

- Holidays, Leave Benefits, Insurance Benefits, and Retirement Benefits).
2. Outline, Part IV (Administrative and District Level Staff), V (Co-and Extra-Curricular Staff), and VI (Substitute and Seasonal Staff).
- D. Second Reading of Policy: #222.1-Compensation and Benefits for Non-Represented Employees.

- IX. Business (Action Items): 15 min.
- A. Approval of Staff Changes: Teacher Retirement.
- B. Approval of Written Draft Part II, Sec. 4-6 (Certified Staff-Discipline and Discharge, Certified Staff Assignments, Vacancies and Transfers, and Reduction in Force, Positions and Hours) and Part III, Sec. 3-6 (Support Staff-Discipline and Discharge, Job Vacancies, Reduction in Force, Positions and Hours, and Resignations From Employment).
- X. Consent (Action Items): 2 min.
- A. Approval of January 14 Regular and January 12 and February 5 Special Meeting Minutes.
- B. Approval of Policies: #534-Substitute Teacher Employment; #535-Assignments and Transfers; and #722.1-Staff Accident Reports.
- XI. Set February 25, 2013, Regular Meeting Agenda. 5 min.
- XII. Adjourn.

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 the agenda items should call 882-5224, Ext. 3387, at least 24 hours prior to the meeting.

Posted: 2/7/13

VII. **High School Board Representatives'/Principals'/Administrators' Reports – High School Events and Good Things Happening in our Schools.** 5 min.

VIII. **Information & Discussion:** 80 min.

A. Technology Audit Presentation – *Robert Beulo and Jim Brown of PDS will be presenting their findings of the technology audit. Information presented will be followed by future presentations regarding possible recommendations moving forward.*

B. Second Friday January Attendance Report – *Enclosed are updated documents.*

C. Handbook Committee Update –

1. Written Draft Part II, Sec. 7-8 (Certified Staff- Insurance and Leave, Retirement Benefits) and Part III, Sec. 7-11 (Support Staff-Paid Vacation, Holidays, Leave Benefits, Insurance Benefits, and Retirement Benefits) – *The enclosed section is on yellow paper.*

2. Outline, Part IV (Administrative and District Level Staff), V (Co-and Extra-Curricular Staff), and VI (Substitute and Seasonal Staff) – *The enclosed is on blue paper.*

D. Second Reading of Policy: #222.1-Compensation and Benefits for Non-Represented Employees – *Policy comes forward for a second reading, for removal.*

IX. **Business (Action Items):** 15 min.

A. Approval of Staff Changes: Teacher Retirement – *Please approve the retirement of Randall Keister, High School Guidance Counselor, effective June 30, 2013.*

Suggested Motion: I move we approve the retirement of Randall Keister, effective June 30, 2013, and thank him for his 37.5 years in the District.

B. Approval of Written Draft Part II, Sec. 4-6 (Certified Staff-Discipline and Discharge, Certified Staff Assignments, Vacancies and Transfers, and Reduction in Force, Positions and Hours) and Part III, Sec. 3-6 (Support

Staff-Discipline and Discharge, Job Vacancies, Reduction in Force, Positions and Hours, and Resignations From Employment) – *Please approve this section.*

Suggested Motion: I move we approve the Employee Handbook, Part II, Sec. 4-6 (Certified Staff-Discipline and Discharge, Certified Staff Assignments, Vacancies and Transfers, and Reduction in Force, Positions and Hours) and Part III, Sec. 3-6 (Support Staff-Discipline and Discharge, Job Vacancies, Reduction in Force, Positions and Hours, and Resignations From Employment) as presented.

X. Consent (Action Items):

2 min.

A. Approval of January 14 Regular and January 12 and February 5 Special Meeting Minutes – *Please approve the enclosed minutes.*

B. Approval of Policies: #534-Substitute Teacher Employment; #535-Assignments and Transfers; and #722.1-Staff Accident Reports.

Suggested Motion: I move we approve the consent agenda items: January 14 regular and January 12 and February 5 special meeting minutes; policies, #534-Substitute Teacher Employment, #535-Assignments and Transfers, and #722.1-Staff Accident Reports as presented.

XI. Set February 25, 2013, Regular Meeting Agenda – Enclosed.

5 min.

XII. Adjourn.

Suggested Motion: I move we adjourn the meeting.

Estimated time of adjournment: 8:23 pm.

STATE of WISCONSIN



OFFICE of the GOVERNOR

Proclamation

WHEREAS, more than 15,000 school bus drivers in the State of Wisconsin travel more than 82 million miles a year in transporting more than 600,000 students to and from school every day; and

WHEREAS, these drivers and the owners and operators of school buses have promoted and practiced the highest standards to assure the protection of their passengers; and

WHEREAS, the Wisconsin School Bus Association, through its Board of Directors, pledges its full and dedicated cooperation with: the Department of Transportation's Office of Transportation Safety, Division of Motor Vehicles and the State Patrol; the State Advisory Council of Highway Safety, the Department of Public Instruction, schools, law enforcement agencies, PTAs and other organizations, in promoting public awareness of the importance of school bus transportation;

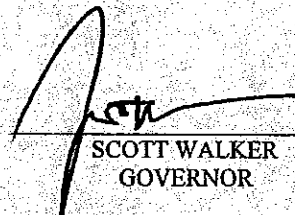
NOW, THEREFORE, I, Scott Walker, Governor of the State of Wisconsin, do hereby proclaim February 11 – 15, 2013, as

SCHOOL BUS DRIVER RECOGNITION WEEK

throughout the State of Wisconsin, and I commend this observance to all of our citizens.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this 10th day of January 2013.


SCOTT WALKER
GOVERNOR

By the Governor:


DOUGLAS LA FOLLETTE
Secretary of State

District Administrator Report

Jerry Roth

2-11-13

State Education Convention: Working Together to Cultivate Learning

Delta Center, Milwaukee, WI – January 22-25

There were several excellent sessions to attend at the convention. Below are summaries of two sessions that I attended that I consider very pertinent to the work of the Evansville School District.

1. Data First for Governance: Building the Foundation

Presenters – Deb Gurke, Director of Governance and Leadership Development, WASB, Vicki McCormick, consultant, WASB Governance and Leadership Development, and Cheryl Stinski, consultant, WASB Governance and Leadership Development.

Data Basic

School boards are able to set priorities, shape policies, evaluate progress and communicate with stakeholders through the use of data. The data that is used and presented to the public should be simple to understand, so that it is trusted. Targeted data and data aimed at specific goals, can be used strategically to address concerns and to demonstrate growth. Use of the following data basics will help tell our story:

- Pictures to tell the story, a picture is worth a thousand words
- Color and color coding consistently to help explain data within a chart or graph
- Guiding questions to help explain data, such as “How are we doing compared to the standard?” “How are we doing compared to our own data over time?” “How are we doing compared to others?”
- Decision matrix to make comparisons among subgroups
- Stacked column distribution models to represent how various groups performed
- Scatter plot distribution models to compare two factors within the data
- Summaries of data

Data Types

There are four major data types to consider when making board level decisions:

- Type one data - baseline data, enrollment, performance and environment, helps us to answer questions related to our starting.
- Type two data - resource alignment, funding, staffing and facilities, help us to answer questions related to funding, goal priorities, equal access and return on investment.
- Type three data - programs and practices, curriculum monitoring, and supports, help us to answer questions related to curriculum rigor, student assessments, progress monitoring and intervention success.

- Type four data - student outcomes, test scores, graduation and post-secondary, helps us to answer questions about student proficiency, student graduation, college readiness, and post-secondary careers, training and education.

Defining, presenting and communicating data is essential to the success of our students, the support from our stakeholders and the direction of our school district. School boards can set priorities, shape policies, and evaluate progress through the use of data.

2. Creating Collaborative Leadership Structures

Presenters – Barb Sramek, District Administrator, Marshall School District

This session focused on Marshall School District’s journey towards collaborative leadership structures and the prerequisite factors necessary for successful implementation. Developing trusting relationships was the foundation for the collaborative work involved in this process. It was emphasized throughout this session that trust takes time and the deliberate work of setting meetings, organizing teams, building structures and developing protocols relied heavily on trust.

The purpose for developing collaborative structures grew from the need to be actively involved in a problem-solving approach as a school district. The developed structures provided opportunities for all voices to be heard, creation of a conduit for communication, input to be solicited, questions to be answered and for educating peers and stakeholders. The collaborative structures were developed to address issues, inform policy and to provide guidance in decision making.

The collaborative structures that were developed:

- District Level Leadership Team
- School Level Leadership Teams
- Personnel and Human Resources Leadership Team
- Community Engagement Leadership Team

The following quote by Hargraves and Fullan, 2012 serves as a summary regarding collaborative structures:

“Collaborative structures will be ineffective if they are hurried, imposed, or forced, or if they are used in the absence of commitments to building better relationships.”

Department of Public Instruction Professional Development Waiver

On Monday, January 21, the Board approved my request to seek a four year waiver from the Department of Public Instruction (DPI) to eliminate student instructional days for the purpose of adding professional development days. The waiver requested the elimination of four student

contact days and the addition of four professional development days. The result of this waiver is a decrease from 180 student contact days to 176 student contact days. On Thursday, January 24, I was notified by DPI that the waiver was granted.

The main purpose for seeking the waiver from DPI this school year was to avoid a penalty. The new waiver that was granted eliminated the penalty. The situation of being in violation of the required number of student contact days was created as a result of the District not requesting an extension to the original multiple year waiver that was granted during the 2006-2007 school year. By not requesting an extension to the waiver or asking for a new waiver during the 2011-2012 school year, the District started this school year in violation of the number of student contact days as reflected in the 2012-2013 school year.

A violation of the required number of student contact days will not occur in the future. I plan to work closely with the Administrative Team and the Teachers' Leadership Team to develop future school calendars.

School Year Instructional Days, Instructional Hours and Snow Days

School districts in Wisconsin are required to have 180 days of instruction built into the school calendar and the following minimum instructional hours built into each school year:

- Kindergarten = 437 hours
- Grades 1-6 = 1,050 hours
- Grades 7-12 = 1,137 hours

If a school district is granted a waiver for a reduced number of instructional days, the school district is still required to meet the minimum number of instructional hours for the school year. The way school districts meet the minimum number of instructional hours when they reduce the total number of instructional days is to increase the length of each school day.

The Evansville Community School District (ECSD) currently has the required number of instructional hours after being granted a waiver to reduce the instructional days from 180 days to 176 days.

How does the number of instructional hours affect the number of snow days that each school district has built into their calendar? Snow days are created by increasing the number of instructional hours above the minimum number required. For instance, for approximately every seven hours of instructional time built into a school schedule above the required minimum, one snow day is created. In the development of the 2012-2013 school calendar last school year, the ECSD built in nine extra instructional hours for this school year. This equates to one full snow day and one late start day. We used the snow day on Thursday, December 20 and the late start day on Friday, January 8. Future snow days and late starts will need to be made up. I am currently working with the Administrative Team and the Teachers Leadership Team to build in at least three snow days for future school calendars.

