

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, January 14, 2013

6:30 p.m.

District Board and Training Center

340 Fair Street

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

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

	<u>Time</u>
I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse John Rasmussen Tina Rossmiller Sharon Skinner Nancy Hurley HS Rep. Hunter Johnson HS Rep. Marissa Haegele	1 min.
II. Approve Agenda.	1 min.
III. Public Announcements/Recognition/Upcoming Events: <ul style="list-style-type: none">• 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	2 min.
IV. District Administrator Report – School Safety.	2 min.
V. High School Board Representatives'/Principals'/Administrators' Reports – High School Events and Good Things Happening in our Schools.	5 min.
VI. Business (Action Item): A. Approval of Teacher Resignation.	2 min.
VII. Information & Discussion: A. CESA 2 Presentation by Gary Albrecht. B. 2011-2012 District Financial Audit Report Presentation. C. Handbook Committee Update – 1. Written Draft, Part II, Sec. 3 (Certified Staff-Certified Staff Supervision and Evaluation) and Part III, Sec. 2 (Support Staff-Employee Evaluation). 2. 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).	80 min.

- D. School Board Election Update.
- E. Wisconsin Association of School Boards (WASB) Convention Resolutions.
- F. First Reading of 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.
- G. Second Reading of Policy: #548 – Support Staff Evaluation.
- H. Insurance Committee Update.
- I. Extra/Co-Curricular Committee Update.

- VIII. Business (Action Items): 15 min.
 - A. Approval of 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).
 - B. Approval of Open Enrollment Class Limits.
 - C. Approval of District Administrator 2013-14/2014-15 Contract.
 - D. Approval of 2012-2013 Administrative Salaries.

- IX. Consent (Action Items): 2 min.
 - A. Approval of Co-Curricular Contract – Middle School Girls Basketball Coach.
 - B. Approval of December 10 Regular and December 17 Special Meeting Minutes.
 - C. Approval of 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.
 - D. Approval of November and December Reconciliation and Bills.

- X. Set January 28, 2013, Regular Meeting Agenda. 5 min.

- XI. Executive Session – Under Wisconsin State Statute 19.85(1)(c) to Discuss Administrative Contracts.

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: 1/11/13

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Monday, January 14, 2013
6:30 p.m.

District Board and Training Center
340 Fair Street

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

6:00 pm: Two board members, Eric Busse, and John Rasmussen, are available to listen to the public on a drop in basis.

	<u>Time</u>
I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse John Rasmussen Tina Rossmiller Sharon Skinner Nancy Hurley HS Rep. Hunter Johnson HS Rep. Marissa Haegele	1 min.
II. Approve Agenda.	1 min.
Suggested Motion: I move we approve the agenda as presented.	
III. Public Announcements/Recognition/Upcoming Events:	2 min.
• 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	
IV. District Administrator Report – School Safety.	2 min.
V. High School Board Representatives'/Principals'/Administrators' Reports – High School Events and Good Things Happening in our Schools.	5 min.
VI. Business (Action Item):	2 min.
A. <u>Approval of Teacher Resignation</u> – <i>Please accept the resignation of teacher, Sally Feeney, effective at the end of the second quarter, January 24, 2013.</i>	
Suggested Motion: I move we accept the resignation of teacher, Sally Feeney, effective at the end of the second quarter, January 24, 2013.	
V. Information & Discussion:	80 min.
A. <u>CESA 2 Presentation by Gary Albrecht</u> – <i>Dr. Albrecht will present on CESA 2</i>	

services and provide handouts at the meeting.

- B. 2011-2012 District Financial Audit Report Presentation – *Ms. Treuden had provided you with this report last week. Auditor, Natalie Rew, Wegner CPAs, will present at the meeting.*

- C. Handbook Committee Update –
 - 1. Written Draft, Part II, Sec. 3 (Certified Staff-Certified Staff Supervision and Evaluation) and Part III, Sec. 2 (Support Staff-Employee Evaluation) – *Enclosed section is on yellow paper.*

 - 2. 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) – *Enclosed section is on blue paper.*

- D. School Board Election Update – *Nancy Hurley has filed that she will not be running. Incumbent Eric Busse is running along with Kris Schmidt, Melissa Hammann, and Sandra Spanton Nelson.*

- E. Wisconsin Association of School Boards (WASB) Convention Resolutions – *The resolutions were in your December Board packet. Please get your comments/suggestions to Mr. Rasmussen by the end of this meeting.*

- F. First Reading of 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 – *Policies comes forward with suggested changes or for removal from Administrative Team.*

- G. Second Reading of Policy: #548 – Support Staff Evaluation – *Policy comes forward as a second reading for removal.*

- H. Insurance Committee Update – *Enclosed are the minutes from the last meeting. The next meeting is Monday, January 21, 2013.*

- I. Extra/Co-Curricular Committee Update – *Enclosed are the minutes from the December meeting.*

VIII. Business (Action Items):

15 min.

- A. Approval of 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) – *Enclosed section is in green.*

Suggested Motion: I move we 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.

B. Approval of Open Enrollment Class Limits – *See the enclosed information on Board criteria. I recommend the motions as stated due to SAGE numbers and space.*

Suggested Motion: I move that we deny any open enrolled applications for grades K-5 due to class size limits and space.

Suggested Motion: I move that in grades 6-12 we will not consider the availability of space (we will accept applications).

Suggested Motion: I move that in grades K-5 and 9-12 we deny applications due to space and caseload.

C. Approval of District Administrator 2013-14/2014-15 Contract – *Please approve my rolling contract.*

Suggested Motion: I move we approve the District Administrator 2013-14/2014-15 contract for Jerry Roth as presented.

D. Approval of 2012-2013 Administrative Salaries – *Please approve a 1% salary increase, effective July 1, 2012, for the administrators as presented.*

Suggested Motion: I move we approve a 1% salary increase for the administrators, effective July 1, 2012, as presented.

IX. Consent (Action Items): Do you want any items removed from the consent agenda? 2 min.

A. Approval of Co-Curricular Contract – Middle School Girls Basketball Coach – for Dave Soddy, for a stipend of \$1,659.00.

B. Approval of December 10 Regular and December 17 Special Meeting Minutes.

C. Approval of 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.

D. Approval of November and December Reconciliation and Bills.

Suggested Motion: I move we approve the consent agenda items of:

- **Middle School girls' basketball coach, Dave Soddy, for a stipend of \$1,659.00.**
- **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 November and December Reconciliation and Bills, as presented.**

ROLL CALL VOTE –

X. Set January 28, 2013, Regular Meeting Agenda.

5 min.

Enclosed is a draft agenda.

XI. Executive Session – Under Wisconsin State Statute 19.85(1)(c) to Discuss Administrative Contracts.

Suggested Motion: I move we move into executive session, under Wisconsin State Statute 19.85(1)(c) to Discuss Administrative Contracts.

ROLL CALL VOTE!

You will adjourn from executive session.

Suggested Motion: I move we adjourn the meeting.

Estimated time of adjournment: 8:25 pm (prior to executive session).

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

A Proclamation

Whereas Wisconsin's adult school crossing guards provide an invaluable service in helping to ensure the safe passage of our youngest, most vulnerable pedestrians, children walking between home and school; and

Whereas adult school crossing guards typically serve with a dedication that discounts the rigors of harsh weather, split shifts, and heavy traffic; and

Whereas for more than five decades, adult school crossing guards have served communities across Wisconsin; and that service has helped to drive down the rates of young pedestrian deaths and injuries, despite increases in traffic volume; and

Whereas adult school crossing guards add to the effectiveness of the student safety patrol members with whom they often serve and whose activity they help direct; and

Whereas adult school crossing guards help reinforce in the minds of the young people they assist the importance of traffic-hazard identification and safe street-crossing behavior;

Therefore, be it resolved that

January 14-18, 2013, be declared Adult School Crossing Guard Recognition Week in the State of Wisconsin.

ADULT SCHOOL CROSSING GUARD RECOGNITION WEEK



Tony Gu

State Superintendent of Public Instruction



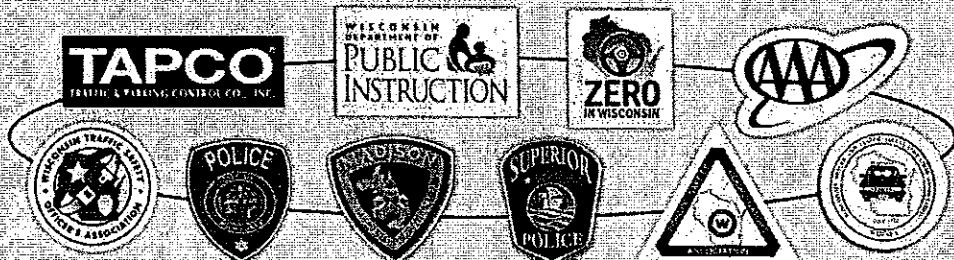
Wisconsin Adult School Crossing Guard Recognition Week—January 14-18, 2013



Please **STOP** and
show your appreciation!

Full-color posters are available for printing at: <http://www.adtsea.org/wisconsin/attach/crossguard2013.htm>
(Remember to change the paper size to 11" x 17" when printing out posters.)

Proudly sponsored throughout Wisconsin by:



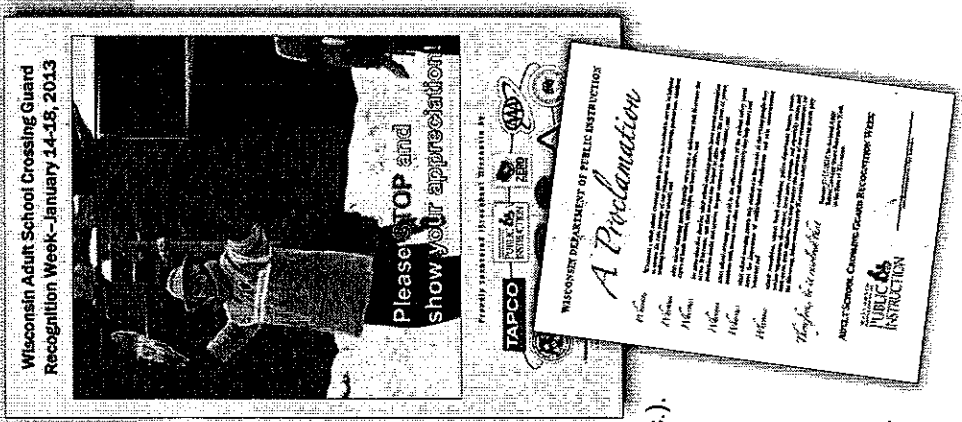
• Wisconsin School Safety Coordinators Association • Wisconsin Traffic Safety Officers Association • Wisconsin Department of Public Instruction •
• Wisconsin Department of Transportation • Milwaukee Police Department • Madison Police Department • AAA Wisconsin •
• Superior Police Department • Wisconsin Driver & Traffic Safety Education Association • Traffic & Parking Control Company, Inc. •

2013 Wisconsin Adult Crossing Guard Recognition Week January 14-18, 2013

Posters are available for printing at:
<http://www.adtsea.org/wisconsin/attach/crossguard2013.htm>
(Remember to change the paper size to 11" x 17" when printing out posters.)

Ideas and Suggestions for Meaningful Recognition

- Print your own copy of the Adult School Crossing Guard Recognition Week proclamation.
- Print as many additional posters as you wish to display in and around your school. Posters can be printed directly to your local printer.
- Involve local media (TV, radio, and newspapers) and highlight the adult crossing guards in your area and the statewide initiative.
- Hold an all-school assembly or special crossing guard recognition event. Invite local dignitaries and allow them to share in recognizing the adult crossing guards who serve your school.
- Have students create special "thank you" cards for the adult crossing guards from your school and display the cards in a prominent location.
- Inform and involve parents in awareness and recognition activities (article in school newsletter, special note students take home, etc.).
- Ask parents to donate a small token of appreciation for each guard (pocket hand warmers, a cookie, a thank-you card, etc.).
- During your school's daily PA announcements, inform students about the weeklong recognition initiative and encourage students to give their crossing guards a big smile and thank you.
- If your school has an outside marquee, recognize the statewide initiative and your crossing guards.
- Partner with other community people, agencies, and organizations (mayor, law enforcement agencies).
- Involve and/or encourage local PTA/PTO groups to do something special.
- Have students invite your guards to a school lunch at which students can display their thanks via skits, posters, cards, etc.
- Take a moment to simply say "thank you" to your crossing guards.



Statewide Sponsors

- | | |
|---|---|
| Milwaukee Police Department
Sherry Nelson – snelso@milwaukee.gov | Wisconsin Department of Transportation
Larry Corsi – larry.corsi@dot.wi.gov |
| Wisconsin School Safety Coordinators Association
Peter Pochowski – wssca@wssca.org | Superior Police Department
Mark McGillis – mcgillism@ci.superior.wi.us |
| Wisconsin Traffic Safety Officers Association
Randy Messinger – rwmessinger@wtsoa.org | Wisconsin Driver & Traffic Safety Education Association
Jacalyn Rottler – jaciz73@sbcglobal.net |
| Wisconsin Department of Public Instruction
Randy Thiel – randall.thiel@dpi.wi.gov | AAA Wisconsin
Roy Hinz – rhinz@aaa.wisconsin.com |
| Madison Police Department
Lt. Tony Bitterman – tbitterman@cityofmadison.com | |
| Traffic & Parking Control Company, Inc.
Bob Christiansen – bobc@lapconet.com | |

High School Student Representative January School Board Report

The Student Council has been split up into various committees each with specific goals to accomplish throughout the year. These committees are lead by our executive council members.

The Environmental Committee's first goal is to eliminate the styrofoam trays during the students' lunch period to reduce the school's waste. There will be exceptions through the use of passes if a student must leave the lunchroom for academic purposes.

The Public Relations Committee plans to administer surveys to the student body for input about concerns within the school. The first survey will start off as broad subjects followed by sectionalized and specific concepts.

The Reformation Committee has begun to create a Student Council Handbook guided by the Associated Students of Madison's student government manual which is the University of Wisconsin Madison's student government. The Evansville High School version will be handed out to each member at the beginning of the next school year in an attempt to integrate the incoming freshmen and new members.

The Interpersonal Committee is planning a bonding trip for Student Council which would consist of a Badger Hockey game and dinner on state street. They are also working on hosting a spring community fundraiser. The funds will be donated to a non-profit organization.

Upcoming Events

Drama:

The Drama Department has begun their annual Student Production which is completely organized and produced by students. The performance this year is called *Saturday, the 14th*.

Classes:

The Sophomore class is hosting the winter dance this year on February 23 the theme being "Winter". The Juniors have also decided on a theme for their prom this spring which is "Starry Night".

Student Council:

Student Council is planning a spring community talent show that will be open to all ages. The goal of this event is to get as many community members involved as possible. The date is yet to be decided.

Levi Leonard Elementary

School Board Report

January 14, 2013

School Safety: Following the tragic events in Connecticut, we have reviewed our safety processes at a school level. Our staff had great suggestions and we will be implementing many of those. Some of these were outlined in a letter to parents that was sent home and also included in our January newsletter and message center. We will also include safety information in a plastic folder hung by each classroom door, among other things.

Professional Development: On January 25, our second grade and resource teachers will attend a seminar, "Pathways to the Common Core: Accelerating Achievement" by Lucy Calkins. We already use many of Lucy Calkins materials, particularly her writing kits. (These work well with the 6 Traits of Writing process adopted by our district.) They will present information to the rest of the staff upon their return.

Fundraising Reward: On January 11, we will host an inflatable event as a reward for all our students. Our fundraiser this year made a profit of about \$7,000. These funds will be used for defraying the cost of field trips, assemblies, and playground equipment. We hope to purchase another "creative" for the kindergarten playground and possibly extend the blacktop.

Adult School Crossing Guard Week is January 14-18 in Wisconsin. There will be a thank you letter and small gift sent to our 5 wonderful crossing guards who help our students walk safely to school each day.

Assessments: This year we will assess our students with both MAP and PALS at the 2nd grade and kindergarten levels respectively. We have used common assessments for mid-year testing, but this will be the first for standardized assessments. This information will be used during our collaboration meetings at each grade level to adjust and accommodate for student needs.

Upcoming events: January

- 9 Early Release
- 10 K-5 Schedule Committee meet
- 11 Inflatables in the field house all day
- 14-18 Adult School Crossing Guard week
- 14-23 Mid-year MAP testing
- 16 Staff meeting
- 21 District RtI Leadership Team meets
PTO meeting in TRIS conference room
- 23 1st Grade Collaboration meeting on mid-year data
- 24 2nd Quarter Grading Day – no school
- 25 Professional Development – no school
- 28 PBIS and GT Committees meet
- 30 2nd Grade Collaboration meeting on mid-year data

Please join us for any of these events or drop in to visit during the school day.

Lou Havlik, Elementary Principal

Theodore Robinson Board Report

January 2013

Testing:

MAP testing begins on January 7th and ends on January 23rd.

Around the Building:

A letter regarding safety changes was sent home with every student and it was also emailed to parents. Safety changes around the building include:

1. All visitors will now need to sign in at the main office. The office staff will contact the classroom teacher to have the child come the office instead of the visitor going to the classroom. If the visitor is here for a classroom event they will be given a visitor badge to proceed to the classroom.
2. The Fair Street entrance will be locked throughout school hours. Visitors need to enter through Levi Leonard or Theodore Robinson's main entrances.
3. At the end of the school day you will need to wait in the front lobby, if you choose to come into the building, to pick up your child(ren).
4. When dropping off or picking up your child(ren) please use the circle on 4th Street, instead of the parking lot on Fair Street. We have had several students that have crossed in between buses. We want to make sure the students are safe when getting into vehicles.

We will be having the NED show here on January 8th reinforce our character education themes. The show is at 2:00 if you would like to join us.

JCMC
School Board Report
Bob Flaherty
Friday, January 4, 2013

Staff Development:

Our staff development was cut short this month due to the snowstorm. However, the staff worked on developing more rigorous assessment and we talked about what makes a good assessment for students.

Some of our faculty also took time to review a new curriculum mapping software to replace our current system. We have had some difficulty with our current software and we are looking for software that can deliver what we need to efficiently complete the task of mapping our curriculum.

We also discussed our current MAP testing practices and frequency. The District is currently looking for better ways to accomplish this task that does not take up so much class time and will give teachers interventions to support student learning.

This month we will spend our staff meeting discussing and exploring websites that can help us do a better job of differentiating instruction for students. Ms. Dobbs, our 6th grade science teacher, will demonstrate the resources she has discovered.

Leadership Team:

The Leadership Team of the school spent time reviewing our current schedule. We know the current schedule is efficient from a financial point of view, but we are looking at ways to create more academic time in classrooms as well as minimize the amount of lost time during transitions between classes. The Leadership Team had some good conversations and I feel we are making progress!

Other News:

I received a complementary e-mail from a parent regarding our choir concert for our 6th and 7th graders. The parent liked the musical selections and appreciated the fact that our new director is choosing music that students can appreciate (e.g., popular tunes). Taking over for Mrs. Berg is a difficult job and it is nice to see people appreciate Ms. Fougrousse's efforts.

EHS Board Report – Scott Everson, EHS Principal

January 14, 2013 ECSD Board Meeting

- (From last month) Our Leadership Team has initiated the next informational stage in the investigation of the Laude system. We will be offering information and providing examples of how Laude programs work in other WI high schools to all staff next Wednesday, December 12. Following that, we will be issuing a staff survey. Likewise, we will also be providing information to parents and issuing a parent survey as well.

UPDATE:

The following steps have been taken regarding the Laude System discussion, which has led to a number of additional questions.

