

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, July 9, 2012

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, M&I Bank, Union Bank & Trust and Eager Free Public Library

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

- I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse John Rasmussen
 Tina Rossmiller Sharon Skinner Nancy Hurley
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
 - Back to School Days - August 15 and 16, 2012
 - First Day of School – September 4, 2012
 - September 24, 2012, Annual Meeting
- IV. District Administrator Report – Update on New District Administrator Transition.
- V. Business (Action Items):
 - A. Approval of Early Release for 2012-2013 School Year.
 - B. Approval of High School Late Start Days for 2012-2013 School Year.
 - C. Approval for Email Upgrade.
 - D. Approval of 2012-2013 Preliminary Budget.
 - E. Approval of Staff Changes: Teacher Contracts, Co-Curricular Contracts, Teacher Resignation, and Rescind Lay-Off.
 - F. Approval of 66:0301 – 2012-2013 Shared Service Contract Dane County New Teacher Project.
 - G. Approval of 66:0301 Cooperative Agreement; School Insurance & Risk Management Cooperative (SIRMC).
 - H. Resolution Authorizing Temporary Borrowing In An Amount Not To Exceed \$5,000,000; Issuance of Tax and Revenue Anticipation Promissory Notes; and Participation In The Wisconsin School Districts Cash Flow Administration Program.
- VI. Consent (Action Items):
 - A. Approval of 2013 New York City Music Trip.
 - B. Approval of Policies: #428-Public School Open Enrollment; #453.4-Administering Mediations to Students; #453.4 Form-Medication Consent Form; #511-Equal Opportunity Employment; #512-Employee Harassment; #513-Personnel/Payroll Management; #522-Staff Conduct; #522.1-Alcohol and Drug-Free Workplace; #522.2-Tobacco Use by Staff on School Premises;

#522.4-Employee Ethics/Conflict of Interest; #522.5-Staff Involvement in Political Activities; #522.8-Staff Dress; #523-Staff Health and Safety; #523.1-Employee Physical Examinations; #523.11-Employee Alcohol and Drug Testing; #523.3-Employee Assistance Program; #524-Employee Gifts and Gratuities; #525-Staff Solicitations; and #526-Personnel Records.

C. Approval of June 11 Regular Meeting Minutes.

VII. Information & Discussion:

A. Report From CESA #2 Representative – Tina Rossmiller.

B. Health and Nursing Services Report.

C. Open Enrollment Survey Results.

D. Schedule Board/Administrative Team Retreat.

E. Co-Curricular and Extra-Curricular Committee.

F. Support Staff Negotiations Board of Education Representative(s).

G. Second Reading of Policies: #322-Student School Day; #421.1-Admission to First Grade; #522.3-Staff Misconduct Reporting; #522.41-Nepotism; #522.6-Staff Involvement in Community Activities; #523.2-Staff Communicable Diseases; #523.5-Staff Protection; #527.1-Whistleblower; #527.2-Staff Complaints; #528-Staff-Student Relations; #529-Staff Discipline; #529.1-Family & Medical Leave; #529.2-Jury Duty Leave; #529.3-Bereavement Leave; #529.4 (532.1)-Use of Sick Days; #529.45 (542.26)-Personal Leave; #529.5-Uniformed Services Leave; #533.1-Criminal Background Checks; #542.2-Support Staff Salaries; #543-Support Staff Recruiting/Hiring; #545-Support Staff Assignments and Transfers; #545.1-Support Staff Work Schedule; #546.1-Resignation of Support Staff; #546.2-Retirement of Support Staff; #542.21-Support Staff Overtime; #546.4-Reduction in Support Staff Workforce; #547-Support Staff Development Opportunities; #548-Support Staff Evaluation; and #760.1-Breakfast/Lunch Fee Schedule.

VIII. Set July 30, 2012, Regular Meeting Agenda.

IX. Executive Session – Under Wisconsin Statute 19.85(1)(c) to Discuss Personnel Matters.

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: 7-5-12

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Monday, July 9, 2012

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, M&I Bank, Union Bank & Trust and Eager Free Public Library

6:00 Two Board members, Kathi Swanson and Nancy Hurley, are available to listen to the public on a drop in basis.

I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse John Rasmussen
Tina Rossmiller Sharon Skinner Nancy Hurley

II. Approve Agenda.

III. Public Announcements/Recognition/Upcoming Events:

- Back to School Days - August 15 and 16, 2012 – *Enclosed is the work schedule; feel free to sign up to help us out on these two days with Ms. Mosher.*
- First Day of School – September 4, 2012
- September 24, 2012, Annual Meeting

IV. District Administrator Report – Update on New District Administrator Transition.

V. Business (Action Items):

A. Approval of Early Release for 2012-2013 School Year –

Suggested Motion: I move we approve the Early Release days for the second Wednesday of each month for the 2012-2013 school year.

B. Approval of High School Late Start Days for 2012-2013 School Year –

Suggested Motion: I move that we approve up to seven high school late start days on the fourth Monday of a month for the 2012-2013 school year.

C. Approval for Email Upgrade – *Ms. Treuden has enclosed information.*

Suggested Motion: I move that we approve the expenditure for \$4,600.00 to be used for the email system upgrade.

- D. Approval of 2012-2013 Preliminary Budget – Ms. Treuden has enclosed information. I have also included from each building, how the District has maintained educational programs at each school.

Suggested Motion: I move we approve the preliminary budget as presented.

- E. Approval of Staff Changes: Teacher Contracts; Co-Curricular Contracts; Teacher Resignation; and Rescind Lay-Off – Please approve the following contracts:
1. *Meghann Fougrousse, 50% Middle School Music Teacher – Meghann earned her Masters degree in music at the University of Wisconsin in Madison. She taught for five years at George Rogers Clark Middle School in Indiana for five years after earning her undergraduate degree from Valparaiso. Her former principal stated, “Ms. Fougrousse has high expectations for her students and they appreciated that she could get the most out of their abilities. Because students knew that she cared about them...[she]...maintained an excellent rapport with her students.” Meghann has certifications in band, chorus, and general music and can teach at any grade level in our District. There are very few instructors in Wisconsin who hold all of these certifications.*
Ms. Fougrousse will start at MA/+0/5 – at a cost of \$23,470.
 2. *Avery Kansteiner, 50% Elementary Guidance Counselor - Avery has been our long-term substitute counselor at the elementary level since February 2012 when the previous counselor left. She has quickly become a member of collaboration teams taking the initiative to help specific students, provide resources to teachers and continue the Life Skills classes. She kept in touch with parents, organized the MAP testing and attended district provided professional development.*
Before coming to us, Avery earned her Bachelor’s degree from UW-Madison in International Studies & French and Political Science. She completed her Master’s also at UW-Madison in Counseling Psychology. She has worked with Dane County Parent Council and Head Start as a Bilingual Home Visitation Teacher, a Pre-K Bilingual Classroom Assistant, and a Preschool Teacher at Countryside Montessori Preschool. She was also an AmeriCorp volunteer, a volunteer coordinator, camp counselor, and diversity coordinator for 3 dorms on campus at college. People who have worked with her have noted her “sincere ability to connect with children,” her “patience, empathy, non-judgmental skills at conflict resolution,” and her “dedication to excellence in the development of a children’s program.”
In her spare time, she is a member of three Brazilian and African drumming groups that perform in Madison: WADOMA, The Handphibians, and Metabaque.
Ms. Kansteiner will start at the MA+0/1, for a salary of \$19,805.50.
 3. Co-Curricular Contracts for:
 - A. *Tony Wiemiller, Freshmen Boys Basketball Coach – for a stipend of \$1,968.*
 - B. *David Kopf, HS Assistant Cross Country Assistant Coach – for a stipend of \$1,968.*
 - C. *Karla Wickersham, HS Freshmen Girls Volleyball Coach – for a stipend of \$2,005.*

- D. Daniel Doverspike, MS Boys Basketball Coach – for a stipend of \$1,476.
4. Resignation of teacher, Terri Belz – letter enclosed.
 5. Rescind Lay-Off Notice for Shelly Bisch – With the resignation of Terri Belz, special education teacher, we should rescind Ms. Bisch's lay-off.

Suggested Motion: I move we approve the teacher contract for Meghann Fougrousse, 50% Middle School Music Teacher, at a salary of \$23,470, Avery Kansteiner, 50% Elementary Guidance Counselor, at a salary of \$19,805.50; the co-curricular contracts for Tony Wiemiller, Freshman Boys Basketball Coach for a stipend of \$1,968, David Kopf, HS Cross Country Assistant Coach for a stipend of \$1,968, Karla Wickersham, HS Freshmen Girls Volleyball Coach for a stipend of \$2,005, and Daniel Doverspike, MS Boys Basketball Coach for a stipend of \$1,476.

Suggested Motion: I move we approve the resignation of teacher, Terri Belz; and to rescind the lay-off notice for Shelly Bisch.

- F. Approval of 66:0301 – 2012-2013 Shared Service Contract Dane County New Teacher Project – Enclosed is information on this project consortium. This is a renewal. The cost is \$3,340.00.

Suggested Motion: I move we approve the 66:0301 – 2012-2013 shared service contract-Dane County New Teacher Project as presented.

- G. Approval of 66:0301 Cooperative Agreement; School Insurance & Risk Management Cooperative (SIRMC) – Ms. Treuden has enclosed information.

Suggested Motion: I move we approve the 66:0301 Cooperative Agreement; School Insurance & Risk Management as presented.

- H. Resolution Authorizing Temporary Borrowing In An Amount Not To Exceed \$5,000,000; Issuance of Tax and Revenue Anticipation Promissory Notes; and Participation In The Wisconsin School Districts Cash Flow Administration Program – Ms. Treuden has enclosed information.

Suggested Motion: I move we approve the Resolution Authorizing Temporary Borrowing In An Amount Not To Exceed \$5,000,000; Issuance of Tax and Revenue Anticipation Promissory Notes; and Participation In The Wisconsin School Districts Cash Flow Administration Program as presented.

VI. Consent (Action Items):

- A. Approval of 2013 New York City Music Trip.
- B. Approval of Policies: #428-Public School Open Enrollment; #453.4-Administering Mediations to Students; #453.4 Form-Medication Consent Form; #511-Equal Opportunity Employment; #512-Employee Harassment; #513-Personnel/Payroll Management; #522-Staff Conduct; #522.1-Alcohol and Drug-Free Workplace; #522.2-Tobacco Use by Staff on School Premises; #522.4-Employee Ethics/Conflict of Interest; #522.5-Staff Involvement in Political Activities; #522.8-Staff Dress; #523-Staff Health and Safety; #523.1-Employee Physical Examinations;

#523.11-Employee Alcohol and Drug Testing; #523.3-Employee Assistance Program; #524-Employee Gifts and Gratuities; #525-Staff Solicitations; and #526-Personnel Records.

C. Approval of June 11 Regular Meeting Minutes.

Suggested Motion: I move we approve the consent agenda items: 2013 New York City Music trip; policies: #428-Public School Open Enrollment; #453.4-Administering Mediations to Students; #453.4 Form-Medication Consent Form; #511-Equal Opportunity Employment; #512-Employee Harassment; #513-Personnel/Payroll Management; #522-Staff Conduct; #522.1-Alcohol and Drug-Free Workplace; #522.2-Tobacco Use by Staff on School Premises; #522.4-Employee Ethics/Conflict of Interest; #522.5-Staff Involvement in Political Activities; #522.8-Staff Dress; #523-Staff Health and Safety; #523.1-Employee Physical Examinations; #523.11-Employee Alcohol and Drug Testing; #523.3-Employee Assistance Program; #524-Employee Gifts and Gratuities; #525-Staff Solicitations; and #526-Personnel Records; and the June 11 Regular Meeting Minutes as presented.

VII. Information & Discussion:

- A. Report From CESA #2 Representative – Tina Rossmiller – Ms. Rossmiller will share her duties by serving as our representative.
- B. Health and Nursing Services Report – Our school nurse, Peggy Blohm, has put together a health and nursing services report for the 2011-2012 school year, similar to previous years. This is for your information only.
- C. Open Enrollment Survey Results – Ms. Mosher sent out the open enrollment survey to parents who had planned on sending their child to another school under open enrollment. The survey went to the 39 families that had applied to go out this upcoming school year. The results are in your packet.
- D. Schedule Board/Administrative Team Retreat – Please bring your calendar so that we may schedule an upcoming retreat with the Administrative Team.
- E. Co-Curricular and Extra-Curricular Committee – I would like to form a Co-Curricular and Extra-Curricular Committee to work together this coming school year. Information is enclosed.
- F. Support Staff Negotiations Board of Education Representative(s) – As the Board did not assign board members to committee's this past April at the re-organization meeting, I am asking two board members to join as Board representatives.
- G. Second Reading of Policies: #322-Student School Day; #421.1-Admission to First Grade; #522.3-Staff Misconduct Reporting; #522.41-Nepotism; #522.6-Staff Involvement in Community Activities; #523.2-Staff Communicable Diseases; #523.5-Staff Protection; #527.1-Whistleblower; #527.2-Staff Complaints; #528-Staff-Student Relations; #529-Staff Discipline;

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VIII. Set July 30, 2012, Regular Meeting Agenda – Enclosed is a draft of the July 30th meeting.

IX. Executive Session – Under Wisconsin Statute 19.85(1)(c) to Discuss Personnel Matters – You will adjourn the meeting from executive session.

Suggested Motion: I move we move into executive session-under Wisconsin Statute 19.85(1)(c) to discuss personnel matters.

For Your Information:

1. Student Activity Account Balances.

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*
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Posted:

"Back to School" Days Work Schedule - Wednesday, August 15, 2012

Registration Area

1:00 - 2:00
2:00 - 3:00
3:00 - 4:00
4:00 - 5:00
5:00 - 6:00
6:00 - 7:00

1:00 - 2:00
2:00 - 3:00
3:00 - 4:00
4:00 - 5:00
5:00 - 6:00
6:00 - 7:00

Check Out Area

"Back to School" Days Work Schedule - Thursday, August 16, 2012

Registration Area

1:00 - 2:00
2:00 - 3:00
3:00 - 4:00
4:00 - 5:00
5:00 - 6:00
6:00 - 7:00

1:00 - 2:00
2:00 - 3:00
3:00 - 4:00
4:00 - 5:00
5:00 - 6:00
6:00 - 7:00

Check Out Area

District Administrator Report

Jerry Roth

7-9-2012

I am pleased to report that my first few days serving as the District Administrator for the Evansville Community School District have been very rewarding. It has been enjoyable reconnecting with so many familiar people that I worked with when I served as the middle school principal from 2002-2006. I have also enjoyed getting to know many new people. My early experiences have solidified my belief that this School District is a good fit for me and my family.

Since accepting the position as District Administrator I have been busy working on transition activities. One of the most important activities has been meeting with former District Administrator Heidi Carvin. We have discussed various topics related to the District and the community. I greatly appreciate the time that she provided during my transition.

This past spring and early summer I have met with members of the community, Board of Education, administrative team, employee groups and district office staff. These conversations have helped me understand the deep commitment to education in our community and School District. The conversations have also helped me to get a sense of the important issues that exist as we move our District forward.

The future of the Evansville Community School District looks bright and I am proud to say that I will have the opportunity to lead the great people of this District in providing a quality education for each of our students.

Mosher, Kelly

From: mosherk@ecsdnet.org
Sent: Wednesday, June 06, 2012 11:49 AM
To: Mosher, Kelly
Subject: Late Start/Early Release Survey

If you have trouble viewing or submitting this form, you can fill it out online:

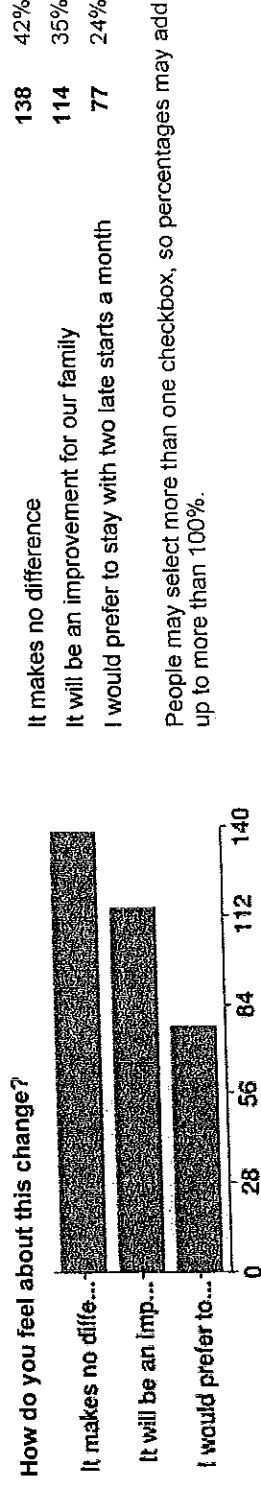
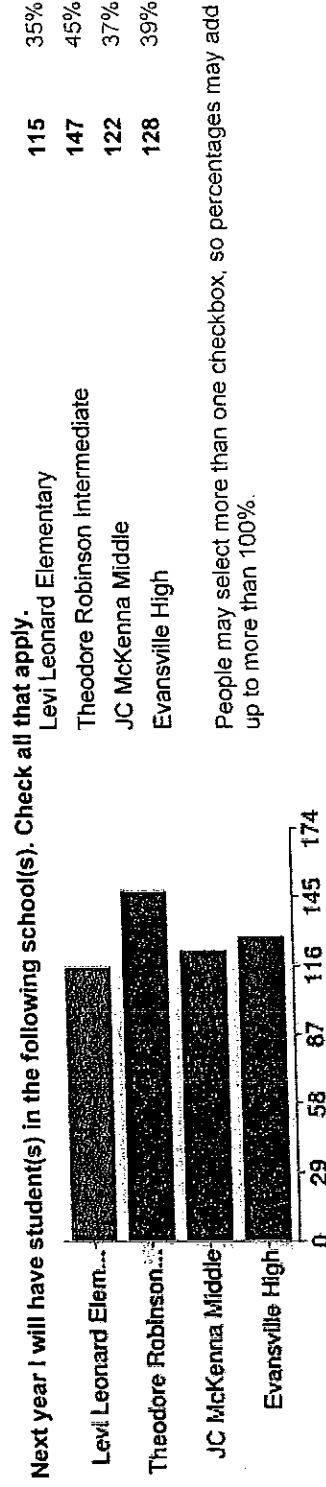
<https://docs.google.com/spreadsheets/viewform?formkey=dFp5MkZtR19uTXFJbmJPeG9ZU3FQaVE6MQ>

Late Start/Early Release Survey

Dear Parents, Two years ago, we added late start days to the calendar to provide more collaboration time for teachers to have time to implement changes required by No Child Left Behind. Collaboration time has been very productive, but with more subject areas being added to those engaged in the work, there are fewer staff to help with K-5 students who arrive for the District provided childcare. In addition, with the increases in testing demands we need to also begin providing this time for 6-8 teachers. This survey is being conducted to get input from our families to see how the changes we would like to see next year might impact your family. We hope to take the results to the Board on June 11. Please respond to this survey no later than Tuesday, June 5. Proposed Change: Replace the current twice a month late start dates (K-5 and 9-12 only) with a single early release day on the second Wednesday of the month at 1:00 p.m. for all students K-12 (Sept 12, Oct 10, Nov 14, Dec 12, Jan 9, February 13, March 13, April 10, May 8) and up to 7 late starts on the 4th Monday of the month for 9-12 only. Buses will take all students home starting at 1:00 p.m. on the early release dates. Other early release days for holidays and parent teacher conference compensation will be at 1:00 p.m. so the time will be consistent. No childcare will be provided by the District. Older students will be available to care for younger students since all students will be dismissed. We are also planning for National Honor Society and high school senior project students to offer camps such as Poms, basketball, and other high interest topics as a choice. Thank you for taking the time to complete the survey. Heidi Carvin, District Administrator

327 responses

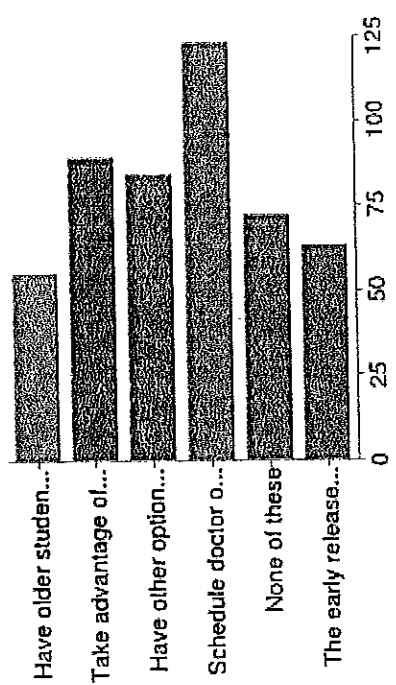
Summary [See complete responses](#)



How likely are you to use the following on the Early Release dates? Check all that apply.

Have older students care for my younger student(s)	55	17%
Take advantage of camps that offer topics of interest to my child	89	27%

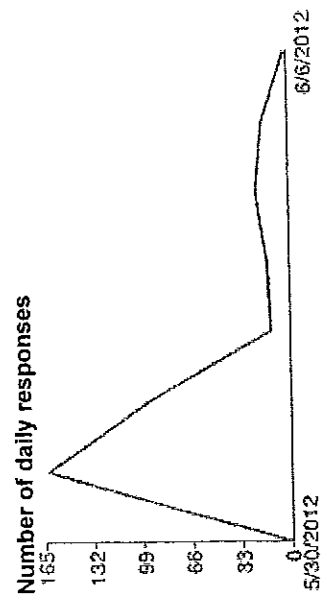
Have other options available to me 84 26%
 Schedule doctor or dentist appointments at this time 123 38%
 None of these 72 22%
 The early releases are more of a hardship for me than the current late starts 63 19%



People may select more than one checkbox, so percentages may add up to more than 100%.

Please share any comments you have generally or suggestions for high interest topic camps your child might be interested in.

I do not have a way to get my child to school late on the late days. she would have to be at school regardless of the start time. I like the afternoon release better then only an H late in the morning makes it easier for apps to be scheduled in the afternoon. With the late start days it is much harder to drop off consistently. Have camps that teach the subjects they are missing from all the days of early release. Never been a fan of late starts. Early releases all kids come home at same time - exce



Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Email Exchange Upgrade
Date: July 9th, 2012

The District Technology Department has been working toward upgrading the District Email service. The “foundation” work was started during the 2011-2012 school year and the plan was to complete the upgrade this summer before the 2012-2013 school year starts.

The 2012-2013 budget cost to complete the email upgrade is \$4,600.00 and needs to be started as soon as possible in order to complete the work before school starts. I am asking for Board approval for this specific expenditure at this time to keep moving forward and complete the project because this expenditure may fall outside the definition of “essential” in terms of the state statute that gives authority to expense funds prior to the District Annual Meeting.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Business Office Updates
Date: July 9th, 2012

Over the past month there have been announcements of significant importance to public school finance. Below is a summary of each news item.

Equalized Property Values – Spring 2012

Spring equalized property values issued by the Department of Revenue (DOR) are used to calculate general state aid for schools. The May 2012 equalized property value for the ECSD is \$673,132,958. This represents a .2% decrease from the May 2011 equalized property value of \$674,526,170. Decreases to equalized property values generally result in increases to general state aid because the District is considered more “property poor” if all other factors in the calculation remain the same.

The DOR will update the property values again in October. The October property values will be used to calculate the revenue limit and set the District tax levy. Last year’s tax levy rate was \$11.63 per \$1,000 of property value. My best guess at this time for the 2012-2013 tax levy rate is \$11.59 per \$1,000 of property value.

State Equalization Aid Estimate – July 1st, 2012

DPI is required each year by July 1st to provide school districts with a state aid estimate for the next school year per s. 121.15(4)(b). The aid estimate is based on the following data:

- District membership for 2011-2012 (final)
- Property values certified in May, 2012
- PI-1504 Budget Report submitted October, 2011 (actual expenditures for 2011-2012 will be used to set the final aid amount in October)
- General Aid appropriation for all schools of \$4,172,363,221 Wis. Act 32 (increase of \$21,062,442 from 2011-2012)

Evansville’s state aid estimate for 2012-2013 is \$12,074,458 and is based on 2011-2012 budget expenditures. The estimated aid amount is \$320,261 more than the 2011-2012 state aid amount of \$11,754,197 and represents a 2.7% increase. The final state aid amount will be less than the estimate if the 2011-2012 budget is underspent.

An estimated increase in state aid does not increase overall revenue for the District because the revenue limit remains the same (Review: Revenue Limit = State Aid + Tax Levy). An increase in state aid will decrease the Tax Levy set in the fall.

National Healthcare Reform Upheld by Supreme Court

Employers Need to Start Health Care Strategic Planning Now US Supreme Court Upholds Health Care Reform Law

In a landmark decision, the US Supreme Court has upheld the constitutionality of the so-called individual mandate under the federal Patient Protection and Affordable Care Act (PPACA). That ruling clears the way for the ongoing implementation of the 2010 health care reform law—and, for employers, signals the need for serious strategic planning regarding the future of their health benefit plans.

The Court's Decision

As way of background, one of the central (and most controversial) features of the health care reform law was the individual mandate—the requirement that virtually all Americans have health coverage or pay a penalty to the federal government starting in 2014. The individual mandate is designed as a counterpoint to the law's other requirements that insurance companies may no longer turn down individuals, or charge higher premiums, based on those individual's medical history.

The question before the Court was whether Congress had the constitutional authority to require individuals to purchase health insurance. The Court held that Congress did not have the authority to do that under the Commerce Clause. But the Court said, under the Taxing Clause, Congress could incentivize behavior by imposing a tax on those individuals who did not purchase insurance, much like the cigarette tax is primarily intended to discourage smoking. In the end, the Court concluded that the individual mandate, as written in PPACA, functioned as a tax and was therefore constitutional.

So Now What?

With the individual mandate upheld, the rest of the law is on track to be implemented, including the most significant changes that are scheduled to go into effect in 2014. The outcome of the federal elections in November will undoubtedly have a significant impact on the future of the law. But there is no way to predict what that impact will be and waiting until after the election leaves employers very little time to adapt if the law ends up remaining largely intact.

AFG continues to recommend that all employers, especially those potentially subject to the so-called “play or pay” penalties, engage in long-term strategic planning regarding their health benefits now. Many employers held off starting such planning, waiting to see how the Court would rule—but now that the Court has upheld the law, the need for strategic planning becomes all the more urgent.

Some of the important issues employers need to consider when planning for 2014 include:

- *Should you lower eligibility criteria for your health plan to 30 hours per week in order to avoid the “play or pay” No Coverage penalty?*
- *Should you increase the amount you contribute towards premiums to avoid the “play or pay” Affordability Penalty?*
- *Alternatively, should you schedule more employees to work less than 30 hours per*

week so those employees won't trigger either "play or pay" penalty?

- *Do you need to begin scaling back your benefits now to avoid the Cadillac Tax scheduled to go into effect in 2018?*
- *How will the introduction of health insurance exchanges and premium subsidies affect how your employees obtain health insurance?*
- *What impact will guaranteed issue and community rating have on your insurance premiums?*
- *How will the health insurance market react to all of these changes? Does self-funding your health insurance become more attractive?*
- *What plan design changes do you need to make as a result of the new benefit mandates scheduled for 2014 (e.g. elimination of all pre-existing condition exclusions, waiting periods cannot exceed 90 days, caps on deductibles and out-of-pocket maximums for some plans)?*

Short-Term Considerations

Now that the law has been upheld, there are several important provisions of the health care reform law that employers will need to comply with in the immediate future.

- *All employers will need to begin distributing the new Summary of Benefits and Coverage (SBCs) starting with the first open enrollment on or after September 23, 2012. While insurance companies and TPAs will likely assist in preparing these SBCs, employers will most likely be responsible for distribution.*
- *Employers who distributed more than 250 W-2s last year must report the value of employer provided health insurance on the 2012 W-2 issued in January 2013.*
- *Employers who offer a Health FSA must cap the maximum benefit at \$2,500 starting with the first plan year on or after January 1, 2013.*

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: 2012-2013 Preliminary Budget
Date: July 9th, 2012

Attached you will find updated preliminary budget documents for 2012-2013. Below is a summary of the changes that have been made to the June 11th, 2012 preliminary budget. The preliminary budget presented at this time is balanced.

Summary of Changes to the June 11th Preliminary Budget Documents

1 Lane/Step Changes as of June 18th, 2012 - Salary impact	\$ (6,944.00)	
2 Lane/Step Changes as of June 18th, 2012 - Benefit impact	\$ (947.86)	
3 Brink to Kansteiner, Wagner to Doverspike, Olienik to 100%	\$ 15,105.67	
4 Title I revenue from \$118,700 to \$138,051	\$(19,351.00)	
5 Property tax chargebacks	\$ (631.14)	
6 Acuity Ins. Decrease	\$ (561.00)	
7 Dividend decrease - revenue	\$ 1,959.00	
8 CIC Ins. Increase	\$ 841.00	
9 Delay replacement of maintenance position	\$(16,647.84)	
10 Increase WRS benefit from 6% to 6.6%	\$ 64,037.09	
11 Reduce benefits for TRIS job share	\$ (7,401.75)	
12 Reduce custodial sub expense	\$(13,069.77)	
13 Belz resignation - rescind Bisch	\$(21,265.34)	
14 MS Music teacher	\$ (8,014.91)	
15 Employee benefit changes	\$ 7,826.31	
16 Changes to retiree expense	\$ (6,224.83)	
17 Change to transportation aid - revenue	\$ (1,015.00)	
	<u>\$ (12,305.37)</u>	Savings
18 Back fill B&G Budget	\$ 12,305.37	
	\$ -	Balanced

Consideration by the Board to approve this preliminary budget is a formality at this time. The budget continues to change in relatively small ways based on a variety of things such as changes to employee circumstances, changes to needs of students, etc. The budget may also change in significant ways due to final enrollment counts set in September and the final state aid amount to be certified in October. The final budget will not be available for Board approval until the end of October 2012.