High School Updates

Radio Announcements:

The radio station 93.7 conducted interviews with EHS students once again on recent activities and accomplishments of Evansville High School two weeks ago. The students talked about the upcoming play as a background knowledge segment and as advertising, explaining the concept, time, location, and date of the event. The students also mentioned the tutor program recently formed by Mrs. Stieber-White and the members of NHS. This program is focusing on improving literacy in freshmen who struggle with the subject. Finally, Student Council and its recent changes were highlighted, explaining the five new committees and how they are divided and the tasks/goals these groups will accomplish throughout the year. Prior accomplishments of these committees were also mentioned.

Reformation Committee:

The Student Council Reformation Committee has finished the Member Handbook that will be given to every representative of Student Council at the beginning of each year. The handbook resembles the Student Handbook, explaining all rules and expectations of each member and the consequences that apply to those who are performing inadequately. The handbook also has information pertaining to Student Council and explains the entire group and how it functions. The next project the Reformation Committee is focusing on involves changes to the new freshmen mentor program. These modifications will improve the program and the input of all grade levels and participants involved in the previous programs will be taken into account.

Principal's Advisory:

The Service Committee that has been mentioned in previous reports has been terminated because it had been brought up that the committee was redundant. There are already a few successful service groups within the high school and many of the other various clubs try to become involved with service projects as well, therefore, we decided our efforts should be put forth in another kind of committee where we could be as effective as possible. Student Council voted to change the Service Committee to a Principal's Advisory. This committee would include meeting with Mr. Everson at least once a month to discuss any ideas or concerns brought up by the student body. This committee will team up with the Public Relations Committee, which is another committee within Student Council, in order to receive direct feedback from the students. We will also be looking directly at the Student Handbook to be able to fully understand the rules and expectations of the students.

National Honor Society:

The NHS has recently purchased and donated blankets to a local women's shelter. They will be focusing on donations to the men's shelter next. The Middle School Tutoring Program is also still in effect for NHS members and will continue throughout the year. The NHS also volunteered at the youth basketball tournament at the fieldhouse. NHS will continue to help and support the literacy tutoring program with the freshmen for the duration of the year.

Upcoming Events:

Sophomore Winter Dance:

As mentioned in previous reports, the Sophomore class is working on planning their Winter Dance which is a fundraiser for their Junior Prom. We have noticed that they have been working very effectively in order to get their entire class' input and hope to have a successful event. The dance will follow the Community Talent Show on February 23.

Community Talent Show:

Student Council is hosting a community talent show which will take place Saturday, February 23. Anyone from the community is invited to attend.

Spring Musical:

The Drama Department has already gotten a head start on auditions for the this spring's musical, the classic *Wizard of Oz*. All aspects of the theater program are intrigued by this choice not only because of it's challenging script filled with detail, but also it's unique characters, set, orchestra music, and sound and lighting effects. The department will once again enter the Tommy Awards Competition that takes place through the Overture Center for the third year in a row in hope to reward the actors, musicians, technicians, and directors for their hard work.

Levi Leonard Elementary

School Board Report

February 11, 2013

Survey Follow-up: The results to the School Perceptions and Google surveys were shared with elementary certified staff on January 23 at our staff meeting. Since we could only do an overview at this time, there were many pieces of information to share, I scheduled follow up meetings with groups afterwards to hear specific concerns and questions. So far, I have met with 1st Grade teachers, Art, Music, Phy Ed and LMC teachers, Kindergarten and resource teachers. I still need to meet with 2nd grade, special ed teachers and the educational assistants and clerks.

Many of the concerns raised were repeats of items in the survey: roof leaks, hope for a full-time counselor, having door keys available to all teachers, cleanliness in classrooms and assessments (which ones do we actually need). Some of the more specific concerns I have either worked through with appropriate staff or forwarded to those who can address them. Other questions were raised that cannot yet be answered: what are the results of the tech audit, the miLc survey, need for more wireless band width, and concerns about the future of Educator Effectiveness and how it might affect each of us. Some information about Educator Effectiveness has been shared, but there are many more questions than answers.

Overall, the discussions have been productive. Staff members are willing to work together to address needs within the building. They would love to have board members and district office staff visit classrooms, cafeteria and playgrounds.

Professional Development: On January 25, our reading resource teachers and 2nd grade teachers attended a workshop in Chicago entitled "Pathways to the Common Core: Accelerating Achievement." Lucy Calkins was the presenter. We have used many of her materials in the past 5 years. It was both an instructive and uplifting opportunity for our staff members. They will be sharing this information with other teachers as well. On March 7 & 8, three kindergarten teachers and I will attend a Kindergarten Conference. The emphasis is on specific literacy, math and other content instruction.

Congratulations: A second grade student, Kijisa Gifford won first place in the recent Nastia Liukin Cup gymnastic challenge. She has been steadily advancing through skills and competitions. We are so proud of her efforts. Who knows, we may see her at the next Olympics!

<u>Upcoming Events: February</u>		<u>March:</u>	
13	WADOMA Assembly 9:00 in the cafeteria	5	Kindergarten Orientation
18	PTO meeting	15	Early Childhood Screener
20	Staff Meeting	20-22	Kindergarten screener
21	1 st Grade Concert 1:30 & 6:30 in HS PAC		
22	PM Professional Development		
28	Parent/Teacher Conferences 3:00-9:00		

Please join us for any of these events!

Theodore Robinson Board Report

February 2013

Testing:

MAP testing is completed and the staff will begin to use the data to form instructional groups

Around the Building:

At our staff meeting in January we began the discussions around the results from the school perceptions and budget cut surveys. At this meeting we went through the PowerPoint and talked about different components. We had a nice decision regarding work orders. The staff would like to see a check off system so they could indicate if the work order was completed. We also discussed the playground and brainstorming ideas to make it safe when the students can't play on the wood chip area. We decided that we would put orange cones out to block off the black top play area while the students are out there so cars entering know that the students are playing in that area. We continue to be concerned with the amount of leaks we have in our ceiling. Several staff members expressed their concern that there could be mold. Joe is aware of the concerns and is working on a solution.

I met with the special education team to begin our discussions regarding students and needs for the 2013-14 school year. We have the first draft of teachers for the students in grades four and five. We will continue to meet to ensure we are meeting all the student's needs. We also began talking about the transition for our students going into sixth grade and the students that will be coming into third grade.

Jerry and I had our follow up meeting with the 5th grade teachers. We continue to be concerned with the number of students in each class in 5th grade. The teachers expressed that it is difficult to build the in depth relationships with all the students, not having the time to conference with each student regarding their reading and math.

JCMC
School Board Report
Bob Flaherty
February 6, 2013

The middle school spent the last staff development day working on “beefing up” assessments by adding rigor to these assessments. This is part of our effort to make sure students will be successful in the future. The staff also took time to take the MAP tests in reading and mathematics in order to look at the changes in the new tests.

In addition, we are making adjustment in our pacing in mathematics to cover more material. The staff also spent time reviewing the school perception surveys with the staff. We looked at any item that had an unusually high or low score and asked the staff to give details as to what we can do to improve the scores. We managed to get through approximately one third of the survey that deals with technology and facilities. We will continue to process the survey results at the next staff meeting.

EHS Board Report – Scott Everson, EHS Principal

February 11, 2013 ECSD Board Meeting

- (update) Our Leadership Team has continued its investigation of the Laude system. Gena Duwe from the Janesville Gazette recently interviewed me and wrote an article regarding our exploration of the Laude System (published February 5, 2013). We do not have an established timeline for this process but will continue this exploration process.
- Our Future Business Leaders of America advisor, Dana Hurda, took a group of students to the regional FBLA contest last Saturday. We had a handful of students qualify for the state competition: Jacob Kennedy, Sam Topel, Evan Benedict, Austin Hill, Kale George, Tia Nelson, Jenny Larson, and Noah Schiller. Congratulations FBLA qualifiers!
- Last Saturday our EHS Wrestling team competed in the Rock Valley Conference tournament and placed third overall. Our Wrestling team won the Rock Valley North Conference championship outright as well. Congratulations, wrestlers, . Kostroun!
- Our EHS Poms and Dance team placed 4th at Sectionals and qualified again this year for the State competition last Saturday in LaCrosse. Our girls placed 11th at State. Congratulations to our girls, Coach Fanta-Stroik, and Coach Dobbs for another fantastic Poms and Dance season.
- It is hard to believe it is that time of the year already, but we have the 8th graders scheduled to come over the morning of February 22 for their "EHS Introduction" day where they learn about courses, schedules, extra-curriculars, get a chance to meet the educators in the building, and also get a chance to participate in 'FFA Olympics'.
- Speaking of FFA Olympics, February 18 – February 22 is National FFA week. Our students will be participating in a variety of voluntary activities including dress-up days, trivia contests, and more.
- We sent 31 students to LaCrosse for the annual Jazz Fest performance contest the weekend of January 25-27. Overall our students performed quite well. Most notably, however, was Chris U'ren who was voted most outstanding soloist on the drum set, as well as our two vocal extraordinaires Leo Bisch and Colleen Doubleday who not only won outstanding individual awards, but also won partial music scholarships to UW-LaCrosse if they choose to attend school there!
- Our student performance "Saturday the 14th" is this Friday, Saturday, and Sunday at the EHS PAC. This play is directed by EHS Seniors Nichole Holan and Hannah Sobeski.
- The EHS Student Council organized Community Talent Show is Saturday, February 23 starting at 5:30pm, followed by the EHS Winter Dance.
- The 'Cats Pajamas' music group will be here to once again wow our audience with their impressive acapella performance on March 2. Proceeds will go toward the EHS music programs.

ECSD School Board Report

February, 2013

Vaunce Ashby, Director of Student Services

I met with the special education staff on Wednesday, January 23. This followed the principals' presentation and discussion with their staff on the School Perceptions Survey. I reviewed comments that were specific to special education and educational assistants. We discussed the struggles that have been experienced such as staffing cuts and reassignments and their impact on staffs' moral. Additionally, I talked about their concerns regarding my communication style and knowledge of their students. I shared that I would increase my visits to their classrooms and my overall visibility in their buildings.

I am in the process of scheduling ½ day meetings with the special education staff from each building. My hope is that the smaller format will lend itself to deeper discussions. Those meetings would include special education teachers, speech and language therapist, occupational and physical therapist. I am meeting with the educational assistants at Levi Leonard Elementary School during the afternoon of February 13 to discuss their specific concerns regarding their breaks along with lunch and playground duty. I have talked to Mary Beth Anderson about scheduling another educational assistant listening session with me sometime this month.

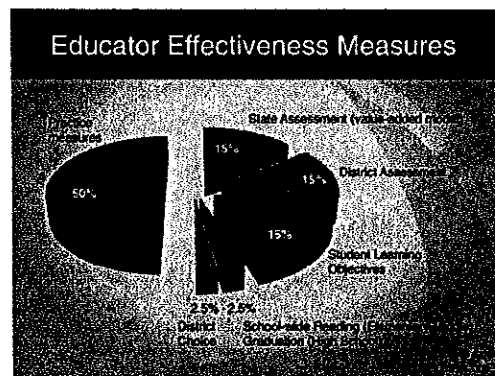
Finally, there were questions regarding possible budget cuts and I reminded them that at this point we were at the beginning of the process.

