	(42,322.00)
		(353,746.00)
	Result	(194,923.00)
Salary increases	-	0.00%
Benefit increases	-	0.00%
	Result	2,517.00

OPTION 6

Annual Additions		
Books, Software, Resources	50,000.00	Grants Available 2013-14
Educator Effectiveness	20,000.00	removed from list
Continuous School Improvement	2,000.00	removed from list
Bilingual Doc Conversion	2,000.00	removed from list
Technology Infrastructure Debt	114,500.00	
	186,500.00	
Clerk - 5 hour	19,575.00	
Clerk - 5 hour	19,575.00	
Salary increases	197,440.00	2%
Benefit increases	-	0%
Benefit increases	4,644.00	CIL 4,314
	(427,734.00)	
	(235,435.00)	
	(663,169.00)	
Subtractions		
At-Risk	1	(48,226.00)
Librarian	1	(95,866.00)
Music	0.5	(22,010.00)
Health	1	(63,465.00)
Phy ed	0.27	(17,571.00)
Elem	1	(44,807.00)
Study Hall	0.64	(19,479.00)
Benefit decreases	CIL 4,314	(42,322.00)
		(353,746.00)
	Result	(309,423.00)
Salary increases	-	0.00%
Benefit decreases	-	0.00%
	Result	(111,983.00)

OPTION 7

Annual Additions		
Books, Software, Resources	50,000.00	removed from list
Educator Effectiveness	20,000.00	Grants Available 2013-14
Continuous School Improvement	2,000.00	removed from list
Bilingual Doc Conversion	2,000.00	removed from list
Technology Infrastructure Debt	72,000.00	
	2,000.00	
Clerk - 5 hour	19,575.00	removed from list
Clerk - 5 hour	19,575.00	removed from list
Salary increases	197,440.00	1%
Benefit increases	-	0%
Benefit increases	4,644.00	CIL 4,314
	(105,364.00)	
	(235,435.00)	
	(340,799.00)	
Subtractions		
At-Risk	1	(48,226.00)
Librarian	1	(95,866.00)
Music	0.5	(22,010.00)
Health	1	(63,465.00)
Phy ed	0.27	(17,571.00)
Elem	1	(44,807.00)
Study Hall	0.64	(19,479.00)
Benefit decreases	CIL 4,314	(42,322.00)
		(353,746.00)
	Result	(95,592.00)
Salary increases	-	0.00%
Benefit decreases	-	0.00%
	Result	12,673.00

2013-2014 BUDGET REDUCTION OPTIONS

BUDGET STARTING POINT

(235,435.00)

OPTION 1

(235,435.00)

OPTION 2

(235,435.00)

OPTION 3

(235,435.00)

Annual Additions	
Books, Software, Resources	50,000.00
Educator Effectiveness	20,000.00
Continuous School Improvement	40,000.00
Bilingual Doc Conversion	2,000.00
Technology Infrastructure Debt	114,500.00
	226,500.00
Clerk - 5 hour	19,575.00
Clerk - 5 hour	19,575.00
Salary increases	197,440.00
Benefit increases	255,532.00
Benefit increases	4,644.00
	(723,266.00)
	(235,435.00)
	(958,701.00)
Subtractions	
At-Risk	1
Librarian	1
Music	0.5
Health	1
Phy ed	1
Elem	1
Study Hall	0.64
Benefit decreases	CIL 4,314
	48,226.00
	95,866.00
	22,010.00
	63,465.00
	65,076.00
	44,807.00
	19,479.00
	42,322.00
	401,251.00
	(557,450.00)
Result	-
Salary increases	0.00%
Benefit increases	0.00%
Result	(104,478.00)

Annual Additions	
Books, Software, Resources	50,000.00
Educator Effectiveness	20,000.00
Continuous School Improvement	40,000.00
Bilingual Doc Conversion	2,000.00
Technology Infrastructure Debt	114,500.00
	226,500.00
Clerk - 5 hour	19,575.00
Clerk - 5 hour	19,575.00
Salary increases	197,440.00
Benefit increases	255,532.00
Benefit increases	4,644.00
	(723,266.00)
	(235,435.00)
	(958,701.00)
Subtractions	
At-Risk	1
Librarian	1
Music	0.5
Health	1
Phy ed	1
Elem	1
Study Hall	0.64
Benefit decreases	CIL 4,314
	48,226.00
	95,866.00
	22,010.00
	63,465.00
	65,076.00
	44,807.00
	19,479.00
	42,322.00
	693,496.00
	(265,205.00)
Result	-
Salary increases	0.00%
Benefit increases	0.00%
Result	187,767.00

Annual Additions	
Books, Software, Resources	50,000.00
Educator Effectiveness	20,000.00
Continuous School Improvement	40,000.00
Bilingual Doc Conversion	2,000.00
Technology Infrastructure Debt	114,500.00
	226,500.00
Clerk - 5 hour	19,575.00
Clerk - 5 hour	19,575.00
Salary increases	197,440.00
Benefit increases	255,532.00
Benefit increases	4,644.00
	(723,266.00)
	(235,435.00)
	(958,701.00)
Subtractions	
At-Risk	1
Librarian	1
Music	0.5
Health	1
Phy ed	1
Elem	1
Study Hall	0.64
Benefit decreases	CIL 4,314
	48,226.00
	95,866.00
	22,010.00
	63,465.00
	65,076.00
	44,807.00
	19,479.00
	42,322.00
	789,088.00
	(169,613.00)
Result	-
Salary increases	0.00%
Benefit increases	0.00%
Result	283,359.00

Annual Additions	
Books, Software, Resources	50,000.00
Educator Effectiveness	20,000.00
Continuous School Improvement	40,000.00
Bilingual Doc Conversion	2,000.00
Technology Infrastructure Debt	114,500.00
	226,500.00
Clerk - 5 hour	19,575.00
Clerk - 5 hour	19,575.00
Salary increases	197,440.00
Benefit increases	255,532.00
Benefit increases	4,644.00
	(723,266.00)
	(235,435.00)
	(958,701.00)
Subtractions	
At-Risk	1
Librarian	1
Music	0.5
Health	1
Phy ed	1
Elem	1
Study Hall	0.64
Benefit decreases	CIL 4,314
	48,226.00
	95,866.00
	22,010.00
	63,465.00
	65,076.00
	44,807.00
	19,479.00
	42,322.00
	95,592.00
	862,533.00
	(96,168.00)
Result	-
Salary increases	0.00%
Benefit increases	0.00%
Result	356,804.00

Estimated CPI-U = 2.07%
 Dean HMO increase = 10.9%
 Debt payment based on \$1,000,000 loan at 2.75% fixed

RATIONALE FOR 2013-14 BUDGET ADDITIONS

- Textbooks, Software, Resources - \$50,000

This annual budget addition will result in the District having a \$70,000 budget for curriculum related resources. The current budget for this purpose is \$20,000 and is insufficient to support the District curriculum needs in the face of alignment to The Common Core State Standards. This budget amount will allow the District to begin to replace outdated instructional resources and to anticipate upcoming demands for alignment to the Next Generation Science Standards. The lack of funding in previous budget for this purpose has resulted in fragmented implementation of resources.
- Educator Effectiveness - \$20,000