- EHS teachers were shown a power point and given access to the website with various points about the Laude System as well as various points about the current Class Rank System. That website has been made public and is as follows: <http://libguides.ecsdnet.org/EHSlaudesystem>
- An Alert Now e-mail message was sent to parents of current 8th graders with an explanation of the Laude System, and a link to the website. Parents were encouraged to leave comments or e-mail me directly if they had any questions, comments, and/or concerns.
- A description and background of the Laude system was included in the January EHS "Link" newsletter with a link to the Laude website.
- We have had extensive e-mail discussion amongst our teaching staff regarding the advantages, concerns, questions, etc., the Laude System.

NEXT STEPS:

These are the next steps that will be taken as the investigation/exploration of a Laude system continues:

- Our leadership team will continue to educate staff, parents, and community on the benefits of the Laude system
- We will communicate specifically with parents of 6th and 7th graders and gauge their perceptions.
- We will continue to plan on addressing the many questions that have arisen regarding Laude and the elimination of class rank. Examples include: Should we report class rank to parents/colleges upon request in the future? How many of our students would be affected by not reporting class rank? Who determines "advanced" classes? Which classes would those be? Do Online and Youth Options classes qualify? If specific scholarship applications ask for class rank, how will that be addressed? How would this affect Valedictorian/Salutatorian? Would students still receive Honors and High Honors cords at graduation?
- Opinion surveys will be administered to various stakeholders.

ECSD School Board Report

January, 2013

Ms. Vauce Ashby, Director of Student Services

This month's report will give a brief overview on bullying and harassment as defined by the Evansville Community School District's (ECSD) policies. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The Evansville Community School District is committed to maintaining and ensuring a learning and working environment in school buildings, on school grounds, and school buses and at school-sponsored activities that is free of harassment or intimidation toward students and employees.

Bullying is deliberate or intentional behavior using words, actions or electronic devices, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. In that regard, no person shall be subject to harassment based on age, sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital status, disability/handicap or any other basis protected by state or federal law.

The school board policies 411.1-411.4 address STUDENT NONDISCRIMINATION/HARASSMENT and BULLYING and include corresponding forms to use for documentation. These policies address harassment/bullying or intimidation toward students and employees. They define the behavior, procedure for reporting the incident and give the appropriate principal/designee, supervisor and/or the District Administrator the power to take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders. The guidelines for these actions are spelled-out in policy 411.3, the COMPLAINT PROCEDURES Policy. There is also a link on our school district's website home page that allows one to report a bullying/harassment incident at any time anonymously.

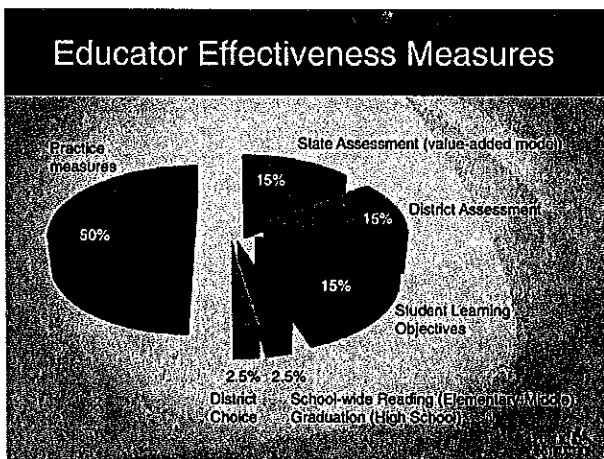
At the January 28th school board meeting staff from Student Services will present building specific information regarding harassment and bullying. The information will include summary data from the 2011-12 school year, current initiatives each school has in place to address the issue, including Bullying Prevention Curriculum and how they effectively respond to issues as they arise.

School Board Report
January 14, 2013
Curriculum Topic: Educator Effectiveness Initiative

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

The Educator Effectiveness Initiative is a component of the Department of Public Instruction's Agenda 2017. The essence of this initiative is to ensure that all students have access to high quality teachers and that teachers are engaged in increasing student achievement through improving their professional practice and using data to make instructional decisions. Educator effectiveness is a component of Wisconsin Act 166, passed in March 2012, which requires Wisconsin public schools to evaluate teacher and principal practice using standards of professional practice and student achievement data.

The Department of Public Instruction has developed a standard model to be used by all public schools. The pie chart below outlines the components by which teachers and principals will be evaluated. **Professional practice** measures will account for 50% of an educator's evaluation and student **achievement data** will account for 50% of the evaluation.



Practice Measures are evaluated through the use of professional standards for teachers and principals. The educator being evaluated sets professional goals and meets with their supervisor to discuss their progress and standard of practice. A common rubric is used to identify and evaluate levels of professional competence. Currently, the DPI and CESA6 have developed and are piloting models for professional practice. The law allows for variance in the practice measures and school districts may choose either model.

Assessment data from the WKCE (in the future the Smarter Balanced Assessment), a district-selected assessment, teacher and principal developed student or school learning objectives, and school-wide reading or graduation rate data will be used to measure student achievement. All school districts must adhere to the weighted percentages for each data component illustrated on the right side of the chart.

At this time, DPI is working with a number of school districts to pilot the teacher and principal practice measures piece of the educator effectiveness model. CESA6 is doing the same. The pilot is important because it helps districts to:

- understand the process,
- practice using the evaluation rubric,
- evaluate the time commitment required to implement and execute the effectiveness model; and
- update and modify the current teacher and administrator evaluation process.

In addition to considering current practices for teacher and administrator evaluation, the educator effectiveness initiative will require school districts to examine classroom and district assessment practices. To ensure that local achievement data can be used to evaluate student and school learning objectives, classroom assessments must be aligned with the Common Core State Standards and must be common to all classrooms in a grade level or course. In addition, districts will need to review the purpose of all standardized assessments used and come to consensus regarding which assessments contribute to educator effectiveness and which ones will not.

January 10, 2013

Dear Mr. Roth and the Evansville School Board,

It is with mixed emotions that I submit this letter of resignation. I began my career as an Evansville Teacher in 1989 and have fostered many close relationships with both staff and community members. Teaching and living in Evansville has provided me the opportunity to keep in touch and reconnected with former students. It has been very rewarding to learn about their successes and meet their young families. I am grateful for the many opportunities and experiences which allowed me to learn and grow as a person, teacher, and leader.

I have been offered a position as Middle School Principal and Director of Curriculum and Instruction with the Belleville School District. I look forward to the challenge and growth opportunity this change brings me. I am asking you to release me from my teaching contract for the second semester of this calendar year. I appreciate your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Sally Feeney". The signature is written in black ink and is positioned above the printed name.

Sally Feeney

Evansville Community School District

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

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

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Audited Financial Statements
Date: January 3, 2013

Attached is the 2011-2012 Audited Financial Statements submitted by Wegner, CPA. Natalie Rew from Wegner CPA will be present at the January 14th Board meeting to present the audit. She will be able to address any questions that you may have at that time.



Communication with Those Charged with Governance

November 29, 2012

To the School Board
 Evansville Community School District
 Evansville, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activity, each major fund, and the aggregate remaining fund information of Evansville Community School District for the year ended June 30, 2012 and have issued our report thereon dated November 29, 2012. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under Auditing Standards Generally Accepted in the United States of America, OMB Circular A-133, and the State Single Audit Guidelines

As stated in our engagement letter dated April 19, 2012, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered Evansville Community School District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal or major state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133 and the *State Single Audit Guidelines*.

As part of obtaining reasonable assurance about whether Evansville Community School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with OMB Circular A-133 and the *State Single Audit Guidelines*, we examined, on a test basis, evidence about Evansville Community School District's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" the appendices to the and the *State Single Audit Guidelines* applicable to each of its major federal and major state programs for the purpose of expressing an opinion on Evansville Community School District's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on Evansville Community School District's compliance with those requirements.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Janesville Office:
 3000 Milton Avenue
 Suite 107
 P.O. Box 2260
 Janesville, WI 53547
 P: (608) 756-4020

Baraboo Office:
 123 Second Street
 P.O. Box 150
 Baraboo, WI 53913
 P: (608) 356-3966
 F: (608) 356-2966

Pewaukee Office:
 W239 N3490 Pewaukee Road
 Suite 200
 Pewaukee, WI 53072
 P: (262) 522-7555
 F: (262) 522-7550

Madison Office:
 2110 Luann Lane
 Madison, WI 53713
 P: (608) 274-4020
 F: (608) 274-0775

www.wegnercpas.com
info@wegnercpas.com
 (888) 204-7665

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our discussion about planning matters on April 19, 2012.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Evansville Community School District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2012. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the other post employment benefits (OPEB) liability is based on the unit credit actuarial cost method. We evaluated the key factors and assumptions used to develop the OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements detected as a result of audit procedures were corrected by management:

- Accounts payable for \$35,360.
- Record a capital lease for 38,299.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 29, 2012. Attached is a copy of management's written representations.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the requirements OMB Circular A-133, the *State Single Audit Guidelines*, and accounting principles generally accepted in the United States of America; the method of preparing it has not changed from the prior period; and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the school board and management of Evansville Community School District and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP

A handwritten signature in black ink, appearing to read "Scott Haumersen", with a long horizontal flourish extending to the right.

Scott Haumersen, CPA
Partner

Evansville Community School District

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

November 29, 2012

To Wegner CPAs, LLP

We are providing this letter in connection with your audit of the financial statements of the Evansville Community School District as of June 30, 2012 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Evansville Community School District and the respective changes in financial position and, where applicable, cash flows thereof in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

1. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
2. We have made available to you all:
 - a. Financial records and related data and all audit or relevant monitoring reports, if any, received from funding sources.
 - b. Minutes of the meetings of School Board.
3. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements or the schedule of expenditures of federal awards.
5. We are in agreement with the adjusting journal entries you have proposed, and they have been posted.
6. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
7. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
8. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.
9. We have a process to track the status of audit findings and recommendations.
10. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
11. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
12. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
13. The following, if any, have been properly recorded or disclosed in the financial statements:
 - a. Related party transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - b. Guarantees, whether written or oral, under which the District is contingently liable.
 - c. All accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements. We believe the estimates and measurements are reasonable in the circumstances.
14. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

15. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with generally accepted accounting principles.
16. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with generally accepted accounting principles [or which would affect federal award programs], and we have not consulted a lawyer concerning litigation, claims, or assessments.
17. There are no:
 - a. Violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
 - b. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by generally accepted accounting principles.
18. As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal awards. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal awards.
19. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
20. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
21. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
22. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
23. The financial statements properly classify all funds and activities.
24. All funds that meet the quantitative criteria in Governmental Accounting Standards Board (GASB) Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
25. Components of net assets (invested in capital assets, net of related debt; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
26. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
27. Provisions for uncollectible receivables have been properly identified and recorded.
28. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
29. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

30. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
31. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
32. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
33. We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available and have determined that net assets were properly recognized under the policy.
34. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
35. With respect to the combining general fund financial statements, the combining non-major fund financial statements, the agency fund schedule of changes in assets and liabilities and the schedules of expenditures of federal and state awards
 - a. We acknowledge our responsibility for presenting the combining general fund financial statements, the combining non-major fund financial statements, the agency fund schedule of changes in assets and liabilities and the schedules of expenditures of federal and state awards in accordance with the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the Wisconsin State Single audit Guidelines, and we believe the combining general fund financial statements, the combining non-major fund financial statements, the agency fund schedule of changes in assets and liabilities and the schedules of expenditures of federal and state awards, including its form and content, is fairly presented in accordance with the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the Wisconsin State Single audit Guidelines. The methods of measurement and presentation of the the combining general fund financial statements, the combining non-major fund financial statements, the agency fund schedule of changes in assets and liabilities and the schedules of expenditures of federal and state awards have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
36. We have evaluated the District's ability to continue as a going concern and have included appropriate disclosures, as necessary, in the financial statements.
37. With respect to federal award programs:
 - a. We are responsible for understanding and complying with and have complied with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, including requirements relating to preparation of the schedule of expenditures of federal awards.
 - b. We have prepared the schedule of expenditures of federal awards in accordance with OMB Circular A-133, and have identified and disclosed in the schedule expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
 - c. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133 and we believe the

schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133. The methods of measurement and presentation of the schedule of expenditures of federal awards have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the schedule of expenditures of federal awards.

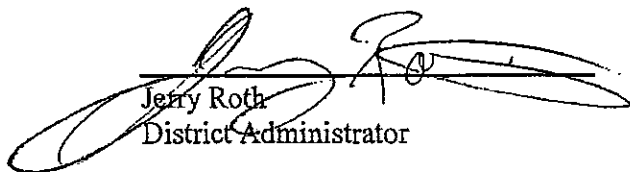
- d. We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal programs that provides reasonable assurance that we are managing our federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Circular A-133 Compliance Supplement*, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the requirements of federal awards.
- j. We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*, and OMB's *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.

- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
 - n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
 - o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
 - p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
 - q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies in internal control over compliance (including material weaknesses in internal control over compliance), have occurred subsequent to the date as of which compliance was audited.
 - r. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
 - s. The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
 - t. We have charged costs to federal awards in accordance with applicable cost principles.
 - u. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by OMB Circular A-133 and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
 - v. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.
 - w. We are responsible for preparing and implementing a corrective action plan for each audit finding.
38. We have evaluated and classified any subsequent events as recognized or nonrecognized through the date of this letter. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.

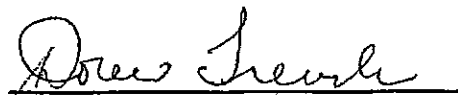
We have carefully read this letter before signing it and understand, while you have provided the language of this letter to us, we are making these representations to you. We understand our obligation to carefully consider the possibility that any of the representations are not accurate. We have inquired of other members of management or employees of Evansville Community

School District to the extent necessary to obtain a high degree of assurance that these representations are true. We know that you will be relying on them in the issuance of your report.

Sincerely,



Jerry Roth
District Administrator



Doreen Treuden
Business Manager

1 **PART II Certified Staff**

Yellow

2
3 **Section 3 CERTIFIED STAFF SUPERVISION AND EVALUATION**

4
5 **3.01 Evaluations**

6 *Refer to Policies: 526.1 – Employee Evaluation*
7 *526.2 – Employee Remediation Procedure*
8 *526.2 Form – Plan of Remediation Form*

9 The primary purpose of evaluation is to provide continuous improvement in the quality of
10 service required by each employee.

11
12 **3.02 Procedures**

13 *Refer to Policies: 526.1 – Employee Evaluation*
14 *526.2 – Employee Remediation Procedure*
15 *526.2 Form – Plan of Remediation Form*

- 16 A. Evaluative and staff development criteria shall be established by the District Administrative
17 Team with input from the employee group.
- 18
- 19 B. All formal professional setting observations of the work performance of the certified staff
20 member shall be conducted openly and within full knowledge of the certified staff member.
21
- 22 C. Formal Evaluation - Formal evaluation means the building principal or district level
23 administrator shall evaluate each employee in writing, using the approved instrument.
24 Alternative evaluation forms for specific positions such as guidance counselor may be
25 substituted or integrated by mutual consent of the certified staff member and administration.
26 Alternative evaluation instruments will be available on-line or, if not available on-line, a
27 copy will be provided to the certified staff member and employee group.
28
- 29 1. A conference regarding the evaluation report will be held between the certified staff
30 member and building principal or district level administrator.
31
- 32 2. A copy of the typed evaluation report by the building principal or district level
33 administrator shall be given to the certified staff member following the completion of the
34 evaluation.
35
- 36 3. The certified staff member will sign the evaluation report certifying that the certified staff
37 member has seen the report and discussed it with the building principal or district level
38 administrator before the report is placed in the certified staff member’s personnel file by
39 May 1st. Certified staff are encouraged to respond to the evaluation in writing and this
40 response shall accompany the evaluation report.
41
- 42 4. The building principal, district level administrator or appropriate supervisor shall provide
43 the employee with assistance to improve the quality of job performance and to eliminate
44 difficulties noted in the evaluation. When the formal evaluation instrument notes serious
45 deficiencies and they are not corrected, the employee remediation procedure may be
46 implemented.
47

48 **D. Staff Development**

- 49 1. Staff Development is an on-going process of defining, clarifying and gathering data to
50 analyze the effectiveness of an individual in the overall educational program and to make
51 him/her aware of personal strengths, weaknesses and the alternatives available in
52 promoting professional growth and self-improvement.
53
- 54 2. The staff development conference between building principal and certified staff member
55 shall be held during the school year. Documentation of the discussion and conclusions
56 shall be signed by the certified staff member and building principal or district level
57 administrator and maintained in the building principal's or district level administrator's
58 file.
59
- 60 E. Certified staff will be notified of all documentation placed in their personnel files. Certified
61 staff have the right to review contents of their personnel file relating to performance
62 evaluation and staff development, according to state statute.
63

64 **3.03 Evaluators**

65 *Refer to Policies: 526.1 – Employee Evaluation*
66 *526.2 – Employee Remediation Procedure*
67 *526.2 Form – Plan of Remediation Form*
68

69 **3.04 Evaluation Process – Conditions for Certified Staff**

70 *Refer to Policies: 526.1 – Employee Evaluation*
71 *526.2 – Employee Remediation Procedure*
72 *526.2 Form – Plan of Remediation Form*
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97

98 **PART III** **Support Staff**

99

100 **Section 2** **SUPPORT STAFF SUPERVISION AND EVALUATION**

101

102 **2.01 Evaluation**

103 *Refer to Policies: 526.1 – Employee Evaluation*

104 *526.2 – Employee Remediation Procedure*

105 *526.2 Form – Plan of Remediation Form*

106

107 **2.02 Procedures**

108 *Refer to Policies: 526.1 – Employee Evaluation*

109 *526.2 – Employee Remediation Procedure*

110 *526.2 Form – Plan of Remediation Form*

111 A. A written performance evaluation is to be made by the building principal and/or immediate
112 supervisor. Non-managerial employees in the support staff employee group may provide
113 information to administrators for use in performance evaluation(s). The written
114 evaluation(s), however, shall be prepared by an administrator, director, business manager, or
115 food service provider with input from professional staff.

116

117 B. All employees will be evaluated at least annually.

118

119 C. All formal evaluations of the work performance of an employee shall be conducted openly
120 and within full knowledge of the employee.

121

122 D. The Administrator conducting the evaluation meeting will notify the employee at least two
123 (2) days in advance of the meeting time, place and that it is an evaluation conference. Within
124 two (2) days following the evaluation meeting, the employee may request a second meeting
125 for clarification and/or discussion of any concerns. A copy signed by the employee and
126 evaluator shall be submitted for filing in the employee's permanent file by May 1st. No
127 employee shall be required to sign a blank evaluation form.

128

129 E. The building principal, district level administrator or appropriate supervisor shall provide the
130 employee with assistance to improve the quality of job performance and to eliminate
131 difficulties noted in the evaluation. When the formal evaluation instrument notes serious
132 deficiencies and they are not corrected, the employee remediation procedure may be
133 implemented.

134

135 F. Employee evaluation shall be discussed between the employee and the administration at the
136 request of either party. Any employee shall have the right to reply in writing. His/her reply
137 to such evaluation shall be attached to the file copy.

138

139 **2.03 Evaluators**

140 *Refer to Policies: 526.1 – Employee Evaluation*

141 *526.2 – Employee Remediation Procedure*

142 *526.2 Form – Plan of Remediation Form*

TO: JERRY ROTH AND EVANSVILLE SCHOOL BOARD
FROM: REDDERS, DEE JAY
SUBJECT: HANDBOOK
DATE: DECEMBER 17, 2012
CC:

Attached please find ideas for consideration when drafting the Employee Handbook. Below is a list of those ideas:

1. Evaluations and Procedures
2. Part III – Support Staff

PART II – CERTIFIED STAFF

SECTION 3 – SUPERVISION AND EVALUATION

3.01 Evaluations

What documents are we holding administrators to? Will there be a 'paper trail' of evaluations? If policy states that there will be ANNUAL evaluations, what happens if/when there aren't annual evaluations?