School Board Report
February 11, 2013
Curriculum Topic: Educator Effectiveness Initiative – Part II

Evansville Community School District
Office of Curriculum and Instruction
Paula J. I. Landers, Director of Instruction

Last month's Board Report provided an overview of the Educator Effectiveness Initiative outlined in the DPI's Agenda 2017. The essence of Educator Effectiveness is to ensure that all students have access to high quality teachers, and that teachers focus on student achievement by improving their professional practice and using consistent data sources to make instructional decisions. This board report will focus on the **professional practice** component of the Educator Effectiveness model.

Practice measures account for 50% of an educator's overall evaluation. Currently, the DPI and CESA6 have developed and are piloting models for professional practice for both **teachers** and **principals**. While each system is viable, and school districts may choose which practice model to use, the research base and specific domains evaluated by DPI and CESA6 vary somewhat. The synopsis below will provide a sense of the differences between the two professional practice models available in Wisconsin.



The DPI Model

The DPI has developed their **teacher practice** model based upon *Charlotte Danielson's 2011 Framework for Teaching*. Danielson's framework was based upon her educational research focusing on improving teacher practice. DPI's evaluation rubric for teacher evaluation is aligned with the Interstate Teacher Assessment and Support Consortium (InTASC) standards and evaluates the practice domains of planning and preparation, classroom environment, instruction, and professional responsibilities. DPI's **principal practice** model is aligned to the Interstate School Leaders Licensure Consortium (ISLLC) standards and the Wisconsin Educator Standards for Administrators. It evaluates the principal on their ability to improve teacher effectiveness and on their leadership actions to support a high performing school.

The CESA6 Model

CESA6 has developed their **teacher practice** model based upon the *Goals and Roles Performance Evaluation Model*® developed by Dr. James Stronge. This model documents teacher performance based upon specific job expectations within the Stronge standards of professional knowledge, instructional planning, instructional delivery, assessment of and for learning, learning environment, and professionalism. The CESA6 **school administrator** performance evaluation system is also based upon the work of Dr. Stronge and uses the *Stronge Leader Effectiveness Performance Evaluation System* as its basis. The performance standards of leadership for student learning, school climate, human resources leadership, organizational management, communication and community relations, and professionalism are evaluated through a performance appraisal rubric.

**STUDENT ENROLLMENT
Class Sizes 2013-2014**

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2012-13</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2013-14</u>	<u>2013-14</u>
	<u>21-Sep</u>	<u>12-Sep</u>	<u>18-Sep</u>	<u>10-Sep</u>	<u>16-Sep</u>	<u>21-Sep</u>	<u>Enrolled</u>	<u>Sections</u>	<u>Average</u>	<u>Projected</u>	<u>Projected</u>
	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>11-Jan</u>	<u>Enroll.</u>	<u>Class Size</u>	<u>Enroll.</u>	<u>Sections</u>
	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>8.50</u>	<u>2</u>	<u>2</u>
	<u>16</u>	<u>13</u>	<u>12</u>	<u>17</u>	<u>15</u>	<u>14</u>	<u>17</u>	<u>17</u>	<u>8.50</u>	<u>17</u>	<u>2</u>
	<u>126</u>	<u>146</u>	<u>148</u>	<u>131</u>	<u>124</u>	<u>145</u>	<u>148</u>	<u>139</u>	<u>18.50</u>	<u>122</u>	<u>7</u>
	<u>140</u>	<u>130</u>	<u>154</u>	<u>148</u>	<u>126</u>	<u>122</u>	<u>119</u>	<u>148</u>	<u>18.50</u>	<u>148</u>	<u>8</u>
	<u>151</u>	<u>139</u>	<u>130</u>	<u>144</u>	<u>143</u>	<u>122</u>	<u>125</u>	<u>119</u>	<u>17.00</u>	<u>119</u>	<u>7</u>
	<u>437</u>	<u>432</u>	<u>449</u>	<u>440</u>	<u>413</u>	<u>405</u>	<u>412</u>	<u>425</u>	<u>17.86</u>	<u>408</u>	<u>24</u>
	<u>145</u>	<u>156</u>	<u>141</u>	<u>138</u>	<u>142</u>	<u>152</u>	<u>151</u>	<u>125</u>	<u>17.17</u>	<u>125</u>	<u>7</u>
	<u>128</u>	<u>147</u>	<u>151</u>	<u>134</u>	<u>136</u>	<u>140</u>	<u>141</u>	<u>151</u>	<u>16.78</u>	<u>151</u>	<u>6</u>
	<u>140</u>	<u>130</u>	<u>144</u>	<u>144</u>	<u>138</u>	<u>158</u>	<u>137</u>	<u>141</u>	<u>23.50</u>	<u>141</u>	<u>6</u>
	<u>413</u>	<u>433</u>	<u>436</u>	<u>416</u>	<u>416</u>	<u>430</u>	<u>429</u>	<u>417</u>	<u>27.40</u>	<u>417</u>	<u>19</u>
	<u>112</u>	<u>146</u>	<u>126</u>	<u>144</u>	<u>143</u>	<u>139</u>	<u>139</u>	<u>137</u>	<u>21.45</u>	<u>137</u>	<u>6</u>
	<u>133</u>	<u>112</u>	<u>146</u>	<u>133</u>	<u>140</u>	<u>144</u>	<u>145</u>	<u>139</u>	<u>23.17</u>	<u>139</u>	<u>6</u>
	<u>150</u>	<u>135</u>	<u>107</u>	<u>146</u>	<u>136</u>	<u>141</u>	<u>141</u>	<u>145</u>	<u>24.17</u>	<u>145</u>	<u>6</u>
	<u>395</u>	<u>393</u>	<u>379</u>	<u>423</u>	<u>419</u>	<u>424</u>	<u>425</u>	<u>421</u>	<u>23.50</u>	<u>421</u>	<u>6</u>
	<u>156</u>	<u>161</u>	<u>134</u>	<u>115</u>	<u>151</u>	<u>137</u>	<u>135</u>	<u>141</u>	<u>23.61</u>	<u>141</u>	<u>18</u>
	<u>136</u>	<u>134</u>	<u>154</u>	<u>126</u>	<u>105</u>	<u>144</u>	<u>143</u>	<u>135</u>	<u>62</u>	<u>135</u>	<u>62</u>
	<u>144</u>	<u>133</u>	<u>123</u>	<u>141</u>	<u>128</u>	<u>99</u>	<u>99</u>	<u>143</u>	<u>62</u>	<u>143</u>	<u>6</u>
	<u>118</u>	<u>145</u>	<u>131</u>	<u>127</u>	<u>143</u>	<u>118</u>	<u>117</u>	<u>99</u>	<u>62</u>	<u>99</u>	<u>6</u>
	<u>554</u>	<u>573</u>	<u>542</u>	<u>509</u>	<u>527</u>	<u>498</u>	<u>494</u>	<u>518</u>	<u>23.39</u>	<u>518</u>	<u>18</u>
	<u>1,799</u>	<u>1,831</u>	<u>1,806</u>	<u>1,788</u>	<u>1,775</u>	<u>1,757</u>	<u>1,760</u>	<u>1,781</u>	<u>22.83</u>	<u>1,764</u>	<u>61</u>
District											

2013-14 Kindergarten is an estimate

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Home-Schooled Students

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2012-2013	44	16	60 / 1,757
2011-2012	45	19	64 / 1,788
2010-2011	39	12	51 / 1,788
2009-2010	36	16	52 / 1,803
2008-2009	31	13	44 / 1,831
2007-2008	27	10	37 / 1,799
2006-2007	31	13	44 / 1,824
2005-2006	33	9	42 / 1,730
2004-2005	29	14	43 / 1,682
2003-2004	32	16	48 / 1,667
2002-2003	37	11	48 / 1,637
2001-2002	32	12	44 / 1,575
2000-2001	39	14	53 / 1,528

Note: These numbers tend to increase during the school year, especially at the High school level.

Open Enrollment Out

School Year	Pre K-8			High School			Total	Never Attended Evansville	Previous Home Schooled
	Virtual	Janesville	Other	Virtual	Janesville	Other			
2012-13	10	12	37	5	11	10	85	69	4
2011-12	1	11	24	6	13	7	62	49	1
2010-11	2	13	20	5	6	5	51	7	2
2009-10	1	13	23	9	5	9	60	46	2
2008-09	1	13	19	11	7	7	58	47	1
2007-08	1	15	19	9	8	7	59	54	NA
2006-07	2	10	13	4	7	12	48	41*	NA
2005-06	4	12	14	2	11	5	48	45*	NA

Open Enrollment In

School Year	Pre K-8		High School		Total	Previously Attended Evansville
	Janesville	Other	Janesville	Other		
2012-13	2	25	4	11	42	34
2011-12	4	18	4	12	38	38
2010-11	6	20	4	11	41	38
2009-10	8	19	0	16	43	29
2008-09	8	21	0	18	47	19
2007-08	8	32	0	18	58	21
2006-07	6	25	0	14	45	17*
2005-06	4	24	0	14	42	NA

* Best estimate NA – Not Available Above totals include tuition waivers

Open Enrollment Exceptions Out

School Year	Pre K-8		High School		Total	Reason
	Janesville	Other	Janesville	Other		
2012-13	0	11	1	5	17	Best Interest

Open Enrollment Exceptions In

School Year	Pre K-8		High School		Total	Reason
	Janesville	Other	Janesville	Other		
2012-13		1		1	2	Best Interest

homeschoolalternative total of OE
01/24/2013

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.

8
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 one hundred ten (110) days shall be paid out at the beginning daily substitute rate of pay at the time of retirement. Teachers with at least twenty (20) years of service may accumulate and be paid for up to one hundred twenty-one (121) days payable upon retirement. Payment will be made into a non-elective TSA according to the terms of the District 403b plan
 9. Sick/personal/business time as outlined in this section shall be administered on an hourly basis of an eight (8) hour day.
 10. Sick/personal/business time of less than one hundred twenty (120) minutes will not be charged to Sick/Personal/Business/Funeral/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 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.
 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 Wisconsin Statute 118.22. 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

- 1. Teachers may, upon request, be granted a leave of absence up to one school year for maternity, paternity, or adoption.
- 2. A person may use any portion of their accumulated sick days during their leave and/or save days for the next active teaching time.
- 3. After FMLA benefits are exhausted; the teacher will be required to pay for benefits.

