

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Special Meeting Agenda

Tuesday, June 18, 2013

5:30 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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

	<u>Approx. Time</u>
I. Roll Call: Dennis Hatfield Eric Busse Mason Braunschweig Tina Rossmiller John Rasmussen Kathi Swanson Sandra Spanton Nelson	1 min.
II. Approve Agenda.	1 min.
III. Business (Action Items):	10 min.
A. Approval of Teacher On Call Service.	
B. Approval of Staff Changes: Teacher Resignation and Teacher Contracts.	
IV. Information & Discussion:	10 min.
A. Discuss Internal Transfers.	
B. Discuss District Art Positions	
V. Adjourn.	1 min.

Mission Statement:

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

Vision Statement:

Creating a culture of excellence in:

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

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

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

Posted: 6/13/13

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Special Meeting Agenda/Briefs

Tuesday, June 18, 2013

5:30 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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			<u>Approx. Time</u>	
I.	Roll Call: Dennis Hatfield	Eric Busse	Mason Braunschweig	1 min.
	Tina Rossmiller	John Rasmussen		
	Kathi Swanson	Sandra Spanton Nelson		

II. Approve Agenda. 1 min.

Suggested Motion: I move we approve the agenda as presented.

III. Business (Action Items): 10 min.

A. Approval of Teacher On Call Service – Ms. Treuden has enclosed information.

Suggested Motion: I move we approve the District to use Teacher On Call Service as presented.

B. Approval of Staff Changes: Teacher Resignation and Teacher Contracts. Please approve:

1. The teacher resignation of Avery Kansteiner, .50 Levi Guidance.
2. The teacher resignation of Becky Kohler, .67 Art at the High School.
3. The teacher contract of Alexis Burns, 5th Grade Teacher. Alexis recently graduated from Carroll University and did her student teaching in Mukwonago, 5th grade, and long-termed subbed in her student teaching classroom for 2nd semester. Alexis will be paid a salary of \$33,676.
4. The teacher contract for Sarah Traut-Ebert, MS Guidance. You had approved Stephanie Levine for this position and today she indicated that she will not be coming here. Ms. Traut-Ebert earned her Bachelor of Arts in English at U.W. Madison. She completed her Master of School Counseling at Whitewater. She completed her Counseling Internship at Fort Atkinson High School during the 2012-13 school year. During her internship, she developed a Career Fair at Fort Atkinson. Her supervising teacher told Mr. Flaherty that he has had many interns in the past and that Sarah is by far the best. "She is brilliant, and works well with students and adults." Another reference told Mr. Flaherty that, "...Students will

- love her." Sarah will be paid a salary of \$39,611.
5. The teacher contract for Alison Marlin, HS Science. Alison Marlin is a recent graduate from the University of Wisconsin-Madison. She is excited to start her professional career at Evansville High School teaching science. Born and raised in Wisconsin, Alison enjoys camping, hiking, traveling, gardening, and bicycling. She looks forward to working with students to investigate scientific phenomena, collaborating with staff to enrich learning, and getting to know members of the community. Alison will be paid a salary of \$33,676.
 6. The teacher contract for Katy Fisher, HS .33 Social Studies. In 2005, I graduated from UW-Eau Claire with a degree in History and went on to UW-River Falls to obtain my initial teaching license at the graduate level. For the 2007-2008 school year, I taught at Verrado Middle School in Buckeye, Arizona teaching 6th grade Ancient Civilizations. I then moved back to the Midwest and have been a substitute teacher in various school districts for the last five years. I have been fortunate to have 2 long term substitute positions at Evansville High School along with assisting the Cross Country Running team for the 2010 and 2011 seasons. In the spring of 2012 I was a long term substitute at Cardinal Heights Upper Middle School in Sun Prairie teaching 9th grade World History. Outside of the classroom I enjoy running, baking, watching movies with my husband, and taking family walks with my son Charlie and little dog Bailey. Katy will be paid a salary of \$12,774.
 7. The teacher contract for Alice (Ali) Thoftne, HS .67 English as a Second Language (ESL). My name is Alice "Ali" Thoftne and I am 24 years old. I grew up in Lodi, WI. After graduating high school, I went to the University of Wisconsin La Crosse and majored in Spanish and TESOL (ESL) Education. While at La Crosse, I had the opportunity to spend one semester studying in Costa Rica while living with a host family. I have one and a half years of teaching experience under my belt. I began my career in Sparta, WI and am happy to be back in the Madison area. In my spare time I enjoy walking my dog (Stella), reading, being active, and spending time with my friends and family. Ali will be paid a salary of \$23,076.
 8. The teacher contract for Shari Fettig, .85 Elementary Music. Ms. Fettig has taught general music in the Manitowoc and Fort Atkinson school districts. She has also taught Third and fifth grade as well as some preschool. Her previous principal said, "She teaches with passion! She is extremely considerate and creative." She brings this creativity, music knowledge and various experiences to us which will enrich our music program. Shari will be paid a salary of \$31,229.