Date: July 2012

BUDGET PUBLICATION, 2012-2013
Required Published Budget Summary Format

Evansville Community School District

Preliminary 2012-2013 Budget

GENERAL FUND	Audited 2010-2011	Budget 2011-2012	Budget 2012-2013
Beginning Fund Balance	2,189,046.00	2,320,093.95	1,647,309.95
Ending Fund Balance	2,320,093.95	1,647,309.95	1,647,309.95
REVENUES & OTHER FINANCING SOURCES			
Transfers-In (Source 100)	0.00	0.00	0.00
Local Sources (Source 200)	5,340,860.46	5,547,026.00	5,246,655.14
Inter-district Payments (Source 300 + 400)	239,688.45	228,510.00	244,910.00
Intermediate Sources (Source 500)	8,124.77	1,363.00	0.00
State Sources (Source 600)	13,350,642.62	12,135,090.00	12,537,540.00
Federal Sources (Source 700)	293,101.87	383,362.90	189,469.00
All Other Sources (Source 800 + 900)	73,364.36	81,641.00	69,341.00
TOTAL REVENUES & OTHER FINANCING SOURCES	19,305,782.53	18,376,992.90	18,287,915.14
EXPENDITURES & OTHER FINANCING USES			
Instruction (Function 100 000)	10,640,900.39	10,531,218.61	9,697,855.58
Support Services (Function 200 000)	5,972,069.81	5,900,778.65	6,073,509.16
Non-Program Transactions (Function 400 000)	2,561,764.38	2,617,779.64	2,516,550.40
TOTAL EXPENDITURES & OTHER FINANCING USES	19,174,734.58	19,049,776.90	18,287,915.14

SPECIAL PROJECTS FUND	Audited 2010-2011	Budget 2011-2012	Budget 2012-2013
Beginning Fund Balance	18,204.13	15,487.43	15,487.43
Ending Fund Balance	15,487.43	15,487.43	15,487.43
REVENUES & OTHER FINANCING SOURCES	3,644,398.24	3,701,956.97	3,352,918.40
EXPENDITURES & OTHER FINANCING USES	3,647,114.94	3,701,956.97	3,352,918.40

DEBT SERVICE FUND	Audited 2010-2011	Budget 2011-2012	Budget 2012-2013
Beginning Fund Balance	775,583.47	768,482.82	512,989.32
Ending Fund Balance	768,482.82	512,989.32	473,223.82
REVENUES & OTHER FINANCING SOURCES	3,727,580.36	2,474,229.00	2,816,257.00
EXPENDITURES & OTHER FINANCING USES	3,734,681.01	2,729,722.50	2,856,022.50

CAPITAL PROJECTS FUND	Audited 2010-2011	Budget 2011-2012	Budget 2012-2013
Beginning Fund Balance	500.00	500.00	500.00
Ending Fund Balance	500.00	500.00	500.00
REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00
EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

FOOD SERVICE FUND	Audited 2010-2011	Budget 2011-2012	Budget 2012-2013
Beginning Fund Balance	83,712.57	89,132.17	83,344.89
Ending Fund Balance	89,132.17	83,344.89	76,344.89
REVENUES & OTHER FINANCING SOURCES	696,210.51	696,081.38	704,000.00
EXPENDITURES & OTHER FINANCING USES	690,790.91	701,868.66	711,000.00

COMMUNITY SERVICE FUND	Audited 2010-2011	Budget 2011-2012	Budget 2012-2013
Beginning Fund Balance	0.00	0.00	0.00
Ending Fund Balance	0.00	0.00	0.00
REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00
EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

PACKAGE & COOPERATIVE PROGRAM FUND	Audited 2010-2011	Budget 2011-2012	Budget 2012-2013
Beginning Fund Balance	0.00	0.00	0.00
Ending Fund Balance	0.00	0.00	0.00
REVENUES & OTHER FINANCING SOURCES	99,697.18	0.00	0.00
EXPENDITURES & OTHER FINANCING USES	99,697.18	0.00	0.00

Total Expenditures and Other Financing Uses

ALL FUNDS	Audited 2010-2011	Budget 2011-2012	Budget 2012-2013
GROSS TOTAL EXPENDITURES -- ALL FUNDS	27,347,018.62	26,183,325.03	25,207,856.04
Interfund Transfers (Source 100) - ALL FUNDS	2,254,849.76	2,219,932.64	2,036,803.40
Refinancing Expenditures (FUND 30)	1,162,174.90	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	23,929,993.96	23,963,392.39	23,171,052.64
PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR		0.14%	-3.31%

PROPOSED PROPERTY TAX LEVY

FUND	Audited 2010-2011	Budget 2011-2012	Budget 2012-2013
General Fund	5,284,741.00	5,478,176.00	5,156,577.14
Referendum Debt Service Fund	2,438,415.00	2,341,479.00	2,694,135.00
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	0.00	0.00	0.00
Community Service Fund	0.00	0.00	0.00
TOTAL SCHOOL LEVY	7,723,156.00	7,819,655.00	7,850,712.14
PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YEAR		1.25%	0.40%

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Supplemental Budget Data for Preliminary 2012-2013 Budget Approval

July 9th, 2012

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>	<u>% Change</u>
	<u>FY Activity</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>in Budget</u>	<u>in Budget</u>
				<u>FY 12 to FY 13</u>	<u>FY 12 to FY 13</u>
					<u>Notes</u>
Fund 10 Revenues					
1 DISTRICT WIDE	\$ 19,305,782.53	\$ 18,376,992.90	\$ 18,287,915.14	\$ (89,077.76)	-0.48%
2 Revenue	\$ 19,305,782.53	\$ 18,376,992.90	\$ 18,287,915.14		
Fund 10 Expenditures					
3 UNDIFFERENTIATED CURRICULUM	\$ 105,107.80	\$ 168,452.00	\$ 180,398.38	\$ 11,946.38	7.09%
4 REGULAR CURRICULUM	\$ 8,183,187.17	\$ 8,052,920.61	\$ 7,599,572.53	\$ (453,348.08)	-5.63%
6 ART	\$ 11,078.87	\$ 11,200.00	\$ 10,700.00	\$ (500.00)	-4.46% Classroom budgets only
7 ENGLISH	\$ 29,128.12	\$ 29,991.00	\$ 29,991.00	\$ -	0.00% Classroom budgets only
8 FOREIGN LANGUAGE	\$ 2,877.65	\$ 3,126.00	\$ 3,126.00	\$ -	0.00% Classroom budgets only
9 MATH	\$ 20,281.55	\$ 22,400.00	\$ 22,400.00	\$ -	0.00% Classroom budgets only
10 MUSIC	\$ 19,014.85	\$ 18,405.00	\$ 17,905.00	\$ (500.00)	-2.72% Classroom budgets only
11 SCIENCE	\$ 17,851.14	\$ 13,774.00	\$ 13,774.00	\$ -	0.00% Classroom budgets only
12 SOCIAL STUDIES	\$ 2,261.80	\$ 5,500.00	\$ 4,500.00	\$ (1,000.00)	-18.18% Classroom budgets only
13 OTHER CURRICULUM	\$ 7,087.63	\$ 10,665.00	\$ 6,819.00	\$ (3,846.00)	-36.06% Summer School
14 VOCATIONAL CURRICULUM	\$ 775,655.98	\$ -	\$ -	\$ -	Previously inc. all vocations
15 AGRICULTURE	\$ 5,513.43	\$ 74,617.00	\$ 76,162.13	\$ 1,545.13	2.07% Includes salary and benefits
16 BUSINESS EDUCATION	\$ 209,084.15	\$ 446,861.00	\$ 172,992.47	\$ (273,868.53)	-61.29% Previously inc. Tech. Dept.
17 HOME ECONOMICS	\$ 8,568.25	\$ 167,276.00	\$ 172,775.41	\$ 5,499.41	3.29% Includes salary and benefits
18 INDUSTRIAL ARTS	\$ 9,853.70	\$ 385,040.00	\$ 295,668.61	\$ (89,371.39)	-23.21% Includes salary and benefits
19 OTHER VOCATIONAL CURRICULUM	\$ 5,292.46	\$ -	\$ -	\$ -	
20 PHYSICAL CURRICULUM	\$ 707,882.96	\$ 607,349.00	\$ 637,130.70	\$ 29,781.70	4.90% Includes salary and benefits
21 HEALTH	\$ 4,231.99	\$ 2,400.00	\$ 2,400.00	\$ -	0.00% Classroom budgets only
22 PHYSICAL EDUCATION	\$ 10,365.58	\$ 8,900.00	\$ 8,400.00	\$ (500.00)	-5.62% Classroom budgets only
23 COACHING	\$ 199,453.10	\$ 211,776.00	\$ 206,776.00	\$ (5,000.00)	-2.36%
24 CO-CURRICULAR-NON-ATHLETICS	\$ 55,503.77	\$ 57,628.00	\$ 57,628.00	\$ -	0.00%
25 ENGLISH AS SECOND LANGUAGE	\$ 1,839.36	\$ 1,500.00	\$ 1,500.00	\$ -	0.00% Grant Funded
26 GIFTED AND TALENTED	\$ 249,779.08	\$ 231,438.00	\$ 177,236.35	\$ (54,201.65)	-23.42% Ed Jobs Grant ended
27 SOCIAL WORKER	\$ 18,174.56	\$ 33,202.00	\$ 34,515.44	\$ 1,313.44	3.96%
28 GUIDANCE	\$ 332,694.23	\$ 338,029.00	\$ 301,654.45	\$ (36,374.55)	-10.76%
29 NURSE HEALTH ROOM	\$ 49,923.13	\$ 76,613.00	\$ 74,194.42	\$ (2,418.58)	-3.16%
30 PSYCHOLOGICAL SERVICES	\$ 28,224.30	\$ 28,295.00	\$ 28,290.49	\$ (4.51)	-0.02%

Fund 10 Expenditures cont.

	2010-11	2011-12	2012-13	Change in Budget FY 12 to FY 13	% Change in Budget FY 12 to FY 13	Notes
	FY Activity	Revised Budget	Original Budget	FY 12 to FY 13		
31 OTHER PUPIL SERVICES	\$ 671.94	\$ 287.00	\$ 352	\$ 65.00	22.65%	
32 IMPROVEMENT OF INSTRUCTION	\$ 244,462.94	\$ 223,963.31	\$ 209,335.73	\$ (14,627.58)	-6.53%	
33 EDUCATIONAL MEDIA	\$ 446,393.86	\$ 490,168.00	\$ 402,961.93	\$ (87,206.07)	-17.79%	Includes salary and benefits
34 SUPERVISION & COORDINATION	\$ 84,756.35	\$ 84,463.98	\$	\$ (84,463.98)	-100.00%	Moved to technology budget
35 BOARD OF EDUCATION	\$ 9,473.20	\$ 47,648.00	\$ 48,073.00	\$ 425.00	0.89%	Includes legal and audit fees
36 DISTRICT ADMINISTRATION	\$ 396,103.88	\$ 354,145.53	\$ 468,384.36	\$ 114,238.83	32.26%	DO Staff reorg.
37 SCHOOL BUILDING ADMINISTRATION	\$ 985,356.56	\$ 934,362.13	\$ 782,422.23	\$ (151,939.90)	-16.26%	Exp moved to DO
38 FISCAL SUPPORT SERVICES	\$ 248,686.16	\$ 207,228.70	\$ 150,354.72	\$ (56,873.98)	-27.45%	Reduction of HR
39 OPERATION OF PLANT	\$ 1,685,400.89	\$ 1,585,367.00	\$ 1,642,379.75	\$ 57,012.75	3.60%	B&G expenses redirected
40 MAINTENANCE	\$ 287,761.99	\$ 305,641.00	\$ 200,812.24	\$ (104,828.76)	-34.30%	B&G expenses redirected
41 FACILITIES ACQUISITION/REMODEL	\$ 66,143.58	\$ 89,512.00	\$	\$ (89,512.00)	-100.00%	Cap. Projects expenses moved
42 PUPIL TRANSPORTATION	\$ 524,069.30	\$ 534,919.00	\$ 544,789.00	\$ 9,870.00	1.85%	
43 CENTRAL SERVICES	\$ 15,000.00	\$ 15,000.00	\$	\$ (15,000.00)	-100.00%	Expense moved
44 PUBLIC INFORMATION	\$ 31,340.53	\$ 34,367.00	\$ 76,942.00	\$ 42,575.00	123.88%	Exp from buildings
45 CENTRAL STAFF SERVICES	\$ 1,108.64	\$ 2,000.00	\$	\$ (2,000.00)	-100.00%	
46 TECHNOLOGY SERVICES	\$ 99,337.91	\$ 7,600.00	\$ 337,607.48	\$ 330,007.48	4342.20%	Technology Dept. Budget
47 INSURANCE AND JUDGMENTS	\$ 114,861.36	\$ 141,719.00	\$ 155,282.79	\$ 13,563.79	9.57%	Unemploy./property ins.
48 DEBT SERVICES	\$ 8,402.33	\$	\$	\$ -	-	
49 LONG TERM CAPITAL DEBT	\$ 3,852.42	\$ 60,000.00	\$ 60,000.00	\$	0.00%	All leases added here
50 TEMPORARY OPERATIONAL DEBT	\$ 289,869.75	\$ 306,248.00	\$ 439,682.13	\$ 133,434.13	43.57%	Incr in retirement benefits
51 OTHER SUPPORT SERVICES	\$ 2,254,849.76	\$	\$	\$ -	-	
52 INTERFUND & INTERGOVN TRANSFER	\$	\$ 2,219,932.64	\$ 2,036,803.40	\$ (183,129.24)	-8.25%	Fund 27 transfer
53 OPERATING TRANSFERS	\$ 5,670.62	\$	\$	\$ -	-	
54 GENERAL TUITION PAYMENTS	\$ 4,206.00	\$ 15,707.00	\$ 15,707.00	\$	0.00%	TAG-Youth Options
55 GENERAL TUITION	\$ 297,038.00	\$ 382,140.00	\$ 464,040.00	\$ 81,900.00	21.43%	Estimate
56 OPEN ENROLLMENT Expense	\$ 19,174,734.58	\$ 19,049,776.90	\$ 18,287,915.14	\$ (761,861.76)	-4.00%	

GENERAL FUND

\$ 131,047.95 \$ (672,784.00) \$

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	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>	<u>% Change</u>
	<u>FY Activity</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>in Budget</u>	<u>in budget</u>
				<u>FY 12 to FY 13</u>	<u>FY 12 to FY 13</u>
					<u>Notes</u>
Fund 27 Revenues					
57 DISTRICT WIDE Revenue	\$ 3,637,470.11	\$ 3,701,956.97	\$ 3,352,918.40		
	\$ 3,637,470.11	\$ 3,701,956.97	\$ 3,352,918.40		
Fund 27 Expenditures					
58 REGULAR CURRICULUM	\$ 24,146.59	\$ 25,500.00	\$	(25,500.00)	-100.00% ARRA Grant ended
59 VOCATIONAL SPECIAL NEEDS	\$ 2,470.63	\$ 21,525.00	\$	(21,525.00)	-100.00% ARRA Grant ended
60 EARLY CHILDHOOD	\$ 110,108.19	\$ 110,102.00	\$ 90,329.58	(19,772.42)	-17.96%
61 PHYSICAL/SENSORY HANDICAPPED	\$ 303,035.95	\$ 306,313.02	\$ 270,627.70	(35,685.32)	-11.65%
62 COMBINED COST REPORTING	\$ 1,277,318.58	\$ 1,291,320.69	\$ 1,185,341.22	(105,979.47)	-8.21%
63 SPECIAL ED CURRICULUM	\$ 988,955.76	\$ 995,715.27	\$ 864,956.65	(130,758.62)	-13.13%
64 SOCIAL WORKER	\$ 66,263.51	\$ 47,776.00	\$ 49,668.55	1,892.55	3.96%
65 GUIDANCE	\$ 35,773.66	\$ 36,939.00	\$ 32,566.33	(4,372.67)	-11.84%
66 NURSE HEALTH ROOM	\$	\$ 17,464.00	\$ 16,502.03	(961.97)	-5.51%
67 PSYCHOLOGICAL SERVICES	\$ 154,029.12	\$ 154,123.00	\$ 153,732.59	(390.41)	-0.25%
68 PHYSICAL THERAP	\$ 273,262.15	\$ 269,080.61	\$ 277,936.31	8,855.70	3.29%
69 OTHER PUPIL SERVICES	\$	\$ 5,720.38	\$ 5,700.00	(20.38)	-0.36%
70 IMPROVEMENT OF INSTRUCTION	\$ 49,377.15	\$ 19,500.00	\$ 16,000.00	(3,500.00)	-17.95%
71 EDUCATIONAL MEDIA	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	-	0.00%
72 SUPERVISION & COORDINATION	\$ 152,541.39	\$ 127,455.00	\$ 137,985.56	10,530.56	8.26%
73 FISCAL SUPPORT SERVICES	\$ 5,322.00	\$ 4,500.00	\$ 4,500.00	-	0.00%
74 FACILITIES ACQUISITION/REMODEL	\$ 4,085.00	\$	\$	-	
75 PUPIL TRANSPORTATION	\$ 103,195.46	\$ 149,717.00	\$ 150,685.00	968.00	0.65%
76 CENTRAL SERVICES	\$ 2,859.00	\$ 6,500.00	\$ (6,500.00)	(6,500.00)	-100.00%
77 INSURANCE AND JUDGMENTS	\$ 987.57	\$ 5,000.00	\$ (5,000.00)	(5,000.00)	-100.00%
78 OTHER SUPPORT SERVICES	\$ 22,194.00	\$ 21,525.00	\$ 11,416.88	(10,108.12)	-46.96% Unemployment in Fd 10
79 SPECIAL TUITION- NON OE	\$ 28,584.40	\$ 38,193.00	\$ 40,000.00	1,807.00	4.73%
80 SPECIAL ED OPEN ENROLLMENT Expense	\$ 26,660.00	\$ 41,688.00	\$ 38,670.00	(3,018.00)	-7.24%
	\$ 3,637,470.11	\$ 3,701,956.97	\$ 3,352,918.40	(349,038.57)	-9.43%
SPECIAL EDUCATION FUND	\$ -	\$ -	\$ -		

Evansville Community School District

Supplemental Budget Data for Preliminary 2012-2013 Budget Approval

P4 July 9th, 2012

	2010-11		2011-12		2012-13		Change		Notes
	FY Activity	Revised Budget	Original Budget	FY 12 to FY 13	in Budget	FY 12 to FY 13	in Budget	% Change	
Fund 10 Revenues									
1 LOCAL PROPERTY TAX	\$ 5,154,995.00	\$ 5,346,176.00	\$ 5,034,574.00	\$ (311,602.00)	\$ (311,602.00)	\$ -	-5.8%		
2 LOCAL PROPERTY TAX STATE PAID	\$ 3,524.00	\$ -	\$ 631.14	\$ 631.14	\$ -	\$ -	-1.6%		
3 MOBILE HOME TAX	\$ 21,421.72	\$ 24,400.00	\$ 24,000.00	\$ (400.00)	\$ -	\$ -	0.0%		
4 ADMISSIONS & DUES	\$ 26,038.24	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	157.1%	Neg higher int rate	
5 INTEREST ON INVESTMENTS	\$ 8,381.17	\$ 7,000.00	\$ 18,000.00	\$ 11,000.00	\$ -	\$ -	0.0%		
6 STUDENT FEES	\$ 109,170.40	\$ 120,000.00	\$ 120,000.00	\$ -	\$ -	\$ -	0.0%		
7 RENTALS	\$ 17,329.93	\$ 24,450.00	\$ 24,450.00	\$ -	\$ -	\$ -	-100.0%		
8 STATE AID TRANSIT FORM WI DIST	\$ 4,331.45	\$ 6,174.00	\$ -	\$ (6,174.00)	\$ -	\$ -	10.2%	Estimate	
9 FEDERAL AIDS TRANSIT FROM WI D	\$ 2,082.00	\$ -	\$ -	\$ -	\$ -	\$ -	-100.0%		
10 OPEN ENROLLMENT	\$ 233,275.00	\$ 222,336.00	\$ 244,910.00	\$ 22,574.00	\$ -	\$ -	2.8%		
11 TRANSIT OF FEDERAL AIDS	\$ 1,363.00	\$ 1,363.00	\$ -	\$ (1,363.00)	\$ -	\$ -	0.0%		
12 OTHER PAYMENTS FROM CESAS	\$ 6,761.77	\$ -	\$ -	\$ -	\$ -	\$ -	2.2%	Based on Budget	
13 STATE TRANSPORTATION AID	\$ 36,002.50	\$ 36,003.00	\$ 37,015.00	\$ 1,012.00	\$ 89,500.00	\$ 89,500.00	-100.0%	\$50 per pupil inc.	
14 STATE LIBRARY AID	\$ 67,762.00	\$ 64,186.00	\$ 64,187.00	\$ 1.00	\$ 260,482.00	\$ 260,482.00	19.4%	Current grant	
15 OTHER STATE AID	\$ -	\$ -	\$ -	\$ -	\$ (40.00)	\$ (40.00)	-0.4%		
16 EQUALIZATION AID	\$ 12,936,975.00	\$ 11,753,976.00	\$ 12,014,458.00	\$ 260,482.00	\$ -	\$ -	-30.0%	Carl Perkins Grant	
17 SPECIAL PROJECT GRANT	\$ 5,539.20	\$ 1,000.00	\$ -	\$ (1,000.00)	\$ -	\$ -	-14.5%	Title II and III Grants	
18 SAGE FUNDS	\$ 291,823.00	\$ 270,100.00	\$ 322,595.00	\$ 52,495.00	\$ 18,351.00	\$ 18,351.00	15.3%	Title I	
19 TAX EXEMPT COMPUTER AID	\$ 8,283.00	\$ 9,825.00	\$ 9,785.00	\$ (40.00)	\$ (202,410.20)	\$ (202,410.20)	-100.0%	Ed Jobs Grant gone	
20 OTHER STATE REVENUE	\$ 4,257.92	\$ -	\$ -	\$ -	\$ -	\$ -	Will post after audit		
21 FEDERAL GRANT	\$ 34,550.78	\$ 6,311.00	\$ 4,418.00	\$ (1,893.00)	\$ (4,558.00)	\$ (4,558.00)	-14.0%	Rebate for WC ins.	
22 SPECIAL PROJECT GRANTS	\$ 156,344.29	\$ 54,941.70	\$ 47,000.00	\$ (7,941.70)	\$ (742.00)	\$ (742.00)	-3.0%	Short term borrow	
23 OTHER FEDERAL AID CHAPTER 1	\$ 102,206.80	\$ 119,700.00	\$ 138,051.00	\$ 18,351.00	\$ -	\$ -	0.0%	E-Rate Rebate	
24 FEDERAL AID	\$ 23,012.62	\$ 202,410.20	\$ -	\$ (202,410.20)	\$ 1,500.00	\$ 1,500.00	Restitution		
25 CAPITAL LEASES	\$ -	\$ -	\$ -	\$ -	\$ (8,500.00)	\$ (8,500.00)	-100.0%	Focus rebates	
26 INSURANCE ADJUSTMENTS	\$ 25,857.00	\$ 24,742.00	\$ 28,041.00	\$ (4,558.00)	\$ -	\$ -			
27 PREMIUM & ACCRUED INTEREST	\$ 15,851.50	\$ 15,800.00	\$ 15,800.00	\$ -	\$ -	\$ -			
28 AIDABLE REFEND OF DISBURSEMENT	\$ 1,521.60	\$ -	\$ -	\$ -	\$ -	\$ -			
29 MISCELLANEOUS REVENUE	\$ 7,121.64	\$ 8,500.00	\$ -	\$ (8,500.00)	\$ -	\$ -			
30 MISC. REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Revenue Fund 10	\$ 19,305,782.53	\$ 18,376,992.90	\$ 18,287,915.14	\$ (89,077.76)	\$ -	\$ -	-0.5%		

Fund 10 Expenses

	2010-11	2011-12	2012-13	Change	% Change
	FY Activity	Revised Budget	Original Budget	in Budget	in Budget
				FY 12 to FY 13	FY 12 to FY 13
					Notes
31 SALARIES	\$ 9,119,211.47	\$ 9,258,680.61	\$ 223,966.00	\$ (9,258,680.61)	-100.0% All emp in prev. budgets
32 CASH COMPENSATION LIEU OF INS	\$ 307,625.80	\$ 284,563.00	\$ 6,779,266.05	\$ (60,597.00)	-21.3%
33 TEACHER SALARY			\$ 26,183.24	\$ 26,183.24	New acct. codes
34 NURSE SALARY			\$ 743,245.00	\$ 743,245.00	New acct. codes
35 ADMINISTRATION SALARY			\$ 8,800.00	\$ 8,800.00	New acct. codes
36 BOE SALARIES			\$ 29,810.35	\$ 29,810.35	New acct. codes
37 TECH SALARY			\$ 56,661.00	\$ 56,661.00	New acct. codes
38 TECH DIR SALARY			\$ 186,891.11	\$ (54,608.89)	-22.6% Estimate
39 SUBSTITUTES	\$ 256,155.61	\$ 241,500.00	\$ 263,978.65	\$ 254,460.65	2673.5% New acct. codes
40 NON REPRESENTED SALARY		\$ 9,518.00	\$ 196,082.63	\$ 196,082.63	New acct. codes
41 SUPPORT STAFF SALARY			\$ 12,000.00	\$ 12,000.00	New acct. codes
42 CR GUARD SALARY			\$ 471,793.33	\$ 471,793.33	New acct. codes
43 BUILDING AND GROUNDS SALARY			\$ 63,542.10	\$ 63,542.10	New acct. codes
44 B&G DIR SALARY			\$ 139,000.00	\$ 139,000.00	New acct. codes
45 COACH SALARIES			\$ 20,000.00	\$ 20,000.00	New acct. codes
46 ATHLETIC WORKER SALARY			\$ 51,750.00	\$ 51,750.00	New acct. codes
47 CO-CURR SALARY			\$ (4,964.91)	\$ (4,964.91)	-100.0%
48 RETIREMENT EMPLOYEES SHARE	\$ 568,951.37	\$ 4,964.91	\$ 579,755.05	\$ 36,412.05	6.7% Fewer employees
49 RETIREMENT EMPLOYER SHARE	\$ 449,661.81	\$ 543,343.00	\$ 574,244.23	\$ (27,683.77)	-4.6% Fewer employees
50 F.I.C.A. TAX	\$ 592,962.80	\$ 601,928.00	\$ 134,758.62	\$ (1,542.38)	-1.1% Fewer employees
51 MEDICARE	\$ 141,935.01	\$ 136,301.00	\$ 17,021.10	\$ (2,343.94)	-12.1% Fewer employees
52 LIFE INSURANCE	\$ 19,558.23	\$ 19,365.04	\$ 2,060,238.69	\$ 165,474.69	8.7% Fewer employees
53 HEALTH INSURANCE	\$ 1,867,327.01	\$ 1,894,764.00	\$ 250,124.30	\$ (24,972.70)	-9.1% Fewer employees
54 DENTAL INSURANCE	\$ 233,235.47	\$ 275,097.00	\$ 32,457.36	\$ (7,388.64)	-18.5% Fewer employees
55 DISABILITY INSURANCE	\$ 39,344.33	\$ 39,846.00	\$ (15,000.00)	\$ (15,000.00)	-100.0% Moved to HRA ben
56 OTHER BENEFITS	\$ 15,000.00	\$ 15,000.00	\$ 109,802.34	\$ 109,802.34	New acct. codes
57 HRA RETIREMENT BENEFIT			\$ 4,000.00	\$ 4,000.00	New acct. codes
58 TSA REIMBURSEMENT			\$ 8,000.00	\$ (308,248.00)	-97.5% Retirees
59 MISCELLANEOUS BENEFITS	\$ 299,098.48	\$ 316,248.00	\$ 171,253.49	\$ (249,097.01)	-59.3% B&G/Tech restruc.
60 PERSONAL SERVICES	\$ 399,904.98	\$ 420,350.50	\$ 6,000.00	\$ -	0.0%
61 EQUIPMENT REPAIR	\$ 3,456.00	\$ 6,000.00	\$ 47,500.00	\$ (1,500.00)	-3.1%
62 OPERATIONAL SERVICES	\$ 93,228.84	\$ 49,000.00	\$ 124,196.00	\$ 81,596.00	191.5% B&G restructured
63 EQUIPMENT REPAIR	\$ 44,070.30	\$ 42,600.00	\$ 81,817.37	\$ 81,817.37	Capital Proj.
64 CONSTRUCTION			\$ 183,450.00	\$ -	0.0%
65 GAS FOR HEAT	\$ 177,157.52	\$ 183,450.00	\$ 73,000.00	\$ 501.00	0.7%
66 GAS OTHER THAN HEAT	\$ 59,131.90	\$ 72,499.00	\$	\$	

Fund 10 Expenses cont.

	2010-11	2011-12	2012-13	Change in Budget	% Change in Budget	Notes
	FY Activity	Revised Budget	Original Budget	FY 12 to FY 13	FY 12 to FY 13	
67 ELECTRICITY NON HEAT	\$ 376,593.81	\$ 385,000.00	\$ 355,000.00	\$ (30,000.00)	-7.8%	Estimate
68 WATER	\$ 16,890.86	\$ 17,500.00	\$ 17,500.00	\$ -	0.0%	
69 SEWERAGE	\$ 18,746.00	\$ 19,000.00	\$ 19,000.00	\$ -	0.0%	
70 OTHER UTILITIES	\$ 9,348.00	\$ 9,500.00	\$ 9,500.00	\$ -	0.0%	
71 STUDENT TRANSPORTATION LOW INC	\$ 460,682.04	\$ 462,420.00	\$ 471,789.00	\$ 9,369.00	2.0%	Bus contract inc
72 EMPLOYEE TRAVEL	\$ 5,915.71	\$ 22,550.70	\$ 21,042.70	\$ (1,508.00)	-6.7%	
73 VEHICLE FUEL	\$ 5,226.47	\$ 5,000.00	\$ 5,000.00	\$ -	0.0%	
74 OTHER TRAVEL	\$ 1,394.09	\$ -	\$ -	\$ -		
75 COMMUNICATIONS	\$ 72,172.01	\$ 79,200.00	\$ 27,092.00	\$ (52,108.00)	-65.8%	Leases moved
76 ADVERTISING	\$ 8,140.80	\$ 7,600.00	\$ 7,600.00	\$ -	0.0%	
77 POSTAGE AND CARTAGE	\$ 7,268.88	\$ 10,793.00	\$ 4,500.00	\$ (6,293.00)	-58.3%	
78 TELEPHONE AND TELEGRAPH	\$ 24,071.65	\$ 23,674.00	\$ 22,350.00	\$ (1,324.00)	-5.6%	
79 EDUCATIONAL SERVICES NONGOVERN	\$ 5,670.62	\$ 11,500.00	\$ 11,500.00	\$ -	0.0%	
80 INTERDISTRICT TRANSFER IN WIS	\$ 297,038.00	\$ 382,140.00	\$ 464,040.00	\$ 81,900.00	21.4%	Open enrollment
81 TRANSFERS TO CESA	\$ 4,206.00	\$ 4,207.00	\$ 4,207.00	\$ -	0.0%	
82 SUPPLIES	\$ 478,068.87	\$ 525,487.50	\$ 470,100.43	\$ (55,387.07)	-10.5%	
83 WORKBOOKS	\$ 20,122.41	\$ 15,250.00	\$ 12,000.00	\$ (3,250.00)	-21.3%	
84 MEDICAL SUPPLIES	\$ 1,884.54	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%	
85 PAPER	\$ -	\$ -	\$ 24,000.00	\$ 24,000.00		New acct. codes
86 AUDIO VISUAL MEDIA	\$ 3,144.72	\$ 3,794.00	\$ 3,794.00	\$ -	0.0%	
87 LIBRARY BOOKS	\$ 43,829.93	\$ 37,493.00	\$ 37,493.00	\$ -	0.0%	
88 NEWSPAPERS	\$ 125.80	\$ 600.00	\$ 600.00	\$ -	0.0%	
89 PERIODICALS	\$ 4,599.33	\$ 3,475.00	\$ 2,775.00	\$ (700.00)	-20.1%	
90 COMPUTER PROGRAMS	\$ 20,120.20	\$ 34,547.00	\$ 18,547.00	\$ (16,000.00)	-46.3%	Moved to non-instr
91 RENTAL OF MEDIA	\$ -	\$ 10,148.00	\$ -	\$ (10,148.00)	-100.0%	
92 PROFESSIONAL REFERENCE BOOKS	\$ 429.52	\$ -	\$ -	\$ -		
93 SMALL EQUIPMENT	\$ 6,322.35	\$ 3,474.00	\$ 2,474.00	\$ (1,000.00)	-28.8%	
94 TEXTBOOKS	\$ 20,474.92	\$ 25,073.00	\$ 26,073.00	\$ 1,000.00	4.0%	
95 NON-INSTR COMPUTER SOFTWARE	\$ 28,595.49	\$ 29,259.00	\$ 67,962.81	\$ 38,703.81	132.3%	
96 EQUIPMENT PURCHASE ADDITION	\$ 27,308.90	\$ 45,296.00	\$ 25,396.00	\$ (19,900.00)	-43.9%	
97 EQUIPMENT PURCHASE REPLACEMENT	\$ 15,303.42	\$ 1,000.00	\$ 15,000.00	\$ 14,000.00	1400.0%	
98 CAPITAL LEASE PRINCIPAL PAY.	\$ 62,991.81	\$ -	\$ 82,653.00	\$ 82,653.00		All leases here
99 INTEREST ON SHORT TERM LOANS	\$ 53,804.03	\$ 53,000.00	\$ 53,000.00	\$ -	0.0%	
100 CAPITAL LEASE INTEREST PAY.	\$ 3,553.97	\$ -	\$ 32,822.00	\$ 32,822.00		All leases here
101 DEBT SERVICE PROCESSING/BONDS	\$ 6,766.30	\$ 7,000.00	\$ 7,000.00	\$ -	0.0%	
102 DISTRICT LIABILITY INSURANCE	\$ 19,316.90	\$ 16,805.00	\$ 17,646.00	\$ 841.00	5.0%	

Fund 10 Expenses cont.