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)

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

148 waive participation under the District group health insurance plan and elect to receive cash
149 compensation in lieu of the health insurance benefit. The amount of the cash compensation
150 will be set by the Board prior to the District's annual open enrollment period. The cash in lieu
151 of insurance benefit is not available for employees who have coverage under the District plan
152 through a family plan. Employees who are spouses or domestic partners of other District
153 employees who are also eligible for health insurance under the District group health insurance
154 plan will be eligible for one family health insurance plan or two single health insurance plans.
155

- 156 A. Both Spouses Employed by the District: If both spouses are employed by the
157 District and are eligible for insurance, the teachers shall be eligible for two single
158 plans or one family plan. The premium contributions for spouses shall be no
159 different than the premium contribution for a similarly-situated teacher whose
160 spouse does not work for the District.
161
- 162 B. Employees who choose the ABP option may sign up at any time due to qualifying
163 life events.
164
- 165 C. In order for this proposal to remain in effect, a sufficient number of employees
166 must opt out of their coverage so as not to cause an added expense for the District.
167 Such determination of the additional expense is made by the District in its sole
168 discretion.
169
- 170 D. The District may, at its discretion, discontinue the cash compensation in lieu of
171 health insurance benefit by providing the participating employees with written
172 notice of not less than sixty (60) days and an "open enrollment" opportunity to
173 enroll in the group health insurance plan.
174
175

176 **Section 8 RETIREMENT BENEFITS**

177 178 **8.01 Wisconsin Retirement System (WRS) Contributions**

179 All qualified regularly employed full-time and part-time teaching personnel shall pay 100% of
180 the employee's required contribution into the WRS as required by state statute.
181

182 A. Retirement Notification

183 Employees who choose retirement shall notify the District of their intent to do so
184 at least ninety (90) days prior to the expected date of retirement. Retirement
185 notification shall be submitted on or before February 1st. Employees who submit
186 their notice after February 1st will be required to pay \$500.00.
187

188 B. Retiree - Benefits

189 An employee may elect to retire at the conclusion of a school year provided that
190 person has reached age fifty-five (55) no later than September 1st of the next
191 school year.
192

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

- 194 1. The Board of Education of the Evansville Community School District and the
195 Evansville Education Association agree to establish a Health Reimbursement
196 Arrangement (HRA) for teachers who choose to retire.

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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. Subject to the conditions of paragraph 3 above, 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.
 - c. Any payments into the HRA account will be 100% vested upon payment.
 - d. A retired employee may use proceeds from the HRA to buy into the District's insurance plan if the employee requests and if allowed by the insurance carrier.
 - e. The District shall be responsible for payment of any HRA administrative fees.
4. If an employee dies prior to exhausting the HRA benefit, the payments established by the terms of paragraph 3 above shall continue to be made into the HRA account, and the spouse/domestic partner, and/or dependent(s) eligible for employee's health insurance benefit shall receive the remainder of the benefit per the terms of the HRA plan. If there are none, no payment will be made to an estate.

Teachers hired after June 30, 2013

Upon retirement and at least age 55 by September 1 of the next school year, will receive \$175 for every unused sick day up to a maximum of 110 days which is equivalent to \$19,250.

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

246 **PART III** **Support Staff**

247

248 **Section 7** **PAID VACATIONS**

249

250 Educational Assistants, Clerks, Secretaries, and Technology Specialists:

251 A. All employees who work 197-229 days (10 month employees) are allowed paid
252 vacations under the following plan:

253

254 1. 2 days after 1 year; and 1 day for each additional year of service.

255

256 2. Vacation shall not exceed five (5) days per year.

257

258 B. All employees who work 230-259 days (11 month employees) are allowed paid
259 vacations under the following plan:

260

261 1. 1 week after 1 year; and 1 day for each additional year of service.

262

263 2. Vacation shall not exceed three (3) weeks per year.

264

265 C. Five (5) days of vacation may be carried over into the next contract year.

266

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

270

271 Administrative Assistants:

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

274

275 B. For Administrative Assistants hired before June 30th, 2012 - Two (2) additional days
276 of vacation during Spring Break.

277

278 Custodians:

279 Custodians who have earned four (4) weeks or more of vacation as of June 30th, 2013 will not
280 earn additional vacation days (frozen at current days earned). Custodians hired after June
281 30th, 2013 will earn vacation according to the following schedule. No vacation will be granted
282 during the week prior to the start of the school year except in extenuating circumstances (i.e.
283 family emergencies requiring the employee's attention or participation). Each situation will
284 be reviewed on a non-precedent setting, one-time basis. Exceptions must be submitted to the
285 District Administrator for approval.

286

287

288

289

290

- 291 1 year 2 weeks
- 292 2 years 2 weeks, 1 day
- 293 3 years 2 weeks, 2 days
- 294 4 years 2 weeks, 3 days
- 295 5 years 2 weeks, 4 days
- 296 6 years 3 weeks
- 297 7 years 3 weeks, 1 day
- 298 8 years 3 weeks, 2 days
- 299 9 years 3 weeks, 3 days
- 300 10 years 3 weeks, 4 days
- 301 11 years 4 weeks

302
303 Food Service: No Vacation

304
305 **Section 8 HOLIDAYS**

306
307 **8.01 Holidays Defined**

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

310

Number of Days Worked in a School Year	Holidays*
180-196 (9 month)	5 Holidays
197-259 (10-11 month)	6 Holidays
260 (12 month)	10 Holidays

311
312 * Holidays are specified in Section B below.

313
314 B. Holidays as granted are paid for but not worked. In the case of an employee on
315 vacation or sick leave, the time shall not be deducted from vacation or sick leave.
316 To be paid for these days, the employee must work, be on sick leave, or vacation,
317 both the work day before the holiday and the work day after the holiday. The
318 exception to this shall be Labor Day and Memorial Day if those days occur before
319 the first work day of the employee's assignment or after the last work day of the
320 employee's assignment. Holidays falling on week-ends will be celebrated the
321 work day before or the work day after unless school classes are held.

322
323 C. Holidays according to the table in Section A are granted as follows:

- 324
325 1. 180-196 days (9 month) – Labor Day, Thanksgiving Day, Christmas Day, New
326 Year's Day and Memorial Day.
- 327
328 2. 197-259 days (10-11 month) – Labor Day, Thanksgiving Day, the Friday after
329 Thanksgiving, Christmas Day, New Year's Day and Memorial Day.
- 330
331 3. 260 days (12 month) – Independence Day, Day after Independence Day, Labor
332 Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day,
333 Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day.

- 335 4. Administrative assistants hired before July1, 2012, shall retain twelve (12)
336 holidays - Independence Day, Day after Independence Day, Labor Day,
337 Thanksgiving Day, the Friday after Thanksgiving, the day before New Year's
338 Eve Day, New Year's Eve Day, New Year's Day, and Memorial Day. The day
339 before Christmas Eve Day will be a holiday if school is not in session. If
340 school is in session, employees may choose a floating day when school is not
341 in session.
342
343 5. All part-time employees will receive holidays on a prorated basis.
344

345 **8.02 Holidays Falling on Weekends**

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

355 **8.03 Holidays Falling on Student Contact Days**

356 If any of the holidays listed in section 6.01, above, fall on a student contact day, the
357 employees shall work their regular hours that day, and shall instead receive a paid holiday on
358 a date determined by the Administration.
359

360 **8.04 Work on a Holiday**

361 Except as provided in section 8.03, above, employees who work on any of the above-
362 mentioned holidays shall be paid time and one-half for all hours worked in addition to the
363 holiday pay.
364

365 **8.05 Holidays During Vacation**

366 If any of the above holidays fall within an employee's vacation period, the employee shall be
367 allowed to take an additional day of vacation in lieu of such holiday.
368

369 **8.06 Eligibility for Holiday**

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

377 **Section 9 LEAVE BENEFITS**

379 **9.01 Sick, Personal, Bereavement, Leave Benefits**

380 *Refer to Policies: 529.4 – Use of Sick Days*

381 *529.45 – Personal Leave*

382 *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.

B. Funeral/Bereavement

1. Employees of the District 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.
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.

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.

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.

Section 10 INSURANCE BENEFITS

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

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

433

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

440

441 **10.02 Cash Option in Lieu of Health Insurance – Alternate Benefit Plan (ABP)**

442 Employees who qualify for participation in the District group health insurance plan but who
443 have coverage through another plan other than the District group health insurance plan may
444 waive participation under the District group health insurance plan and elect to receive cash
445 compensation in lieu of the health insurance benefit. The amount of the cash compensation will
446 be set by the Board prior to the District’s annual open enrollment period. The cash in lieu of
447 insurance benefit is not available for employees who have coverage under the District plan
448 through a family plan. Employees who are spouses or domestic partners of other District
449 employees who are also eligible for health insurance under the District group health insurance
450 plan will be eligible for one family health insurance plan or two single health insurance plans.

451

452 A. Both Spouses Employed by the District: If both spouses are employed by the
453 District and are eligible for insurance, the employee shall be eligible for two single
454 plans or one family plan. The premium contributions for spouses shall be no
455 different than the premium contribution for a similarly-situated employee whose
456 spouse does not work for the District.

457

458 B. Employees who choose the ABP option may sign up at any time due qualifying life
459 events.

460

461 C. In order for this proposal to remain in effect, a sufficient number of employees
462 must opt out of their coverage so as not to cause an added expense for the District.
463 Such determination of the additional expense is made by the District in its sole
464 discretion.

465

466 D. The District may, at its discretion, discontinue the cash compensation in lieu of health
467 insurance benefit by providing the participating employees with written notice of not
468 less than sixty (60) days and an “open enrollment” opportunity to enroll in the group
469 health insurance plan.

470

471

472 **Section 11 RETIREMENT BENEFITS**

473

474 **11.01 Wisconsin Retirement System (WRS) Contributions**

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

478

479 **11.02 Retirement Benefits for Educational Assistants, Secretaries, Clerks, and**
480 **Technology Specialists and Food Service**

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

487 **11.03 Retirement Benefits for Administrative Assistants Hired Before July 1,**
488 **2012**

489 Employees, who retire from the District after fifteen (15) years or more of District
490 employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of
491 accumulated unpaid sick leave into a non-elective TSA after the employee's
492 retirement. (This amount is not to exceed a total of \$11,000.) This severance benefit is
493 not subject to WRS contributions.
494

495 1. The Board of Education of the Evansville Community School District on behalf of
496 those classified as administrative assistants in the District agree to establish a
497 Health Reimbursement Arrangement (HRA) for administrative assistants as a
498 retirement benefit.
499

500 2. An administrative assistant may elect to retire at the conclusion of a school year
501 provided that person has reached age fifty-five (55) no later than September 1st of
502 the next school year.
503

504 3. Subject to the conditions of paragraph 2 above, the Board will make payments into
505 a Health Reimbursement Arrangement (HRA) account on behalf of administrative
506 assistants as follows:
507

508 a. An administrative assistant who currently has at least 10 full-time equivalent
509 years in the District is entitled to receive \$16,728 per year for three (3) years (or
510 until eligible for Medicare) deposited into an HRA by August 20 of the year of
511 retirement. These HRA funds are fully vested from the initial payment.
512

513 An administrative assistant who currently has at least 15 full-time equivalent
514 years in the District is entitled to receive \$16,728 per year for four (4) years (or
515 until eligible for Medicare) deposited into an HRA by August 20 of the year of
516 retirement. These HRA funds are fully vested from the initial payment.
517

518 b. A retired administrative assistant may use proceeds from the HRA to buy into
519 the District's insurance plan if the employee requests and if allowed by the
520 insurance carrier.
521

522 4. If an employee dies prior to exhausting the HRA benefit, the payments established
523 by the terms of paragraph 3 above shall continue to be made into the HRA
524 account, and the spouse and/or dependent(s) eligible for employee's health
525 insurance benefit shall receive the remainder of the benefit per the terms of the
526 HRA plan. If there are none, no payment will be made to an estate.
527