Are past evaluations considered when teachers enter a 'remediation' process? How do we ensure that an administrator is following procedure and not out to 'get' a teacher?

As it relates to Policy 526.1:

Clarification: 1. Are administrators going to evaluate EVERY employee on an annual basis?
2. Where will the evaluation and written job descriptions be located/accessible to employees?

3.02 Procedures

A. Staff Development – To what extent does this refer to annual staff development for all employees vs. 'remedial' staff development?

As it relates to Policy 526.2:

Clarification #7: 1. Are employees allowed to bring representatives to their *evaluation meetings* with building principal?

Blue

Part II, Sections 4-6

Part III, Sections 3-6

January 14, 2013 – BOE Discussion

January 28, 2013 – Draft for BOE Changes

February 11, 2013 – Potential BOE Approval

PART II Certified Staff

SECTION 4 DISCIPLINE AND DISCHARGE

- 4.01 Standards for Nonrenewal
- 4.02 Probationary Period
- 4.03 Standards for Discipline and Termination
 - Policy 536.2 – Suspension and Dismissal
 - State Statutes
- 4.04 Representation
- 4.05 Disciplinary Materials
- 4.06 Termination of Employment
 - Policies 536.2 – Suspension and Dismissal, 533.1 – Criminal Background Checks
 - State Statutes

SECTION 5 CERTIFIED STAFF ASSIGNMENTS, VACANCIES AND TRANSFERS

- 5.01 Certified Staff Assignments, Vacancies and Transfers
 - Policies 532 – Faculty Contracts and Compensation Plans, 533 – Staff Recruitment, and Hiring and 535 – Assignments and Transfers
 - State Statutes
- 5.02 Employee Resignations
- 5.03 Certified Staff Absence and Substitutes
 - Policy 534 – Substitute Teacher Employment
 - State Statutes
- 5.04 Summer School Assignments
- 5.05 Extended Contracts
- 5.06 Curriculum Planning Projects
- 5.07 In-Service and Other Training
 - Policy 537 – Professional Development Opportunities
 - State Statutes
- 5.08 Substitute Teaching Assignments

- Policy 534 – Substitute Teacher Employment
 - State Statutes
- 5.09 Teacher Preparation Periods
- 5.10 Additional Assignments, Supervision, Meetings or General Studies
- 5.11 Extra-Curricular Assignments
- 5.12 Teacher Mentors

SECTION 6 REDUCTION IN FORCE, POSITIONS AND HOURS

- 6.01 Reasons for Reduction in Force
- 6.02 Notice of Reduction
- 6.03 Selection for Reduction – Steps
- 6.04 Reduction in Hours Resulting in Nonrenewal
- 6.05 Reemployment/Recall Process
- 6.06 Termination of Reemployment Opportunities
- 6.07 Insurance Benefits Following Lay Off/Nonrenewal
- 6.08 Accrued Benefits During the Reemployment/Recall Period

PART III Support Staff

SECTION 3 DISCIPLINE AND DISCHARGE

- 3.01 Benefits During Probation
- 3.02 Representation
- 3.03 Disciplinary Materials
- 3.04 Termination of Employment

SECTION 4 JOB VACANCIES

- 4.01 Job Postings
- Policy 533 – Staff Recruitment and Hiring
 - State Statutes

SECTION 5 REDUCTION IN FORCE, POSITIONS AND HOURS

- 5.01 Reasons for Layoff
- 5.02 Layoff Notice
- 5.03 Selection for Reduction – Steps
- 5.04 Reduction in Hours
- Policies 545 – Support Staff Assignments and Transfers and 546.4 – Reduction in Support Staff Workforce
- 5.05 Recall/Rehire Period and Process

- 5.06 Recall Procedure
- 5.07 Termination of Recall Options
- 5.08 Insurance Benefits Following Lay Off Recall Period
- 5.09 Accrued Benefits During the Recall Period
- 5.10 Other Employment During Layoff

SECTION 6 RESIGNATIONS FROM EMPLOYMENT

- 6.01 Notice of Termination of Employment
 - Policies 536.2 – Suspension and Dismissal, 546.1 – Resignation of Support Staff and 546.2 – Retirement of Support Staff
 - State Statutes

Evansville Community School District
Grievance Form

Name:	Date:
Building:	
Job Title:	
Administrator/Supervisor:	
This grievance concerns <small>(check all that apply)</small> <input type="checkbox"/> Employee Discipline <input type="checkbox"/> Employee Termination <input type="checkbox"/> Workplace Safety	
Date grievable event occurred:	
Was there an alleged violation of any law, regulation, district policy/rule or contract? <input type="checkbox"/> No <input type="checkbox"/> Yes, Please identify the alleged violation:	
List the supervisor(s) or administrator(s) that are allegedly responsible in connection with this grievance:	
List known witnesses to key events, including whether they are an employee, student, parent, etc. <small>(e.g. John Smith, employee)</small>	
Describe the nature of the complaint/allegations and the issue(s) to be resolved:	
Identify the relief or remedy that you would like the District to provide in order to resolve your grievance.	
Have you attempted to address this matter informally with a supervisor, administrator or other responsible parties? <input type="checkbox"/> No <input type="checkbox"/> Yes, Please identify the outcome/response to date:	

Signature

Date

Name and Title of person who received this form on behalf of the District:	
Name:	Date Received:
Title:	
Method of Receipt: <input type="checkbox"/> Hand Delivery <input type="checkbox"/> US Mail <input type="checkbox"/> Email <input type="checkbox"/> Interoffice Mail <input type="checkbox"/> Other:	
Date the initial administrative response should be provided to the grievant, based upon the date of receipt by the District:	
Date the initial administrative response should be provided to the grievant, based upon the date stamp on front of form:	
At the time of initial receipt by the District, had the grievant completed all lines on the reverse side of this form? <input type="checkbox"/> Yes <input type="checkbox"/> No, identify the items which were incomplete and any steps taken in response.	
Supervisor(s) or administrator(s) who have been notified of District's receipt of this grievance as of the date of receipt.	
Identify supervisor or administrator who is assigned primary responsibility for providing an initial administrative response to grievance:	
Other information documented related to the processing of grievance:	

SUMMARY OF GRIEVANCE PROCESSING

Date

Day 1	Incident.	
Day 30	Last calendar day to file timely grievance (Step 1).	
Day 50	Step 2 (20 days later) response due. A written response will be provided to the grievant by the District Administrator. If no response then grievant should assume grievance is denied and should proceed to the next step. If needed, District Administrator may extend time limit up to 20 more days for investigative and response purposes.	
Day 60	(Or 10 working days after grievance response is received.) Last day to ask for reconsideration.	
Day 80	Last working day for District Administrator to provide a response to the request for reconsideration.	
Day 90	Last working day to request a hearing before an impartial hearing officer.	
Day 30 if	District Administrator is employee's immediate supervisor.	
Day 150	(60 calendar days after hearing is requested.) Last reasonable date by which the hearing and decision should be complete.	
Day 160	Or 10 working days after decision from Impartial Hearing Officer. Either party may appeal.	
Day 190	Or 30 calendar days after appeal is filed, Board meeting to decide appeal.	

EMPLOYEE GRIEVANCE PROCEDURES
(Discipline, Termination and Workplace Safety)

The purpose of this rule is to provide for an internal grievance procedure that is consistent with the requirements of state law and Board policy for resolving grievances concerning employee discipline, employee termination and workplace safety. This rule is intended to serve as the written document, required by statute, that sets forth the process for the grievant and the District to use to process a grievance.

Definitions

1. Grievance: A “grievance” is defined as a timely written complaint, submitted according to the procedures identified herein, that concerns employee discipline, employee termination, or workplace safety.
2. Grievant: A “grievant” may be any employee or a group of employees.
3. Days: Unless expressly identified as “calendar days,” the terms “days” or “workdays” as used in within this grievance procedure shall exclude only Saturdays, Sundays, and such holidays and other days on which the main district administrative office is not open for public business.
4. Receipt of Written Communication: A grievant is deemed to be in receipt of a written communication from the District regarding a grievance, including a denial of the grievance at any stage of the process, as of the date the communication is either personally delivered to the grievant, sent to the employee’s school district email address, or sent by mail to or left at the employee’s mailing address of record with proof of such delivery.
5. Grievable Event:
 - a. A “grievable event” as to employee discipline is the employee’s receipt of verbal or written notice of the imposition of specific discipline by the District; or, if no express notice of discipline is received, the occurrence of the event alleged by the employee to constitute disciplinary action. The initiation and conduct of an investigation into a potentially disciplinary matter is not a grievable event.
 - b. A “grievable event” as to employee termination means the employee’s receipt of any written or verbal notice of termination of an individual’s employment with the District. The effective date of the employee’s termination is not a separate or new grievable event.
 - c. A “grievable event” as to a workplace safety issue is the presence of a hazardous condition in the workplace, whether ongoing or reasonably likely to reoccur, that an employee alleges (1) constitutes a violation of a workplace health or safety code, regulation, or standard; or (2) poses a recognized hazard likely to cause death or serious physical harm to

the employee; and that has not previously been grieved under this grievance procedure and addressed by a decision of a hearing officer or the Board.

6. Termination, Discipline, and Workplace Safety: The terms “termination,” “discipline” and “workplace safety” are intended to have only the limited meaning given to them under the state statutes that require the Board to create a grievance system addressing those issues. For purposes of clarity and as examples of issues that either are, or are not, grievable under this grievance procedure (unless the applicable statutes are so interpreted by a court or tribunal, or amended at a later time), the following shall apply:
 - a. The term “discipline” shall not be interpreted to include a supervisor’s performance evaluation of an employee; a performance improvement plan; any verbal or written notice of performance expectations; any verbal reprimand; or the placing of an employee on administrative leave with pay pending an investigation.
 - b. The term “termination” does not encompass all events that lead to a separation from employment. However, it shall be construed to include instances where the District initiates an involuntary, complete and permanent severance of the employment relationship as a result of some type of affirmative misconduct (e.g., infractions of the rules or policies of the school district), job abandonment, or incompetence. Where separation from employment results from the District’s use of specific statutory procedures for the nonrenewal of a fixed-term employment contract, such separation via nonrenewal is not grievable as a “termination.”
 - c. The term “workplace safety” means a hazardous condition in the workplace, whether ongoing or reasonably likely to reoccur, that an employee alleges (1) constitutes a violation of a workplace health or safety code, regulation, or standard; or (2) poses a recognized hazard likely to cause death or serious physical harm to the employee. Further, a grievance over an alleged workplace safety issue under this grievance procedure is appropriate only if:
 - (1) The safety of at least one employee is involved (as opposed to exclusively the safety of students or visitors);
 - (2) The issue concerns the safety of a person (e.g., not the “safety” of one’s vehicle or other personal possessions);
 - (3) The grievance is filed by an employee who is presently affected by the issue, or who might reasonably in the future be affected by the issue (i.e., an employee otherwise lacking any interest in the issue may not file a grievance on behalf of another employee); and
 - (4) The issue presented by the grievance must be under the reasonable control of the school district.

Although a given issue, complaint or concern may not properly qualify as a grievance over a “termination,” “discipline,” or “workplace safety,” employees may still pursue and seek a resolution to such issues, complaints or concerns by raising the matter with their immediate supervisor or by pursuing other internal procedures that may be available.

Time Limits

The time limits set forth in this rule shall be considered maximums. The failure of the grievant to file and process a grievance within the time limits set forth in this rule shall be deemed a waiver of the grievance and a waiver of the grievant's right to access and use this grievance procedure as to the issues that were raised, or that could have been raised, in the grievance.

As described in Step Two of the process, below, the failure of the administration to provide a written response to the grievance by the established deadline for such a response operates as, and shall be treated the same as, a written denial of the grievance.

The time limits specified in this rule may, however, be extended by the mutual consent of the District Administrator and the grievant, or as otherwise expressly provided within this rule.

Grievance Processing Procedures

Grievances shall be processed in accordance with the following procedures:

Step One – Filing of the Grievance in Writing

To initiate a grievance, a grievant shall be required to file a written grievance with the ~~Director of Human Resources~~ **District Administrator or designee** that is signed and dated by the grievant. A grievance must be filed in writing within thirty (30) calendar days of the occurrence of the grievable event in order for the grievant to have the right to invoke this grievance procedure.

(NOTE TO EMPLOYEES: Although a condition giving rise to a “workplace safety” grievance may be an ongoing condition that could be the basis for a grievance so long as the alleged condition persists, employees should report dangerous conditions of which they have knowledge to a supervisor as soon as reasonably practical, even if they do not wish to pursue a formal grievance.)

If the grievant files a grievance using any written format other than any District-approved grievance form that may be created, the filing shall, at a minimum, be signed and dated; prominently identify the document by using the word “GRIEVANCE;” and specify (1) the date the grievable event occurred; (2) whether the grievance concerns a termination, disciplinary action, or a workplace safety issue; (3) the basic nature of the complaint/allegations and the issue(s) to be resolved; (4) the alleged responsible supervisor(s); (5) any known witnesses to key events; and (6) the relief or remedy that is requested.

If the grievant's immediate supervisor is the District Administrator, the grievance would skip Step Two.

Step Two – The District's Administrative Response

The District Administrator or designee shall determine the administrator or supervisor who will provide the initial response to grievance, which response shall be in writing and shall be issued within twenty (20) days of the filing of the grievance. If the Administration determines that factual investigation is needed or is ongoing and should be completed in order to properly respond to the grievance, the District Administrator may extend the time limit for issuing an

initial response as reasonable and necessary by giving written notice of such extension to the grievant, generally not to exceed twenty (20) additional days.

If the grievance has not been resolved and has been denied by a written response from the District Administrator, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step Three, below.

If the grievance has not been resolved and either (1) has been denied in the form of a written response from a supervisor or administrator other than the District Administrator; or (2) no initial administrative response has been provided by the District by the applicable deadline for an initial administrative response, then the grievant may drop the grievance or, to continue the grievance, the grievant must file a request for reconsideration by the District Administrator.

A request for administrative reconsideration by the District Administrator shall be filed in writing with the District Administrator within ten (10) days of the date the employee received the initial administrative denial of the grievance, or, if no initial response was provided, within ten (10) days of the deadline for providing a written response.

The District Administrator shall provide a final administrative response to the grievant in writing within twenty (20) days of the District's receipt of the request for reconsideration. If the grievance has not been resolved and either (1) has been denied in the form of a final administrative response from the District Administrator; or (2) no final administrative response has been provided by the District Administrator by the applicable deadline for such a response, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step Three, below.

Step Three - Appeal to Impartial Hearing Officer and Hearing

If the grievance has not been resolved at Step Two and the grievant wishes to further pursue the grievance, the grievant must notify the District Administrator in writing that the grievant is requesting a hearing before an impartial hearing officer. A request for a hearing before an impartial hearing officer must be filed by the grievant within ten (10) days after receipt of the District Administrator's response, or, in the event the District Administrator issued no administrative response, within ten (10) days of the deadline for providing a written response. Upon receipt of the request for a hearing, the Administration shall select and assign a qualified impartial hearing officer to the grievance, per the requirements of Board policy.

The hearing officer shall schedule and meet with the parties at a mutually-agreeable date to review the evidence and hear testimony relating to the grievance.

The hearing officer shall have discretion to establish specific procedures for the conduct of the hearing, provided that such procedures are consistent with any applicable statutory and general due process requirements. The hearing officer shall not be required to abide by the rules of evidence that would apply in civil or criminal court cases. For instance, he/she may choose to admit hearsay evidence and accord it such weight as it may be due. The hearing officer is responsible for ensuring that he/she is creating and preserving a record of the proceedings that will enable Board review.

Hearing officers are encouraged to use appropriate means of narrowing the issues in dispute, including seeking and documenting such stipulations as to which the parties may be able to agree.

The hearing officer shall decide disputed facts based upon a “preponderance of the evidence” standard.

In a case involving a challenge to discipline or termination, unless a different standard applies due to the application of substantive rights or employment protections arising from a source other than this grievance procedure, the District shall have the initial burden of production to demonstrate a plausible factual basis for the challenged action, which shall be subject to rebuttal by the grievant. The District shall have the ultimate burden of proving that its action was not arbitrary or capricious.

In a grievance over a workplace safety issue, the grievant shall have the burden of proving by a preponderance of the evidence the existence of a condition in the workplace, whether ongoing or reasonably likely to reoccur, that (1) constitutes a violation of a workplace health or safety code, regulation, or standard; or (2) poses a recognized hazard likely to cause death or serious physical harm to the employee; and for which condition there is an appropriate remedy that is within the reasonable control of the District.

Upon completion of the hearing and a review of the evidence, the hearing officer shall render a written decision to the administration, the grievant, and (if applicable and appropriate) the grievant’s representative. A decision of the hearing officer shall be limited to the subject matter of the grievance and shall be consistent with the role of the hearing officer as established in Board policy. The hearing officer may deny the grievance or conclude that the grievance should be sustained in whole or in part and recommend a remedy, if any. The decision of the hearing examiner and any recommendations contained therein are subject to review by the Board via appeal, as described below.

As a general guideline that may vary, the administration should appoint a hearing officer who indicates that he/she would be available to hear and issue a decision on the grievance within sixty (60) calendar days of the date the District receives the grievant’s timely notice of request for a hearing. The hearing officer shall make reasonable efforts to fulfill his/her role within this general guideline, and shall notify the parties in the event that meeting the guideline becomes impractical.

Step Four - Appeal to the School Board

If the grievance is not resolved to the satisfaction of the grievant or the administration at Step Three, the grievance may be appealed to the School Board within ten (10) days after receipt of the decision at the prior step. Either the Administration or the grievant may appeal an impartial hearing officer’s decision to the Board by filing a written notice of appeal, addressed to the Board and delivered to the office of the District Administrator (with a copy provided to the other party). The notice of appeal must clearly identify the issues being raised for a decision by the Board.

Generally, the Board’s review of the grievance and the hearing officer’s decision will be based upon the record created through the Step Three hearing and the presentation of argument to the

Board via letter briefs and/or in person at any meeting that may be scheduled for that purpose. The Board President shall have authority to establish any briefing schedule and coordinate the scheduling of any meeting that may involve the attendance of the parties. If either party wishes to present an exhibit or other evidence to the Board that was not presented at a prior step of the grievance process, the party must provide advance notice of such intent to the other party, and the party must also seek the leave of the Board to accept such additional evidence via a motion presented to the Board.

On appeal from Step Three, the hearing officer's factual findings and conclusions of law shall have distinct standards of review. The Board shall accord some deference to the hearing officer's findings of fact but may (1) modify any such findings if, after reviewing the record and consulting with the hearing officer to the extent the Board deems necessary, the Board concludes that the most reasonable view of the record calls for modification of one or more of the findings; or (2) remand the case to the hearing officer for further factual development and (if necessary) revised conclusions of law; or (3) call for additional hearing before the Board. In terms of conclusions of law, mixed questions of law and fact, and decisions as to appropriate remedies (if any), the Board shall apply a de novo standard of review, meaning that the decision(s) being appealed shall be accorded no particular deference.

The Board shall render a written decision that affirms, reverses, or modifies the decision of the hearing officer (or, if applicable, of the District Administrator). Such decision shall be rendered in a timely manner, usually within thirty (30) calendar days of the Board meeting at which a decision is made, and a copy of the decision shall be provided to the administration, the grievant, and (if applicable and appropriate) the grievant's representative. The Board's decision is final and is not subject to further appeal via this grievance procedure.

All Board actions throughout this process shall comply with requirements of Wisconsin's Open Meetings Law.

In the event that the District Administrator elects not to appeal an adverse decision of a hearing officer to the Board, the District Administrator shall provide the Board with notice of the hearing officer's decision and the reason(s) that the District Administrator decided against pursuing an appeal.

