

VII. Future Agenda – Chair, Kathi Swanson - 5 min
A. Develop April 8 Regular Board Meeting Agenda.

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

Posted: 3/21/13

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Monday, March 25, 2013

6:30 p.m.

TRIS LMC

(Enter off of Fair Street, Door 41)

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

I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse APPROX. TIME 2 min
John Rasmussen Tina Rossmiller Nancy Hurley

II. Approve Agenda. 1 min

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

III. Business (Action Items) – 60 min

A. Approval of Staff Changes: Support Staff Resignation, Teacher Resignation, and Assistant Girls Softball Coach – Please approve the resignation of support staff, Denise Karis, effective 3-15-13, and Abigail Houfe, High School Science Teacher, at the end of the 2012-2013 school year.

Suggested Motion: I move we approve the resignation of support staff, Denise Karis, effective March 15, 2013, and Abigail Houfe, High School Science Teacher, at the end of the 2012-2013 school year, and thank them for their years of service to the District.

We are hoping to have a contract ready on Monday for your approval for an Assistant Girls Softball Coach to _____ for a stipend of _____, pending approval of passing of hiring procedure.

Suggested Motion: I move we approve the _____

B. Approval of AP Spanish and AP Portfolio Art New High School Courses – These courses were in the last Board packet. Please approve.

Suggested Motion: I move we approve the new high school courses, AP Spanish and AP Portfolio Art, as presented.

- IV. Consent (Action Items) –** 5 min
- A. Approval of February 25 Regular Meeting Minutes.
 - B. Approval of Middle and High School 2013-2014 Student Handbooks.
 - C. Approval of Policies: #527.3-Employee Grievance Procedures and #527.2 Form–Grievance Form.

Suggested Motion: I move we approve the consent agenda items: February 25 regular meeting minutes, middle and high school 2013-2014 student handbooks, and policies #527.3-Employee Grievance Procedures and #527.2 Form–Grievance Form, as presented.

- V. Handbook Committee – Chair, Kathi Swanson/Jerry Roth**
- A. Discussion of Employee Handbook Written Draft, Part II, Sec. 7-8 (Certified Staff-Insurance and Leave and Retirement Benefits) and Part III, Sec. 7-11 (Support Staff-Paid Vacation, Holidays, Leave Benefits, Insurance Benefits, and Retirement Benefits) – This section comes forward for additional discussion.
 - B. Discussion of Employee Handbook, Part I (All Employees), Section 5, Pay Periods, 5.01, Payroll Cycle, A-School Year Employees, 1-Teachers - Enclosed is a memo and the Employee Handbook section that is in consideration for change (highlighted in yellow).

VI. Budget Finance – Chair, Tina Rossmiller – 75 min

- A. Discussion Items:
- 1) Facilities Update – *Mr. Francis has provided the enclosed documents and will be at the meeting.*
 - 2) Update on Evansville Education Foundation – *Ms. Hurley will give an update.*
 - 3) Insurance Committee Update – *Ms. Hurley will give an update.*
 - 4) 2012-13 Budget Update – *Ms. Treuden will give an update.*
 - 5) 2013-14 Budget Update – *Ms. Treuden will give an update.*
 - 6) 2013-2014 Staffing Presentations – *Administrative Team will present.*
- B. Develop Budget Finance Agenda Items for April 29 Meeting.

VII. Future Agenda – Chair, Kathi Swanson - 5 min

- A. Develop April 8 Regular Board Meeting Agenda – *Due to Spring Break, the week prior to this Board meeting, there will be no High School Representatives and Administrators'/Principals' reports for this meeting.*

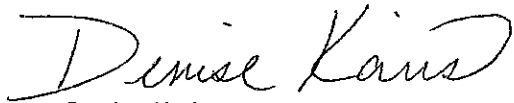
VIII. Adjourn. 1 min

Suggested Motion: I move we adjourn the meeting.

Mr. Roth,

It is with great sadness, that I feel it is time to end my employment with the Evansville School District effective March 15, 2013. I have enjoyed the eighteen years I have been associated with the district. I would like to add that I appreciate your flexibility with me this last year. I wish you success and happiness.

Sincerely,

A handwritten signature in cursive script that reads "Denise Karis".

Denise Karis

Rec'd
3-12-13
KM

March 14, 2013

Evansville School District
340 S Fair St
Evansville, WI 53536

To the Evansville School District Board of Education and Superintendent Jerry Roth:

Please accept this letter as notice of resignation, as I will not be renewing my contract as High School Science Teacher for the 2013-2014 school year. This was not an easy decision to make. Evansville School District has provided me with mentorship and guidance through the entirety of my professional career. My student teaching experience and continued guidance throughout my professional career, as I worked outside of the school district as well as upon my return to Evansville, are relationships and experiences of outstanding quality that I would not be able to gain from any other path than the journey that Evansville School District has provided me. It is of my humble opinion that Evansville High School continues to remain on track with the vision of striving "to become a truly elite environment of excellence in learning." I thank the members of Evansville School District; fellow teachers, students, administration, support staff, and parents for guiding me professionally to becoming an educator who instills passion for learning within my students. I am forever grateful for the rewarding experience and employment that Evansville School District has provided me.

After much consideration, though, I have accepted a position with another school district. And I forever wish the best for the Evansville School District.

With My Greatest Sincerity,

A handwritten signature in black ink, appearing to read "Abigail Houfe". The signature is written in a cursive, flowing style with a large initial "A".

Abigail Houfe

c.c. Scott Everson

2012-2013 ECSD NEW COURSE APPROVAL FORM

Date: January 30, 2013

Department Chairperson/Building Coordinator: Diego Ojeda

Department: World Language

Building: High School

Proposed Course Title: AP Spanish

Grade Level: High School

Course Length: 2 Terms

Credits: 1

Requirement/Elective: Elective

Meeting Frequency: Daily

Anticipated Enrollment: 20

Prerequisites: Spanish I, II, III, IV

Anticipated Course Implementation Date: 2013-14 School Year

Principal's Approval: 1/30/13

Comments: The Spanish Department has been working over the past two years to better align curriculum and attended College Board training in preparation for implementation of AP Spanish.

Review & Discuss Within the Building Between Departments – Date: 2010-11 and 2011-12 school years
Comments:

System wide Curriculum Committee Review Date: 2.27.13

Comments: The 7-12 Spanish teachers were supportive of implementing AP Spanish in place of Spanish V and believe that this transformation will be a benefit to our students. The team reviewed and discussed the new course proposal and AP Spanish syllabus. The team believes that adding a more rigorous capstone course in Spanish will raise the bar of expectations in reading, writing, listening, and speaking fluency in the beginning level classes. In addition, Spanish instruction will need to focus on developing student competency in the five areas designated by the American Council on the Teaching of Foreign Languages—communication, cultures, connections, comparisons, and communities—in order to support students in becoming advanced language users.

Director of Instruction/District Administrator's Approval: 3.4.13

The District Administrator and Director of Instruction discussed this course proposal with Mr. Everson. This course option is one in an on-going effort to increase the learning opportunities for students who wish to earn college credits during their high school experience, or would like the challenge and rigor that Advanced Placement courses offer.

Board of Education Approval Date: _____

2012-2013 ECSD NEW COURSE APPROVAL FORM

Date: January 30, 2013

Department Chairperson/Building Coordinator: Becky Kohler

Department: Art

Building: High School

Proposed Course Title: AP Portfolio Art

Grade Level: High School

Course Length: 2 Terms

Credits: 1

Requirement/Elective: Elective

Meeting Frequency: Daily

Anticipated Enrollment: Prerequisites: Students should take fundamental art classes in their area of interest to develop the expertise needed to prepare a portfolio. For example, a student may take Basic Design, Sculpture 1, Ceramics 1, and then take AP Studio Art to complete a portfolio of work.

Anticipated Course Implementation Date: 2013-14 School Year

Principal's Approval: 1/30/13

Comments:

The art department began investigating the possibility of AP Studio Art during the 2010-11 school year. The purpose of the course is to provide arts students with a capstone experience in art that also helps them prepare portfolios for college entrance.

Review & Discuss Within the Building Between Departments – Date: 2010-11 School year.

Comments:

System wide Curriculum Committee Review Date: 2.27.13

Comments: The K-12 art team was pleased to support a capstone course in the art department. Students will learn about art history and art techniques at a college level. This offering will increase the quality of art education in the district by teaching students how to develop a portfolio of their work. Students will learn how to create an artist's statement, create original works, and learn how to photograph them. The K-12 team is excited about the rigor and the opportunities that this course will offer for our most advanced art students. Additional discussion included thoughts about class size, scheduling, and formative assessment.

Director of Instruction/District Administrator's Approval: 3.4.13

The District Administrator and Director of Instruction discussed this course proposal with Mr. Everson. This course option is one in an on-going effort to increase the learning opportunities for students who wish to earn college credits during their high school experience, or would like the challenge and rigor that Advanced Placement courses offer.

Board of Education Approval Date: _____

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, February 25, 2013, at 6:30 pm in the District Board and Training Center room.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Hatfield, Rasmussen, Swanson, Rossmiller, Busse, and Hurley arrived at 6:31 pm. Absent: Skinner.

APPROVE AGENDA

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

PRESENTATION

Extra/Co-Curricular Committee members, Brian Cashore, Peter Diedrich, Dawn Creswell, Rob Kostroun, Alisa Sunness, Bob Flaherty, and Marissa Haegele presented Committee findings. Other Committee members present: John Rasmussen, Dennis Hatfield, Tom Bethke, Karla Wickersham, and Carolyn Mills. Discussion.

PUBLIC PRESENTATIONS

Three public presentations, by staff members, spoke in opposition of removing cash-in-lieu in the Employee Handbook. One staff member spoke neutrally on cash-in-lieu. One staff member spoke on support staff benefits.

BUSINESS (Action Items)

Motion by Ms. Rossmiller, seconded by Mr. Rasmussen, moved to approve the Employee Handbook written draft, Part II, Sec. 7-8 (Certified Staff-Insurance and Leave, Retirement Benefits) and Part III, Sec. 7-11 (Support Staff-Paid Vacation, Holidays, Leave Benefits, Insurance Benefits, and Retirement Benefits) as presented. Discussion.

Motion by Mr. Hatfield, seconded by Ms. Hurley, moved to table this motion, and have the President set up a special meeting at the time and place convenient for Board and Administration to discuss the subject matter of this section of the Handbook. Motion carried, 6-0 (voice vote).

Motion by Mr. Hatfield, seconded by Mr. Busse, moved to regretfully approve the retirement of Sandy Erickson, 4th grade teacher, effective at the end of the 2012-13 school year and the teacher resignations of: Laura Pine, Levi music teacher; Heather McKenna, high school special education teacher; and Mary Beth Gladem, 3rd grade teacher, effective at the end of the 2012-13 school year. Motion carried, 6-0 (voice vote).

Motion by Mr. Hatfield, seconded by Mr. Rasmussen, moved to approve the hiring of Rene Vanthournout as a food service Cook 1, at a salary of \$14.12/hour. Motion carried, 6-0 (voice vote).

Motion by Mr. Hatfield, seconded by Mr. Busse, moved to approve the resignation of food service worker, Ellen Punzel, effective February 27, 2013. Motion carried, 6-0 (voice vote).

Motion by Ms. Hurley, seconded by Mr. Hatfield, moved to approve the contracts of Katelyn Demrow and Leslie Ferrell, .50 middle school forensics coaches, each to receive a salary of \$491. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Hatfield, seconded by Ms. Rossmiller, moved to approve the Teacher Memorandum of Agreement for Job Sharing with Nancy Greve-Shannon and Linda Volk for the 2013-2014 school year as presented. Discussion. Motion carried, 6-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the 2013-2014 school calendar as presented. Discussion. Motion carried, 6-0 (voice vote).

CONSENT (Action Items)

Motion by Ms. Rossmiller, seconded by Mr. Hatfield, moved to approve the consent agenda items: policy #222.1-Compensation and Benefits for Non-Represented Employees, for removal from the Policy Handbook and the January 28 regular meeting minutes as presented. Motion carried, 6-0 (voice vote).

BUDGET FINANCE

Business Manager, Ms. Treuden, presented budget impact statements on impact of reduction of staff for this current school year (2012-2013). Discussion.

Ms. Treuden gave verbal 2013-2014 budget impact after Governor Walker announced his budget last week. The District will need to cut an additional \$90,000. Discussion.

Ms. Hurley presented an Evansville Education Foundation report. Discussion.

Budget Finance agenda items discussed for next meeting.

HANDBOOK COMMITTEE

Ms. Swanson presented the Employee Handbook written draft, Parts IV (Administrative and District Level Staff), V (Co-and Extra-Curricular Staff), and VI (Substitute and Seasonal Staff). Discussion.

BOARD DEVELOPMENT

Ms. Swanson led discussion of Committees of the whole Board vs. individual committees. Discussion. Will keep Board meetings as are and discuss at the reorganization meeting in April.

Mr. Hatfield asked to set the special meeting on the Employee Handbook. Discussion. Consensus that a special meeting will be Wednesday, March 6 at 6:30 pm in the District Board and Training Center room.

Mr. Hatfield left the meeting at 9:40 pm.

Ms. Swanson led discussion on whether to proceed with discussing the book, Becoming a Better Board Member, when not all Board members not in attendance. Discussion. Consensus to defer Board Development until April reorganization meeting.

FUTURE AGENDA

March 11 regular Board meeting agenda presented. Discussion. March 6 special meeting agenda will include staffing proposal discussion.

ADJOURN

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 5-0 (voice vote). Meeting adjourned at 10:13 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____
Kathi Swanson, President

Dated: _____

Approved:

Unapproved Minutes

EMPLOYEE GRIEVANCE PROCEDURES
(Discipline, Termination and Workplace Safety)

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

Definitions

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

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

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

Time Limits

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

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

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

Grievance Processing Procedures

Grievances shall be processed in accordance with the following procedures:

Step One – *Filing of the Grievance in Writing*

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

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

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

Step Two – *The District’s Administrative Response*

The District Administrator or designee shall determine the administrator or supervisor who will provide the initial response to the grievance, which shall be in writing and shall be issued within twenty (20) days of the filing of the grievance. If the Administration determines that a factual investigation is needed or is ongoing and should be completed in order to properly respond to the grievance, the District Administrator may extend the time limit for issuing an initial response as reasonable and necessary by giving written notice of such extension to the grievant, generally not to exceed twenty (20) additional days.

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

If the grievance has not been resolved and either (1) has been denied in the form of a written response from a supervisor or administrator other than the District Administrator; or (2) no initial administrative response has been provided by the District by the applicable deadline for

an initial administrative response, the grievant may drop the grievance or, to continue the grievance, the grievant must file a request for reconsideration by the District Administrator.

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

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

Step Three - Appeal to Impartial Hearing Officer and Hearing

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

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

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

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

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

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

In a grievance over a workplace safety issue, the grievant shall have the burden of proving by a preponderance of the evidence the existence of a condition in the workplace, whether ongoing or reasonably likely to reoccur, that (1) constitutes a violation of a workplace health or safety code, regulation, or standard; or (2) poses a recognized hazard likely to cause death or serious physical harm to the employee; and (3) has an appropriate remedy that is within the reasonable control of the District.

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

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

Step Four - Appeal to the School Board

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

Generally, the Board's review of the grievance and the hearing officer's decision will be based upon the record created through the Step Three hearing and the presentation of argument to the Board via letter briefs and/or in person at any meeting that may be scheduled for that purpose. The Board President shall have authority to establish any briefing schedule and coordinate the scheduling of any meeting that may involve the attendance of the parties. If the Board determines more information is necessary, it may either remand the matter to the hearing officer, or allow the parties to present additional information to the Board, observing any legal requirements relating to open meetings, confidentiality or privacy.

On appeal from Step Three, the Board may (1) modify any factual findings of the hearing officer if, after reviewing the record and consulting with the hearing officer to the extent the Board deems necessary, the Board concludes that the most reasonable view of the record calls for modification of one or more of the findings; or (2) remand the case to the hearing officer for further factual development and (if necessary) revised conclusions of law; or (3) call for additional hearing before the Board. In terms of conclusions of law, mixed questions of law and fact, and decisions as to appropriate remedies (if any), the Board shall apply a de novo standard

of review, meaning that the decision(s) being appealed shall be accorded no particular deference.

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

Grievant's Right to Elect Representation

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

Consolidation of Grievances

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

Grievances Filed by the District Administrator

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

Voluntary Modifications to and Waiver of Procedures

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

Settlement of Grievances

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

Local Ref.: Policy #527.2-Employee Grievances

Policy #527.4-Impartial Hearing Officer Selection Procedures

Evansville Community School District
 Grievance Form

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

Signature _____

Date _____

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

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

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

4
5 **7.01 Holidays**

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

8
9 **7.02 Sick, Personal, Bereavement, and Leave Benefits**

10 *Refer to Policies: 529.3 – Bereavement Leave*

11 *529.1 – Family & Medical Leave*

12 *529.4 – Use of Sick Leave*

13 *529.45 – Personal Leave*

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

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

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7. Any employee covered by long term disability insurance shall not be eligible to claim sick leave pay at such time as the employee becomes eligible for LTD benefits.
 8. ~~For teachers hired before July 1st, 2013,~~ Accrued sick time up to a limit of **880 hours** ~~one hundred ten (110) days~~ shall be paid out at **\$12.50 per hour** ~~the beginning daily substitute rate of pay~~ at the time of retirement. Teachers with at least twenty (20) years of service **in the District** may accumulate and be paid for up to **968 hours** ~~one hundred twenty one (121) days~~ payable upon retirement. Payment will be made into a non-elective TSA according to the terms of the District 403b plan.
 9. Sick ~~or~~ personal ~~or~~ business time as outlined in this section shall be administered on an hourly basis of an eight (8) hour day.
 10. Sick ~~or~~ personal ~~or~~ business time of less than one hundred twenty (120) minutes will not be charged to sick ~~or~~ personal ~~or~~ business ~~or~~ funeral ~~or~~ bereavement leave if a substitute is not required.
 11. The District agrees that no deduction for benefits will be required for up to two (2) days of non-paid leave in a contract year. Benefits will continue to be paid by the District.
 12. If an employee takes more than two (2) non-paid leave days in a contract year, the District will deduct from the employee's payroll an amount per day determined by the following formula: Formula – divide the annual cost of the benefit by 260 days, multiply the resulting amount times the number of non-paid leave days in excess of two (2), and the result will be the total amount to be deducted for benefits. For example, if the health insurance annual premium is \$18,180 divided by 260 days the amount will be approximately \$70 per day for employees with the family health plan.
 13. Use of sick leave under this section will be allowed to care for a spouse/domestic partner, parent, child and other dependent members of household.
 14. All requests for unpaid leave must be approved by the District Administrator or his/her designee.
- B. Funeral/Bereavement
1. Employees of the District 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.

- 98 2. Up to two (2) days of the above leave per year shall be allowed for individuals
99 not listed above.
100
101 3. Employees who have exhausted their funeral/bereavement leave may request in
102 writing from the District Administrator use of up to five (5) of their sick days
103 as needed for funeral/bereavement leave.
104

105 C. Family and Medical Leave Act

106 Leaves of absence involving a serious health condition of the employee or the
107 employee's parent, child or spouse/domestic partner, as well as leaves attendant to
108 the birth, adoption or foster care placement of a child, shall be granted consistent
109 with the applicable provisions of state and federal Family and Medical Leave Act
110 (FMLA) laws for employees who qualify for coverage under such laws. It will be
111 the responsibility of the employee to notify Human Resources of the need for
112 FMLA. Any teacher who has used all accumulated sick leave because of an
113 extended illness shall be placed on an approved leave of absence, without pay, for
114 the duration of the FMLA. During such approved leave of absence, the teacher
115 shall retain all rights and privileges granted by § 118.22, Wis. Stats. Upon return
116 from any such approved leave of absence, a teacher shall be assigned to the same
117 position if available, or if not, an equivalent position.
118

119 D. Childbearing/Childrearing/Adoption/Other Leave

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

- 121 1. ~~Teachers may, upon request, be granted a leave of absence up to one school~~
122 ~~year for maternity, paternity, or adoption.~~
123
124 2. ~~A person may use any portion of their accumulated sick days during their leave~~
125 ~~and/or save days for the next active teaching time.~~
126
127 3. ~~After FMLA benefits are exhausted, the teacher will be required to pay for~~
128 ~~benefits.~~
129

130 **7.03 Leave of Absence**

131 *Refer to Policies: 529.4 – Use of Sick Leave*
132 *529.45 – Personal Leave*
133 *529.3 – Bereavement Leave*
134 *529.1 – Family & Medical Leave*
135 *529.5 – Uniformed Services Leave*
136 *529.2 – Jury Duty Leave*
137

138 **7.04 Eligibility for and Payment Towards Coverage of Health, Dental, Life,**
139 **Disability, and Liability Insurance**

140 Employees regularly scheduled at least 20 hours per week during the school year are eligible
141 for the following insurance benefits with the premium contribution being prorated as the
142 percentage of employment. Eligibility for coverage is dependent upon the terms of each
143 insurance plan.
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145 The percentage of the premium paid by the employee and the District will be determined by
146 the Board of Education on an annual basis.

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

- A. Employees who qualify for participation in the District group health insurance plan but who have coverage through another plan other than the District group health insurance plan may waive participation under the District group health insurance plan and elect to receive cash compensation in lieu of the health insurance benefit. The amount of the cash compensation will be set by the Board prior to the District’s annual open enrollment period. ~~The cash in lieu of insurance benefit is not available for employees who have coverage under the District plan through a family plan. Employees who are spouses or domestic partners of other District employees who are also eligible for health insurance under the District group health insurance plan will be eligible for one family health insurance plan or two single health insurance plans.~~
- B. Employees who choose the ABP option may sign up at any time due to qualifying life events.
- C. ~~In order for this proposal to remain in effect, a sufficient number of employees must opt out of their coverage so as not to cause an added expense for the District. Such determination of the additional expense is made by the District in its sole discretion.~~
- D. ~~The District may, at its discretion, discontinue the cash compensation in lieu of health insurance benefit by providing the participating employees with written notice of not less than sixty (60) days and an “open enrollment” opportunity to enroll in the group health insurance plan.~~

Section 8 RETIREMENT BENEFITS

8.01 Wisconsin Retirement System (WRS) Contributions

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

A. Retirement Notification

~~Employees who choose retirement shall notify the District of their intent to do so at least ninety (90) days prior to the expected date of retirement. Retirement notification shall be submitted on or before February 1st for budget planning and staffing purposes. Employees who submit their notice after February 1st will~~ **may** be required to pay \$500.00.

B. Retiree - Benefits

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

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

1. The Board of Education of the Evansville Community School District and the Evansville Education Association agree to establish a Health Reimbursement

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Arrangement (HRA) for teachers who choose to retire.

2. An employee may elect to retire at the conclusion of a school year provided that person has reached age fifty-five (55) no later than September 1st of the next school year.
3. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of retiring employees as follows:
 - a. Participants who have taught at least ten (10) full-time equivalent years in the District shall receive an annual payment of \$16,728 for three (3) consecutive years (or until eligible for Medicare) to be deposited into their HRA account.
 - b. Participants who have taught at least fifteen (15) full-time equivalent years in the District shall receive an annual payment of \$16,728 for four (4) consecutive years (or until eligible for Medicare) to be deposited into their HRA account. **The amount of the annual payment will be determined by the Board on an annual basis annually, based on insurance industry trends.**
 - c. Any payments into the HRA account will be 100% vested upon payment.
 - d. A retired employee may use proceeds from the HRA to buy into the District's insurance plan if the employee requests and if allowed by the insurance carrier.
 - e. The District shall be responsible for payment of any HRA administrative fees.
4. If an employee dies prior to exhausting the HRA benefit, the payments shall continue to be made into the HRA account, and the spouse/domestic partner, and/or dependent(s) eligible for employee's health insurance benefit shall receive the remainder of the benefit per the terms of the HRA plan. If there are none, no payment will be made to an estate.

Teachers hired after June 30, 2013

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

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

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PART III Support Staff

Section 7 PAID VACATIONS

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

- A. All employees who work 197-229 days (10 month employees) are allowed paid vacations under the following plan:
 - 1. Two (2) days after one (1) year; and one (1) day for each additional year of service.
 - 2. Vacation shall not exceed five (5) days per year.
- B. All employees who work 230-259 days (11 month employees) are allowed paid vacations under the following plan:
 - 1. One (1) week after one (1) year; and one (1) day for each additional year of service.
 - 2. Vacation shall not exceed three (3) weeks per year.
- C. **Employees are encouraged to use their vacation in the year earned. Five (5) days of vacation may be carried over into the next school contract year upon request.**
- D. Vacations will be arranged with the cooperation of the employee and the employee's immediate supervisor, or in the absence of the immediate supervisor, the District Administrator.

Administrative Assistants:

- A. Two (2) weeks paid vacation after one year of service; and one day for each additional year of service not to exceed twenty (20) days.
- B. For Administrative Assistants hired before June 30th, 2012 - Two (2) additional days of vacation during Spring Break.

Custodians:

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

- 1 year, 2 weeks
- 2 years, 2 weeks, 1 day

- 294 3 years, 2 weeks, 2 days
- 295 4 years, 2 weeks, 3 days
- 296 5 years, 2 weeks, 4 days
- 297 6 years, 3 weeks
- 298 7 years, 3 weeks, 1 day
- 299 8 years, 3 weeks, 2 days
- 300 9 years, 3 weeks, 3 days
- 301 10 years, 3 weeks, 4 days
- 302 11 years, 4 weeks
- 303 12 years, 4 weeks, 1 day
- 304 13 years, 4 weeks, 2 days
- 305 14 years, 4 weeks, 3 days
- 306 15 years, 4 weeks, 4 days
- 307 16 years, 5 weeks
- 308
- 309 11+ years, 4 weeks

312 Food Service: No Vacation.

314 **Section 8 HOLIDAYS**

316 **8.01 Holidays Defined**

317 A. Employees hired for the number of days indicated in the table below shall be
 318 compensated for holidays.
 319

Number of Days Worked in a School Year	Holidays*
180-196 (9 month)	5 Holidays
197-229 259-(10-11 month)	6 Holidays
230 -259 (11 month)	8 Holidays
260 (12 month)	10 Holidays

320
 321 * Holidays are specified in Section B below.

322
 323 B. Holidays as granted are paid for but not worked. In the case of an employee on
 324 vacation or sick leave, the time shall not be deducted from vacation or sick leave.
 325 To be paid for these days, the employee must work, be on sick leave, or vacation,
 326 both the work day before the holiday and the work day after the holiday. The
 327 exception to this shall be Labor Day and Memorial Day if those days occur before
 328 the first work day of the employee’s assignment or after the last work day of the
 329 employee’s assignment. Holidays falling on week-ends will be celebrated the
 330 work day before or the work day after unless school classes are held.

331
 332 C. Holidays according to the table in Section A are granted as follows:

- 333
- 334 1. 180-196 days (9 month) – Labor Day, Thanksgiving Day, Christmas Day, New
 335 Year’s Day and Memorial Day.
- 336
- 337 2. 197-229 259 days (10-11 month) – Labor Day, Thanksgiving Day, the Friday

338 after Thanksgiving, Christmas Day, New Year's Day and Memorial Day.
339

- 340 3. **230-259 (11 month) - Labor Day, Thanksgiving Day, the Friday after**
341 **Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day,**
342 **New Year's Day, and Memorial Day.**
343
- 344 4. 260 days (12 month) – Independence Day, Day after Independence Day, Labor
345 Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day,
346 Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day.
347
- 348 4. Administrative assistants hired before July 1, 2012, shall retain twelve (12)
349 holidays - Independence Day, Day after Independence Day, Labor Day,
350 Thanksgiving Day, the Friday after Thanksgiving, **Christmas Eve Day,**
351 **Christmas Day, Day After Christmas,** the day before New Year's Eve Day,
352 New Year's Eve Day, New Year's Day, and Memorial Day. The day before
353 Christmas Eve Day will be a holiday if school is not in session. If school is in
354 session, employees may choose a floating day when school is not in session.
355
- 356 5. All part-time employees will receive holidays on a prorated basis.
357
358

359 **8.02 Holidays Falling on Weekends**

360 If any of the holidays listed above, fall on a Saturday, the preceding workday shall be
361 observed as the holiday. If any of the above named holidays falls on a Sunday, the following
362 workday shall be observed as the holiday. If January 1st falls on a Sunday and school is
363 scheduled to begin on the following Monday, the preceding Thursday shall be observed as the
364 December 31st holiday and the preceding Friday shall be observed as the January 1st holiday.
365 If December 24 and December 31 fall on a Sunday, the preceding Friday shall be declared the
366 holiday unless the preceding Friday is a student contact day. If the preceding Friday is a
367 student contact day, section 8.03 will apply.
368

369 **8.03 Holidays Falling on Student Contact Days**

370 If any of the holidays listed in section 8.01 ~~6-01~~, above, fall on a student contact day, the
371 employees shall work their regular hours that day, and shall instead receive a paid holiday on
372 a date determined by the Administration.
373

374 **8.04 Work on a Holiday**

375 Except as provided in section 8.03, above, employees who work on any of the above-
376 mentioned holidays shall be paid time and one-half for all hours worked in addition to the
377 holiday pay.
378

379 **8.05 Holidays During Vacation**

380 If any of the above holidays fall within an employee's vacation period, the employee shall be
381 allowed to take an additional day of vacation in lieu of such holiday.
382

383 **8.06 Eligibility for Holiday**

384 In order to be eligible for holiday pay, an employee must work the employee's scheduled
385 workdays immediately preceding and following the holiday, unless the employee is on an

386 excused absence with pay which has been approved by the District Administrator and/or
387 his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay
388 if the holiday falls during the absence period.

389

390

391 **Section 9 LEAVE BENEFITS**

392

393 **9.01 Sick, Personal, Bereavement, Leave Benefits**

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

395 *529.45 – Personal Leave*

396 *529.3 – Bereavement Leave*

397 *529.1 – Family & Medical Leave*

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

401

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

406

407 B. Funeral/Bereavement

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

414

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

417

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

421

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

429

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

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

Section 10 INSURANCE BENEFITS

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

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

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

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

- A. Employees who qualify for participation in the District group health insurance plan but who have coverage through another plan other than the District group health insurance plan may waive participation under the District group health insurance plan and elect to receive cash compensation in lieu of the health insurance benefit. The amount of the cash compensation will be set by the Board prior to the District’s annual open enrollment period. ~~The cash in lieu of insurance benefit is not available for employees who have coverage under the District plan through a family plan. Employees who are spouses or domestic partners of other District employees who are also eligible for health insurance under the District group health insurance plan will be eligible for one family health insurance plan or two single health insurance plans.~~
- B. Employees who choose the ABP option may sign up at any time due qualifying life events.
- C. ~~In order for this proposal to remain in effect, a sufficient number of employees must opt out of their coverage so as not to cause an added expense for the District. Such determination of the additional expense is made by the District in its sole discretion.~~
- D. ~~The District may, at its discretion, discontinue the cash compensation in lieu of health insurance benefit by providing the participating employees with written notice of not less than sixty (60) days and an “open enrollment” opportunity to enroll in the group health insurance plan.~~

484 **Section 11** **RETIREMENT BENEFITS**

485

486 **11.01 Wisconsin Retirement System (WRS) Contributions**

487 All qualified regularly employed full-time and part-time support staff personnel shall pay
488 100% of the employee's required contribution into the WRS as required by state statute.

489

490 **11.02 Retirement Benefits for Educational Assistants, Secretaries, Clerks, and**
491 **Technology Specialists and Food Service**

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

496

497 **11.03 Retirement Benefits for Administrative Assistants Hired Before July 1,**
498 **2012**

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

503

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

508

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

512

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

515

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

521

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

527

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

531

532 D. If an employee dies prior to exhausting the HRA benefit, the payments shall
533 continue to be made into the HRA account, and the spouse and/or dependent(s)
534 eligible for employee's health insurance benefit shall receive the remainder of the
535 benefit per the terms of the HRA plan. If there are none, no payment will be made
536 to an estate.
537

538 **11.04 Retirement Benefits for Administrative Assistants Hired After July 1, 2012**

539 Administrative Assistants, who retire from the District after fifteen (15) years or more of
540 District employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of
541 accumulated unpaid sick leave into a non-elective TSA after the employee's retirement. (This
542 amount is not to exceed a total of \$11,000.) This severance benefit is not subject to WRS
543 contributions.
544

545 **11.05 Retirement Benefits for Custodians hired before June 30, 2013**

546 A. Custodians, who have reached the age of fifty-five (55) and have been employed
547 by the District for fifteen (15) years, shall receive payment for accumulated, unused
548 sick leave. The amount will be twelve dollars (\$12.50) times the number of
549 accumulated sick leave hours up to 880 hours. This will be paid into a non-elective
550 TSA per the District 403b Plan. This severance benefit is not subject to WRS
551 contributions.
552

553 B. Custodians, who have reached the age fifty-five (55) and have been employed by
554 the District for fifteen (15) years, shall be entitled to receive \$16,728 per year for
555 three (3) years (or until eligible for Medicare) deposited into their HRA account.
556 These HRA funds are fully vested from the initial payment.
557

558 **11.06 Retirement Benefits for Custodians hired after June 30, 2013**

559 Custodians, who retire from the District after fifteen (15) years or more of District
560 employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated
561 unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not
562 to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.
563

564
565 Please note: Sections of this handbook will be revised for compliance purposes when the
566 National Health Care Act is fully defined.
567

568
569

John Rasmussen

CASH IN LIEU - CURRENT

Months	H/S	Employee Group	Current State	1-Jul-13
12	S	* Administrators	\$ 5,820.00	TBD
12	H	Custodian - LM	\$ 5,478.00	TBD
12	H	Custodian - Cleaner	\$ 5,478.00	TBD
12	H	Admin. Asst.	\$ 5,000.00	TBD
9	S	Teachers	\$ 5,000.00	TBD
11	H	Guidance Secretary	\$ 4,314.00	TBD
12	H	Technology Specialist	\$ 4,314.00	TBD
10	H	Athletic Secretary	\$ 4,314.00	TBD
9	H	Educ. Asst.	\$ 4,314.00	TBD
9	H	Clerks	\$ 4,314.00	TBD
12	S	*Non-Rep. District	\$ 5,000.00	TBD
9	H	OT/PT	\$ 5,000.00	TBD
9	H	Food Service	N/A	TBD

Food Service staff are not receiving health insurance or CIL

*Not eligible for CIL if spouse is District employee

CASH IN LIEU - PROPOSED

Months	H/S	Employee Group	2013-14	2014-15	2015-16	2016-17	2017-18
12	S	Administrators	4,314.00	3,000.00	2,000.00	1,000.00	-
12	H	Custodian - LM	4,314.00	3,000.00	2,000.00	1,000.00	-
12	H	Custodian - Cleaner	4,314.00	3,000.00	2,000.00	1,000.00	-
12	H	Admin. Asst.	4,314.00	3,000.00	2,000.00	1,000.00	-
9	S	Teachers	4,314.00	3,000.00	2,000.00	1,000.00	-
11	H	Guidance Secretary	4,314.00	3,000.00	2,000.00	1,000.00	-
12	H	Technology Specialist	4,314.00	3,000.00	2,000.00	1,000.00	-
10	H	Athletic Secretary	4,314.00	3,000.00	2,000.00	1,000.00	-
9	H	Educ. Asst.	4,314.00	3,000.00	2,000.00	1,000.00	-
9	H	Clerks	4,314.00	3,000.00	2,000.00	1,000.00	-
12	S	Non-Rep. District	4,314.00	3,000.00	2,000.00	1,000.00	-
9	H	OT/PT	4,314.00	3,000.00	2,000.00	1,000.00	-
9	H	Food Service	N/A	N/A	N/A	N/A	N/A

John Rasmussen

Months	H/S	Employee Group	Current State				Proposed State				New Hires				
			Sick	Personal	Holiday	Vacation	Death	Total	Sick	Personal	Holiday	Vacation	Death	Total	Chg
12	H	*Custodian - LIM	12	3	11	25	5	56	10	3	8	25	4	50	-6
12	H	*Custodian - Cleaner	12	3	11	25	5	56	10	3	8	25	4	50	-6
12	H	Admin. Asst.	10	3	12	22	5	52	10	3	8	22	4	47	-5
12	S	Non-Rep. District	10	3	12	20	5	50	10	3	8	20	4	45	-5
12	S	Administrators	9	3	12	20	5	49	9	3	8	20	4	44	-5
12	H	Technology Specialist	8	3	9	15	5	40	8	3	9	15	4	39	-1
11	H	Guidance Secretary	8	3	9	15	5	40	8	3	7	10	4	32	-8
10	H	Athletic Secretary	7	3	6	5	5	26	7	3	6	5	4	25	-1
9	H	Food Service	4	7	5	0	5	21	4	3	5	0	4	16	-5
9	S	Teachers	8	3	3	0	5	19	8	3	3	0	4	18	-1
9	H	Educ. Asst.	6	3	5	0	5	19	6	3	5	0	4	18	-1
9	H	Clerks	6	3	5	0	5	19	6	3	5	0	4	18	-1
9	H	OT/PT	5	3	3	0	5	16	5	3	3	0	4	15	-1
											463				

*(8)Custodians who have earned 20+ vacation days will continue to earn days up to 25

Rationale

Administrators

Administrators are allowed flexible schedules, are able to attend conferences to get out of the building - proposed changes should be made in next contract renewal

Guidance Secretary

Remove 1 vacation week and add 2 personal days to be more in line with others

Holidays

Remove day after Christmas, News Eve day, day after 4th of July and one other day?

Bereavement

Employee can request 1 more day if needed or employee can use other paid time off

Future changes to the handbook can be made as time and finances dictate

If employee groups want more - the result will be more layoffs

New hires should receive time off as indicated starting now - not June 30th, 2013

John Rasmussen

Months	H/S	Employee Group	Current State			Proposed State			New Hires			
			Max. Sick Hours	Payout per hour	Max. Benefit	Max. Sick Hours	Payout per hour	Max. Benefit	Max. Sick Hours	Payout per hour	Max. Benefit	Change
12	H	Custodian - LM	960	\$ 12.00	\$ 11,520.00	960	\$ 12.50	\$ 12,000.00	880	\$ 12.50	\$ 11,000.00	\$ (1,000.00)
12	H	Custodian - Cleaner	960	\$ 12.00	\$ 11,520.00	960	\$ 12.50	\$ 12,000.00	880	\$ 12.50	\$ 11,000.00	\$ (1,000.00)
12	H	Admin. Asst.	825	\$ 12.67	\$ 10,449.45	880	\$ 12.50	\$ 11,000.00	880	\$ 12.50	\$ 11,000.00	\$ -
12	H	Admin. Asst.-20 yrs	880	\$ 12.67	\$ 11,146.08	880	\$ 12.67	\$ 11,146.08	880	\$ 12.50	\$ 11,000.00	\$ (146.08)
12	H	Administrators	880	\$ 11.88	\$ 10,450.00	880	\$ 11.88	\$ 10,450.00	880	\$ 12.50	\$ 11,000.00	\$ 550.00
12	S	Non-Rep. District	880	\$ 11.88	\$ 10,450.00	880	\$ 11.88	\$ 10,450.00	880	\$ 12.50	\$ 11,000.00	\$ 550.00
12	H	Technology Specialist	825	\$ 16.52	\$ 13,629.00	825	\$ 16.52	\$ 13,629.00	880	\$ 12.50	\$ 11,000.00	\$ (2,629.00)
11	H	Guidance Secretary	825	\$ 16.52	\$ 13,629.00	825	\$ 16.52	\$ 13,629.00	880	\$ 12.50	\$ 11,000.00	\$ (2,629.00)
10	H	Athletic Secretary	825	\$ 16.52	\$ 13,629.00	825	\$ 16.52	\$ 13,629.00	880	\$ 12.50	\$ 11,000.00	\$ (2,629.00)
9	H	Food Service	412.5	\$ 15.00	\$ 6,187.50	412.5	\$ 15.00	\$ 6,187.50	412.5	\$ 12.50	\$ 5,156.25	\$ (1,031.25)
9	S	Teachers	825	\$ 12.67	\$ 10,450.00	880	\$ 12.50	\$ 11,000.00	880	\$ 12.50	\$ 11,000.00	\$ -
9	S	Teachers 20 yrs	907.5	\$ 12.67	\$ 11,494.40	880	\$ 12.50	\$ 11,000.00	880	\$ 12.50	\$ 11,000.00	\$ -
9	H	Educ. Asst.	825	\$ 14.35	\$ 11,838.75	825	\$ 14.35	\$ 11,838.75	880	\$ 12.50	\$ 11,000.00	\$ (838.75)
9	H	Clerks	825	\$ 14.35	\$ 11,838.75	825	\$ 14.35	\$ 11,838.75	880	\$ 12.50	\$ 11,000.00	\$ (838.75)
9	H	OT/PT	N/A			825	\$ 14.35	\$ 11,838.75	880	\$ 12.50	\$ 11,000.00	\$ (838.75)

SICK LEAVE PAYOUT

Unpaid sick leave payouts are vested when earned and cannot be taken away in the future
 Current language allows unused sick payout at resignation, termination or retirement. New language allows unused sick payout at retirement only.

Rationale

Grandfather existing employees with a freeze at the current level.

1 **Part I** All Employees

2
3 **Section 4** **GRIEVANCE PROCEDURE**

4
5
6 *Refer to Policies: 527.2 – Employee Grievances*
7 *527.3 – Employee Grievance Procedures*
8 *527.4 – Impartial Hearing Officer Selection Procedures*
9 *527.2 Form – Grievance Form*

10 **4.01 Purpose**

11 The Board has adopted a grievance procedure for the orderly resolution of employee grievances
12 related to discipline, termination, and workplace safety as well as for grievances related to
13 purported violations, interpretation or inappropriate application of any provision addressed in the
14 *Handbook*. The exclusive means of resolving employee grievances shall be through the
15 grievance procedure adopted by the Board. Any school employee of the District has the right of
16 access to the grievance procedure.

17
18 The procedure provides for grievances to be handled in a timely manner and contains an appeals
19 process in which the highest level of appeal is the Board. A determined effort shall be made to
20 settle any grievance at the lowest possible level in the grievance procedure.

21
22 The procedure also includes an opportunity for employees with grievances related to discipline,
23 termination and work place safety to present their case before an impartial hearing officer.

24
25 **4.02 Definitions and Time Limits**

26 *Refer to Policy 527.3 - Employee Grievance Procedures*

27
28 **4.03 Grievance Process**

29 *Refer to Policy 527.3 - Employee Grievance Procedures*

30
31 **4.04 Grievant Rights to Representation**

32 *Refer to Policy 527.3 - Employee Grievance Procedures*

33
34 **4.05 Consolidation of Grievances**

35 *Refer to Policy 527.3 - Employee Grievance Procedures*

36
37 **4.06 Group Grievances**

38 *Refer to Policy 527.3 - Employee Grievance Procedures*

39
40
41 **Section 5** **PAY PERIODS**

42
43 **5.01 Payroll Cycle**

44 **A. School Year Employees:**

- 45 1. Teachers: Teachers shall have their wages annualized over 24 pay periods
46 beginning September 10 of each year and ending June 30 of each year. Teachers
47 will receive pay on the 10th and 25th of each month except for the month of June.

1 Each June teachers will receive 6 direct deposits of pay. The June direct deposits
2 will be made on the 10th, 25th and four additional days to be determined.

3
4 2. Hourly Employees: Hourly employees will be paid bi-monthly on the 10th and
5 25th of each month.

6
7 B. Calendar Year Employees: All employees scheduled to work the calendar year will
8 be placed on the twenty-four (24) pay period cycle. Pay dates will be the 10th and
9 25th of each month.

10
11 **5.02 Payroll Dates**

12 *Refer to Policy 513 – Personnel/Payroll Management for additional information*

13 If the payday falls on a Saturday, Sunday or a holiday, employees will be paid on the previous
14 business day prior to the tenth (10th) or twenty-fifth (25th).

15
16 **5.03 Direct Deposit Payment Method**

17 *Refer to Policy 513 – Personnel/Payroll Management for additional information*

18 The District will pay all employees through direct deposit on each pay date. Employees may
19 change financial institutions at any time.

20
21 **5.04 Definitions for Payroll Purposes**

22 *Refer to Policy 513 – Personnel/Payroll Management for additional information*

23 A day shall run from 12:00 midnight (a.m.) to 11:59 p.m.

24 **5.05 Salary Deferrals –Tax Sheltered Annuities (TSA)**

25 The District will maintain a TSA program without regard to the employee's current or former
26 employee's contribution amounts. Employees shall have the opportunity to participate in the
27 District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money
28 through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles
29 (collectively referred to as an "Investment Vehicle").
30
31

32 **Section 6 COMPENSATION AND EXPENSE**
33 **REIMBURSEMENT**

34
35 **6.01 Mileage Reimbursement**

36 *Refer to Policy 671.2-Form – Expense Reimbursement*

37
38 **6.02 Other Expense Reimbursement**

39 *Refer to Policy: 164 – Board member Compensation and Expenses*
40 *671.2 – Reimbursement of Expenses*
41
42

43 **Section 7 WORKER'S COMPENSATION**

44
45 **7.01 Worker's Compensation Coverage and Reporting Responsibilities**

46 *Refer to Policy 722.1 – Staff Accident Reports for additional information*

REPORT FROM BUILDING AND GROUNDS DIRECTOR

JOE FRANCIS

3/25/13

Levi:

1. Replaced missing foam in eaves of Field House roof.
2. Started replacing the carpet in the Kindergarten classrooms. One classroom is done; another is slated for replacement over Spring Break. With the rest of the Kindergarten classrooms to be done early summer.
3. Met with roofing contractor and worked on finding the remaining few leaks that have been around for years. We think we found the problem areas and are taking care of them.
4. Replaced the office furniture.
5. Getting quotes to replace and or fix the asphalt on the playground.

TRIS:

1. Getting quotes to replace the roof on the back side of the TRIS gym.
2. Getting quotes to replace the Band/Chorus roof. These will be scheduled for replacement between now and June 30.
3. We replaced one section of carpeting in the LMC. I have the carpet for two more areas in the LMC. The carpet we are installing is Interface carpet. It is recycled carpet and has no "carpet" odors. The carpet squares are not glued to the floor but are attached to each other by the use of tactile strips. If one carpet square gets stained or ruined we can pull it out and drop another one in its place in a matter of minutes.
4. Designing and pricing for the replacement of the Fair St. doors at the Field House. The week of March 11th. The floor anchor holding the stationary post between two doors rusted off. We have had problems with the removable post over the years, and its time they were replaced.

J.C. McKenna:

1. Getting quotes to replace the Middle School parking lot.
2. Replaced water heater that serves boys and girls bathroom by auditorium, and the art room, and Mike Maves room.

High School:

1. Getting quotes to replace the running track.
2. Rekeyed the entire athletic department in the High School.
3. In the process of upgrading the PAC lighting from 250 watt incandescent bulbs to 26 watt LED bulbs.
4. During construction back in 2001 there was a duress button installed under Barb Krumwiede's desk. It is now connected and once pushed it goes directly to Per-Mar Security and then from there goes to either Evansville police or Rock county.

District:

1. We are working on safety related items throughout the District.

Outside:

1. We have done a lot of plowing, shoveling, and salting this winter. So far we have not had any major break downs with equipment.
2. We have cleaned out the last outdoor storage and are letting the drama department use the storage, and we are in the process of hauling the "garbage" away.
3. Outdoor sports have started and we are starting to gear up for that.
4. Talking with some lighting contractors and getting prices on replacing the outdoor parking lot lights that range from 250 watt metal halide to 400 watt metal halide, and replacing them with LED outdoor fixtures.

Purchases:

1. No new purchases yet. But I'm getting prices on a new (used) mower.
2. Also looking at purchasing an ozone machine. Called ZERO TRACE. We have tested this machine in a few classrooms and a locker room. This machine kills a lot of "stuff" fleas, lice, bed bugs, mold, etc. The machine is only used in the evenings when no one is around, and does a great job of disinfecting and the rooms smell great afterward. (The boys' varsity locker room smelled great after using this machine.)

**EVANSVILLE SCHOOL DISTRICT
5 YEAR CAPITAL IMPROVEMENT BUDGET**

PROJECTED COSTS

LEVI LEONARD ELEMENTARY SCHOOL

PROJECT	TYPE	S A F E T Y	M A N D A T E S	C R I T E R I A	P R E M A I N T	FY13	FY14	FY15	FY16	FY17
						2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
replace built up roof						\$ 40,000				
replace worn carpet		x				\$ 20,000				
paint remaining soffit					x			\$ 7,000		
overhead delivery door for Field House										
some bathrooms not completely ADA compliant			x							
replace wood chips with rubber										\$ 40,000
new office furniture		x				\$ 5,000				
resurface blacktop on playground		x								
Total						\$ 65,000	\$ -	\$ 7,000	\$ -	\$ 40,000

PROJECTED COSTS

THEODORE ROBINSON INTERMEDIATE SCHOOL

PROJECT	TYPE	S A F E T Y	M A N D A T E S	C R I T E R I A	P R E M A I N T	FY13	FY14	FY15	FY16	FY17
						2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
replace gym roof						\$ 88,000				
replace carpet in LMC(started)		x				\$ 23,000				
replace band/chorus roofs						\$ 108,000				
replace back parking lot							\$ 20,000			
replace roof (unknown)							\$ 55,000			
playground light and camera		x								
replace lighting in LMC				x						\$ 4,500
automatic door opener Fair St entrance										\$ -
effluence pillars by Field House entrance										\$ -
DDC controls for HVAC systems			x							\$ 80,000
replace lower back roof by gym										
Total						\$ 219,000	\$ 75,000	\$ -	\$ -	\$ 84,500

							2012-13
<u>Fd</u>	<u>T</u>	<u>Loc</u>	<u>Obj</u>	<u>Func</u>	<u>Prj</u>	<u>Obj</u>	<u>Original Budget</u>
10	E	---	323	-----	---	OPERATIONAL SERVICES	47,500.00
10	E	---	324	-----	---	EQUIPMENT REPAIR	111,671.89
10	E	---	327	-----	---	CONSTRUCTION	124,880.95
10	E	---	342	-----	---	EMPLOYEE TRAVEL	750.00
10	E	---	348	-----	---	VEHICLE FUEL	5,000.00
10	E	---	411	-----	---	SUPPLIES	134,500.00
10	E	---	561	-----	---	EQUIPMENT PURCHASE REPLACEMENT	15,000.00
10	E	---	942	-----	---	DUES AND FEES EMPLOYEE	900.00
<hr/>							
Grand Expense Totals							440,202.84

Number of Accounts: 32

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

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: 2012-2013 Budget Update
Date: March 12, 2013

Attached are the two Skyward reports that we agreed would be helpful to show fiscal year to date (FYTD) activity. The reports reflect activity through February 28, 2013. Reviewing and comparing these reports each month is helpful when looking for consistency of incoming revenues and outgoing expenditures. These reports also show fiscal year to date % (last column) for both revenues and expenditures which is helpful when tracking how the budget is being expensed.