528 **11.04 Retirement Benefits for Administrative Assistants Hired After July 1, 2012**
529 Administrative Assistants, who retire from the District after fifteen (15) years or more
530 of District employment and are age 55, shall be paid \$12.50 per hour for up to 880
531 hours of accumulated unpaid sick leave into a non-elective TSA after the employee's
532 retirement. (This amount is not to exceed a total of \$11,000.) This severance benefit is
533 not subject to WRS contributions.
534

535 **11.05 Retirement Benefits for Custodians hired before June 30th, 2013**

536 1. Custodians, who have reached the age of fifty-five (55) and have been employed by
537 the District for fifteen (15) years, shall receive payment for accumulated, unused
538 sick leave. The amount will be twelve dollars (\$12.50) times the number of
539 accumulated sick leave hours up to 880 hours. This will be paid into a non-elective
540 TSA per the District 403b Plan. This severance benefit is not subject to WRS
541 contributions.
542

543 2. Custodians, who have reached the age fifty-five (55) and have been employed by
544 the District for fifteen (15) years, shall be entitled to receive \$16,728 per year for
545 three (3) years (or until eligible for Medicare) deposited into their HRA account.
546 These HRA funds are fully vested from the initial payment.
547

548 **11.06 Retirement Benefits for Custodians hired after June 30th, 2013**

549 1. Custodians, who retire from the District after fifteen (15) years or more of District
550 employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of
551 accumulated unpaid sick leave into a non-elective TSA after the employee's
552 retirement. (This amount is not to exceed a total of \$11,000.) This severance
553 benefit is not subject to WRS contributions.
554

555 Please note: Sections of this handbook will be revised for compliance purposes when the
556 National Health Care Act is fully defined.
557
558
559

DISTRICT PAID RETIREMENT BENEFITS - CURRENT STATE

	Teachers	Administrative Assistants	Custodians	Educational Asst., Clerks, Secretaries, Tech Specialists	Food Service
WRS	6.65% of Salary	6.65% of Salary	6.65% of Salary	6.65% of Salary	6.65% of Salary
HRA	At age 55+ and 10 full-time equivalent years in the District teachers shall receive 3 consecutive annual payments into their HRA equal to 92% of the health ins. premium cost. At age 55+ and 15 years of full-time service the benefit is 4 consecutive annual payments into their HRA equal to 92% of the health ins. premium cost. The benefit will be capped at the cost of health ins. In the 3rd year of retirement. This benefit can be delayed by the retiree. This benefit expires if the retiree becomes medicare eligible. This benefit has survivorship for spouse/dependents	At age 55+ and 10 full-time equivalent years in the District, employees shall receive 3 consecutive annual payments into their HRA equal to 92% of the health ins. premium cost. At age 55+ and 15 years of full-time service the benefit is 4 consecutive annual payments into their HRA equal to 92% of the health ins. premium cost. The benefit will be capped at the cost of health ins. In the 3rd year of retirement. This benefit can be delayed by the retiree. This benefit expires if the retiree becomes medicare eligible. This benefit has survivorship for spouse/dependents	Employees at age 57+ and 15 years of District service will receive 3 consecutive annual payments into their HRA account equal to the health ins. Premium benefit received by active employees adjusted each year. Employees at age 57+ and 10 years of service will receive 3 consecutive annual payments into their HRA account equal to the <u>single health</u> ins. premium received by active employees adjusted each year. Employees will less than 10 years of service will receive \$500 every year for every year of employment deposited into an HRA and will be vested after 5 years. This benefit has survivorship for spouse/dependents.		
Sick Payout	Accrued sick time up to a limit of 110 days shall be paid out \$95 per day at the time of retirement, resignation or expiration of recall rights (\$10,450). Teacher with at least 20 years of service may accumulate and be paid for up to 121 days payable upon retirement (\$11,495). Payment will be into a non-elective TSA through WEA	Accrued sick time up to a limit of 110 days shall be paid out \$95 per day at the time of retirement, resignation or expiration of recall rights (\$10,450). Employees with at least 20 years of service may accumulate and be paid for up to 121 days payable upon retirement (\$11,495). Payment will be into a non-elective TSA through WEA	An employee who terminates employment after 10+ years of District service will receive payment for accumulated, unused sick leave up to a maximum of 960 hours. The amount will be \$12 times the number of accumulated sick leave hours. This will be paid into a non-elective TSA through the WEA.	Employees who resign or retire from the District after 10+ years of District employment shall be paid 85% of the employee's final regular hourly wage for each hour of accumulated paid leave to a maximum of 825 hours to be paid into a non-elective TSA through WEA.	Employee with 10+ years of District service will receive payment for accumulated unused sick leave. The amount will be equal to the hourly rate of the employee at the time of termination times 1/2 the number of accumulated sick leave hours.

DISTRICT PAID RETIREMENT BENEFITS - PROPOSED HANDBOOK LANGUAGE

	Teachers	Administrative Assistants	Custodians	Educational Asst., Clerks, Secretaries, Tech Specialists	Food Service
WRS	6.65% of Salary	6.65% of Salary	6.65% of Salary	6.65% of Salary	6.65% of Salary
HRA	At age 55+ and 10 full-time equivalent years in the District teachers shall receive 3 consecutive annual payments of \$16,728 into their HRA account. At age 55+ and 15 years of full-time service the benefit is 4 consecutive annual payments of \$16,728 into their HRA account. This benefit will be paid until the employee reaches Medicare eligibility. This benefit has survivorship for spouse/dependents.	At age 55+ and 10 full-time equivalent years in the District teachers shall receive 3 consecutive annual payments of \$16,728 into their HRA account. At age 55+ and 15 years of full-time service the benefit is 4 consecutive annual payments of \$16,728 into their HRA account. This benefit will be paid until the employee reaches Medicare eligibility. This benefit has survivorship for spouse/dependents.	Custodians, who have reached the age fifty-five (55) and have been employed by the District for fifteen (15) years, shall be entitled to receive \$16,728 per year for three (3) years deposited into their HRA account. This benefit will be paid until the employee is eligible for Medicare. These HRA funds are fully vested from the initial payment.		
Sick Payout	Accrued sick time up to a limit of 110 days shall be paid out \$95 per day at the time of retirement (\$10,450). Teacher with at least 20 years of service may accumulate and be paid for up to 121 days payable upon retirement (\$11,495). Payment will be into a non-elective TSA through WEA	Employee age 55+ after 15+ years of District service will receive payment for accumulated, unused sick leave. The amount will be \$12.50 times the number of accumulated sick leave hours up to a maximum of 880 hours. This will be paid into a non-elective TSA.	Employee age 55+ after 15+ years of District service will receive payment for accumulated, unused sick leave. The amount will be \$12.50 times the number of accumulated sick leave hours up to a maximum of 880 hours. This will be paid into a non-elective TSA.	Employee age 55+ after 15+ years of District service will receive payment for accumulated, unused sick leave. The amount will be \$12.50 times the number of accumulated sick leave hours up to a maximum of 880 hours. This will be paid into a non-elective TSA.	Employee age 55+ after 15+ years of District service will receive payment for accumulated, unused sick leave. The amount will be \$12.50 times the number of accumulated sick leave hours up to a maximum of 880 hours. This will be paid into a non-elective TSA.
Change	Payments are fixed, retiree cannot delay benefit, benefit is the same regardless of eligibility of family/single ins. Sick leave is paid out only upon retirement and not upon resignation. Increased years of service for sick leave payout. Made sick leave payout consistent for all support staff groups.				
Rational	Fixed payments eliminate the unknown regarding District retirement benefit liability, allows for easier administration of retirement benefits, do not know the impact of National Health Care Reform.				

DISTRICT PAID RETIREMENT BENEFITS - HANDBOOK LANGUAGE FOR EMPLOYEES HIRED AFTER 7-1-2013

	Teachers	Administrative Assistants	Custodians	Educational Asst., Clerks, Secretaries, Tech Specialists	Food Service
WRS	6.65% of Salary	6.65% of Salary	6.65% of Salary	6.65% of Salary	6.65% of Salary
Sick Payout	Upon retirement and at least age 55 by September 1 of the next school year, will receive \$175 for every unused sick day up to a maximum of 110 days which is equivalent to \$19,250.	Administrative Assistants, who retire from the District after fifteen (15) years or more of District employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.	Custodians, who retire from the District after fifteen (15) years or more of District employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.	Employees, who retire from the District after fifteen (15) years or more of District employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.	Employees, who retire from the District after fifteen (15) years or more of District employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.
Change	Removed HRA benefit. Increased sick leave payout for all groups. Support staff groups are consistent.				
Rational	Fixed payments decrease the District retirement benefit liability unknown. All retirees will receive 1 retirement payment from the District. Retirement benefit is not related to health insurance. Employees can use sick leave retirement payments to pay for insurance premiums for the District plan. District HRA Plan document will need to be revised.				

Contract/Handbook Issues – Custodians

Issue	Existing Contract	Proposed Handbook
VACATION	Article 19 – Section 1 25 day yearly maximum	Section 7 (C)(2) 20 day yearly maximum
HOLIDAYS	Article 20 – Section 1 Good Friday, Floater 11 days per year	Section 8 (C)(3) Day after Independence Day – 10 days per year
PERSONAL LEAVE	Article 17 – Section 2	Section 9 (A) No day exceptions
SICK TIME	Article 17 – Section 1 12 days per year maximum	Section 9 (C) 9 days per year maximum
SICK-TIME PAY OUT	Article 17 – Section 1 960 Hour maximum	Section 7 – (A)(8) – 880 Hour Maximum

Parts IV, V, and VI

February 11, 2013 – BOE Discussion
February 25, 2013 – Draft for BOE Changes
March 11, 2013 – Potential BOE Approval

PART IV Administrative and District Level Staff

SECTION 1 JOB RESPONSIBILITIES

- 1.01 Professional Competence
- Policy 222 – Administrator Contracts
 - Policy 224 – Board-Administrator Relationship
 - Policy 230 – The Administrative Team
 - State Statutes
- 1.02 Devotion of Full-Time Job
- 1.03 Administrator License or Certificate
- Policy 222 – Administrator Contracts
 - State Statutes
- 1.04 Job Descriptions
- Policy 232 – District Administrator
 - State Statutes
- 1.05 Supervisory Responsibilities
- Policy 250 – Administrative Operations
 - Policy 251 – Organization for Administrative Purposes
 - Policy 252 – Administrative Councils and Committees
 - Policy 253.1 – Development and review of Administrative Rules
 - State Statutes

SECTION 2 WORK SCHEDULES

- 2.01 Work Schedules for Administrative Staff
- Policy 222 – Administrator Contracts
 - State Statutes

SECTION 3 PROFESSIONAL GROWTH

- 3.01 Requirement to Remain Current
- Policy 223 – Administrator Professional Development Opportunities
 - Policy 223.1 – Guidelines for Attendance at Meetings, Workshops and Conventions
 - State Statutes