Disputes as to Timeliness or Grievability

No grievant has the right to pursue an untimely grievance or a grievance that falls outside the definition of a grievance (e.g., because the complaint does not deal with termination, discipline, or workplace safety). If there is a dispute over the timeliness or the grievability of a grievance that the parties are unable to resolve, the administration shall have the discretion to request, and the hearing officer shall allow, bifurcation of the merits of the grievance and any issue(s) regarding grievability. In the event of bifurcation of the issues, any decision as to a grievability issue shall be appealable to the Board prior to any remand to a lower step of the grievance procedure for decisions and/or a hearing on the merits.

Grievant's Right to Elect Representation

Any grievant may choose to be represented at all stages of the grievance procedure by a representative(s) of his/her own choosing. Student records shall not be disclosed to an employee's representative except in compliance with applicable law and Board policy.

Consolidation of Grievances

Grievances over the same or closely related issues, or arising from the same factual circumstances, may be consolidated at any point where such consolidation is deemed practical by the administration or Board.

Group Grievances

Group grievances are those that involve more than one employee and any of the following:

- A. More than one work site;
- B. More than one supervisor; or
- C. An administrator other than the immediate supervisor.

At Step Two of the grievance process, all group grievances will initially be decided directly by the District Administrator.

Grievances Filed by the District Administrator

In the event a grievance is filed by the District Administrator, it shall be initially filed with the Board President and Board Clerk according to the deadlines established within Step One of this grievance procedure, above, and the Board shall have the role and responsibilities of the District Administrator in Step Two and elsewhere in the process. All other notices provided by the District Administrator acting as a grievant shall similarly be filed with the Board President and Board Clerk.

Voluntary Modifications to and Waiver of Procedures

In the interest of achieving the most timely and satisfactory resolution of employee complaints and grievances, a grievant may voluntarily reach an agreement with the District Administrator to modify the process established within this grievance procedure, provided that no such modification eliminates the role of the Board as the final level of appeal that is available in any grievance. For example, a grievant may voluntarily waive specific procedural steps within this process, including the right to waive any hearing before an impartial hearing officer. However, any such voluntarily modification or waiver of any portion of this grievance procedure shall be documented in writing, signed by the District Administrator and the grievant, and added to the record of the grievance.

Settlement of Grievances

The District Administrator and the grievant may reach a voluntarily settlement of the grievance at any time under which the grievant agrees to withdraw and drop the grievance. The District Administrator shall notify the Board of all such settlements. The District Administrator shall make any such settlement that results in the payment of financial compensation to the grievant contingent upon Board approval of the settlement, unless separate settlement authority involving financial compensation is provided to the District Administrator in advance of executing the settlement agreement.

Local Ref.: Policy #527.2-Employee Grievances

Policy #527.4- Impartial Hearing Officer Selection Procedures

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.** ~~Human Resources Director.~~ 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.** ~~in the EEA Master Agreement.~~

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. ~~required by the EEA Master Agreement.~~ 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.

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 ~~\$95.00~~ 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:

Pay for substitute teachers will be determined by the Board. ~~The pay will be calculated by the base pay rate, at the beginning BA level, in the EEA Master Agreement and be payable or retroactive to the first day in the assignment.~~

The rate is re-established annually. If a term of duty is longer than 30 consecutive days, then the substitute teacher will earn one (1) paid sick day for each twenty (20) school days of service.

Approved: December 8, 1986
Revised: May 10, 2004
1st Reading: 1-14-13

535

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

Approved: January 11, 1988

Revised: June 10, 2002

722.1

Revised: January 12, 2009

Revised: May 14, 2012

1st Reading: 1-14-13

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 ~~Aeuity~~ **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 ~~Medeor~~ **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** ~~Medeor (1-800-775-5866)~~;
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 ~~DeanCare~~ **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 Doreen Treuden, Business Manager, Ext. 3383.

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)

Approved: July 30, 2012

548

1st Reading for Removal: 12-10-12; 2nd Reading: 1-14-13

Suggestion: To Remove This Policy

SUPPORT STAFF EVALUATION

Written performance evaluations for support staff are to be made by the building principal and/or immediate supervisor. The written evaluation(s) shall be based upon the administrator's judgment with input from others who supervise or direct the support staff member.

All support staff will be evaluated annually. The supervisor may request more frequent evaluations.

All formal evaluations of the work performance of support staff shall be conducted openly and with full knowledge of the support staff member.

The Administrator and/or supervisor conducting the evaluation meeting will notify the support staff member at least five (5) days in advance of the meeting time and place. Within five (5) days following the evaluation meeting, the support staff member may request a second meeting for clarification and/or discussion of any concerns. A copy signed by the support staff member and evaluator shall be submitted for filing in the support staff member's permanent file. A signature indicates the support staff member was present and received a copy of the written evaluation. If the support staff member disagrees with something in the evaluation he/she may submit an attachment within five (5) days of the receipt of the evaluation.

Upon recognition of concerns identified in the evaluation, assistance shall be provided to the support staff member within ten (10) days in order to rectify the concerns.

In the event the support staff member refuses to sign the evaluation, this will be noted on the evaluation and filed in the support staff member's permanent file.

Evansville Community School District

Insurance Committee Meeting Minutes
December 13, 2012- 5:00 p.m.
District Board and Training Center

Present: Al Jaeger, Jerry Roth, Linda Gard, Doreen Treuden, Ivy Otto, Jolene Hammond, Heather Hanson, Tom Calley, Greg Wallisch, Sue Parsons, Nancy Hurley, Vicki Lecy-Luebke, Lou Havlik, and Tammy Heissner

Minutes taken by Tammy Heissner

Mr. Jaeger began the meeting with a summary and discussion of the following:

- Comparison of peer groups
- Sense of availability
- Steps to building a plan and personalizing it (handout)
- Sample survey (handout)

Discussion of Staff Survey:

- The committee feels strongly that the survey needs to not only allow for feedback, but to also educate.
- Ms. Hammond suggested that it should include a plan design. She also said that it might be important to ask staff what their top priority is, and to give choices for them to number.
- Mr. Jaeger mentioned that it might be important to ask the question "Are you committed to Dean or are there other options that should be included? He also mentioned the importance of a health assessment.
- Mr. Roth talked about the cost of asking for certain packages, and if there was data out there about health risk assessments.
- Mr. Jaeger commented on the fact that we will be overwhelmed with options if we don't know what are top options are. He suggested identifying the following:
 - Premium
 - Plan Design
 - Provider Network
- Mr. Wallisch suggested that we let staff know we have to look at other providers in order to be educated. Ms. Otto agreed saying "It will be a negotiation tool".
- Ms. Hanson shared example questions that she had written down. She volunteered to move forward with the staff survey, putting it out to staff after winter break.

Discussion of Vision Statement:

- The committee was given several examples to choose from. It was suggested that each member circle their top two and then it would be tallied by Ms. Treuden. After an additional discussion the following vision statement was created and approved:

"The Evansville Community School District benefit plan will provide flexible and competitive benefits that offer value to our employees while being fiscally responsible to the district and our staff members. We will provide innovative wellness and healthcare options that will make a positive difference in our employees' and families' lives."

Overview of Schedule:

Mr. Jaeger talked about "Market Place Chatter" (handout). Highlights of that discussion were as follows:

- Medical Plan Designs-Consumer driven health plans could mean higher deductible with side account.
- Spousal Surcharge-magnet plan which could create disincentive.
- Wellness-discussion took place that most of the time these plans are optional, but they should be a priority. Ms. Heissner suggested that there be more education about the benefits of the wellness plan, and that our current plan offers benefits and resources that many staff members may not be aware of. Discussion proceeded about ways to motivate staff.
- Disease Management-It has been noted that Districts are high stress areas-Plan design care should be upfront.
- Onsite Clinics-Concept throughout CESA 2 onsite with a nurse responsible for onsite assessments.
- EE benefit communication firms-figuring out how to do it better-Facebook/Twitter
- Health Care Reform-January 2014 exchange scheduled, there is talk of a possible one year delay? 2015?
- Milliman Strategic HCR Actuarial Study-impact study available to get a sense of what the costs will be.
- Contribution Strategy
 - At present we are a 2 tier with single family plan
 - Other tiers may need to be added, because the exchange will probably include multiple tiers, possibly 4 or 5
 - Defined Contribution Plans-win/win situation because funds would be set aside for contribution.
- Social Media and Networking-Facebook and Twitter

Adult Children Requirements and Tax Considerations in Wisconsin (handout)

- Discussion of eligibility and benefits and of using end of calendar year avoids imputed income. Ms. Havlik talked about it not being a tax impact.
- It was suggested that the language about the adult child's age be confirmed and education about it be given to staff starting at the beginning of the calendar year.

Other

- Group Life Insurance Benefits for Employee's-District will make sure that employees are aware of benefits and the option to purchase additional amounts.
- Timeline-

Mr. Jaeger recommends "we don't ask for options from the providers, we give them our plan designs and ask them to commit to the decrements."

12/12	2/15	3/15	7/13	1/1/14
Survey	RFP	Firm #'s		Exchange?
(Dean, Mercy, Unity)				

Next Meeting

- January 21, 2013
- No February Meeting
- March 18, 2013

Evansville Community School District
Extra/Co-Curricular Committee Meeting Notes
Wednesday, December 12, 2012
Evansville High School

1. Committee members in attendance:

John Rasmussen	Rob Kostroun	Peter Dietrich
Dennis Hatfield	Tom Bethke	Karla Wickersham
Brian Cashore	Kelly Fanta	Dawn Cresswell
Bob Flaherty	Carolyn Mills	Doreen Treuden

2. Reviewed November minutes

3. Reviewed previous data

- a. Pg 2 separate "behind in"
- b. Pg 3 capitalize "We" in first line; Non-district funding: paid by participant
- c. Pg 4 line 1 spacing; line 2: MS offerings across RVC are equitable
- d. Pg 5 missing total number of coaches

4. Examined /Comments on new data

- a. Pg 9 notes
 - i. MS Noon Duty is a paid position
 - ii. MS solo ensemble is paid 2012-13
 - iii. MS choir concerts
 - iv. Check on elem/int club advisor
 - v. MS dance chaperones are paid
 - vi. TRIS/MS poms and cheer are missing
- b. Pg 12 Changes may be coming on student oversight of accounts; Change BF to FB
- c. Pg 10
 - i. 22 non-funded activities (volunteer)
- d. Pg 12: significant amount of fundraising/donations in place for HS athletics (24%)
 - i. Participant fees are 11.5% of total expenses
 - ii. Gate revenue is 10.3% of total expenses
 - iii. Gate, participant fees and fundraising account for 45% of total expenditures
- e. Pg 13
 - i. Participant fees are 33% of total expenses
- f. Pg 14
 - i. Participant fees are 2.2% of expenditures
 - ii. Activity account revenue is
 - iii. 66.6% of HS co/extra activities expenditures funded by activity account

- g. Pg 15
 - i. Participant fees are ____ of expenditures
- h. Pg 16
 - i. 83% of expenditures are funded by activity accounts
 - ii. For the cost of about 1 full-time staff person, we run the entire co/extra-curricular program
 - iii. 7-10 students moving/open-enroll would off-set any savings from eliminating co/extra-curricular programs
- 5. Other data needed?
 - a. Per pupil revenue limits
- 6. Future agenda
 - a. EA collective bargaining contract and how it might impact co/extra-curricular
 - b. Pros and cons list
- 7. Next meeting January 9th, 6:30 PM

Green

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

2
3 **Section 1** **PROFESSIONAL HOURS/WORKDAY**

4
5 **1.01 Normal Hours of Work**

6 *Refer to Policies: 535 – Assignments and Transfers for additional information*
7 *536 – Reduction in Work Force*

8 Teachers are professional employees as defined by the federal Fair Labor Standards Act and the
9 Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

10
11 All teachers must be on duty at 7:45 am and continue on duty until 3:45 pm Monday through
12 Thursday and 7:45 am – 3:25 pm on Fridays. One day a week, principals may hold a meeting
13 until 4:00 pm. Teachers may leave the school at noon hour. Teachers may leave the school at
14 other times, including during the preparation period, only with principal or designee approval.

15
16 **1.02 Administratively Called Meetings**

17 All meetings, except IEP (individual educational plans) meetings, will be held on Monday
18 through Thursday only and last no later than 4:00 pm. IEP meetings will be held by mutual
19 agreement. Teachers will be paid for time spent after 4:00 pm for IEP meetings. Teachers will be
20 notified of their obligation to participate in individual or group meetings before 3:15 pm.
21 Teachers can be excused from such duty at the principal’s or designee’s discretion. Head coaches
22 and head advisors will be excused at 3:15 pm on each school day during their coaching season.

23
24 **1.03 Attendance At All-School Events**

25 Teachers will attend all-school events required by their administrator. These events include but
26 are not limited to: K-8 open houses, K-12 student orientations, and school graduations. Teachers
27 who have a co-curricular conflict or have pre-approved coursework to attend may be excused at
28 the discretion of the District Administrator or designee. Such conflict should be communicated to
29 the applicable administrator as soon as possible before the date of the event.

30
31 **1.04 Emergency School Closures**

32 *Refer to Policy 723.3 – Emergency Closings*

33 In the event the District is closed or an individual building(s) is closed, on a full or partial day
34 basis for emergency reasons, closures may be made up at the discretion of the District. The
35 District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state
36 aids and/or necessary to meet the minimum annual school year requirements (days and hours) of
37 the State of Wisconsin.

38
39
40 **Section 2** **PROFESSIONAL GROWTH**

41
42 **2.01 Requirement for Remaining Current**

43 All teachers shall engage in independent and active efforts to maintain high standards of
44 individual excellence. Such efforts shall include keeping current in each specific and applicable
45 area of instruction.

46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91

2.02 Lane Advancement

Teachers planning any movement on the salary schedule for the following school year must submit a Salary Schedule Movement form to the District Office on or before the last day of classes for the Evansville Community School District. Each year, forms will be placed in the faculty lounge in each building or will be available from the District Office.

- A. Teachers who complete credits before the first day of classes and provide the District Office with transcripts (other official documents may be used until official transcripts are available) will receive full lane movement.
- B. Teachers who earn credits during the District's first semester will be moved to the next lane at the start of the second semester. Teachers who make a lane advancement will receive one half of the full year lane advancement salary increase for the second semester.
- C. Salary Advancement Consistent With P.I. 34
 - 1. Teachers who are working to qualify their licenses consistent with the requirements of P.I. 34 will advance to the BA+6 lane on the salary schedule after completion of their first professional development plan (PDP) provided the PDP is consistent with and supports building and/or District goals for the school years in which it is developed. Teachers may use PDP completion only one time to move a lane prior to obtaining a Master's Degree.
 - 2. Once a teacher has reached the Master's lane on the salary schedule, his/her completion of each subsequent PDP will be equivalent to earning six (6) credits for movement on the salary schedule provided the PDP is consistent with and supports building and/or District goals for the school years in which it is developed or has written approval of the District Administrator.
 - 3. Teachers may advance a lane on the salary schedule for either PDP completion or for credits earned. Credits may be used as part of a PDP or toward a six (6) credit advancement, but not both.

92 **PART III** **Support Staff**

93
94 **Section 1** **HOURS OF WORK, WORK SCHEDULE, AND JOB**
95 **DESCRIPTIONS**

96
97 **1.01 Notice of Assignment**

98 Each employee shall be issued an annual Notice of Assignment that shall be consistent with, but
99 subservient to, this *Handbook* by June 1. The letter of appointment shall identify the employee,
100 the date of hire, the position(s) that the employee is employed for, the length of the work year,
101 the length of the work day, the tentative starting and ending times of the work day, and the pay
102 rate for the position. This section shall not be construed as a guarantee or limitation on the
103 number of hours per day or hours in a work week which may be scheduled or required by the
104 District.

105
106 A new letter of appointment shall be issued in cases of transfers, promotions, demotions, and
107 partial or full layoff/reduction in force. In the case of a change of assignment the employee shall
108 be provided with at least five (5) calendar days' notice of the change of assignment, if
109 practicable, as determined by the administration.

110
111 **1.02 Job Descriptions**

112 **This area will be worked on at a later date.**

113
114 **1.03 Regular Workday and Starting and Ending Times**

115 *Refer to Policies: 545 – Support Staff Assignment for additional information*
116 *545.1 – Support Staff Work Schedule for additional information*
117 *546.4 – Reduction in Support Staff Workforce for additional*
118 *information*

119 A regular full-time workday is a minimum of seven (7) hours, excluding lunch time. Because of
120 different schedule requirements, employee's starting, lunch, and finishing times may vary in
121 different assignments and locations. The employee's immediate supervisor will schedule
122 working hours, break periods, and lunch periods.

123
124 **1.04 Regular Work Week**

125 *Refer to Policies: 545 – Support Staff Assignment for additional information*
126 *545.1 – Support Staff Work Schedule for additional information*
127 *546.4 – Reduction in Support Staff Workforce for additional*
128 *information*

129 A regular full-time work week is a minimum of thirty-five (35) hours. The regular work week is
130 five (5) consecutive days unless the immediate supervisor assigns the employee to a different
131 work schedule. This section shall not be construed as a guarantee or limitation on the number of
132 hours per day or hours in a work week which may be scheduled or required by the District.

133
134 **1.05 Part-Time Employees**

135 *Refer to Policies: 545 – Support Staff Assignment for additional information*
136 *545.1 – Support Staff Work Schedule for additional information*

137 *546.4 – Reduction in Support Staff Workforce for additional*
138 *information*

139 A schedule of hours shall be prepared for part-time employees. Such schedule shall be made
140 known to the affected employees.

141
142 **1.06 Additional Hours and Overtime - Approval and Assignment**

143 *Refer to Policy 545.1 – Support Staff Work Schedule for additional information*

144 A. Approval: In order for an employee to work beyond his/her assigned hours in any
145 week, prior approval must be obtained from the immediate supervisor.

146
147 B. Assignment: Overtime shall be approved at the discretion of administration.

148
149 C. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one
150 and one-half (1.5) rate. Time over forty (40) hours per week does not include sick,
151 vacation, holiday, or personal leave time. For the sole purpose of determining the
152 appropriate pay period for the receipt of overtime pay, a week is defined as a pay
153 period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.
154

155 **1.07 Lunch Period**

156 *Refer to Policy 545.1 – Support Staff Work Schedule for additional information*

157 All support staff who work more than six (6) consecutive hours are entitled to a thirty (30)
158 minute unpaid duty free lunch as scheduled by their immediate supervisors..
159

160 **1.08 Emergency School Closings**

161 *Refer to Policy 723.3 – Emergency Closings for additional information*

162 Food Service, Education Assistants, Attendance/Health Clerks, and Media Clerks

163 Employees will not be required to report for work when school is closed to students due to
164 inclement weather or other emergencies or if the school is closed by the state or other agency. If
165 students are dismissed early or if school has a delayed start, employees may, at their option,
166 leave early or arrive late.
167

168 Snow emergency days will not be made up unless required to meet DPI requirements for hours
169 and days of instruction. If school is cancelled due to adverse conditions employees will be paid
170 for the first day of school cancellation due to such adverse conditions. If there are additional such
171 days that are not required to be made up, employees have the option to use sick leave or personal
172 leave, if available, to keep the days in paid status. If days are to be made up, the use of personal
173 and sick leave is not permitted.
174

175 Employees not required to work may use paid leave in fifteen (15) minute increments to preserve
176 said time in paid status. Employees leaving early or arriving late who do not choose to use paid
177 leave will be paid only for hours worked.
178

179 Administrative Assistants, Guidance Secretary, Athletic Secretary, Bilingual Resource Specialist,
180 and Technology Specialists

181 Employees may be required to report for work on inclement weather or emergency days. They
182 may be dismissed when their immediate supervisor determines work is completed or
183 weather/emergency conditions warrant.