Suggested Motion: I move we approve the resignation of Teachers, Avery Kansteiner and Becky Kohler.

Suggested Motion: I move we approve the teacher contracts of Alexis Burns, 5th Grade Teacher for a salary of \$33,676; Sarah Traut-Ebert, Middle School Guidance for a salary of \$39,611; Alison Marlin, High School Science for a salary of \$33,676; Katy Fisher, High School .33 Social Studies for a salary of \$12,774; Alice Thoftne, High School .67 English as a Second Language for a salary of \$23,076; and Shari Fettig, .85 Elementary Music for a salary of \$31,229.

IV. Information & Discussion:

10 min.

A. Discuss Internal Transfers – *Mr. Roth has enclosed the teacher internal transfers to date.*

B. Discuss District Art Positions – *Mr. Everson and Ms. Wick have enclosed a memo.*

V. Adjourn.

1 min.

Suggested Motion: I move we adjourn the meeting.

Evansville Community School District

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

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

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Teacher-On-Call Service
Date: June 13, 2013

Attached is a copy of the Agreement provided by Teachers On Call. We have the option for a 2 or 3 year agreement. Please be aware that we pay TOC when subs have actually worked in the District. It is a "pay as you go" invoice process.



TOC 24/7, featuring Aesop technology

AGREEMENT

TOC 24/7, featuring Aesop technology, and Teachers On Call seek to form a strategic partnership with the Evansville Community School District, by customizing services to meet your substitute staffing needs and manage staff absences. Together we will streamline your processes and increase efficiency in your operations, so you can focus resources on delivering a quality education.

Implementation and Rollout:

TOC 24/7 will ...

- Load school and teacher information into the TOC 24/7 database
- Keep all database information confidential
- Train district personnel and teachers how to use TOC 24/7
- Transfer your district's substitute teachers' contact information for TOC's payroll database
- Continue recruiting efforts to expand the database of substitutes available to you
- Train all substitute teachers and educational assistants how to work with TOC, the benefits of working with TOC, and how to use TOC 24/7
- Conduct an annual background check for all substitute teachers, educational assistants, and other substitutes you may request to be added in various job categories – at TOC's expense
- Fill a greater percentage of your district's substitute staffing needs
- Streamline and consolidate your district's and schools' internal processes to manage placement of substitute teachers and other staff positions you choose to add, as well as the payroll and benefits

Evansville Community School District will ...

- Supply in a timely fashion all relevant school, teacher, substitute staff, and educational assistant data necessary for Teachers On Call to upload into the TOC 24/7 database. [NOTE: the district must supply an adequate available substitute and educational assistant staff for Teachers On Call to begin effectively filling orders; Teachers On Call will recruit and build the substitute staff resources from this base and form coalitions with neighboring districts.]
- Direct staff to enter absences online or via the automated 800#, into TOC 24/7's database system ... or, in the event of internet challenges/last-minute emergencies, phone Teachers On Call with the request for a substitute
- Direct teachers to enter lesson plans online, and/or leave a hard copy on their desk
- Provide an in-district lead contact (to be trained upfront by TOC 24/7) to answer staff's questions, pull reports, request a sub online, update the database, change the status of an employee, etc.
- Approve timecards online through their Customer Portal every Monday between 1 PM and 6 PM

Together, we will educate Wisconsin's children!