SECTION 4 ADMINISTRATOR EVALUATION

- 4.01 General Provisions
 - Policy 211 – Administrator Ethics
 - Policy 221 – Evaluation and Development of Administrators
 - Policy 225 – Evaluation of the District Administrator
 - Policy 225.1 – Colleague Assessment Questionnaire, District Administrator’s Position
 - Policy 526.1 – Employee Evaluation
 - Policy 526.2 – Employee Remediation Procedure
 - Policy 526.2 Form – Plan of Remediation Form
 - State Statutes
- 4.02 Evaluation Frequency
 - Policy 526.1 – Employee Evaluation
 - Policy 526.2 – Employee Remediation Procedure
 - Policy 526.2 Form – Plan of Remediation Form
 - State Statutes
- 4.03 Evaluators
 - Policy 526.1 – Employee Evaluation
 - Policy 526.2 – Employee Remediation Procedure
 - Policy 526.2 Form – Plan of Remediation Form
 - State Statutes

SECTION 5 DISCIPLINE, TERMINATION AND NONRENEWAL

- 5.01 Nonrenewal for District Level and Administrative Staff
 - Policy 222 – Administrator Contracts
 - Policy 233 – Resignation or Release of District Administrator
- 5.02 Discipline and Termination for District Level and Administrative Staff
- 5.03 Disciplinary Materials Relating to District and Administrative Staff

SECTION 6 INSURANCE, LEAVE, AND OTHER BENEFITS

- 6.01 Health, Dental, Life, Disability, and Liability Insurance
- 6.02 Alternative Benefit Plan (ABP) in Lieu of Health Insurance
- 6.03 Sick, Personal, Bereavement, Leave Benefits
 - Policy 529.4 – Use of Sick Leave
 - Policy 529.45 – Personal Leave
 - Policy 529.3 – Bereavement Leave
 - Policy 529.1 – Family & Medical Leave
 - Policy 529.5 – Uniformed Services Leave
 - Policy 529.2 – Jury Duty Leave
 - State Statutes
- 6.04 Holiday
- 6.05 Vacation Leave
- 6.06 Other Benefits

SECTION 7 POST-EMPLOYMENT BENEFITS

- 7.01 Wisconsin Retirement System (WRS) Contributions
 - State Statutes
- 7.03 Voluntary Retirement Benefit

PART V Extra-Curricular and Co-Curricular Staff

SECTION 1 EXTRA-CURRICULAR and Co-Curricular ASSIGNMENTS

- 1.01 Letter of Assignment
- 1.02 Payments
- 1.03 Work Schedule
- 1.04 Evaluation of Extra-Curricular Assignments
- 1.05 Orientation and Training
 - Policy 523.1 – Employee Physical Examinations
 - State Statutes
- 1.06 Electronic Online Services
- 1.07 Volunteers

PART VI Substitute and Seasonal Staff

SECTION 1 ALL SUBSTITUTE EMPLOYEES

- 1.01 Pre-Employment Requirements
 - Policy 523.1 – Employee Physical Examinations
- 1.02 Training and Evaluation
- 1.03 Dismissal/Removal From Substitute List
- 1.04 Assignment and Professional Responsibilities

SECTION 2 SUBSTITUTE TEACHERS

- 2.01 Licensure and/or Permit
- 2.02 Assignment and Professional Responsibility
- 2.03 Miscellaneous Provisions

SECTION 3 SUBSTITUTE SUPPORT STAFF

- 3.01 Training and Evaluation
- 3.02 Assignment and Professional Responsibility
- 3.03 Miscellaneous Provisions

SECTION 4 SUMMER SCHOOL OR SEASONAL EMPLOYEES

- 4.01 Pre-Employment Requirements
- 4.02 Training and Evaluation

Revised: July 9, 2001

222.1

Revised: January 10, 2005

Revised: December 14, 2009

1st Reading: 1/28/13; 2nd Reading: 2/11/13

FOR REMOVAL – IS COVERED IN HANDBOOK

COMPENSATION AND BENEFITS FOR NON-REPRESENTED EMPLOYEES

Non-Represented employees are those employees who are not members of one of the District's bargaining units. Those employees not on an administrative contract are designated as At-Will employees who will receive a yearly letter indicating their wages and benefits. Salaries will be approved on an annual basis by the Board based on the recommendations of the District Administrator.

Benefits and leaves will be based on the number of days and hours worked, level of responsibility, educational background, experience, and other criteria as determined by the District.

Non-represented employees will receive a handbook with expectations, and benefits specific to their position.

The Board expects all employees to devote full time to the duties and responsibilities normally expected of their position and not to engage in any pursuit that interferes with the proper discharge of such duties and responsibilities.

Legal Ref.: Fair Labor Standards Act (29 U.S.C.)

EVANSVILLE HIGH SCHOOL

640 South Fifth Street
Evansville, Wisconsin 53536

PH: (608) 882-4600
FAX: (608) 882-6157

Randall Keister
243 Eager Court
Evansville, WI 53536
(608) 882-6247
rjkeister@charter.net

February 4, 2013

Jerry Roth
District Administrator
Evansville Community School District
340 Fair Street
Evansville, WI 53536

Dear Mr. Roth,

Please accept this as my letter of intent to retire effective June 30th, 2013 after employment with the Evansville Community School District for 37 ½ years.

I wish to take this opportunity to extend my gratitude to everyone affiliated with the school district for their support, cooperation, friendship and concern over the years. It has been a privilege to work here and I greatly appreciate the excellent education my children received in this system as well.

Although I will be leaving, I would like to offer my assistance during the transition period. I am more than willing to work with my replacement or to offer any other help that I can.

Sincerely,



Randall Keister

Scott Everson
Principal
Office: (608) 882-3508
E-mail: eversons@evansville.k12.wi.us

Brian Cashore
Associate Principal
Office: (608) 882-3506
E-mail: cashorebr@evansville.k12.wi.us

Randy Keister
School Counselor
Office: (608) 882-3517
E-mail: keisterr@evansville.k12.wi.us

Marissa Hansen
School Counselor
Office: (608) 882-3516
E-mail: hansenm@evansville.k12.wi.us

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

2
3 **Section 4** **DISCIPLINE AND DISCHARGE**

4
5 **4.01 Standards for Nonrenewal**

6 Teachers employed in the District are subject to nonrenewal on a statutory basis as prescribed in
7 § 118.22, Wis. Stats.

8
9 **4.02 Newly Hired Teachers**

10 Newly hired teachers will be evaluated three (3) times in each of their first three (3) years of
11 employment. Teachers employed in the District are subject to nonrenewal on a statutory basis as
12 prescribed in § 118.22, Wis. Stats. Such nonrenewal shall be exclusively subject to the provisions
13 of § 118.22, Wis. Stats. and is not covered by the grievance procedure noted in the Grievance
14 Policy 527.2.

15
16 **4.03 Standards for Discipline and Termination**

17 *Refer to Policy 536.2 – Suspension and Dismissal*

18 *Refer to State Statutes: 118.22 and 118.24*

19
20 **4.04 Representation**

21 In the event any employee is called to a meeting with representatives of the District for the
22 purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that
23 may lead to discipline or discharge, the employee has the right to request representation. In the
24 event the employee chooses to have representation, the meeting may be delayed until appropriate
25 representation may be obtained. Nothing in this provision shall prevent the District from
26 removing an employee from the work place if immediate action is required.

27
28 **4.05 Disciplinary Materials**

29 Copies of any disciplinary material(s) shall be provided to the employee before such material is
30 placed in an employee's personnel file.

31
32 **4.06 Termination of Employment**

33 *Refer to Policies: 533.1 – Criminal Background Checks*

34 *536.2 – Suspension and Dismissal*

35 *Refer to State Statutes: 118.22 and 118.24*

36
37
38 **Section 5** **CERTIFIED STAFF ASSIGNMENTS, VACANCIES AND**
39 **TRANSFERS**

40
41 **5.01 Certified Staff Assignments, Vacancies and Transfers**

42 A. Notice of Vacancies: Notices of teaching vacancies, including full-time, part-time,
43 and co- and extra-curricular opportunities occurring with the District will be posted
44 electronically to all employees.

- 45
46 1. Such notices shall be posted on WECAN and contain the date of posting, a
47 description of the position, name and location of the school, requirements of the
48 position, and date by which the application materials are to be submitted, and

49 shall remain open to internal applicants only for five (5) working days.

50
51 2. All teachers shall have the right to apply for positions, and will be granted an
52 interview for positions for which they are qualified, as they become available
53 within the system. All applications for vacancies shall be entered through
54 WECAN.

55
56 3. A vacancy shall be defined as the opening of a teaching position as a result of
57 resignation, illness or death, transfer, non-renewal or when a new teaching
58 position is created.

59
60 **B. Filling Vacancies:**

61 A vacancy for one semester or longer may be filled by offering the teacher a regular
62 contract. The one exception is if the teacher who last held the position is on an
63 approved leave of absence in which case the new hire will be a temporary employee.

64
65 **C. Notice of Involuntary Transfer:**

66 1. No teacher shall be involuntarily transferred between buildings, grade level, or
67 subject areas by the District without notification in writing. Each teacher
68 involved in such a transfer shall be called in for a conference for explanation of
69 the reasons for transfer. The teacher may, at his/her option, have a representative
70 present at such a conference. No teacher shall be involuntarily transferred for
71 arbitrary, capricious or discriminatory reasons.

72
73 2. A reasonable attempt will be made to initiate transfers by June 1st.

74
75 3. When an involuntary transfer is necessary, the following criteria may be
76 considered:

77
78 a. A teacher's academic training and certification as determined by the
79 Department of Public Instruction.

80
81 b. Ability and performance as a teacher in the District as per current documented
82 evaluation by immediate supervisory personnel.

83
84 c. Length of service to the District.

85
86 4. The involuntarily transferred teacher shall be given a minimum of forty-five (45)
87 working days for adjustment in the new assignment area prior to any evaluations
88 being conducted.

89
90 **5.02 Employee Contracts**

91 *Refer to Policies: 532 – Faculty Contracts and Compensation Plans*

92 *533 – Staff Recruitment and Hiring*

93 *535 – Assignments and Transfers*

94 A. In assigning teaching duties, first consideration will be given to the primary
95 professional competence of the teacher and to the experience in other fields as a
96 teacher. No teacher shall be subject to teaching assignments other than those
97 specified in his/her area of certification.

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B. A teacher shall be given written notice of renewal of his/her contract for the ensuing school year on or before May 15th of the school year during which said teacher holds a contract by the District Administrator or designee. If no such notice is given on or before May 15th, the contract of teaching service then in force shall be continued for the ensuing school year. A teacher receiving a notice of renewal or contract for the ensuing year, or a teacher who does not receive a notice of renewal or refusal of his/her contract for the ensuing school year on or before May 15th, shall accept or reject, in writing, such contract no later than June 15th.

C. At least fifteen (15) days (April 30) prior to giving written notice of refusal to renew a teacher's contract for the ensuing year, the Board shall inform the teacher in writing that the Board is considering nonrenewal of the teacher's contract. The teacher has the right to a private conference with the Board if the teacher files a request with the Board within five (5) days after receiving notice of refusal to renew the contract for the ensuing year.