184

185 Snow emergency days will not be made up unless required to meet DPI requirements for hours
186 and days of instruction. If school is cancelled due to adverse conditions employees will be paid
187 for the first day of school cancellation due to such adverse conditions. If there are additional such
188 days that are not required to be made up, employees have the option to use sick leave, personal
189 leave, or vacation leave, if available, to keep the days in paid status. If days are to be made up,
190 the use of personal and sick leave is not permitted.

191

192 Employees not required to work may use paid leave in fifteen (15) minute increments to preserve
193 said time in paid status. Employees leaving early or arriving late who do not choose to use paid
194 leave will be paid only for hours worked.

195

196 Custodians

197 If school is closed due to an act of nature, a disaster or any other emergency, employees may use
198 personal, sick or vacation time to remain whole. In cases where it is safe for staff to be in the
199 building, those approved to come into work may do so and be paid.

200

201 **1.09 Professional Development**

202 *Refer to Policy 547 – Staff Development Opportunities for Support Staff*

203

Board Criteria for Open Enrollment for the 2013-14 Application Period

For regular education spaces:

We set the class size limits by grade to allow for resident students to move into the District.

Grade Level	Class Size Limit	X the Number of Sections	= Capacity	ECSD Projected	Class Size	Spaces Available
K	14	8	112	145	18.125	No space
1	14	8	112	122	15.25	No space
2	14	7	98	122	17.42	No space
3	14	7	98	122	17.42	No space
4	22	6	132	152	25.33	No space
5	22	6	132	143	23.83	No space

Making these motions does not mean we will not accept open enrollment students. These motions give the Board the ability to deny an application because of space that cannot be won on an appeal. If we don't have this criteria and motions on record, and we deny an application because of space concerns, we would lose the appeal. The result of this motion is that students applying through open enrollment would be put on a wait list per grade level. The students would be able to move off the list at any time if space is available, up to the third Friday count.

Suggested Motion: I move that we deny any open enrolled applications for grades K-5 due to class size limits and space.

Suggested Motion: I move that in grades 6-12 we will not consider the availability of space (we will accept applications).

For special education spaces:

We set the limits by building based on caseloads which allow for resident students to move into the District:

Building	Caseload	X Teachers (special ed)	= Capacity	ECSD Projected	Spaces Available
Levi	8	2.5	20	22	No space
TRIS	9	3	27	32	No space
JC McKenna	13	4	52	45	Space Avail
High School	14	5.5	77	78	No space

The caseloads are based on the *services* and *supports* a student with a disability requires to appropriately implement his/her IEP (Individualized Education Plan). Our current staffing patterns are based on the projected enrollment of the total specialized services and supports needed to appropriately implement the IEPs of special education students. These patterns do take into account the chances of students being newly identified as needing special education services along with student with special education needs moving into our school district.

Making this motion mean we will not accept open enrollment students who qualify to receive special education services in grades K-5 and 9-12. This motion gives the Board the ability to deny an application due to space and caseload that cannot be won on an appeal. If we don't have this criteria and motions on record, and we deny an application because of space and/or caseloads, we would lose the appeal.

Suggested Motion: I move that in grades K-5 and 9-12 we deny applications due to space and caseload.

ADMINISTRATION AND DISTRICT EMPLOYEES

CURRENT SALARY COSTING
2012-2013

Per Diem	Days	Full Name	TOTAL
384.92222	220	CASHORE	84,683
353.6038	260	FLAHERTY	91,937
380.5384	260	EVERSON	98,940
342.4038	260	HAVLIK	89,025
323.0785	260	ASHBY	84,000
326.923	260	WICK	85,000
334.6154	260	TREUDEN	87,000
325.6154	260	LANDERS	84,660
244.393	260	FRANCIS	63,542
217.927	260	MARTIN	56,661
177.7615	260	GARD	46,218
		TOTALS	871,665.80

1% INCREASE IN SALARY
2012-2013
1.01

Days	Full Name	TOTAL
388.7714	220 CASHORE	85,530
357.1398	260 FLAHERTY	92,856
384.3438	260 EVERSON	99,929
345.8278	260 HAVLIK	89,915
326.3093	260 ASHBY	84,840
330.1922	260 WICK	85,850
337.9616	260 TREUDEN	87,870
328.8716	260 LANDERS	85,507
246.8369	260 FRANCIS	64,178
220.1063	260 MARTIN	57,228
179.5391	260 GARD	46,680
	TOTALS	880,383.10
	INC/DECR	8,717.30

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, December 10, 2012, 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, Rasmussen, and Hurley. Absent: Skinner and High School Reps, Johnson and Haegele.

APPROVE AGENDA

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

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Thank you Kindergarten Team for the meal before the meeting
- Adult School Crossing Guard Recognition Week – January 14-18
- Wisconsin Association of School Board Convention – January 22-25

DISTRICT ADMINISTRATOR REPORT

Mr. Roth's submitted report was a summary of WASBO/WASPA conferences he had attended.

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.

INFORMATION & DISCUSSION

Dr. Susan Udelhofen presented an update on curriculum mapping in the District and her forthcoming book that will be published by Solution Tree. Discussion.

Bill Foster of School Perceptions shared results of the recent staff survey. Discussion.

Ms. Swanson presented the Employee Handbook written draft, 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). Discussion and revisions to be made.

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

Ms. Swanson shared that one set of School Board election papers have been submitted; Kris Schmidt. Discussion.

Ms. Swanson asked that feedback on the resolutions for the Wisconsin Association of School Boards (WASB) Convention be shared with Mr. Rasmussen by January 14 Board meeting.

Mr. Roth presented 2013-2014 projected enrollment numbers for Board consideration on open enrollment class limits that will be decided at the January 14 Board meeting.

Ms. Swanson presented for a first reading, policy #548-Support Staff Evaluation, for removal. Policy will come back for a second reading for removal at the January 14 Board meeting.

Ms. Swanson presented for a second reading, 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. Policies will come back for approval at the January 14 Board meeting.

BUSINESS (Action Items)

Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved to approve the Employee Handbook, Part I, Sec. 14-16 (All Employees-Benefits for All Employees, Work Stoppage, and Conformity to Law) as presented. Discussion. Motion carried, 6-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Hatfield, moved we contract for HVAC (Heating, Ventilation and Air Conditioning) systems maintenance with North American Mechanical Inc. (NAMI). Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the hiring of Jay Hrdlicka as a special education assistant at Levi Leonard, at a rate of \$11.60/hour for 18 hours per week. Motion carried, 6-0 (voice vote).

CONSENT (Action Items)

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the consent agenda items of: November 12 and 26 regular meeting minutes; and no open enrollment exception applications at this time, as presented. Motion carried, 6-0 (voice vote).

FUTURE AGENDA

January 14, 2013, regular meeting agenda shared.

BREAK

A ten minute break taken.

EXECUTIVE SESSION

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to move into executive session, under Wisconsin State Statute 19.85(1)(c)(e) to discuss district administrator and administrative personnel evaluations and salaries. Motion carried, 6-0 (roll call vote).

Meeting adjourned from executive session at 10:00 pm.

Submitted by Kelly Mosher, Deputy 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, December 17, 2012, 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, Rasmussen, and Hurley. Absent: Skinner.

BUSINESS (Action Items)

Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved to approve the open enrollment exception application for Student A to leave the Evansville Community School District to attend Albany School District, as required by law. Discussion. Motion carried, 6-0 (voice vote).

INFORMATION & DISCUSSION

Discussion on open enrollment exception application process.

Motion by Mr. Hatfield, seconded by Mr. Busse, moved that the district administrator be empowered to decide or deny open enrollment applications and the district administrator report to the Board over time, the applications in and out. Motion carried, 6-0 (voice vote).

Meeting adjourned from executive session at 9:02 pm.

Submitted by John Rasmussen, Clerk

Approved: _____
Kathi Swanson, President

Dated: _____ Approved: 1/14/13

PUBLIC SCHOOL OPEN ENROLLMENT

The Evansville Community School District will provide the opportunity for students to attend public schools outside the District and will accept nonresident Open Enrollment students. All nonresident public school Open Enrollment students attending a school or high school classes in the District shall have all the rights and privileges of resident students. They also are subject to the same expectations, rules, and regulations during their term of enrollment.

Nonresident Students Coming Into the District

The parent(s)/guardian(s) of nonresident students who wish to attend school in the Evansville School District shall submit the required application form to the Open Enrollment Coordinator, in the District Office during the Open Enrollment Application period. Parents may contact the District Office if they need assistance.

A nonresident student may apply for full-time enrollment in an Evansville School under the State Open Enrollment Law and Program. When accepting or rejecting a nonresident student's application for full-time enrollment, the District shall consider the following criteria:

1. Application is submitted during the required time period.
2. Space in buildings is available.
3. Space in the class is available.
4. Impact on student-teacher ratios.
5. Projection for future school growth.
6. Status as an Evansville student during the current school year. Any applicant who is currently attending the Evansville Community School District will be included in the count of occupied spaces.
7. Expulsion (current or prior two school years) or expulsion proceedings.
8. Habitual truancy.
9. Ability to satisfy individualized education program (IEP)/services needs of a student with disabilities.
10. Whether the student has been referred for a special education evaluation that has not been completed.
11. Undue financial burden due to special education program or related services.

Guidelines for Termination Due to Habitual Truancy

2009 WI Act 304 provides that a nonresident school board may notify the parent of a habitual truant, that the pupil may not attend the nonresident school district in the following semester or school year.

“Habitual truant” means a pupil who is absent from school without an acceptable excuse for part or all of five or more school days on which school is held during a school semester.

Students With Disabilities

If the District determines that the special education program or related services described in the nonresident student's Individualized Education Program (IEP) are available in the District, there is space available in the special education program identified in the student's IEP, and it is not an undue financial burden due to special education program or related services, the Open Enrollment application shall be accepted. If the special education program or services described in the student's IEP are not available or there is no space available in the program, the application shall be denied. If a nonresident student receives his/her initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, and the special education program or services required by that initial or revised IEP are not available in the District or there is no space available in the program or services identified within the IEP, the nonresident student may be returned to the resident district.

Students Referred for a Special Education Evaluation

An Open Enrollment application shall be denied if the nonresident student has been reported or identified as having a possible disability but not yet evaluated by an IEP team in the resident district. Assuming other acceptance criteria are and continue to be met, the District may reconsider a denial under this criteria if the IEP is completed, forwarded to the District, and reviewed by the District prior to the close of the period during which applications would normally continue to be reviewed or accepted from any waiting list.

Space Availability

If space available limits the District's ability to accept Open Enrollment students, the Board will set limits by grade level no later than the regular January board meeting if there are substantial factors that limit our ability to accept students. The Board will hear preliminary recommendations on enrollment limits at the December board meeting.

If the number of applicants exceeds space available, students will first be accepted if they are:

1. Continuing students.
2. Siblings of continuing students.

Remaining spaces will be filled by a random lottery. Any unassigned students will be placed on a waiting list created by a random lottery. If an opening occurs, the district administrator will review the waiting list by the grade level of the opening and the next eligible student will be selected. Parent(s)/guardian(s) will be notified by phone and mail. They will have 10 calendar days to accept the opening. If they do not respond or if they decline, another applicant will be selected. No applicants will be selected after the third Friday in August.

Full-time nonresident Open Enrollment students are eligible to participate in all co-curricular and extra-curricular student activities and organizations. WIAA sports are governed by WIAA laws and bylaws.

The District does not require students to reapply for open enrollment when entering middle or high school.

Nonresident Part-Time High School Students Coming Into the District

A nonresident high school student may apply for enrollment in a course(s) at Evansville High School under the State Open Enrollment Law and Program. Students must apply through the Open Enrollment Coordinator in the District Office and be accepted for each course. When accepting or rejecting a nonresident's application for part-time enrollment, the District shall consider the following criteria:

1. The request is made according to the required timeline.
2. Nonresident students take no more than 2 courses at a time.
3. The prerequisites for entry into a course are met.
4. Availability of space in the course selected for enrollment.
5. Enrollment preference in a course will be given to resident students.

Part-time students will participate in their resident school district's activities and organizations, except for activities that are extensions of Evansville courses in which they are enrolled.

Resident Students Going Out of the District

Evansville resident students may apply for full-time enrollment in another public school district as a nonresident student under the State Open Enrollment Law and Program. When accepting or rejecting a resident application for full-time enrollment in another school district, the Evansville District shall consider the following criteria:

1. The application is submitted during the required time period.
2. A student IEP or a change in services required does not place an undue financial burden on the Evansville District.

Resident students enrolled in other public school districts, including virtual charter schools, will be eligible to participate in Evansville District courses or programs based on satisfying the following conditions:

- a. The request is made in a timely manner.
- b. The student presently resides within Evansville Community School District boundaries.
- c. The student satisfies local standards for admission, i.e., completion of enrollment and attendance forms.
- d. The requested course is suitable for part-time enrollment.
- e. The student participates in up to 40% of the school day.
- f. There is sufficient space in the classes selected.
- g. There will be random selection of overflow-qualified applicants.
- h. Participants may be revoked if attendance below the District average.
- i. Eligibility to participate in future classes will depend on successful completion of classes. A contract outlining these expectations is encouraged.

Resident Part-Time High School Students Going Out of the District

Resident Evansville high school students may apply for part-time enrollment in another public school district under the State Open Enrollment Law and Program. When accepting or rejecting a resident application for part-time enrollment in another school district, the District shall consider the following criteria:

1. The request is made according to the required timeline.
2. Students may take no more than 2 courses at a time.
3. For students with disabilities, courses must be consistent with the student's IEP.
4. Each course must be consistent with Evansville High School graduation and transfer credit requirements.
5. The tuition cost of the course(s) must not impose an undue financial burden on the Evansville operating budget.

Pre-School Children

A child who resides in Evansville may attend a District operated pre-kindergarten, 4-year old kindergarten, early childhood education, or school-operated day care only if Evansville offers the same

type of program, and the child is eligible to attend that program in the Evansville Community School District.

Transportation

Transportation for all students selecting an Open Enrollment option shall be the responsibility of the parent/guardian. The parent/guardian of students who are eligible for free or reduced price lunch is also eligible for reimbursement of transportation costs by the Department of Public Instruction. As a resident district, Evansville Community School District will not allow non-resident districts to enter the District to pick up or drop off Open Enrollment students. As a non-resident district, Evansville will not pick up students within their resident school districts. Students who can get to a district bus stop will be transported, provided space is available. Transportation for students with disabilities, if included as a related service in the student's IEP, will be provided.

Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the Department of Public Instruction within 30 days after the decision.

APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA AND PROCEDURES

Eligibility Criteria

A parent/guardian of a student who wishes to attend school in a nonresident school district may submit an Open Enrollment application outside of the regular Open Enrollment application period or in lieu of it if the application is for the current school year, the student meets one of the following criteria, and the parent/guardian describes the criteria that the student meets in the application:

1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
2. The student is or has been a homeless student in the current or immediately preceding school year.
3. The student has been the victim of repeated bullying and harassment and all of the following apply:
 - a. The student's parent/guardian must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process and;
 - b. In spite of action taken by the Board or designee the repeated bullying and harassment continues.
4. The place of residence of the student's parent/guardian and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the military orders changing the place of residence were issued.
5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.
6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent/guardian. The application must be made within 30 days after the student's change in residence.
7. The student's attendance in a school in the nonresident school district is considered to be in the best interests of the student. The application must explain the reasons for requesting this

exception and why attendance at the nonresident school district is in the best interest of the student.

Application Review and Approval Process

1. When the District receives an Open Enrollment application that has been submitted under the Alternative Open Enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the District Administrator or his/her designee for review and recommendations.
 - a. If the application involves a nonresident student seeking to attend school in the District under Open Enrollment, the District will:
 - 1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district;
 - 2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended; and
 - 3) Within 10 days after receiving, or, if necessary, developing, an IEP for a student with a disability, provide an estimate to the resident district of the costs to provide the student with special education or related services.
 - b. If the application involves a resident student who is attending, or who previously attended, school in the District, the District shall send the nonresident school district to which the Open Enrollment application was made a copy, if applicable, of the student's IEP and any expulsion or other relevant discipline-related records within 10 days of receiving the application.
2. The District Administrator, along with other members of the administrative staff, shall review the application using the acceptance/denial criteria outlined in Board policy. The District Administrator or his/her designee shall submit recommendations regarding acceptance or denial of the application to the Board for action.
 - a. The District may deny an application of a resident student if:
 - 1) It determines that the criteria relied on by the parent/guardian to submit the application do not apply to the student or;
 - 2) It determines that the cost of special education and related services required in the IEP for a student with a disability is an undue financial burden (except for an applicant whom the Board determines was the victim of a violent crime).
 - b. The District may deny an application of a nonresident student:
 - 1) For the same reasons it may deny an application submitted during the regular Open Enrollment application period; or
 - 2) If the application relies on the best interests of the student criteria and the District determines that open enrollment is not in the student's best interests.
3. If the application involves a nonresident student seeking to attend school in the District, the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 days after receiving the application.
 - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, acceptance of an application may be contingent or subject to revocation.

- b. If the District has approved the Open Enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the District and shall begin attending the school or program no later than the 15th day following receipt of the notice of acceptance. If the nonresident student has not enrolled in or attended school in the District by that date, the District may notify the student's parent/guardian, in writing, that the student is no longer authorized to attend the school or program in the District.
 - c. If there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will review and act upon such records promptly, and, if necessary, inform the student that the District's ability to confirm or deny the application is contingent upon the District's receipt and review of such records. If the DPI allows the District to conditionally approve such an application subject to that contingency, the District may do so. Otherwise, such application may be held in abeyance until the relevant records are received, or, if necessary, the application may be denied.
4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the District's receipt of the application. In addition:
- a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, approval of an application may be contingent or subject to revocation.
 - b. To the extent that there is a delay in the District's receipt of any relevant records or information such that the District is unable to determine whether the criteria upon which the application was based apply to the student, the District will act upon such records/information promptly upon receipt and notify the applicant of its decision to approve or deny the application within five days of making the determination.
 - c. If the student is a student with a disability, the District shall normally make a determination whether the nonresident school district's estimate of relevant special education and services costs constitutes an undue financial burden on the District within 15 days after the District has received the relevant estimate. The District will notify the applicant of a denial relying on this criteria within five (5) days of making the determination.

Legal Ref.: Sections 115,787 Wisconsin Statutes (Individualized Educational Programs)
 118.13 (Pupil Discrimination Prohibited)
 118.16(1)(a) (School Attendance Enforcement)
 118.51 (Full-Time Open Enrollment)
 118.52 (Part-Time Open Enrollment)
 120.13(1)(f)(h) (School Board Powers)
 121.54(3)(10) (Transportation by School Districts)
 121.55 (Methods of Providing Transportation)

PI 36, Wisconsin Administrative Code (Public School Inter-District Open Enrollment)

Revised: June 14, 2004

526.1 538

Revised: August 14, 2006

Revised: 1st Reading: 11-26-12; 2nd Reading: 12-10-12; 3rd Reading: 1-14-13

EMPLOYEE EVALUATION

The Evansville Community School District Board of Education, in order to ensure high quality performance, and to advance the District's mission, goals, programs, and services, requires annual review and/or regular evaluation of each employee. The District Administrator and administrative staff, with the involvement of employees, shall develop procedures to serve as a basis for improving job performance. Evaluations will be based on written job descriptions.

Evaluation of certified staff, administrative assistants, secretaries, clerks, educational assistants, and receptionist, will be conducted by supervising administrators.

Custodians and building and grounds employees will be evaluated by the Director of Building and Grounds.

Food service employees will be evaluated by the District food service provider with input from the Business Manager.

Coordinators and specialists will be evaluated by the Business Manager and/or the Director of Curriculum and Instruction.