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

Fd	T	Loc	Obj	Func	Prj	Obj	2010-11	2010-11	2011-12	2011-12	2011-12
							Revised Budget	FYTD Activity	Revised Budget	FYTD Activity	FYTD %
10	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	5,340,804.00	5,364,662.03	5,547,026.00	5,507,015.37	99.28
10	R	---	3--	-----	---	INTER-DISTRICT TRANSFERS	244,034.00	4,331.45	228,510.00	0.00	0.00
10	R	---	5--	-----	---	REV FROM INTERMEDIATE SOU	1,500.00	1,363.00	1,363.00	0.00	0.00
10	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	13,340,822.00	5,321,041.50	12,135,090.00	4,975,518.30	41.00
10	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	295,753.00	105,694.49	383,362.90	92,605.89	24.16
10	R	---	9--	-----	---	OTHER SOURCES OF REVENUE	34,357.00	49,167.35	81,641.00	68,448.60	83.84
10	R	---	---	-----	---	Revenue	19,257,270.00	10,846,259.82	18,376,992.90	10,643,588.16	57.92
10	E	---	1--	-----	---	SALARIES	9,686,725.00	5,434,899.25	9,794,261.61	5,396,337.35	55.10
10	E	---	2--	-----	---	EMPLOYEE BENEFITS	4,231,954.00	2,544,973.33	3,846,856.95	2,259,684.89	58.74
10	E	---	3--	-----	---	PURCHASED SERVICES	2,159,344.00	1,049,556.42	2,213,984.20	1,094,756.52	49.45
10	E	---	4--	-----	---	NON-CAPITAL OBJECTS	662,693.00	461,520.78	690,100.50	476,579.15	69.06
10	E	---	5--	-----	---	CAPITAL OBJECTS	63,952.00	19,348.62	46,296.00	2,388.98	5.16
10	E	---	6--	-----	---	DEBT RETIREMENT	118,752.00	81,959.08	60,000.00	30,213.05	50.36
10	E	---	7--	-----	---	INSURANCE	108,136.00	95,791.90	139,969.00	139,800.81	99.88
10	E	---	8--	-----	---	OPERATING TRANSFERS OUT	2,246,416.00	0.00	2,219,932.64	0.00	0.00
10	E	---	9--	-----	---	OTHER OBJECTS	19,116.00	14,117.40	38,376.00	24,539.31	63.94
10	E	---	---	-----	---	Expense	19,297,088.00	9,702,166.78	19,049,776.90	9,424,300.06	49.47
21	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	0.00	5,164.13	0.00	4,694.55	0.00
21	R	---	---	-----	---	Revenue	0.00	5,164.13	0.00	4,694.55	0.00
21	E	---	4--	-----	---	NON-CAPITAL OBJECTS	0.00	7,905.00	0.00	-629.82	0.00
21	E	---	---	-----	---	Expense	0.00	7,905.00	0.00	-629.82	0.00
27	R	---	1--	-----	---	INTERFUND TRANSFERS	2,195,027.00	0.00	2,219,932.64	0.00	0.00
27	R	---	3--	-----	---	INTER-DISTRICT TRANSFERS	40,776.00	0.00	41,688.00	0.00	0.00
27	R	---	5--	-----	---	REV FROM INTERMEDIATE SOU	500.00	17,929.00	17,000.00	7,676.00	45.15
27	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	880,027.00	509,370.00	887,288.63	360,779.00	40.66
27	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	660,139.00	175,236.45	536,047.70	44,547.61	8.31
27	R	---	9--	-----	---	OTHER SOURCES OF REVENUE	0.00	250.00	0.00	0.00	0.00
27	R	---	---	-----	---	Revenue	3,776,469.00	702,785.45	3,701,956.97	413,002.61	11.16
27	E	---	1--	-----	---	SALARIES	2,290,009.00	1,274,385.71	2,315,847.02	1,295,886.69	55.96
27	E	---	2--	-----	---	EMPLOYEE BENEFITS	1,020,302.00	664,579.27	975,616.88	530,277.99	54.35
27	E	---	3--	-----	---	PURCHASED SERVICES	312,596.00	132,794.95	273,798.00	112,249.31	41.00
27	E	---	4--	-----	---	NON-CAPITAL OBJECTS	99,544.00	60,349.66	121,895.07	86,469.09	70.94
27	E	---	5--	-----	---	CAPITAL OBJECTS	49,018.00	12,965.11	9,800.00	0.00	0.00
27	E	---	7--	-----	---	INSURANCE	5,000.00	1,051.46	5,000.00	0.00	0.00
27	E	---	9--	-----	---	OTHER OBJECTS	0.00	150.00	0.00	3,909.00	0.00
27	E	---	---	-----	---	Expense	3,776,469.00	2,146,276.16	3,701,956.97	2,028,792.08	54.80
38	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	129,746.00	0.00	132,000.00	0.00	0.00
38	R	---	8--	-----	---	NON REVENUE	1,168,375.00	1,162,174.90	0.00	0.00	0.00
38	R	---	---	-----	---	Revenue	1,298,121.00	1,162,174.90	132,000.00	0.00	0.00
38	E	---	6--	-----	---	DEBT RETIREMENT	1,275,071.00	1,168,374.90	126,100.00	23,050.00	18.28
38	E	---	---	-----	---	Expense	1,275,071.00	1,168,374.90	126,100.00	23,050.00	18.28
39	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	2,437,216.00	628.29	2,342,229.00	109.59	0.00
39	R	---	---	-----	---	Revenue	2,437,216.00	628.29	2,342,229.00	109.59	0.00
39	E	---	6--	-----	---	DEBT RETIREMENT	2,465,810.00	544,205.00	2,603,622.50	521,811.27	20.04
39	E	---	---	-----	---	Expense	2,465,810.00	544,205.00	2,603,622.50	521,811.27	20.04
50	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	449,769.00	288,309.67	443,680.20	256,373.41	57.78
50	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	10,272.00	12,399.43	9,341.78	0.00	0.00

Fd	T	Loc	Obj	Func	Prj	Obj	2010-11		2011-12		2011-12
							Revised Budget	FYTD Activity	Revised Budget	FYTD Activity	FYTD %
50	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	228,605.00	106,180.46	243,059.40	120,302.56	49.50
50	R	---	---	-----	---	Revenue	688,646.00	406,889.56	696,081.38	376,675.97	54.11
50	E	---	1--	-----	---	SALARIES	222,048.00	131,629.79	227,913.00	132,659.48	58.21
50	E	---	2--	-----	---	EMPLOYEE BENEFITS	46,518.00	27,340.79	36,910.00	20,423.15	55.33
50	E	---	3--	-----	---	PURCHASED SERVICES	382,747.00	209,203.97	363,283.67	258,959.34	71.28
50	E	---	4--	-----	---	NON-CAPITAL OBJECTS	39,334.00	5,280.45	73,761.99	20,152.68	27.32
50	E	---	7--	-----	---	INSURANCE	275.00	0.00	0.00	0.00	0.00
50	E	---	9--	-----	---	OTHER OBJECTS	125.00	0.00	0.00	0.00	0.00
50	E	---	---	-----	---	Expense	691,047.00	373,455.00	701,868.66	432,194.65	61.58

Number of Accounts: 1870

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

Fd	T	Loc	Obj	Func	Prj	Obj	2011-12	2011-12	2012-13	2012-13	2012-13
							Revised Budget	FYTD Activity	Revised Budget	FYTD Activity	FYTD %
10	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	5,547,026.00	5,507,015.37	5,290,182.49	5,611,382.94	106.07
10	R	---	3--	-----	---	INTER-DISTRICT TRANSFERS	228,510.00	0.00	283,580.00	0.00	0.00
10	R	---	5--	-----	---	REV FROM INTERMEDIATE SOU	1,363.00	0.00	0.00	0.00	0.00
10	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	12,135,090.00	4,975,518.30	12,463,604.00	4,924,006.87	39.51
10	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	383,362.90	92,605.89	203,458.00	82,640.51	40.62
10	R	---	9--	-----	---	OTHER SOURCES OF REVENUE	81,641.00	68,448.60	68,844.36	57,836.56	84.01
10	R	---	---	-----	---	Revenue	18,376,992.90	10,643,588.16	18,309,668.85	10,675,866.88	58.31
10	E	---	1--	-----	---	SALARIES	9,794,261.61	5,396,337.35	9,238,107.28	5,147,232.49	55.72
10	E	---	2--	-----	---	EMPLOYEE BENEFITS	3,846,856.95	2,259,684.89	3,630,233.17	2,071,207.89	57.05
10	E	---	3--	-----	---	PURCHASED SERVICES	2,213,984.20	1,094,756.52	2,349,661.83	976,243.69	41.55
10	E	---	4--	-----	---	NON-CAPITAL OBJECTS	690,100.50	476,579.15	677,925.24	435,899.83	64.30
10	E	---	5--	-----	---	CAPITAL OBJECTS	46,296.00	2,388.98	40,396.00	33,174.24	82.12
10	E	---	6--	-----	---	DEBT RETIREMENT	60,000.00	30,213.05	61,141.21	38,877.33	63.59
10	E	---	7--	-----	---	INSURANCE	139,969.00	139,800.81	145,868.00	133,056.75	91.22
10	E	---	8--	-----	---	OPERATING TRANSFERS OUT	2,219,932.64	0.00	2,121,038.12	0.00	0.00
10	E	---	9--	-----	---	OTHER OBJECTS	38,376.00	24,539.31	45,298.00	31,093.02	68.64
10	E	---	---	-----	---	Expense	19,049,776.90	9,424,300.06	18,309,668.85	8,866,785.24	48.43
21	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	0.00	4,694.55	0.00	9,467.00	0.00
21	R	---	---	-----	---	Revenue	0.00	4,694.55	0.00	9,467.00	0.00
21	E	---	4--	-----	---	NON-CAPITAL OBJECTS	0.00	-629.82	0.00	1,940.66	0.00
21	E	---	---	-----	---	Expense	0.00	-629.82	0.00	1,940.66	0.00
27	R	---	1--	-----	---	INTERFUND TRANSFERS	2,219,932.64	0.00	2,121,038.12	0.00	0.00
27	R	---	3--	-----	---	INTER-DISTRICT TRANSFERS	41,688.00	0.00	0.00	0.00	0.00
27	R	---	5--	-----	---	REV FROM INTERMEDIATE SOU	17,000.00	7,676.00	0.00	0.00	0.00
27	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	887,288.63	360,779.00	798,054.00	467,086.00	58.53
27	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	536,047.70	44,547.61	504,285.71	72,736.27	14.42
27	R	---	---	-----	---	Revenue	3,701,956.97	413,002.61	3,423,377.83	539,822.27	15.77
27	E	---	1--	-----	---	SALARIES	2,315,847.02	1,295,886.69	2,185,333.39	1,221,195.38	55.88
27	E	---	2--	-----	---	EMPLOYEE BENEFITS	975,616.88	530,277.99	849,634.74	477,051.91	56.15
27	E	---	3--	-----	---	PURCHASED SERVICES	273,798.00	112,249.31	333,058.91	165,650.79	49.74
27	E	---	4--	-----	---	NON-CAPITAL OBJECTS	121,895.07	86,469.09	42,350.79	45,052.68	106.38
27	E	---	5--	-----	---	CAPITAL OBJECTS	9,800.00	0.00	10,000.00	10,877.09	108.77
27	E	---	7--	-----	---	INSURANCE	5,000.00	0.00	0.00	0.00	0.00
27	E	---	9--	-----	---	OTHER OBJECTS	0.00	3,909.00	3,000.00	6,077.09	202.57
27	E	---	---	-----	---	Expense	3,701,956.97	2,028,792.08	3,423,377.83	1,925,904.94	56.26
38	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	132,000.00	0.00	121,372.00	0.00	0.00
38	R	---	---	-----	---	Revenue	132,000.00	0.00	121,372.00	0.00	0.00
38	E	---	6--	-----	---	DEBT RETIREMENT	126,100.00	23,050.00	128,700.00	21,850.00	16.98
38	E	---	---	-----	---	Expense	126,100.00	23,050.00	128,700.00	21,850.00	16.98
39	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	2,342,229.00	109.59	2,694,885.00	3.89	0.00
39	R	---	---	-----	---	Revenue	2,342,229.00	109.59	2,694,885.00	3.89	0.00
39	E	---	6--	-----	---	DEBT RETIREMENT	2,603,622.50	521,811.27	2,727,322.50	488,661.27	17.92
39	E	---	---	-----	---	Expense	2,603,622.50	521,811.27	2,727,322.50	488,661.27	17.92
50	R	---	2--	-----	---	REVENUE FROM LOCAL SOURCE	443,680.20	256,373.41	433,380.60	241,245.85	55.67
50	R	---	6--	-----	---	REVENUE FROM STATE SOURCE	9,341.78	0.00	10,945.69	0.00	0.00
50	R	---	7--	-----	---	REVENUE FROM FEDERAL SOUR	243,059.40	120,302.56	266,219.55	89,975.42	33.80
50	R	---	---	-----	---	Revenue	696,081.38	376,675.97	710,545.84	331,221.27	46.62

Fd	T	Loc	Obj	Func	Prj	Obj	2011-12	2011-12	2012-13	2012-13	2012-13
							Revised Budget	FYTD Activity	Revised Budget	FYTD Activity	FYTD %
50	E	---	1--	-----	---	SALARIES	227,913.00	132,659.48	219,402.62	135,810.69	61.90
50	E	---	2--	-----	---	EMPLOYEE BENEFITS	36,910.00	20,423.15	33,762.04	20,451.14	60.57
50	E	---	3--	-----	---	PURCHASED SERVICES	363,283.67	258,959.34	383,007.86	273,551.34	71.42
50	E	---	4--	-----	---	NON-CAPITAL OBJECTS	73,761.99	20,152.68	73,230.99	5,893.61	8.05
50	E	---	---	-----	---	Expense	701,868.66	432,194.65	709,403.51	435,706.78	61.42

Number of Accounts: 2104

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

MEMO

To: ECSD Board of Education
From: Jerry Roth, District Administrator
Re: 2013-2014 Budget Reduction Options and Staffing Plan Recommendations
Date: 3-21-13

Included in your Board Packet are four budget reduction options with accompanying staffing plan proposals for the 2013-2014 school year. The Administrative Team developed the options using the District approved budget development process and has been working diligently to identify several options that create future possibilities for our students, parents, staff, and community.

The possibilities that we envision as a result of our work include:

- Improved student learning opportunities
- Students who are ready for the work force and college
- Multiple professional growth opportunities for staff members
- School and district leadership models that promote shared leadership and build capacity through teacher leaders
- Improved communication services for our English Language Learners and their families
- Adequate funding for instructional resource materials
- A robust technology infrastructure that supports teaching and learning

I believe that the budget reduction options and staffing plans created by the administrative team have the potential to provide the resources to make these possibilities a reality.

Recommendation:

I recommend option 2 for Board approval. Budget option 2 provides the necessary budget allocations that support the established budget development process and budget reduction principles.

Timeline and Next Steps:

- March 25, Board of Education gives direction on what layoff notices to bring forward on April 8
- April 8, Board of Education approves one of the 2013-2014 staff proposal plan options and approves layoff notices

ECSD Budget Development Process 2013-2014

DRAFT

District 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.

District Vision Statement

Creating a culture of excellence in:

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

Budget Development Vision

The budget is the financial framework supporting the District's educational and philosophical mission.

Budget Reduction Principles

The Board of Education and the Administration have established a set of guiding principles that will shape options available to the District to prudently manage a reduced operating budget for next year.

Budget Reduction Principles

1. Act in alignment with District Mission/Vision
2. Address sustainability: both financial and programmatic
3. Consider attrition and realignment in staff reductions rather than layoffs
4. Staff in alignment with enrollment
5. Focus college and career ready instruction over other instruction
6. Implement program delivery efficiencies vs. program elimination
7. Assess program or activity elimination where multiple data sources support (e.g. enrollment, class selection)
8. Reduce or freeze non-instruction budget centers before instructional
9. Reduce where trends/data warrant in large budget centers (e.g. salaries, benefits)
10. Engage in good faith decision making based on multiple data sources (e.g. budget listening sessions, online comments, survey responses)

Process for evaluating budget expenditures – The Administrative Team will review each expenditure using the principles from above for building the 2013-2014 Budget.

2013-2014 BUDGET REDUCTION OPTIONS

BUDGET STARTING POINT (235,435.00)

OPTION 1

Annual Additions		
Books, Software, Resources	50,000.00	
Educator Effectiveness	20,000.00	
Continuous School Improvement	40,000.00	
Bilingual Doc Conversion	2,000.00	
Technology Infrastructure Debt	114,500.00	
	226,500.00	
Clerk - 5 hour	19,575.00	
Clerk - 5 hour	19,575.00	
Salary increases	197,440.00	2%
Benefit increases	255,532.00	10%
Benefit increases	4,644.00	CIL 4,314
	(723,266.00)	
	(235,435.00)	
	(958,701.00)	
Subtractions		
At-Risk	1	48,226.00
Librarian	1	95,866.00
Music	0.5	22,010.00
Health	1	63,465.00
Phy ed	1	65,076.00
Elem	1	44,807.00
Study Hall	0.64	19,479.00
Benefit decreases	CIL 4,314	42,322.00
		401,251.00
	Result	(557,450.00)
Salary increases		0.00%
Benefit increases		0.00%
	Result	(104,478.00)

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

(235,435.00)

OPTION 2

Annual Additions		
Books, Software, Resources	50,000.00	
Educator Effectiveness	20,000.00	
Continuous School Improvement	40,000.00	
Bilingual Doc Conversion	2,000.00	
Technology Infrastructure Debt	114,500.00	
	226,500.00	
Clerk - 5 hour	19,575.00	
Clerk - 5 hour	19,575.00	
Salary increases	197,440.00	2%
Benefit increases	255,532.00	10%
Benefit increases	4,644.00	CIL 4,314
	(723,266.00)	
	(235,435.00)	
	(958,701.00)	
Subtractions		
At-Risk	1	48,226.00
Librarian	1	95,866.00
Music	0.5	22,010.00
Health	1	63,465.00
Phy ed	1	65,076.00
Elem	1	44,807.00
Study Hall	0.64	19,479.00
Benefit decreases	CIL 4,314	42,322.00
		693,496.00
	Result	(265,205.00)
Salary increases		0.00%
Benefit increases		0.00%
	Result	187,767.00

(235,435.00)

OPTION 3

Annual Additions		
Books, Software, Resources	50,000.00	
Educator Effectiveness	20,000.00	
Continuous School Improvement	40,000.00	
Bilingual Doc Conversion	2,000.00	
Technology Infrastructure Debt	114,500.00	
	226,500.00	
Clerk - 5 hour	19,575.00	
Clerk - 5 hour	19,575.00	
Salary increases	197,440.00	2%
Benefit increases	255,532.00	10%
Benefit increases	4,644.00	CIL 4,314
	(723,266.00)	
	(235,435.00)	
	(958,701.00)	
Subtractions		
At-Risk	1	48,226.00
Librarian	1	95,866.00
Music	0.5	22,010.00
Health	1	63,465.00
Phy ed	1	65,076.00
Elem	1	44,807.00
Study Hall	0.64	19,479.00
Benefit decreases	CIL 4,314	42,322.00
		789,088.00
	Result	(169,613.00)
Salary increases		0.00%
Benefit increases		0.00%
	Result	283,359.00

(235,435.00)

OPTION 4


Annual Additions		
Books, Software, Resources	50,000.00	
Educator Effectiveness	20,000.00	
Continuous School Improvement	40,000.00	
Bilingual Doc Conversion	2,000.00	
Technology Infrastructure Debt	114,500.00	
	226,500.00	
Clerk - 5 hour	19,575.00	
Clerk - 5 hour	19,575.00	
Salary increases	197,440.00	2%
Benefit increases	255,532.00	10%
Benefit increases	4,644.00	CIL 4,314
	(723,266.00)	
	(235,435.00)	
	(958,701.00)	
Subtractions		
At-Risk	1	48,226.00
Librarian	1	95,866.00
Music	0.5	22,010.00
Health	1	63,465.00
Phy ed	1	65,076.00
Elem	1	44,807.00
Study Hall	0.64	19,479.00
Benefit decreases	CIL 4,314	42,322.00
		45,915.00
	Result	86,355.00
Language Ar	1	45,915.00
Phy ed	1	86,355.00
Science	1	90,391.00
Soc. Studies	1	69,584.00
GT	1	95,592.00
	Result	862,533.00
Salary increases		0.00%
Benefit increases		0.00%
	Result	356,804.00

RATIONALE FOR 2013-14 BUDGET ADDITIONS

- Textbooks, Software, Resources - \$50,000
This annual budget addition will result in the District having a \$70,000 budget for curriculum related resources. The current budget for this purpose is \$20,000 and is insufficient to support the District curriculum needs in the face of alignment to The Common Core State Standards. This budget amount will allow the District to begin to replace outdated instructional resources and to anticipate upcoming demands for alignment to the Next Generation Science Standards. The lack of funding in previous budget for this purpose has resulted in fragmented implementation of resources.
- Educator Effectiveness - \$20,000
Educator Effectiveness is mandated by the DPI for implementation in 2014-2015. In preparation for the mandate, the District needs to move forward with a pilot program that will assist the District in transitioning to full implementation. The annual funds will be used to build staff capacity to improve professional practices as required by Educator Effectiveness.
- Continuous School Improvement - \$40,000
This annual budget expenditure will support the work of developing a continuous school improvement infrastructure in the District. Specifically, it will allow for the development of a consistent data analysis process across all schools, the implementation of a universal screener and progress monitoring system, and provide the resources to support Building level and District level Leadership Teams.
- District Bilingual Document Conversion -\$2,000
The District is not in compliance with converting Student/Parent documents to multiple languages. This budget request represents funds that will be used to start the process of translating documents. This expense will need to be budgeted for each year.
- Technology/Phone Infrastructure Debt Payment - \$114,500
The District has an opportunity to move forward with the recommendations outlined in the PDS Technology audit recently completed. The plan would be to seek Board approval to borrow the funds necessary to complete the recommended upgrades over the next fiscal year. This opportunity is made available to the District through a State Trust Fund Loan program offered to Schools and municipalities. The plan would be to borrow approximately \$1,000,000 at 2.75% fixed interest rate over a 10 year payback period. The budgeted line item represents the first year debt payment. More information will be presented to the Board at a future date.

BUDGET ADDITIONS TO BE CONSIDERED FOR 2014-2015

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




Staffing Proposal Budget Options 2 and 4 2013-14

Grove Campus Staff
By Joan Wick and Lou Havlik

Overview of Staffing Proposal for Budget Options 2 and 4

- ▶ Physical Education
- ▶ Instructional minutes for 2012-13 and 2013-14
- ▶ 3rd grade sections
- ▶ Reading resource
- ▶ Budget option 2 results in a reduction of 3 FTE
- ▶ Budget option 4 results in a reduction of 4 FTE



Changes at the K-5 level

Physical Education (PE): (Option 2 and 4)

- ▶ Student participation in PE will be reduced from 3 (105 total minutes) classes to 2 (70 total minutes) classes per week.
- ▶ More instructional time in other content areas.
- ▶ All specials (Art, Music, PE) will be 70 minutes per week.
- ▶ Students still continue to meet DPI weekly minute recommendations for all specials.

K-5 Instructional Minutes

2012-13

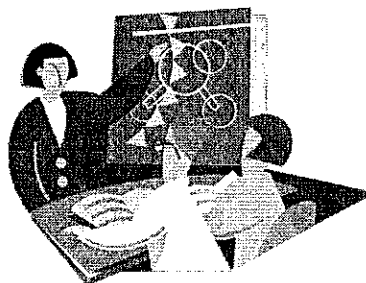
- ▶ 600 minutes reading/language arts
- ▶ 300 minutes Math
- ▶ 225 Science/Social Studies (also integrated into reading and math blocks)

2013-14

- ▶ 650 minutes reading/language arts
- ▶ 330 minutes Math
- ▶ 300 Science/Social Studies (also integrated into reading and math blocks)

Reduction in Third Grade Enrollment

- ▶ 7 sections instead of 9 sections of third grade:
Option 2 and 4
- ▶ Due to decreased enrollment
- ▶ One teacher resigned
- ▶ The other teacher will fill a position left vacant by retirement



Reduction in Reading Resource Staff

Reduction of One Resource Teacher: Option 4

- ▶ Reduced support for Tier 2 and 3 interventions.
- ▶ .5 FTE each Levi Leonard and Theodore Robinson Schools.
- ▶ Grade level teachers will provide increased Tier 2 interventions.



Overview of Staffing Proposal for Budget Options 2 and 4

- ▶ Physical Education
- ▶ Instructional minutes for 2012-13 and 2013-14
- ▶ 3rd grade sections
- ▶ Reading resource
- ▶ Budget option 2 results in a reduction of 3 FTE
- ▶ Budget option 4 results in a reduction of 4 FTE

Changes at the K-5 level

Physical Education (PE): (Option 2 and 4)

- ▶ Student participation in PE will be reduced from 3 (105 total minutes) classes to 2 (70 total minutes) classes per week
- ▶ More instructional time in other content areas
- ▶ All specials (Art, Music, PE) will be 70 minutes per week
- ▶ Students still continue to meet DPI weekly minute recommendations for all specials

K-5 Instructional Minutes

2012-13

- ▶ 600 minutes reading/language arts
- ▶ 300 minutes Math
- ▶ 225 Science/Social Studies (also integrated into reading and math blocks)

2013-14

- ▶ 650 minutes reading/language arts
- ▶ 330 minutes Math
- ▶ 300 Science/Social Studies (also integrated into reading and math blocks)

Reduction in Third Grade Enrollment

- ▶ 7 sections instead of 9 sections of third grade: Option 2 and 4
- ▶ Due to decreased enrollment
- ▶ One teacher resigned
- ▶ The other teacher will fill a position left vacant by retirement

Reduction in Reading Resource Staff

Reduction of One Resource Teacher: Option 4

- ▶ Reduced support for Tier 2 and 3 interventions
- ▶ .5 FTE each Levi Leonard and Theodore Robinson Schools
- ▶ Grade level teachers will provide increased Tier 2 interventions

To: Evansville School Board

From: Robert Flaherty

Date: 3/20/2013

RE: Summary of Budget Reduction Proposal

Attached you will find a packet of materials for my presentation to the Board on Monday night. The Administrative Team is giving the board an option to move to an eight period day at the middle school. The schedule significantly reduces staff members by having teachers teach seven 45 minutes periods instead of the current three 85 minute periods.

The schedule allows for many students to receive extra support in language arts and mathematics beyond the forty-five minutes of instruction per day that students will receive. Students will also receive a variety of experiences in Face, Art, Tech Ed., etc. in a rotation block.

Some of the changes include:

- Streamlined Schedule for Students and Parents
- 8th Grade Common planning
- Math everyday
- Band and Chorus every other day
- Sustained silent reading and foundations are removed from the schedule
- Class size of 146 students in 8th Grade.
- Students will have the same amount of time in Language Arts as all other academic areas.

I have also included a copy of our current schedule for comparison. Please feel free to meet with me in the next few weeks if you have any additional questions concerning the proposed options for next year.

6th GRADE

2013-14 Proposed MS Scheduling Grade 6

Sally - band, no chorus

Day	1	2	3	4	5A	5B	6	7	8
Day 1	Rdg/LA		Social St	Lunch	Science	Team	Health	Band	
Day 2	Rdg/LA		Tech Ed	Lunch	Math	Foundations	Phy Ed		
Day 3	Rdg/LA		Soc St	Tech Ed	Science	Math	Band	Gen Music	

6th Gr.

Rotations

General Music
Computer Literacy
Spanish
Art
FACE

2013-14 Proposed MS Scheduling

1	2	3	4	5A	5B	6	7	8
7:50 - 8:36	8:40 - 9:26	9:30 - 10:16	10:20 - 11:06	11:10 - 11:56 C	11:45 - 12:31 C	12:35 - 1:21	1:25 - 2:11	2:15 - 3:01
				11:56 - 12:31 L	11:06 - 11:41 L			

Susie - band student

A Day	Math	Rdg/LA	Science	Social St	L/Phy Ed	Rotation 1	Band	Chorus
B Day	Math	Rdg/LA	Science	Social St	L/Resource	Rotation 2	Resource	Chorus

Tommy - no band

A Day	Math	Rdg/LA	Science	Social St	L/Phy Ed	Rotation 1	Resource	Chorus
B Day	Math	Rdg/LA	Science	Social St	L/Resource	Rotation 2	Chorus	St Hall

6th Gr.

Resource

LA Resource
Rdg. Resource
Math Resource
Band
Study Hall
Chorus - required

7th GRADE

2012-13 Current MS Scheduling

1	2	3	4	5	6	7	8	9	10
7:50	8:35	9:20	10:05	10:50	11:20	12:05	12:50	1:30	2:15
8:30	9:15	10:00	10:45	11:30	12:00	12:45	1:25	2:10	3:00

Mary - chorus, no band

Day 1	Science	Health	Chorus	Soc Stud	Lunch	Soc Stud	Team	Comp/Lit	Rotations
Day 2	Art	Phy Ed		Math	Lunch	Math	Foundations	Spanish	Technology
Day 3	Science	Math WS	Chorus	Soc Stud	Lunch	Math	Foundations	Comp/Lit	Tech Ed
									Spanish

7th Gr.

2013-14 Proposed MS Scheduling

1	2	3	4	5A	5B	6	7	8
7:50 - 8:36	8:40 - 9:26	9:30 - 10:16	10:20 - 11:06	11:10 - 11:56 C	11:45 - 12:31 C	12:35 - 1:21	1:25 - 2:11	2:15 - 3:01
				11:56 - 12:31 L	11:06 - 11:41 L			

Susie - band student

A Day	Science	Social St	Band	Resource	L/Rotation 1	Phy Ed	Math	Rdg/LA
B Day	Science	Social St	Resource	Chorus	L/Rotation 1	Resource	Math	Rdg/LA

Tommy - no band

A Day	Science	Social St	Resource	Resource	L/Rotation 1	Phy Ed	Math	Rdg/LA
B Day	Science	Social St	Resource	Resource	L/Rotation 1	Resource	Math	Rdg/LA

Face/Health

7th Gr.

Resources

LA Resource

RDG. Resource

Extra FACE

Extra Art

Extra Rdg

Math Resource

Study Hall

Band

Chorus

Mentors

8th GRADE

2012-13 Current MS Scheduling

1	2	3	4	5	6	7	8	9	10
7:50	8:35	9:20	10:05	10:50	11:20	12:05	12:50	1:30	2:15
8:30	9:15	10:00	10:45	11:30	12:00	12:45	1:25	2:10	3:00

Sam: no band, no chorus

Day 1	Mentors	Science	Math	Lunch	Team	Comp/Lit	Bus App
Day 2	Phy Ed	FACE	Soc Stud	Lunch	Foundations	Spanish	Tech Ed
Day 3	Computers	Health	Science	Math	Soc Stud	Comp/Lit	Spanish

Rotations

8th Gr.
 Art
 Face/Health

2013-14 Proposed MS Scheduling

1	2	3	4	5A	5B	6	7	8
7:50 - 8:36	8:40 - 9:26	9:30 - 10:16	10:20 - 11:06	11:10 - 11:56 C	11:45 - 12:31 C	12:35 - 1:21	1:25 - 2:11	2:15 - 3:01
				11:56 - 12:31 L	11:06 - 11:41 L			

Susie: band and chorus student

A Day	Resource	Band	Math	Phy Ed	L/Science	Comp/Lit	Soc Stud	Rotation 1
B Day	Chorus	Resource	Math	Resource	L/Science	Comp/Lit	Soc Stud	Rotation 2

Tommy: no band

A Day	Resource	Resource	Science	Social St	L/Math	Rdg/LA	Phy Ed	Rotation 1
B Day	Resource	Resource	Science	Social St	L/Math	Rdg/LA	Resource	Rotation 2

8th Gr.
 Resource
 LA Resource
 RDG. Resource
 Extra FACE
 Extra Art
 Math Resource
 Study Hall
 Band
 Chorus
 Mentors

	1	2	3	4	5	6	7	8	9	10
Class times	7:50	8:35	9:20	10:05	10:50	11:20	12:05	12:50	1:30	2:15
	8:30	9:15	10:00	10:45	11:30	12:00	12:45	1:25	2:10	3:00

6-Lunch	7-Lunch	8-Lunch	SSR-15min
10:45-11:15	11:30-12	12:15-12:45	HB-20min

Lunch time

1	Alme	E106	Math 7	Prep	PLC 7-D1	Math 7	L	Math 7	TM7	Math 7		
2	Bethke	D110	Math 6	Math 6		L	Math 6	TM6	PLC 6-D1	Prep		
3	Breiby	A108	Health 8	Health 8	PE 7	PLC-D1	L	Prep/LD8-D2	AD PE	PE 6	PE 6	
4	Curtis	E111	Science 7	Prep	PLC 7-D1	Science 7	L	Science 7	TM7	Science 7		
5	Czerwonka	C202	MM8 PS8	MM8 PS8	PS 7	PS 7	LD-6	LD-7	L	TM6	PS 6	PS 6
6	Demmin, D.	GYM	PE 8	PE 8	PE 7	PE 7	PLC-D1	L	Prep/LD8-D1	TM7	Health 6	Health 6
7	Demrow	C302	PLC 8-D1	Prep	Comp/Literature 8	Comp/Literature 8		L	TM8	Comp/Literature 8		
8	Dietrich	A102	PLC 8	Prep	RE SH7	PLC 7	L	RE Math 6	TM7	RE Math 8		
			Prep	RE SH8	Math7 Int	RE SH7	L	Math 6 w/ Bethke	TM7	Big 3 - 8th Grade		
			RE SH8	Math 8 Int	RE SH7	Math7 Int	L	RE Math 6	Math6	TM7	RE Math 8	Big 3-8th
9	Dobbs	D108	Science 6	Science 6		L	Science 6	TM6	PLC 6-D1	Prep		
10	Fanning	E115	PLC 8-D1	Prep	Science 8	Science 8		L	TM8	Science 8		
11	Fanta	C304	PLC 8-D1	Prep	Spanish 8	Spanish 8		L	TM8	Spanish 8		
12	Farnung	LMC	LMC	Comp-D2	LMC	LMC	LMC	L	LMC	TM6	LMC	LMC
13	Ferrell	A109	RW 8	RW 8	RW 7	RW 7		L	TM7	RW 6	RW 6	
14	Fougerousse	C121			Chorus 7	Chorus 7	PLC-D1	L	Prep	TM7	Chorus 6	Chorus 6
15	Gomez	C310	Spanish 7	Prep	PLC 7-D1	Spanish 7	L	Spanish 7	TM7	Spanish 7		
16	Hanson	A206	PLC 8-D1	Prep	Social Studies 8	Social Studies 8		L	TM8	Social Studies 8		
17	Harsevoort	C123	Band 8	Band 8	Band 7	Band 7	PLC-D1	Prep	L/LD8-D3	TM8	Music 6	Music 6
18	Herbers	A004	Prep	PLC 8-D1	FACE 8	FACE 8		L	TM8	FACE 8		
			FACE 7	Prep	PLC 7-D1	FACE 7	L	FACE 7	TM7	FACE 7		
			FACE 6	FACE 6		L	FACE 6	TM6	PLC 6-D1	Prep		
19	Kopf, D.	A127	Tech. Ed. 6	Tech. Ed. 6		L	Tech. Ed. 6	TM6	PLC 6-D1	Prep		
			PLC 8-D1	Prep	Tech. Ed. 8	Tech. Ed. 8		L	TM8	Tech. Ed. 8		
			Tech. Ed. 7	Prep	PLC 7-D1	TE 7	L	TE 7	TM7	Tech. Ed. 7		
20	Kopf, G.	C208	PLC 8-D1	Prep	Math 8	Math 8		L	TM8	Math 8		
21	Krohn	E109	Speech	Speech	Speech	Speech	L	Speech		Speech	Speech	
22	Kruckenber	GYM	PE 8	PE 8	Health 7	Health 7	PLC-D1/ Prep	L	LD8	TM7	PE 6	PE 6
23	Maves	C106	Jessica Katie	Prep	RE Functional Skills		L		TM6	PLC 6-D1	Ck-Out	
			Jessica Katie	Prep	Big 3 - 6th Grade		L	Res Math 6	TM6	Rdg Int	Ck-Out	
			Jessica Katie	Prep	Res Func	Big 3-6th	L	RE Math6	TM6	RE SH6	Ck-Out	
24	McDonald	D102	Comp 8	Comp 8	HS	HS	HS	HS	HS	HS	HS	
25	McKittrick	D104	Social Studies 6	Social Studies 6		L	Social Studies 6	TM6	PLC 6-D1	Prep		
26	Olienik	A204	Resource	Resource	Resource	Resource	Resource	L		Resource	Resource	
27	Oswald	C210	Social Studies 7	Prep	PLC 7-D1	SS 7	L	SS 7	TM7	Social Studies 7		
28	Rehfeldt	A207			Mentors7	Mentors7			TM8			
29	Schmick	C110	Art 7	Prep	PLC 7-D1	Art 7	L	Art 7	TM7	Art 7		

	1	2	3	4	5	6	7	8	9	10
Class times	7:50	8:35	9:20	10:05	10:50	11:20	12:05	12:50	1:30	2:15
	8:30	9:15	10:00	10:45	11:30	12:00	12:45	1:25	2:10	3:00

		Art 6		Art 6		L	Art 6		TM6	PLC 6-D1	Prep	
		Prep	PLC 8-D1	Art 8		Art 8		L	TM8	Art 8		
30	Schultz	E110	Reading / LA 6		Reading / LA 6		L	Reading / LA 6		TM6	PLC 6-D1	Prep
31	Shelton	E109	OT/PT	OT/PT	OT/PT	OT/PT	OT/PT	OT/PT	L		OT/PT	OT/PT
32	Smith, Matt	A104	PLC 8-D1	RE SH8	RE SH7	PLC 7-D1	w/Spanish 8		L	TM8	RE Math 7	
			Health 8	Math8 Int	Prep	Rdg Int	w/Comp-Lit 8		L	TM8	Math Interventions	
			Prep	RE SH8	Math7 Int	RE SH 7	w/Sp 8	w/CL 8	L	TM8	RE Math 7	Math Int.
33	Smith, Renae	E112	Reading / LA 6		Reading / LA 6		L	Reading / LA 6		TM6	PLC 6-D1	Prep
34	Stewart	C108	RE Reading / LA 6		Prep	PLC 7-D1	Spanish7	L	Spanish7	TM6	PLC 6-D1	RE SH 6
			RE Reading / LA 6		SS 6 w/ McKittrick		C/L 7	L	C/L 7	TM6	Prep	RE SH 6
			RE Reading / LA 6		Rdg Int	SS6	Spanish7	L	Spanish7	TM6	Rdg Int	Prep
35	Watson	A103					L	ELL Sci 6 ELL Math 6	TM	ELL Sci 7		
36	Yoerger	C308	Comp/Literature 7		Prep	PLC 7-D1	C/L 7	L	C/L 7	TM7	Comp/Literature 7	
37	Zblewski, C.	C121	Chorus 8	Chorus 8								
38	Zblewski, D.	C123									Band 6	Band 6

Educational Assistants

39	Carlsen	1	w/ Jessica									
		2	w/ Jessica						L			
		3	w/ Jessica									
40	Cufaude	1	PEw/Juli		w/Social Studies 6			L w/Katie	Katie nap	HB	w/Math 7	
		2	w/Math 7		w/Math 8		L	Sci 6 w/Dobbs			w/Science 7	
		3	Health 8	w/Math 7	SS 6	w/Math 8			w/Math 6		w/Math 7	Sci 7
41	Long	1	Juli (off van/bathrooming)2&3 Work with Katie		w/Katie					L	w/Katie	
	2	Big 3 w/ 6th grade			w/Katie	L w/Katie	Katie nap					
	3	w/Katie			Big 3 -6th	w/Katie	L w/Katie	Katie nap				
42	Parsons	1	w/Social Studies 7		w/ Science 6		w/CL 7	LD7	w/CL 7	L	w/Spanish 7	
		2	w/ Science 7		w/Katie		w/Sp 7	LD7	w/Sp 7		w/Comp Lit 8	
		3	w/SS 7	w/Sci 7	Sci 6	w/Katie	w/CL 7	LD7	w/Sp 7		w/Sp 8	w/CL 8
43	Schuette	1	Reading/Lang. Arts 6 w/ Schultz		w/ Science 8		LD 6	L	LD8	HB	Study Hall 6	
	2	w/ Social Studies 8			LD 6	L	LD8	w/Science 8				
	3	w/ Sci 8			w/SS 8	LD 6	L	LD8	Health 6		w/ Sci 8	

Non-teaching staff

J.K.J

48	Office	A125	Mr. Flaherty, Mrs. Sperry, Mrs. Zhe, Mrs. Hannibal, Mr. Slaback									
	Sperry						11-11:30 Lunch					
	Zhe			9:15-9:25 Lk Rm	10:35-10:45 Lk Rm				12-12:30 Lunch			
51	Custodians	A120	Mr. Steve Maloney, Mr. Erdmann,									
54	Food Service	B106	Mrs. Peterson, Mrs. Blom, Mrs. Rupiper									

Minutes Based on Block Schedule

Statements	Current	Future
Times Students Have Math Per Week.	Two to Three	Five
Minutes of Math Per Year	7650	8100
Minutes of Science Per Year	7650	8100
Minutes of Social Studies Per Year	7650	8100
Minutes of 6th Grade Language Arts	15300	8100
Grade 7 and 8 Language Arts	11430	8100
Band	2700*	4050
Chorus	2700*	4050
Health	2700	612
Family & Consumer Education (FACE)**	2500	612
Spanish	3825	1224
Tech ED 7th and 8th**	2700	1224
Art**	2700	1224
Computer Literacy Grade 6	0	1224
Business Applications 8th Grade	2700	1224
Phy Ed	5100	4050
Number of Students Academic Teachers Grade	146	203

* Some students have band and chorus two out of three days. They have 5400 minutes this year.