D. If the individual's contract status as of September 1st will differ from the status in effect at the time the contract was signed, such status must be declared at the time of contract signing or the last day of the current school year, whichever is later.

E. Temporary Employees

Employees who are hired for an entire school year to replace an employee on a leave shall be bargaining unit members. The District will explain to said temporary employees at the time of hiring that they will not have an expectation of employment beyond the current school year and will, therefore, be non-renewed.

5.03 Employee Resignation

Teachers who terminate a contract after having signed with the District shall be required to pay as liquidated damages and as a condition of release by the Board of Education, the following amounts: from July 1st through July 15th, \$250.00; from July 16th through July 31st, \$300.00; from August 1st until the first day of school for students, \$500.00; and beginning with the first day of school for students and remainder of the school year, \$1,000.00. Liquidated damages will be withheld from the employee's final paycheck(s).

5.04 Certified Staff Absence and Substitutes

Refer to Policy 534 – Substitute Teacher Employment

When a regular teacher is to be absent from school and a substitute is needed, it is the responsibility of the teacher to enter their time off on Substitute Online and to notify their principal and/or designee. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 a.m.

5.05 Summer School Assignments

Refer to Policy 351 – Summer School

The District will notify staff electronically that they may submit a proposal for summer school teaching.

Summer school teaching will be compensated at a rate determined by the Board.

147 **5.06 Extended Contracts**

148 Salaries for teachers employed for a period longer than the total days determined by the school
149 calendar shall be pro-rated at their current salary per diem rate for each extra day.

150

151 **5.07 In-Service and Other Training**

152 *Refer to Policy 537 – Professional Development Opportunities*

153

154 **5.08 Substitute Teaching Assignments**

155 *Refer to Policy 534 – Substitute Teacher Employment*

156 In cases where a substitute teacher is not available, the Administration will request volunteers
157 from the teaching staff. If volunteers cannot be found, the substitute teaching position will be
158 assigned by administration. A teacher who volunteers or is assigned to cover a class period will
159 be paid at the BA, Step 1 Salary, computed on an hourly basis.

160

161 **5.09 Teacher Preparation Periods**

162 Each teacher shall receive at least two hundred twenty five (225) minutes of teacher directed
163 preparation time during the student week.

164

165 Fifteen (15) minutes of time spent traveling to each building shall not be considered part of the
166 teacher’s preparation period and shall be considered regular work time.

167

168 While it is the District’s intent to meet this schedule, the District recognizes the educational
169 value of lyceum programs and mandated testing programs. These and other similar programs
170 would override the two hundred twenty five (225) minutes of preparation time during the student
171 week.

172

173 **5.10 Additional Assignments**

174 **A. Contracted Co-and Extra-Curricular Assignments**

175 Payment for contracted co-and extra-curricular duties will be paid at a minimum of
176 once every 30 days. All co-and extra-curricular duty staff shall be responsible for
177 completing a check-out list provided by the Athletic Director or building principal,
178 whichever is appropriate.

179

180 1. Follow the stated regulation and policies as determined by the Wisconsin
181 Interscholastic Athletic Association or other state associations where applicable.

182

183 2. Be responsible for following the policies established in the Evansville co-and
184 extra-curricular code and appropriate handbooks.

185

186 3. Keep students under assigned adult supervision at all times during the period of
187 activity.

188

189 4. Be responsible for students’ behavior during each period of that activity.

190

191 5. Be present in the area of activity at least five (5) minutes prior to the beginning of
192 the activity and a reasonable length of time after the activity has ended.

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194 6. Be accountable to his/her proper supervisor for carrying out the program and
195 policies established by that supervisor.

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- B. Co-and extra-curricular duties, as defined on the Co-and Extra-Curricular Salary Schedule, shall be assumed by staff members who agree to do so. Positions not filled by staff members shall be hired by the Board with non-staff members, upon such terms as the Board negotiates.
- C. All music teachers shall accept the co-curricular responsibilities related to their position and shall not have the opportunity to reject the co-curricular duties.

5.11 Teacher Mentors

The mentor for initial educators is a three (3) year appointment. The successful candidate must be prepared to commit to a three (3) year responsibility to fulfill the requirements of this position.

A. Qualifications:

1. The mentor must possess good communication skills.
2. The mentor must possess exemplary teaching skills.
3. The mentor shall have elementary and/or secondary certification as a professional educator.
4. The mentor shall have knowledge and training in mentoring new teachers as required by PI34. This requirement is met through successful completion of three workshops provided through the Dane County New Teacher Project (DCNTP) or an equivalent. The three DCNTP workshops include:
 - a. Instructional mentoring (16 hours).
 - b. Coaching and observation (16 hours).
 - c. Analyzing student work (16 hours).

B. Compensation:

1. Mentors will have access to the equivalent of one day (1) per month (not to exceed 10) release days for observation and post observation conferences with mentees.
2. The mentor will be compensated at a rate determined by the Board for time spent on mentoring activities outside of the regularly contracted day. These activities include travel time, time needed to develop substitute plans for days out of the classroom for mentoring responsibilities, meetings, and other activities as approved by the Director of Instruction or his/her designee. A plan for these hours will need to be developed and approved on a quarterly basis. The number of hours will take into account the number of teachers who need mentoring.

245 **Section 6**

REDUCTION IN FORCE, POSITIONS AND HOURS

246
247 **6.01 Reasons for Reduction in Force**

- 248 A. When in the judgment of the Board, a full or partial reduction in staff should occur;
249 the Board agrees to effect such lay-offs at the end of the school year with written
250 notification by April 30th for lay-offs due to enrollment decline and up to June 5th for
251 layoffs due to budget constraints. Such notification shall provide the affected teacher
252 with the reason(s) for said lay-off.
253
- 254 B. In determining which teachers shall be laid-off, the Board shall take into account the
255 following factors respectively:
256
- 257 1. Volunteers.
 - 258
 - 259 2. Academic training and certification as determined by the Department of Public
260 Instruction.
 - 261
 - 262 3. Ability and performance as a teacher in the District per current documented
263 evaluation by immediate supervisory personnel.
 - 264
 - 265 4. Length of service in the District.
 - 266
 - 267 5. Years of teaching experience.
 - 268
- 269 C. No teacher may be prevented from securing other employment during the period
270 he/she is laid-off under this subsection. Such teachers shall be reinstated in inverse
271 order of their being laid-off, if certified to fill the vacancies. They will be
272 reemployed only if they accept the offer of employment within two (2) calendar
273 weeks.
274
- 275 D. The notice is to be sent to the last known address of the employee on file in the
276 District records and therefore it is the responsibility of the employee to advise the
277 District office of current address. Such reinstatement shall not result in a loss of
278 credit for previous years of service. All salary increases and other benefits accrued at
279 the time of layoff shall be restored to the teacher upon reinstatement. No new or
280 substitute appointments may be made while there are laid-off teachers available who
281 qualify to fill the vacancies for a period of two (2) years. Teachers laid-off shall
282 restate their intention of availability by April 15th of each year during this period.
283 Failure to notify the Board in writing each year will result in forfeiture of recall
284 rights.
285

286 **6.02 Reduction in Hours Resulting in Part-Time Status**

287 *Refer to State Statutes 118.22 and 118.24*

288 Those teachers contracted to teach on a regular part-time basis will be eligible for prorated
289 benefits as determined by the District benefit providers.
290

291 **6.03 Insurance Benefits Following Lay-Off/Nonrenewal**

292 Laid-off teachers, who are eligible, may continue group insurance coverage during the recall
293 period, but not to exceed eighteen (18) months or federal COBRA parameters and guidelines, at
294 their own expense. COBRA benefits are detailed in Part I of this *Handbook*.

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305 **PART III** **Support Staff**

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307 **Section 3** **DISCIPLINE AND DISCHARGE**

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309 **3.01 Representation**

310 In the event any employee is called to a meeting with representatives of the District for the
311 purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that
312 may lead to discipline or discharge, the employee has the right to request representation. In the
313 event the employee chooses to have representation, the meeting may be delayed until appropriate
314 representation may be obtained. Nothing in this provision shall prevent the District from
315 removing an employee from the work place if immediate action is required.

316

317 **3.02 Disciplinary Materials**

318 Copies of any disciplinary material(s) shall be provided to the employee before such material is
319 placed in an employee's personnel file.

320

321 **3.03 Termination of Employment**

322 An employee may be disciplined, suspended, or terminated. Such discipline or termination shall
323 be subject to the grievance procedures.

324

325

326 **Section 4** **JOB VACANCIES**

327

328 **4.01 Job Postings**

329 *Refer to Policy 543 – Staff Recruitment and Hiring*

330

331

332 **Section 5** **REDUCTION IN FORCE, POSITIONS AND HOURS**

333 *Refer to Policy 546.4 – Reduction in Support Staff Workforce*

334

335 **5.01 Reduction in Staff**

336 A. When in the judgment of the Board, a full or partial reduction in staff should occur;
337 the Board agrees to effect such layoffs with thirty (30) days notice. Such notification
338 shall provide the affected employee with the reason(s) for said layoff.

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- 340 B. In determining which employees shall be laid-off, the Board shall follow the factors
341 in policy 546.4.
342
343 C. No employee may be prevented from securing other employment during the period
344 he/she is laid-off under this subsection. Such employees shall be reinstated in inverse
345 order of their being laid-off, if trained and certified to fill the vacancies. They will be
346 reemployed only if they accept the offer of employment within two (2) calendar
347 weeks.
348
349 D. The notice is to be sent to the last known address of the employee on file in the
350 District records and therefore it is the responsibility of the employee to advise the
351 District office of current address. Such reinstatement shall not result in a loss of
352 credit for previous years of service. All salary increases and other benefits accrued at
353 the time of layoff shall be restored to the employee upon reinstatement. No new or
354 substitute appointments may be made while there are laid-off employees available
355 who qualify to fill the vacancies for a period of two (2) years.
356

357 **5.02 Insurance Benefits Following Lay-Off/Nonrenewal**

358 Laid-off employees, who are eligible, may continue group insurance coverage during the recall
359 period, but not to exceed eighteen (18) months or federal COBRA parameters and guidelines, at
360 their own expense. COBRA benefits are detailed in Part I of this *Handbook*.

361
362 **5.03 Reduction in Hours**

363 *Refer to Policies: 545 – Support Staff Assignments and Transfers*
364 *546.4 – Reduction in Support Staff Workforce*
365
366

367 **Section 6 RESIGNATION FROM EMPLOYMENT**

368
369 **6.01 Notice of Termination of Employment**

370 *Refer to Policies: 546.1 – Resignation of Support Staff*
371 *546.2 – Retirement of Support Staff*

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

MINUTES OF BOARD OF EDUCATION FINANCIAL RETREAT MEETING

A Board of Education Financial Retreat of the Evansville Community School District was held on Saturday, January 12, 2013, at 8:09 am in the District Board and Training Center room.

Meeting was called to order by President, Kathi Swanson. Members present: Hatfield, Rossmiller, Swanson, Busse, Hurley, and Rasmussen. Absent: Skinner. Others present: District Administrator, Jerry Roth, Business Manager, Doreen Treuden, and Director of Instruction, Paula Landers.