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>	<u>% Change</u>
	<u>FY Activity</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>in Budget</u>	<u>in Budget</u>
				<u>FY 12 to FY 13</u>	<u>FY 12 to FY 13</u>
					<u>Notes</u>
103 DISTRICT PROPERTY INSURANCE	\$ 7,318.00	\$ 26,493.00	\$ 30,000.00	\$ 3,507.00	13.2%
104 WORKERS COMPENSATION	\$ 69,883.00	\$ 80,897.00	\$ 80,336.00	\$ (561.00)	-0.7%
105 UNEMPLOYMENT COMPENSATION	\$ 1,173.50	\$ 15,774.00	\$ 25,000.79	\$ 9,226.79	58.5%
106 FUND 27 TRANSFE	\$ 2,201,697.15	\$ 2,219,932.64	\$ 2,036,803.40	\$ (183,129.24)	-8.2% Fund 27
107 PACKAGE/COOPERATIVE TRANSFERS	\$ 53,152.61	\$ -	\$ -	\$ -	Fund 99 not used
108 DUES AND FEES DISTRICT	\$ 8,844.81	\$ 8,860.00	\$ 7,075.00	\$ (1,785.00)	-20.1%
109 DUES AND FEES EMPLOYEE	\$ 7,546.98	\$ 25,830.00	\$ 31,469.00	\$ 5,639.00	21.8%
110 DUES AND FEES PUPIL	\$ 7,973.25	\$ 3,686.00	\$ 5,686.00	\$ 2,000.00	54.3%
Total Expenses Fund 10	\$ 19,174,734.58	\$ 19,049,776.90	\$ 18,287,915.14	\$ (761,861.76)	-4.0%

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>	<u>% Change</u>
	<u>FY Activity</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>in Budget</u>	<u>in Budget</u>
Fund 27 Revenues				<u>FY 12 to FY 13</u>	<u>Notes</u>
110 INTERFUND TRANSFERS	\$ 2,201,697.15	\$ 2,219,932.64	\$ 2,036,803.40	\$ (183,129.24)	-8.2% From Fund 10
111 SPECIAL ED OPEN ENROLLMENT	\$ 33,325.00	\$ 41,688.00	\$ 45,115.00	\$ 3,427.00	8.2%
112 TRANSIT OF STATE AIDES	\$ 17,929.00	\$ 17,000.00	\$	\$ (17,000.00)	-100.0%
113 STATE HANDICAPPED AID	\$ 873,191.00	\$ 849,288.63	\$ 844,000.00	\$ (5,288.63)	-0.6%
114 STATE HIGH COST EEN	\$ 38,643.00	\$ 38,000.00	\$ 30,000.00	\$ (8,000.00)	-21.1%
115 HIGH COST EEN AID	\$ 3,816.00	\$ 4,000.00	\$ 4,000.00	\$ -	0.0%
116 SPECIAL PROJECT GRANTS	\$ 434,390.68	\$ 432,047.70	\$ 313,000.00	\$ (119,047.70)	-27.6% 341 carryover/ARRA
117 FEDERAL AID	\$ 34,228.28	\$ 100,000.00	\$ 80,000.00	\$ (20,000.00)	-20.0% Medicaid reimb
118 MISC. REVENUE	\$ 250.00	\$	\$	\$ -	
Total Revenue Fund 27	\$ 3,637,470.11	\$ 3,701,956.97	\$ 3,352,918.40	\$ (349,038.57)	-9.4%

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>	<u>% Change</u>
	<u>FY Activity</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>in Budget</u>	<u>in Budget</u>
Fund 27 Expenses				<u>FY 12 to FY 13</u>	<u>Notes</u>
119 SALARIES	\$ 2,075,325.90	\$ 2,161,297.02	\$ 85,598.00	\$ (2,161,297.02)	-100.0% All emp previously
120 CASH COMPENSATION LIEU OF INS	\$ 113,583.78	\$ 116,261.00	1,281,000.10	\$ (30,663.00)	-26.4%
121 TEACHER SALARY			200,866.13	\$ 200,866.13	New acct. codes
122 OT/PT SALARY			10,693.94	\$ 10,693.94	New acct. codes
123 NURSE SALARY			84,000.00	\$ 84,000.00	New acct. codes
124 ADMINISTRATION SALARY			29,000.00	\$ (9,289.00)	New acct. codes
125 SUBSTITUTES	\$ 69,015.76	\$ 38,289.00	17,625.71	\$ (9,289.00)	-24.3% New acct. codes
126 NON REPRESENTED SALARY			454,330.63	\$ 17,625.71	New acct. codes
127 SUPPORT STAFF SALARY			6,000.00	\$ 454,330.63	New acct. codes
128 DRIVER SALARY				\$ 6,000.00	New acct. codes
129 RETIREMENT EMPLOYEES SHARE	\$ 131,561.15	\$ 879.00		\$ (879.00)	-100.0%
130 RETIREMENT EMPLOYER SHARE	\$ 104,465.66	\$ 133,075.00	135,831.30	\$ 2,756.30	2.1% Fewer employees
131 F.I.C.A. TAX	\$ 135,999.58	\$ 142,691.88	134,508.08	\$ (8,183.80)	-5.7% Fewer employees
132 MEDICARE	\$ 31,879.87	\$ 33,366.00	31,437.14	\$ (1,928.86)	-5.8% Fewer employees
133 LIFE INSURANCE	\$ 3,145.41	\$ 2,912.00	2,322.00	\$ (590.00)	-20.3% Fewer employees
134 HEALTH INSURANCE	\$ 517,973.56	\$ 541,667.00	456,869.43	\$ (84,797.57)	-15.7% Fewer employees
135 DENTAL INSURANCE	\$ 78,872.00	\$ 89,509.00	74,947.41	\$ (14,561.59)	-16.3% Fewer employees
136 DISABILITY INSURANCE	\$ 13,570.56	\$ 8,992.00	7,539.47	\$ (1,452.53)	-16.2% Fewer employees
137 MISCELLANEOUS BENEFITS	\$ 22,694.00	\$ 22,525.00	12,416.88	\$ (10,108.12)	-44.9% Retirement in Fd 10
138 PERSONAL SERVICES	\$ 74,584.09	\$ 49,500.00	47,500.00	\$ (2,000.00)	-4.0% Contracts

Fund 27 Expenses cont.

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>	<u>% Change</u>
	<u>FY Activity</u>	<u>Revised Budget</u>	<u>Original Budget</u>	<u>in Budget</u>	<u>in Budget</u>
				<u>FY 12 to FY 13</u>	<u>FY 12 to FY 13</u>
					<u>Notes</u>
139 EQUIPMENT REPAIR	\$ 558.95			\$ -	
140 STUDENT TRANSPORTATION LOW INC	\$ 93,964.90	\$ 135,617.00	\$ 138,330.00	\$ 2,713.00	2.0% Bus contract inc
141 VEHICLE FUEL	\$ 1,487.33	\$ 2,500.00	\$ 3,000.00	\$ 500.00	20.0%
142 EDUCATIONAL SERVICES NONGOVERN	\$ 1,822.00	\$ 1,822.00		\$ (1,822.00)	-100.0%
143 INTERDISTRICT TRANSFER IN WIS	\$ 29,261.90	\$ 41,688.00	\$ 38,670.00	\$ (3,018.00)	-7.2%
144 TRANSFERS TO CESA	\$ 32,282.50	\$ 42,671.00	\$ 46,300.00	\$ 3,629.00	8.5% CESA contract
145 SUPPLIES	\$ 77,781.60	\$ 115,395.07	\$ 37,031.18	\$ (78,363.89)	-67.9% ARRA gone
146 MILEAGE	\$ 153.07			\$ -	
147 NON-INSTR COMPUTER SOFTWARE	\$ 2,859.00	\$ 6,500.00	\$ 4,101.00	\$ (2,399.00)	-36.9% Skyward
148 EQUIPMENT PURCHASE ADDITION	\$ 25,461.97	\$ 9,800.00	\$ 10,000.00	\$ 200.00	2.0%
149 UNEMPLOYMENT COMPENSATION	\$ 987.57	\$ 5,000.00		\$ (5,000.00)	-100.0% In Fund 10
150 DUES AND FEES EMPLOYEE			\$ 3,000.00	\$ 3,000.00	
Total Expense Fund 27	\$ 3,637,470.11	\$ 3,701,956.97	\$ 3,352,918.40	\$ (349,038.57)	-9.4%

Levi Leonard Elementary

2012-13 Budget Impact

Despite the need to cut \$1.6 million in our district budget, we have been able to maintain the following educational programs at the elementary level:

- SAGE – class sizes are anticipated to remain at or below the 18:1 required by this grant.
- Rtl – our Reading Specialist and our GT/Reading Resource teacher are still here full time so that helps us to maintain this program which is implemented by all staff members for students with learning needs throughout the learning spectrum.
- Special Education – since Laura Martin will be teaching full-time EC, rather than the half EC and half K-2 that she did last year, we will have Patty Nimz from TRIS in the mornings to help with 2nd grade. We also have Jenny Wiedel and Terri Belz for Kindergarten and 1st grade students.
- At-Risk and Guidance – while we are reducing the Guidance position to 50%, we will have assistance for small groups and individual needs from Deb Arnold at TRIS and from Steve Feeney, our school psychologist. With a slightly declining enrollment, this is a doable arrangement.
- Related Arts – Joan Wick and I have worked out a schedule in which our specialists have shared times K-5, but still maintain the same amount of art, music and physical education for our students as previously.
- Library – Joan Brooke, our LMC director and Connie Worm, our LMC clerk are shared K-5, but the skills classes and book check-out times are still in the schedule.

Theodore Robinson Intermediate School

2012-13 Budget Impact

Despite the need to cut \$1.6 million in our district budget, we have been able to maintain the following educational programs at the intermediate level:

- Class sizes: Grade 3 are at 18:1 with four classrooms having 19:1 (as we get closer to the start of the school year a decision will need to be made if we are going to add another 3rd grade teacher or if we will ask for a SAGE waiver for one year. If we add a section then the class sizes ratio will be 16:1). Grade 4 classes are at a ratio of 23:1. Grade 5 classes are at a ratio of 27:1 (two classes) and 28:1 (three classes). These numbers are very similar to the 2011-12 school year.
- RtI – We were able to maintain our 1.5 reading specialists and .5 GT person. This allows us to utilize our reading specialists and GT person in a more flexible manner to provide the needed tier 2 and tier 3 services to our students at each end of the spectrum. By using these positions in a different manner it allows for the grade level teachers to team and provide more differentiated instruction within the classrooms to meet the student's needs at tier 1.
- Special Education – With our special education numbers going down (about 20 students) we are able to use the current staff at Theodore Robinson to help out at Levi Leonard half time (which will allow for a smoother transition for the 2nd grade students coming into 3rd grade the following year) and for another half time to assist at the high school in the much needed new 18-21 year old transition program. Again using the staff in a more efficient way along with teaching assistants we are able to have more inclusive classrooms and meeting the law of the least restrictive environment for all of our special education students.
- Related Arts – Lou Havlik and I have worked out a schedule in which our related arts teachers have shared times K-5, but still maintain the same amount of art, music and physical education for our students as previously.
- Library – Joan Brooke, our LMC director and Connie Worm, our LMC clerk are shared K-5, but the skills classes and book check-out times are still in the schedule.
- Having a K-5 schedule has allowed for common planning time within the school day for teachers to meet and discuss students and what needs they have to ensure they are receiving what they need to meet their grade level common core standards.

JC McKenna Middle School

2012-13 Budget Impact/Changes

Despite the need to cut \$1.6 million in our district budget, we have been able to maintain the following educational programs at the intermediate level:

- Class sizes – we have had zero impact on academic class sizes at the middle school. Instructional minutes in academics did not change as well.
- RTI –Support shifted from two .6 positions to staff members by reducing team time. Staffing level in support identical to what it was three years ago.
- At-Risk – we were able to maintain our full-time 1.0 FTE At-Risk position. By including more staff members in the support of the mentors program, we are not decreasing the amount of time Mike Czerwonka has to work with students who need support. We also have maintained our guidance position as well.
- The changes for next year increase the amount of time students have in health class. In addition, students will have P.E. all year instead of for .5 of the year by making more efficient use of staff.
- Related Studies –We have maintained Art, Tech Ed., and Face classes in the middle school.
- Special Education – We maintained four teaching positions in special education.
- Library – we were able to retain our LMC specialist who is a tremendous resource to our teachers and students alike.
- Reading – we maintained a full-time reading specialist to support RTI and Title I.
- Homebase –we are revamping homebase to provide more academic and emotional support for students. Many are supporting students with five-day sessions on subjects such as organization, test taking, technology skills, summarizing, etc.

Evansville High School

2012-13 Budget Impact

Despite the need to cut \$1.6 million in our district budget, we have been able to maintain the following educational programs at the intermediate level:

- Class sizes – we are projecting an increase in overall class sizes at the high school in some departments; however, this increase is minimal and should not result in a significant impact to our educational processes.
- Class offerings – we did not eliminate any course offerings from the EHS course guide.
- At-Risk – we were able to maintain our full-time 1.0 FTE At-Risk position.
- Special Education – despite a 0.5 FTE shift of Special Education Teacher to another building, we will be able to implement a new, largely community-based service delivery model for our 18-21 year old students in a transitional process. We believe we are able to maintain appropriate programming for all students with disabilities via our spectrum of services and hence meet the requirements of a free and appropriate public education in the least restrictive environment for all of our students with disabilities.
- Library – we were able to retain our LMC specialist who is a tremendous resource to our teachers and students alike.
- RtI – we were able to retain our Literacy course and the intervention associated with the course design.

Special Education for Evansville Community School District

2012-13 Budget Impact

Despite the need to cut \$1.6 million in our district budget, we have been able to maintain an exceptional educational program. Through the reallocation of staff, we will begin to address a key element of a special education system that supports the growth of our students' independent skills, maintains the continuum of services that meet the needs of our students and fulfill the requirements of a free and appropriate public education in the least restrictive environment. This will also allow greater flexibility for:

- exposure to age-appropriate language and communication from peers
- opportunities for age-appropriate social and behavioral role models
- enriched learning opportunities afforded by access to the instruction offered in teaching the general education curriculum

SPECIAL EDUCATION CASELOAD NUMBERS

CASELOADS: The reallocation of our special education staff has allowed us to continue to provide an exceptional education for our students, stay within the Department of Public Instruction Caseload Guidelines, foster the teaching of independent skills and begin a new program for our 18-21 year old students. As students become older, more of their educational, physical and emotional support can be provided within the general education environment, as appropriate. Since the special education support is provided in the general education environment, less "pull-out" classes are needed and in turn less certificated staff. This new direction in supporting our students led to the recommendation of decreasing our special education teaching staff and is reflected in the caseload increase in each building. Additionally, based on their IEP, this "Service Delivery Model" will allow for our students to be exposed to age-appropriate social and behavioral role models while receiving support from special education teachers and assistants in the least restrictive learning environment and foster the building of independent skills.

- **EARLY CHILDHOOD: 2 Teachers- 16 Students (.5 Teacher Increase)**
 - .5 Special Education Teacher going from kindergarten to Early Childhood due to increase in enrollment and medically fragile students
- **Levi, Grades K-2: 2.5 Teachers-19 Students (.5 Teacher Increase)**
 - .5 Special Education Teacher going from TRIS to Levi to team teach at the 2nd grade level, supporting these students in preparation for the transition into TRIS for 3rd grade

- **TRIS, Grades 3-5: 3 Teachers-21 Students (1.0 Teacher Decrease)**
 - 1.0 Special Education Teacher going to ECHS (.5) and Levi (.5) due to a decrease in enrollment of 20 Special educational students at this level
- **McKenna, Grades 6-8: 4 Teachers- 52 Students (No changes)**
 - 1.0 Special Education Teacher transferring from ECHS due to reassignment of Special Education Teacher –
- **ECHS, Grades 9-12: 5.5 Teachers- 69 Students**
 - 1.0 Special Education Teacher transferring to McKenna due to reassignment of Special Education Teacher
 - .5 Special Education Teacher coming from TRIS to start the 18-21 year old Transition Program (Community Based)

Note: These numbers do not include students who receive services through a 504 plan or students who only receive Speech/Language Services.

New Programming Option: ECHS will implement a new, community-based service delivery model for our 18-21 year old students who are in a transitional phase of their education career. This new program will include:

- Daily living skills taught in an “apartment- like setting” classroom
- Students “working” in the community for part of their school day

By reviewing our current practices in special education I saw opportunities to increase the education of our students in more natural settings, use our staff more efficiently, move towards teaching more independent skills and meet the law of the least restrictive environment for all of our special education students.

June 27, 2012

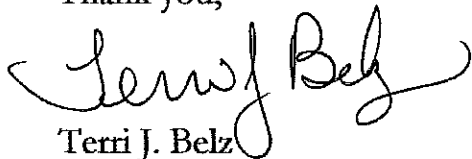
To: Jenny Kalson, Human Resources and
the School Board, Evansville Community School District

cc: Lou Havlik, Elementary Principal
Vaunce Ashby, Director of Student Services

It is with some sadness that I am submitting my resignation to you at this time. I have learned a lot and loved all of the students I have worked with over the past 13 years in the district. I think Evansville has a lot to offer and have thoroughly enjoyed my relationship with Lou Havlik, my principal there for the past 13 years. She is a devoted professional and I will miss her leadership. I will be happy to assist her in any way she wants to find a suitable replacement for me.

I have accepted a position with the Madison Metropolitan School District where I plan to use what I have learned through experience and education to facilitate the learning of Kindergarteners in a team teaching program. The new position will help me improve my teaching skills even more, and provide me with new challenges because of the diversity and size of the Madison district.

Thank you,

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

Terri J. Belz

**2012-2013 School Year
SHARED SERVICE CONTRACT
Dane County New Teacher Project
(SEC. 66:0301)**

Parties to a resolution adopted by each of the following school districts:

Belleville School District
Cambridge School District
DeForest Area School District
Deerfield Community School District
Evansville Community School District
Madison Metropolitan School District
Marshall School District
McFarland School District
Monona Grove School District
Mount Horeb Area School District
Stoughton Area School District
Sun Prairie Area School District
Verona Area School District
Waunakee Community School District

Said school districts hereby mutually agree, pursuant to the provisions of s.66:0301 Wis. Stats., to the following conditions:

1. That said above parties agree and contract for the operation of a **66:0301** program as hereinafter set forth;
2. Hereinafter the Waunakee Community School District is to be the operator and fiscal agent;
3. That said fiscal agent will account for all financial transactions in Fund 99;
4. That estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
5. That variation from the budget will require prior approval of all school district parties hereto;
6. That Exhibit A attached hereto and incorporated herein by reference includes the plan for operation, and plan of payments to said operator or fiscal agent by each school district.

EXHIBIT A

As an addendum to the shared services contract (Sec. 66:0301) for the Dane County New Teacher Project.

BUDGET AND PLAN OF OPERATION

<u>Item</u>	<u>Estimated Costs</u>
a.	
- Reduced professional development fees	No cost
- District Visits	No cost
- District Council	\$ 200
- DCNTP Board	\$ 200
- Beginning Teacher Regular Education Seminars	\$ 6,000
- Mentor Refresher	\$ 500
- Release Mentor Forums	\$ 900
- Principal Breakfasts	\$ 900
- Office Expenditures/Rent	\$ 3,000
- DCNTP Chairperson salary and benefits (40% of 187 days)	\$ 24,500
- DCNTP Project Manager	\$ 14,000
- Professional Development (NTIN, Symposium)	\$ 5,900
TOTAL	\$56,100
b.	Per the District Superintendent's request, the cost shall be shared on a sliding scale based on student enrollment as follows:
	Districts fewer than 2500 students: \$3,340.00
	Districts more than 2500 students: \$4,080.00
	Calculation:
	<i>\$57,500/14 districts = \$4,010 (rounded)</i>
	<i>Funds remaining from 11-12 of \$4200/14 = \$ 300</i>
	<i>Total for 12-13: \$4,010-\$300 = \$3,710 (even split)</i>
	<i>Districts fewer than 2500 students: \$3,710 X 90%= \$3340 (rounded)</i>
	<i>Districts more than 2500 students: \$3,710 x 110% = \$4080 (rounded)</i>
	<i>Approved by DCNTP Superintendents on 4/13/12</i>
c.	Invoiced July 1 on an annual basis

DCNTP Budget 2012-2013

6-15-12

Service	Notes	2012-13	\$\$ w/o Consortium
BT Seminars	Continue with last year's change to 6 seminars . This includes two PDP sessions, the first of which was well attended. (The second has not yet occurred.) We are exploring a synchronous online platform with two sessions.	\$6,000	\$100/person w/meal + \$1600/day for 1 facilitator
Mentor "Refreshers"	Continue with 1.5 refreshers, one in August and one in January. These refreshers will in part look at the new InTASC standards and Educator Effectiveness .	\$500	\$185/day/person + \$3150/day for 1 facilitator
Release Mentor Forums	One per month; needs of release mentors are urgent and this is a community necessary for those in release mentor role. Total of: 9 forums	\$900	\$100/person w/meal + \$1600/day for 1 facilitator
District Council	4x/year; will continue as infrastructure has proven successful and useful	\$200	Consult: \$1575/half day
Board	6X/year; will continue	\$200	
District Visits	Focused 1/2 day consultations or programs that address specific district needs regarding induction, mentoring, or principal support.	\$0 (part of Tom's role)	\$1000-1500/day for consultation
Office Rent	\$300 per month; ½ paid by NTC, ½ paid by DCNTP	\$1,800	
Office expenditures	Postage, mileage, supplies and materials	\$1,200	
Project Manager	Melissa Ohm's salary, 50% DCNTP, 50% NTC	\$14,000	
DCNTP Chair	Tom Howe, 40% DCNTP of 187 day contract. Same as previous years.	\$24,500	
Professional Development	DCNTP attendance @ NTIN (2 people) and 1-2 scholarships to Symposium. <i>(Attendance is dependent on airline fees at the time of travel.)</i>	NTIN/person: \$2,800 Symposium: \$3,100 Total: \$5,900	NTIN not available to the public; Symposium costs roughly equal.
Principal Engagement	Principal breakfasts (3/yr), honorarium for principal liaison includes coordination with AWSA, NTC & DCNTP + Facilitation per/session;	\$900	\$100/person w/meal +

	also food and beverage/session.		\$1 600/day for 1 facilitator
TOTAL	\$56,100/14: \$4,010 (rounded) Credit from funds remaining in 2011-12 budget is \$300/District* (<u>\$4200/14</u>) *For members in 2011-12 only Total for 12-13: \$ 3,710 even split (rounded) (If we use the same sliding scale as last year, small schools will pay 90% of the even split, large schools 110%.)	\$56,100 \$3340 = <2500 students \$4080 = >2500 students	

Changes:

- We will explore providing the two PDP seminars in a synchronous, online format for Beginning Teachers unable to attend. (And recorded for those who can't join live.)
- We will more heavily market the Mentor Refreshers to draw in those mentors who have had training but have not recently practiced their skills.
- The Release Mentor forums remain powerful and important learning opportunities; we will reach out consistently to part-time release or retired mentors to insure their participation.
- Waunakee, which remains a strong supporter of our consortium, reduced our rent by \$200 per month. We appreciate deeply this support as well as Waunakee's continued pro bono service as the consortium's fiscal agent.
- We've decreased office expenditures to the bare minimum.
- We've reduced our Professional Development/Capacity Building budget by nearly 23%. This was a difficult decision but allowed us to maintain monies needed to support local programming for beginning teachers, mentors and principals.
- From principal input, we've added another Principal breakfast to our calendar; help I August, it will support principals as they prepare for the beginning of the year.
- Last year's request was \$57,500 and this year's is \$56,100. However, owing to a greater credit from leftover monies in 2011-12, per district cost was about \$600 less than it will be in 2012-13. So, while our budget is leaner than last year, cost-per-district is higher. If a sliding scale is used, small districts will pay \$540 more than last year, large districts \$690.
- We have reached out several times to nearby districts to join our consortium; our per-district cost may be reduced if we succeed in adding consortium member districts.
- Mentor Professional Development (*Introduction to Instructional Mentoring, Coaching and Observation Strategies*, and *Analyzing Student Work*) will continue to be provided by NTC staff is at the discounted rate of:
 - \$125/day (vs. national rate \$185/day)
 - \$250/two day event unless a district sends 2 or more people then \$225/two days



TEACHER INDUCTION PROFESSIONAL DEVELOPMENT MODULE

Instructional Mentoring

How do we understand and meet the needs of beginning teachers? This **two-day workshop on Instructional Mentoring** provides essential knowledge and skills for assessing then supporting beginning teachers. Participants actively explore the fundamental cycle of planning, teaching, and reflecting that mentors model and facilitate for new teachers. Participants gain new insights, processes, and tools that will help new teachers thrive within their professional context and become tomorrow's instructional leaders.

Instructional Mentoring provides the foundation upon which all subsequent Teacher Induction Modules are built, and it is a prerequisite for other contracted workshops.

Who Should Attend

This workshop is designed for mentors, subject matter coaches, cooperating teachers, intern supervisors, principals, and administrators of induction programs that support beginning teachers.

Outcomes

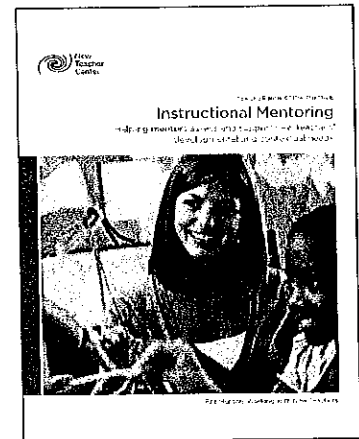
Instructional Mentoring helps participants:

- create a shared vision of quality teaching
- define mentoring roles that support that vision
- explore ways to build and sustain a professional relationship built upon trust
- learn and practice a framework for assessing needs and differentiating support
- practice a conversation protocol and the language of support
- learn various uses for the *Collaborative Assessment Log* and other formative assessment tools
- identify norms for professional growth
- increase their familiarity with professional teaching standards and learn how to apply them while mentoring

Materials

Each participant will receive a copy of the *Instructional Mentoring Guidebook* which includes:

- conversation guide that walks through each step of a mentoring process
- sample of various formative assessment tools
- video (DVD) of a mentor/beginning teacher conversation that demonstrates the conversation protocol and use of a *Collaborative Assessment Log*



For More Information

New Teacher Center
101 School Drive
Waunakee, WI 53597
Melissa Ohm, Project Manager
mohm@newteachercenter.org
608.849.2270



Dane County New Teacher Project

Rates for NTC Professional Development

2012-2013



Training	Workshop Rates		General Public	Additional Product Cost
	DCNTP Members One attending from district	Two + attending from district		
Instructional Mentoring (IM) Monona Grove High School IMC Monona	\$250.00/person	\$225.00/person	\$380/person	IM Module & WI Collaborative Assessment Logs (\$45.00)
Coaching and Observation (C&O) Wisconsin Center for Music Education, Waunakee	\$250.00/person	\$225.00/person	\$380/person	C&O Module (\$45.00) WI Continuum & WI Standards Cards (\$8.00)
Analyzing Student Work (ASW) Wisconsin Center for Music Education, Waunakee	\$250.00/person	\$225.00/person	\$380/person	ASW Module (\$45.00)

Additional year two mentor development offerings at Cardinal Stritch University in Milwaukee. Please visit www.ntcwi.org for additional information



Dane County New Teacher Project

Calendar of Events 2012-2013

Updated 6/19/12

www.newteachercenter.org



Please see our website at www.ntcwi.org for registration forms and additional information.

Seminars and Forums funded by DCNTP

There is no additional charge to attend DCNTP professional development for member Districts

Beginning Teacher Seminars

Intended Audience: Teachers new to the teaching profession

Schedule: 4:30 – 5:00 p.m. Munch and Mingle, 5:00 – 7:00 p.m. Explore evenings topics.

Location: Candlewood Suites, Fitchburg

Schedule	Topic
September 27, 2012	Communicating with Parents
November 29, 2012	Assessing Student Learning
January 10, 2013	Introduction to the PDP
February 28, 2013	Meeting the Needs of Diverse Learners
April 18, 2013	Self-Reflection
May 23, 2013	PDP Part 2

Mentor Refresher

Intended Audience: Fulltime classroom teachers who also mentor beginning teachers. Must have attended NTC's Instructional Mentoring and Coaching and Observation

Location: Wisconsin Center for Music Education, Waunakee

Schedule	Topic
August 21, 2012	Revisiting processes and tools associated with NTC's Instructional Mentoring and Coaching and Observation
January 16, 2013	TBD

Principal Breakfasts

Intended Audience: Principals and Assistant Principals

Schedule: 7:30 – 9:00, Continental Breakfast will be served

Location: See Below

Schedule	Topic	Location
August 9, 2012	Building a strong school culture to welcome and support beginning teachers	Monona Grove HS IMC
November 1, 2012	Using Formative Assessment to strengthen beginning teacher growth	TBD
May 2, 2013	Using data to assess beginning teacher growth and set next steps	TBD

Release Mentor Forums

Intended Audience: Release mentors (Mentors who work with multiple first year teachers)

Schedule: Typically Fridays*, 12:30 – 3:00, Lunch Included

Location: TBD at September Meeting

Schedule 2012	Schedule 2013
September 14 – Howe Home, 2002 Melrose, Madison, WI	January 11
October 11 *(Thursday)	February 15
November 2	March 8
December 14	April 19
	May 17

DCNTP Board Members/Meetings

Tom Howe
Chairperson, Dane County New Teacher Project
Email: thowe@newteachercenter.org
Phone: 608-849-2493

Melissa Ohm
Secretary/Project Manager, Dane County New Teacher Project
Email: mohm@newteachercenter.org
Phone: 608-849-2270

Nancy Evans, Retired Mentor – Monona Grove
Randy Freese, Superintendent – Belleville
Marc Heuer, Teacher – McFarland
Fonda Lewis, Release Mentor – Stoughton

Tim Mommaert, Associate Principal – Waunakee
Nancy Nikolay, Staff Development Dir - Sun Prairie
Ruthie Schaap, Newer Teacher – Marshall

Schedule: 4:00 – 6:00 p.m. , light snacks will be offered

Location: See below

Schedule

August 20, 2012 – Waunakee High School	January 14 – McFarland District Office	June – Date & Location TBD
October 22, 2012 – McFarland District Office	March 11 – Monona Grove District Office	
December 10 – Monona Grove District Office	April 22 – McFarland District Office	

District Council Meetings

District Council is comprised of two representatives from each member district, a lead mentor-teacher and an administrator principally in charge of induction.

Schedule: 2:00 – 4:00 pm , light snacks will be offered

Location: Monona Grove District Office, Nichols Building, Rm 207, Corner of Monona Drive and Pflaum Road, Monona

Schedule

October 1	March 11
December 10	May 20

New Teacher Center

Mentor Professional Development – Madison Area 2012-2013

DCNTP Districts receive a discounted rate

Schedule: 7:30 – 8:00 a.m. Registration/Continental Breakfast, Session runs 8:00 – 3:00 p.m.

Registration: www.ntcwi.org

Facilitators: Tom Howe, Dane County New Teacher Project Chair and NTC Senior Program Consultant
Rhonda Dubin, Southeastern Wisconsin New Teacher Project Director and NTC Program Consultant

Contact: Melissa Ohm, Project Manager – New Teacher Center/Dane County New Teacher Project
E-mail: mohm@newteacher@center.org Phone: 608.849.2270

Date	Training	Workshop Rate for DCNTP Members		Additional Product Cost Products Required
		One attending from district	Two + attending from district	
August 15 – 16, 2012	Instructional Mentoring (IM) Monona Grove High School IMC Monona	\$250.00/person	\$225.00/person	IM Module & WI Collaborative Assessment Logs (\$45.00)
October 9-10, 2012	Coaching and Observation (C&O) Wisconsin Center for Music Education, Waunakee	\$250.00/person	\$225.00/person	C&O Module (\$45.00) WI Continuum & WI Standards Cards (\$8.00)
December 4 – 5, 2012	Analyzing Student Work (ASW) Wisconsin Center for Music Education, Waunakee	\$250.00/person	\$225.00/person	ASW Module (\$45.00)

Additional year two mentor development offerings at Cardinal Stritch University in Milwaukee. Please visit www.ntcwi.org for additional information.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: SIRMC Contract Approval
Date: July 9th, 2012

Evansville Community School District has contracted with SIRMC for property/liability and workers comp. insurance for the past several years. SIRMC (School Insurance and Risk Management Cooperative) is a consortium of 30+ school districts bound by a 66:0301 agreement to obtain district insurance coverage. SIRMC is organized by a board of five elected school officials from the group of member districts. The annual membership expense is \$2,286.32 for 2012-13 and is based on district enrollment. The 66:0301 Agreement automatically renews annually on July 1st unless the District provides termination notification by December 1st of the preceding year. It would be my recommendation that the Board consider the continuation of this relationship for the following reasons:

- Independent Insurance Consultant service
 - SIRMC contracts with an insurance consultant to provide expert advice and direction for the members. The consultant is constantly looking for alternatives that may be more cost effective and/or provide more coverage for the districts involved in the cooperative. The District auditors approved of using a consultant for insurance coverage needs.
- Dedicated agent with great knowledge of school issues
 - SIRMC has a dedicated agent, Tim Patterson of Ansay & Assoc., who works with the schools and the insurance company to provide all necessary services. Tim attends all SIRMC meetings and provides valuable informational presentations.
- Value-Added of being in a cooperative
 - The SIRMC group meets three times per year throughout the state to discuss current issues, hold training sessions, and allow business managers to network with each other to see how other districts may be handling issues we are currently facing. I have been attending the meetings and the information I have received has ranged from transportation liability issues to student allergy issues. The information has been excellent and very helpful.

School Insurance & Risk Management Cooperative
SIRMC

PO Box 2568
Oshkosh, WI 54903-2568

Telephone: 920/236-0518
Fax: 920/236-0580

June 5, 2012

Dear SIRMC Partner:

Attached please find the revised 66.0301 Cooperative Agreement. Please note that the agreement includes updates that have been recommended by the SIRMC Board, reviewed by legal counsel and presented to the SIRMC membership for input and comments.

As a final step in this process, the SIRMC Board is now requesting that you present this updated agreement to your Board of Education for approval and return an executed copy of the agreement by **June 30, 2012**.

Please forward via US mail, fax or e-mail one copy of the executed agreement to:

Dave Van Spankeren, SIRMC Fiscal Agent
CESA 6
PO Box 2568
Oshkosh, WI 54903-2568
E-mail: dvanspan@cesa6.org
Fax: 920-236-0580 (fax)

As always, if you have any questions, concerns or problems, please do not hesitate to contact Linda Joski or any of the SIRMC Board members.

Thank you in advance for your assistance.

Sincerely,



MARK VAN DER ZEE
SIRMC President

**SCHOOL INSURANCE AND RISK MANAGEMENT COOPERATIVE OF WISCONSIN (SIRMC)
66:0301 AGREEMENT**

WHEREAS, the School Districts as listed on the signatory page of this document desire to enter into a cooperative relationship to (1) purchase insurance coverage for the areas including, property, liability, worker compensation insurance, automobile, errors and omission, and broad coverage umbrella insurance for the school year and beyond, and (2) to educate district officials with regard to the ongoing challenges of insurance risk management, and (3) have a direct influence on the premiums.

WHEREAS, Section 66:0301 WI Stat. provides the authority to do so.

WHEREAS, such an inter-school district agreement will require a commitment to the concept of group buying and participation.

THEREFORE, the participating districts, by signature of their authorized representatives, do hereby agree as follows:

SECTION I - Organizational Structure

A. SIRMC Members

(1) Membership. The Membership of SIRMC shall consist of the School Districts that have entered into this Section 66.0301, Wis. Stats. Agreement (the "Members");

(2) Types of Members. SIRMC shall have two types of Members: Regular Members and Quasi-members. Quasi-member districts are admitted on a probationary basis because they have not been accepted by SIRMC's workers compensation insurance carrier. Such Members remain quasi-members until such time as they meet the minimum qualification standards set for workers compensation coverage with the SIRMC worker's compensation insurance carrier.

(3) Meeting of the Members

(a) Regular Meetings of the Members. The SIRMC shall convene regular Membership meetings at least three (3) times per year to conduct necessary business. The Annual Meeting shall be held in Spring and the other meetings will be scheduled as determined by the Members. All meetings shall be noticed at least 30 days in advance and posted in accordance with sec. 19.84, Wis. Stats. (open meetings law).

(b) Special Meetings of the Members. Special meetings of the Members shall be held upon petition of fifty (50) percent of the Members requesting such meeting in writing to the Board, or by majority decision of the Board of Directors. The President of the Board shall determine a suitable date, time and place for such meeting upon receipt of a petition containing the requisite number of Members seeking a special meeting, such date to occur no earlier than 15 days and no later than 40 days after receipt of the petition. All special meetings shall be posted in accordance with sec. 19.84, Wis. Stats. (open meetings law).

(4) Member Obligations.

(a) As a condition of membership in SIRMC, all Members agree to purchase and maintain in force at least the following cooperative purchasing group insurance coverage offered to and approved by the SIRMC Membership: general liability, workers compensation, automobile, errors and omissions, and broad coverage umbrella. All School Districts who are Members as of December 1 of a given year and who have not otherwise provided a written notice of withdrawal from SIRMC shall be required to purchase these coverages through the approved SIRMC program for the next policy year (July through June).

(5) Voting Rights.

(a) Each Regular Member district shall be entitled to one vote. Quasi-member school districts shall not be entitled to vote until accepted as full members. Members wishing to withdraw from SIRMC will relinquish voting rights upon Board receipt of written notice from the Member district.

(b) Member decisions will be made by the majority vote of the Regular Members entitled to vote subject to the requirement that a quorum has been met. The quorum requirement for voting conducted by email is the receipt of votes from at least fifty percent of the Regular Members; the quorum requirement for voting at a meeting of the Members is the attendance at the meeting of at least fifty percent of the Regular Members.

(c) Members districts shall elect Board Members, approve the annual budget, approve the selection of an insurance consultant, choose the insurance carrier program that will be adopted by all Members, and decide such matters as are submitted by the Board of Directors to the Membership.

B. SIRMC Board

(1) Regular Members of the SIRMC shall elect a five-member Board comprised of the following officers and members at large whose duties shall be to guide the development of the SIRMC and make general operational decisions on behalf of the SIRMC.

- (a) President (1)
- (b) Vice-President (1)
- (c) Secretary (1)
- (d) Members at Large (2)

(2) Upon the President's motion, and with the concurrence of the majority of the Board, a past president may, if not a current member of the Board, be invited to serve the Board in an ex-officio (i.e., non-voting, advisory) capacity for up to one year. The past president will assist the new Board by providing advice, counsel and information.

(3) Board Elections.

(a) Election of Board members shall occur each April. Such elections may be conducted without a meeting by e-mail or by written ballot at a meeting of the Members.

(b) The President shall appoint a designated election official (the "Election Official") with respect to each election. The Election Official shall be a Member representative who is not on the Board and who is not running for election.

(c) The Election Official shall prepare a ballot containing the names of those representatives who have been nominated by a Member and who have agreed to stand for election to the Board. The ballot shall also list the position for which each nominee is standing for election. The Election Official shall deliver ballots to all Regular Members of SIRMC at least ten days' before the date of the election.

(d) If the election is conducted electronically, the ballot shall state that fact, together with the email address of the Election Official and the due date by which Members must return the ballot.

(e) If the election is by written ballot at a meeting of the Members, the ballot shall state the date, time and place at which the election will be conducted. The Election Official shall be responsible for gathering

the ballots and counting all of the ballots. The President may appoint a second Member representative to assist the Election Official in conducting the election at the meeting and counting the ballots.

(f) The Election Official shall be responsible for determining the validity of all ballots to be counted and for disqualifying any ballots that are mismarked or otherwise rendered invalid. The Election Official will have sole authority to make such determinations and his/her decision will be final.

(g) The Election Official shall report the results of the election to the Board of Directors and to each Member district.

(4) Board members shall serve three-year terms. The terms of the Board members will be staggered so that no more than two and no less than one member's seat will be up for election each year. The Secretary shall record the Board members' terms in the minutes of the Annual Meeting when such Members are elected and shall report the pending expiration of each Board member's term.

(5) Reorganization of Board officers shall be held in July.

(6) Filling of Board vacancies— If a Board member vacancy occurs prior to an election, the Board shall meet at the earliest convenient time to decide whether to fill the position by Board appointment until the next scheduled election. If the Board decides not to fill the position, then the position shall be filled by the Members at the next scheduled election.

C. Duties

The Board of Directors shall be responsible for overseeing all of the operations and business affairs of the SIRMC including, without limitation, overseeing and directing the activities of the insurance consultant and the fiscal agent, communicating with the Membership on all important issues, and preparing the operating budget.

D. Operating Budget

The Board of Directors shall prepare and present the annual budget to the Members at the Annual (Spring) Meeting of Members. The budget shall include a schedule of membership dues. The annual budget will be submitted to the Members for approval by majority vote of the Members.

E. Directors and Officers Liability Insurance Coverage.

SIRMC shall purchase and maintain in force for the protection of the officers and directors of SIRMC Directors' and Officers' Liability insurance coverage with limits of no less than \$ 1,000,000 annual aggregate. The Board of Directors shall direct SIRMC's insurance consultant to make recommendations and to obtain competitive quotations for such coverage. The SIRMC Membership budget shall provide for the payment of the annual premiums. The amount of policy coverage and the annual premiums paid shall be reported annually to the Membership.

SECTION II – Insurance Bidding Guidelines

A. Bid Specifications:

The consultant will develop “baseline” bid specifications as to coverage after reviewing the policies of participating Member districts. Optional pricing will be requested for Member districts that request coverage in excess of the baseline coverage.

B. Bid Standards:

All quotes will fully disclose agent/broker compensation broken out for each coverage including, without limitation, all agent commissions and contingency fees, incentive rebates (including a narrative on how such incentives are calculated) and detailing any specific arrangements that have been made with the insurance company.

C. Bid Procedure

The Cooperative shall retain a consultant to coordinate the bidding and purchase process. The consultant shall also develop optional pricing for Member districts requesting coverage in excess of baseline coverage. The consultant shall coordinate and act as a clearing house for the dissemination of information to the Member districts regarding the bid results.

The bid specifications shall be written to require the successful carriers to issue policies to post-July 1 renewals from the date of renewal to June 30, and annually thereafter. Districts with renewals other than July 1 will be required to request short-term policies from their existing carriers that expire on July 1, except in special circumstances where a district's experience modification factor would be adversely affected by a change of its policy period. Subsequently, Members will be required to change their Workers Compensation policy period when there would be no significant adverse effect upon the experience modification factor.

D. Power to Negotiate:

The SIRMC Board shall have full authority to conduct negotiations with insurance carriers for the purpose of developing optimum arrangements for all participating Member districts.

Section III - Membership Dues – Exhibit I

Dues shall be established and presented at the Annual (Spring) Membership meeting of each year by the SIRMC Board. Dues shall be based upon a Member district's prior year 3rd Friday, September FTE. For CESAs, dues shall be based upon the number of staff on the last payroll of September in the prior year. For new Members, membership services and fees will commence on July 1 or the date of their acceptance into active member status in SIRMC. The deadline for payment of dues in full is July 31 of each year or, for new or quasi members, within 30 days of acceptance as a SIRMC member. Member districts joining after July 1 shall have their first year membership dues prorated to the date of acceptance.

Section IV - Fiscal Agent

The fiscal agent for the SIRMC group shall be a Member district so designated by the Board that:

- A.** shall be authorized to pay necessary bills and collect dues from participating school districts; and
- B.** shall have the following recordkeeping responsibilities:

1. Maintain current copy of 66:0301 agreement and all amendments
2. Maintain a permanent file copy of each approved budget
3. Maintain a copy of all Directors' and Officers' Liability insurance policies
4. Maintain a permanent file of each consultant contract
5. Maintain all bank statements and financial records
6. Maintain a permanent file copy of the minutes of each meeting
7. Maintain a list of the members of the Board
8. Maintain a list of all Members
9. Maintain such records as the Board of Directors may from time to time determine should be kept

Section V – Consultant Services

It is the responsibility of the Board to recommend a consultant to serve as the SIRMC advisor as approved by the membership. The duties and compensation of the consultant will be memorialized in a written agreement to be negotiated by the Board and approved by the Membership.

Section VI – Termination of Membership

Any district wishing to withdraw from SIRMC at the end of the fiscal year, may do so by giving written notice to the SIRMC Board by December 1 of the current year.

Section VII - Adding New Members

The SIRMC Board shall determine guidelines, pre-qualification standards and approval for admission of new member districts in consultation with the consultant. The Membership will be notified of new Members.

Section VIII - Accounting

The Board shall review periodic financial statements which shall be prepared by the Fiscal Agent. Accounting records shall be kept in accordance with sound financial standards. The Board shall arrange for an internal review of the financial records each year to be completed in July after the conclusion of the fiscal year (June 30th) to be reported to the membership at the Fall Meeting of each year. The results shall be distributed to all SIRMC Member districts. In addition, a current financial report shall be prepared by the Fiscal Agent, distributed and reviewed at each regular meeting of the Members.

Section IX - Duration

This Agreement will remain in effect until terminated by agreement of the Members. Upon becoming a Member, each Member district agrees to continue Membership and to remain subject to the obligations stated in Section I.A.4 and the other terms of this Agreement for the 12 month fiscal period of July 1 through June 30. This obligation shall automatically be extended for a subsequent 12 month period unless the Member district notifies the SIRMC Board in writing by December 1 of any given year.

Section X - Entire Agreement

This agreement constitutes the entire agreement between the parties. There exists no other agreement(s) oral or written, between the parties contained in this agreement.

IN WITNESS THEREOF, the parties have executed this agreement this _____ day of _____, _____.

School District: _____

By: _____
Board President

By: _____
Clerk

Revised Approved April 26, 2012 SIRMC Board
Presented May 2012 to SIRMC Membership
Approved and Distributed to SIRMC Membership June, 2012

Revised November 19, 2006 SIRMC Board
Approved November 10, 2006 SIRMC Membership

**RESOLUTION AUTHORIZING TEMPORARY BORROWING
IN AN AMOUNT NOT TO EXCEED \$5,000,000;
ISSUANCE OF TAX AND REVENUE ANTICIPATION PROMISSORY NOTES;
AND PARTICIPATION IN THE WISCONSIN SCHOOL DISTRICTS
CASH FLOW ADMINISTRATION PROGRAM**

WHEREAS, Evansville Community School District, Dane, Green and Rock Counties, Wisconsin (the "District"), is temporarily in need of funds in the amount not to exceed \$5,000,000 to meet the immediate expenses of operating and maintaining the public instruction in the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District for the current school year;

WHEREAS, school districts are authorized by the provisions of Section 67.12(8)(a)1, Wisconsin Statutes, to borrow money and issue tax and revenue anticipation promissory notes for such public purposes;

WHEREAS, the School Board deems it necessary and in the best interest of the District that funds be borrowed and tax and revenue anticipation promissory notes be issued pursuant to the provisions of Section 67.12(8)(a)1, Wisconsin Statutes;

WHEREAS, in accordance with Section 67.12(8)(a)1, Wisconsin Statutes, the total amount borrowed shall be for the purpose of meeting the immediate expenses of operating and maintaining the public instruction in the District during the current school year, shall not exceed one-half of the estimated receipts for the operation and maintenance of the District for the current school year as heretofore certified by the District Clerk, and the loan shall not extend beyond November 1 of the next school year;

WHEREAS, prior to the issuance of its tax and revenue anticipation promissory notes, the District will have voted the tax for the operation and maintenance of the schools of the District for the current school year to be collected on the next tax roll;

WHEREAS, to the best of the knowledge, information and belief of the School Board, the District complies with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes;

WHEREAS, Section 66.0301(2), Wisconsin Statutes authorizes any municipality, including a school district, to contract with other municipalities for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law;

WHEREAS, the School Board hereby finds and determines that it is in the best interests of the District to participate in the Wisconsin School Districts Cash Flow Administration Program (the "Program"), the terms and provisions of which are described in the Master Indenture of Trust (the "Master Indenture"), and a Supplemental Indenture of Trust (the "Supplemental Indenture") to be entered into with a trustee to be named in the Approving Certificate (defined below) (the "Trustee") (collectively, the Master Indenture and the Supplemental Indenture shall be referred to as the "Indenture"); and

WHEREAS, under the Program, participating school districts will issue one or more series of tax and revenue anticipation promissory notes. Said notes may be grouped with a related series of notes of the District and will underlie corresponding series of note participations (the "Participations", and each series a "Series of Participations") that will be issued under the Master Indenture and a separate Supplemental Indenture relating to each Series of Participations.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

1. **Authorization.** For the purpose of meeting the immediate expenses of operating and maintaining the public instruction of the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District in its general fund for the current school year, there shall be borrowed, pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, an aggregate principal sum not to exceed \$5,000,000 ("Maximum Amount").

2. **Terms of the Notes.** To evidence such borrowing, the District President and District Clerk are hereby authorized, empowered and directed to make, execute, issue, sell and deliver to the Trustee, for and on behalf of the District, its Tax and Revenue Anticipation Promissory Notes (collectively, the "Notes") payable to the Trustee or its designee, in one or more series, in the denomination of \$100,000 or more in substantially the form attached hereto as Appendix A-1.

The Notes shall be issued in the District's name, in one or more series, pursuant to the terms stated in the Master Indenture and a related Supplemental Indenture. The aggregate sum of the District's Notes shall not exceed the Maximum Amount.

Each series of Notes may be issued in conjunction and grouped with the notes of one or more other school districts participating in the Program to underlie a Series of Participations. In all cases, the obligation of the District to make payments on or in respect to its Notes, and the obligation of the District to make payments with respect to any Credit Facility securing the Series of Participations representing interests in such group of notes, including, without limitation, Predefault Obligations and Reimbursement Obligations (as defined in the Indenture), is a several and not a joint obligation of the District and is strictly limited to the District's repayment obligation for its Notes under this Resolution.

The Notes shall be dated as of their date of issuance; shall bear interest from their dated date until paid; and shall mature on or before October 15, 2013. Interest on the Notes shall be paid at maturity. The Notes shall bear interest at a rate per annum such that the net interest cost of the Notes shall not exceed 3.00%.

3. **Redemption Provisions.** The Notes are not subject to optional redemption.

4. **Sale of Note; Execution of Note Purchase Agreement, Approving Certificate and Pricing Confirmation.** Either the district administrator, the business manager or chief financial officer of the District (as the case may be) (the "Financial Officer") or, in the absence of the Financial Officer, the President or Clerk of the District or those authorized by law to act on their behalf (the "District Officers") are hereby authorized and directed to negotiate, on behalf of the District, with Hutchinson, Shockey, Erley & Co. ("HSE"), in its capacity as underwriter and

administrative agent for the District under the Program (the "Underwriter" and "Administrative Agent", respectively), an amount, interest rate, and maturity date for each series of Notes issued under the Program and other matters related to the financing, subject to the limitations provided herein or in the Master Indenture.

The difference between the issue price of the Notes and the purchase price to be paid to the District (which amount constitutes the underwriter's compensation paid to HSE) shall not exceed .30% of the principal amount of the Notes. The other costs of issuance with respect to the Notes shall be paid by the District.

This School Board authorizes and directs the Financial Officer or District Officers to execute and deliver, in the name and on behalf of the District, an Approving Certificate and a separate Note Purchase Agreement for each series of Notes in substantially the form attached hereto as Appendix B-1 and C-1, respectively.

The execution of the Approving Certificate and the Note Purchase Agreement by the Financial Officer or the District Officers shall constitute and evidence full approval by the School Board of such documents.

5. **Program Approval; Execution of Supplemental Indenture.** The form of Master Indenture and a form of Supplemental Indenture presented to this meeting are hereby acknowledged.

The District Officers, or the Administrative Agent on behalf of the District, are hereby authorized and directed to execute, deliver and enter in to, in the name and on behalf of the District, the Master Indenture and any Supplemental Indenture with respect to each Series of Participations that the Notes underlie with a trustee named in the Approving Certificate. The Master Indenture and each Supplemental Indenture shall be in substantially the forms presented to this meeting, with such changes not inconsistent with this Resolution as the District Officers shall approve. The execution of the Master Indenture and any Supplemental Indenture by the District Officers or the Administrative Agent (as modified by such officers or agent prior to execution) shall constitute and evidence full approval by the School Board of such documents.

This School Board also acknowledges the alternative types and forms of Credit Facility (as defined in the Indenture) that may be used as additional security for the Notes and the Participations they underlie. The Approving Certificate shall indicate whether and what type of Credit Facility will apply. Any Credit Facility Provider (as defined in the Indenture), and the form of any Credit Facility, shall be as determined by the Underwriter and approved by the Financial Officer or the District Officers in the Approving Certificate. The execution of the Approving Certificate by the Financial Officer or District Officials shall constitute and evidence full approval by the School Board of any Credit Facility Provider and the terms of any Credit Facility.

6. **Disposition of Proceeds of Notes.** The proceeds of the Notes shall be applied as described in the Master Indenture and the related Supplemental Indenture for the Series of Participations that the Notes underlie.

The proceeds of the Notes shall be deposited into the District's Proceeds Subaccount and a subaccount of the Cost of Issuance Fund, established by the Trustee for each Series of Participations that the Notes underlie pursuant to the Master Indenture and in amounts determined by the Underwriter. Amounts on deposit in the Costs of Issuance Fund shall be expended as determined by the Underwriter and in accordance with the terms of the Master Indenture and related Supplemental Indenture. Amounts on deposit in the Proceeds Subaccount shall be used as set forth in the Master Indenture and related Supplemental Indenture. The Proceeds Subaccount and the subaccount of the Costs of Issuance Fund are deemed to be the "borrowed money fund" for the Notes for purposes of Section 67.10(3), Wisconsin Statutes.

7. **Arbitrage Covenant.** The proceeds of the Notes (the "Note Proceeds") shall be used solely for the purposes for which borrowed (or for the payment of the principal of and/or interest on the Notes). Note Proceeds may be temporarily invested in legal investments until needed, provided, however, that the District hereby covenants and agrees that so long as the Notes remain outstanding, the Note Proceeds will not be used or invested in a manner which would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable income tax regulations promulgated thereunder (the "Regulations").

The District Clerk, or other officer of the District charged with the responsibility for issuing the Notes, shall provide the appropriate certificate of the District, for inclusion in the transcript of proceedings, setting forth the reasonable expectations of the District regarding the amount and use of the Note Proceeds and the facts and estimates on which such expectations are based, all as of the date of delivery and payment for the Notes (the "Closing").

8. **Additional Tax Covenants.** The District hereby further covenants and agrees that it will take all necessary steps and perform all obligations required by the Code and the Regulations (whether prior to or subsequent to the Closing) to assure that the Notes are obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes, throughout their term. The District Clerk or other officer of the District charged with the responsibility for issuing the Notes, shall provide an appropriate certificate of the District, for inclusion in the transcript of proceedings, as of the date of the Closing certifying that it can and covenanting that it will comply with the provisions of the Code and the Regulations. Such certificate shall indicate that the District qualifies either for the "small governmental unit" exception or for the six month expenditure "safe harbor" exception to the rebate requirements of the Code, set forth certain facts regarding the use of the Note Proceeds to establish that the Notes will not constitute "private activity bonds" as defined in Section 141 of the Code and state other facts necessary to establish that the Notes are obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes.

If the District does not qualify for any exemption from the rebate requirements of the Code, the District hereby covenants and agrees that there shall be paid from time to time all amounts to be rebated to the United States pursuant to Section 148(f) of the Code and any applicable Regulations.

It is the intent of the District to take all reasonable and lawful actions to comply with any new tax laws enacted so that the Notes will continue to be obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes.

9. **Irrepealable Tax; Segregated Fund; Compliance With Revenue Limits.** The Notes shall not be issued until the tax for operating and maintaining the schools operated by the District for the current school year has been voted to be collected on the next tax roll. So long as the Notes, or interest thereon, remain unpaid, the aforesaid tax for operation and maintenance of the District (including the amount budgeted to pay interest on the Notes) shall be and continues irrepealable. As security for the payment of the principal of and interest on the Notes, the District hereby pledges certain unrestricted revenues (as hereinafter defined) which are received by the District for the general fund of the District and are attributable to the current school year (whether or not received in the current school year). The principal of the Notes and the interest thereon shall constitute a first lien and charge thereon and shall be payable from monies received by the District from such pledged revenues, and, to the extent not so paid, shall be paid from any other taxes, state aids, income, revenue, cash receipts and other monies of the District lawfully available therefore and subject to the subordination provisions set forth below and in the Master Indenture. The owners of Notes, owners of Participations, and Credit Facility Provider(s) (if applicable) shall have a first lien and charge on such certain unrestricted revenues which are received by the District and are attributable to the current school year. Unrestricted revenues shall be segregated in a special fund (hereinafter called the "Debt Service Fund"), at the times and in the amounts provided in the Pricing Confirmation and in the related Supplemental Indenture, to be used solely to pay the principal of the Notes and the interest thereon. Any accrued interest received at the time of delivery of any Notes shall be paid over to the Debt Service Fund. If there shall be insufficient sums in said special fund to meet such payments, the District shall promptly pay the same when due from other monies available in or attributable to the current school year. This covenant specifically includes monies (for example, deferred tax and state aid payments) attributable to the current school year which are not received prior to the end of the current school year. The District complies with and covenants to continue to comply with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes.

10. **Impoundment Date.** In order to effect, in part, the pledge referenced in the preceding paragraph, the District agrees to the establishment and maintenance of the Payment Account as a special fund of the District related to the Notes (the "Payment Account") by the Trustee under the Master Indenture as the responsible agent to maintain such fund until the payment of the principal of the Notes and the interest thereon. Prior to the maturity of each series of Notes, on a date set forth in the related Pricing Confirmation and Supplemental Indenture (the "Impoundment Date"), the District agrees to cause to be deposited directly in a subaccount of the Payment Fund relating to each series of Notes an amount sufficient to pay all of the principal of and interest due with respect to the series of Notes at maturity. The Underwriter, on behalf of the District Officers, is authorized to approve the determination of the Impoundment Date.

In the event that on the Impoundment Date the District has not received sufficient unrestricted revenues to permit the deposit into the Payment Account of the full amount of Pledged Revenues to be deposited in the Payment Account from said unrestricted revenues, then

the amount of any deficiency shall be satisfied and made up from any other monies of the District lawfully available for the payment of the principal of the series of Notes and the interest thereon, as and when such other monies are received or are otherwise legally available, in the following order of priority: *first*, to satisfy any deficiency attributable to the first series of Notes issued; and *second*, to satisfy any deficiency attributable to the second series of Notes issued, if any. As used in this Resolution, the term "unrestricted revenues" shall mean all taxes, state aids, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts, and other monies, intended as receipts for the general fund of the District attributable to the current school year and which are generally available for the payment of current expenses and other obligations of the District.

11. **Execution of the Notes; Authentication; Appointment of Acting Officers.** The Notes shall be executed on behalf of the District by the District President and District Clerk, or others authorized under Section 120.05, Wisconsin Statutes and herein to sign on their behalf, sealed with its official or corporate seal, if any, and delivered to the Trustee upon payment to the District of the purchase price thereof, plus any accrued interest to the Closing. Either or both of the signatures of the officers may be imprinted on the Notes in lieu of the manual signature of such officer, so long as the Trustee authenticates the Notes. In the event that any of the officers whose signatures appear on the Notes shall cease to be such officers before the delivery of the Notes, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until such delivery. In accordance with Section 120.05(3), Wisconsin Statutes, the School Board hereby appoints any one of its members to discharge the duties of the District Clerk as Acting District Clerk in connection with the issuance of the Notes in the event the District Clerk is unable to discharge such duties due to disability or absence.

12. **Trustee.** Pursuant to the Approving Certificate, the Financial Officer or the District Officers shall appoint the Trustee that will serve as trustee under the Master Indenture and each Supplemental Indenture and as fiscal agent, paying agent, registrar, and authenticating agent for the Notes.

The District directs and authorizes the payment by the Trustee of the interest on and principal of any and all Notes when such become due and payable, from the Payment Account held by the Trustee in the name of the District in the manner set forth in the Master Indenture. The District hereby covenants to deposit funds in such account and fund subaccount, as applicable, at the time and in the amount specified herein to provide sufficient monies to pay the principal of and interest on any and all Notes on the day or days on which they mature. Payment of any and all Notes shall be in accordance with the terms of the applicable series of Notes and this Resolution.

The District further agrees to indemnify, to the extent permitted by law and without making any representation as to the enforceability of this covenant, and save the Trustee, its directors, officers, employees, and agents harmless against any liabilities which it may incur in the exercise and performance of its powers and duties under the Master Indenture and any Supplemental Indenture, including but not limited to, costs and expenses incurred in defending against any claim or liability, which are not due to its negligence or default.

13. **Representations and Covenants; Events of Default.** The District makes the representations and covenants set forth in the Master Indenture. The District acknowledges, approves, and confirms the Events of Default and the remedies therefore as described in the Master Indenture.

14. **Deposit of Notes; Registration and Transfer.** The Notes shall be issued and deposited with the Trustee and shall be registered and transferred as provided in the Master Indenture.

15. **Sale of Participations.** Each Series of Participations shall be sold to Hutchinson, Shockey, Erley & Co., in its capacity as underwriter for the Program, in accordance with the terms of the Note Purchase Agreement relating to the series of Notes that underlie said Series of Participations.

16. **Official Statement.** The District authorizes and approves the use of District information pertinent to the Program, as provided by the District to the Underwriter and any disclosure counsel, in each offering document prepared by the Underwriter and distributed in connection with the sale and issuance of each Series of Participations. The offering document is deemed "final" as of the date of such delivery for purposes of SEC Rule 15c2-12 promulgated by the Securities Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the officers and agents of the District in connection with the preparation of such document are hereby ratified and approved.

17. **Undertaking to Provide Continuing Disclosure.** This Section constitutes the written undertaking required by the Rule. This undertaking is intended for the benefit of the holders of the Notes and shall be enforceable by the Trustee on behalf of such holders (provided that the holders' and Trustee's right to enforce the provisions of this undertaking shall be limited to a right to obtain specific performance of the District's obligations hereunder and any failure by the District to comply with the provisions of this undertaking shall not be an event of default with respect to the Notes). Capitalized terms used in this Section and not otherwise defined in this Resolution shall have the meanings assigned such terms in Appendix D-1.

The District undertakes to provide Material Event Notices as provided in this Section. If a Material Event occurs while any Notes are outstanding, the District shall provide or cause to be provided a Material Event Notice in a timely manner to the MSRB through the Electronic Municipal Market Access System available at www.emma.msrb.org in an electronic format prescribed by the MSRB. Each Material Event Notice shall be so captioned and shall prominently state the date, title and CUSIP numbers of the Notes. Unless otherwise required by law and subject to technical and economic feasibility, the District shall employ such methods of information transmission as shall be requested or recommended by the designated recipients of the District's information.

The District's continuing obligation hereunder to provide Material Event Notices shall terminate immediately once the Notes no longer are outstanding. This Section, or any provision hereof, shall be null and void in the event that the District delivers to the MSRB an opinion of nationally recognized bond counsel to the effect that those portions of the Rule which require this Section, or any such provision, are invalid, have been repealed retroactively or otherwise do

not apply to the Notes. This Section may be amended without the consent of the Noteholders, but only upon the delivery by the District to the MSRB of the proposed amendment and an opinion of nationally recognized bond counsel to the effect that such amendment, and giving effect thereto, will not adversely affect the compliance of this Section and by the District with the Rule.

18. **Approval of Actions; Underwriter.** All actions previously taken by the officers and agents of the District or this School Board with respect to the sale and issuance of the Notes and participation in the Program are hereby approved, confirmed, and ratified. The officers and agents of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things, take any and all actions, and execute any and all certificates, agreements, and other documents which any of them may deem necessary or advisable to consummate the lawful issuance and delivery of the Notes, or the related transactions, in accordance with this Resolution.

The District hereby authorizes, approves, and directs the Underwriter to do any and all things, take any and all actions, and execute any and all certificates, agreements, or other Program documents on behalf of the District as may be directed under the Master Indenture, a Supplemental Indenture, or any other Program documents.

19. **Conflicting Resolutions; Severability; Effective Date.** All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted by a recorded roll call vote of ____ ayes and ____ nays on _____, 2012.

By: _____
Kathi Swanson
District President

And: _____
John Rasmussen
District Clerk



Evansville High School *Music Department*

640 South 5th St.
Evansville, WI 53536

Instrumental Music, Doug Zblewski 608-882-3586
Vocal Music, Cindy Zblewski 608-882-3585

New York City Proposal-Spring Break 2013 *Evansville High School Band and Choir*

Dear Evansville School Board Members

The high school music department is planning another music tour for spring break 2013. This tour will be our ninth tour in the past 19 years. Previous destinations include Toronto, Florida, New York City, and New Orleans. The destination planned this time around is New York City, New York. Included with this cover letter is the following information.

1. Summary of details for 2013 music tour, including price. (given out to students/parents)
2. Payment Contract (for NYC 2013)
3. New York Tour Itinerary (from 2009 tour)
4. Chaperone Application (for NYC 2013)
5. Permission to Travel (Used for 2009 tour)
6. Consent to Search form (from 2009 tour)

Our tour company, Good News Tour & Travel, is a very reputable tour company and we have worked with our representative, Doris, since we began these music trips in 1994 and we feel confident using them once again.

The music department would like to emphasize the musical and educational value of participating in this kind of a trip. We are planning on participating in a public performance as well as a possible clinic/workshop where students are exposed to other music groups and quality university clinicians. The students will no doubt gain valuable life lessons and hold on to these experiences for the rest of their lives.

We have a strong successful history of music tours in Evansville. Please allow us to once again give the music students of Evansville High School this wonderful experience. Activities such as this continue to build and strengthen the music program and help to develop our students' musical, social and cultural awareness.

Sincerely,

A handwritten signature in cursive script. The first name is 'Doug Zblewski' and the second name is 'Cynthia Zblewski'. The signature is written in dark ink.

Doug Zblewski
Cynthia Zblewski
High School Music Directors

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 Evansville 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.

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)

ADMINISTERING MEDICATIONS TO STUDENTS

It is the policy of the Evansville Community School District that medication should be administered to school children by parents/guardians at home whenever possible. However, when requested by parents/guardians, medications prescribed by a health care practitioner and nonprescription medications may be administered by school staff under the following established conditions.

School personnel must receive a written parental/guardian consent and written instructions from the students' health care practitioner before any prescription medication can be administered to a student. A form is available from the District website and school offices for this purpose. A form from a clinic is allowable if it has all of the information on the District form.

Non-prescription medications may be administered with written parental/guardian consent only unless the dosage requested is greater than the recommended dose for the student's age/size in which case written consent is required from the health care practitioner.

Any student possessing prescription or non-prescription medication without following the procedures set forth in this policy may be subject to disciplinary action. Sharing/dispersing of prescription or non-prescription medications may result in immediate suspension. Sale of medications will result in a recommendation for expulsion.

All written instructions and consent forms will be filed in the school office. The school nurse shall be responsible for reviewing the written medication instructions. The building principal and his/her designees will be responsible for maintaining complete and accurate medication records, and storing all prescription and non-prescription medications in a safe and secure place. School personnel authorized to administer medications to students will be provided appropriate instruction and training by the school nurse.

The following procedures shall be adhered to when administering medication to students in grades PreK-12.

Procedures for Administering Medication to Students:

1. Definitions

- Administer – Medications which are in the possession of the school and given to the student by designated school personnel.
- Health Care Practitioner (HCP) – Any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber or podiatrist.
- Medication – Medication includes any drug or remedy for illness. Prescription, non-prescription (Over the Counter – OTC), and herbal treatments are all considered medication.
- Medication Error – Medication errors include: administering the wrong medication or doses of medication, administering the medication at the wrong time, administering a medication by the wrong methods or route (i.e. orally instead of injection) or failing to administer the medication.

- Pupil – Any person who is enrolled in the Evansville Community School District as a student, on a full or part-time basis in an approved instructional or co-curricular activity.
- School – A pupil is in school when in attendance at an approved instructional or co-curricular activity, whether held on or off school premises.

2. Prescription Medications

- Prescription medications will not be administered to a student until the following steps are completed:
 - (1) The parent/guardian provides the school with a completed parent/guardian consent form.
 - (2) The school receives a completed physician order form for administering medications.
 - (3) Designated staff have been trained to administer medications.
- Prescription medications must be in the original container from the pharmacy. Information printed on the container must include:
 - Student's full name
 - Name of medication and dosage
 - Time medication is to be administered
 - HCP name
- Prescription medication will be stored according to manufacturer's guidelines. Prescription medications will be kept in a secured cabinet or drawer that is not accessible to students or where food is stored. Only a limited quantity of the prescription medication is to be kept at school.
- Only District employees who are designated by the principal of each school will be able to administer prescription medications. Except in an emergency, the only other people who may administer prescription medications to a student include:
 - Student's parent/guardian
 - School nurse
 - Emergency response worker
- The length of time for which a prescription medication is to be administered will be specified in the written instructions from the prescribing HCP. The maximum length of any written instruction will be until the end of the current school year. Any time there is a change in dosage, number of doses, or time of administration a new written statement from the prescribing HCP is necessary.
- School personnel will communicate with parents/guardians when the supply of medication at school needs to be refilled. The current medication container will not be sent home for the parent/guardian to refill.
- With medications that are to be given at a specific time during the day, there is a leeway of 60 minutes before to 60 minutes after this specific time within which the medication can be given.
- The Evansville Community School District will have the school nurse review and consult with the building principal and school district medical advisor if necessary, all requests for the administration/dispensing of injectable medications by school personnel in order to maintain the physical, emotional, and mental health of pupils and staff members while they

are at school or at school sponsored activities. If it is determined acceptable, the school nurse will train and supervise the administration/dispensing of the medication by the school personnel. This policy does not preclude students who self-administer prescription medications from continuing this practice.

- i. The following non-emergency situations should be reported to the school nurse who will follow-up with parents/guardians and/or HCP.
 - The color or shape of a refill medication is different from the last prescription.
 - Information on the medication permission form from the practitioner is different from the information on the label of the medication container.
 - A parent/guardian gives permission for school personnel to give a medication at a time other than the scheduled time. Do not give the medication; this situation requires a change by the HCP on the medication consent form.
 - Parent/guardian calls the school or sends a permission slip to school requesting the dose of medication be changed. Do not give the medication; this situation requires a change by the HCP on the medication consent form.
 - The label on the front of the medication container requires a tablet to be cut. Do not give the medication. The school District is not responsible for the cutting or breaking of pills. If pills are already split, they may be administered.
- j. It is the responsibility of the school to insure that prescription and non-prescription medications, which are administered by school personnel, be provided to the correct student, at the designated time. The only exceptions would be if the student refuses the medication, or is absent from school. A student's refusal to take medication should be documented and the parent/guardian informed. Notification of parent/guardian will also be documented. It is also the responsibility of the school employee administering medications to witness the student taking the medication in his/her presence.
- k. When a school staff person identifies that medication the school is administering is missing, the building principal and school nurse will be notified. The school staff person will document on the medication log the date, time, amount, and medication name that is missing. The principal, or designee, will contact the student's parent/guardian to inform them of the missing medications. If the medication is a controlled substance (i.e. Ritalin, Adderall, Methylphenidate, etc.), a report must be filed with the Director of Pupil Services and the Evansville Police Department.
- l. When a medication error is noted by school staff, it must be documented with the school building principal and school nurse. Appropriate medical contacts will be consulted and such contacts documented.

3. Non-Prescription Medications and Herbal Treatments

Designated personnel will administer non-prescription (over-the-counter) medication and herbal treatments only with parental approval as indicated by written consent on the Medication Consent Form. Non-prescription or herbal treatments must be in an original container and labeled with the child's name, why the medication is needed, when to use the medication/treatment and amount of medication/treatment to give.

If the dosage for non-prescription medications or herbal treatments is higher than the recommended dose for the student's age/size, written consent is required from the HCP.

4. Adverse Side Effects

Any school staff person who observes adverse side effects to a medication or has concerns with behavioral or physical changes of a student should report these concerns to the parent/guardian and building principal and appropriate medical contact made if necessary. If a student is exhibiting side effects to a medication, the nurse will be contacted to follow-up on the concerns. If a change in medication is made by the doctor, verbal orders can be taken by the nurse and followed up with written orders to both the doctor and parent/guardian. If the parent/guardian requests changes in the medication, the only change the school can make is to stop administering the medication. If this is the case, school staff will provide the parents/guardians with a new medication consent form to be completed by the HCP.

5. Self-Medication of Non-Prescription Medications for High School Students

High school students may self-administer non-prescription medication in the school with prior permission (Medication Consent Form 453.4 Form). Current state law allows a student to carry an inhaler if the school receives a written request from the parent/guardian and doctor. Parents/guardians will be notified if the privilege to carry an inhaler and/or self-medicate is suspended or removed.

6. Disposing of Medication

Before the end of the school year, the District health clerk will send a letter home to parents/guardians indicating they are responsible for coming and picking up remaining medications at school. Medications, with the exception of inhalers, will not be sent home with students. Medications that are not picked up by parents/guardians will be collected by designated staff. Each medication (both prescription and non-prescription) will be listed on a manifest along with the student's name. For prescription medications, the number of pills will also be added to the manifest. A manifest will be completed for each school. Two persons must sign off on the completed manifest. Prescriptions and nonprescription medications will be collected and disposed of in the Drug Drop-Off Box at the Evansville Police Station.

The Emergency Nursing Manual (Appendix A) will provide direction and more detailed process information. School personnel should under no circumstances provide aspirin or any other medicine to students without meeting stated criteria. An accurate and confidential system of record keeping shall be established for each student receiving medication.

Legal Ref.: Sections 118.25 Wisconsin Statutes (Pupil Records)

118.29 (Administration of Drugs to Pupils and Emergency Care)

118.291 (Asthmatic Pupils: Possession and Use of Inhalers)

118.292 (Possession and Use of Epinephrine Auto-Injectors)

121.02(1)(g) (School District Standards)

146.82 (Confidentiality of Patient Health Care Records)

146.83 (Access to Patient Health Care Records)

N 6.03(3) Wisconsin Administrative Code (Supervision and Delegation of Nursing Acts)

PI 8.01(2)(g) Wisconsin Administrative Code (School District Standards)

Local Ref.: Appendix A, Emergency Nursing Manual

Policy #453.4 Form - Medication Consent Form

MEDICATION CONSENT FORM
Evansville Community School District

PARENT SECTION

This section must be completed by the parent/guardian for the administration of BOTH prescription and non-prescription medication. This form must be completed in order for high school students to self-administer non-prescription medication.

Start Date: _____ End date: _____
Student's Name: _____ Date of Birth: _____
Address: _____ Phone (Home): _____
City: _____ Phone (Other): _____
School: _____ Grade: _____

Name of Medication _____ Dosage _____

How often: _____

I agree with the medication requested below and will be responsible for the following:

- Delivery of medication in a pharmacy-labeled container or original manufacturer's container to the school office.
- Maintain a sufficient supply of medication.
- Keep school personnel informed of changes in the dosage or time medications to be given.
- Obtain a new form from the doctor for any changes in this medication.

In the event more information is needed regarding this medication or its administration, I authorize school personnel to contact the student's physician/health care practitioner.

Parent/Guardian Signature _____ Date _____

**Evansville Community School District
PHYSICIAN/PRACTITIONER SECTION**

This section must be completed by the physician/health care practitioner for the administration of prescription medication.

Please administer to _____ the following medication at school.
(Student's Name)

Name of Medication: _____ Dosage: _____

Administer Medication:

- o At the following times: _____
- o As needed for _____, but no more frequently than every _____.

Special Instructions: _____

Inhalers:

- o May carry on his/her person. This student has been instructed in the proper use of this medication and is sufficiently responsible to self-administer.
- o May not carry inhaler on his/her person.

Start Date: _____ End date: _____

(Physician/Health Care Practitioner Signature) Date Clinic/Facility

(Print Physician/Health Care Practitioner Name) (Phone Number)

PLEASE SEE OTHER SIDE FOR IMPORTANT INFORMATION

*******IMPORTANT INFORMATION*******

Any student possessing prescription or non-prescription medication without following the procedures set forth in this policy may be subject to disciplinary action.

Sharing/dispersing of prescription or non-prescription medications may result in immediate suspension. Sale of medications will result in a recommendation for expulsion.

Before the end of the school year, the district health clerk will send a letter home to parents/guardians indicating they are responsible for coming and picking up remaining medications at school. Medications, with the exception of inhalers, will not be sent home with students. Medications that are not picked up by parents/guardians will be collected by designated staff. Each medication (both prescription and non-prescription) will be listed on a manifest along with the student's name. For prescription medications, the number of pills will also be added to the manifest. A manifest will be completed for each school. Two persons must sign off on the completed manifest. Prescription and Nonprescription medications will be collected and taken to the Drug Drop-off Box located at the Evansville Police Station.

Approved: December 8, 1986

511

Revised: February 11, 2002

Revised:

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

EQUAL OPPORTUNITY EMPLOYMENT

The Evansville Community School District is committed to equal employment opportunity in its personnel practices. Both in Hiring and the administration of policies shall be conducted so as not to discriminate against employees or applicants on the basis of: race, religion, political or religious affiliation, disability, **gender sex** or sexual orientation, age, national origin, citizenship, marital status, ancestry, color, creed, pregnancy, arrest or conviction record, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other reason prohibited by applicable law. Exceptions to this policy may only be made in accordance with state and federal law.

Reasonable accommodations shall be made for qualified individuals with a disability unless such accommodations would impose an undue hardship to the District as determined by the District Administrator. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities. Employees desiring a reasonable accommodation should make such a request to their immediate supervisor, the District Administrator, or the District Administrator's designee.

Complaints regarding the interpretation or application of this policy shall be referred to the immediate supervisor and processed in accordance with established procedures as outlined in policy #511.1 5+2.

Notice of this policy shall be given in accordance with state and federal laws.

Legal Ref.: Sections 111.31 – 111.395 Wisconsin Statutes (Fair Employment)
118.195 (Discrimination Against Handicapped Teachers Prohibited)
118.20 (Teacher Discrimination Prohibited)
Titles VI and VII of the Civil Rights Acts of 1964,
Title IX Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Age Discrimination Act of 1975
Immigration Reform and Control Act of 1986
Americans with Disabilities Act of 1990 (as amended)
Civil Rights Act of 1991

Local Ref.: Policy #511.1 – Employee Discrimination Complaint Procedures

EMPLOYEE HARASSMENT

The Evansville Community School District is committed to maintaining and ensuring a learning and working environment ~~that is~~ free of harassment or intimidation toward students and employees. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders. The ~~Evansville School~~ District will not tolerate harassment or bullying of any employee in the Evansville Schools or at any school-sponsored event or program.

Harassment or bullying based upon a protected group status is particularly prohibited in the District. ~~In that regard,~~ No person shall be subject to harassment or bullying based on age, gender, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital status, disability or any other basis protected by state or federal law.

Harassment refers to physical or verbal conduct, or psychological abuse, by any person that disrupts or interferes with a person's work/school performance or ~~that~~ which creates an intimidating, hostile or offensive work/learning environment, or adversely affects a person's employment opportunities. It may occur student to student, student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male.

Harassment may include, but is not limited to, the following:

- Verbal harassment, including epithets, kidding, derogatory comments, slurs or ethnic jokes.
- Physical interference with movement, activities or work.
- Visual harassment, including derogatory cartoons, drawings or posters.
- Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic or work performance. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic/work evaluations, difference in academic/work treatment, sarcasm, or unwarranted comments to or by peers.
- Any form of harassment using electronic devices, commonly known as "cyber bullying", by students, staff or third parties is prohibited and will not be tolerated in the District. "Cyber bullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any

communication of this form ~~which~~ **that** disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.

- The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

It is further the policy of the District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school/workplace, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student.

Any individual who believes he/she has been subjected to harassment or bullying by any other person should present their concerns to the perceived harasser and request that the behavior cease. The employee may initiate inhouse complaint procedures if the employee is unable or unwilling to confront the identified offender, or if the harassment, bullying, discrimination, or intimidation persists.

INHOUSE PROCEDURES

- Step 1 The employee should file a written complaint using form 512.1 Form with the District Administrator to present the facts of the perceived discrimination, harassment or intimidation and discuss other alternatives that could resolve the issue.
- Step 2 The District Administrator or designee will meet with all persons involved to discuss the complaint and ascertain the facts of the case.
- Step 3 The District Administrator or designee will **determine if reach a determination of whether** the situation meets the legal definition of harassment, intimidation or discrimination and advise all parties of that determination. If it is verified that the behavior meets the legal definition, disciplinary actions up to and including dismissal will be taken.
- Step 4 If the problem persists, but does not meet the legal definition of harassment, intimidation or discrimination, the situation may be mediated through the District Administrator or **Board of Education school board** as necessary, with appropriate involvement and consent of both parties.

An employee always has the option to bypass the inhouse complaint options and initiate a legal complaint.

Because of the sensitive nature of harassment charges, and the need to protect the privacy of the parties, the confidentiality of the persons involved will be observed provided it does not interfere with the school district's ability to investigate or take corrective action.

Third party witnesses are strongly encouraged to report observed incidents of harassment to the administration.

Any employee who has reasonable cause to suspect that a child has been harassed or bullied by an adult, or another student, shall immediately report such suspicion to the building principal. Any employee who observes student to student harassment of any form shall take reasonable action to stop the harassment or bullying and shall report the incident to the building principal.

The District forbids retaliation against anyone who ~~reports~~ ~~has reported~~ or cooperates in a harassment investigation. However, the District requests that all complaints will be made in good faith and based on a reasonable belief that harassment has occurred.

This policy will be made available to all District employees on an annual basis.

Legal Ref.: Sections 111.31 Wisconsin Statutes (Declaration of Policy)

111.32(13) (Definitions)

111.321 (Prohibited Bases of Discrimination)

111.322 (Discriminatory Actions Prohibited)

111.36 (Sex, Sexual Orientation: Exceptions and Special Cases)

118.20 (Teacher Discrimination Prohibited)

120.13(1) (School Board Powers)

947.0125 (Unlawful Use of Computerized Communication Systems)

947.013 (Harassment)

Title VII of the Civil Rights Act of 1964

Regulations Implementing Title VII of the Civil Rights Act (29 C.F.R.-Part 1604.11)

Regulations Implementing Title IX of the Education Amendments of 1972 (34 C.F.R.-Part 106.51)

Local Policies: #411.1 – Student Nondiscrimination/Harassment

#512.1 Form – Complaint Procedures

Approved: November 11, 1985

513

Revised: December 8, 2003

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

PERSONNEL/PAYROLL MANAGEMENT

The District Administrator shall appoint a designee who will maintain all employee records, including evaluations, in compliance with the law.

Payroll Management

Payroll system efficiencies, including direct deposit, shall be utilized in the most cost effective manner.

Employees of the Evansville Community School District shall be paid by direct deposit on a bi-weekly basis and/or in compliance with all negotiated agreements and established procedures.

STAFF CONDUCT

The **Evansville Community School** District expects its employees to do quality work, maintain confidentiality, work efficiently, and exhibit a professional, courteous and respectful attitude toward other employees, parents, and students.

The District also expects employees to:

1. Comply with all applicable work rules, job descriptions, terms of the *Employee Handbook* and legal obligations; and
2. Comply with the standards of conduct set out in Board policies, the *Employee Handbook*, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees.

Violation of any policies, rules, regulations and guidelines may result in disciplinary action, up to and including discharge. Disciplinary actions shall be carried out in accordance with established District procedures.

Some infractions have implications beyond the employment relationship between the District and an individual employee, and the District may inform local, state, and federal officials of such conduct. Included among the behaviors covered by this policy are violations of applicable law, "immoral conduct" that could result in revocation of an individual's licensure through the Wisconsin Department of Public Instruction, and any other actions that the District deems pertinent.

Legal Ref.: Sections 19.41-.59 Wisconsin Statutes (Code of Ethics for Public Officials and Employees)

101.123 (Smoking Prohibited)

115.31 (License or Permit Revocation; Reports; Investigation)

125.09 (General Restriction)

943.70 (Computer Crimes)

946.10 (Bribery of Public Officers and Employees)

946.12 (Misconduct in Public Office)

946.13 (Private Interest in Public Contract Prohibited)

947.0125 (Unlawful Use of Computerized Communication Systems)

Chapter 961 (Uniform Controlled Substances Act)

Federal Statutes: Drug-Free Workplace Act of 1988

Pro-Children Act of 2001

Children's Internet Protection Act

Federal Copyright Law [17 U.S.C.]

Local Policy: #512-Employee Harassment

Approved: March 8, 1993

522.1

Revised: May 9, 2005

Revised:

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

ALCOHOL AND DRUG-FREE WORKPLACE

In order to protect the health, welfare and safety of students and employees, no employee of the **Evansville Community School District** shall engage in any of the following conduct in any school building or on school premises, in any school-owned vehicle, or off premises at any school-approved activity, event or function where students are under the jurisdiction of the District and **where employees** they are performing official duties as an employee of the District:

Possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, inhalants, any controlled substance, or substances represented as such. The sole exception to these prohibitions involves prescription medication prescribed to an employee and used by the employee in accordance with his/her doctor's instructions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or controlled substances while on the job or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of alcohol or any controlled substance, the employee may be asked to submit to alcohol and drug assessment testing, which will be done with procedures that ensure the confidentiality and privacy interests of the employee. Refusal to submit to the test shall be considered insubordination and will result in disciplinary action up to and including termination. In addition, refusal to take the test shall be the basis for **inferring an inference** that the employee is under the influence of drugs or alcohol, in violation of the policy. Employees suspected of being in violation of this policy may also request an alcohol or drug screen to be administered immediately following suspected violation. The first testing cost shall be reimbursed by the District. Any re-testing costs will be the responsibility of the employee.

After required procedures have been administered, or after an employee refuses to be tested, the immediate supervisor should safely send the employee home. If needed, a plan for improvement will be developed. The employee will also be referred to the Employee Assistance Program.

Employees who ~~are found to have~~ violate this policy will be subject to the following discipline: immediate dismissal, suspension without pay, or suspension with pay, at the discretion of the District Administrator.

Any employees engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction occurring in the work place within five days of such conviction and the District Administrator will then notify the appropriate federal agency. After receiving notice from an employee, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

Actions by employees ~~that which~~ are considered to be unlawful shall be reported to the appropriate law enforcement agency, ~~which who~~ will conduct an investigation. The District will also meet with the employee to gather additional information and determine employment consequences. Information obtained from this conference will not be turned over to law enforcement unless by order of the court. No part of this policy or its implementing procedures shall be limited by any legal action taken by other authorities.

The District shall distribute drug-free awareness information to employees regarding the dangers of drug abuse in the workplace; the District's policy ~~for of~~ maintaining a drug-free workplace; any available drug counseling, rehabilitation, and (if applicable) employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Legal Ref.: Sections 120.13 Wisconsin Statutes (School Board Powers)
121.02(1)(i) (Safe Facilities)
125.09(2) Wisconsin Statutes (General Restrictions)
Chapter 961
Drug Free Workplace Act of 1988

Local Ref.: Evansville Education Association (EEA) Master Agreement
Custodian Master Agreement
Food Service Master Agreement

Approved:

522.2

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

TOBACCO USE BY STAFF ON SCHOOL PREMISES

In order to protect the health, welfare and safety of students and employees, all employees of the Evansville Community School District are prohibited from the use of tobacco products on District premises, in District vehicles, or in the presence of students at school or school-related activities.

Building principals shall be responsible for disseminating information regarding this policy prohibition, including posting appropriate signs on school premises.

Employees violating this policy will be subject to disciplinary action, up to and including discharge, and referral to law enforcement authorities.

Legal Ref: Sections 101.123 Wisconsin Statutes (Smoking Prohibited)
120.12(20) (School Board Duties to Prohibit Tobacco use on School Premises)
Pro-Children Act of 2001

Local Ref: Evansville Education Association (EEA) Master Agreement
Custodian Master Agreement
Food Service Master Agreement

Approved: December 8, 1986

522.4

Revised: October 9, 1995

Revised: January 12, 2004

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

EMPLOYEE ETHICS/ CONFLICT OF INTEREST

Every effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the Evansville Community School District are expected to maintain high standards in their school relationships and conduct. These standards include the following:

- To place the welfare of children as the first concern of the School District. Staff members shall not engage in activities that hamper efforts to educate the youth of the District.
- To display moral and ethical behaviors ~~that which~~ model good citizenship, set a positive example for our students, and enlist the respect and appreciation of the Evansville community.
- To serve as positive role models to youth in appearance, mature behavior, cooperation, appropriate written and oral expression, civility, compassion, and positive mental attitude.
- To maintain just and courteous professional relationships with students, parents, staff members and others.
- To present issues in a fair, unbiased, and accurate manner and make limited references to personal convictions.
- To assume responsibility ~~for~~ of their own professional growth by pursuing and applying current knowledge and best practices in their field.
- To transact all official business with the properly designated authorities of the District.
- To establish and actively promote friendly and intelligent cooperation between the community and the District.
- To refrain from pressuring school officials for appointment, privilege or promotion for self or immediate family.
- To refrain from using school contracts and privileges to promote partisan politics, sectarian religious views, or self interest in any way.
- To address concerns about other District employees, students, parents, and community members, or policies through appropriate district channels (see Policy #214). The most effective and professional way of resolution is to bring the concern to the attention of the administrator who has the responsibility for improving the

situation. If this approach appears to be unsuccessful, the staff member is reminded and encouraged to use the chain of command, including the Board of Education.

- To properly use and protect all school properties, equipment, and materials.
- To refrain from disclosing ~~any~~ confidential information ~~that is~~ gained through their position, for any reason, except as authorized or required by law, **or using and must not use** such information for ~~their~~ personal gain or benefit.
- To adhere to the Wisconsin code of ethics for local government officials, employees, and candidates. To conduct themselves in a manner consistent with local, state or federal laws.
- To be aware that dealings with fund raising vendors or school suppliers can be sensitive, with issues of both law and ethics involved; therefore staff members shall not use their position for financial gain or to obtain anything of substantial benefit, direct or indirect, for themselves, their immediate family, or an organization to which they belong.

District staff shall abide by any laws and regulations and Board policies pertaining to personal and/or financial affairs that would conflict with their positions as District employees. Failure to abide by this policy may result in (1) disciplinary action, up to and including discharge; and (2) referral to law enforcement authorities.

Legal Ref.: Sections 19.41-19.59 Wisconsin Statutes (Code of Ethics for Public Officials and Employees)

- 946.10 (Bribery of Public Officers and Employees)
- 946.12 (Misconduct in Public Office)
- 946.13 (Private Interest in Public Contract Prohibited)

Approved:

522.5

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

STAFF INVOLVEMENT IN POLITICAL ACTIVITIES

The Board of **Education** recognizes that employees of the **Evansville Community School District** have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for and/or supporting those seeking an elective public office as well as holding an elective or appointive public office.

No school employee shall, (1) in the presence of any student, and (2) during hours for which pay is received or while the employee is otherwise acting within the scope of their employment, engage in any activity for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. When not engaged in the performance of their duties (e.g., during designated lunch periods) and when no students are present, employees who are at a work location may engage in private conversations with non-students or in other personal activities that address, for example, political topics.

With regard to campaigning, no employee shall use school system facilities, equipment, or supplies including e-mail and staff mailboxes; nor shall the employee use any time during the working day for campaigning purposes for himself or herself or persons he or she is supporting.

This policy does not apply to the provision of information by school employees in connection with any election, referendum or legislation where authorized by the School Board or District Administrator and where consistent with legal limitations on the use of public funds and school district resources.

Legal Ref.: Sections 6.76 Wisconsin Statutes (Time off for Voting)

11.36 (Political Solicitations Involving Public Officials and Employees Restricted)

12.07 (Election Restrictions on Employers)

19.59 (Code of Ethics for Local Government Officials, Employees and Candidates)

Approved:

522.8

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

STAFF DRESS

The Evansville Community School District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene.

The District expects all employees to be neat and clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive or inappropriate, or which adversely affects the educational atmosphere.

The administration shall be empowered under this policy to specify further requirements for staff dress (e.g., more detailed information on what constitutes appropriate clothing for different positions).

Legal Ref.: Section 120.13 Wisconsin Statute (School Board Powers)

Approved: 4-9-07

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

443.7/523.4/861- 523

STAFF HEALTH AND SAFETY

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

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

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

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

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

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

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

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

Legal Ref.: Sections 120.13(1) Wisconsin Statutes (School Board Powers)
947.013 (Harassment)

Approved: December 8, 1986

523.1

Revised: January 10, 2005

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

EMPLOYEE PHYSICAL EXAMINATIONS

Upon initial employment and at intervals deemed appropriate by the School Board, District employees shall have a physical examination, including a standard tuberculin test or chest x-ray, as required by state law. Evidence is necessary that employees are of sound health, sufficient to perform the essential functions of their assignment, to make binding the offer of employment or the initial contract, as applicable with the District. The District will arrange for an initial employment examination, through a medical provider determined by the District, the cost of which will be billed to the District. The designated provider must complete the necessary forms certifying that the individual is physically suitable for employment.

Physical examinations, including tuberculin tests, shall not be required of any employee who files with the Board an affidavit setting forth that he/she depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in sound health and that the employee claims exemption from the physical examination on these grounds. No employee may be discriminated against by reason of filing such affidavit.

The District may also require a physical and/or mental examination at the expense of the District where reasonable doubt arises concerning the current health of the employee, or the ability to sufficiently perform the essential functions of their assignment and consistent with the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a physician's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

Legal Ref.: Sections 103.15 Wisconsin Statutes (Restrictions on Use of HIV Test)
111.321 (Prohibited Bases of Discrimination)
111.322 (Discriminatory Actions Prohibited)
118.195 (Discrimination Against Handicapped Teachers Prohibited)
118.25 (Health Examinations)
146.81-146.83 (Health Care Records; Definitions; Confidentiality of Patient Health Care Records; Access to Patient Health Care Records)
Americans with Disabilities Act of 1990
Americans with Disabilities Amendments Act of 2008

EMPLOYEE ALCOHOL AND DRUG TESTING

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

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

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

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

This policy is not intended to prohibit the use of medication legally prescribed by a licensed physician, who is familiar with the driver's medical history and specific safety-sensitive duties, and who has advised the driver that the medication will not adversely affect his/her ability to operate a motor vehicle. Medications prescribed for someone other than the driver, however, will not be considered lawfully used when taken by the driver under any circumstances.

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

Approved: March 8, 1993

523.3

Revised: April 11, 2005

Revised: August 15, 2005

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

EMPLOYEE ASSISTANCE PROGRAM

Implementation of the Employee Assistance Program (EAP) policy reflects the concern of the **Evansville Community School District Board of Education** for its employees who may be having trouble, whether it be alcohol, drugs, financial, legal, marital, family, physical, emotional or other.

The District shall provide an employee assistance program (EAP), which is a confidential, voluntary work-site program to assist employees affected by behavioral, medical or productivity concerns or problems. Up to three contacts per category or issue with an EAP assessor/representative are to be provided to all staff and their family members with no direct cost to the employee.

Referrals, whether self or supervisor suggested, shall be handled in a confidential manner. Employees seeking assistance through the EAP must be assured that their employment status will not be jeopardized by the fact of their seeking such assistance. In instances where it is necessary, accrued sick leave, vacation time or leave of absence will be granted for treatment or rehabilitative counseling or other services as may be necessary, on the same basis as is granted for ordinary health.

When an employee's performance or attendance is unsatisfactory, it will be called to his/her attention by the supervisor.4. If unsatisfactory performance or attendance problems continue, the supervisor will discuss the problem privately with the employee.5. If it appears that the employee cannot or will not improve his/her performance or attendance, the employee shall be referred, to the EAP where a referral to someone who is professionally trained to diagnose and assist in the resolution of issues will be made.

If the employee refuses the offer of help and job performance or attendance problems continue, the employee may be subject to suspension or dismissal..

Participation in the EAP does not relieve the employee's responsibility to perform the essential functions of his/her position at a reasonable level of competence.

Legal Ref.: Sections 120.13(2)(e), Wisconsin Statutes (School Board Powers)
146.81-146.83 (Health Care Records: Definitions; Confidentiality of
Patient Health Care Records; Access to Patient Health Care Records)
Americans With Disabilities Act of 1990
American with Disabilities Amendments Act of 2008

Approved: December 8, 1986

524

Revised: May 10, 2004

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

EMPLOYEE GIFTS AND GRATUITIES

Any **Evansville Community School District** employee or a member of the employee's immediate family, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees, or students. It shall not be considered a violation of this policy for an employee to receive incidental entertainment, food, refreshments, meals, or similar amenities, that are provided in connection with a conference or similar work-related activity where the employee's supervisor has reviewed the agenda for the conference or other activity and concluded that such incidentals primarily facilitate the employee's attendance at and participation in the activity, and, therefore, primarily benefit the District rather than serving primarily as a personal benefit. Exceptions to this policy are acceptance of minor items, which are generally distributed by companies through public relations programs. Employees should accept only gifts of token value from students.

It is the Board's policy **of the Board of Education** for employees to decline gifts, gratuities or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the District Administrator or his/her designee for proper processing in accordance with state law and the District's public gifts policy. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to an employee as an individual and gifts of more than nominal or insignificant value should be graciously declined.

Employees shall not use school time, school facilities, or school equipment in connection with any employee's personal business or for financial gain.

Legal Ref.: Sections 19.59 Wisconsin Statutes (Codes of Ethics for Local Government
Officials, Employees and Candidates)
118.12 (Sale of Goods and Services at Schools)
118.27 (Gifts and Grants)

Approved:

525

1st Reading: 5-14-12; 5-21-12; 2nd Reading: 6-11-12; 3rd Reading: 7-9-12

STAFF SOLICITATIONS

Employees **of the Evansville Community School District** may not promote the sale of or act as an agent for the sale of goods or services to any student while on District property or at any District activity.

The District Administrator or designee must approve solicitations of employees for contributions during work hours before solicitations can be made in the schools.

Legal Ref.: Section 118.2 Wisconsin Statutes (Sale of Goods and Services at Schools)

PERSONNEL RECORDS

The District Administrator is designated as the legal custodian of records for the Evansville Community School District. The legal custodian shall have full legal power to render decisions and carry out duties related to those public records maintained by any ~~School~~ District authority. The legal custodian may deny access to records only in accordance with Federal and State laws.

Individual personnel records are considered confidential documents and shall be subject to examination and review only as provided by the established rules protecting their confidentiality.

A personnel folder shall be maintained for each employee in the ~~school~~ District and shall contain such information as application, college credentials, transcripts, documentation of appropriate certification, references, evaluations, disciplinary records, and other pertinent information concerning the employee's work. Personnel files shall be housed in the District office.

To the extent required by applicable law, employee medical records, including genetic information regarding an employee, shall be maintained separately from an employee's other personnel records

All employees have the right upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, while in the presence of the District Administrator or his/her designee. Other persons may review or collect information from the employee's personnel file as authorized by the District Administrator as legal custodian or state law. The District Administrator will arrange a conference time with the requestor and either him/herself or the designee during regular working hours.

An employee shall have the right, upon request, to receive copies of documents contained in the personnel file upon payment of the actual cost for making such a copy. An employee shall not have the right to review the contents of or receive copies of the following items:

- Records relating to the investigation of possible criminal offenses committed by that employee.
- Confidential letters of reference for that employee.
- Reference Check notes.
- Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.

I-9 (Employee Eligibility Verification) forms will be kept in separate files from other personnel records.

The District Administrator is designated as the legal custodian of records for the Evansville Community School District. The legal custodian shall have full legal power to render decisions and carry out duties related to those public records maintained by any School District authority. The legal custodian may deny access to records only in accordance with Federal and State laws. Personnel records shall be released to third parties only in accordance with relevant law.

Legal Ref.: Section 103.13(6) Wisconsin Statutes (Records Open to Employee)
146.81-146.83 (Health Care Records; Definitions; Confidentiality of
Patient Health Care Records; Access to Patient Health Care
Records
252.15 (Restrictions on use of an HIV Test)
Chapter 19, Subchapters II and IV (Public Records and Property; Definitions)
Americans with Disabilities Act of 1990
2003 Wisconsin Act 47
Health Insurance Portability and Accountability

Local Policy: #823-Open Records Policy and Procedures

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, June 11, 2012, at 5:30 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, Swanson, Busse, Rasmussen, Rossmiller, Skinner, and Hurley.

APPROVE AGENDA

Motion by Ms. Swanson, seconded by Ms. Rossmiller, moved to approve the agenda as presented with the addition of a five minute break after item, VIII, Set July 9, 2012, Regular Meeting Agenda. Motion carried, 7-0 (voice vote).

PUBLIC ANNOUNCEMENTS

- Recognition of District Administrator – Heidi Carvin
- Recognition of High School Board Rep – Hertina Kan
- Introduction of New High School Board Reps. – Marissa Haegele and Hunter Johnson –.
- Rock County Farm Bureau's Focus on Ag Event, June 27, at Larson Acres
- Back to School Days - August 15 and 16, 2012
- Thank you to Mr. Everson, Ms. Krumwiede, Cindy and Doug Zblewski and all others involved with the high school graduation ceremony

DISTRICT ADMINISTRATOR REPORT

Ms. Carvin's submitted report was on early release survey, retirements, district announcements and reflections. Discussion.

INFORMATION & DISCUSSION

High School Choral and Band Directors, Mr. and Mrs. Zblewski, presented a proposed 2013 New York City music trip. Discussion.

Mr. Everson shared 2011-2012 Youth Options summary, per policy. Discussion.

Ms. Carvin shared the results of a parent survey for potential 2012-2013 late starts with early release for K-8. Discussion.

BUSINESS (Action Items)

Motion by Mr. Hatfield, seconded by Ms. Skinner, moved to approve with thanks, the generous donation of Union Bank and Trust to the EHS music department. Motion carried, 7-0 (voice vote).

Motion by Mr. Hatfield, seconded by Mr. Rasmussen, moved to approve the 2012-2014 Ringhand Transportation contract with a 2% increase in regular routes and other increases as noted. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Hurley, moved we approve an additional section of Kindergarten for 2012-2013 school year. Discussion. Motion carried, 6-1 (Hatfield)(voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the co-curricular contracts for 2012-2013 school year as presented. Discussion. Motion carried, 4-3 (Swanson, Hurley, Hatfield)(voice vote).

Motion by Mr. Busse, seconded by Ms. Swanson, moved to approve the contract of Daniel Doverspike as high school English teacher for \$33,676. Discussion. Motion carried, 7-0 (voice vote).

No high school science teacher contract for approval.

Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved to accept the voluntary reduction in teacher contract for high school Art teacher, Jeannie Abel-Wendt, to 2/3 time for the 2012-2013 school year. Discussion. Motion carried, 7-0 (voice vote).

Motion by Ms. Hurley, seconded by Ms. Rossmiller, moved to rescind the lay-off of Mackenzie Wade for the 2012-2013 school year. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to rescind the lay-off of Dana Hurda. Discussion. Motion carried, 7-0 (voice vote).

Request by Mr. Hatfield to hear rationale for rescinding lay-off of Lynda Oleinik and positions. Discussion.

Motion by Mr. Hatfield, seconded by Mr. Busse, moved to rescind Lynda Oleinik's lay-off and restore the Gifted and Talented position to full time. Discussion. Motion carried, 7-0 (voice vote).

Motion by Ms. Swanson, seconded by Mr. Rasmussen, moved to postpone certified administrators salaries for 2012-2013 school year to a future meeting. Discussion. Motion carried, 7-0 (voice vote).

Motion by Ms. Hurley, seconded by Ms. Skinner, moved to approve a 1% salary increase for non-represented staff for the 2012-2013 school year. Discussion. Motion carried, 7-0 (voice vote).

Business Manager, Ms. Treuden, shared information on the preliminary 2012-2013 budget.

Motion by Mr. Hatfield, seconded by Ms. Rossmiller, moved to approve the preliminary 2012-2013 budget as presented. Discussion. Mr. Hatfield withdrew his motion; however the second did not. Motion failed, 3-4 (Hatfield, Skinner, Hurley, Swanson)(roll call vote).

Motion by Ms. Hurley, seconded by Mr. Hatfield, moved we direct Ms. Treuden to publish the preliminary budget for public comment. Motion failed, 3-4 (Rossmiller, Skinner, Busse, Rasmussen)(roll call vote).

CONSENT (Action Items)

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve policy #251-Exhibit-Organization Chart, May 14 and May 21 regular meeting minutes, and the April and May reconciliation reports and bills as presented. Motion carried, 7-0 (roll call vote).

FUTURE AGENDA

July 9 2012, regular meeting agenda discussed.

Motion by Ms. Rossmiller, seconded by Mr. Rasmussen, moved for a five minute break. Motion carried, 7-0 (voice vote).

Reconvened at 8:27 pm.

INFORMATION & DISCUSSION

Ms. Swanson presented for a first reading, policies: #322-Student School Day; #421.1- Admission to First Grade; #760.1-Breakfast/Lunch Fee Schedule; #527.2-Staff Complaints; #528-Staff-Student Relations; #533.1-Criminal Background Checks; #522.3-Staff Misconduct Reporting; #522.6-Staff Involvement in Community Activities; #523.2-Staff Communicable Diseases; #523.5-Staff Protection; #527.1-Whistleblower; #529.1-Family & Medical Leave; #529.2-Jury Duty Leave; #529.3-Bereavement Leave; #529.4 (532.1)-Use of Sick Days; #529.5-Uniformed Services Leave; #543-Support Staff Recruiting/Hiring; #545.1-Support Staff Work Schedule; #546.1-Resignation of Support Staff; #546.2-Retirement of Support Staff; #546.4-Reduction in Support Staff Workforce; #522.41-Nepotism; #542.2-Support Staff Salaries; #542.21-Overtime; #542.26-Personal Leave; #545-Support Staff Assignments and Transfers; #547-Support Staff Development Opportunities; #548-Support Staff Evaluation, and #529-Staff Discipline. Discussion.

Mr. Hatfield left the meeting, during first reading of policies, at 9:21 pm.

Ms. Swanson presented for a second reading, policies: #428-Public School Open Enrollment; #453.4-Administering Mediations to Students; #453.4 Form-Medication Consent Form; #657.1-Student Fee Schedule; #511-Equal Opportunity Employment; #512-Employee Harassment; #513-Personnel/Payroll Management; #522-Staff Conduct; #522.1-Alcohol and Drug-Free Workplace; #522.2-Tobacco Use by Staff on School Premises; #522.4-Employee Ethics/Conflict of Interest; #522.5-Staff Involvement in Political Activities; #522.8-Staff Dress; #523-Staff Health and Safety; #523.1-Employee Physical Examinations; #523.11-Employee Alcohol and Drug Testing; #523.3-Employee Assistance Program; #524-Employee Gifts and Gratuities; #525-Staff Solicitations; and #526-Personnel Records. Discussion.

ADJOURN

Motion by Ms. Hurley, seconded by Ms. Skinner, moved to adjourn the meeting. Motion carried, 6-0 (voice vote).

Meeting adjourned at 10:07 pm.

Submitted by Kelly Mosher, Deputy Clerk

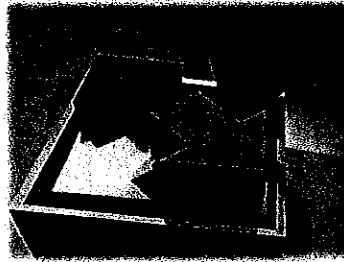
Approved: _____
Kathi Swanson, President

Dated: _____

Approved:

The Perfect Storm

How only a few puddles can
cause a educational tidal wave...



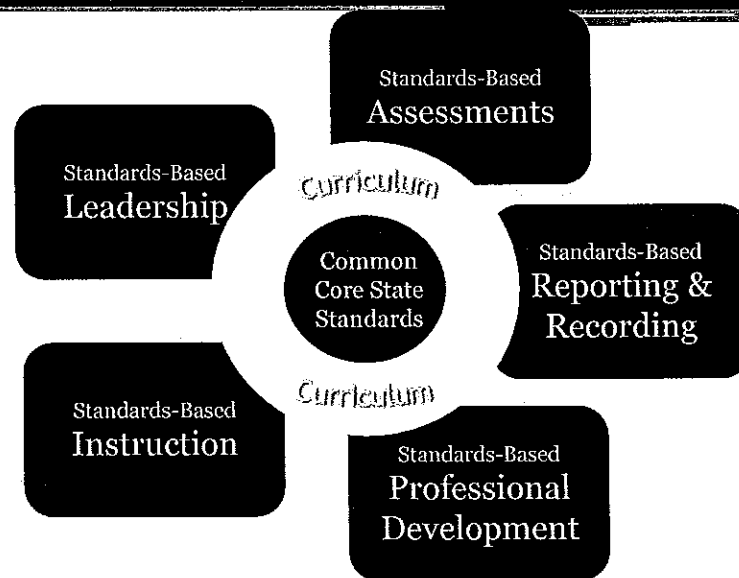
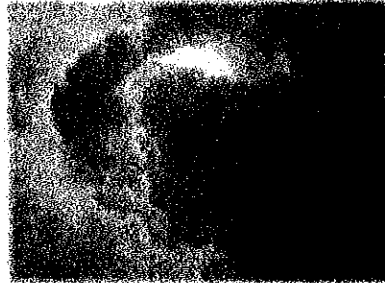
"Change is the law of life and those who look only
to the past or present are certain to miss the
future."

John F. Kennedy, 35th President of the United States

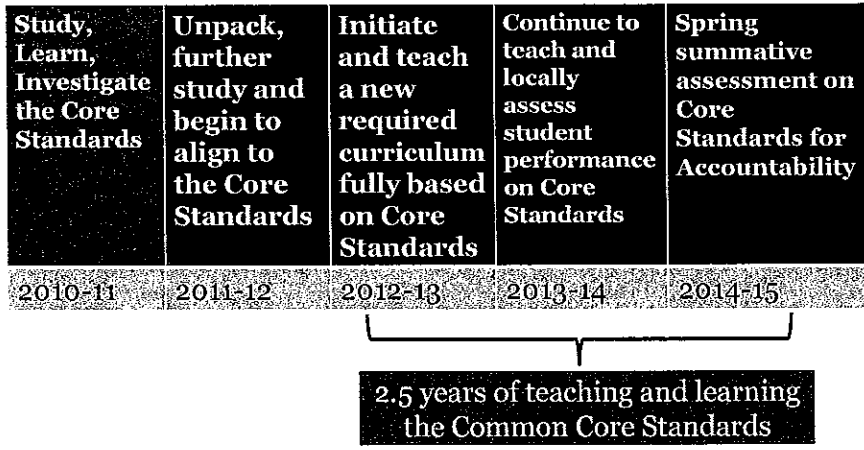
Major Shifts



Major Shift #1: Common Core State Standards



- **College and Career Readiness** and **Grade-Specific Standards**
- **Grade levels** for K-8, **grade-bands** for 9-10 and 11-12
- **Results** rather than **means**
- **Integrated model** of literacy
- **Research and media skills** blended into the standards as a whole
- **Shared responsibility** for students' literacy development



Major Shift #2: Smarter Balanced Assessment Consortium



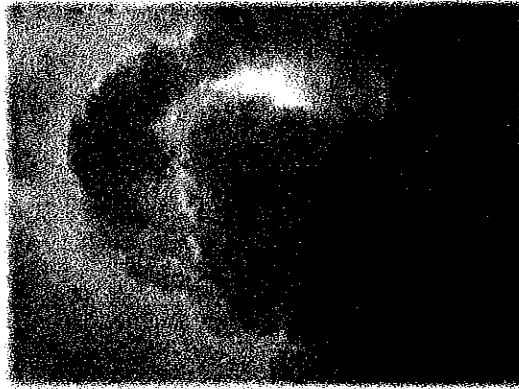
<http://www.smarterbalanced.org/timeline/>

The screenshot shows the Smarter Balanced Assessment Consortium website. At the top, there is a navigation bar with links for Home, Contact Us, and About Us. Below the navigation bar, there is a search bar and a menu with options: ABOUT, SMARTER BALANCED ASSESSMENTS, K-12 EDUCATION, HIGHER EDUCATION, PARENTS & STUDENTS, and RESOURCES & EVENTS. The main heading is "School Years" with a sub-heading "Smarter Balanced assessments will be implemented in the 2014-15 school year. Click below to see what's happening and when." Below this is a timeline showing the years 2010-2015. A callout box for "Fall 2012" contains the text: "Teacher teams take Field Test, meet on 11/16, receive data reports on CTS2, and check for consistency (through 1/8, 2013)".

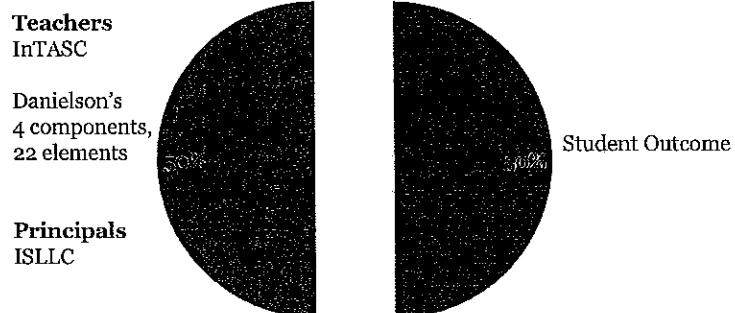
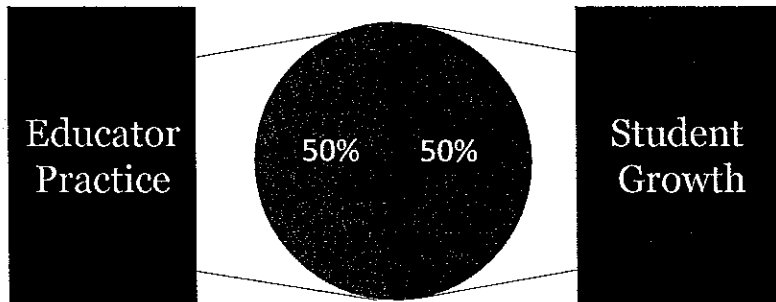
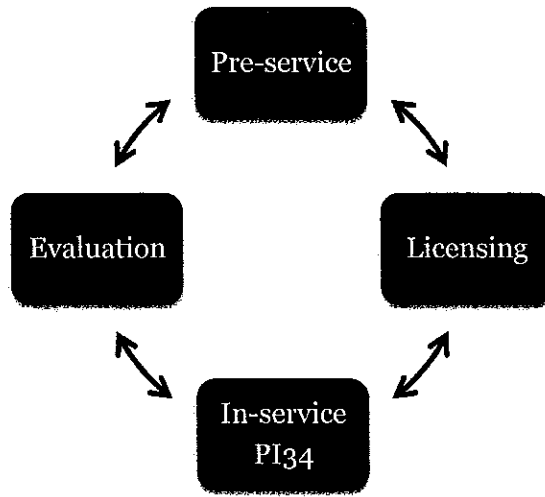
District Leadership Team

- Begin a plan regarding state assessments
- Stay on top of all developments with the SBA- Smarter Balanced Assessments and plan accordingly

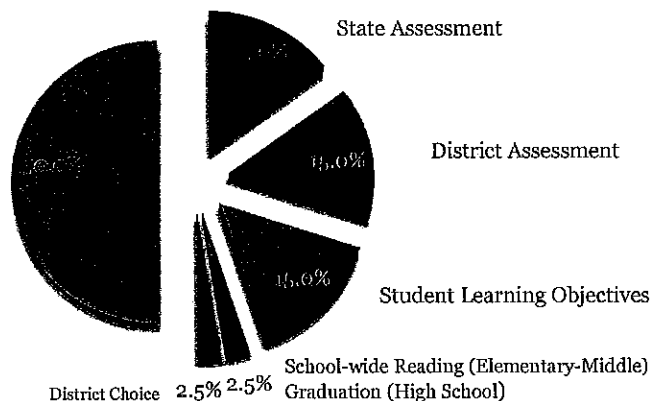
Major Shift #3: Educator Effectiveness



-
- An effective teacher consistently uses educational practices that foster the intellectual, social and emotional growth of children, resulting in measurable growth that can be documented in meaningful ways.
 - An effective principal shapes school strategy and educational practices that foster the intellectual, social and emotional growth of children, resulting in measurable growth that can be documented in meaningful ways.



Models of Practice

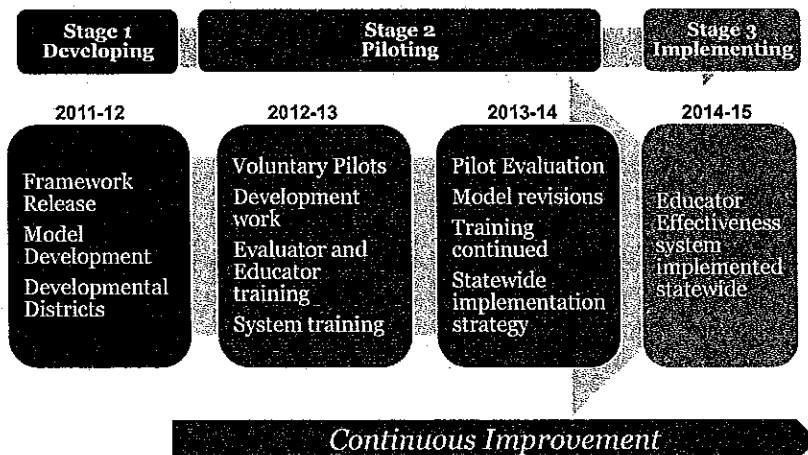


Developing: does not meet expectations and requires additional support and directed action

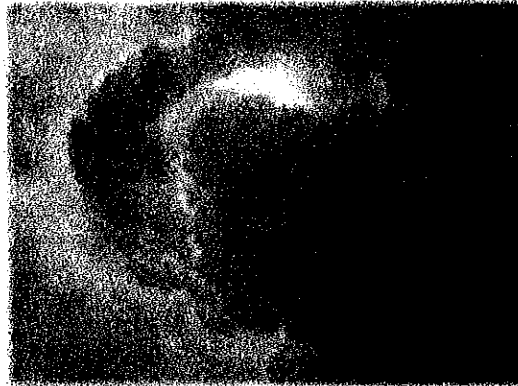
Effective: areas of strength and improvement addressed through professional development

Exemplary: expand expertise through professional development and use expertise in leadership

Educator Effectiveness Timeline



Major Shift #4: Common Student Data Systems



-
- All School Districts will be using a common Student Information Data System
 - Repository of all student and teacher data for all school districts for accountability
 - Coming 2012 to 2017
 - The Vendor to be selected late in 2012

Major Shift #5:
Accountability Reform

- Student Achievement (Attainment)
- Student Growth
- On-Track to Graduation (grades 3-8) or Post-Secondary Readiness (High School)
- Gaps

All Measured and Reported on a "School Report Card" to Give the School a "Grade/Rating"

Also Counts toward Principal Evaluation

Attainment: Achievement on the State Test: Raised Expectations (Until 2014-15)

2011-13 – raised cut-points equalized to NAEP scores
(June 2012 new report cards based on new cut-points)



Achievement Gaps

Cell size = 20 (small subgroups will be added together to arrive at 20)

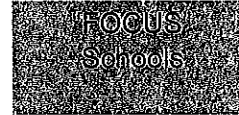
- Achievement gaps: proficient rates averaged for all subgroups for an "Achievement Gap Score"
- Growth Gap: Student Growth Percentiles for grades 3-8
- Graduation Gap (goal is 92% by 2018)

Proposed Accountability Index:
Applied to 4 Priority Data Areas + Performance
Expectation Areas = Overall Accountability Score

- Significantly Exceeding Expectations
- Exceeding Expectations
- Meeting Expectations



- Not Meeting Expectations
- Significantly Below Expectations



- Persistently Failing to Meet Expectations



District Leadership Team

- Plan to communicate with parents prior to school reports in spring/summer 2012 regarding new cut-points and data indicators
- Data retreats for school staff this summer/fall

Questions/Implication for literacy leadership...

Evansville Community School District

Health & Nursing Services Report

2011-12

Prepared by Margaret (Peggy) Blohm, RN
ECSD School District Nurse

Introduction

The health and nursing services reports includes review and discussion of the following:

- Emergency Nursing Services
 - Illness
 - Injury
 - Medications
 - Individualized nursing health care plans
 - Confidential Health List
- Communicable Disease Control and Immunizations
- Screening Services
- Education
- Conferences, Counseling, Consultation

Emergency Nursing Services

The goal of Emergency Nursing Services is to maintain the physical, mental and emotional health of students while they are at school or participating in school activities using the Emergency Nursing Manual(ENM) as a guide. The ENM was revised this year and reviewed by the Board of Education and the district medical advisor. Dr. Renee Fohl of Evansville Dean Clinic became the medical advisor for the District this school year.

It is the responsibility of the school district nurse to supervise the implementation of emergency nursing services. These nursing responsibilities are as follows:

1. Conduct a monthly review of illness and injury logs
2. Assure all schools in district have first aid supplies that are readily accessible
3. Assure medications provided to students are provided safely and according to physician orders
4. Develop a Confidential Health List used to inform school personnel of pertinent medical information and potential medical emergencies for individual students
5. Develop health plans with emergency plans or health procedures for students with medical needs
6. Conduct a Safety Committee Meeting for each school (done in conjunction with Health Services Meeting)
7. Serve as a liaison between school, home and health care providers

INJURIES AND ILLNESSES

School nurses supervise the implementation of emergency procedures. During school hours, designated personnel provide assistance to ill and injured students. All illnesses and injuries should be documented on an illness and injury log. The school nurse reviews the log monthly to determine if health or safety issues exist.

Health Office Visits documented in Skyward

	Injury, minor	Illness	Blood sugar testing	Other	Total
Elementary	370	301	1,324	1,357	3,352
Intermediate	140	230	1,389	99	1,858
Middle School	131	250	602	389	1,372
High School	11	3	316	6	336
Total	652	784	3,631	1,851	6,918

** Other includes asthma visits/inhalers, G-tube feedings, diaper changes, stoma care, pulse oximetry, etc.

The continued goal as discussed at the end-of-the-year Health Services meeting at each school is to standardize documentation by inputting all office visits including injury, illness, blood sugar testing, medication administration and accident reports.

ACCIDENT REPORTS

Accident reports need to be completed for all accidents and injuries that occur at school or at school sponsored events that require a student to be out of class, absent from school or receive medical services. A total of 89 accident reports were filed for ECSD during the 2011-12 school year. More consistent reporting and use of Skyward by staff for reports may account for the increase. The following lists the number of reports filed for each school.

Accident Reports

	2011-2012	2010-2011	2009-2010
Elementary	4	6	4
Intermediate	4	1	7
Middle School	22	6	4
High School	59	48	39
Total	89	61	54

*Upon review of the information for this school year, the director of Student Services suggests noting in next year's report how many accidents occurred during athletic events/practice versus during school hours. The school district nurse will speak with the lead staff person for Skyward regarding.

MEDICATIONS

Prescription medication administration by the school requires a parent authorization and a physician's order. Over-the-counter medications require only parent authorization if dosage is appropriate. In addition, each year the district nurse provides training to staff designated by the building principals to dispense medications. This year the nurse utilized online medication training approved and provided by the Department of Public Instruction in addition to in-person skills competency observation/testing. The table below summarizes the number of students with medications this school year.

Students with Medications 2011-12

	Number with daily medications	Number with as needed, limited term or emergency medications*	Total number of students with medications
Elementary	6	39	45
Intermediate	18	18	36
Middle School	5	51	56
High School	3 (+2 diabetics self-administer)	14	19
Total	34	122	156

*Limited term medications include antibiotics. As needed medications includes inhalers, over-the-counter medications and emergency medications such as EpiPen, Glucagon, and Diastat. The following lists the number of emergency medications prescribed.

Number of students with emergency medications 2011-12

	EpiPen	Glucagon	Diastat	Total
Elementary	7	4	2	13
Intermediate	4	5	4	13
Middle School	1	3	1	5
High School	3	2	1	6
Total	15	14	8	37

The school nurse contacted parents and physicians as needed to clarify medication orders. Four students listed above did not have their emergency medication at school at certain times during the school year either due to not provided by family or expiration and replacement not provided. The school nurse attempted repeated contact with parents/guardians of students in that situation and stressed importance of having emergency medications provided by family as the district does not have stock emergency medications at this time.

CONFIDENTIAL HEALTH LIST

The goal of the Confidential Health List (CHL) is to ensure that school staff are aware of students with health conditions that may affect functioning in the school setting. Although all students with health care plans are included on the list some students on the list do not have health care plans but instead have medical issues or conditions that require monitoring. During the 2011-12 school year 116 students or 6% of the student population was on the list. The Confidential Health List was provided to staff at the beginning of the school year and updated in October, 2011 and January 2012; the information is available in Skyward as well. The school nurse continues to follow up with revisions and additions to the CHL as appropriate during the school year. Prior to the end of the school year, Mindy Larson, District Health Clerk mailed letters to parents of the students on the CHL requesting updates to information for the next school year.

HEALTH CARE PLANS

Nursing health care plans are written for individual students who have health procedures that need to be done during the school day or for students who have health concerns that may require emergency care beyond the first aid guidelines within the ENM. Health care plans may be developed for such conditions as diabetes, severe allergic reactions, heart conditions or diabetes. The types and number of health care plans may fluctuate throughout the school year based on new diagnoses.

Number of Students with Health Care Plans

	2011-12	2010-11	2009-10
Elementary	22	22	12
Intermediate	13	7	8
Middle School	7	5	4
High School	11	11	10
Total	53	45	34

Some students have more than one health condition and therefore more than one health care plan. Below lists the types of health care plans written this school year.

- 1 Heart condition
- 15 Severe allergy (food and insect sting, most include EpiPen administration health plan procedures)
- 14 Diabetes(all include Glucagon administration health plan procedures)
- 1 Hypoglycemia
- 1 Mastocytosis
- 1 Chronic lung disease (requiring oxygen and air conditioning)
- 7 Gastrostomy tube (not all required feedings)
- 1 Thickened liquids
- 1 Shunt
- 14 Seizure (some include health plan procedures for diastat administration or Vagus Nerve Stimulation with magnet)
- 1 Suctioning
- 1 Cortisol deficiency

COMMUNICABLE DISEASE CONTROL

IMMUNIZATIONS

An important component of communicable disease control is to assure that students are compliant with immunizations. WI Statute 252.04 requires students to be vaccinated against the following diseases: measles, mumps, rubella, varicella, polio, diphtheria, tetanus, pertussis, and hepatitis B. A student is compliant with the law if they have a completed vaccination record on file, are in the process of completing vaccinations or have a written waiver excusing them from receiving vaccines.

Schools are required to mail notices to parents on the 15th and 25th days of school to inform them of non-compliance with the state immunization law. Failure to comply with the law by the 30th day of school may result in the student being excluded from school for up to 10 days. This mandate to exclude non-compliant students only applies to districts that have less than a 99% immunization compliance rate. The Evansville Community School District had an immunization rate of 99.3% this school year therefore the district did not need to exclude noncompliant students this year.

Every year, school districts must submit an immunization report to the local health department on the 40th day of the school year. The following chart is a summary of the report (Form F-04002) completed and submitted to the Rock County Health Department by Mindy Larson, district health clerk for this school year with comparison to previous school year.

Immunization Data	2010-2011	2011-2012
Students who met requirements	1,660	1,658
Students 'in process'	14	3
Students behind schedule	2	8
Students with no record	0	4
Students with health waiver	18	20
Students with religious waiver	6	7
Students with personal waiver	90	88
Total enrollment	1,790	1,788
Immunization rate of compliance	92.7%	92.7%
Immunization rate including waiver	99.8%	99.3%

Students who have waivers are in compliance with the law however, they are also more susceptible to the vaccine preventable disease for which they have been waived. Wisconsin is in the process of the phase-in to include the second dose of varicella (chicken pox) and one dose of

Tdap for 6-12 graders. Currently, information for parents/guardians regarding immunization requirements is available on the district website as well as made available at the Back to School registration days.

COMMUNICABLE DISEASE

Certain communicable diseases must be reported to the local health department. The school nurse conducts ongoing surveillance for cases of fever and rash type illnesses among staff and students. Many of these diseases are vaccine preventable and require vaccines for school attendance.

During this school year there were 4 parent reports of pertussis and although there were several cases of pertussis in Rock County none reported within the school district were confirmed (testing was negative except one that was not able to be tested). There was also one report of MRSA and one case of chicken pox.

Although not a reportable disease, improperly treated head lice can result in additional school absences. Head lice checks were conducted at the Elementary, Intermediate, and Middle schools this year. Head lice checks are completed in entire classrooms at the Elementary and Intermediate schools when a case of head lice is confirmed. The Middle school conducts head lice checks on an individual student basis. There were 75 office visits recorded in Skyward for head lice between all three schools mentioned.

SCREENING SERVICES

The goal of vision and hearing screening is to identify students who may have vision or hearing loss, facilitate treatment if necessary and ensure that all students have an optimum ability to learn.

The following chart summarizes the results of screening services for the 2011-2012 school year:

Student Grade Level	# of Students screened		Referral letter sent	
	Vision	Hearing	Vision	Hearing
K	120	120	1	9
1	124	124	6	8
3	140	140	4	4
5	126	N/A	13	N/A
8	134	N/A	7	N/A
Total	644	384	31	21

Hearing and vision screenings were completed by health clerks and school nurse at the Back to School registration days in August, 2011 and re-screenings were performed in November and December.

EDUCATION

To ensure a safe environment, training sessions were provided by the school nurse to staff designated by the school principals. Training topics included administration of medication which included oral and emergency medications such as EpiPen, Diastat & Glucagon to the majority of the staff trained as well as CPR and First Aid.

Current staff trained	CPR / First Aid	Oral Medications	Epi-Pen	Diastat	Glucagon
Elementary	5	5	10	10	10
Intermediate	5	4	10	10	10
Middle School	7	6	13	6	13
High School	15	9	15	13	13
Total	32	24	48	39	46

Additional training was provided on an individual as-needed basis for support of field trips and other specific cases and included gastrostomy tube feeding and management, nebulizer treatments and VNS (Vagus Nerve Stimulation).

CONFERENCES, COUNSELING AND CONSULTATIONS

The school nurse serves as a consultant and resource for the administrative staff and other school staff. The school nurse also serves as a health counselor by providing information and guidance on health concerns to students, parents and staff. During the 2011-2012 school year, the school nurse sent letters, scheduled in-person meetings and calls with parents, physicians and staff regarding individual student health plans and specific health related situations. The school nurse also provided information or referrals to local health resources. In addition, in-home visits were made to assist parents who were unable to meet at school.

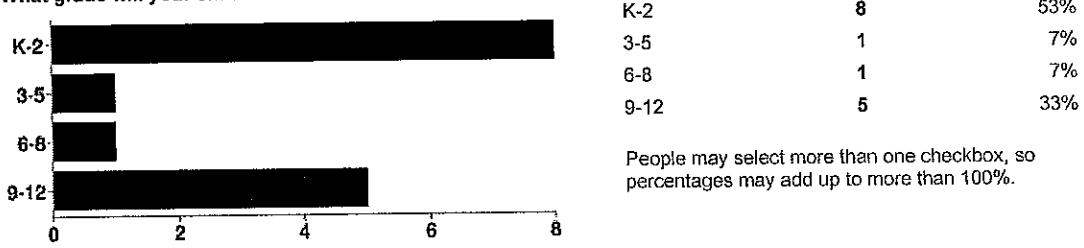
The school nurse also attended the Wisconsin Association of School Nurses conference in April for education and networking with other school nurses.

During end of year meetings with health and administrative staff at each school, the school nurse collected concerns of safety and health and forwarded to the appropriate district personnel for remediation.

17 responses

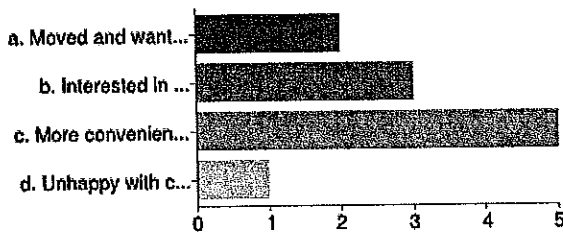
Summary [See complete responses](#)

What grade will your child or children be in teh 2012-2013 school year?



People may select more than one checkbox, so percentages may add up to more than 100%.

Your reason to attend another district:



- a. Moved and want to keep children in current school system 2 22%
- b. Interested in flexibility with virtual schools 3 33%
- c. More convenient with work/child care arrangements 5 56%
- d. Unhappy with current school 1 11%

People may select more than one checkbox, so percentages may add up to more than 100%.

Open Enrollment Survey to Parents - June 2012

What grade will your child or children be in teh 2012-2013 school year?	Your reason to attend another district:	Your reason to attend another district:	Is there any circumstance that would bring your child or children back to the Evansville Community School District?
3/5			We have decided to stay in Evansville for next year. I called Oregon and the secretary said thatl didn't need to contact you. We were thinking about it because both my husband and I work in Oregon. (It was because of the calendar year and daycare.) Thanks
9/12		Concerned about cutting extra/co-curricular	
6/8		Medical	Am not sure at this time. It all relies on medical condition.
K-2		b. Interested in flexibility with virtual schools c. More convenient with work/child care arrangements, d. Unhappy with current school	No.
		4K not offered at Evansville. Would attend 4k in another district.	Possibly if there was a 4k program that was at the school and depending on the times etc.
9/12		b. Interested in flexibility with virtual schools c. More convenient with work/child care arrangements	
K-2		b. Interested in flexibility with virtual schools	No
K-2		We were planning to move and wanted to keep her in the District we'd move to.	No
K-2		Yes, we are not moving so we would still like to send her to Evansville SD. Please contact me if she can no longer attend!	
9/12		Wanted to return to previous school.	No

K-2		<p>Evansville has been good to my son, I wish he could of come more than 2 days of Earlychild care especially since you don't have 4K he could of used more one on one with therapist and teachers; It helped by having him in Kids Korner.</p>	<p>If he doesn't settle in and comfortable with classmates at school; I would like to return to Evansville because he knows the teachers and he also has made friends or the Kids at Evansville have got to know him there and try to be friends with him. I was going to move him to Edgerton Child care this summer to have him make friends and get him to know the area school. If he doesn't do good his summer at the day care, could I possibly keep him at Evansville in the fall. Thank you for trying to get him comfortable in the kindergarten room by bringing him there in Early childcare. I do have him on the Evansville and ball team so he can still see his friends.</p>
9/12	<p>a. Moved and want to keep children in current school system</p>	<p>Our son splits his time between myself and his dad who lives in Marshall. Since he has already been attending Sun Prairie for 4 years it makes more sense to keep him in SP schools plus the 50% he's with dad, dad is only 8 miles from SP.</p>	<p>No. When he is with me/mom, he will ride back and forth to Madison with me to work and then drive to SP from my work. Our student will be staying in the Evansville School District.</p>
9/12		<p>in 4k. Both parents teach in Brodhead.</p>	<p>No, plus we are now moving to Brodhead.</p>
K-2	<p>c. More convenient with work/child care arrangements</p>		<p>Change in employment.</p>
K-2, 3-5	<p>a. Moved and want to keep children in current school system. c. More convenient with work/child care arrangements</p>	<p>Day care in Brooklyn school area.</p>	<p>If I could find reasonable day care.</p>
K-2	<p>c. More convenient with work/child care arrangements</p>	<p>Had home for sale in Evansville; planned and have moved out of the area.</p>	<p>No, bought home in the Sun Prairie School District.</p>

6/26/12

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Jerry Roth, District Administrator
Doreen Treuden, Business Manager
Re: Formation of Co-Curricular and Extra-Curricular Committee
Date: July 9th, 2012

The formation of a Committee to review the District current and future Co-Curricular and Extra-Curricular programs is an option to address recent inquiries about the programs as well as prepare for the future administration of the programs. The recommendation would be for the Committee to form this fall and conclude work by January of 2013 with a report to the Board of Education in February 2013. This would allow time for the Board of Education to consider recommendations for the 2013-2014 school year.

Potential Committee objectives could be to review historical data concerning ECSD Co-Curricular and Extra-Curricular programs; compare ECSD program offerings to other districts and determine if other options for providing programming is available. Committee members may also identify additional objectives.

Potential considerations for the Committee include the pros/cons of using a Community Fund 80; implications of Title IV; the expiration of the EEA collective bargaining contract; use of volunteers; use of alternative funding sources and solicitation of sponsorships and donations.

Recommended Committee structure may include:

- 1-2 BOE members
- 1-2 Administrators
- 4-8 Faculty members
- 2-4 Parent representatives
- 1-2 Student representatives

We look forward to any discussion and your input regarding the formation of the Co-Curricular and Extra-Curricular Committee. Please contact us if you have any questions. Thank you.

Revised: May 12, 2008
Revised: September 12, 2011
Revised: May 14, 2012
1st Reading: 6-11-12; 2nd Reading: 7-9-12

STUDENT SCHOOL DAY

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

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

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

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

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

ADMISSION TO FIRST GRADE

In accordance with Act 41, as of September 1, 2011, no public school board or charter school is to enroll a student in first grade unless the child has completed 5-year-old kindergarten except as otherwise specifically by law or by the exemption procedures adopted by the Evansville Community School **District** Board of Education.

It is consistent with the Evansville Community School District's **mission to educate** ~~stanes for educating~~ all students in their normal environment, the preference is to maintain students with their age peers. In situations where a student has not completed a five-year-old kindergarten or its equivalent and who does not demonstrate the skills identified as needed for successful completion of first grade, denial of that student into first grade will be done only if it has been determined that the student will fail in a first grade placement or otherwise experience significant harmful effect in spite of extensive supports.

Age Requirements

1. Regardless of kindergarten completion status, no child may be admitted to first grade in the District unless the child is six years old on or before September 1 of the year entrance to first grade is sought except when the student meets the first grade early entrance requirements identified in District policy.
2. The parent/guardian may appeal a decision of the principal to deny enrollment into first grade for student following procedures identified in appropriate District policy.

For Students Transferring From Outside the State

Students who transfer into the District from another state, territory, or country and who have not completed five-year-old kindergarten will be admitted into first grade if either of the following applies:

1. Before either commencing or completing first grade, the child moved into the District from a state, country, or territory in which completion of five-year-old kindergarten is not a prerequisite to entering first grade.
2. Before either commencing or completing first grade, the child moved into the District from a state, country, or territory in which completion of five-year-old kindergarten is a prerequisite to entering first grade and the child was exempted from the requirement.

Conditions and Standards for Exemption From Kindergarten Completion Requirements

With the exception of transfer students identified in the previous section, evidence must exist that the child's educational welfare would be served by placement in first grade. A student who has not completed a formal five-year-old kindergarten, and the transfer exemptions do not apply, will be admitted into the first grade if either of the following can be demonstrated:

1. The student successfully completed a program for five-year-old children that the District deems equivalent to kindergarten (e.g., structured home school program). Documentation of the program completion and student performance is required.
2. Based on assessment utilizing a variety of procedures (e.g., formal assessment, informal assessment, interview, work samples, observation, etc.), the student demonstrates academic, emotional, social and developmental readiness skills identified as necessary for successful participation in first grade.

Procedure

1. Requests are to be submitted in writing to the principal of the school the student is anticipated to attend. If possible, this application should be submitted by August 1 prior to the upcoming school year or at least four weeks in advance for students transferring during the school year.
2. The principal will meet with the parent/guardian of the student to discuss the reasons for requesting the student enter first grade without first completing a five-year-old kindergarten or equivalent and to review relevant information available.
3. Based on the information available, the principal will determine if sufficient information is available to make the decision relative to first grade placement for the student. If the principal deems additional information or assessment is needed, appropriate staff will be assigned to complete the assessment. Upon completion of this assessment, the principal will meet with staff and parents to review results and determine what levels of academic, emotional, social, and developmental readiness skills the student demonstrates.
4. For students who meet the age requirement, but who do not demonstrate the academic, emotional, social, or developmental skills deemed necessary for success in first grade, the principal in collaboration with appropriate staff will determine what additional supports the student requires to participate in first grade. (Note: if the principal deems a special education evaluation is necessary, procedures consistent with that process will be observed.)
5. Any decision that an age-eligible student will not be admitted into first grade even with supports, or will be admitted to first grade on a probationary basis can be made only with the participation of the Director of Student Services or designee.
6. Any decision to enroll a student in first grade on a conditional or probationary basis will be reviewed no later than nine weeks after the student's initial participation in first grade.

Appeal Procedure

1. Any decision relative to first grade placement can be appealed.
2. The parent/guardian must make their appeal in writing and submit that appeal to the Director of Student Services or designee.
3. The decision of the Director of Student Services or designee may be appealed to the District Administrator. Any such appeal must be made in writing. The decision of the District Administrator is final.

Legal Ref.: Sections 118.13 Wisconsin State Statutes (Pupil Discrimination Prohibited)
118.14(1) (Age of Pupils)
120.12(25) (School Board Duties)
120.44 (School Board Powers and Duties)
Chapter 115, subchapter V (Children With Disabilities)

Approved:
1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

522.3

STAFF MISCONDUCT REPORTING

All **Evansville Community School District** officials and employees of the district are expected to fulfill the public's trust and to conduct themselves in an honorable manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

However, when district officers or employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, violations of law and/or abuse of authority) have occurred, they should report such wrongful conduct to the Board, District Administrator or designee.

For purposes of this policy, the term "wrongful conduct" shall be defined to include:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- willful violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

Employees and officers who know or have reasonable cause to believe that wrongful conduct has occurred shall report such mismanagement, fraud or abuse to the Board, District Administrator or designee. If the alleged wrongful conduct includes the District Administrator, the report may be directed to the Board President. Each of these Board-designated officers, upon receiving a report of alleged wrongful conduct, shall take appropriate steps to verify the validity of the report.

The District Administrator or designee shall maintain a written record of the allegation, conduct an investigation to ensure that the appropriate unit (auditors, police, etc.) investigates the disclosure, and notify the Board when appropriate to do so. Except as otherwise provided in either state and/or federal law, the Board, District Administrator or designee shall make all reasonable attempts to protect the identity of the employee making the disclosure in a confidential manner, as long as doing so does not interfere with conducting an investigation of the specific allegations or taking corrective action.

An employee who has been subject to an adverse employment action based on his or her prior disclosure of alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the District Administrator. The District Administrator, or his/her designee, will review the complaint expeditiously to determine:

- whether the complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken;
- whether the responding party could reasonably have been construed to have had knowledge of the disclosure and the identity of the disclosing employee;

- whether the complainant has in fact suffered an adverse employment action after having made the disclosure; and
- whether the complainant alleges that adverse employment action occurred as a result of the disclosure.

If the designee determines that all of the above elements are present, he or she shall appoint a neutral review officer or panel to investigate the claim and make a recommendation. At the time of appointment, the designee shall inform the complainant and the respondent, in writing, of:

- the intent to proceed with an investigation;
- the specific allegations to be investigated;
- the appointment of the review officer or panel; and
- the opportunity of each party to support or respond, in writing, to the allegation.

Once the review officer or panel has conducted a review and considers the investigation to be complete, the officer or panel will notify the designee of its completion. From the date of that notice, the review officer has 45 days to report his or her findings and make any recommendations he or she deems appropriate to the designee. The **District Administrator or his/her designee**, ~~in conferral with the appropriate administrator~~ shall issue a letter of findings to both the complainant and the respondent.

The decision of the review officer or panel is final, but may be appealed to the Board, who may accept, reverse or modify decisions. Nothing in this policy is intended to interfere with the normal course of business or legitimate employment decisions.

Approved:
1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

522.41

NEPOTISM

To ensure sound management policies and procedures and to avoid actual or potential conflicts of interest, no close relative of any employee of the **Evansville Community School** District shall be appointed to and/or assigned to a position having a conflicting interest with a position held by a close relative. Conflicting interest is defined as having direct responsibility involving power to recommend appointment, dismissal, promotion and demotion or for supervision and evaluation of close relatives. For purposes of this policy, close relatives shall be defined as spouse, domestic partner, significant other, parent, son, daughter, sister, brother, **mother-in-law; father-in-law;** brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, or first cousin.

Nothing in this policy shall be construed as discouraging the appointment of relatives for positions **where there is not a conflict of interest** ~~not designed by this policy as being in conflict.~~ Except as restricted by this policy, each recommendation for employment shall be based upon the best-qualified applicant for the position to be filled. Nothing in this policy shall be construed to limit the opportunity for promotion of any person employed by the District.

In situations where a conflict of interest arises during the course of employment, the District Administrator shall review the situation on a case-by-case basis.

Legal Ref.: Sections 19.59 Wisconsin Statutes (Codes of Ethics for Local Government
Officials, Employees and Candidates)
111.31 (Fair Employment, Declaration of Policy)
111.322 (Discriminatory Actions Prohibited)
111.3450 (_____)

Approved:

522.6

1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

The **Evansville Community School District Board of Education** encourages staff members to participate in community groups that contribute to the improvement and general welfare of the community. Such participation helps the community become more informed about school activities and builds community support. Participation helps staff members become more informed about the community, building knowledge about how aspects of the community influence students and what opportunities are available for students. Staff members are also encouraged to contribute back to the community by taking an active role in cultural, civic and charitable endeavors.

Staff member who participate in community activities as citizens of the community should recognize that they may be viewed as representatives of the Evansville Community School District and act accordingly. Staff members shall only be authorized to serve as official district representatives when so designated by the District Administrator.

Approved:

523.2

1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

STAFF COMMUNICABLE DISEASES

The Evansville Community School District will cooperate with state and/or county public health agencies in establishing and maintaining appropriate health standards for the school environment, promoting the good health of staff and educating staff in disease prevention methods and sound health practices.

If there is reasonable cause to believe that an employee has a communicable disease that could be detrimental to the health of the employee or others in the school environment, the District Administrator, or designee, may require the employee to submit to a physical examination. A physician's statement indicating whether the employee is in suitable condition to continue working may be required.

The District recognizes that employees with ~~life-threatening conditions~~, (including, but not limited to AIDS, cancer, communicable disease, or heart disease), may wish to continue to engage in as many of their normal pursuits as the condition permits, including work. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the District will be sensitive to their conditions and needs.

The District recognizes that an individual's health status is personal and private. The District will handle information regarding employees with suspected or confirmed communicable diseases in accordance with state and federal laws concerning confidentiality.

Legal Ref.: Sections 103.15 Wisconsin Statutes (Restrictions on Use of an HIV Test)
111.34
118.195 (Discrimination Against Handicapped Teachers Prohibited)
118.20 (Teacher Discrimination Prohibited)
118.25 (Health Examinations)
121.02(1)(b) (School District Standards)
146.025
146.82 (Confidentiality of Patient Health Care Records)

Approved:

523.5

1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

STAFF PROTECTION

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

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

Any staff member who exhibits violent behavior shall be subject to disciplinary action up to and including discharge and may also be referred to law enforcement.

~~The State of Wisconsin Department of Workforce Development Industry, Labor, and Human Relations (DILHR) has adopted an employee protection policy on bloodborne pathogens including, but not limited to, the HPF HBV or Hepatitis B virus, and HIV or human immunodeficiency virus. All public sector workers employed in the State of Wisconsin are covered by this policy.~~

~~The District recognizes that employees may be at risk if they come in contact with blood and body fluids. Epidemiologic evidence has implicated blood, semen, vaginal secretions, breast milk, and several other body fluid vehicles for transport of pathogens.~~

~~The District is committed to eliminating or minimizing employee exposure to infective agents or materials so that employees are able to make knowledgeable decisions about any personal risk of employment.~~

~~A Bloodborne Pathogen Exposure Control Plan has been developed which includes procedures designed to develop in employees an awareness of infections caused by bloodborne pathogens and to train employees to use appropriate protective measures. Through training and a cooperative effort a safe and healthy work environment in accordance with federal, state, and local regulations will be provided.~~

~~Legal Ref.: Title 29 Code of Federal Regulations 1910, 1030~~

~~Local Ref.: Bloodborne Pathogen Exposure Control Plan~~

Approved:
1st Reading: 5-21-12; 6-11-12; 2nd Reading: 7-9-12

527.1

WHISTLEBLOWER

The Evansville Community School District is committed to protecting employees and applicants for employment from interference with making a protected disclosure* or retaliation for having made a protected disclosure or having refused an illegal order as defined by state and federal law or Board policies.

A District employee may not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure or who has refused to obey an illegal order, or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position or office for the purpose of interfering with the right of an employee or applicant to make a protected disclosure. It is the intention of the District to take whatever action may be needed to prevent and correct the activities that violate this policy.

***Protected Disclosure:**

An employee of the State of Wisconsin, except for certain exceptions listed in s. 230.80(3), may not be retaliated against for disclosing information regarding a violation of any state or federal law, rule or regulation, mismanagement or abuse of authority in state or local government, substantial waste of public funds or a danger to public health or safety. An employee may disclose information to any other person. However, before disclosing information to anyone other than an attorney, collective bargaining representative or legislature, the employee must do one of the following disclose the information in writing to the employee's supervisor, or disclose the information in writing to an appropriate governmental unit designated by the Equal Rights Division.

Legal Ref.: Sections 230.80-85 Wisconsin Statutes (_____)
230.90

Approved: December 8, 1986
Revised: November 14, 2005
Revised: October 10, 2011

527.2

1st Reading: 5-14-12; 5-21-12; 6-11-12; 3rd Reading: 7-9-12
STAFF COMPLAINTS

The **Evansville Community School District Board of Education** recognizes the need to provide for the orderly resolution of concerns due to a purported violation, interpretation, or inappropriate application of school district policies or administrative rules and regulations. Any school employee shall have the right of access to the complaint procedure adopted by this district. A more formal grievance procedure is also available but limited to concerns related to employee discipline, termination or workplace safety issues that directly impact the employee.

Employee concerns that are not related to a collective bargaining agreement and are unresolved, ~~persistent and serious~~ in nature should be handled in the following manner:

1. Employees should discuss the concern with their immediate supervisor as soon as the concern arises. If not resolved, then;
2. Employees should present the concern, in writing, to the District Administrator or designee. Suggestions as to how they believe the concern can be resolved are encouraged. A response will be given in writing, within ten (10) working days. If this is not satisfactory, then;
3. An employee has the right to request an appearance before the Board. A written request to be placed on the agenda must be submitted to the District Administrator twelve working days prior to the Board meeting.

Every reasonable effort should be made to assure that there shall be no reprisals against any employee, or other party, utilizing the complaint procedure.

~~A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.~~

Additional grievance procedures are written in the current EEA and Teamsters agreements and printed copies of the procedures are made available to all appropriate employees of the Evansville **Community School District**. Those procedures will remain in place for the duration of the contract. Should no successor agreement be in effect, this policy and our Employee Grievance policy will be used to resolve disputes.

Local Ref.: Evansville Education Association (EEA) Master Agreement
Custodian Master Agreement
Food Service Master Agreement

Policy #528-Employee Grievances (Discipline, Terminations and Workplace Safety)
#528.1-Employee Grievance Procedures (Discipline, Termination and Workplace Safety)
#528.2-Impartial Hearing Officer Selection Procedures

Approved:

528

1st Reading: 5-14-12; 5-21-12; 6-11-12

STAFF-STUDENT RELATIONS

All **Evansville Community School** District personnel shall recognize and respect the rights of students, as established by local, state, federal law, and by Board of **Education** policies. As such, employees must, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students.

Employees must not use profane or obscene language or gestures in the workplace, whether or not students are present.

Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old

Furthermore, employees shall refrain from engaging in any verbal or physical conduct of a sexual nature directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually-explicit language or conversation.

Legal Ref.: Section _____ Wisconsin Statutes

Approved:
1st Reading: 6/11/12; 2nd Reading: 7-9-12

529

STAFF DISCIPLINE

Unless covered by a collective bargaining agreement, the Evansville Community School District Administrator may discipline and/or recommend to the Board the discharge of staff employees using the good and sufficient reason standard. Good and sufficient reason is defined as those reasons which are not wholly frivolous and inconsequential.

An employee Any staff member may be suspended with or without salary and fringe benefits by the District Administrator for insubordination, misconduct, immorality, inefficiency, or for any other reason ~~which in the opinion~~ **based on facts known by** of the District Administrator **and considered** is not becoming of ~~to an employee of the School~~ **a staff member 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.** ~~Following the commencement of suspension, provided that in the event dismissal proceedings are commenced,~~ 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 employee** will then receive salary and fringe benefits for the term of his/her suspension. Suspension may or may not lead to dismissal.

II. Issues Concerning Discipline / Discharge

A. Standards for Discipline

1. Just Cause

Just cause, or a variation of just cause, such as “good cause,” is the predominant standard used by employers to discipline employees. This standard is used by the Wisconsin civil service system to remove, suspend without pay, discharge, reduce in base pay, or demote employees. *See* Wis. Stat. § 230.34.

There is no universally accepted definition of “just cause.” Respected arbitrators in Wisconsin have also applied a simple two-part test to determine just cause. *See Outagamie County* (McLaughlin, 2005). Under this test, the employer must establish each of the following:

- a. That the employee engaged in conduct in which the employer has a disciplinary interest.
- b. That the discipline imposed reasonably reflects the disciplinary interest.

2. Cause (defined)

- a. As indicated above, just cause is a term of art interpreted by arbitrators and courts over the years to develop a standardized definition.
- b. In order to avoid the standardized definition, many employers define the term within the governing document (collective bargaining agreement, contract or policy).
- c. **SAMPLE FROM A PRIVATE SECTOR EMPLOYMENT AGREEMENT:** For purposes of this clause, “Cause” shall mean: (i) proven and material commission of a felony or a crime involving moral turpitude, which has a substantial nexus with the position held, or the commission of any act involving dishonesty, disloyalty, or fraud with respect to the Company or any of its affiliates; (ii) substantial and repeated

(A) failure to perform duties entrusted to the Employee by the Reporting Manager, or the Company, (B) violations of Company policy and/or (C) misconduct; (iii) breach of any of the [non-compete and confidentiality] provisions hereunder;; (iv) absence from duty for a continuous period of eight (8) days without prior notice to and approval of, the Employee's supervisor; (v) unsatisfactory job performance; or (vi) permanent disability that prevents the Employee from performing the functions of his/her job with or without a reasonable accommodation.

3. Good and Sufficient Reason

Another standard that is lower than the just cause standard is the "good and sufficient reason" standard. The Wisconsin Supreme Court has stated that "good and sufficient reasons" are those reasons which are not wholly frivolous and inconsequential. *Mueller v. Jensen*, 63 Wis.2d 362 (1973). Under the standard used in *Village of Deerfield*, Dec. No. 26168 (WERC, 1989), the WERC has interpreted a sufficient reason to be a reasonable basis in fact. In *Oneida County*, Case 121 No. 53751 MA-9450 (Jones, 1996), the arbitrator refused to read the heightened just cause standard into a master contract that required only that the employer satisfy a reasonableness standard for discipline. Moreover, an arbitrator has concluded that, in order to constitute a good and sufficient reason for discipline, the employer must be able to make a proper showing of reasons to the trier of fact based on identifiable criteria that are not unreasonably found. *PPG Industries*, 117 LA 1299 (2002).

4. Arbitrary and Capricious

Though less common, a standard less stringent than just cause for employee discipline allows an employer to discipline an employee so long as that discipline is not arbitrary or capricious. "Capricious" has been defined to be an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful or irrational choice. A decision is arbitrary and capricious if it lacks a rational basis or results from an unconsidered, willful and irrational choice of conduct. *State ex. rel. Young v. Shaw*, 165 Wis. 2d 276, 294, 477 N.W.2d 340, 347 (Wis. Ct. App. 1991). See also, *Deerfield Community Sch. Dist.*, MA-9017 (Crowley, 1995). A decision based

on a factual investigation and the discretionary application of personnel rules and policies by appropriate employer officials who are authorized to make personnel decisions will not be arbitrary or capricious. *Wipperfurth v. Board of Regents*, 213 Wis. 2d 484, 570 N.W.2d 910 (Wis. Ct. App. 1997). An action is taken arbitrarily or capriciously when the action "is unreasonable or does not have a reasonable basis." *Olson v. Rothwell*, 28 Wis. 2d 233, 239, 137 N.W.2d 86, 89 (1965). When applying the arbitrary and capricious standard, the court determines whether the agency's action had a rational basis, not whether the agency acted on the basis of factual findings. Rational choices can be made in a process which considers opinions and predictions based on experience. *J.F. Ahern Co. v. Wisconsin State Bldg. Comm'n*, 114 Wis. 2d 69, 96, 336 N.W.2d 679 (Wis. Ct. App. 1983).

In comparison to a just cause standard, the arbitrary and capricious standard may offer an employer more flexibility in disciplining or terminating employees for misconduct; at the same time, it may provide less protection in response to claims of discrimination. While an employer may be able to defend itself against a claim of discrimination based on appropriate implementation of an arbitrary and capricious standard, the effort required to make such a defense may be higher than the effort needed to defend against claims of discrimination in the context of the just cause standard.

B. Progressive Discipline

Progressive discipline is a system of addressing employee behavior over time, through escalating penalties. Norman Brand, *Discipline and Discharge in Arbitration*, p. 65 (ABA, 2008). Progressive discipline is a principle that is central to just cause. In this respect, employers impose some penalty less than discharge to convey the seriousness of the behavior and to afford the employee an opportunity to improve. Discharge is reserved for very serious incidents of misconduct and for repeated misconduct. Notice and opportunity to improve, together with the imposition of increasingly severe disciplinary penalties, are at the heart of progressive discipline, and if followed, can meet any just cause standard.

FAMILY & MEDICAL LEAVE POLICY

Absent extenuating circumstances, you must provide the **Evansville Community School** District with a completed FMLA Request Form, available from the Business Office, before leave taken under this Policy is to begin.

This Family and Medical Leave Policy is intended to conform to, and not exceed, the requirements of the federal Family and Medical Leave Act of 1993, as amended (“FMLA”), and the Wisconsin Family and Medical Leave Act (“WFMLA”). This Policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws directly into the personnel policies of the Evansville Community School District (the “District”). This Policy does not repeat every provision of the FMLA’s or the WFMLA’s statutory or regulatory requirements. You may contact the Business Office if you have specific questions regarding the FMLA, WFMLA, or this Policy.

Family and medical leave taken under this Policy may be covered by federal law, state law, or both. When leave is taken by employees under this Policy it is governed by both federal and state law, the more generous provision will supersede in the event of a conflict. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this Policy. In this regard, you should note that certain leaves may be covered by both state and federal law for only a portion of the leave.

Eligibility For Leave

Employees are eligible for family and medical leave under Wisconsin law if they have been employed by the District for at least 52 consecutive weeks and have worked 1,000 hours during the 52-week period prior to the time leave begins. Employees are eligible for family and medical leave under federal law if they have been employed by the District for at least 12 months and have worked 1,250 hours in the 12-month period prior to the time leave begins and are employed at a worksite where 50 or more employees are employed by the District within a 75-mile radius.

Amount of Leave Available

Wisconsin law allows eligible employees to take the following leave in a calendar year:

1. Up to 6 weeks of family leave for the birth or adoption of a child.
2. Up to 2 weeks of family leave to care for a child, spouse, domestic partner, and parent or parent-in-law (including the parent of a domestic partner) suffering from a serious health condition.
3. Up to 2 weeks of medical leave for an employee to care for his/her own serious health condition that renders him/her unable to work.

Federal law allows eligible employees to take up to 12 weeks of leave in a calendar year for one or more of the following reasons:

1. Family leave for the birth of an employee’s child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, spouse, or parent experiencing a serious health condition.

3. Medical leave for an employee to care for his/her own serious health condition that renders him/her unable to work.
4. Because of a “qualifying exigency” arising out of the fact that the employee’s spouse, son, daughter or parent is a member of the Armed Forces, including the National Guard or Reserves or retired member of the Regular Armed Forces, on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

Federal law also allows eligible employees to take up to a total of 26 weeks of leave in a single 12-month period to care for his/her spouse, son, daughter, parent or next of kin who is a covered service member with a serious injury or illness. Provided, however, that the employee’s total use of FMLA leave for any reason during such single 12-month period is limited to a total of 26 weeks. As permitted by law, any family and medical leave you use will count towards the leave to which you may be entitled under both federal and state laws. Thus, the leave you use may run concurrently under federal law, state law, and the District’s policies. If you are taking paid leave for an absence that qualifies as WFMLA, the District may not require you to use WFMLA for such period of paid leave.

Reasons For Which Leave Under This Policy May Be Granted And Rules For The Substitution of Paid Leave

Employees are generally entitled to a total of 12 work weeks (26 work weeks of leave in the case of covered service member leave) of unpaid leave, regardless of the number of events giving rise to leave entitlement during a calendar year, for any one or a combination of the following reasons:

A. Birth or Placement for Adoption of a Son or Daughter

An employee may take unpaid leave for the birth or placement for adoption of a son or daughter. The District may require a copy of the birth certificate or adoption document. An employee may take up to 6 weeks of this leave in partial absences (1) as long as such leave does not unduly disrupt the District’s operations and the last increment of a partial absence begins within 16 weeks of the birth or placement and (2) the employee chooses for such leave to count against his or her entitlement under Wisconsin law.

An employee may substitute any earned sick, personal or vacation leave for unpaid leave. For periods of leave covered by federal law only, the District may require the substitution of paid leave. The paid time substituted will not be available later. The leave for birth or placement for adoption must be taken within 12 months after the birth or placement.

B. Placement for Foster Care of a Son or Daughter

Unpaid leave may be taken by an employee on the placement for foster care of a son or daughter. The District may require a copy of the foster care placement document. An employee may take this leave in partial absences if the District agrees. An employee may substitute earned paid general leave and vacation leave for unpaid leave. For periods of leave covered by federal law only, the District may require the substitution of paid leave.

C. Serious Health Condition of Employee

Unpaid leave may be taken by an employee in the event he/she experiences a serious health condition that prevents the employee from performing the functions of his/her position. Medical leave may be taken all at once or intermittently if medically necessary. If leave is taken in smaller increments, the employee may be transferred temporarily to

another job at the District, except that during any period of leave covered by the WFMLA, the employee must agree to the transfer.

The employee may elect to substitute other earned paid leave such as general leave or vacation leave for the unpaid leave. For periods of leave covered by federal law only, the District may require the substitution of paid leave. Any paid leave used will not be available later. If an employee requires additional leave after the family and medical leave entitlement has expired, the District may, at its sole discretion, grant the employee additional time away from work.

Under federal law, a “serious health condition” under this Policy means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility.
- A period of incapacity of more than 3 consecutive full calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:
 - In-person treatment two or more times by a health care provider related to the same condition under the following circumstances:
 - the first in-person treatment must occur within 7 days of the first day of incapacity; and
 - the second in-person treatment must occur within 30 days of the first day of incapacity, unless extenuating circumstances exist.
 - In-person treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
 - Any period of incapacity due to pregnancy, or for prenatal care.
 - A chronic condition that requires periodic visits for in-person treatment by a health care provider.
 - A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective.
 - Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider.

Under Wisconsin law, a serious health condition is a disabling physical or mental illness or condition that involves inpatient care or outpatient care that requires continuing treatment of a health care provider.

D. Serious Health Condition of a Spouse, Domestic Partner, Parent, Parent-in-law, Son or Daughter

Unpaid leave may be taken to care for a son, daughter, spouse, or parent with a serious health condition. The District **Administrator** may require confirmation of a family relationship. Additionally, leave of up to 2 weeks may be available to care for a domestic partner or a parent-in-law (including the parent of a domestic partner) with a serious health condition. Medical leave may be taken all at once or intermittently if medically necessary. If leave is taken in smaller increments, the employee may be transferred temporarily to another job at the District, except that during any period of leave covered by the WFMLA, the employee must agree to the transfer.

An employee may substitute any earned general leave or vacation leave for the unpaid leave. For periods of leave covered by federal law only, the District may require the use of paid leave. This paid time will not be available later. If an employee requires additional leave after the family and medical leave entitlement has expired, the District **Administrator or designee** may, at **his/her** its sole discretion, grant the employee additional time away from work.

E. Qualifying Exigency Leave (Military)

Federal law allows eligible employees with a spouse, son, daughter or parent who is a member of the Armed Forces, including the National Guard or Reserves, and who is on active duty or call to active duty status in support of a contingency operation to use their general 12-week leave entitlement to address certain “qualifying exigencies.” The District may require confirmation of a family relationship and/or proof of active duty or call to active duty status.

Qualifying exigencies may include attending certain military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Eligible employees may not take qualifying exigency leave for family members that are members of the Regular Armed Forces.

The District may require or an employee may substitute any earned vacation, sick or personal time for the unpaid leave. This paid time will not be available later. If an employee requires additional leave after the family and medical leave entitlement has expired, the District may, at its sole discretion, grant the employee additional time away from work.

F. Illness or Injury of Covered Service Member

Federal law also provides a special leave entitlement for eligible employees to take up to 26 weeks of leave in a single 12-month period to care for their spouse, son, daughter, parent or next of kin who is a covered service member. A covered service member is a current member of the Armed Forces, including the National Guard or Reserves, who has a serious illness or injury incurred or aggravated in the line of duty on active duty that may render the service member medically unfit to perform his/her duties for which the service member is undergoing treatment, recuperation or therapy, or is on outpatient status, or is on the temporary disability retired list. The term covered service member also includes a veteran who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the five year period preceding his/her medical treatment, recuperation, or therapy, for a serious illness or injury incurred or aggravated in the line of duty on active duty.

Leave may be taken all at once or intermittently if medically necessary. If leave is taken in smaller increments, the employee may be transferred temporarily to another job at the District.

The District may require or an employee may substitute any earned general leave or vacation leave for the unpaid leave. This paid time will not be available later. If an employee requires additional leave after the family and medical leave entitlement has expired, the District may, at its sole discretion, grant the employee additional time away from work.

Notifying the District of Your Need For Family And Medical Leave

Absent extenuating circumstances, you must provide the District with a completed FMLA Request Form, available from the Business Office, before leave taken under this Policy is to begin. You will generally be expected to provide at least 30 days' advance notice for foreseeable leave (e.g., an expected birth, placement or adoption for foster care, or planned medical treatment for your own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with child birth or adoption, you must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave.

Where advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practicable.

If you wish to take leave for a FMLA-qualifying reason for which you have already been approved, you must provide the District specific notice of your need for FMLA-qualifying leave. Simply calling in "sick" will not be sufficient.

When planning medical treatment, you should consult with the District and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of your health care provider. You are ordinarily expected to consult with the District in order to work out a treatment schedule which best suits your needs, as well as the District's.

Health Care, Dental Coverage and Other Benefits

During any period of FFMLA/WFMLA leave, an employee will be retained in the employee's elected group health benefit plan on the same basis as if the employee had been continuously employed during the employee's leave period. To continue group health coverage, the employee must continue to make any contributions that the employee made to the plan before taking leave. In some instances, the District may recover the cost of the employer's contributions towards the employee's group health coverage made during the FFMLA/WFMLA leave period if the employee fails to return to work upon the conclusion of the employee's leave.

Certification and Notices

If leave is requested due to your own serious health condition, the serious health condition of your spouse, child or parent, the serious illness or injury of a covered service member, or for a qualifying exigency, the District requires that the leave request be supported by certification issued by a health care provider or other specified third party. The District's certification forms can be obtained from the Business Office. Failure to provide the District with timely, complete and responsive certification within 15 days of the District's request for certification may result in delay or denial of the leave.

If an employee provides the District with incomplete or insufficient certification, the District will provide written notice to the employee explaining the deficiency in the certification and will allow the employee at least 7 days to cure the deficiency. If such deficiency is not cured, the District may deny the employee's leave request.

The District reserves the right to contact the employee's health care provider to clarify and authenticate a medical certification, as permitted by law.

The District may also request that an employee provide a second health care provider certification from a health care provider chosen, and paid for, by the District. If the original certification and the second certification conflict, a third health care provider agreed upon by the

District and the employee, and paid for by the District, will provide a binding opinion.

Return to Position at End of Leave

At the end of an employee's family and medical leave, he/she will be returned to his/her former position, or if the position is filled, to equivalent employment with the District. Employees who wish to return to work before their leave is to end must notify the Business Office at least 2 business days prior to the desired return date. If the reason for leave was due to the serious health condition of the employee, a return to work authorization must be provided to the Business Office before returning to work. If the return to work authorization is not received, the employee's return to work may be delayed until it is received.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, the District requires that employees not provide any genetic information when responding to requests for medical information associated with FFMLA leave. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Employees who request leave and fail to meet the requirements of this Policy for family and medical leave may be denied or delayed leave until the requirements are met.

If you have any questions regarding the operation or interpretation of this Policy, please contact the Business Office. The District reserves the right to modify, amend or terminate this Policy at any time.

Legal Ref.: 29 U.S.C. §2601

Section 103.10 Wisconsin Statutes (Family or Medical Leave)

Approved:

529.2

1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

JURY DUTY LEAVE

~~An~~ Employees of the **Evansville Community School District** shall be granted time off with pay for reporting for jury duty upon presentation of satisfactory evidence relating to this duty. Compensation received for such duty (exclusive of travel pay or pay for jury duty on non-school days) shall be deducted from the employee's check.

An employee shall be allowed to appear in court when receiving a subpoena without loss of pay. This time missed from his/her duties shall be taken from personal business days or sick leave days if personal business days are not available. If the appearance is school related, no missed time will be taken from the staff member's personal business days or sick leave days.

Legal Ref.: Sections 756.02 Wisconsin Statutes (Exemptions and Excuses From Jury Service)
756.25 (Juror's Fees and Mileage)

Approved:
1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

529.3

BEREAVEMENT LEAVE

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

Up to two (2) days of the above leave per year shall be allowed for individuals not listed above.

Employees who have exhausted their funeral/bereavement leave may request in writing from the District Administrator use of up to five (5) of their sick days as needed for funeral/bereavement leave.

Revised: July 12, 2004

Revised: April 9, 2007

Revised: December 14, 2009

1st Reading: 5-21-12; 6-11-12; 2nd Reading: 7-9-12

USE OF SICK DAYS

Employees of the Evansville Community School District Sick days will be allowed to use sick days for the following use when an employee must be absent for medical reasons. Some of the potential uses include but are not limited to:

1. When an employee is ill.
2. When an employee, or his/her family or household member has a doctor's appointment that is an emergency or cannot be scheduled outside of school hours, or when an employee must take a child or spouse to/from the hospital.
3. When an employee must remain home to care for a sick child, spouse, domestic partner, or parent who lives in the employee's home.
4. When an employee's spouse, domestic partner, child or other member of his/her immediate family is undergoing surgery. One sick day will be permitted with prior approval of the building principal.
5. When it is necessary to care for a sick child or parent who does not live in the employee's home, up to five (5) sick days may be approved by the District Administrator.

USE OF PARTIAL SICK DAYS/PERSONAL DAYS

In the event it is necessary for an employee to be absent from work, sick days/personal days will be charged in 15 minute increments.

Legal Ref.: Section 103.10 WI Statutes (Family or Medical Leave)
Federal Family and Medical Leave Act

Approved:

529.45 ~~542.26~~

1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

PERSONAL LEAVE

All **Evansville Community School District** employees will receive three (3) personal days a year for personal business. Requests for personal time should be made at least twenty-four (24) hours in advance unless it is an unforeseen emergency.

Personal days may not be used the first week of school or the last two weeks of the school year without approval of the District Administrator. Personal days may not be used to extend a vacation or holiday without advance approval of the District Administrator.

Unused personal days each year will roll over into sick leave.

UNIFORMED SERVICES LEAVE

The Evansville Community School District recognizes the important role filled by employees who are also members of the United States Armed Forces. The District will approve absences from employment for military service and will maintain its' support for continued employment in accordance with Federal and State guidelines. This policy provides guidance and clarification to employees who are required to fulfill their military obligations.

Definitions:

Active Duty Training

Active duty training (hereinafter "ADT") shall refer to any period of time during which a member of a reserve component of the United States Armed Forces is placed in active duty status for the purpose of receiving training, either individually, or as a member of a military unit. As an example, a member of a reserve unit of the U.S. Army might attend a two-week period of annual training while in ADT status.

Inactive Duty Training

Inactive duty training (hereinafter "IDT") shall refer to any period of time during which a member of a reserve component of the United States Armed Forces shall participate in training, either individually, or as a member of a unit, but during which the member is not placed in active duty status. As an example, a member of a Wisconsin Air National Guard unit might attend a weekend drill while in IDT status.

Initial Active Duty Training

Initial active duty training (hereinafter "IADT") shall refer to that period of time during which a member of the United States Armed Forces completes basic training, and qualifies for his or her first military occupational specialty (referred to as "Military Occupational Specialty" by the U.S. Army; "Rate Training" by the U.S. Navy; and "Air Force Specialty" by the U.S. Air Force). Additionally, the term IADT may include any other training participated in by the member of the United States Armed Forces prior to being released from IADT. As an example, a service member might, while in IADT status, attend U.S. Army basic training, airborne training, and be trained in a military occupational specialty.

Military Leave

Military leave shall refer to any period of Military Service Leave or Short-Term Military Training Leave, as defined in this policy.

Military Pay

The military pay of the employee, while performing ADT, shall include the employee's Basic Pay, and Basic Allowance for Quarters. The District shall not be responsible for any per diem allowance, mileage, or expense reimbursements.

Short-Term Military Training Leave

The District will grant unpaid Short-Term Military Training Leave to its employees who are members of a reserve component of the United States Armed Forces, in accordance with state and federal law.

Military Service Leave

Employees of the District, who are members of a reserve component of the United States Armed Forces, who are ordered to active duty; or employees of the District who are inducted into any component of the United States Armed Forces; are entitled to a military service leave of absence without pay, loss of time, or efficiency rating, in accordance with federal and state laws. The maximum length of military service leave shall also be in accordance with federal and state laws. Currently, federal law provides that employees are entitled to a cumulative total of five (5) years of military service leave, per employer, and excludes certain periods of time from the cumulative total. Additionally, the District Administrator or designee or his/her designee, may grant extensions of military service leave beyond the minimum length protected by federal and state law.

Pay and Benefits During Military Leave

No salary or monetary compensation shall be paid to any employee during a period of military leave, nor shall any claim for salary or monetary compensation during a military leave of absence exist, except as provided for by law, or as provided for by the Short-Term Military Leave section of this policy.

Employees granted military leave shall be entitled to participate in all benefit plans in accordance with federal and state law. Presently, federal law provides that an employee who is absent from a position of employment for more than thirty (30) days, for reason of service in the United States Armed Forces, may elect to continue to participate in any health benefit plan for up to eighteen (18) months. Such an employee may not be required to pay more than 102% of the full premium under the plan. Federal law also provides that such an employee who is absent for less than thirty-one (31) days cannot be required to pay more than the normal employee share of any health benefit premium.

Currently, federal law also states that an employee granted military service leave shall be treated as not having incurred a break in service with an employer who maintains an employee pension benefit plan, under any state law governing pension benefits for governmental employees. Presently, the Wisconsin Retirement System (hereinafter "WRS") interprets federal law to require the District to report to WRS the amount of earnings that the employee would have received if the employee had remained employed, and to remit contributions on those earnings. Further, federal law also currently provides that an employee is entitled to make employee elections or deferrals for a period of time upon the return of the employee to employment. Further, federal law also currently requires the District to make additional contributions that are contingent upon such employee elections or deferrals, if the employee makes such elections or deferrals within the permitted time period.

Finally, the Department of Labor currently interprets federal law to require the District to recognize a period of military leave as time spent in the service of the District for the purpose of determining the rate at which an employee accrues vacation leave. However, the Department of Labor does not interpret federal law to require the District to grant an employee accrued vacation time that the employee would have earned during that period.

Notice of Order to Report for Duty

Employees shall submit to the Business Office a copy of their Order to Report for Duty, or other documentation of a period of military service as soon as practicable. Currently, federal law provides that such notice need not be given if precluded by military necessity, or if, under the circumstances, the giving of such notice is otherwise impossible or unreasonable.

Re-Employment

Employees who have been granted military leave will be re-employed upon their release from the United States Armed Forces in a position of like seniority, status, pay, and salary, provided that all requirements of state and federal law are met, and that no applicable exception exists. Currently, federal and state law generally entitles an employee to re-employment if:

1. The employee presents to the employer evidence of satisfactory completion of the period of service, or of discharge from the United States Armed Forces under conditions that are other than dishonorable;
2. The employee is qualified to perform the duties of the position;
3. The employee makes an application for re-employment and resumes work in accordance with the procedural requirements of federal and/or state law;
4. The employer's circumstances have not so changed as to make it impossible or unreasonable to restore the person to the position; and
5. The military service leave was not for a period greater than allowed for by federal and/or state law.

Legal Ref.: Sections 45.560 Wisconsin Statutes (_____)
111.32 (Definitions)
United State Code 38, Section 4301

CRIMINAL BACKGROUND CHECKS

The **Evansville Community School** District shall routinely conduct criminal background checks on District employees, job candidates, and those who have regular contact with students or access to District facilities. The conviction record of such persons (administrators, teachers, other employees, bus drivers, advisors or coaches, regular volunteers, student mentors, and other community volunteers) must be obtained and reviewed by the administration prior to a final decision to employ, begin volunteering, or have access to facilities.

All individuals applying for a position are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- has been convicted of a misdemeanor or felony in this state or any other state or country;
- whether there are any pending misdemeanor or felony charges against them in Wisconsin or any other state or country; and
- has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination.

Additionally, all persons applying for any position shall be required to:

- agree to the release of all investigative records to the District Administrator for examination for the purpose of verifying the accuracy of criminal violation information; and
- submit to criminal history records checks.

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

Knowingly falsifying any of the preceding information shall be sufficient grounds for discharge.

If a job applicant has committed a crime that substantially relates to the circumstances of the particular position for which he/she is applying, the District may take that offense into consideration when deciding whether to employ the individual. The District may refuse to employ an individual who has been convicted of a felony and who has not been pardoned for that felony.

All Employees

All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;

- D. a misdemeanor which involves moral turpitude (e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community); or
- E. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. Failure to report under this policy may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. the nature of the offense;
- B. the date of the offense;
- C. the relationship between the offense and the position to which the employee is assigned.

Nothing in this policy shall prohibit the District from placing an employee on administrative leave or from suspending an employee based upon an arrest, indictment or conviction, or from terminating an employee who has been convicted of a felony and who has not been pardoned for that felony.

Employees Who Drive, Etc. or Operate Mobile Equipment for the District

All employees who drive a District vehicle or operate mobile equipment must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Administrator or his/her designee. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.

Consequences

Failure to provide truthful and timely information may result in withdrawal of the candidate from consideration, or in disciplinary action for an employee.

Legal Ref.: Sections 111.31 Wisconsin Statutes (Declaration of Policy)
111.321 (Prohibited Bases of Discrimination)
111.335 (Arrest or Conviction Record: Exceptions and Special Cases)
Equal Opportunity Employment

Local Policies: #353.1 - School Volunteers
#353.1 Form - Volunteer Agreement
#353.1 Form 1 - Background Check Information Form

Approved:

542.2

1st Reading: 05/21/12; 6-11-12' 2nd Reading: 7-9-12

SUPPORT STAFF SALARIES

~~When making recommendations for salaries~~ The following factors will be relevant in establishing compensation for employees of the **Evansville Community School** District:

- Compensation shall be designed to attract, motivate and retain qualified employees.
- Compensation will provide salaries and benefits that are competitive. ~~with similar sized school districts within the state of Wisconsin and districts within the District's athletic conference.~~
- Employees will be compensated with a salary that is reflective of job duties and responsibilities of the employee, as well as, the manner in which the employee is performing the job.

Legal Ref.: Sections 111.70 Wisconsin Statutes (Municipal Employment)
118.24 (School District Administrator)

Approved:

543

1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

SUPPORT STAFF RECRUITING/HIRING

The **Evansville Community School District** Board of Education shall engage the services of support staff personnel on the basis of qualifications necessary for successful performance in the specific positions under consideration. Experience of applicants shall be considered only in cases where such experience is directly in keeping with the requirements of the positions.

The District Administrator is delegated the responsibility for the recruitment, employment, assignment, and termination of all support staff personnel, and for the management of the required record keeping to perform personnel functions. The District Administrator may include other staff members in the selection process and/or delegate portions of the selection process to other administrators. The hiring of educational assistants for students with special needs is delegated to the Director of Student Services.

The District Administrator can only hire or assign individuals to positions that have been approved by the Board or are required through an **a student's** IEP (Individual Educational Plan).

The District shall seek to employ the best-qualified people available through an effective recruitment procedure. ~~A personal interview will be required for all personnel who are employed by the District and seeking a different position.~~ Criteria for hiring include education, training, previous work experience, previous evaluations in the District or elsewhere, and ability to perform the essential job functions. A personal interview will be required for all personnel who are employed by the District and seeking a different position.

All persons employed by the ~~Board~~ **District** shall complete the necessary employment forms required by state and federal laws and regulations.

As required by federal law, each prospective employee must verify their employment eligibility, and attest under penalty of perjury that the documents he/she has presented (e.g. U.S. Passport, birth certificate, social security card, driver's license) are genuine and relate to him/her. Immigration and Naturalization Service Form I-9 will be used for both employee and employer verification.

Employers are required to retain a Form I-9 for each employee during the period beginning on the date of hiring and ending three years after the date of such hiring or one year after the date the individual's employment is terminated, whichever is later.

Legal Ref.: Sections 111.31-111.395 Wisconsin Statutes (Subchapter II, Fair Employment)
Immigration Reform and Control Act of 1986 (IRCA)
American with Disabilities Act of 1990

Approved:
1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

545

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Evansville Community School District support staff assignments and transfers shall be determined by the District Administrator or **his/her** designee upon recommendations of the building principal and/or other administrative supervisors. The interest of the employee will be considered, but all assignments shall ultimately be made in order to accomplish the major purpose of getting the necessary work completed and meeting the educational, social, and physical needs of our students.

Educational Assistants will be given notice of their proposed building assignments in their Letter of Reasonable Assurance of employment by June 1st. Exact assignments and scheduled hours will be assigned in the fall on the annual notice of assignment when actual student counts are known. If Students move out of the District reducing the need for educational assistants, a position may be reduced or eliminated.

Approved:
1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

545.1

SUPPORT STAFF WORK SCHEDULE

The 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.

Staff may be assigned up to 40 hours in a week as needed to meet the needs of the District. ~~Employees may be assigned up to eight (8) consecutive hours per day of duty between the hours of 6:30 a.m. and 4:30 p.m. as needed to meet the needs of the District.~~ The actual work hours of each **staff member** employee 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 assigned can be changed based on loss of student enrollment and staffing needs.

Employees Staff members who work less **fewer** than **seven and one half (7.5)** 6 hours per day are entitled to a paid fifteen (15) minute break **as scheduled by their immediate supervisor.**

~~All employees who work more than six (6) consecutive hours will be given a thirty (30) minute unpaid duty free lunch as scheduled by their immediate supervisors.~~

Employees Staff members working **seven and one half (7.5)** or more consecutive hours shall be entitled to two (2) paid breaks of fifteen (15) minutes as scheduled by their immediate supervisor. ~~These breaks may not be combined with each other or with the unpaid duty free lunch.~~ During the paid breaks **staff employees** are not permitted to leave the building and are expected to be available in emergency situations.

All staff who work more than six (6) consecutive hours will be given a thirty (30) minute unpaid duty free lunch as scheduled by their immediate supervisors.

Employees 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.

Approved:
1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

546.1

RESIGNATION OF SUPPORT STAFF

The Evansville Community School District requests a written notice of resignation from support staff members shall be filed with the District Administrator at least fourteen (14) days prior to the effective date of resignation so as to ensure appropriate time to find a qualified replacement. The District Administrator has the authority to accept the resignation.

Personal time or other benefit time may not be taken in place of the notice.

Approved:

546.2

1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

RETIREMENT OF SUPPORT STAFF

There shall be no compulsory retirement age for any employee of the Evansville Community School District. However, retirement prior to the age designated by the Wisconsin Retirement System will be considered a resignation rather than retirement.

Legal Ref.: Section 111.33 Wisconsin Statutes (Age, Exceptions and Special Cases)
Age Discrimination Act

Approved:
1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

542.21

SUPPORT STAFF OVERTIME

Any hours over the regularly assigned hours in the annual assignment of support staff must be pre-approved by a supervisor.

Any overtime must be pre-approved by a **his/her** supervisor and will be paid at the time and a half rate if over forty (40) hours worked in a week. Benefit time used will not be used in counting hours for overtime pay.

Legal Ref.: Section 111.70 Wisconsin Statutes (Municipal Employment)
Fair Labor Standards Act

Approved:
1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

546.4

REDUCTION IN SUPPORT STAFF WORKFORCE

When a reduction in **support staff workforce** is necessary due to a decline in enrollment or budgetary concerns, ~~the staff whose qualifications are least in line with~~ the following factors will be considered ~~first~~ **when identifying staff members** for a reduction in workforce:

- Ability to meet the basic functions of the position
- Need for the position
- Training for the particular position
- Most recent evaluation
- Previous evaluations
- Attendance
- Disciplinary Record
- Willingness to go above and beyond for students

Approved:
1st Reading: 05/21/12; 6-11-12; 2nd Reading: 7-9-12

547

SUPPORT STAFF DEVELOPMENT OPPORTUNITIES

The **Evansville Community School District Board of Education** recognizes its responsibility to provide staff development opportunities designed to assist staff to increase their job efficiency and knowledge.

The District is committed to provide opportunities for growth that may include special in-service programs and workshops or assistance from supervisors and consultants.
Attendance at District planned staff development is an expectation of the position.

Suggestions for further staff development should be directed to the Administration.

SUPPORT STAFF EVALUATION

A written performance evaluation is to be made by the building principal and/or immediate supervisor. The written evaluation(s) shall be based upon the administrator's ~~independent~~ **judgment with input from others who supervise or direct the support staff member.** ~~and not solely upon other employees' input.~~

All **support staff employees** will be evaluated annually. ~~for their first two (2) years with the first evaluation being conducted during the first six (6) months probationary period evaluations being completed at least once every two (2) years.~~ The employee or supervisor may request more frequent evaluations. ~~such requests must be granted. Any employee who has moved into a new building or position shall be evaluated during the first year in that position.~~

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

The Administrator and/or supervisor conducting the evaluation meeting will notify the **support staff member employee** at least **five (5)** ~~two (2)~~ days in advance of the meeting time **and** place. ~~and that it is an evaluation conference.~~ Within **five (5)** ~~two (2)~~ days following the evaluation meeting, the **support staff member employee** may request a second meeting for clarification and/or discussion of any concerns. A copy signed by the **support staff member employee** and evaluator shall be submitted for filing in the **support staff member's** ~~employee's~~ permanent file. ~~three (3) days following the conference.~~ A signature indicates the **support staff member employee** was present and received a copy of the written evaluation. If the **support staff member employee** disagrees with something in the evaluation he/she may submit an attachment within five (5) days of the receipt of the evaluation. ~~No support staff member employee shall be required to sign a blank evaluation form.~~

Upon recognition of ~~difficulties,~~ **definite positive assistance concerns identified in the evaluation, assistance** shall be provided **to the support staff member** within ten (10) days in order to rectify the **concerns** ~~difficulties.~~ ~~Direction shall be offered, to guide the employee toward the solution of his/her particular problem with the understanding that the employee shall act upon the given direction.~~

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.

~~Employee evaluations shall be discussed between the employee and the administration at the request of either party. Any employee shall have the right to reply in writing within five (5) working days of receipt of evaluation. His/her reply to such evaluation shall be attached to the file copy. (Use standard Performance Evaluation Form).~~

Revised: August 11, 2008

760.1

Revised: July 12, 2010

Revised: June 27, 2011

1st Reading: 6-11-12; 2nd Reading: 7-9-12

EVANSVILLE COMMUNITY SCHOOL DISTRICT
BREAKFAST/LUNCH FEE SCHEDULE

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

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

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

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

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, July 30, 2012

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

- I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse John Rasmussen
Tina Rossmiller Sharon Skinner Nancy Hurley
- II. Approve Agenda.
- III. Budget Finance – Chair, Tina Rossmiller -
 - A. Discussion Items:
 - 1) 2012-2013 Budget Update.
 - 2) Update on Evansville Education Foundation.
 - 3) Insurance Committee.
 - C. Develop Budget Finance Draft Agenda for August 27 Meeting.
- IV. Policy – Chair, Nancy Hurley
 - A. Action Item:
 - 1) Approval of Policies: all from July 9 meeting.
 - B. Develop Policy Draft Agenda for August 27 Meeting.
- V. Board Development
 - A. 2012-2013 Board Goals.
 - B. President's Report.
 - C. Board/Administrative Retreat.
- VI. Handbook Committee – Chair, Kathi Swanson
- VII. Review of Board Meetings – Chair, Kathi Swanson
 - A. Committee Structure.
 - B. Committee Assignments.
 - C. Meeting Times.
 - D. Evaluation of Listening Sessions.
- VIII. Future Agenda – Chair, Kathi Swanson -
 - A. Develop August 13 Regular Board Meeting Agenda.
- IX. Adjourn.

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

Vision Statement:

General Ledger Report

Financial Report

MAY

From Date:	5/1/2012
To Date:	5/31/2012

From Acct:	1
To Account:	999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000005	Administrative Account	\$1,349.79	\$1,718.12	(\$1,465.00)	\$0.00	\$1,602.91	\$0.00	\$1,602.91
000006	American Players	\$815.85	\$0.00	\$0.00	\$0.00	\$815.85	\$0.00	\$815.85
000010	A.F.S.	\$1,854.72	\$0.00	\$0.00	\$0.00	\$1,854.72	\$0.00	\$1,854.72
000011	FBLA	\$302.50	\$0.00	\$0.00	\$0.00	\$302.50	\$0.00	\$302.50
000012	Fusion Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000015	Athletic Fundraising	\$2,444.95	\$5,103.10	\$0.00	\$0.00	\$7,548.05	\$0.00	\$7,548.05
000020	Band	\$3,431.76	\$0.00	\$0.00	\$0.00	\$3,431.76	\$0.00	\$3,431.76
000021	Band/Choir Trip	\$3,789.04	\$0.00	\$0.00	\$0.00	\$3,789.04	\$0.00	\$3,789.04
000022	Band Uniform Account	\$7,284.26	\$3,345.00	(\$7,629.04)	\$0.00	\$3,000.22	\$0.00	\$3,000.22
000025	Baseball	\$3,067.75	\$926.00	\$0.00	\$0.00	\$3,993.75	\$0.00	\$3,993.75
000030	Boys Basketball	\$734.15	\$0.00	\$0.00	\$0.00	\$734.15	\$0.00	\$734.15
000031	Building Trades	\$1,413.83	\$0.00	\$0.00	\$0.00	\$1,413.83	\$0.00	\$1,413.83
000035	Cheerleaders	\$329.78	\$0.00	\$0.00	\$0.00	\$329.78	\$0.00	\$329.78
000040	Chorus	\$5,363.38	\$0.00	(\$654.99)	\$0.00	\$4,708.39	\$0.00	\$4,708.39
000049	Class of 2011	\$2,381.73	\$0.00	\$0.00	\$0.00	\$2,381.73	\$0.00	\$2,381.73
000050	Class of 2012	\$5,213.42	\$0.00	\$0.00	\$0.00	\$5,213.42	\$0.00	\$5,213.42
000051	Class of 2013	\$3,677.28	\$3,573.00	(\$915.00)	\$0.00	\$6,335.28	\$0.00	\$6,335.28
000052	Class of 2014	\$714.29	\$0.00	\$0.00	\$0.00	\$714.29	\$0.00	\$714.29
000053	Class of 2015	\$538.58	\$0.00	\$0.00	\$0.00	\$538.58	\$0.00	\$538.58
000075	Cross Country	\$93.05	\$0.00	\$0.00	\$0.00	\$93.05	\$0.00	\$93.05
000080	School Store	\$181.67	\$0.00	(\$60.58)	\$0.00	\$121.09	\$0.00	\$121.09
000084	School Newspaper	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000085	Drama	\$4,667.95	\$7,408.00	(\$8,255.94)	\$0.00	\$3,820.01	\$0.00	\$3,820.01
000090	E-Club	\$1,605.20	\$0.00	(\$240.23)	\$0.00	\$1,364.97	\$0.00	\$1,364.97
000093	EHS Balloons	\$3,901.98	\$45.00	(\$52.00)	\$0.00	\$3,894.98	\$0.00	\$3,894.98
000100	F.F.A.	\$4,885.98	\$5,130.50	(\$2,645.70)	\$0.00	\$7,370.78	\$0.00	\$7,370.78
000105	Snack Shop	\$342.90	\$228.49	(\$106.76)	\$0.00	\$464.63	\$0.00	\$464.63
000110	Flaming Arrow	\$7,102.01	\$1,125.00	\$0.00	\$0.00	\$8,227.01	\$0.00	\$8,227.01
000113	Football	\$2,905.16	\$0.00	(\$118.40)	\$0.00	\$2,786.76	\$0.00	\$2,786.76
000114	G.S.A.	\$87.42	\$0.00	\$0.00	\$0.00	\$87.42	\$0.00	\$87.42
000115	Germany trip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000120	Girls Basketball	\$1,799.57	\$0.00	\$0.00	\$0.00	\$1,799.57	\$0.00	\$1,799.57
000121	Gym locks	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00
000125	Softball	\$1,598.18	\$0.00	(\$243.75)	\$0.00	\$1,354.43	\$0.00	\$1,354.43
000126	Golf	\$121.96	\$290.00	(\$62.35)	\$0.00	\$349.61	\$0.00	\$349.61

General Ledger Report

Financial Report

MAY

From Date: 5/1/2012
To Date: 5/31/2012

From Acct: 1
To Account: 999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000129	H.M.V.	\$606.34	\$0.00	(\$654.52)	\$0.00	(\$48.18)	\$0.00	(\$48.18)
000131	Job Skills	\$376.80	\$52.60	\$0.00	\$0.00	\$429.40	\$0.00	\$429.40
000133	JV Poms	(\$4.69)	\$0.00	\$0.00	\$0.00	(\$4.69)	\$0.00	(\$4.69)
000135	Library Club	\$162.73	\$0.00	\$0.00	\$0.00	\$162.73	\$0.00	\$162.73
000145	N.H.S.	\$712.73	\$35.00	(\$32.33)	\$0.00	\$715.40	\$0.00	\$715.40
000155	Varsity Poms	\$1,662.87	\$0.00	\$0.00	\$0.00	\$1,662.87	\$0.00	\$1,662.87
000158	P.O.P.A.	\$1,124.45	\$0.00	\$0.00	\$0.00	\$1,124.45	\$0.00	\$1,124.45
000160	Special Olympics	\$93.91	\$0.00	\$0.00	\$0.00	\$93.91	\$0.00	\$93.91
000165	Student Council	\$3,215.19	\$0.00	(\$926.09)	\$0.00	\$2,289.10	\$0.00	\$2,289.10
000170	Soccer	\$3,388.27	\$0.00	(\$1,087.83)	\$0.00	\$2,300.44	\$0.00	\$2,300.44
000177	H.C.P.	\$247.80	\$0.00	\$0.00	\$0.00	\$247.80	\$0.00	\$247.80
000180	Thespians	\$1,666.01	\$0.00	\$0.00	\$0.00	\$1,666.01	\$0.00	\$1,666.01
000182	Track	\$176.59	\$0.00	\$0.00	\$0.00	\$176.59	\$0.00	\$176.59
000190	Volleyball	\$2,665.74	\$0.00	(\$300.00)	\$0.00	\$2,365.74	\$0.00	\$2,365.74
000191	Wall of Service	\$218.02	\$0.00	\$0.00	\$0.00	\$218.02	\$0.00	\$218.02
000192	Work Exp. - Detail Shop	\$315.55	\$0.00	\$0.00	\$0.00	\$315.55	\$0.00	\$315.55
000195	Wrestlers	\$264.05	\$183.00	(\$32.96)	\$0.00	\$414.09	\$0.00	\$414.09
Group Total		\$90,917.45	\$29,162.81	(\$25,483.47)	\$0.00	\$94,596.79	\$0.00	\$94,596.79
Activity Accounts Grand Total		\$90,917.45	\$29,162.81	(\$25,483.47)	\$0.00	\$94,596.79	\$0.00	\$94,596.79
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992	Checking	\$90,917.45	\$29,162.81	(\$25,483.47)	\$0.00	\$94,596.79	\$0.00	\$94,596.79
General Ledger Grand Total		\$90,917.45	\$29,162.81	(\$25,483.47)	\$0.00	\$94,596.79	\$0.00	\$94,596.79

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: *[Signature]* Date: 6/5/12
Principal: *[Signature]* Date: 6/6/12