Legal Ref.: Section 121.02(1)(q) Wisconsin Statutes

115.415 and 120.12(2m) (Educator Effectiveness)

118.225 (Teacher Evaluations)

118.30(2)(c) (Pupil Assessment)

118.43(2)(d) (Achievement Guarantee Contracts; State Aid)

PI 8.01(2)(q), Wisconsin Administrative Code

Revised: March 8, 1993

526.2 ~~538.2~~

Revised: November 14, 2005

Revised: 1st Reading: 11-26-12; 2nd Reading: 12-10-12; 3rd Reading: 1-14-13

EMPLOYEE REMEDIATION PROCEDURE

The Evansville Community School District believes that employees within the District should be given ample opportunity to reach their professional potential. If an employee is determined to be deficient by his/her supervisor, the employee will be given an opportunity to remediate the deficiency (ies).

When an employee's performance is judged to be deficient, the supervisor shall notify the employee that a remediation procedure is beginning. The notification shall be written and given to the employee during a conference held for that purpose. At the conference, the employee will receive a written remediation plan which will include the following:

1. Statement of Deficiency: This section includes a specific statement pertaining to the deficiencies.
2. General Statement of Plan of Assistance: This section includes the purpose of the plan, the role of the supervisor, a directive statement that the plan is to be followed, and what action will occur if desired improvements are not achieved.
3. Program to be Followed: This section includes a very specific statement as to what is expected of the employee (refer to all areas stated in #1 above), a series of reasonable activities and time lines for each area of deficiency, and what assistance will be offered by the supervisor or other resources.
4. Monitoring System: This section includes the schedule of conferences and observations to determine progress, the method of altering or adjusting the program and a specific time for final assessment of the plan.
5. Final Evaluation: This section includes a final assessment of the satisfactory or unsatisfactory achievement of the plan.
6. Recommendation: This section includes the supervisor's recommendation regarding the future status of the employee.
7. Employee Group Representation: The employee will be notified that they may bring a colleague or employee group representative to each meeting related to the remediation procedure.
8. Guidelines
 - a. The Supervisor(s) shall assist the employee as soon as possible when concerns about performance arise.

- Use of the “Employee Evaluation Form”.
 - Use of corrective supervision process, if appropriate. Supervisors may suggest the use of assistance services through District providers to an employee involved in remediation prior to recommended suspension, dismissal or non-renewal. If a deficiency continues, following the above procedures, the supervisor may recommend suspension, dismissal or non-renewal.
- b. Each plan of remediation will follow the policy, Plan of Remediation Form. Each plan of remediation will be reviewed by members of the administrative team and must be approved by the District Administrator, prior to being presented to the employee.
- c. The Board will be notified during executive session of each employee who is placed on a plan of remediation.

Legal Ref.: Sections 118.43(3)(d) Wisconsin Statutes (Achievement Guarantee Contracts)
121.02(1)(q) (School District Standards)
PI 8.01(2)(q) Wisconsin Administrative Code

Local Ref.: Policy #526.2 Form - Plan of Remediation Form

Approved:

1st Reading: 11/26/12; 2nd Reading: 12/10/12; 3rd Reading: 1-14-13

526.2 Form

Plan of Remediation Form

Name of Employee: _____

Supervising Administrator: _____

Date(s) Reviewing with Employee: _____

Employee will be notified that he/she may bring a colleague or employee group representative to each meeting regarding remediation.

Statements of Deficiencies:

(Include specific statements pertaining to the deficiencies, current level of performance and supporting evidence.)

Plan of Remediation:

(Define specific expectations for each area of deficiency, activities for improvement, assistance provided by the supervisor, resources and time lines for improvement.)

Monitoring System:

(Schedule; observations, activities, review conferences and a timeline for final assessment of performance)

Final Evaluation:

(Include a final assessment of the progress/performance - employee will be rated as satisfactory or unsatisfactory.)

Recommendation:

(Supervisor's recommendation regarding future employment status of the employee)

EMPLOYEE DISCIPLINE

The Evansville Community School District has high expectations for all employees and supports each employee as he/she continuously seeks to improve. When an employee's behaviors or actions do not meet the expectations of the District, administration may take the appropriate measures to address concerns.

Any employee may be suspended with or without salary and fringe benefits by the District Administrator for insubordination, misconduct, immorality, inefficiency, or any other reason based on facts known by the District Administrator and considered unacceptable for an employee of the District. Suspension shall be for such time as may be necessary to complete the investigation and may be extended in the event dismissal proceedings are started. The suspension may be extended for such time as is necessary to complete dismissal proceedings.

If the District Administrator determines from the investigation that the suspension was warranted, the suspension period will be without salary and fringe benefits. If the investigation determines that the suspension was not warranted, the staff member will then receive salary and fringe benefits for the term of his/her suspension. Suspension may or may not lead to dismissal.

Legal Ref.: Sections 118.21 and 118.22 Wisconsin Statutes
118.24 (School District Administrator)
118.30(2)(c) (Pupil Assessment)

Approved: July 30, 2012

545.1

1st Reading: 11-26-12; 2nd Reading: 12-10-12; 3rd Reading: 1-14-12

SUPPORT STAFF WORK SCHEDULE

The Evansville Community School District Administrator, in conjunction with the appropriate administrators, will establish the work schedules for the support staff in keeping with the standard workday and work week.

Support staff may be assigned up to 40 hours in a week as needed to meet the needs of the District. The actual work hours of each support staff will be determined on a yearly basis and designated on the annual Notice of Assignment. These assignments will be made based on the current needs of the District. The assignment can be changed based on student enrollment and staffing needs.

Support staff who work more than three and one half hours (3.5) and fewer than seven and one half (7.5) hours per day are entitled to a paid fifteen (15) minute break as scheduled by their immediate supervisor.

Support staff who work at least seven and one half (7.5) consecutive hours are entitled to two (2) paid breaks of fifteen (15) minutes as scheduled by their immediate supervisor. During their paid breaks support staff are not permitted to leave the building and are expected to be available in emergency situations.

All support staff who work more than six (6) consecutive hours are entitled to a thirty (30) minute unpaid duty free lunch as scheduled by their immediate supervisors.

Support staff are expected to work all student contact days and may be expected to work professional development days. Any deviation from the scheduled hours and days of work needs the approval of the immediate supervisor.

Legal Ref.: Federal Fair Labor Standards Act (Overtime)

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: November, 2012 Reconciliation
Date: January 2, 2013

Attached you will find the following documents for the November reconciliation:

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – November \$302,800.19
- Check Register – November
Notes for check register:

Check total -	\$464,644.38
ACH total -	\$ 1,832.70
Manual check total -	<u>\$ 32,949.31</u>
Total	\$499,426.39

Void checks - none
Payroll checks - #73543-73545, 73582-73583

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

FOR THE MONTH OF

November, 2012

BALANCE PER BANK:	62,000.00	
LESS OUTSTANDING CHECKS	-255,643.28	
LESS WRS POSTING	-153,402.50	
MMA ACCOUNT	1,064,677.24	
BALANCE PER BANK		717,631.46

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.	
FUND 10 General	964,174.05	38,984.22	1,003,158.27	
FUND 21 Donations	24,076.30	0.00	24,076.30	
FUND 27 Special Ed	-599,816.84	-298,884.25	-898,701.09	
FUND 38 Debt	7,099.87	0.00	7,099.87	
FUND 39 Debt	-519,066.98	0.00	-519,066.98	
FUND 49 Capital Projects	500	0.00	500	
FUND 50 Food Service	56,379.62	-35,373.27	21,006.35	
FUND 99 Voc Ed/ESL/Grants	14,881.50	0.00	14,881.50	
MMA ACCOUNT			1,064,677.24	
BALANCE PER GENERAL LEDGER				717,631.46
		-295,273.30		
	DIFFERENCE			0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	November 2012-13 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-452,328.05	38,984.22	1,003,158.27
10	-	---	---	-----	---	GENERAL FUND	-452,328.05	38,984.22	1,003,158.27
21	A	000	000	711100	---	CASH ON DEPOSIT	20,811.80		24,076.30
21	-	---	---	-----	---	GIFTS/DONATIONS	20,811.80		24,076.30
27	A	000	000	711100	---	CASH ON DEPOSIT	-92,740.42	-298,884.25	-898,701.09
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	-92,740.42	-298,884.25	-898,701.09
38	A	000	000	711100	---	CASH ON DEPOSIT	28,949.87		7,099.87
38	-	---	---	-----	---	NON-REFERENDUM DEBT	28,949.87		7,099.87
39	A	000	000	711100	---	CASH ON DEPOSIT	-30,405.71		-519,066.98
39	-	---	---	-----	---	REFERENDUM APPROVED DEBT SERVI	-30,405.71		-519,066.98
49	A	000	000	711100	---	CASH ON DEPOSIT	500.00		500.00
49	-	---	---	-----	---		500.00		500.00
50	A	000	000	711100	---	CASH ON DEPOSIT	113,241.99	-35,373.27	21,006.35
50	-	---	---	-----	---	FOOD SERVICE	113,241.99	-35,373.27	21,006.35
99	A	000	000	711100	---	CASH ON DEPOSIT	14,881.50		14,881.50
99	-	---	---	-----	---	COOP. PROGRAM FUNDS-66:03	14,881.50		14,881.50
Grand Asset Totals							-397,089.02	-295,273.30	-347,045.78

Number of Accounts: 8

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

Post Date	Func	Description	Amount
11/30/2012	INFORMATION SERVICES	D.O.-REIMB. FOR POSTAGE	3.32
11/30/2012	DISTRICT ADMINISTRATION	D.O.-REIMB. FOR COPIES	2.00
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1808.00
11/30/2012	DISTRICT WIDE	KID CONNECTION-FACILITY USE	340.40
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2359.37
11/30/2012	Termination Benefits	K MADISON NOV HEALTH INS (277.26) & 7.70 FOR	308.06
11/30/2012	Termination Benefits	R DENNIS - ADD'L OWED FOR HEALTH INSURANCE	121.22
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2331.20
11/30/2012	Termination Benefits	C WAGNER - ADD'L OWED FOR HEALTH INSURANCE	121.22
11/30/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR WORK PERMITS	20.00
11/30/2012	Termination Benefits	J. KALSON-LIFE INS THROUGH JUNE 30,2013 - ADD	19.68
11/30/2012	SCHOOL BUILDING ADMINISTRATION	TRIS - REIMB FOR WATER	770.00
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1514.00
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2660.65
11/30/2012	DISTRICT WIDE	FACILITY USE - EVILLE ANGELS SOFTBALL	15.00
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	746.10
11/30/2012	DISTRICT WIDE	REIMB OF MEDICAID COPIES	26.00
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	291.25
11/30/2012	DISTRICT ADMINISTRATION	REIMB - J ROTH FOR CREDIT CARD PURCHASE (ROMA	13.50
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1994.50
11/30/2012	Termination Benefits	M DOBBS - HEALTH INSURANCE 1/1/13 TO 6/30/13	3675.30
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1405.50
11/30/2012	DISTRICT WIDE	STUDENT FEES	3173.50
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1553.85
11/30/2012	GIFTED AND TALENTED	HS REIMB - UW WHITEWATER TRIP	133.00
11/30/2012	GIFTED AND TALENTED	HS REIMB - ONLINE COURSE	325.00
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1274.00
11/30/2012	DISTRICT WIDE	MAGNOLIA - MOBILE HOME FEE	413.31
11/30/2012	DISTRICT ADMINISTRATION	D.O. REIMB FOR COFFEE	8.50
11/30/2012	DISTRICT ADMINISTRATION	D.O. REIMB FOR POP	8.45
11/30/2012	Termination Benefits	EBC-COBRA PAYMENTS	1781.98
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1648.31
11/30/2012	SCHOOL BUILDING ADMINISTRATION	MS REIMB OF CHARGE CARDS	230.00
11/30/2012	FIELD TRIPS - CLASSROOM	ELEM - MAY/JUNE FIELDTRIP REIMB.	761.85
11/30/2012	Termination Benefits	B BERG - ADD'L NOV/DEC/JAN HEALTH INS.	363.66
11/30/2012	Termination Benefits	MIDAMERICA - R COLE - DECEMBER	1394.04
11/30/2012	Termination Benefits	MIDAMERICA -P HAESE - DECEMBER	644.79
11/30/2012	Termination Benefits	MIDAMERICA - R DENNIS - DECEMBER	1394.04
11/30/2012	Termination Benefits	MIDAMERICA - C. WAGNER - DECEMBER	1394.04
11/30/2012	Termination Benefits	MIDAMERICA - B BERG - DECEMBER	1394.04
11/30/2012	Termination Benefits	MIDAMERICA - P KELLEY - DECEMBER	644.79
11/30/2012	Termination Benefits	MIDAMERICA - M KELLEY - DECEMBER	644.79
11/30/2012	Termination Benefits	MIDAMERICA - B HARTJE - DECEMBER	1394.04
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1763.45
11/30/2012	DISTRICT WIDE	STUDENT FEES	1953.50
11/30/2012	DISTRICT WIDE	FACILITY USE - HEALTH CLUB - REMAINDER OWED F	100.00
11/30/2012	BOYS FOOTBALL	HS - REIMB FOR CHARGE CARD	194.10
11/30/2012	FIELD TRIPS - CLASSROOM	HS - REIMB FOR CHARGE CARD	1385.24
11/30/2012	FIELD TRIPS - CLASSROOM	HS-REIMB FOR ANATOMY FIELD TRIP	189.00
11/30/2012	GIFTED AND TALENTED	HS-REIMB FOR GIFTED/TALENTED	350.00
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMETNS	2153.95
11/30/2012	DISTRICT ADMINISTRATION	REIMB - US GOV'T - LOST PURCHASE	20.00
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1519.70

Post Date	Func	Description	Amount
11/30/2012	DISTRICT WIDE	AT&T E-RATE	2700.00
11/30/2012	DISTRICT WIDE	STUDENT FEES	286.00
11/30/2012	INFORMATION SERVICES	D.O.-REIMB. FOR POSTAGE	3.20
11/30/2012	DISTRICT ADMINISTRATION	D.O.-REIMB. FOR COPIES	5.00
11/30/2012	BUSINESS MANAGER	U.S. TREASURY	3119.94
11/30/2012	DISTRICT WIDE	DEPT OF CORRECTIONS - RESTITUTION	53.95
11/30/2012	Termination Benefits	W HARTJE - ADD'L HEALTH INS DEC & JAN	242.44
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1912.60
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1377.00
11/30/2012	DEPOSITS PAYABLE	KIDS KORNER - REIMB FOR LUNCHES INV #1012 & #	265.00
11/30/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR AMERICAN SCHOOL - STUDENT PAYMEN	5.00
11/30/2012	MUSIC	HS REIMB FOR AWARDS - CK FROM MUSIC BOOSTERS	249.80
11/30/2012	DISTRICT WIDE	STUDENT FEES	308.50
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2086.00
11/30/2012	Termination Benefits	R COLE - ADD'L DEC HEALTH INS	121.22
11/30/2012	LIBRARY	HS - REIMB FOR LOST BOOK	17.00
11/30/2012	DISTRICT WIDE	BBB GATE - VS WATERLOO	468.00
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1887.25
11/30/2012	INFORMATION SERVICES	D.O.-REIMB FOR POSTAGE	4.70
11/30/2012	DISTRICT ADMINISTRATION	D.O.-REIMB FOR COFFEE	6.00
11/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1540.87
11/30/2012	DISTRICT WIDE	VENDING	74.80
11/30/2012	DISTRICT WIDE	VENDING	50.95
11/30/2012	DISTRICT WIDE	VENDING	76.40
11/30/2012	DISTRICT WIDE	VENDING	48.45
11/30/2012	DISTRICT WIDE	VENDING	83.75
11/30/2012	DISTRICT WIDE	VENDING	44.40
11/30/2012	DISTRICT WIDE	VENDING	51.65
11/30/2012	DISTRICT WIDE	VENDING	93.95
11/30/2012	DEPOSITS PAYABLE	E-FUNDS FOR NOVEMBER	2912.00
11/30/2012	DISTRICT WIDE	NOVEMBER INTEREST	679.36
11/30/2012	DEPOSITS PAYABLE	E-FUNDS DEPOSITS FOR NOVEMBER ENTERED AS 2,91	1837.55
11/30/2012	DISTRICT WIDE	SPEC ED AID	115208.00
11/30/2012	DISTRICT WIDE	SPEC ED AID	98204.62
11/30/2012	CASH ON DEPOSIT	FOOD SERVICE LUNCH AID	14256.19
11/30/2012	CASH ON DEPOSIT	FOOD SERVICE BREAKFAST AID	1763.46
Total for Cash Receipts			302800.19

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
11/06/2012	73474	R	11/06/2012	AMERIPRISE FINANCIAL SERVICES	770.00
11/06/2012	73475	R	11/06/2012	FRANKLIN TEMPLETON BANK & TRUST	1,035.00
11/06/2012	73476	R	11/06/2012	HORACE MANN LIFE INSURANCE	100.00
11/06/2012	73477	R	11/06/2012	METLIFE	175.00
11/06/2012	73478	R	11/06/2012	MG TRUST COMPANY	420.00
11/06/2012	73479	R	11/06/2012	SBG-VAA	780.00
11/14/2012	73480	R	11/14/2012	DAVE'S ACE HARDWARE	81.59
11/14/2012	73481	R	11/14/2012	ANANDA SATHASIVAM	75.00
11/14/2012	73482	R	11/14/2012	ASC1	3,372.38
11/14/2012	73483	R	11/14/2012	AT & T	114.37
11/14/2012	73484	R	11/14/2012	AT&T LONG DISTANCE	846.04
11/14/2012	73485	R	11/14/2012	BOARDMAN & CLARK LLP	266.00
11/14/2012	73486	R	11/14/2012	BRANDT COMMUNICATIONS INC	83.50
11/14/2012	73487	R	11/14/2012	BRUCE COMPANY	170.00
11/14/2012	73488	R	11/14/2012	BUTTCHEN ELECTRIC	2,079.13
11/14/2012	73489	R	11/14/2012	CARTER & GRUENEWALD CO., INC.	130.00
11/14/2012	73490	R	11/14/2012	CATHERINE A VAN LEUVEN MD	13,200.00
11/14/2012	73491	R	11/14/2012	CHANDRAKANTHAN, MAYURAN	75.00
11/14/2012	73492	R	11/14/2012	CITY OF EVANSVILLE	303.50
11/14/2012	73493	R	11/14/2012	CREMER TECH LLC	65.00
11/14/2012	73494	R	11/14/2012	DEPARTMENT OF ADMINISTRATION -	50.00
11/14/2012	73495	R	11/14/2012	DISCOUNT MAGAZINE SUB SERVICE	916.47
11/14/2012	73496	R	11/14/2012	LEVI LEONARD ELEMENTARY SCHOOL	363.00
11/14/2012	73497	R	11/14/2012	EMPATHIA INC	250.00
11/14/2012	73498	R	11/14/2012	EQUAL RIGHTS DIVISION	15.00
11/14/2012	73499	R	11/14/2012	EVANSVILLE REVIEW	1,791.00
11/14/2012	73500	R	11/14/2012	FIDELITEC LLC	120.00
11/14/2012	73501	R	11/14/2012	FOLLETT LIBRARY RESOURCES	94.10
11/14/2012	73502	R	11/14/2012	FORT HEALTH CARE	69.00
11/14/2012	73503	R	11/14/2012	GDCTGN	842.00
11/14/2012	73504	R	11/14/2012	HIGHSMITH	253.34
11/14/2012	73505	R	11/14/2012	HONEYWELL INC.	4,320.76
11/14/2012	73506	R	11/14/2012	JELAINE LISA OLSEN	435.50
11/14/2012	73507	R	11/14/2012	KLEENMARK	770.47
11/14/2012	73508	R	11/14/2012	LAKELAND CHEMICAL SPECIALTIES	1,698.96
11/14/2012	73509	R	11/14/2012	LAKE COOK DISTRIBUTORS	387.90
11/14/2012	73510	R	11/14/2012	LANCE REISEN	60.00
11/14/2012	73511	R	11/14/2012	MALY ROOFING CO INC	487.17
11/14/2012	73512	R	11/14/2012	MARSDEN, SUSAN	4,481.25
11/14/2012	73513	R	11/14/2012	MADISON AREA TECHNICAL COLLEGE	1,207.65
11/14/2012	73514	R	11/14/2012	MIDWEST INSTRUCTIONAL LEADERSH	594.00
11/14/2012	73515	R	11/14/2012	MINDY ROYS	79.50
11/14/2012	73516	R	11/14/2012	MJ CARE, INC.	291.50
11/14/2012	73517	R	11/14/2012	NASCO	2,199.31
11/14/2012	73518	R	11/14/2012	NELSON-YOUNG LUMBER COMPANY	231.47
11/14/2012	73519	R	11/14/2012	OCCUPATIONAL HEALTH CENTERS	848.80
11/14/2012	73520	R	11/14/2012	PETTERSON PLUMBING	347.25
11/14/2012	73521	R	11/14/2012	PIGGLY WIGGLY	33.69
11/14/2012	73522	R	11/14/2012	PROJECT LEAD THE WAY INC	4,289.93
11/14/2012	73523	R	11/14/2012	REINDERS INC	127.03
11/14/2012	73524	R	11/14/2012	RHYME BUSINESS PRODUCTS	1,267.34
11/14/2012	73525	R	11/14/2012	RHYME BUSINESS PRODUCTS LLC	1,409.93
11/14/2012	73526	R	11/14/2012	RINGHAND BROTHERS INC	58,677.69
11/14/2012	73527	R	11/14/2012	SCHOOL PERCEPTIONS	2,400.00
11/14/2012	73528	R	11/14/2012	SEW MANY THREADS, LLC	384.00
11/14/2012	73529	R	11/14/2012	STAR USED TIRE DISPOSAL INC	135.00