INFORMATION & DISCUSSION

Business Manager, Ms. Treuden, presented school finance information. Discussion.

Ms. Treuden presented the Baird Forecast Model information. Discussion.

Mr. Roth, Ms. Landers, and Ms. Treuden presented the District/State Initiatives. Discussion.

Mr. Roth, Ms. Landers, and Ms. Treuden presented the budget development process. Discussion.

ADJOURN.

Motion by Mr. Busse, seconded by Mr. Hatfield, moved to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 11:40 am.

Submitted by John Rasmussen, Clerk

Approved: _____
Kathi Swanson, President

Dated: _____ Approved:

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, January 14, 2013, at 6:30 pm in the District Board and Training Center room.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Hatfield, Rossmiller, Swanson, Busse, Hurley, Rasmussen, and High School Rep Haegele. Absent: Skinner and High School Rep Johnson.

APPROVE AGENDA

Motion by Mr. Busse, seconded by Ms. Rossmiller, moved to approve the agenda as presented and add a five minute break prior to Item XI – Executive Session. Motion carried, 6-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Adult School Crossing Guard Recognition Week – January 14-18
- Wisconsin Association of School Board Convention – January 22-25
- Open Enrollment Application Period – February 4 – April 30
- Energy Fair – April 19
- April 22, Week of the Young Child

DISTRICT ADMINISTRATOR REPORT

Mr. Roth's submitted report was on school safety.

HIGH SCHOOL BOARD REPRESENTATIVES'/PRINCIPALS'/ADMINISTRATORS' REPORTS

Ms. Haegele and Mr. Johnson's submitted report was on high school events. Ms. Havlik, Ms. Wick, Mr. Flaherty, Mr. Everson, Ms. Ashby, and Ms. Landers' submitted reports included good things in our buildings. Discussion.

BUSINESS (Action Item)

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to accept the resignation of teacher, Sally Feeney, effective at the end of the second quarter, January 24, 2013, and thank her for her years of service and wish her good luck. Discussion. Motion carried, 6-0 (voice vote).

INFORMATION & DISCUSSION

Dr. Gary Albrecht, CESA #2 Agency Administrator, presented on the CESA #2 programs and services.

Mr. Scott Haumersen and Ms. Natalie Rew, Wegner CPAs, presented the 2011-2012 District financial audit report. Discussion.

Ms. Swanson presented the Employee Handbook written draft, Part II, Sec. 3 (Certified Staff-Certified Staff Supervision and Evaluation) and Part III, Sec. 2 (Support Staff-Employee Evaluation). Discussion.

Ms. Swanson presented the Employee Handbook outline Part II, Sec. 4-6 (Certified Staff-Discipline and Discharge, Certified Staff Assignments, Vacancies and Transfers, and Reduction in Force, Positions and Hours) and Part III, Sec. 3-6 (Support Staff-Discipline and Discharge, Job Vacancies, Reduction in Force, Positions and Hours, and Resignations From Employment). Discussion.

Ms. Swanson shared school board election candidates and introduced them. Ms. Hammann, Ms. Spanton Nelson, Mr. Busse, and thanked Ms. Hurley for her work on the Board.

Ms. Swanson asked Board members to give their Wisconsin Association of School Boards convention resolutions recommendations to Mr. Rasmussen by the end of the meeting.

Ms. Swanson presented for a first reading, policies: #527.2 Form-Grievance Form; #527.3-Employee Grievance Procedures; #534-Substitute Teacher Employment; #535-Assignments and Transfers; and #722.1-Staff Accident Reports. Discussion. Policies will come back for a second reading at the January 28 Board meeting with suggested changes.

Ms. Swanson presented for a second reading, policy #548 – Support Staff Evaluation. Policy will come back for approval to remove at the January 28 Board meeting.

Mr. Roth presented the Insurance Committee survey that was created and thanked Ms. Heather Hanson for putting together the survey. Discussion.

Mr. Rasmussen shared the January 9 Extra/Co-Curricular Committee highlights. This Committee will make a presentation to the Board on February 25.

BUSINESS (Action Items)

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the Employee Handbook, Part II, Sec. 1-2 (Certified Staff-Professional Hours/Workday and Professional Growth) and Part III, Sec. 1 (Support Staff-Hours of Work, Work Schedule, and Job Descriptions), as presented. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved to deny any open enrolled applications for grades K-5 due to class size limits and space. Discussion. Motion carried, 5-1 (Rasmussen)(voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved that in grades 6-12 we will not consider the availability of space (we will accept applications). Discussion. Motion carried, 5-1 (Hatfield)(voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Rasmussen, moved that in grades K-5 and 9-12 we deny special education applications due to space and caseload. Discussion. Motion carried, 6-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the District Administrator 2013-14/2014-15 contract for Jerry Roth as presented. Motion carried, 6-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve a 1% salary increase for the administrators, effective July 1, 2012, as presented. Motion carried, 6-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Rasmussen, moved to approve the consent agenda items of: middle school girls' basketball coach, Dave Soddy, for a stipend of \$1,659; December 10 regular and December 17 special meeting minutes; policies #428-Public School Open Enrollment; #526.1-Employee Evaluation; #526.2-Employee Remediation Procedure; #526.2 Form-Plan of Remediation Form; #529-Employee Discipline; and #545.1-Support Staff Work Schedule; and the November and December reconciliation and bills as presented. Motion carried, 6-0 (roll call vote).

FUTURE AGENDA

January 28, 2013, regular meeting agenda shared. Discussion.

BREAK

A five minute break taken.

EXECUTIVE SESSION

Motion by Mr. Busse, seconded by Ms. Rossmiller, moved to go into executive session, under Wisconsin State Statute 19.85(1)(c) to discuss administrative contracts. Motion carried, 6-0 (roll call vote).

Meeting adjourned from executive session at 9:24 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____
Kathi Swanson, President

Dated: _____

Approved:

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

MINUTES OF SPECIAL MEETING

A special meeting of the Board of Education of the Evansville Community School District was held Tuesday, February 5, 2013, at 7:00 pm in the District Board and Training Center room.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Hatfield, Swanson, Rasmussen, Hurley, and Rossmiller arrived at 7:08. Absent: Busse and Skinner.

Motion by Mr. Hatfield, seconded by Ms. Hurley, to approve the agenda as presented. Motion carried, 4-0 (voice vote).

Ms. Swanson led discussion on the Wisconsin Association of School Board Convention in January. Mr. Rasmussen, Ms. Hurley, Ms. Swanson, Ms. Rossmiller, and Mr. Roth reported on the sessions they had attended.

Ms. Swanson led discussion of book, Becoming a Better Board Member, chapters 3 & 4. Discussion.

Board development agenda items for February 28 meeting discussed.

Motion by Mr. Rasmussen, seconded by Mr. Hatfield, moved to adjourn the meeting. Meeting adjourned at 9:10 pm.

Submitted by John Rasmussen, Clerk

Approved: _____
Kathi Swanson, President

Dated: _____ Approved:

SUBSTITUTE TEACHER EMPLOYMENT

Substitute teachers may be employed for short or long-term periods of time in the absence of the regular teacher. A substitute teacher should be a person who is qualified and certified by the Wisconsin Department of Public Instruction. A list of eligible substitute teachers shall be prepared by the District Administrator or designee. Suitable assignment, orientation, and evaluation of substitute teacher work shall be provided by the instructional staff under the direction of the building principals.

When a substitute cannot be found, staff members will be asked to volunteer, or if there are no volunteers, a teacher will be assigned to act as the substitute during their preparation periods and paid at the rate specified by the Board.

Rates of compensation for substitute teachers shall be established annually by the Board of Education. All substitute teachers shall work on a daily basis and are not covered under a regular teacher contract. Therefore, substitute teachers are not eligible to participate in the fringe benefit package. They can, however, qualify for and receive selected fringe benefits that are required by law, specified in this policy statement, or judged to be necessary and appropriate by the District Administrator.

The Evansville School District will pay the employer’s share of Wisconsin State Retirement Benefits for all substitute teachers who qualify for that benefit under state law. The substitute teacher is responsible for payment of the employee’s share of the benefit cost.

Pay for substitute teachers will be determined **annually** by the Board.

Substitute teachers shall be compensated according to the following categories:

- 1) For daily Evansville substitute teacher work: a position that requires ten or fewer consecutive days in an assignment:

\$100.00 per day.

Daily substitute teachers may be asked to rotate to more than one classroom for their daily pay.

- 2) For long-term substitute teacher work: a position that requires at least eleven days in a single assignment services parallel to the normal duties of a regular full time teacher:

\$177.00 per day.

~~Pay for substitute teachers will be determined annually by the Board.~~

The rate is re-established annually.

Approved: December 8, 1986

535

Revised: May 10, 2004

1st Reading: 1-14-13; 2nd Reading: 1-28-13' 3rd Reading: 2-11-13

FOR REMOVAL

ASSIGNMENTS AND TRANSFERS

Instructional personnel shall be assigned by the District Administrator or a designee, to positions based upon preparation, certification, experience and aptitude. Whenever there is a need to reduce or modify a staff member's assignment, the procedures agreed to in the current relevant collective bargaining agreement shall be followed.

The District Administrator shall have the authority to transfer personnel to other positions for the betterment of the school system.

Local: EEA Master Agreement
EEAA Master Agreement
Custodian Master Agreement
Food Service Master Agreement

Revised: June 10, 2002
Revised: January 12, 2009
Revised: May 14, 2012

722.1

1st Reading: 1-14-13; 2nd Reading: 1-28-13; 3rd Reading: 2-11-13

STAFF ACCIDENT REPORTS

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the students.

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the building administrator or designated supervisor. The building administrator or designated supervisor will immediately put the staff member in touch with a District designated on-call triage service to process the report.

The procedure is as follows:

Instructions for reporting non-life threatening work related injuries:

1. Employee notifies principal/supervisor immediately following injury;
2. The principal/supervisor will initiate a call to a District designated on-call triage service on behalf of the injured employee and then give the employee privacy to complete the call to a District designated on-call triage service;
3. The injured employee will detail any medical symptoms or complaints which will be evaluated by a Registered Nurse (RN) specially trained to perform telephonic triage;
4. The RN will recommend first aid self-treatment or refer the injured employee for an off-site medical evaluation by a District designated on-call triage service medical provider;
5. The RN will fax after-care instruction sheets in English or Spanish to a designated location at the workplace for the injured employee at the conclusion of the call, which will summarize any recommended self-treatment protocol;
6. For all injuries that are called to the service, standardized reports will be generated at the conclusion of the call that capture the most important information relative to the potential work related injury that was reported.

Timely reporting is an essential practice for all potential work related injuries to ensure the best possible outcomes.

For life-threatening injuries, call 911 immediately and disregard information above.

Should you have any questions about the process outlined above, please contact the Business Manager.

Legal Ref.: Section 121.02(1)(g)(i) Wisconsin Statutes (School District Standards)
146.81-146.84 (Miscellaneous Health Provisions)
PI 8.01(2)(g)(i), Wisconsin Administrative Code (School District Standards)