Educator Effectiveness is mandated by the DPI for implementation in 2014-2015. In preparation for the mandate, the District needs to move forward with a pilot program that will assist the District in transitioning to full implementation. The annual funds will be used to build staff capacity to improve professional practices as required by Educator Effectiveness.
- Continuous School Improvement - \$40,000

This annual budget expenditure will support the work of developing a continuous school improvement infrastructure in the District. Specifically, it will allow for the development of a consistent data analysis process across all schools, the implementation of a universal screener and progress monitoring system, and provide the resources to support Building level and District level Leadership Teams.
- District Bilingual Document Conversion - \$2,000

The District is not in compliance with converting Student/Parent documents to multiple languages. This budget request represents funds that will be used to start the process of translating documents. This expense will need to be budgeted for each year.
- Technology/Phone Infrastructure Debt Payment - \$114,500

The District has an opportunity to move forward with the recommendations outlined in the PDS Technology audit recently completed. The plan would be to seek Board approval to borrow the funds necessary to complete the recommended upgrades over the next fiscal year. This opportunity is made available to the District through a State Trust Fund Loan program offered to Schools and municipalities. The plan would be to borrow approximately \$1,000,000 at 2.75% fixed interest rate over a 10 year payback period. The budgeted line item represents the first year debt payment. More information will be presented to the Board at a future date.

BUDGET ADDITIONS TO BE CONSIDERED FOR 2014-2015

- Alternative Education Program
- 4-year old Kindergarten Program
- School Safety Initiatives

Approved: June 10, 1985
Revised: August 13, 2001
Revised: December 13, 2010
1st Reading: 4-29-13

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PUBLIC PARTICIPATION AT BOARD MEETINGS

Citizens of the District are welcome to appear at Board meetings to voice their concerns and provide input. At the same time, citizens should bear in mind that even though Board meetings are open to the public, they are not meetings of the public. Hence, it is necessary to maintain order at Board meetings.

At the Board's first regular meeting of the month, normally the second ~~Monday~~ **Wednesday** of the month, a Public Presentation segments will provide the opportunity for the audience to bring forward an item of interest, not already on the agenda **or comment on items on the agenda**. A registration form (Blue Card) should be filled out and submitted by the end of this segment for anyone wishing to comment during this section. At Committee **of the Whole** meetings, normally the fourth or ~~last Monday~~ **Wednesday** of the month, only comments related to items on the agenda may be offered. The Board will verify that if there is a concern, the community member has first discussed the issue with the appropriate staff member as needed.

In accordance with the intent of the open meetings law, the Board can not respond or take action on any item not published on the agenda but may ask questions to seek further information.

Should audience members, or members of the public in general, want to request an item for a future agenda, they should contact a Board member who will forward the item to the Board President or District Administrator who will consider the item for a future agenda as appropriate. Items for future agendas should be submitted for consideration to the Board President or District Administrator at least one full week prior to the meeting. Such factors as time, agenda and urgency of the proposed request will also be considered.

The Board/Committee can not hear complaints of school personnel. The Board President or Chairperson will redirect any such comments to the District Administrator for follow up per other District procedures.

Letters written to the Board will be distributed to Board Members in their Board mailboxes for review.

The following guidelines will allow the Board to receive public input and continue to conduct the business of the District in an orderly and efficient manner. Each speaker shall be allowed up to five minutes to address an issue or express an opinion. However, the time to speak maybe decreased by the President due to time constraints of a meeting. The Board may set a time limit for discussion of an issue, to accommodate the number of speakers, and may decide if a separate hearing is needed on an issue. Any deviation from these guidelines shall be at the discretion of the Board President.

1. Any individual may register with the District Administrator or his/her designee beginning 15 minutes before the time scheduled for a Board meeting or a public hearing.

2. Full address of their place of residence must be on registration forms.
3. Citizens can express an opinion in writing on the registration form. All Board members will read these opinions.
4. If a person wants to speak on more than one issue, a registration card should be submitted for each issue.
5. Public appearances at regular or special board meetings and committee meetings will be permitted at the point of the meeting as indicated in the meeting notice/agenda. ~~All comments will be taken first and then the Board will discuss the item.~~ The members of the audience should not comment or interrupt during the Board's discussion unless specifically invited to speak.
6. Registrants will be called to speak according to the order in which they have registered.
7. Each speaker must rise and note his/her name for the record.
8. A process monitor can be appointed to assist in enforcing the time limits.
9. There shall be no interruptions by other persons in the audience.
10. The Board members or District Administrator may ask questions during or after the presentation.
11. The Board President may rule a presentation repetitive or out of order and terminate it.
12. The Board President, at his/her discretion may ask for public input during a meeting.
13. Persons presenting written documents are strongly urged to bring at least 15 copies for Board members, key administrators, and the press.

Legal Ref.: Section 19.81 Wisconsin Statutes (Declaration of Policy)
19.83 (2) (Meetings of Governmental Bodies)
19.84(2) (Public Notice)
19.85 (Exemptions)

Revised: September 12, 2011

322

Revised: May 14, 2012

Revised: July 30, 2012

Revised: .

1st Reading: 4-29-13

STUDENT SCHOOL DAY

Wisconsin law requires the Evansville Community School District Board of Education to reserve to itself the right to establish rules that schedule the hours of the normal school day. In establishing such rules, the Board will consider comments from parents, staff, and district residents.

Once established, the schedule of hours of a normal school day will be posted in school buildings, on the web site, and distributed to the local media.

The schedule of hours for a normal school day for respective grade levels shall be as follows:

½ Day Kindergarten	Morning class	8:05 a.m.-	11:20-a.m. (if a.m. only)
	Afternoon class	12:00 p.m. -	3:05 p.m.
Full Day Kindergarten		8:05 a.m.	3:10 3:05 p.m.
Grades 1 – 2		8:05 a.m. -	3:10 3:05 p.m.
Grades 3 – 5		8:05a.m. -	3:10 3:05 p.m.
Grades 6 – 8		7:50 a.m. -	3:05 3:00 p.m.
Grades 9 – 12		8:00 a.m. -	3:15 p.m.

Legal Ref.: Sections 115.01(10) Wisconsin Statutes (Classifications)
120.12(15) (School Board Duties)
121.02(1)(f)2 (School District Standards)
PI 8.01(2)(f)2 Wisconsin Administrative Code

Approved:

1st Reading: 4-8-13; 2nd Reading: 4-29-13

152

EMPLOYEE HANDBOOK

The Evansville Community School District Employee Handbook is set by statutes and District policies. In case of a direct conflict between the Employee Handbook, ~~policies of the Board~~, and any specific provisions of an individual contract, the individual contract shall control.

Proposals regarding the Employee Handbook may originate from **administration, the Board and/or employees.** ~~an employee or employee organization or a member of the Board.~~ In all cases, proposed new or revised Employee Handbook sections shall state their potential contribution in furthering the mission of the District.

Board members shall be informed of and given the opportunity to participate fully in the discussion of each proposed new or amended section of the Employee Handbook. An Employee Handbook section shall be adopted or amended after the Board has had three opportunities to read and discuss the proposals at successive Board meetings. Where implementation of a new or revised Employee Handbook section needs to occur prior to the next board meeting, the Board may approve the section of the Employee Handbook at the meeting where the first or second readings occur.

The Employee Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, the Employee Handbook should not be considered all inclusive. Copies of Board Policies and the Employee Handbook are available in each administrative office to all personnel and are on the District website at www.ecsdnet.org/. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Evansville Community School District Board of Education.

The Employee Handbook shall be reviewed on a regular basis and updated as necessary.

Availability of The Employee Handbook

~~The Employee Handbook is available on-line at the District website.~~

Legal Ref.: Section 120.12(2) Wisconsin Statutes (School Board Duties)

Local Ref.: Policy #151- Board Policy Development

MEMORANDUM

To: Evansville Community School District (ECSD) Board of Education
From: Paula Landers, Director of Instruction
Vance Ashby, Director of Student Services
Steve Feeney, School Psychologist
Re: Renaissance Learning STAR Enterprise System
Date: April 2, 2013

Needs Statement:

In order to support student learning through continuous school improvement practices (Rtl) that are informed by student achievement data, the ECSD must implement a universal screening and progress monitoring system that provides coherent K-12 communication and data access for educators and families. Beginning December 1, 2013, this type of progress monitoring data will be required during the special education referral process for students who may have a specific learning disability.

Current State:

Currently, all students in grades 2-8 are screened for basic skill proficiency in reading, language usage, and mathematics using the Measures of Academic Progress (MAP) assessment. This assessment is administered 2-3 times annually and requires three hours per administration. MAP data is used to identify students who are in the 95th percentile (advanced level learners) or the 20-25th percentile (remedial level learners) for intervention services. Once students are identified for additional services, their progress toward grade level benchmarks must be documented. The specific skill data provided by MAP is time-consuming to access and break down into skill subsets, and it does not provide progress monitoring data. Current progress monitoring practices vary from school-to-school and teacher-to-teacher, making communication and comparisons regarding student performance across buildings unclear.

Process and Timeline:

In 2011-2012 the District Rtl Team (comprised of reading specialists, at-risk teachers, school counselors, school psychologists, and administrators) determined that the ECSD needed a K-12 universal screening and progress monitoring tool in order to more effectively screen all students, easily and efficiently access student data, and consistently monitor student progress. Over the course of the 2011-2012 and 2012-2013 school years, the team studied several tools including STAR, AIMSWeb, Easy CBM, Classworks Universal Screener, and Scholastic Reading and Math Inventories. STAR and AIMSWeb were the top two choices. In March 2013 team consensus was that STAR provided the best fit for our District's needs.

If the purchase is approved, school intervention teams would like to begin using the STAR system for end of the year progress monitoring and screening. The data gathered from this process will serve as the foundation for student service decisions over the summer and as the 2013-2014 school year starts in August. Having the universal screener and progress monitoring tool in place for school start next year will ensure that there is enough longitudinal data gathered to comply with the new special education referral process laws beginning December 1, 2013.

Recommendation:

The Renaissance Learning STAR Enterprise system provides

- a K-12 computer adaptive universal screener and progress monitoring tool

- for efficient administration of the universal screener in math and reading (40-60 minute administration) and progress monitoring probes (8-15 minutes) reducing the amount of time required to administer an assessment and freeing it for instruction
- explicit alignment with the Common Core State Standards which helps focus intervention and connect data across multiple assessments, including classroom assessments
- automatic scoring and data management which means data are accessible immediately for individual students
- easily interpreted reports and charts for educators and parents

While STAR resolves many of the District’s universal screening and progress monitoring needs, none of the tools reviewed by the team offer everything. STAR will be used in conjunction with other supplemental assessments to collect additional student proficiency data. Additionally, by shifting the universal screener from MAP to STAR, the District will have to re-establish a baseline of data because the two assessments are not comparable.

Budget:

The STAR system can be purchased as a three-year subscription or incrementally over the course of three years. Renaissance has quoted a subscription rate based upon K-10 student enrollment (1550 students) and initial implementation costs. Subscription costs will vary with student enrollment.

Three-year Subscription (lump sum)		\$65,557
Three-year Subscription (incremental)	Year 1	\$38,890
	Year 2	\$18,853
	Year 3	<u>\$15,657</u>
	Total	\$73,400
Successive Years Subscription (after 3 years)		\$15,080

While the overall cost is higher, purchase through the three-year incremental subscription fits best with Fund 10 budget allocations for instructional resources and assessment.

Jake Slaback
202 Jonathon Dr.
Janesville, WI 53548

April 5, 2013

Larry Martin
Technology Manager
Evansville Community School District
340 Fair Street
Evansville, Wisconsin 53536

Dear Larry Martin,

It is with deep regret that I give you my formal notice of resignation as Technology Specialist at Evansville Community School District. My last working day will be April 19, 2013.

I have enjoyed working at Evansville Community School District and will miss my colleagues here; however, I have accepted a new position which will challenge my growth and further my career.

I appreciate the professional development from Evansville Community School District, and in particular from you. Your mentoring support has encouraged me and I hope that we will continue our relationship as I move forward in my career.

I wish you and Evansville Community School District continued growth and success in the future.

Sincerely,



Jake Slaback

Rec'd
4-9-13
KM

April 16th, 2013

Mrs. Wick,

This letter of resignation is to inform you that I will not be returning for the 2013-2014 school year.

I have enjoyed my time so much at Theodore Robinson, thank you so much for the opportunity to work here.

Sincerely,

A handwritten signature in cursive script that reads "Mandy Giessel". The letters are fluid and connected, with a prominent loop on the 'y' and a large 'G'.

Mandy Giessel

Rec'd
4-16-13
km

4/9/13

Dear Evansville Community School District,

Five years ago I was faced with a decision between a job at Evansville High School and in another Wisconsin District. When my family and friends asked me how I made the decision, I explained that I based it entirely on the feeling I had when I was speaking with the Evansville English Department in the interview, and the quality of conversation during the later meeting with district administrators. Quite honestly, I knew there was something distinctly different about this place. I could tell that Evansville was filled with educators committed to cultivating community, respect, and positive relationships. A day has not passed during my tenure as an English teacher in the district without a clear confirmation of the accuracy of my original assessment.

For this reason, it is with some sadness that I must tell you that I will be resigning my position as English teacher at the conclusion of the 2013 school year to pursue a PhD in Literacy at the University of Colorado-Boulder. Because of the remarkable support of the high school administration, I was able to attempt a pedagogical approach, writer's workshop and the publication of student-authored books, and to discover the efficacy of the model. I know want to study and share this model with other districts. Again, I am so grateful for the support of Scott Everson because it was through his encouragement that I was able to uncover what I now feel is my life's work.

Our students in Evansville are the best I have had a privilege of teaching in my career; the teachers are the most dedicated of education professionals, and the administrators are certainly the most encouraging and supportive. Evansville grew me as both a teacher and a person, and I leave with deep gratitude for my time here and with a heartfelt promise to visit the many friends I have made here whenever I am in Madison.

Thank you,


Ellie Haberl

Rec'd
4-10-13
KCR

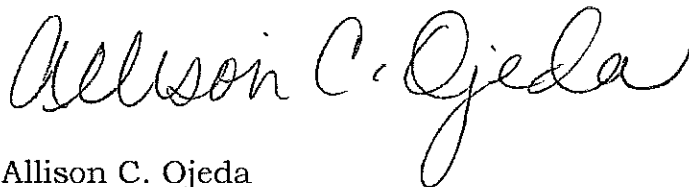
April 22, 2013

To Mr. Jerry Roth and School Board Members:

It is with bittersweet feelings that I submit this letter of resignation effective for the 2013-2014 school year. I have verbally accepted a 2nd grade position at an independent school in Louisville, Kentucky. I want to sincerely thank the Evansville School District and the community of Evansville for their support for the past fourteen years.

Thank you.

With best regards,

A handwritten signature in cursive script that reads "Allison C. Ojeda". The signature is fluid and written in black ink.

Allison C. Ojeda

Rec'd
4-22-13
KR

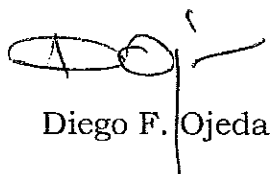
April 22, 2013

To Mr. Jerry Roth and School Board Members:

It is with bittersweet feelings that I submit this letter of resignation effective for the 2013-2014 school year. I have verbally accepted a high school Spanish position at an independent school in Louisville, Kentucky. I want to sincerely thank the Evansville School District and the community of Evansville for their support for the past fourteen years.

Thank you.

With best regards,


Diego F. Ojeda

Read
4-22-13
km

1 **PART II** **Certified Staff**

2
3 **Section 7** **INSURANCE AND LEAVE**

4
5 **7.01 Holidays**

6 Teachers will receive the following three (3) holidays: Labor Day, Memorial Day and
7 Thanksgiving.

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9 **7.02 Sick, Personal, Bereavement, and Leave Benefits**

10 *Refer to Policies: 529.3 – Bereavement Leave*

11 *529.1 – Family & Medical Leave*

12 *529.4 – Use of Sick Leave*

13 *529.45 – Personal Leave*

14 **A. Sick/Personal/Business**

- 15 1. Teachers may be absent for personal illness or injury up to eleven (11) days per
16 year. Three (3) of these days may be used each year for personal or business
17 leave. Unless an emergency situation prevails, a Sub-Online request for a
18 personal day(s) must be submitted at least forty-eight (48) hours prior to using
19 personal time. Personal days may not be used on the first day of school, during
20 the last two (2) weeks of the school year, or to extend vacation or holidays
21 except with prior approval of the District Administrator or designee.
22
- 23 2. In instances of emergency situations, when prior approval cannot be obtained,
24 the teacher shall submit a statement to the District Administrator or designee
25 who shall then determine whether a personal day may be used.
26
- 27 3. If such days are not taken, they will accumulate each year as sick leave.
28
- 29 4. The full allowance for sick leave for the school year will be credited at the
30 beginning of the school term on the first day of school. Unused sick leave will
31 be credited to each teacher's reserve, which may accumulate to one hundred
32 ten (110) days at the end of the school year.
33
- 34 5. If a teacher fails to complete the full term of the contract for reasons other than
35 illness, such leave may be pro-rated on the basis of one (1) day per month of
36 the time in service beginning with September.
37
- 38 6. In the case where an employee qualifies for long-term disability, the District
39 shall continue to pay teacher group health, hospitalization insurance provided
40 the policy continues to have waiver of premium, for the duration of the annual
41 contract after sick leave has been exhausted. The provisions stated in item
42 number 14 of Part II, Section 7 of this handbook do not apply (they are
43 exclusive to child-rearing/maternity leave). If the teacher fails to return to duty
44 the following school year, a partial repayment of health and dental insurance
45 premiums will be required. The amount due will be one-half (½) of the full
46 cost of health and dental insurance premiums paid after FMLA provisions, if
47 applicable, have been exhausted. The Board has the discretion to waive all or
48 part of the repayment of premiums if, in the Board's judgment, the termination
49 is beyond the teacher's control.

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7. Any employee covered by long term disability insurance shall not be eligible to claim sick leave pay at such time as the employee becomes eligible for LTD benefits.
 8. For teachers hired before July 1st, 2013, Accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement. Teachers with at least twenty (20) years of service in the District may accumulate and be paid for up to 968 hours payable upon retirement. Payment will be made into a non-elective TSA according to the terms of the District 403b plan.
 9. Sick or personal or business time as outlined in this section shall be administered on an hourly basis of an eight (8) hour day.
 10. Sick or personal or business time of less than one hundred twenty (120) minutes will not be charged to sick or personal or business or funeral or bereavement leave if a substitute is not required.
 11. The District agrees that no deduction for benefits will be required for up to two (2) days of non-paid leave in a contract year. Benefits will continue to be paid by the District.
 12. If an employee takes more than two (2) non-paid leave days in a contract year, the District will deduct from the employee's payroll an amount per day determined by the following formula: Formula – divide the annual cost of the benefit by 260 days, multiply the resulting amount times the number of non-paid leave days in excess of two (2), and the result will be the total amount to be deducted for benefits. For example, If the health insurance annual premium is \$18,180 divided by 260 days the amount will be approximately \$70 per day for employees with the family health plan.
 13. Use of sick leave under this section will be allowed to care for a spouse/domestic partner, parent, child and other dependent members of household.
 14. All requests for unpaid leave must be approved by the District Administrator or his/her designee.
- B. Funeral/Bereavement
1. Employees of the District, **hired after July 1, 2003**, shall be allowed up to **four (4) ~~five (5)~~** days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. **Employees hired prior to July 1, 2003, shall be allowed up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family.** The term "immediate family" shall be construed to mean spouse/domestic partner, children, parents, grandparents, grandchildren, brothers and sisters, in-laws and members of household.

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2. Up to two (2) days of the above leave per year shall be allowed for individuals not listed above.
3. Employees who have exhausted their funeral/bereavement leave may request in writing from the District Administrator use of up to five (5) of their sick days as needed for funeral/bereavement leave.

C. Family and Medical Leave Act

Leaves of absence involving a serious health condition of the employee or the employee's parent, child or spouse/domestic partner, as well as leaves attendant to the birth, adoption or foster care placement of a child, shall be granted consistent with the applicable provisions of state and federal Family and Medical Leave Act (FMLA) laws for employees who qualify for coverage under such laws. It will be the responsibility of the employee to notify Human Resources of the need for FMLA. Any teacher who has used all accumulated sick leave because of an extended illness shall be placed on an approved leave of absence, without pay, for the duration of the FMLA. During such approved leave of absence, the teacher shall retain all rights and privileges granted by § 118.22, Wis. Stats. Upon return from any such approved leave of absence, a teacher shall be assigned to the same position if available, or if not, an equivalent position.

D. Childbearing/Childrearing/Adoption/Other Leave

Refer to Part I, Sec. 13 of this handbook.

7.03 Leave of Absence

Refer to Policies: 529.4 – Use of Sick Leave

529.45 – Personal Leave

529.3 – Bereavement Leave

529.1 – Family & Medical Leave

529.5 – Uniformed Services Leave

529.2 – Jury Duty Leave

7.04 Eligibility for and Payment Towards Coverage of Health, Dental, Life, Disability, and Liability Insurance

Employees regularly scheduled at least 20 hours per week during the school year are eligible for the following insurance benefits with the premium contribution being prorated as the percentage of employment. Eligibility for coverage is dependent upon the terms of each insurance plan.

The percentage of the premium paid by the employee and the District will be determined by the Board of Education on an annual basis.

7.05 Cash Option in Lieu of Health Insurance – Alternate Benefit Plan (ABP)

- A. Employees who qualify for participation in the District group health insurance plan but who have coverage through another plan other than the District group health insurance plan may waive participation under the District group health insurance plan and elect to receive cash compensation in lieu of the health insurance benefit. The amount of the cash compensation will be set by the Board prior to the District's annual open enrollment period.

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- B. Employees who choose the ABP option may sign up at any time due to qualifying life events.
- C. The District may, at its discretion, discontinue the cash compensation in lieu of health insurance benefit by providing the participating employees with written notice of not less than sixty (60) days and an “open enrollment” opportunity to enroll in the group health insurance plan.

Section 8 RETIREMENT BENEFITS

8.01 Wisconsin Retirement System (WRS) Contributions

All qualified regularly employed full-time and part-time teaching personnel shall pay 100% of the employee’s required contribution into the WRS as required by state statute.

A. Retirement Notification

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

B. Retiree - Benefits

An employee may elect to retire at the conclusion of a school year provided that person has reached age fifty-five (55) no later than September 1st of the next school year.

C. Retiree – HRA for Teachers Hired before June 30, 2013

1. The Board of Education of the Evansville Community School District and the Evansville Education Association agree to establish a Health Reimbursement Arrangement (HRA) for teachers who choose to retire.
2. An employee may elect to retire at the conclusion of a school year provided that person has reached age fifty-five (55) no later than September 1st of the next school year.
3. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of retiring employees as follows:
 - a. Participants who have taught at least ten (10) full-time equivalent years in the District shall receive an annual payment of \$16,728 for three (3) consecutive years (or until eligible for Medicare) to be deposited into their HRA account.
 - b. Participants who have taught at least fifteen (15) full-time equivalent years in the District shall receive an annual payment of \$16,728 for four (4) consecutive years (or until eligible for Medicare) to be deposited into their HRA account. The amount of the annual payment will be determined by the Board annually, based on insurance industry trends.

- 197 c. Any payments into the HRA account will be 100% vested upon payment.
198
199 d. A retired employee may use proceeds from the HRA to buy into the
200 District's insurance plan if the employee requests and if allowed by the
201 insurance carrier.
202
203 e. The District shall be responsible for payment of any HRA administrative
204 fees.
205
206 4. If an employee dies prior to exhausting the HRA benefit, the payments shall
207 continue to be made into the HRA account, and the spouse/domestic partner,
208 and/or dependent(s) eligible for employee's health insurance benefit shall
209 receive the remainder of the benefit per the terms of the HRA plan. If there
210 are none, no payment will be made to an estate.
211

212 Please note: Sections of this handbook will be revised for compliance purposes when the
213 National Health Care Act is fully defined.
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221 **PART III** **Support Staff**

222 223 **Section 7** **PAID VACATIONS**

224 225 Educational Assistants, Clerks, Secretaries, Receptionists, and Technology Specialists:

- 226 A. All employees who work 197-229 days (10 month employees) are allowed paid
227 vacations under the following plan:
228
229 1. Two (2) days after one (1) year; and one (1) day for each additional year of
230 service.
231
232 2. Vacation shall not exceed five (5) days per year.
233
234 B. All employees who work 230-259 days (11 month employees) are allowed paid
235 vacations under the following plan:
236
237 1. One (1) week after one (1) year; and one (1) day for each additional year of
238 service.
239
240 2. Vacation shall not exceed three (3) weeks per year.
241
242 C. All employees who work 260 days (12 month employees) are allowed paid
243 vacations under the following plan:
244
245 1. One (1) week after one (1) year; and one (1) day for each additional year of

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service.

2. Vacation shall not exceed four (4) weeks per year.

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.

E. Vacations will be arranged with the cooperation of the employee and the employee's immediate supervisor, or in the absence of the immediate supervisor, the District Administrator.

Administrative Assistants:

A. Two (2) weeks paid vacation after one year of service; and one day for each additional year of service not to exceed twenty (20) days.

B. For Administrative Assistants hired before **July 1, 2003** ~~June 30th, 2012~~ - Two (2) additional days of vacation during Spring Break.

Custodians:

Custodians hired before July 1, 2003, will earn vacation according to the following schedule, to a maximum of 25 total vacation days.

Custodians hired after July 1, 2003, will earn vacation according to the following schedule, to a maximum of 20 total vacation days.

No vacation will be granted during the week prior to the start of the school year except in extenuating circumstances (i.e. family emergencies requiring the employee's attention or participation). Each situation will be reviewed on a non-precedent setting, one-time basis. Exceptions must be submitted to the District Administrator for approval.

1 year, 2 weeks

2 years, 2 weeks, 1 day

3 years, 2 weeks, 2 days

4 years, 2 weeks, 3 days

5 years, 2 weeks, 4 days

6 years, 3 weeks

7 years, 3 weeks, 1 day

8 years, 3 weeks, 2 days

9 years, 3 weeks, 3 days

10 years, 3 weeks, 4 days

11 years, 4 weeks

12 years, 4 weeks, 1 day

13 years, 4 weeks, 2 days

14 years, 4 weeks, 3 days

15 years, 4 weeks, 4 days

16 years, 5 weeks

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Food Service: No Vacation.

Section 8 HOLIDAYS

8.01 Holidays Defined

A. Employees hired for the number of days indicated in the table below shall be compensated for holidays.

Number of Days Worked in a School Year	Holidays* Hired Prior to July 1, 2003	Holidays* Hired After July 1, 2003
180-196 (9 month)	5 Holidays	5 Holidays
197-229 (10 month)	6 Holidays	6 Holidays
230 -259 (11 month)	9 Holidays **	8 Holidays
260 (12 month)	9 Holidays #, ^	10 Holidays

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* Holidays are specified in ~~Section B~~ **Section C** below.

B. Holidays as granted are paid for but not worked. In the case of an employee on vacation or sick leave, the time shall not be deducted from vacation or sick leave. To be paid for these days, the employee must work, be on sick leave, or vacation, both the work day before the holiday and the work day after the holiday. The exception to this shall be Labor Day and Memorial Day if those days occur before the first work day of the employee's assignment or after the last work day of the employee's assignment. Holidays falling on week-ends will be celebrated the work day before or the work day after unless school classes are held.

C. Holidays according to the table in Section A are granted as follows:

1. 180-196 days (9 month – **5 days**) – Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day.
2. 197-229 days (10 month – **6 days**) – Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, New Year's Day and Memorial Day.
3. 230-259 (11 month – **8 days**) - Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day. ****Day After Christmas**
4. 260 days (12 month – **10 days**) – Independence Day, Day after Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day.

- Administrative assistants hired before July 1, ~~2003~~, ~~2012~~, shall retain twelve (12) holidays - Independence Day, Day after Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, Day After Christmas, the day before New Year's Eve Day,

336 New Year's Eve Day, New Year's Day, and Memorial Day. The day before
337 Christmas Eve Day will be a holiday if school is not in session. If school is in
338 session, employees may choose a floating day when school is not in session.

339
340 ^ - Custodians hired before July 1, 2003, shall retain eleven (11) holidays -
341 Independence Day, Day after Independence Day, Labor Day,
342 Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day,
343 Christmas Day, Day After Christmas, New Year's Eve Day, New Year's
344 Day, and Memorial Day.

345
346 5. All part-time employees will receive holidays on a prorated basis.

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349 **8.02 Holidays Falling on Weekends**

350 If any of the holidays listed above, fall on a Saturday, the preceding workday shall be
351 observed as the holiday. If any of the above named holidays falls on a Sunday, the following
352 workday shall be observed as the holiday. If January 1st falls on a Sunday and school is
353 scheduled to begin on the following Monday, the preceding Thursday shall be observed as the
354 December 31st holiday and the preceding Friday shall be observed as the January 1st holiday.
355 If December 24 and December 31 fall on a Sunday, the preceding Friday shall be declared the
356 holiday unless the preceding Friday is a student contact day. If the preceding Friday is a
357 student contact day, section 8.03 will apply.

358

359 **8.03 Holidays Falling on Student Contact Days**

360 If any of the holidays listed in section 8.01, above, fall on a student contact day, the
361 employees shall work their regular hours that day, and shall instead receive a paid holiday on
362 a date determined by the Administration.

363

364 **8.04 Work on a Holiday**

365 Except as provided in section 8.03, above, employees who work on any of the above-
366 mentioned holidays shall be paid time and one-half for all hours worked in addition to the
367 holiday pay.

368

369 **8.05 Holidays During Vacation**

370 If any of the above holidays fall within an employee's vacation period, the employee shall be
371 allowed to take an additional day of vacation in lieu of such holiday.

372

373 **8.06 Eligibility for Holiday**

374 In order to be eligible for holiday pay, an employee must work the employee's scheduled
375 workdays immediately preceding and following the holiday, unless the employee is on an
376 excused absence with pay which has been approved by the District Administrator and/or
377 his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay
378 if the holiday falls during the absence period.

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381 **Section 9 LEAVE BENEFITS**

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383 **9.01 Sick, Personal, Bereavement, Leave Benefits**

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Refer to Policies: 529.4 – Use of Sick Days
529.45 – Personal Leave
529.3 – Bereavement Leave
529.1 – Family & Medical Leave

When employees are requesting to use benefit time they will not be expected to find a substitute to cover the time off. Designated administrator or designated personnel may reassign staff to cover for absences.

- A. Personal – All employees will receive three (3) days a year for personal or business leaves. If these days are not taken, they will accumulate each year as sick leave. Requests for personal time should be made at least 24 hours in advance unless it is an unforeseen emergency.

Note: Food Service Employees hired before July 1, 2003, are eligible for 3-5 days of personal leave (refer to Collective Bargaining Agreement dated June 30, 2013).

B. Funeral/Bereavement

- 1. Employees of the District **hired after July 1, 2003**, shall be allowed up to **four (4) five (5)** days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. The term “immediate family” shall be construed to mean spouse/domestic partner, children, parents, grandparents, grandchildren, brothers and sisters, in-laws and members of household.

Employees of the District **hired before July 1, 2003**, shall be allowed up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family.

- 2. Up to two (2) days of the above leave per year shall be allowed for individuals not listed above.
- 3. Employees who have exhausted their funeral/bereavement leave may request in writing from the District Administrator use of up to five (5) of their sick days as needed for funeral/bereavement leave.

- C. Sick Days - ~~All nine (9) month employees (180-196 days) will receive six (6) sick leave days; 10 month employees (197-229 days) will receive seven (7) sick leave days; and 11 month employees (230-259 days) will receive eight (8) sick leave days; 12 month employees will receive nine (9) sick leave days.~~ The full allowance for sick leave for the school year will be credited at the beginning of the school year. ~~Unused sick general leave will be credited to each employee's reserve, which may accumulate to 110 days at the end of the school year.~~

Number of Days Worked in a School Year	Sick Days Hired Prior to July 1, 2003	Sick Days Hired After July 1, 2003
180-196 (9 month)	6 Sick days	6 Sick days

197-229 (10 month)	7 Sick days	7 Sick days
230 -259 (11 month)	8 Sick days	8 Sick days
260 (12 month) (Administrative Assistants)	10 Sick days	9 Sick days
260 (12 month) (Custodian/Cleaner)	12 Sick days	9 Sick days

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430

Number of Days Worked in a School Year	Maximum Accumulation of Sick Hours Hired Prior to July 1, 2003	Maximum Accumulation of Sick Days Hired After July 1, 2003
180-196 (9 month)	825	880
197-229 (10 month)	825	880
230 -259 (11 month)	825	880
260 (12 month) (Administrative Assistants)	825*	880
260 (12 month) (Custodian/Cleaner)	960	880

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***Administrative Assistants hired before July 1, 1993, maximum accumulated sick hours is 907.5**

Sick days will be allowed for use when an employee must be absent for medical reasons. It is the employee's responsibility to inform his/her administrator or their designee of their need to use sick time. In the event an employee is going to be out for three (3) or more consecutive days, they need to contact the District Office regarding FMLA.

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D. Allocations - If an employee fails to complete the full school year for reasons other than illness, such leave may be pro-rated on the basis of one (1) day per month based upon the percentage of student contact days completed. Sick and personal leave will be deducted based on actual time off in fifteen (15) minute intervals.

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Section 10 INSURANCE BENEFITS

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10.01 Health, Dental, Life, Disability, and Long-Term Disability Insurance

Eligibility for and Payment towards Coverage of Health, Dental, Life, Disability, and Liability Insurance

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The percentage of the premium paid by the full time employee and the District will be determined by the Board of Education on an annual basis. A full time employee is scheduled to work 35-40 hours per week. Employees regularly scheduled at least 20 hours per week during the school year are eligible for insurance benefits with the premium contribution being prorated as the percentage of employment. Eligibility for coverage is dependent upon the terms of each insurance plan.

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10.02 Cash Option in Lieu of Health Insurance – Alternate Benefit Plan (ABP)

A. Employees who qualify for participation in the District group health insurance plan but who have coverage through another plan other than the District group health insurance plan may waive participation under the District group health insurance plan

464 and elect to receive cash compensation in lieu of the health insurance benefit. The
465 amount of the cash compensation will be set by the Board prior to the District's
466 annual open enrollment period.

467
468 B. Employees who choose the ABP option may sign up at any time due qualifying
469 life events.

470
471 C. The District may, at its discretion, discontinue the cash compensation in lieu of health
472 insurance benefit by providing the participating employees with written notice of not
473 less than sixty (60) days and an "open enrollment" opportunity to enroll in the group
474 health insurance plan.

475

476

477 **Section 11 RETIREMENT BENEFITS**

478

479 **11.01 Wisconsin Retirement System (WRS) Contributions**

480 All qualified regularly employed full-time and part-time support staff personnel shall pay
481 100% of the employee's required contribution into the WRS as required by state statute.

482

483 **11.02 Retirement Benefits for Educational Assistants, Secretaries, Clerks, and 484 Technology Specialists and Food Service Hired Before July 1, 2013**

485 A. Employees, who retire from the District after fifteen (15) years or more of District
486 employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of
487 accumulated unpaid sick leave into a non-elective TSA after the employee's
488 retirement. (This amount is not to exceed a total of \$11,000.) This severance
489 benefit is not subject to WRS contributions.

490

491 B. Employees, who have reached the age fifty-five (55) and have been employed **full-**
492 **time** by the District for fifteen (15) years, shall be entitled to receive \$7,118 per
493 year for three (3) years (or until eligible for Medicare) deposited into their HRA
494 account. These HRA funds are fully vested from the initial payment.

495

496 **11.03 Retirement Benefits for Administrative Assistants Hired Before July 1, 497 2012**

498 Employees, who retire from the District after fifteen (15) years or more of District
499 employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated
500 unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not
501 to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.

502

503 A. The Board of Education of the Evansville Community School District on behalf of
504 those classified as administrative assistants in the District agree to establish a
505 Health Reimbursement Arrangement (HRA) for administrative assistants as a
506 retirement benefit.

507

508 B. An administrative assistant may elect to retire at the conclusion of a school year
509 provided that person has reached age fifty-five (55) no later than September 1st of
510 the next school year.

511

512 C. The Board will make payments into a Health Reimbursement Arrangement (HRA)
513 account on behalf of administrative assistants as follows:

- 514
515 1. An administrative assistant who currently has at least 10 full-time equivalent
516 years as an administrative assistant in the District is entitled to receive
517 \$16,728 per year for three (3) years (or until eligible for Medicare) deposited
518 into an HRA by August 20 of the year of retirement. These HRA funds are
519 fully vested upon the initial payment.

520
521 An administrative assistant who currently has at least 15 full-time equivalent
522 years as an administrative assistant in the District is entitled to receive
523 \$16,728 per year for four (4) years (or until eligible for Medicare) deposited
524 into an HRA by August 20 of the year of retirement. These HRA funds are
525 fully vested upon the initial payment.

- 526
527 2. A retired administrative assistant may use proceeds from the HRA to buy into
528 the District's insurance plan if the employee requests and if allowed by the
529 insurance carrier.

530
531 D. If an employee dies prior to exhausting the HRA benefit, the payments shall
532 continue to be made into the HRA account, and the spouse and/or dependent(s)
533 eligible for employee's health insurance benefit shall receive the remainder of the
534 benefit per the terms of the HRA plan. If there are none, no payment will be made
535 to an estate.

536
537 ~~**11.04 Retirement Benefits for Administrative Assistants Hired After July 1, 2012**~~
538 ~~Administrative Assistants, who retire from the District after fifteen (15) years or more of~~
539 ~~District employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of~~
540 ~~accumulated unpaid sick leave into a non-elective TSA after the employee's retirement. (This~~
541 ~~amount is not to exceed a total of \$11,000.) This severance benefit is not subject to WRS~~
542 ~~contributions.~~

543
544 **11.05 Retirement Benefits for Custodians hired before June 30, 2013**

- 545 a. Custodians, who have reached the age of fifty-five (55) and have been employed
546 by the District for fifteen (15) years, shall receive payment for accumulated,
547 unused sick leave. The amount will be twelve dollars (\$12.50) times the number
548 of accumulated sick leave hours up to 880 hours. This will be paid into a non-
549 elective TSA per the District 403b Plan. This severance benefit is not subject to
550 WRS contributions.

- 551
552 b. Custodians, who have reached the age fifty-five (55) and have been employed **full-**
553 **time** by the District for fifteen (15) years, shall be entitled to receive \$16,728 per
554 year for three (3) years (or until eligible for Medicare) deposited into their HRA
555 account. These HRA funds are fully vested from the initial payment.

556
557 ~~**11.06 Retirement Benefits for Custodians hired after June 30, 2013**~~

558 ~~Custodians, who retire from the District after fifteen (15) years or more of District~~
559 ~~employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated~~

560 ~~unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not~~
561 ~~to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.~~

562

563 ~~Please note: Sections of this handbook will be revised for compliance purposes when the~~
564 ~~National Health Care Act is fully defined.~~

565

566

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

MINUTES OF REGULAR MEETING

The regular meeting of the Board of Education of the Evansville Community School District was held Monday, March 25, 2013, at 6:30 pm in the TRIS LMC.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Hatfield, Rasmussen, Swanson, Rossmiller, Busse, and Hurley.

APPROVE AGENDA

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

BUSINESS (Action Items)

Motion by Ms. Rasmussen, seconded by Mr. Rossmiller, moved to approve the resignation of support staff, Denise Karis, effective March 15, 2013, and Abigail Houfe, High School Science Teacher, at the end of the 2012-2013 school year, and thank them for their years of service to the District. Motion carried, 6-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the Assistant Girls Softball Coach to Kris Schmidt, for a stipend of \$1,968, pending approval of passing of hiring procedure. Discussion. Motion failed, 0-6 (voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the new high school courses, AP Spanish and AP Portfolio Art as presented. Discussion. Motion carried, 5-1 (Hurley)(voice vote).

CONSENT (Action Items)

Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved to approve the consent agenda items: February 25 regular meeting minutes, middle and high school 2013-2014 student handbooks, and policies #527.3-Employee Grievance Procedures and #527.2 Form-Grievance Form, as presented. Motion carried, 6-0 (voice vote).

HANDBOOK COMMITTEE

Ms. Swanson presented the Employee Handbook written draft, Part II, Sec. 7-8 (Certified Staff-Insurance and Leave and Retirement Benefits) and Part III, Sec. 7-1 (Support Staff-Paid Vacation, Holidays, Leave Benefits, Insurance Benefits, and Retirement Benefits) with suggested changes from the March 11 Board meeting. Ms. Hurley presented a document on the benefits. Discussion. Mr. Roth to bring back additional information.

Business Manager, Ms. Treuden presented memo with two options on teacher pay periods beginning 2013-2014. Discussion. Consensus to bring forward in the Employee Handbook suggested change for teacher pay periods.

Business Manager, Ms. Treuden presented memo with two options on teacher pay periods beginning 2013-2014. Discussion. Consensus to bring forward in the Employee Handbook suggested change for teacher pay periods.

BUDGET FINANCE

Buildings and Grounds Director, Joe Francis, had provided in the Board packet his report on District projects. Questions and discussion. Levi Leonard Elementary outside doors will be locked until 7:30 am. Parents are to check in when arriving at the school and wear a badge until they check out to leave the building.

Ms. Hurley presented an Evansville Education Foundation report.

Mr. Roth shared summary of March 18 Insurance Committee meeting. Recommendation from the Committee that the Board make a decision at the April 8 meeting, giving the Insurance Committee direction of an amount of money for health insurance.

Ms. Treuden presented an update on the 2012-2013 budget.

Ms. Treuden had no update on 2013-2014 budget.

Mr. Hatfield asked for a five minute recess. Recess taken.

Mr. Roth presented four 2012-2014 budget reduction options and staffing plan recommendations and rationale for budget additions. Principals, Ms. Havlik, Ms. Wick, Mr. Flaherty, and Mr. Everson presented staffing proposals, which included a change in the middle school student schedule. Discussion. Mr. Roth ended presentation with his recommendation to go with Option 2.

Budget Finance agenda items discussed for April 29 meeting.

FUTURE AGENDA

April 8 regular Board meeting agenda presented. Discussion.

ADJOURN

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 10:20 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____
Eric Busse, President

Approved: 4/29/13

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, May 13, 2013

6:30 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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

6:00 pm: Two board members are available to listen to the public on a drop in basis.

- | | Time | |
|--|----------------|-------------------------|
| I. Roll Call: | | |
| Dennis Hatfield | Kathi Swanson | Eric Busse |
| Tina Rossmiller | John Rasmussen | Sandra Spanton Nelson |
| HS Rep. Hunter Johnson | | HS Rep. Marissa Haegele |
| II. Approve Agenda. | | |
| III. Public Announcements/Recognition/Upcoming Events: | | |
| • Back To School Days – August 14 & 15 from 1:00 – 7:00 pm | | |
| • Recognize High School Board Reps: Marissa Haegele and Hunter Johnson | | |
| IV. Public Presentations. Regarding Items Not on the Agenda. Items Related to the Agenda Presented at This Time if the Citizen Needs to Leave. | | |
| V. District Administrator Report - | | |
| VI. High School Board Representatives/Principals'/Administrators' Reports – High School Events and Good Things Happening in our Schools. | | |
| VII. Information & Discussion: | | |
| A. Drafting Presentation by Hunter Johnson. | | |
| B. High School Wall of Fame Presentation. | | |
| C. Set the 2013 Annual Meeting Date. | | |
| D. High School Low Enrollment/Class Size Courses. | | |
| E. Second Reading of Policies: #187-Public Participation at Board Meetings, #322-Student School Day, and #152-Employee Handbook. | | |
| VIII. Business (Action Items): | | min. |
| A. Approval of Eliminating SCTEA (Stateline Career & Technical Education Academy) Contract. | | |
| B. Approval of CESA #2 2013-2014 Contract. | | |
| C. Approval of Staff Changes: _____ | | |
| D. Approval of Open Enrollment Applications. | | |
| E. Approval of Technology Plan. | | |
| F. Approval of Leases: Kids Korner, Kid Connection, and Woodchucks. | | |
| G. Approval of Staff Lay-Offs. | | |
| IX. Consent (Action Items): | | 2 min. |
| A. Approval of Policy #152-Employee Handbook. | | |
| B. Approval of April 8, 2013, Regular and April 22, 2013, Special Meeting Minutes. | | |
| C. Approval of March and April Bills and Reconciliation. | | |
| X. June 10, 2013, Regular Meeting Agenda. | | 5 min. |

COMMITTEE LIST

April 22, 2013

BOARD COMMITTEES AND ASSIGNMENTS

<u>Board Committee of the Whole</u>	<u>Board Member Chairs</u>
Board Development	Busse
Budget Finance	Swanson
Strategic Planning (includes Facilities & Transportation and Open Enrollment)	Hatfield, Rasmussen, Swanson
<u>Board Sub-Committees</u>	<u>Board Members</u>
Communications	Rasmussen, Swanson
Employee Handbook (as needed)	Busse, Rossmiller
Facilities & Transportation (quarterly)	Hatfield, Rasmussen
Insurance (October – February)	Swanson, New Board Member
Open Enrollment	Hatfield, Swanson
Policy Development	Rossmiller, Spanton Nelson
<i>(The Board Committees above are posted in accordance with the Open Meeting Law)</i>	
<u>CESA 2 Representative: Tina Rossmiller</u>	
<u>SCTEA Board Representative (Stateline Career & Technical Education Academy): John Rasmussen</u>	
<u>Evansville Education Foundation: Swanson</u>	
<u>Negotiations Assignments:</u>	
Custodians (Teamsters)	Busse, Rossmiller
EEA	Busse, Rossmiller
EEAA	Busse, Rossmiller
Food Service	Busse, Rossmiller
Transportation	Busse, Rossmiller

BOARD REPRESENTATIVES TO DISTRICT ADMINISTRATIVE COMMITTEES

<u>District Committee</u>	<u>Chairperson</u>	<u>Board Representative</u>
Curriculum Coordinating Committee (CCC)	Director of Curriculum	On Hold
Technology	Director of Technology	Rasmussen

Upcoming Board of Education Meetings

April 29, 2013 – 6:30 pm – Monday Regular Meeting

May 13, 2013 – 6:30 pm – Monday Regular Meeting

May 20, 2013 – 6:00 pm – Monday Special Meeting – Interview Board Candidates

June 10, 2013 – 6:30 pm – Monday Regular Meeting

July 24, 2013 – 6:00 pm – Wednesday Regular Meeting

August 14, 2013 – 6:00 pm – Wednesday Regular Meeting

August 28, 2013 – 6:00 pm – Wednesday Regular Meeting

September 11, 2013 – 6:00 pm – Wednesday Regular Meeting

September 25, 2013 – 6:00 pm – Wednesday Regular Meeting

Boardmtgdates

4/24/13