POST DATE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	AMOUNT
11/14/2012	73530	R	11/14/2012	STATELINE CAREER & TECH ED ACA	1,250.00
11/14/2012	73531	R	11/14/2012	STEPHENSEN, STEVE	166.50
11/14/2012	73532	R	11/14/2012	SU CONSULTING	5,050.00
11/14/2012	73533	R	11/14/2012	SUPERIOR CHEMICAL CORPORATION	332.25
11/14/2012	73534	R	11/14/2012	TROGREEN	1,750.00
11/14/2012	73535	R	11/14/2012	US LAMP INC	79.95
11/14/2012	73536	R	11/14/2012	UW-WHITEWATER	27.00
11/14/2012	73537	R	11/14/2012	VEOLIA ES SOLID WASTE MIDWEST	967.45
11/14/2012	73538	R	11/14/2012	WAUNAKEE COMM SCHOOL DISTRICT	295.00
11/14/2012	73539	R	11/14/2012	WELDERS SUPPLY COMPANY	77.00
11/14/2012	73540	R	11/14/2012	WIAA	1,594.39
11/14/2012	73541	R	11/14/2012	WIL-KIL PEST CONTROL	85.00
11/14/2012	73542	R	11/14/2012	WIS FUTURE PROBLEM SOLVING PRO	340.00
11/16/2012	73546	R	11/16/2012	AMERIPRISE FINANCIAL SERVICES	770.00
11/16/2012	73547	R	11/16/2012	FRANKLIN TEMPLETON BANK & TRUST	1,105.00
11/16/2012	73548	R	11/16/2012	HORACE MANN LIFE INSURANCE	100.00
11/16/2012	73549	R	11/16/2012	METLIFE	175.00
11/16/2012	73550	R	11/16/2012	MG TRUST COMPANY	420.00
11/16/2012	73551	R	11/16/2012	SBG-VAA	780.00
11/20/2012	73552	R	11/20/2012	DAVE'S ACE HARDWARE	25.46
11/20/2012	73553	R	11/20/2012	ANDY SEILS	50.00
11/20/2012	73554	R	11/20/2012	AT&T	745.00
11/20/2012	73555	R	11/20/2012	BADGER WATER LLC	127.30
11/20/2012	73556	R	11/20/2012	BRIAN MCKAY	50.00
11/20/2012	73557	R	11/20/2012	CESA #2	3,306.82
11/20/2012	73558	R	11/20/2012	CHRIS NICHOLSON	50.00
11/20/2012	73559	R	11/20/2012	DIETRICH, PATRICK	41.07
11/20/2012	73560	R	11/20/2012	EVANSVILLE REVIEW	1,020.00
11/20/2012	73561	R	11/20/2012	THE GRUENKE COMPANY INC	14.95
11/20/2012	73562	R	11/20/2012	HELLENBRAND INC	389.99
11/20/2012	73563	R	11/20/2012	HONEYWELL INC.	1,777.66
11/20/2012	73564	R	11/20/2012	JON HEGGE	100.00
11/20/2012	73565	R	11/20/2012	KNOWBUDDY RESOURCES	189.77
11/20/2012	73566	R	11/20/2012	LANDMARK SERVICES COOPERATIVE	11,010.42
11/20/2012	73567	R	11/20/2012	LOOKOUT BOOKS	576.42
11/20/2012	73568	R	11/20/2012	MARSDEN, SUSAN	1,350.00
11/20/2012	73569	R	11/20/2012	MCKY, BRYAN	50.00
11/20/2012	73570	R	11/20/2012	MICHAEL PFEIL	100.00
11/20/2012	73571	R	11/20/2012	MIKE HAURI	812.00
11/20/2012	73572	R	11/20/2012	PETTERSON PLUMBING	659.25
11/20/2012	73573	R	11/20/2012	SCHOLASTICE MAGAZINES	744.98
11/20/2012	73574	R	11/20/2012	SCHOOL HEALTH CORPORATION	60.38
11/20/2012	73575	R	11/20/2012	SCHOOL SPECIALTY	327.00
11/20/2012	73576	R	11/20/2012	SUPERIOR CHEMICAL CORPORATION	180.90
11/20/2012	73577	R	11/20/2012	TAHER	47,189.40
11/20/2012	73578	R	11/20/2012	VOIGT MUSIC CENTER	113.70
11/20/2012	73579	R	11/20/2012	WE ENERGIES	9,823.79
11/20/2012	73580	R	11/20/2012	WIL-KIL PEST CONTROL	46.00
11/20/2012	73581	R	11/20/2012	WISCONSIN LIBRARY SERVICES	225.00
11/28/2012	73584	R	11/28/2012	DAN RANKIN	50.00
11/28/2012	73585	R	11/28/2012	NEIS, GERALD	50.00
11/28/2012	73586	R	11/28/2012	PAUL AURIT	50.00
11/28/2012	73587	R	11/28/2012	ROGER HOMB	70.00
11/30/2012	73588	R	11/30/2012	DEAN HEALTH PLANS	194,680.18
11/30/2012	73589	R	11/30/2012	DELTA DENTAL OF WISCONSIN	28,788.82
11/30/2012	73590	R	11/30/2012	EVANSVILLE EDUCATION ASSOC AUX	529.53

POST DATE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	AMOUNT
11/30/2012	73591	R	11/30/2012	EVANSVILLE EDUCATION ASSOC.	18,742.65
11/30/2012	73592	R	11/30/2012	SUN LIFE FINANCIAL	2,894.05
11/30/2012	73593	R	11/30/2012	TEAMSTERS LOCAL UNION 695	907.00
11/30/2012	73594	R	11/30/2012	WEA INSURANCE TRUST	5,288.83
11/19/2012	2013013	M	11/19/2012	AT & T	1,696.03
11/19/2012	2013014	M	11/19/2012	EVANSVILLE WATER & LIGHT DEPT	31,101.51
11/19/2012	2013015	M	11/19/2012	U.S. CELLULAR	151.77
11/14/2012	121300048	A	11/14/2012	ASHBY, VAUNCE	72.15
11/14/2012	121300049	A	11/14/2012	DEININGER, SUE	10.04
11/14/2012	121300050	A	11/14/2012	DOBBS, JOANIE	92.13
11/14/2012	121300051	A	11/14/2012	FORSTER, NICOLE	150.00
11/14/2012	121300052	A	11/14/2012	GREVE, NANCY	150.00
11/14/2012	121300053	A	11/14/2012	HAVLIK, LOUISA	253.57
11/14/2012	121300054	A	11/14/2012	KETTLE, MARY	14.99
11/14/2012	121300055	A	11/14/2012	KOPF, GRETCHEN	34.00
11/14/2012	121300056	A	11/14/2012	KOSTROUN, CHARITY	18.75
11/14/2012	121300057	A	11/14/2012	LANDERS, PAULA	460.80
11/14/2012	121300058	A	11/14/2012	MARSHALL, KIMBERLY	49.29
11/14/2012	121300059	A	11/14/2012	MESSLING, PENNY	77.70
11/14/2012	121300060	A	11/14/2012	SCHULLO, CHRISTINE	82.84
11/14/2012	121300061	A	11/14/2012	SPERRY, JANE	53.47
11/14/2012	121300062	A	11/14/2012	TYSON, MARCELA	81.03
11/14/2012	121300063	A	11/14/2012	WICK, JO ANN	66.94
11/14/2012	121300064	A	11/14/2012	WOLLINGER, KIMBERLY	34.00
11/20/2012	121300065	A	11/20/2012	FOUGEROUSSE, MEGHANN	38.77
11/20/2012	121300066	A	11/20/2012	LEMKE, TAMMY	52.59
11/20/2012	121300067	A	11/20/2012	REHFELDT, LINDA	39.64

Totals for checks 499,426.39

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: December, 2012 Reconciliation
Date: January 9, 2013

Attached you will find the following documents for the December reconciliation:

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – December \$3,171,819.67
- Check Register – December
Notes for check register:

Check total -	\$485,298.57
ACH total -	\$ 4,380.78
Manual check total -	<u>\$ 42,137.89</u>
Total	\$531,817.24

Void checks - #73717
Payroll checks - #73647

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

FOR THE MONTH OF

December, 2012

BALANCE PER BANK:	89,500.00
LESS OUTSTANDING CHECKS	-359,801.34
LESS WRS POSTING	-102,347.24
MMA ACCOUNT	1,457,776.77
BALANCE PER BANK	1,085,128.19

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.
FUND 10 General	1,003,158.27	163,274.35	1,166,432.62
FUND 21 Donations	24,076.30	25.00	24,101.30
FUND 27 Special Ed	-898,701.09	-151,009.21	-1,049,710.30
FUND 38 Debt	7,099.87	0.00	7,099.87
FUND 39 Debt	-519,066.98	0.00	-519,066.98
FUND 49 Capital Projects	500	0.00	500
FUND 50 Food Service	21,006.35	-4,581.19	16,425.16
FUND 99 Voc Ed/ESL/Grants	14,881.50	0.00	14,881.50
			-33,311.75
MMA ACCOUNT			1,457,776.77
BALANCE PER GENERAL LEDGER			1,085,128.19
		7,708.95	

DIFFERENCE 0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	December 2012-13 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-452,328.05	163,274.35	1,166,432.62
10	-	---	---	-----	---	GENERAL FUND	-452,328.05	163,274.35	1,166,432.62
21	A	000	000	711100	---	CASH ON DEPOSIT	20,811.80	25.00	24,101.30
21	-	---	---	-----	---	GIFTS/DONATIONS	20,811.80	25.00	24,101.30
27	A	000	000	711100	---	CASH ON DEPOSIT	-92,740.42	-151,009.21	-1,049,710.30
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	-92,740.42	-151,009.21	-1,049,710.30
38	A	000	000	711100	---	CASH ON DEPOSIT	28,949.87		7,099.87
38	-	---	---	-----	---	NON-REFERENDUM DEBT	28,949.87		7,099.87
39	A	000	000	711100	---	CASH ON DEPOSIT	-30,405.71		-519,066.98
39	-	---	---	-----	---	REFERENDUM APPROVED DEBT SERVI	-30,405.71		-519,066.98
49	A	000	000	711100	---	CASH ON DEPOSIT	500.00		500.00
49	-	---	---	-----	---		500.00		500.00
50	A	000	000	711100	---	CASH ON DEPOSIT	113,241.99	-4,581.19	16,425.16
50	-	---	---	-----	---	FOOD SERVICE	113,241.99	-4,581.19	16,425.16
99	A	000	000	711100	---	CASH ON DEPOSIT	14,881.50		14,881.50
99	-	---	---	-----	---	COOP. PROGRAM FUNDS-66:03	14,881.50		14,881.50
Grand Asset Totals							-397,089.02	7,708.95	-339,336.83

Number of Accounts: 8

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

Post Date	Func	Description	Amount
12/31/2012	DISTRICT WIDE	DONATIONS FOR GIRLS SWIM TEAM - KIDS KORNER	25.00
12/31/2012	DISTRICT WIDE	KID CONNECTION - FACILITY USE	241.50
12/31/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR WORK PERMITS	20.00
12/31/2012	SCHOOL BUILDING ADMINISTRATION	7-UP COMMISSION - TRIS	55.20
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1270.00
12/31/2012	DISTRICT WIDE	CUB SCOUTS - FACILITY USE	15.00
12/31/2012	DISTRICT WIDE	FORWARD HEALTH - MEDICAID	25205.86
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1717.55
12/31/2012	DISTRICT WIDE	HS WRESTLING GATE VS EDGERTON	405.00
12/31/2012	DISTRICT WIDE	HS GIRLS BB GATE VS EAST TROY	439.00
12/31/2012	DISTRICT WIDE	STUDENT FEES	377.50
12/31/2012	READING	TRIS - REIMB FROM PTO & J STRIEKER	538.73
12/31/2012	SCHOOL BUILDING ADMINISTRATION	TRIS - REIMB FROM PTO FOR COMPUTER TRAINING	600.00
12/31/2012	SCHOOL BUILDING ADMINISTRATION	HS - REIMB FOR CHARGE CARD	969.59
12/31/2012	SCHOOL BUILDING ADMINISTRATION	TRIS-REIMB. FOR CHARGE CARD	3322.91
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1720.75
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2019.50
12/31/2012	DISTRICT WIDE	HS GIRLS BB GATE VS NEW GLARUS	314.00
12/31/2012	DISTRICT WIDE	HS BOYS BB GATE VS JEFFERSON	445.00
12/31/2012	TERMINATION OF BENEFITS	C WAGNER - ADD'L OWED FOR HEALTH INSURANCE	121.22
12/31/2012	TERMINATION OF BENEFITS	R DENNIS - ADD'L OWED FOR HEALTH INSURANCE	121.22
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1588.25
12/31/2012	DISTRICT WIDE	DEPT OF CORRECTIONS - RESTITUTION	53.95
12/31/2012	DISTRICT WIDE	HS GIRLS BB GATE VS MCFARLAND	451.00
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1069.75
12/31/2012	DISTRICT WIDE	HS BOYS BB GATE VS BIG FOOT	502.00
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1727.00
12/31/2012	DISTRICT ADMINISTRATION	D.O. REIMB. FOR COFFEE	9.00
12/31/2012	INSTRUCTIONAL STAFF TRAINING	REIMB OF COMPUTER TRAINING FROM K-5 PTO	600.00
12/31/2012	BUILDING REPAIRS	REIMB FROM HD SUPPLY - OVERCHARGE	384.66
12/31/2012	SCHOOL BUILDING ADMINISTRATION	HS - REIMB FOR CHARGE CARD	5042.18
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1715.75
12/31/2012	HOME ECONOMICS	REIMB FOR HS FOODS CLASS FEE	423.35
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1554.00
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1478.25
12/31/2012	DISTRICT WIDE	KIDS KORNER - FACILITY USE - TGIVING FEAST	70.00
12/31/2012	DISTRICT WIDE	KIDS KORNER - REIMB FOR LUNCHE INV #1014 & 1	145.00
12/31/2012	INSTRUCTIONAL COORD COUNSEL	HS REIMB - D OJEDA WORKSHOP CANCELLATION FEE	50.00
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1691.80
12/31/2012	TERMINATION OF BENEFITS	V LECY-LUEBKE - ADD'L OWED HEALTH INS 7/1/12	1340.35
12/31/2012	DISTRICT WIDE	TOWN OF UNION - MOBILE HOME TAX	413.31
12/31/2012	DISTRICT WIDE	STUDENT FEES	263.00
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2220.05
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1497.25
12/31/2012	READING	REIMB FROM EVANSVILLE PTO FOR BOOKS	500.00
12/31/2012	DISTRICT ADMINISTRATION	D.O. REIMB FOR POP	16.45
12/31/2012	TERMINATION OF BENEFITS	EBC-COBRA P'MENT - DENTAL - HAVLIK, SCHMIDT,	432.12
12/31/2012	TERMINATION OF BENEFITS	EBC-COBRA P'MENT - HEALTH - SCHMIDT	644.79
12/31/2012	GIFTED AND TALENTED	MS-REIMB FOR FIELDTRIPS	1333.99
12/31/2012	SCHOOL BUILDING ADMINISTRATION	E.S.-REIMB. FOR CHARGE CARD	37.28
12/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	180.35
12/31/2012	DISTRICT WIDE	VENDING	108.87
12/31/2012	DISTRICT WIDE	VENDING	142.65

Post Date	Func	Description	Amount
12/31/2012	DISTRICT WIDE	VENDING	152.90
12/31/2012	DEPOSITS PAYABLE	E-FUNDS FOR DECEMBER	4696.00
12/31/2012	DISTRICT WIDE	DECEMBER INTEREST	1280.41
12/31/2012	DISTRICT WIDE	AID PAYMENT	2956320.00
12/31/2012	CASH ON DEPOSIT	AID PAYMENT FOR SCHOOL BREAKFAST	2629.91
12/31/2012	CASH ON DEPOSIT	AID PAYMENT FOR SCHOOL LUNCH	23901.52
12/31/2012	DISTRICT WIDE	AID PAYMENT	115208.00
		Total for Cash Receipts	3171819.67