Invoiced Fee Includes:

- Daily or hourly rate for substitutes, as set by your District. The substitutes' rate must be a market rate, comparable to neighboring districts. [NOTE: minimum four hours per assignment.]
- Taxes and contributions required by the employer: payroll taxes, insurance premiums, workers compensation insurance, unemployment compensation contributions (ACA tax may be additional)
- Overhead expenses for the substitutes: real-time database, back-up manual sub calling, reports, direct deposit, W-2s
- All implementation, training and ongoing support. This will include training materials, web-based videos, and welcome letters with individual Log-In ID and PIN #
- Periodic updates of enhanced functionality

TOC 24/7 Pricing:

The Evansville Community School District will be invoiced only for substitute staff when they are confirmed for an assignment. The School District will be billed weekly; payments are due the 15th and last day of the month. We reserve the right to charge past due accounts 1.5% interest per month from due date. A one-time \$1,000 charge for loading all school information will be assessed for the district; there will be no monthly, annual, or upgrade fees.

We pay substitute teachers on a full-day or half-day basis; and educational assistants at an hourly rate with a 4-hour minimum required per assignment and 15-minute increments thereafter. When all efforts to find a substitute educational assistant are exhausted, TOC will assign a licensed teacher, and pay and bill at the teacher rate (which can be figured hourly with a 4-hour minimum). The District agrees to verify the substitute’s time in the online customer portal. By approving the timecard, the District agrees that the hours submitted are accurate and the district is responsible for payment. If a timecard in the Customer Portal is not approved by 6:00pm Monday but was appropriately submitted by the substitute, TOC will pull it in for payment – the sub will be paid, and the invoice will be submitted for full payment by the District.

It is understood that Teachers On Call’s service is made possible by our substantial investment in advertising, recruiting, interviewing, and screening of each candidate. In the event that the District chooses to hire a TOC employee – on a temporary or permanent basis, directly or indirectly, or at a subsidiary or related facility – the District agrees that the employee must complete a minimum of 480 hours within the District while in the employ of TOC, or the District will pay a placement fee. This provision does not apply to substitutes who were employees of the Evansville Community School District prior to the effective date of this Agreement.

An administrative mark-up of 26% to the substitutes’ rate covers TOC 24/7’s payroll costs, benefits, taxes, insurance, workers comp, unemployment, real-time database, back-up manual sub calling, reports, direct deposit, W-2s, and other overhead expenses. Any legislation, taxes (e.g.: ACA), or other entities directly passing along burden increases to an employer may be added to this percentage at cost after providing notice to the District. If the District adds additional staff groups for whom Workers Comp insurance is at a higher rate, TOC will advise what the additional percentage mark-up will be for this group of employees.

Contract Terms:

The Evansville Community School District and Teachers On Call – TOC 24/7 agree to contract for substitute staffing services for a period of two years – _____ through _____. Teachers On Call will send a Renewal Agreement before this Agreement terminates. This Renewal will include a pricing mark-up if Teachers On Call’s costs increase. Teachers On Call shall be entitled to all monies billed and owed for services; and Teachers On Call shall be relieved of further obligations to the District if this contract ends. In that event, Teachers On Call shall cease to use any of the District’s data, confidential information, materials, and records.

Public Disclosure:

The Evansville Community School District grants to Teachers On Call – TOC 24/7 the right to publicly disclose for advertising and other promotional purposes the fact that the District is using TOC 24/7.

BY SIGNING BELOW, BOTH PARTIES CERTIFY THAT THEY HAVE READ AND AGREE WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT. Both parties also agree that the terms and conditions of this Agreement are confidential information and therefore are not to be shared with any third party without the prior written consent of the other party.

Teachers On Call – TOC 24/7
Signature: _____
Name: _____
Title: _____
Date: _____

Evansville Community School District
Signature: _____
Name: _____
Title: _____
Date: _____

Avery R. Kansteiner
1346 Rutledge St.
Madison, WI 53703
(608)669-5499
averyreven@gmail.com

May 21, 2013

Jerry Roth
Superintendent
Evansville Community School District
340 Fair St.
Evansville, WI 53536

Dear Mr. Roth,

I am writing to tell you that I am resigning from my position as school counselor at Levi Leonard Elementary School. I greatly appreciate the experience I gained as a first-time school counselor in the Evansville Community School District and enjoying working with all of the faculty and staff. I wish you all the best for the future and will be happy to help in this transition should you need anything.

Sincerely,

Avery Kansteiner

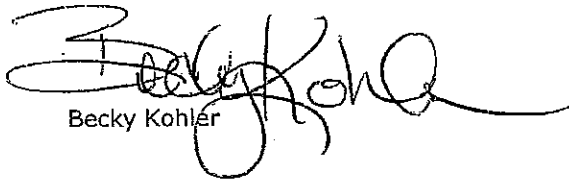
June 5th, 2013

Mr. Scott Everson
Principal
Evansville High School
640 South Fifth St.
Evansville, WI 53536

Dear Mr. Everson,

I am writing to formally notify you that I am resigning from my position as Evansville High School art teacher. After teaching in the Evansville school district for a wonderful nine years, I have accepted the opportunity to be a full time art teacher at Big Foot High School for the 2013-2014 school year. Thank you so much for all of your guidance and support. I have appreciated working in the high school and in a district with great educators.

Yours sincerely,


Becky Kohler

Rec'd 6-18-13
KM

MEMORANDUM

To: Evansville Community School District Board of Education
 From: Jerry Roth, District Administrator
 Re: Internal Teaching Staff Transfers
 Date: June 13, 2013

The information in this memorandum reflects the internal teacher transfers for the 2013-2014 school year. The teacher name, FTE allocation and teaching position held during the 2012-13 school year is on the left and the teacher name, FTE allocation and teaching position for the 2013-14 school year is on the right. As you review this document you will see that some part time positions have been consolidated into full time positions. You will see a Kindergarten position transferred to first grade due to enrollment. You will see the High School .67 ELA position eliminated due to enrollment. You will see an increase of .33 to High School Science due to enrollment.

If you have questions, please call me or the building principals prior to the Board meeting.

<u>2012-13 Teacher(s)/Position</u>		<u>2013-14 Teacher/ Position</u>	
D. Ojeda	1.0 H.S. Spanish	Schwark	1.0 H.S. Spanish
Schwark/Watson	.67 Spanish/.33 Spanish	Watson	1.0 H.S. Spanish
Watson/Haberl	.33 ESL/.33 ELA	New Hire	.67 ESL
Houfe	1.0 Science	Stalder	1.0 Science
Stalder/Haberl	.67 Science/.33 ELA	New Hire	1.0 Science
Haberl	.67 ELA	Enroll Reduct	.67 ELA
Watson	.33 Social Studies	New Hire	.33 Social Studies
Bodell	1.0 TRIS Music	C. Zblewski	1.0 TRIS Music
C. Zblewski	1.0 Music	New Hire	1.0 Music
Kohler/Abel/Marshall	.67 Art/.67 Art/ .85 Art	Abel/Marshall	1.0 Art/1.0 Art
McClellan	1.0 Kindergarten	McClellan	1.0 First Grade

MEMORANDUM

To: Evansville Community School District Board of Education
From: Scott Everson, EHS Principal; Joan Wick, TRIS Principal
Re: Internal Teaching Staff Transfers – Art Rationale
Date: June 13, 2013

The information in this memorandum reflects one of the internal teacher transfers – specifically Art – for the 2013-2014 school year.

If you have questions, please call me prior to the Board meeting.

2012-13 Teacher(s)/Position

2013-14 Teacher/ Position

Kohler/Abel/Marshall .67 Art/.67 Art/.85 Art

Abel/Marshall 1.0 Art/1.0 Art

During this past 2012-2013 school year, we had three part-time Art teachers: Jeannie Abel (.66 FTE @ HS), Becky Kohler (.66 FTE @ HS), and Kim Marshall (.85 FTE @ TRIS). Becky has recently accepted a position in another school district and will be submitting her letter of resignation to us in the near future. For 2013-2014, we are proposing to shift Jeannie Abel and Kim Marshall to full-time and have Kim travel to the HS one block to cover all needed classes in both buildings. Given the decrease enrollment in LL and TRIS, Kim would have ample time in her schedule to accommodate this shift. This also benefits both teachers as we would effectively move from three part-time teachers to two full-time teachers through this sharing of staff.