** Students may have more minutes if they can take additional electives

Meets DPI about requirments (Rebecca Vail 3/14/13 at 3:30 PM)
 Streamlined Schedule for Students and Parents
 8th Grade Common planning
 Math everyday
 Shorter periods a challenge for labs
 Math and Reading interventions seven out of eight periods
 Band and Chorus every other day...return to old schedule
 Will have to increase number of computers in labs - Larry says it can be done
 Sustained silent reading and foundations removed
 Tech Ed in Grade 6th becomes Computer Ed.
 Curriculum money for the summer for altered courses
 Class size next year of 146 at 8th grade= 29 students/class
 Reduction in LA time by .5 in 6th Grade
 Reduction in Spanish in 7th and 8th Grade (Becomes a true exploritory)

Staff Changes	Options
Health	1-4
PE	2-4
Social Studies	2-4
Language Arts	2-4
Science	2-4
Gifted and Talented .5	3-4
LMC Teacher .5	1-4
LMC Clerk .5 Increase	1-4

2013-2014 RtI Model and Staffing Proposal

Evansville High School

OVERVIEW

“Paradigm Shift” at EHS

Relationship between...

- Response to Intervention model
- At-Risk Service Delivery model
- Staffing proposal and impact

RtI Model Highlights

- Maintain high quality Tier I instruction
- Implementation of new 'Transitions' selected Tier 2 intervention
 - 45 minutes daily
 - Literacy/Reading and/or Mathematics
 - 8 teachers designated reading/literacy
 - 8 teachers designated math
 - Teachers prep time will be similar to all other district teacher prep time

RtI Model Highlights

- Tier 3 intensive
 - maintain 90 minutes of Literacy Lab
 - maintain 90 minutes of pre-Algebra
 - truly team taught with both a general educator and special educator
- Intensive Special Education Intervention
 - Direct Instruction intensive intervention
- Emergent Literacy/Functional Math

At-Risk Service Delivery

Definition of At-Risk per §118.153 (1), Wis.Sta:

- 1+ years behind in credits
- 2+ years behind in basic skills
- Habitual truant
- Teenage parents
- Adjudication delinquents
- 8th graders who fail promotion to 9th grade

At-Risk Service Delivery

Current delivery:

- Students case-managed by one teacher
- Students identified through BIT process
- Includes monitoring of students at-risk
- Coordination of meetings for some students and parents
- Academic support on a drop-in as needed basis

At-Risk Service Delivery

Proposed for 2013-2014:

- Team of 8 teachers who are at-risk managers AND academic support lab teachers
- “Academic Support Lab” – we no longer will have study halls.
- Two teachers per block
- 45 minute responsibility every day

At-Risk Service Delivery

Proposed for 2013-2014:

- In addition to daily academic support kids, each of the eight teachers will personally manage 1-3 identified students; daily and weekly responsibilities:
 - Individual academic support and/or remediation
 - Weekly face-to-face check-ins
 - Weekly parent phone contacts (or e-mail)
 - Coordination of team meetings

...continued

- Coordination and facilitation of individualized parent-teacher conference meetings
- Grade/progress monitoring; monitoring of missing work, missed assessments, etc.
- Communication with BIT team
- Attendance at bi-weekly BIT team meetings after school
- Communication with classroom teachers

Digital Portfolio

OneNote digital portfolio:

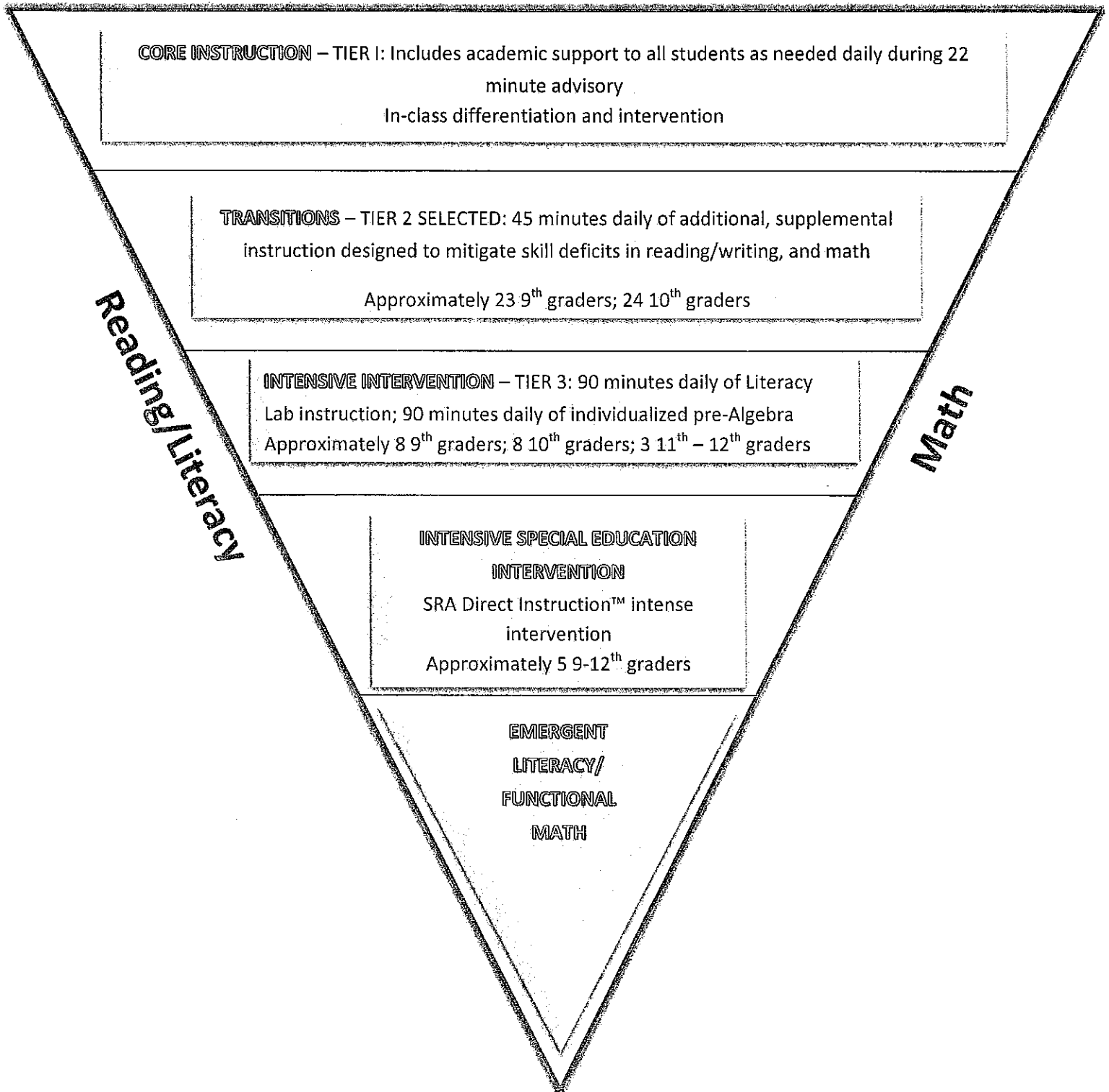
- BIT-driven individualized plan
- Standardized test data
- School performance data (attendance; behavior; etc.)
- Documentation of student, parent contact
- Current and ongoing academic progress monitoring
- Plan monitoring
- Miscellaneous, anecdotal, observational data

Teacher Responsibilities

- Full-time teachers become reading/literacy or math specialists; or academic support lab/at-risk specialists
- 45 minute daily assignment
- Teachers will be teaching equivalent of 7 out of 8; previously was 6 out of 8
- 45 minute prep

EVANSVILLE HIGH SCHOOL 2013-2014

MULTI-TIERED SYSTEM OF SUPPORTS RtI MODEL



EVANSVILLE HIGH SCHOOL 2013-2014

MULTI-TIERED SYSTEM OF SUPPORTS: AT-RISK SERVICE DELIVERY

Every school district in Wisconsin is required to identify and serve students who meet the statutory definition of being a child at risk of not graduating from high school under §118.153 (1), Wis. Statutes. Children at risk means pupils who are at risk of not graduating from high school because they are dropouts or are two or more of the following:

- One or more years behind their age group in the number of high school credits attained
- Two or more years behind their age group in basic skill levels
- Habitual truants
- Teenage parents
- Adjudicated delinquents
- Eighth grade students who failed to be promoted to 9th grade

Currently, Evansville High School students who are identified as “at-risk” are case managed by one and are identified through the Building Intervention Team (BIT) process. Service delivery currently includes monitoring of students who are at-risk, coordination of meetings for some students and parents, and academic help on a drop-in as-needed basis. We are proposing a paradigm shift in the service delivery model to better reach our target of 100 percent of high school graduates. We also have plans for a GEDO2 (GED Option 2) alternative program on the horizon which would be our most intensive at-risk service for a very small group of students.

Proposed for 2013-2014, each term will have a team of eight teachers who will serve as academic support lab teachers and at-risk managers for 45 minutes per day in addition to their three teaching blocks. These eight teachers will be coordinated through the Building Intervention Team and will all be part of the team meetings after school twice per month. There will no longer be study halls at EHS. Instead, students will either have an honors pass and be allowed to work in the LMC, writing labs, etc. Students not qualifying for honors who have an opening in their schedule will be assigned to the ‘Academic Support Lab’ with one of two designated teachers each block.

Each of the eight teachers will personally manage 1-3 identified at-risk students and will have both daily and weekly responsibilities that include the following:

- Individual academic support and/or remediation on as-needed student basis
- Weekly face-to-face check-ins with students
- Weekly parent phone contacts if possible, or e-mail contacts
- coordination of team meetings for individual students
- coordination and facilitation of individualized parent-teacher conference meetings
- grade/progress monitoring; monitoring of student missing work, missed assessments, etc.
- communication to BIT team
- communication with classroom teachers

Each student identified as “at-risk” will have a OneNote digital portfolio accessible by teachers that includes a BIT-driven individualized plan, standardized test data, school performance, at-risk indicators, attendance, learning styles, current academic performance, documentation of parent contact, current and ongoing academic progress monitoring and plan monitoring, and any related miscellaneous and/or anecdotal observational data.

Every fulltime teacher will teach 7 out of 8: teach three blocks, one Rtl or At-Risk assignment, one 45 min prep.

EHS STAFFING PLAN PROPOSAL 2013 - 2014

<u>Option</u>	<u>2012-2013</u>	<u>FTE</u>	<u>2013-2014</u>	<u>Net Result</u>	<u>Explanation</u>
	<u>Position</u>		<u>Position</u>		
1-4	At-Risk	1.0	X	-1.0	Elimination of At-Risk position; At-Risk assigned to 8 teachers
1-4	Band	1.0	Band	-0.5 shift	Shift of 0.5 FTE time to the MS; fewer individual lessons
1-4	Choir	1.0	Choir	-0.25 shift	Shift of 0.25 FTE time to the MS; fewer individual lessons
1-4	Study Hall	1.0	X	-1.0	Elimination of Study Hall aide position
1-4	LMS	1.0	LMS	-0.5 shift	Shift of 0.5 FTE time to the MS
1-4	X	X	LMC Clerk	0.5	Addition of 0.5 FTE LMC clerk to cover EHS LMC
3	Gifted/Talented	0.50	X	-0.5	Elimination of G/T position; G/T services absorbed through School Counseling positions

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, April 8, 2013

6:30 p.m.

District Board and Training Center
340 Fair Street

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

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

	<u>Time</u>
I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse Tina Rossmiller Nancy Hurley John Rasmussen HS Rep. Hunter Johnson HS Rep. Marissa Haegele	1 min.
II. Approve Agenda.	1 min.
III. Public Announcements/Recognition/Upcoming Events: <ul style="list-style-type: none">• Open Enrollment Application Period – February 4 – April 30• Energy Fair – April 19• Week of the Young Child Parade, April 23 and Family Night, April 26• Employee Recognition – May 8• Back To School Days – August 14 & 15 from 1:00 – 7:00 pm• 2013 Accounting Careers Awareness Grant of \$1,600 to Dana Hurda• Recognize Board Members: Hurley and Skinner	2 min.
IV. District Administrator Report –	2 min.
V. Information & Discussion: <ul style="list-style-type: none">A. Drafting Presentation by Hunter Johnson.B. Presentation on Programming Model for Advanced Learners.C. Presentation on Reading Program at Theodore Robinson Intermediate School.D. School Board Unofficial Election Results.E. Timeline for Filling Board Vacancy.F. High School Low Enrollment/Class Size Courses.	60 min.
VI. Business (Action Items): <ul style="list-style-type: none">A. Approval of Employee Handbook Written Draft, Part II, Sec. 7-8 (Certified Staff-Insurance and Leave and Retirement Benefits) and Part III, Sec. 7-11 (Support Staff-Paid Vacation, Holidays, Leave Benefits, Insurance Benefits, and Retirement Benefits).B. Approval of 2013-2014 Staffing Proposal Plan.C. Approval of Staff Changes: Layoffs.	min.
VII. Consent (Action Items): <ul style="list-style-type: none">A. Approval of March 11, 2013, Regular Meeting Minutes.B. Approval of February Bills and Reconciliation.	2 min.
VIII. Set April 22, 2013, Reorganization Meeting Agenda.	5 min.
IX. Adjourn.	1 min.