POST DATE	CHECK NUMBER	CHE TYPE	CHECK DATE	VENDOR	AMOUNT
12/06/2012	73595	R	12/07/2012	DAVE'S ACE HARDWARE	142.79
12/06/2012	73596	R	12/07/2012	ALL 'N ONE	187.74
12/06/2012	73597	R	12/07/2012	ANDY SELLS	50.00
12/06/2012	73598	R	12/07/2012	AT&T LONG DISTANCE	745.87
12/06/2012	73599	R	12/07/2012	BADGER WATER LLC	78.55
12/06/2012	73600	R	12/07/2012	BIER, THOMAS	48.00
12/06/2012	73601	R	12/07/2012	BUTTCHEN ELECTRIC	1,170.50
12/06/2012	73602	R	12/07/2012	BUTTCHEN, KENDALL	48.00
12/06/2012	73603	R	12/07/2012	CAPITAL LOCK INC	678.00
12/06/2012	73604	R	12/07/2012	CHRIS NICHOLSON	50.00
12/06/2012	73605	R	12/07/2012	CPI QUALIFIED PLAN CONSULT INC	77.25
12/06/2012	73606	R	12/07/2012	CRAIG FENRICK	60.00
12/06/2012	73607	R	12/07/2012	DAN RANKIN	48.00
12/06/2012	73608	R	12/07/2012	DAVE JASS	60.00
12/06/2012	73609	R	12/07/2012	DAVID YOSS	48.00
12/06/2012	73610	R	12/07/2012	DIVERSIFIED BENEFIT SERVICES	280.80
12/06/2012	73611	R	12/07/2012	EVANSVILLE HIGH SCHOOL	50.00
12/06/2012	73612	R	12/07/2012	EMPATHIA INC	250.00
12/06/2012	73613	R	12/07/2012	EQUAL RIGHTS DIVISION	15.00
12/06/2012	73614	R	12/07/2012	ERIC REUKAUF	60.00
12/06/2012	73615	R	12/07/2012	EVANSVILLE WATER & LIGHT DEPT	49.00
12/06/2012	73616	R	12/07/2012	FERAN, RICHARD	48.00
12/06/2012	73617	R	12/07/2012	FIDELITEC LLC	24.00
12/06/2012	73618	R	12/07/2012	FOLLETT LIBRARY BOOK COMPANY	2,203.76
12/06/2012	73619	R	12/07/2012	FOLLETT LIBRARY RESOURCES	285.55
12/06/2012	73620	R	12/07/2012	FORREST PIANO SERVICE	199.50
12/06/2012	73621	R	12/07/2012	J.W. PEPPER & SON INC	211.10
12/06/2012	73622	R	12/07/2012	JERRY LAUBE	60.00
12/06/2012	73623	R	12/07/2012	JOHN MEYERS	48.00
12/06/2012	73624	R	12/07/2012	KLEENMARK	66.00
12/06/2012	73625	R	12/07/2012	LIBRARIANS' BOOK EXPRESS	145.36
12/06/2012	73626	R	12/07/2012	LIBRARY VIDEO COMPANY	171.73
12/06/2012	73627	R	12/07/2012	LOOKOUT BOOKS	1,119.82
12/06/2012	73628	R	12/07/2012	MARSDEN, SUSAN	1,950.00
12/06/2012	73629	R	12/07/2012	MIDAMERICA BOOKS	87.72
12/06/2012	73630	R	12/07/2012	NATE KATZENMEYER	48.00
12/06/2012	73631	R	12/07/2012	NATIONAL ELEVATOR INSP SERV IN	225.00
12/06/2012	73632	R	12/07/2012	NEIS, GERALD	48.00
12/06/2012	73633	R	12/07/2012	OFFICE DEPOT	232.88
12/06/2012	73634	R	12/07/2012	THE PENWORTHY COMPANY	267.03
12/06/2012	73635	R	12/07/2012	RINGHAND BROTHERS INC	52,794.40
12/06/2012	73636	R	12/07/2012	SALEM PRESS	395.00
12/06/2012	73637	R	12/07/2012	SCHOLASTIC INC.	97.77
12/06/2012	73638	R	12/07/2012	SCHOOL SPECIALTY	207.78
12/06/2012	73639	R	12/07/2012	SHANLEY, LARRY	20.35
12/06/2012	73640	R	12/07/2012	SMART APPLE MEDIA	239.34
12/06/2012	73641	R	12/07/2012	STATE OF WISCONSIN	100.00
12/06/2012	73642	R	12/07/2012	THORNTON, RON	48.00
12/06/2012	73643	R	12/07/2012	TIERNEY BROTHERS INC	56.00
12/06/2012	73644	R	12/07/2012	TODD WITTLINGER	60.00
12/06/2012	73645	R	12/07/2012	WI EDUC MEDIA AND TECHNOLOGY A	16.00
12/06/2012	73646	R	12/07/2012	WIL-KIL PEST CONTROL	131.00
12/13/2012	73648	R	12/13/2012	BIER, THOMAS	48.00
12/13/2012	73649	R	12/13/2012	BUTTCHEN, KENDALL	48.00
12/13/2012	73650	R	12/13/2012	CHRIS NICHOLSON	48.00
12/13/2012	73651	R	12/13/2012	DAN RANKIN	48.00

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
12/13/2012	73652	R	12/13/2012	DANIEL BOTHUN	96.00
12/13/2012	73653	R	12/13/2012	DAVE JASS	60.00
12/13/2012	73654	R	12/13/2012	DAVID YOSS	50.00
12/13/2012	73655	R	12/13/2012	GATES, TONY	48.00
12/13/2012	73656	R	12/13/2012	GIVHAN, STEVE	48.00
12/13/2012	73657	R	12/13/2012	GOSZINSKI, GLENN	60.00
12/13/2012	73658	R	12/13/2012	HAMMER, MICHAEL	48.00
12/13/2012	73659	R	12/13/2012	HRYCAY, STEVEN	48.00
12/13/2012	73660	R	12/13/2012	JERRY LAUBE	60.00
12/13/2012	73661	R	12/13/2012	JOHN MEYERS	48.00
12/13/2012	73662	R	12/13/2012	JOM HEGGE	60.00
12/13/2012	73663	R	12/13/2012	KATZENMEYER, JENNY	100.00
12/13/2012	73664	R	12/13/2012	LARRY GARVOILLE	60.00
12/13/2012	73665	R	12/13/2012	LEIF LONG	96.00
12/13/2012	73666	R	12/13/2012	MICHAEL PFEIL	60.00
12/13/2012	73667	R	12/13/2012	NEIS, GERALD	50.00
12/13/2012	73668	R	12/13/2012	RINGHAND BROTHERS INC	2,315.54
12/13/2012	73669	R	12/13/2012	SHAE LONG	60.00
12/13/2012	73670	R	12/13/2012	STEPHENSEN, STEVE	166.50
12/13/2012	73671	R	12/13/2012	STEVE GARVOILLE	60.00
12/13/2012	73672	R	12/13/2012	TOM BIER	48.00
12/14/2012	73673	R	12/14/2012	AMERIPRISE FINANCIAL SERVICES	770.00
12/14/2012	73674	R	12/14/2012	FRANKLIN TEMPLETON BANK & TRUST	1,105.00
12/14/2012	73675	R	12/14/2012	HORACE MANN LIFE INSURANCE	100.00
12/14/2012	73676	R	12/14/2012	METLIFE	175.00
12/14/2012	73677	R	12/14/2012	MG TRUST COMPANY	420.00
12/14/2012	73678	R	12/14/2012	SEB-VAA	780.00
12/19/2012	73679	R	12/19/2012	DAVE'S ACE HARDWARE	249.83
12/19/2012	73680	R	12/19/2012	ACT	2,783.00
12/19/2012	73681	R	12/19/2012	ADAM CROWLEY	60.00
12/19/2012	73682	R	12/19/2012	ALL 'N ONE	719.90
12/19/2012	73683	R	12/19/2012	AT & T	114.35
12/19/2012	73684	R	12/19/2012	AT&T	745.00
12/19/2012	73685	R	12/19/2012	BARNEVELD HIGH SCHOOL	150.00
12/19/2012	73686	R	12/19/2012	BELLEVILLE SCHOOL DISTRICT	150.00
12/19/2012	73687	R	12/19/2012	BFG SUPPLY CO	406.44
12/19/2012	73688	R	12/19/2012	BLACKHAWK TECHNICAL COLLEGE	427.89
12/19/2012	73689	R	12/19/2012	BOARDMAN & CLARK LLP	565.50
12/19/2012	73690	R	12/19/2012	BUTTCHEN ELECTRIC	89.85
12/19/2012	73691	R	12/19/2012	CESA #2	130.00
12/19/2012	73692	R	12/19/2012	CHRIS NICHOLSON	48.00
12/19/2012	73693	R	12/19/2012	CORY, LEWIS	48.00
12/19/2012	73694	R	12/19/2012	CPI QUALIFIED PLAN CONSULT INC	80.25
12/19/2012	73695	R	12/19/2012	DANIEL BOTHUN	48.00
12/19/2012	73696	R	12/19/2012	DEFOREST HIGH SCHOOL	175.00
12/19/2012	73697	R	12/19/2012	DEPARTMENT OF ADMINISTRATION-	1,500.00
12/19/2012	73698	R	12/19/2012	EVANSVILLE HIGH SCHOOL	50.00
12/19/2012	73699	R	12/19/2012	FOLLETT LIBRARY RESOURCES	1,967.04
12/19/2012	73700	R	12/19/2012	FORT ATKINSON HIGH SCHOOL	110.00
12/19/2012	73701	R	12/19/2012	GERBER LEISURE PRODUCTS, INC.	113.00
12/19/2012	73702	R	12/19/2012	HANSON ELECTRONICS	9.99
12/19/2012	73703	R	12/19/2012	THEODORE ROBINSON INTERMEDIATE	10.75
12/19/2012	73704	R	12/19/2012	JELAINE LISA OLSEN	268.00
12/19/2012	73705	R	12/19/2012	KLEENMARK	107.80
12/19/2012	73706	R	12/19/2012	KLUG, KYL	138.75
12/19/2012	73707	R	12/19/2012	LANDMARK SERVICES COOPERATIVE	5,964.80

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
12/19/2012	73708	R	12/19/2012	LODI HIGH SCHOOL	150.00
12/19/2012	73709	R	12/19/2012	LOTH, JEB	60.00
12/19/2012	73710	R	12/19/2012	MARSDEN, SUSAN	2,437.50
12/19/2012	73711	R	12/19/2012	MJ CARE, INC.	627.00
12/19/2012	73712	R	12/19/2012	NELSON-YOUNG LUMBER COMPANY	80.00
12/19/2012	73713	R	12/19/2012	OCCUPATIONAL HEALTH CENTERS	240.20
12/19/2012	73714	R	12/19/2012	PIGGLY WIGGLY	110.79
12/19/2012	73715	R	12/19/2012	RHYME BUSINESS PRODUCTS	2,693.77
12/19/2012	73716	R	12/19/2012	RHYME BUSINESS PRODUCTS LLC	1,409.93
12/19/2012	73717	R	12/19/2012	RINGHAND BROTHERS INC	792.22
12/19/2012	73718	R	12/19/2012	ROGER HOMB	50.00
12/19/2012	73719	R	12/19/2012	RON GUY	100.00
12/19/2012	73720	R	12/19/2012	ROTO ROOTER SEPTIC TANK SERVIC	135.00
12/19/2012	73721	R	12/19/2012	SCHMIDT, NATHANIEL	24.85
12/19/2012	73722	R	12/19/2012	SCHOOL PERCEPTIONS	1,100.00
12/19/2012	73723	R	12/19/2012	SEW MANY THREADS, LLC	48.00
12/19/2012	73724	R	12/19/2012	STOUGHTON HIGH SCHOOL	200.00
12/19/2012	73725	R	12/19/2012	TAHER	31,262.84
12/19/2012	73726	R	12/19/2012	THORNTON, RON	48.00
12/19/2012	73727	R	12/19/2012	UW MADISON	787.50
12/19/2012	73728	R	12/19/2012	UW-L JAZZ STUDIES	225.00
12/19/2012	73729	R	12/19/2012	V.A.L.U.E. IN LOCAL GOVERNMENT	35.00
12/19/2012	73730	R	12/19/2012	WAUNAKEE COMM SCHOOL DISTRICT	705.00
12/19/2012	73731	R	12/19/2012	WEGNER CPA'S LLP	3,200.00
12/19/2012	73732	R	12/19/2012	WELDERS SUPPLY COMPANY	77.00
12/21/2012	73733	R	12/21/2012	DARYL SCHULTZ	48.00
12/21/2012	73734	R	12/21/2012	LANDMARK SERVICES COOPERATIVE	792.22
12/21/2012	73735	R	12/21/2012	LARRY GARVOILLE	60.00
12/21/2012	73736	R	12/21/2012	RON GUY	48.00
12/21/2012	73737	R	12/21/2012	STEVE GARVOILLE	60.00
12/21/2012	73738	R	12/21/2012	VOIGT MUSIC CENTER	118.96
12/31/2012	73739	R	12/31/2012	AMERIPRISE FINANCIAL SERVICES	770.00
12/31/2012	73740	R	12/31/2012	DEAN HEALTH PLANS	211,541.47
12/31/2012	73741	R	12/31/2012	DELTA DENTAL OF WISCONSIN	28,527.38
12/31/2012	73742	R	12/31/2012	EVANSVILLE EDUCATION ASSOC AUX	353.02
12/31/2012	73743	R	12/31/2012	EVANSVILLE EDUCATION ASSOC.	12,490.88
12/31/2012	73744	R	12/31/2012	FRANKLIN TEMPLETON BANK &TRUST	1,105.00
12/31/2012	73745	R	12/31/2012	HORACE MANN LIFE INSURANCE	100.00
12/31/2012	73746	R	12/31/2012	METLIFE	175.00
12/31/2012	73747	R	12/31/2012	MG TRUST COMPANY	420.00
12/31/2012	73748	R	12/31/2012	SBG-VAA	780.00
12/31/2012	73749	R	12/31/2012	SUN LIFE FINANCIAL	3,875.04
12/31/2012	73750	R	12/31/2012	TEAMSTERS LOCAL UNION 695	890.50
12/31/2012	73751	R	12/31/2012	WEA INSURANCE TRUST	3,122.91
12/31/2012	73752	R	12/31/2012	AT&T LONG DISTANCE	583.45
12/31/2012	73753	R	12/31/2012	BADGER WATER LLC	166.05
12/31/2012	73754	R	12/31/2012	BOARDMAN & CLARK LLP	1,240.00
12/31/2012	73755	R	12/31/2012	CESA #2 DRIVERS EDUCATION	400.00
12/31/2012	73756	R	12/31/2012	CPI QUALIFIED PLAN CONSULT INC	77.25
12/31/2012	73757	R	12/31/2012	DALE MULDER	165.00
12/31/2012	73758	R	12/31/2012	DAVE NIELSON	165.00
12/31/2012	73759	R	12/31/2012	DIEDRICH, PETER	70.60
12/31/2012	73760	R	12/31/2012	DIVERSIFIED BENEFIT SERVICES	283.95
12/31/2012	73761	R	12/31/2012	EMPATHIA INC	250.00
12/31/2012	73762	R	12/31/2012	FARRELL, MARK	165.00
12/31/2012	73763	R	12/31/2012	FIDELITEC LLC	48.00

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
12/31/2012	73764	R	12/31/2012	MARSDEN, SUSAN	600.00
12/31/2012	73765	R	12/31/2012	NATE KATZENMEYER	165.00
12/31/2012	73766	R	12/31/2012	RINGHAND BROTHERS INC	55,870.54
12/31/2012	73767	R	12/31/2012	SCHOLASTICE MAGAZINES	238.70
12/31/2012	73768	R	12/31/2012	SCHOOL DATEBOOKS INC	1,362.10
12/31/2012	73769	R	12/31/2012	WARD-BRODT MUSIC MALL	11.95
12/31/2012	73770	R	12/31/2012	WE ENERGIES	20,281.42
12/31/2012	73771	R	12/31/2012	WEST MUSIC	706.81
12/31/2012	73772	R	12/31/2012	WISCONSIN SCHOOL MUSIC ASSOCIA	350.00
12/13/2012	2013016	M	12/13/2012	AT & T	1,650.18
12/13/2012	2013017	M	12/13/2012	EVANSVILLE WATER & LIGHT DEPT	40,249.05
12/13/2012	2013018	M	12/13/2012	U.S. CELLULAR	238.66
12/06/2012	121300068	A	12/07/2012	KATZENMEYER, JENNY	100.00
12/06/2012	121300069	A	12/07/2012	KETTLE, MARY	20.54
12/06/2012	121300070	A	12/07/2012	MESSLING, PENNY	83.25
12/06/2012	121300071	A	12/07/2012	PICKERING, DEANNA	68.49
12/06/2012	121300072	A	12/07/2012	PINE, LAURA	24.99
12/06/2012	121300073	A	12/07/2012	SPERANDEO-WEHNER, KIM	103.16
12/06/2012	121300074	A	12/07/2012	TYSON, MARCELA	81.36
12/06/2012	121300075	A	12/07/2012	WICK, JO ANN	104.34
12/06/2012	121300076	A	12/07/2012	ZBLEWSKI, CYNTHIA	210.00
12/19/2012	121300077	A	12/19/2012	ASHBY, VAUNCE	55.50
12/19/2012	121300078	A	12/19/2012	BRUMMOND, NANCY	161.08
12/19/2012	121300079	A	12/19/2012	DOBBS, JOANIE	102.12
12/19/2012	121300080	A	12/19/2012	KATZENMEYER, JENNY	50.00
12/19/2012	121300081	A	12/19/2012	PINE, LAURA	85.64
12/19/2012	121300082	A	12/19/2012	ROTH, JERRY	275.28
12/19/2012	121300083	A	12/19/2012	SLABACK, JACOB	24.59
12/19/2012	121300084	A	12/19/2012	SPERRY, JANE	50.27
12/31/2012	121300085	A	12/31/2012	ASHBY, VAUNCE	250.00
12/31/2012	121300086	A	12/31/2012	CASHORE, BRIAN	250.00
12/31/2012	121300087	A	12/31/2012	DOBBS, JOANIE	72.25
12/31/2012	121300088	A	12/31/2012	EVERSON, SCOTT	250.00
12/31/2012	121300089	A	12/31/2012	FERRELL, LESLIE	180.57
12/31/2012	121300090	A	12/31/2012	FLAHERTY, ROBERT	314.99
12/31/2012	121300091	A	12/31/2012	HAVLIK, LOUISA	250.00
12/31/2012	121300092	A	12/31/2012	KETTLE, MARY	23.31
12/31/2012	121300093	A	12/31/2012	KOPF, GRETCHEN	173.72
12/31/2012	121300094	A	12/31/2012	LANDERS, PAULA	250.00
12/31/2012	121300095	A	12/31/2012	ROTH, JERRY	254.50
12/31/2012	121300096	A	12/31/2012	SPERRY, JANE	10.83
12/31/2012	121300097	A	12/31/2012	TREUDEN, DOREEN	250.00
12/31/2012	121300098	A	12/31/2012	WICK, JO ANN	250.00

Totals for checks 531,817.24

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, January 28, 2013

6:30 p.m.

**District Board and Training Center
640 S. Fifth Street**

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

		<u>TIME</u>
I.	Roll Call: Dennis Hatfield Kathi Swanson Eric Busse John Rasmussen Tina Rossmiller Sharon Skinner Nancy Hurley	2 min
II.	Approve Agenda.	1 min
III.	Presentation – Bullying.	15 min
IV.	Consent (Action Items) – A	2 min
V.	Business (Action Item) –	5 min
	A. Approval of Employee Handbook Written Draft, Part II, Sec. 3 (Certified Staff-Certified Staff Supervision and Evaluation) and Part III, Sec. 2 (Support Staff-Employee Evaluation).	
	B. Approval of One Year Administrative Contracts for 2013-14 School Year	
VI.	Budget Finance – Chair, Tina Rossmiller –	15 min
	A. Discussion Items:	
	1) 2012-13 Budget Update.	
	2) 2013-14 Budget Update.	
	3) School Calendar Process and Philosophy.	
	4) Update on Evansville Education Foundation.	
	5) Insurance Committee Update.	
	6) Extra/Co-Curricular Committee Update.	
	B. Develop Budget Finance Agenda Items for February 25 Meeting.	
VII.	Policy – Chair, Nancy Hurley –	15 min
	A. First Reading of Policies:	
	B. Develop Policy Agenda Items for February 25 Meeting.	
VIII.	Handbook Committee – Chair, Kathi Swanson/Jerry Roth –	60 min
	A. Employee Handbook 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).	
	B. Employee Handbook Outline, 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).

- | | | |
|-----|--|--------|
| IX. | Board Development – Chair, Kathi Swanson – | 30 min |
| | A. Discussion of Book, <u>Becoming a Better Board Member</u> . | |
| | B. Develop Board Development Agenda Items for February 28 Meeting. | |
| X. | Future Agenda – Chair, Kathi Swanson - | 5 min |
| | A. Develop March 11 Regular Board Meeting Agenda. | |
| XI. | Adjourn. | 1 min |

Estimated Regular Meeting End Time: _____ pm.

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

Vision Statement:

Creating a culture of excellence in:

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

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

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

Posted: