

- VIII. Business (Action Item): 10 min.
- A. Approval of Employee Handbook, Part I, Sec. 4-8 (All Employees-Grievance Procedures, Pay Periods, Compensation and Expense Reimbursement, Worker's Compensation, and Sick Leave).
 - B. Approval of Handbook Introduction Letter.
 - C. Approval of Staff Changes: Resignation and Hiring.
 - D. Approval of 66:0301 Cooperative Resolution With Parkview School District for an Occupational Therapist.
- IX. Consent (Action Items): 2 min.
- A. Approval of October 8 Regular Meeting Minutes.
 - B. Approval of Open Enrollment Exception Applications.
 - C. Approval of September and October Reconciliation Reports and Bills.
- X. Set November 26, 2012, Regular Meeting Agenda. 5 min.
- XI. Adjourn. 1 min.

Mission Statement:

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

Vision Statement:

Creating a culture of excellence in:

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

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

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

Posted: 11/8/12

- B. School Board Election Timeline – *Enclosed is a School Board Election timeline.*
- C. Selection of Delegate and Alternate to WASB Convention in January – *Please start thinking about who you would like to be our delegate and alternate at the WASB Convention in January. We will need to make a decision by January.*
- D. 2013-2014 Budget Calendar - *Ms. Treuden has enclosed information.*
- E. Insurance Committee Update – *No update since the last Board meeting. Next meeting is scheduled for Thursday, November 15th.*
- F. Extra-Co-Curricular Committee Update - *Dennis will give an update on the November 8th meeting that was held.*
- G. Second Reading of Policies: #141-Board Officers and #142-Board Consultants – *These policies come forward with no changes.*

VIII. Business (Action Item):

10 min.

- A. Approval of Employee Handbook, Part I, Sec. 4-8 (All Employees-Grievance Procedures, Pay Periods, Compensation and Expense Reimbursement, Worker’s Compensation, and Sick Leave) - *Please approve this section.*

Suggested Motion: I move we approve the Employee Handbook, Part I, Sec. 4-8 (All Employees-Grievance Procedures, Pay Periods, Compensation and Expense Reimbursement, Worker’s Compensation, and Sick Leave) as presented.

- B. Approval of Handbook Introduction Letter – *Enclosed is the letter with no changes since the last meeting.*

Suggested Motion: I move we approve the Handbook Introduction Letter as presented.

- C. Approval of Staff Changes:

1. Resignation – *Please approve the resignation of Dulcie Bergsma, a special educational assistant.*

Suggested Motion: I move we approve the resignation of Dulcie Bergsma, special educational assistant.

2. Hiring – *Please approve the hiring of Jennifer Hanson, a part-time (3 hours/day)*

Food Service Cook 1 at TRIS, at an hourly rate of \$14.12.

Suggested Motion: I move we approve the hiring of Jennifer Hanson, as a part-time Food Service Cook 1 (3 hours/day) at TRIS.

- D. Approval of 66:0301 Cooperative Resolution With Parkview School District for an Occupational Therapist – Information enclosed.

Suggested Motion: “Whereas the following school districts have handicapped children, and whereas it appears that the educational interest of all children in the school districts will be served best by the districts joining together to offer special services, as authorized by the Department of Public Instruction, to meet the needs of the handicapped children.” “Be it, and it is hereby resolved that the school boards for Parkview School District and Evansville Community School District agree to establish and maintain, on a cooperative basis, a handicapped children’s special education program(s) pursuant to section 66.0301 of the Wisconsin Statutes.”

- IX. Consent (Action Items):** 2 min.
- A. Approval of October 8 Regular Meeting Minutes.
 - B. Approval of Open Enrollment Exception Applications.
 - C. Approval of September and October Reconciliation Reports and Bills.

Suggested Motion: I move we approve the consent agenda items of: October 8 Regular meeting minutes, no open enrollment exception applications, and the September and October Reconciliation Reports and Bills, as presented.

Roll Call Vote.

- X. Set November 26, 2012, Regular Meeting Agenda.** 5 min.
Agenda enclosed.
- XI. Adjourn.** 1 min.

Suggested Motion: I move we adjourn the meeting.

Estimated Time of Adjournment: 8:30 pm.

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Posted: 11/8/12

District Administrator Report

Jerry Roth

11-12-12

The first one hundred days serving as the District Administrator of the Evansville Community School District have been filled with many new experiences and exciting opportunities. Each of which has allowed me to: build my knowledge of our programs, schools and our district; work collaboratively with many of our stakeholders; engage with other Wisconsin District Administrators; and attend workshops and conferences to enhance my knowledge of leadership.

Beginning with the first few days of school and well into the fall term, I have enjoyed visiting a variety of classrooms in Kindergarten through grade 12. The intent of my classroom visits is to understand the concepts and skills that are being taught by our teachers and to interact with students as they learn, so they view me as a trusted educator. My visits to classrooms also help to keep me connected with the day-to-day activities in each school.

Participating in staff meetings and professional development meetings have afforded me with opportunities to understand school initiatives and how they tie to District initiatives. It has been enjoyable to witness the shared leadership that exists in our schools. Some of the discussions going on in our schools among staff include: learning and behavioral interventions for all levels of learners; effective teacher practices; scheduling; and student data mining. It is evident that teachers serve essential roles in the decision making of our schools.

As a first year District Administrator, I have discovered that networking with my colleagues around the state has helped me to navigate the many duties and responsibilities of my position. To date, I have connected with District Administrators from the Rock Valley Conference, the Dane County Area, and the Wisconsin Association of District Administrators-New District Administrators group. It has been refreshing to discover that there are many leaders that are willing and capable of discussing issues that arise in our individual districts.

Leadership has been a passion of mine for many years. I continuously seek ways to build my knowledge in a wide range of areas that pertain to leading. I value what I learn from others as I strive to improve the overall operations of our school district. This year I have attended several workshops that have helped me to understand the issues that our schools will face this school year and into the future. Many of the topics that I have learned about this year through participation in workshops and conferences include: open enrollment; state and local school

funding; the ACT Suite of assessments; the State Report Card; planning and marketing of a referendum; health insurance options; and school law. Though these areas are not all inclusive of the topics and issues that we will address this year, they certainly are a good start.

Supporting students by attending extra/co-curricular events is one of the really fun things that I get to do as a District Administrator. This fall I have watched each of our high school sports teams compete; swim, cross country, volleyball, football and soccer. It was fun to watch our swim team compete against Lodi in the last swim meet of the year. There were several records establish this year and the co-op looks to be strong in the future. The cross country teams had a successful season. I found the cross country runners to be extraordinarily supportive of one another. The volleyball teams are well coached and the enthusiasm was contagious. The football team continued their winning tradition by capturing a co-conference title. Finally, the soccer team surpassed the expectations of many. They ended the conference schedule undefeated and brought home the outright conference championship. A more impressive sign of the success of this team was represented by the comments of the soccer coaches from Edgerton. After defeating Edgerton by a lopsided margin the Edgerton coaches commented to me about the positive sportsmanship and character displayed by our team. This is also a sign of the values and integrity that our coaches display.

Through my eyes, my first 100 days have been filled with positive experiences and opportunities. Our future as a District and community is bright and we have much to be proud as we serve our students.

High School Representative District Board Report

Student Council RVC: On Tuesday October 23 Evansville High School hosted the regional student council Rock Valley Conference. An average of four students and an advisor attended the meeting from each school in the Rock Valley district to participate in this conference. The meeting was from 9-2 and consisted of bonding activities, collaboration of various student governments, and a showcase of the talents/strengths of the Evansville High School. Jazz band and Vocal Jazz performed at this event, the senior video was highlighted and a school tour to all who attended the meeting. A special thanks to the donations from McDonalds and the middle school face department. Evansville will host a regional student council RVC meeting again in two years.

Sports: For fall sports football won conference, soccer won conference, one person from cross country is going to state, and poms won second in conference. Fall sport have all ended and now winter sports will begin on November 5th.

Jack o lantern Jamboree: Saturday October 27 was the Jack o Lantern Jamboree, at the elementary school field house. Hundreds of parents and children attended the event where there were games, food, and raffle prizes. The event was orchestrated by a group of volunteer parents, students, members of NHS, and members of ECSP.

Band and Choir Opera Trip: On Wednesday October 24 the Wind Ensemble band students and the Concert Choir students took a field trip to the Madison Opera. The production was at the Madison Overture Center and was about three hours long.

NHS: The Evansville chapter of the National Honors Society began two new service programs within our school district that will start in the begging of November, Middle School tutoring and the lunch buddies program. Middle School tutoring will be every other Wednesday of the month right after school at the Middle School. The tutors will consist of volunteer NHS members and the program, starting in early November, will last throughout the year. The second service project is the lunch buddies program where.

EHS Blood Drive: The Evansville High School will be hosting a community blood drive on November 5th from 11 – 5. The blood drive is open to all community members and anyone else who wished to donate blood. It will be in the High School gym and is sponsored by the American Red Cross.

High School students may also donate blood if they are 18 and 16 or 17 with a parental consent form. Information about the blood drive will be in the paper, the school, and around town. EHS student council is helping orchestrate the event.

First Term Finals: Finals for the end of first term will be November 8th and 9th. There will be study nights the week of finals at the Eager Free Public Library.

Testing: Throughout the month of October the Plan, PSAT, and Explorer Tests were administrated and the WKCE is beginning in November for sophomores.

Class Rings: Sophomores have turned in their orders for 2015 class rings by Jostens. \

Coming Soon: -Craft Fair December 1st

Levi Leonard Elementary

School Board Report

November 12, 2012

Educator Effectiveness: Our district is involved in two of the pilot programs for the new Wisconsin Educator Effectiveness model: Student Learning Objectives (SLOs) and the Principal Effectiveness model. In an effort to prepare district staff for the changes that lay ahead, Heather Hanson, Marcela Tyson, Joan Wick and I have shared information about the model as a whole and more specifically about SLOs. This presentation has been given to K-5 and High School staff members. We will present to the middle school staff soon. As we learn more information, we will continue to share updates. Our district is currently well positioned for these changes since we have already begun some of the necessary processes as explained by Paula Landers at the first October board meeting.

Early Release Days: The October Early Release Day was used to study student assessment data and to look for any students who might need early supports or interventions. Our students are assessed with the PALS and kindergarten common assessment, the Diagnostic Reading Assessment (DRA), QRI word list and first Grade assessments and the MAP, QRI word list and DRA at the second grade level. This data was all used to determine which students were meeting beginning of the year benchmarks. We will continue this work in November, especially for Kindergarten since not all of the data was available at the last day. First and Second grade will continue work on common assessments for their grade levels in English/Language Arts and Math based on the Common Core Standards.

Title 1 Family Pajama Night: This will be held on November 5, from 6:00-7:00 PM. Students may wear their pajamas and will hear stories and participate in related activities. Parents will learn strategies for promoting reading achievement at home. Everyone will enjoy milk and cookies in the cafeteria before going home.

Schedule Changes: We recently rearranged our lunch schedules to allow for more morning instructional time for Kindergarten and to allow for better spacing of recesses for 4th Grade. Many thanks to all who helped that change go smoothly. We will also be holding a staff meeting on Nov. 7 instead of our usual School Improvement Team (SIT). This will allow us to discuss some needed items and to hear from Dr. Roth and Ms. Landers on "Wisconsin's Agenda 2017."

Typing: As we learn more about the expectations for students in future state assessments, we realize that they will need to know how to type a short answer into sections of the test. Therefore, we are looking at specific typing programs to teach students, K-8, the necessary

keyboard skill to do so. A committee of representatives from each of the three schools will review available programs and make a recommendation.

Grants: Our thanks to the *Evansville Education Fund* for \$500 toward a new kiln for our art department. We have also been assured of \$1,000 from the *K-5 PTO* to whom we are very grateful! The last \$500 will come from our fundraiser.

Our thanks also to *the Evansville Fund* for funding a proposal for more books for our Guided Reading program. We especially need books for our older and more able readers.

Grow our own Leadership: This year, Dr. Roth has recommended that when a principal is absent from the building for a workshop, or such, that there is a substitute who will take care of various things as they come up. Due to the Pilot programs that I am involved with, I have had the pleasure of having Sally Feeney, Joanie Dobbs and Marcela Tyson substitute for me. This is a wonderful opportunity for them to learn more about the K-2 students and their needs. It also gives me peace of mind to know my students and staff are in good hands!

Fundraiser: Each year, our students raise funds for three specific purposes: 1) play equipment, 2) assemblies, and 3) defraying the cost of field trips for all students. This year, students sold almost \$18,000 worth of various food and gift items netting the school about \$7,300 in profit. Many thanks to all the families who were so involved!

Upcoming events:

- | | |
|---------|--|
| 12 | 9:30 Veterans' Day celebration at HS Gym – Kindergarten has an alternative activity planned. |
| 14 | 50 th Day for our 50 th day of school
Early Release - Curriculum |
| 15 | 2 nd Grade Concert |
| 19 & 20 | Parent/Teacher Conferences |
| 21 | Early Release – compensation |
| 22 | Thanksgiving |
| 28 | K-5 Curriculum meeting |

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

Lou Havlik

Elementary principal

Theodore Robinson Board Report

November 2012

New Staff:

Linda Volk:

Linda has taught for 25 years in the areas of special education and elementary education. In June of 2011 she retired from the Parkview School District. During the 2011-12 school year she substitute taught in Janesville, Orfordville, and Evansville (including long term sub for Gary Feldt).

Testing:

WKCE testing has begun and will continue through November 21st.

Around the Building:

The teachers that went to the ipad training at CESA 2 presented to the information to the staff at our last staff meeting. The staff decided to separate the ipads among classrooms instead of keeping them all together and only having access to them once in a while. This allows each classroom to have an ipad that can be used daily. Teachers have all checked out a laptop to use with their LCD projectors that were purchased last year. Having the laptops has allowed more flexibility of use as the teachers are teaching.

The staff has decided to use some of the fundraiser money for the following items: Mimio's (at least 5) for used in the classrooms, a couple more ipads or ipods, and non-fiction reading materials for the classrooms. As we progress through the year other items may be purchased.

We had a teacher rep from Mimio come in and present to the staff that could make it. Mimio's are interactive white boards that give us more flexibility than a SmartBoard and the cost is about 1/3 of the cost of a SmartBoard. The Mimio's can be used on any surface and are small enough to move from one class to another without worrying about damaging anything. The Mimio also allows the teacher to keep all of their white board space. The teachers were very excited to see the possibilities. I met with Larry to see what our next steps would be to purchase them.

We have begun looking at typing programs (web-based, keeps track of where the students are at, and site license) to begin having students practice typing in 3rd grade to help prepare them for the 2014 Smarter Balance test that will require students to type answers. The staff members that have been looking into this have liked the Type to Learn program which meets our expectations listed above.

During the early release day staff continued working on writing common assessments, mini-lessons for reading workshop, and looking at data. From the team level meetings we have set up our monthly RtI intervention grade level meetings so we can continue to look at data and make decisions relating to instruction and student needs.

We will not have our S.I.T meeting on the 1st Wednesday, but will have our staff meeting on that date since we have an early release day on our normal 3rd Wednesday.

After running the schedule for a quarter we still had a few glitches in the lunchroom and at recess. I worked with Lou, Marcia (from the kitchen) and the teachers to come up with a solution. After looking at the areas of difficulty we switched the 4th grade and K lunch times to elevate having 300+ students the playground at one time. This allowed the 4th grade to have a recess in the afternoon instead of right

before lunch. This also gave the kitchen staff an extra 5 minutes between the 4th and 5th grade lunches. We also moved the 3rd grade lunch to 12:05 from 12:00 to give the kitchen staff time to reload their areas and help with cleaning tables. We will run the new schedule and re-evaluate it at semester.

Judy Stricker has received grant money from the PTO and the Evansville Education Fund. Thank you to both groups for supporting our students and staff.

This year if a principal is out of the building Mr. Roth has Okayed us to have a staff member, that has finished their administrative degree or is working towards, to fill in for us. Having someone fill in has been a wonderful thing. I want to thank Sally Feeney and Marcela Tyson for filling in for me when I was at a DPI training. They did a wonderful job filling in.

Title I held their math and reading informative Parent Night Event. The numbers were down so we regrouped and brainstormed ideas to get more parents involved for next year's event.

3rd grade students visited the Mayor and City hall. The students wrote thank you cards to the Mayor. The new guided reading program in 3rd grade is off to a great start. Thank you to all the 3rd grade teachers, Teresa and Judy for making this transition go smoothly.

All teachers have been working on test preparation skills to ensure that our students are ready to take the WKCE.

Charity Kostroun, Phy Ed Teacher, organized this with parents for our kids:

1. Around 25 kids started the marathon (they did either $\frac{1}{4}$ mile, $\frac{1}{2}$ mile, $\frac{3}{4}$ mile, or a full mile at one time)
2. We met on Tuesday and Thursday mornings at the track during the summer. We would go through warm-ups and then they would complete their run. Kids did not need to meet, they could do it on their own also.
3. On October 6, 2012, 18 kids (and parents) traveled to Milwaukee for their final 1.2 miles. We had 15 from the TRIS school, 2 from the middle school, and 3 from LEVI school. Some of the other students couldn't make it because of other obligations (soccer, etc.)
4. After they completed their last 1.2 miles, they received a medal for running all 26.2 miles and completing a marathon.
5. If the Milwaukee Lakefront Marathon committee has this again for next year, we plan on offering it again.

Upcoming Events:

November 13th – AT&T group to present all 3rd graders with dictionaries

JCMC Board Report
November 2, 2012
Robert Flaherty

This year over twenty students submitted artwork to the Lions Club International Peace Poster Contest. On October 16, 2012 the students attended a pizza dinner and accepted their awards. It is wonderful to have students partner with local service organizations and I appreciate all of the effort Trent Schmick made to guarantee the contest was successful.

For the past two days middle school, high school, and district staff members spent two days at a conference on RTI at the Dells. The staff had a number of discussions about how to prioritize our current resources to better meet the needs of our students and to make sure all students are moving forward.

During the last Site/Leadership meeting we discussed the positives and negatives of our new schedule and ways to address those issues. We also started to create a plan to implement basic keyboarding into the day for all sixth graders to immediately address typing skills.

I am also in the process of talking to other schools in CESA II regarding curriculum offerings and RTI to get a better idea of how other schools are coping with the challenges of RTI and budget cuts. I will share the results with the school board as well as staff members when I have finished surveying all the schools.

EHS Board Report – Scott Everson, EHS Principal

November 12, 2012 ECSD Board Meeting

- Our EHS DPI School Report Card with Rock Valley Conference comparisons (**bold** indicates 'exceeds expectations'):

Evansville	78.1	Palmyra-Eagle	72.1
McFarland	73.8	Parkview	71.3
East Troy	73.5	Big Foot	70.7
Beloit Turner	72.4	Jefferson	70.1
Clinton	72.4	Whitewater	69.0
Edgerton	72.2	Brodhead	68.5

- Congratulations to the EHS Football team and Rock Valley Conference Coach of the Year Ron Grovesteen for capturing the RVC conference championship.
- This past Monday, our EHS student council once again hosted and coordinated a successful blood drive.
- A team of EHS staff attended a Secondary Level Applications of RtI conference this past week in the Dells. We are excited about the process of implementation that will undoubtedly follow.
- Our EHS Leadership Team is currently brainstorming, researching, and investigating the following topics this year (some of which will hopefully come to the Board level for action):
 1. Instructional best practices – this will always be at the forefront. School improvement = teacher improvement = instructional improvement. Everything we do in collaboration, staff meetings, late starts, etc., should be centered on instructional lesson planning, instructional delivery, formative assessment, etc., with the single-minded goal of increased student learning. We have already begun this work this year, obviously, but expect more.
 2. Continue to examine existing course offerings/sequencing through the lens of college and career readiness. This may lead to additional AP courses, additional online options, more articulated courses (transcribed credit and/or advanced standing through WI Technical College System schools), replacement of existing courses, and identification of 'honors' courses at EHS.
 3. Investigate a Laude Honors system in replacement of our existing traditional valedictorian/salutatorian/class rank based solely off of GPA. This also goes hand-in-hand with the 'honors' course identification previously mentioned.
 4. Implementation of the Senior Graduation Project requirement for our current 10th graders (and beyond). We are just over a year away from the beginning stages of the formal graduation project requirement for next year's 11th graders.
 5. Investigation of EHS Alternative Programming/Schooling options.
 6. Implementation of a data-driven RtI system with an intense focus on literacy and math fluency.
 7. We will investigate EHS scheduling options/tweaks/changes for next year with the purpose of utilizing our existing staff FTE to better implement the aforementioned RtI system as well as possible alternative programming/schooling options.

ECSD School Board Report

November, 2012

Vaunce Ashby, Director of Student Services

The month of October offered a number of staff development activities. Here are a few I participated in:

- ▶ Led a full day of professional development sessions for each building-based special education team. The members in attendance included the special education teachers, along with the speech and language therapists in some cases. This was initiated last school year with positive feedback. Staff felt the time in small groups focusing on issues related to special education at their grade levels was invaluable. It has also allowed me to highlight specific student success that may not otherwise be mentioned due to confidentiality issues.
- ▶ Led an after school 'Listening Session' for our classroom-based educational assistants. This was done twice last school year with positive results so I am scheduling it once a quarter this school year.
- ▶ Led a full day of training for special education and general education teachers on developing instructional connections between the Common Core Essential Elements (CCEE) and Common Core State Standards (CCSS).
- ▶ Led a half day of training on the completion of an electronic transitional plan for students with individualized educational plans who are 14 years of age or older. Special education teachers have been required to complete these plans since 2004 but now they are required to complete the plan electronically on the Department of Public Instruction's website.

I have decided to use these reports as a vehicle to elaborate on some Student Services topics.

The largest area I coordinate on a daily basis is Special Education. Let's begin with a simple definition.

Who is a child with a disability?

A child with a disability is a child who needs special education and related services. The child must be at least 3 years old, but not yet 21, and not yet graduated from high school. The term includes a person who becomes 21 during the school term for the remainder of the school term (the last day pupils attend in a school year, other than summer classes). In our state the law has criteria for 11 categories.

They are :

- Cognitive disabilities (CD)
- Hearing impairments (HI)
- Speech or language impairments (SL)
- Visual impairments (VI)
- Emotional behavioral disability (EBD)
- Orthopedic impairments (OI)
- Autism
- Traumatic brain injury (TBI)
- Specific learning disabilities (SLD)
- Other health impairments (OHI)
- Significant developmental delay (SDD)

School Board Report
November 12, 2012
Curriculum Topic: Continuous School Improvement

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

The ESEA waiver and Agenda 2017 have sent a clear message to the public schools in Wisconsin that improvement of student learning outcomes is necessary and non-negotiable. Since the 1990s, many school districts have engaged in the continuous improvement process – a practice borne of research indicating that intentional goal-setting coupled with planning and follow-up yields positive results toward goal attainment. (http://dpi.wi.gov/ssos/pdf/supp_research.pdf) Highly effective schools and school districts generally engage in continuous improvement processes to ensure that resources are being used effectively and that actions are being aligned with established and clearly communicated priorities. In the absence of goals and planning, initiatives compete for resources, achievement efforts are not coordinated, and outcomes may remain unchanged despite tremendous effort and expense.

The Evansville Community School District has engaged the Midwest Instructional Leadership Council (MILC), a team of experienced practitioners, to assess our District's current practices in the area of continuous improvement planning. In mid-October, MILC partners Ed O'Connor, John Faust, and Diane Jenson conducted focus groups at each school site and at the district level. The focus groups were followed-up with an on-line survey of all instructional personnel in the district. MILC will use the data collected to identify system and school strengths and areas for improvement and will report this information to the system. We plan to use the MILC assessment as a baseline to move forward with system improvement efforts around goal-setting, planning, instructional improvement, and data-driven decision-making.

A clearly articulated planning process is also a key component of the Educator Effectiveness Framework rolled out by the Department of Public Instruction last month. The framework's keystone is continuous improvement planning at the classroom and school level coupled with evidence-based inquiry, follow-up, and evaluation of teachers' and principals' professional practice. There are three layers to the educator effectiveness system: school or student learning outcomes (SLOs), teacher effectiveness, and principal effectiveness. Each layer of the framework is dependent upon goal-setting to focus improvement efforts for the school.

- SLOs involve using student achievement data to set learning growth goals for a classroom or group of students. Teachers determine one to three SLOs for a semester or year, in collaboration with the principal, and focus teaching and learning efforts to attain the specified learning outcomes. School achievement data determines the success of their efforts.
- Teacher effectiveness is based upon Charlotte Danielson's 2011 *Framework for Teaching* model. After reflecting upon their professional practice, teachers set two to three goals to improve their practice based upon the components of the Danielson framework. Principals work with teachers both as a coach to help them improve, but also as an evaluator as they collect evidence to support teacher progress toward goal attainment.
- Principal effectiveness is based upon the Interstate School Leaders Licensure Consortium (ISLLC) standards and parallels the teacher effectiveness model at an administrative level. Principals reflect upon their professional practice as it relates to the ISLLC standards and set two to three goals to improve their leadership skills. The district administrator collects evidence for evaluation of goal attainment, but also works with the principals to support the development of "robust practices" that improve school performance across all indicators of the ISLLC standards.

Continuous improvement is a clearly identified theme in the educational reforms of Agenda 2017. All public schools must develop the capacity to use data to set learning goals, professional practice goals, and school processes to drive academic achievement. Follow-up through data review and formal evaluation will guide continuous improvement. Through this practice, schools can systematically focus on priorities that surface as a result of the continuous improvement process.

Impact of a Standard of Discipline, "Just Cause" or No Standard of Discipline, "At-Will"

I have included in your Board packets several documents for you to consider as you make a determination on whether to keep "just cause" as a level of discipline or to require every employee to be "at-will". Along with the documents included in the Board packet, I have summarized "just cause" versus "at-will" below and possible ramifications of each.

"Just Cause"

- Creates a cause standard for discipline, discharge or nonrenewal.
- Creates a property right and property interest for an employee. This means that if the Board allows "just cause" as the standard, employees can then sue the District if they do not agree with the Board's decision on discipline, discharge or nonrenewal. The question that you should ask yourself is, "Can the Board be trusted to make a fair and reasonable decision on disciplinary matters?"
- Opens up the possibility of lengthy and costly litigation for the District.
- Current employee groups with a "cause" standard include; teachers, support staff, custodians, and food service.

"At-Will"

- No cause standard for discipline exists, which means that an employee can be disciplined, discharged, or non-renewed without cause, as long as the reason is not unlawful.
- No property right or property interest exists, which means that the District cannot be sued once the Board makes the final decision on discipline, discharge or nonrenewal.
- Again, the question that you should ask yourself is, "Can the Board be trusted to make a fair and reasonable decision on disciplinary matters?"
- The risk of lengthy and costly litigation for the District is greatly reduced.
- Current employee groups that are "at-will" include: administrators, directors and administrative assistants.

The Board should be aware that the Employee Handbook covers all employees and any standard of discipline or "at-will" status will be in place for all employees.



August 21, 2012

Ms. Kathi Swanson
Board President
Evansville Community School District
340 Fair Street
Evansville, WI 53536

RE: "Cause" Standard for Discipline, Discharge or Nonrenewal

Dear Ms. Swanson:

The Evansville Community School District has asked our firm to provide a legal opinion regarding the adoption of standards for discipline, discharge, and nonrenewal, and the issues that may arise if the Board of Education adopts such standards or policies to govern the employment relationship with employees.

The law does not require a school board to adopt any standard for discipline, discharge, or nonrenewal. Instead, it is a policy decision for a school board as to whether to adopt such a standard. Adoption of any standard for discipline, discharge, or nonrenewal will change the "at-will" employment relationship the school board has with most of its employees. This change in the employment relationship has several significant consequences for a school board as an employer, which are explained further below.

In Wisconsin, employees are presumed to be "at-will," meaning that their employment can be ended for any reason, with or without cause, as long as the reason is not unlawful. (A termination that is based on an employee's protected characteristic, such as age, race or disability, is one example of a termination for an unlawful reason.) If an employee is an at-will employee, he or she does not have a basis to sue an employer over a termination on the claim that the termination is unfair or without cause.

An employee's at-will status can be negated by the terms of a written employment contract which creates a cause standard for termination, or by the inclusion of a cause standard in an employee handbook or board policy. Handbook provisions or board policies that create a cause standard for discipline, discharge, or nonrenewal create a property right for a school district employee. A cause standard gives a discharged employee a potential breach of contract claim on the basis that the Board did not follow the handbook provisions. A cause standard also gives

employees a "property interest" in their job. Under the due process clause of the U.S. Constitution, the District may not take away this property interest without "due process." If an employee is discharged or disciplined without due process, an employee may be able to sue for a violation of his or her due process rights. A successful due process claim can be very costly to the District, because the District can be ordered to pay both compensatory and punitive damages, as well as all of the employee's attorneys' fees. Frequently in such litigation, the attorneys' fees award can be larger than the damage award. Other board policies or handbook provisions that can alter an employee's an-will status include probationary periods and seniority-based promotion, layoff and termination provisions.

If the District decides not to adopt a cause standard, and therefore maintains an at-will relationship with its employees, that does not mean that the District intends to make arbitrary, unfair decisions about its employees. It simply means that whatever decisions it does make, the District will be less likely to have to defend them in expensive, time consuming and morale deflating lawsuits. In some ways, the question of whether the School Board should impose a cause standard upon itself boils down to a question of whether the School Board can be trusted to make a fair and reasoned decision regarding an employee, or whether an outside entity, such as a court, should be given the opportunity to second-guess the School Board's decision.

The Board should also consider the fact that teachers and administrators are not at-will employees during the term of their contracts. During the term of their contracts, such employees do have a cause standard. That is because they have a contract for a definite term, and therefore they have a property interest in their employment for that term, and may only be terminated during that term for good cause. The Supreme Court of Wisconsin, in explaining what constitutes good cause to terminate a teacher during the term of his or her or her contract, said "any inexcusable substantial violation by an employee of instructions, or neglect of duty of a substantial character, or any misconduct inconsistent with the relations of master and servant and which might injuriously affect the former's business regardless of any express agreement on the subject, constitutes good grounds for discharging the employee." *See Millar v. Joint Sch. Dist. No. 2*, 2 Wis. 2d 303 (1957).

Absent a cause standard, teachers and administrators do not have a property right in the renewal of their contracts, so a school board is free to nonrenew a teacher or an administrator without having to establish "cause," as long as the school board complies with the statutory nonrenewal process created by Wis. Stat. § 118.22 (teachers) and Wis. Stat. § 118.24 (administrators). Under Wis. Stat. § 118.22, teachers have the right to preliminary notice, and a private conference with the Board prior to nonrenewal of their contract. Under Wis. Stat. § 118.24, administrators have the right to preliminary notice, and a hearing before the Board prior to nonrenewal of their contract. Administrators also have the right to receive a written statement of the reasons on which the Board is considering nonrenewal, prior to the hearing.

In addition, under Act 10, all District employees, including teachers and administrators, have the right to grieve their discipline, discharge or nonrenewal through the statutory grievance procedure. These procedures are in place to give employees the opportunity to be heard, and to

argue their case, before they are disciplined, discharged or nonrenewed. All of the statutory rights outlined above exist even if a school board decides not to adopt a cause standard.

If the Board does decide to adopt a cause standard, it should consider that there are standards that are not as stringent as "just cause." One such standard is the "good and sufficient" reason standard. The Wisconsin Supreme Court has stated that "good and sufficient reasons" are those reasons which are not wholly frivolous and inconsequential. The WERC has interpreted a sufficient reason to be a reason that has a reasonable basis in fact.

Another standard less stringent than just cause allows the employer to discipline, discharge or nonrenew an employee so long as its decision is not arbitrary or capricious. "Capricious" has been defined to be an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful or irrational choice. A decision is arbitrary and capricious if it lacks a rational basis or results from an unconsidered, willful and irrational choice of conduct.

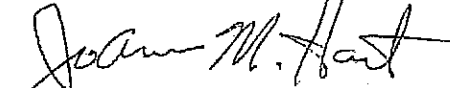
The Board should be aware, however, that the adoption of a lesser standard or any standard will still change the at-will relationship, require the District to prove that it provided employees with the constitutional level of due process, and open the door to lawsuits that second-guess the Board's decisions on termination. In other words, adopting any type of cause standard increases the likelihood that the District will have to defend itself in future lawsuits.

There are significant advantages if the District maintains an at-will employment relationship with its employees where possible. It remains a policy decision for the Board whether to adopt a cause standard. The Board may be concerned that some good employees will leave to work at a district with a cause standard. Teacher and administrators can be reminded that they are not at-will employees during the terms of their contracts, and have statutory protections for nonrenewal. All employees can be advised that they have a grievance procedure that applies to discipline, discharge and nonrenewal. Ultimately, the board must weigh the costs and benefits of imposing a cause standard upon itself. We recommend that the Board consider the legal ramifications prior to adopting any type of cause standard, or including any other language in the handbook that changes the at-will employment relationship.

If you have any questions about this letter, please give me a call.

Very Truly Yours,

BOARDMAN & CLARK LLP



JoAnn M. Hart

JMH:jh

cc: Mr. Jerry Roth, District Administrator

Approved: December 8, 1986
Revised: June 14, 2004
Revised: August 14, 2006
Revised:

538

EVALUATION OF FACULTY AND STAFF

In order to assure a high quality of professional performance, and to advance the instructional programs of the District, the Board shall require annual goal setting and regular evaluations of all professional staff members. ~~as outlined in the master agreements of each union.~~

In order to ensure a high quality of performance, and to advance the instructional programs of the Evansville schools, the Board requires annual review and regular evaluation of job performance of each staff member. The District Administrator and administrative staff, with the involvement of employees, shall develop procedures to serve as a basis for improving instruction and job performance. Evaluations will be based on written job descriptions.

~~Teacher evaluations by building principals shall be in accordance with the current EEA agreement.~~

Evaluation of **administrative assistants**, secretaries, clerks, educational assistants, and **custodians**, will be conducted by the building **administrator**. ~~administrative assistants and shall be in accordance with the current EEAA master agreement. Building administrative assistants will be evaluated by the building principal.~~ Written evaluations will be submitted to the District Administrator **by May 1**.

Building administrators, district-wide administrators, and the district administrative assistant will be evaluated by the District Administrator.

All other employees not identified above will be evaluated by their immediate supervisor. Employees will be notified annually as to who is their immediate supervisor.

Legal Ref.: Section 121.02(1)(q) Wisconsin Statutes
PI 8.01(2)(q), Wisconsin Administrative Code

Local Ref.: EEA Master Agreement
~~EEAA Master Agreement~~
Custodian Master Agreement
Food Service Master Agreement

PLANNING AND PREPARATION

Teacher:

DATE:

State Standard(s): Teachers:

- * Know the subjects they are teaching
- * Understand that children learn differently
- * Know how to test for student progress

* Are able to plan different kinds of lessons

* Know how children grow

Area	Evidence/Observations
<p>Demonstrates knowledge of content and pedagogy</p> <ul style="list-style-type: none"> • Teacher displays solid knowledge and makes connections within and between other disciplines • Teacher's plans and practices reflect understanding of prerequisite relationships among topics and concepts • Teacher's plans reflect current research on best practice 	
<p>Demonstrates knowledge of students</p> <p>Plan reflects understanding of:</p> <ul style="list-style-type: none"> • intellectual, social and emotional needs of age group • varied approaches to learning • student's different skills and knowledge • student's interests and cultural heritage • student diversity 	
<p>Selects appropriate instructional goals</p> <ul style="list-style-type: none"> • Goals are valuable in their level of expectations, conceptual understanding, and significance • Goals are clear and permit viable methods of assessment • Goals reflect needs of all students in a class • Goals represent opportunities for different types of learning 	
<p>Demonstrates knowledge of resources</p> <ul style="list-style-type: none"> • Utilizes a variety of teaching resources from the school, community, and world • Utilizes a variety of resources for students from school, community, and world 	
<p>Designs coherent instruction</p>	

<ul style="list-style-type: none"> • Learning activities are coherent and suitable for students • Instructional materials support the goals and engage students in meaningful learning • Instructional groups are varied as appropriate to the goals • Activities are organized around a clearly defined structure 	
<p>Assesses student learning</p> <ul style="list-style-type: none"> • Assessments are appropriate for instructional goals • Assessment criteria have been clearly communicated to students • Assessment results are used to plan instruction for individuals and groups 	

Comments:

Suggestions for Improvement/Future Goals:

The overall summative evaluation for this area is:

Proficient
 Basic
 Unsatisfactory

CLASSROOM ENVIRONMENT

Teacher:

DATE:

State Standard(s): Teachers:

- * Know how to manage a classroom
- * Understand that children learn differently

* Communicate well

* Know how children grow

Area	Evidence/Observations
<p>Creates an environment of respect and rapport</p> <ul style="list-style-type: none"> • Teacher interactions with students are friendly and demonstrate warmth, caring and respect • A tone of respect is evident in the classroom 	
<p>Establishes a culture for learning</p> <ul style="list-style-type: none"> • Teacher conveys genuine enthusiasm for the subject • The teacher insists on work of high quality and leads students to demonstrate pride in their work • Instructional goals and interactions convey high expectations for student achievement. 	
<p>Manages classroom procedures</p> <ul style="list-style-type: none"> • Tasks for group work are organized, and groups are managed so most students are engaged at all times. • Transitions occur smoothly, with little loss of instructional time • Routines for handling materials and supplies occur smoothly, with little loss of instructional time • Teacher works with volunteers and paraprofessionals so that they are productive and engaged 	
<p>Manages student behavior</p> <ul style="list-style-type: none"> • Standards of conduct are clear to all students • Teacher is alert to student behavior at all times • Teacher response to misbehavior is appropriate and respects the student's dignity • Teacher manages classroom so that student behavior is generally appropriate 	

<p>Organizes physical space</p> <ul style="list-style-type: none"> • The classroom is safe, and the physical environment conducive to learning activities • Teacher uses physical resources skillfully, and all learning activities are accessible to all students 	
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Comments:

Suggestions for Improvement/Future Goals:

The overall summative evaluation for this area is:

Proficient
 Basic
 Unsatisfactory

INSTRUCTION

Teacher:

DATE:

State Standard(s): Teachers:

- * Know the subjects they are teaching * Know how to teach
- * Understand that children learn differently * Know how children grow

Area	Evidence/Observations
<p>Communicates clearly and accurately</p> <ul style="list-style-type: none"> • Teacher directions and procedures are clear to students and contain an appropriate level of detail • Teacher's spoken and written language is clear and correct • Vocabulary is developmentally appropriate to students' age and interests 	
<p>Uses questioning and discussion techniques</p> <ul style="list-style-type: none"> • Questions stimulate higher order thinking • Adequate time is available for students to respond • Classroom interaction represents true discussion, with teacher acting as a facilitator • Teacher successfully engages all students in the discussion 	
<p>Engages students in learning</p> <ul style="list-style-type: none"> • Representation of content is appropriate and links well with students' knowledge and experience • Activities and assignments are differentiated and students are cognitively engaged • Instructional groups are productive and fully appropriate to the students and to the instructional goals of a lesson • Instructional materials and resources are linked to the instructional goals and engage students • Activities are organized around a clearly defined structure • Pacing of the lesson is consistently appropriate for most students 	

<p>Provides feedback to students</p> <ul style="list-style-type: none"> • Feedback is consistently high quality • Feedback is consistently provided in a timely manner 	
<p>Demonstrates flexibility and responsiveness</p> <ul style="list-style-type: none"> • Teacher makes adjustment to a lesson and the adjustment occurs smoothly • Teacher successfully accommodates students' questions or interests • Teacher persists in seeking approaches for students who have difficulty learning, possessing a repertoire of strategies 	

Comments:

Suggestions for Improvement/Future Goals:

The overall summative evaluation for this area is:

Proficient
 Basic
 Unsatisfactory

PROFESSIONAL RESPONSIBILITIES

Teacher:

DATE:

State Standard(s): Teachers:

* Are able to evaluate themselves * Are connected with other teachers and the community

Area	Evidence/Observations
<p>Reflects on teaching</p> <ul style="list-style-type: none"> • Teacher accurately assesses the lesson's effectiveness and the extent to which it achieved its goals • Teacher makes specific suggestions of what could be tried or improved another time 	
<p>Maintains accurate records</p> <p>Teacher maintains effective and timely information on:</p> <ul style="list-style-type: none"> • student completion of assignments • student progress in learning • student non-instructional activities and behavior 	
<p>Communicates with families</p> <ul style="list-style-type: none"> • Teacher provides frequent information to parents, as appropriate, about the instructional program • Teacher communicates with parents about students' progress on a regular basis and is available as needed to respond to parent concerns • Teacher encourages family involvement in the instructional program 	
<p>Contributes to the school and district</p> <ul style="list-style-type: none"> • The teacher's relationship with colleagues is characterized by support and cooperation • Teacher participates in school events • Teacher participates in school and district projects and committees 	
<p>Grows and develops professionally</p> <ul style="list-style-type: none"> • Teacher seeks out opportunities for professional development 	

<ul style="list-style-type: none"> • Teacher participates actively in assisting other educators <p>Shows professionalism</p> <ul style="list-style-type: none"> • Teacher proactively seeks resources to meet student needs • Teacher works collaboratively to ensure that all students succeed • Teacher participates productively in team or department decision making 	
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Comments:

Suggestions for Improvement/Future Goals:

The overall summative evaluation for this area is:

Proficient
 Basic
 Unsatisfactory

Approved: June 10, 1991
Revised: March 8, 1993
Revised: November 14, 2005
Revised:

538.2

TEACHER EMPLOYEE REMEDIATION PROCEDURE

The Evansville Community School District believes that ~~teachers~~ **employee's** within the District should be given ample opportunity to reach their professional potential. If a ~~teacher~~ **an employee** is viewed as deficient by his/her supervisor, we believe that the ~~teacher~~ **employee** must be given an opportunity to remediate said deficiencies. This is especially crucial when the deficiencies are of such nature that a non-renewal is being considered.

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

1. Statement of Deficiency: This section should include a specific statement pertaining to the deficiency(ies).
2. General Statement of Plan of Assistance: This section should include the purpose of the plan, the role of the supervisor, a directive statement that the plan is to be followed, and what action will occur if desired improvements are not achieved.
3. Program to be Followed: This section should include a very specific statement as to what is expected of the ~~teacher~~ **employee** (refer to all areas stated in #1 above), a series of reasonable activities and time lines for each area of unsatisfactory performance, and what assistance will be offered by the supervisor or other resources.
4. Monitoring System: This section should include the schedule of conferences and observations to determine progress, the method of altering or adjusting the program and a specific time for final assessment of the plan.
5. Final Evaluation: This section should include a final assessment of the satisfactory or unsatisfactory achievement of the plan.
6. Recommendation: This section should include the supervisor's recommendation regarding the future status of the ~~teacher~~ **employee**.
7. Union Representation: The ~~teacher~~ **employee** will be notified that they may bring a colleague or union representative to the conference where the improvement plan is presented.

8. GUIDELINES

- a. ~~When there is a question of adequate performance, a second opinion may be helpful and requested by the teacher. This request should be made in writing within one month of the notification conference and should be directed to the district administrator. The district administrator shall arrange for a second opinion.~~
- b. **If The Supervisors shall assist the teacher employee as soon as possible when concerns about performance arise. Step one is the use of the “Teacher Evaluation Form”. Remediation is the second step in the corrective supervision process. When possible, supervisors should offer the use of Employment Assistance Program (E.A.P.) services to any employee involved in remediation prior to any recommended suspension, dismissal or non-renewal. If a deficiency continues, following the above procedure, he supervisor may recommend suspension, dismissal or non-renewal.**
- c. **Each remediation plan will follow the Plan of Remediation Form, Policy #____. Each remediation plan will be reviewed by members of the administrative team and must be approved by the District Administrator.**
- d. **The Board will be notified during executive session of each staff member who is placed on a plan of remediation.**

Legal Ref.: Section 121.02(1)(q) WI Statutes
PI 8.01(2)(q) Wisconsin Administrative Code

Local Ref.: ~~EEA Master Agreement~~
Policy #_____, Plan of Remediation Form

Approved:

Plan of Remediation Form

Name of Employee: _____

Supervising Administrator: _____

Date(s) Reviewing with Employee: _____

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

Statement of Deficiency (ies):

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

Plan of Remediation:

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

Monitoring System:

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

Final Evaluation:

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

Recommendation:

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

II. Issues Concerning Discipline / Discharge

A. Standards for Discipline

1. Just Cause

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

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

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

2. Cause (defined)

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

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

3. Good and Sufficient Reason

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

4. Arbitrary and Capricious

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

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

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

* Seven steps suggested by the EEA.

4.03 Grievance Process

The rationale for including the following language is to ensure employees that a fair process is followed consistently when there are concerns from either administration or employees. The sense of clarity and continuity moving forward will do much to foster good will within the District.

1. Reasonable Rule or Order - Was the employer's rule or managerial order reasonably related to the orderly, efficient and safe operation of the business?
2. Notice - Did the employer give any warning as to any possible discipline or consequence that could result from that employee's action or behavior?
3. Investigation - Prior to administering discipline, did the employer conduct an investigation to determine whether the employee did in fact violate or disobey a rule or order?
4. Fair Investigation - Was this investigation fair and objective?
5. Proof - Did this investigation uncover any substantial proof or evidence that the employee was guilty of violating or disobeying a direct rule or order?
- 6. Equal Treatment - Did the employer apply all rules, orders and penalties evenhandedly and without discrimination to ALL employees?
- 7. Penalty - Was the degree of discipline administered reasonably related to either the seriousness of the employee's offense or to the record of past service?

1 **PART I** **All Employees**

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3 **SECTION 9** **JURY DUTY LEAVE**

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6 **9.01 Jury Duty**

7 *Refer to Policy 529.2 - Jury Duty Leave*

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9 **9.02 Employee Notice**

10 An employee must notify his/her immediate supervisor as soon as notice of jury duty is received.
11 Also, the employee is expected to contact his/her supervisor immediately upon termination of
12 jury duty or when temporarily relieved of jury duty.

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14 **9.03 Payment for Time Out on Jury Duty**

15 *Refer to Policy 529.2 - Jury Duty Leave*

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18
19 **SECTION 10** **BEREAVEMENT LEAVE**

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22 **10.01 Immediate Family**

23 *Refer to Policy 529.3 - Bereavement Leave*

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25 **10.02 Outside of the Immediate Family**

26 *Refer to Policy 529.3 - Bereavement Leave*

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28 **10.03 Friend**

29 *Refer to Policy 529.3 - Bereavement Leave*

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31 **10.04 Additional Bereavement Leave**

32 *Refer to Policy 529.3 - Bereavement Leave*

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34 **10.05 Bereavement Leave Increments**

35 Bereavement leave may be allowed in increments of quarter-hours (15 minutes).

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39 **SECTION 11** **PERSONAL LEAVE**

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42 **11.01 Personal Days**

43 A. Teachers: Refer to Part 11, Section 7.

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45 B. Support Staff: Refer to Part 111, Section 9.

47 C. Administration and District Level Staff: Part IV, Section 6.

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49 **11.02 Personal Leave**

50 *Refer to Policy 529.45- Personal Leave*

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52 **11.03 Personal Day Restrictions**

53 *Refer to Policy 529.45- Personal Leave*

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55 **11.04 Approval of Personal Leave**

56 *Refer to Policy 529.45*

57 **11.05 Part-Time Employees**

58 Part-time employees will receive personal leave on a pro-rated basis based upon the number of
59 hours they are scheduled to work. The pro-rated amount shall be based on the assumption that a
60 full-time employee works 2,080 hours per year.

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62 **11.06 Personal Leave Increments**

63 Personal leave may be allowed in increments of one-quarter hours (15 minute).
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67 **SECTION 12 UNIFORMED SERVICE LEAVE**

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70 **12.01 Uniformed Service Leave of Absence**

71 *Refer to Policy 529.5 - Uniformed Services Leave*

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73 **12.02 Seniority/Length of Service During Uniformed Service Leave**

74 *Refer to Policy 529.5 - Uniformed Services Leave*

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76 **12.03 Request for Uniformed Service Leave**

77 *Refer to Policy 529.5 - Uniformed Services Leave*
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81 **SECTION 13 UNPAID LEAVES OF ABSENCE**

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84 **13.01 Medical Leave Act**

85 *Refer to Policy 529.11 - Family & Medical Leave*
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87 **13.02 Unpaid Leave of Absence – Other than Medical Reasons**

88 **A. Government Service**

89 A leave of absence without pay of up to two (2) years will be granted to any employee
90 who has at least three (3) years of service to the District in order for the employee to
91 perform government service. Government service shall be interpreted to include full-

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time service in the Peace Corps, full-time service as an exchange teacher, or full-time service in elected or appointed office. Upon return from such leave, the employee will be placed on the salary schedule at the level he /she would have achieved if he/she had not been absent.

B. Advanced Study

1. Purpose

The underlying philosophy of the leave is to increase the quality of professional service by an employee and to gain enriching and broadening experience by professional study and research in areas that will promote the employee's professional ability. Major consideration must be given to the benefits which will accrue to the pupils and to the community, through the individual employee's personal growth.

2. Application Procedure

- a. Following consultation with his/her immediate supervisor, the applicant shall secure a leave from the District Administrator. This form must be completed and filed with the District Administrator by March 1st of the year preceding the leave.
- b. Although the leave request must be submitted by March 1st, action by the Board can be delayed for a period of up to sixty (60) days for the applicant to provide proof of admission to the educational institution.
- c. The Board shall act upon the application within thirty (30) days of it being completed.

3. Eligibility

The employee shall have been employed by the District for no less than five (5) years preceding the leave.

4. Length of Study

A non-paid leave of absence may be granted for a period of up to, or any portion of, one (1) full year, and shall correspond to the District school year.

5. Course of Study

An employee undertaking a leave for advanced study shall be fully enrolled as a full-time student taking a minimum of eight (8) graduate credits per semester and must meet the minimum requirements of the institution of higher learning which the employee plans to attend. The course of study shall be made a part of the application, and at the conclusion of the leave, evidence, including transcripts of work taken and grades earned, shall be submitted to the District Administrator. If the employee has failed to earn passing grades of a "C" or higher, the employee shall not be entitled to any movement on the salary schedule if a salary schedule exists for that particular employee group.

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6. **Quota**

No more than two (2) members of the teaching staff shall be granted leave in any one (1) academic year. Short term leaves will be granted if necessary, concurrently with long-term leaves, at the discretion of the District Administrator.

7. **Determinants of Leave Criteria**

In order that all applicants be given equal considerations, the following criteria will be considered by the District Administrator in selecting candidates for advanced study leave:

- a. merits of objectives for leave,
- b. years of teaching experience in the District,
- c. previous leaves that have been granted,
- d. teaching needs within the District,
- e. order of application,

C. Personal Leave

- 1. An employee may be granted a leave of absence without compensation for emergency personal reasons up to a period of one (1) academic year or any remaining portion thereof. Justification for the leave shall be supplied by the employee, and the granting of the leave is at the sole discretion of the District Administrator.
- 2. The employee must have worked in the District for a period of two (2) years prior to the leave request.

D. Leave Clarification

- 1. All employees on leave of absence as stated in paragraphs A-C above shall:
 - a. Retain all accumulated sick leave and years of experience as had been earned prior to taking the leave.
 - b. Be guaranteed a position in the District upon returning from leave, unless nonrenewed or laid off.
 - c. Remain eligible for inclusion in all of the District's group insurance at the expense of the employee.
 - d. Not accrue sick leave, retirement, or other benefits which are at cost to the employer or the District during the time of the leave.

183 **13.03 Unpaid Absence**

- 184 A. If an employee has an extenuating circumstance they may request an unpaid day(s) of
185 absence.
- 186
- 187 B. Application Procedure: All requests for other unpaid leave of absence, other than
188 emergencies, must be submitted to the District at least thirty (30) days prior to the
189 anticipated day(s) requested, if possible. Such application will be reviewed and
190 processed by the District Administrator and shall be granted or denied at his/her sole
191 discretion.
- 192
- 193 C. Benefits During Leave:
- 194 1. In the event of this absence, an employee's base salary (if applicable), health
195 insurance and dental insurance premiums shall be charged for each day of absence
196 on a prorated basis.
- 197
- 198 2. Length of service and other benefits shall not accrue during leaves that are thirty
199 (30) days or more.
- 200
- 201 3. The employee may continue health insurance during the unpaid absence by
202 remitting the full premium amount to the District. The continuation of health
203 insurance at the employee's expense is contingent upon the health insurance
204 carrier allowing such a benefit. If the premium is not received by the first of the
205 month, the employee's insurance coverage shall be terminated.
- 206
- 207 4. During the unpaid leave of thirty (30) days or more, the employee shall retain
208 accumulated paid leave, but shall not accrue any additional paid leave during the
209 unpaid leave.

Part I, Sections 14-16

November 12, 2012 – BOE Discussion

November 26, 2012 – Draft for BOE Changes

December 10, 2012 – Potential BOE Approval

PART I All Employees

SECTION 14 BENEFITS FOR ALL EMPLOYEES

- 14.01 Cafeteria Plan/Flexible Spending Account
- 14.02 Dental Insurance
- 14.03 Health Insurance
- 14.04 Liability Insurance
- 14.05 Life Insurance
- 14.06 Long-Term Disability
- 14.07 Short-Term Disability
- 14.08 Wisconsin Retirement System (WRS) Contributions
- 14.09 Retirement Benefits
- 14.10 COBRA Law Continuation of District Health Plan Participation

SECTION 15 WORK STOPPAGE

SECTION 16 CONFORMITY TO LAW

SCHOOL BOARD ELECTION TIMELINE

Saturday, December 1, 2012

First day for circulation of Nomination Papers. *Ss.8.10(2)(a)*
(ECSD does not require nomination papers)

Friday, December 21, 2012, 5:00 p.m. – Incumbent Notice of Non-Candidacy

Deadline for incumbents to file written notice with the School District Clerk of decision that the incumbent is not a candidate for re-election to his or her office. Failure to do so extends the January deadline by 72 hours. *Ss120.06(6)(b)3*

Wednesday, January 2, 2013, 5:00 p.m.

Deadline for Declaration of Candidacy (Form GAB-162) and Campaign Registration Statement (Form GAB-1). Once filed, a declaration of candidacy may not be withdrawn, *section 120.06(7)(a)*

Tuesday, February 19, 2013

Spring Primary. *Ss.5.02(22)*

On or Before Monday, April 1, 2013

School District Clerk shall choose two qualified electors to constitute the board of canvassers, *section 7.53(3)*

Tuesday, April 2, 2013

Election Day. *Ss.5.02(21)*

Wednesday, April 3 to Tuesday, April 9, 2013

Canvass of Election Returns and Written Determination of Election Results. *Sections 7.53(3), 120.06(8)(f), and 120.06(14)*

On or Before Monday, April 22, 2013

School Board Members Take and File Official Oath. *Sections 120.06(4), 120.06(10), 120.17(10), 120.42(2) and 887.01(1)*

Monday, April 22, 2013

School Board Members Take Office. Sections 120.06(4) and 120.42(2)

Monday, April 22 to Wednesday, May 22, 2013

Election of School Board Officials. *Sections 120.05(1)(c)*

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: 2013-2014 Budget Calendar
Date: November 7th, 2012

To “kick off” the 2013-2014 budget process, I am presenting to you a draft budget calendar for your approval. The budget calendar can be an important tool for all stakeholders involved in the budget process. The calendar displays the budget process steps over the next 12 months and indicates the person(s) responsible. The calendar sets benchmarks for communicating budget information to the Board and the community. In addition to updating the Board each month on budget progress, there is a ½ day budget meeting for Board members on the calendar set for January 2013 (date TBD). There is also a public budget hearing set for July 2013 (date TBD) to communicate budget information to community members.

Please consider approving the 2013-2014 Budget Calendar at the November 26th meeting.

(DRAFT) 2013-2014 Budget Calendar

Evansville Community School District

	v	Task	Responsibility
November		Create Budget Calendar for BOE approval	Business Manager
December		Administrative Budget Retreat Prepare preliminary 2013-14 budget draft – Baird Model	Business Manager Business Manager
January		BOE Budget Meeting – January 5 th or 12 th , 8-11:00 Present 2013-14 budget process and philosophy by January 31 st . *Non-renewal notices for Administrators	District Administrator and Business Manager
February		Principals begin building budget process with staff Directors begin developing department budget	Principals Directors
March		*March 1 st deadline for teachers to notify District of retirement and be eligible for \$500 stipend Staffing Proposal is created and submitted to BOE	District Administrator and Business Manager
April		*April 1 st deadline for teachers to notify District of retirement and not be subject to \$500 penalty Building and department budget presentations to JR, DT, PL *April 15 th – Layoff notices due to EEA (enrollment) Budget update to BOE District notified of insurance premium changes for health and dental care	Principals, Directors District Administrator Business Manager
June		*June 5 th – Layoff notices due EEA (budget constraints) First draft of 2013-14 budget presented to BOE	District Administrator Business Manager
July		Second draft of 2013-14 budget presented to BOE for approval Community Hearings on Proposed 2013-14 Budget	Business Manager and District Administrator
September		Annual meeting and budget hearing Third Friday pupil count	Administration and School Board
October		State aid and equalized property values are finalized Final budget is presented for approval Tax levy is certified	Business Manager School Board Business Manager and School Board
November		2014-2015 budget process begins	District Administrator and Business Manager

*Per current labor contract language

11/7/2012

BOARD OFFICERS

The Evansville Community School District Board of Education shall elect a President, Vice President, Clerk and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth (4th) Monday in April. Voting for Board officers shall be done by nomination and voice vote, unless a secret ballot process is requested.

Board officers shall serve a one-year term, from one organizational meeting until the next. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall elect another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law.

Board officers shall perform the following duties:

The President shall:

1. Prepare the agenda for all regular and special board meetings in consultation with the District Administrator.
2. Ensure that public notice is given for all meetings of the Board.
3. Preside at all meetings of the Board and see that the minutes are properly recorded, approved and signed.
4. Decide all questions of parliamentary procedures.
5. Have the right to discuss and vote on all matters and motions.
6. Appoint all Board committees.
7. Countersign all checks and other orders for the disbursement of District funds.
8. Defend the District from actions brought against it and prosecute actions brought by the District.
9. Sign all District contracts.
10. Serve as spokesperson for the Board.
11. Perform all other duties required by law or assigned by the Board.

The Vice-President shall:

1. Perform the duties assigned to the President in the event of the President's absence or inability to act.
2. Perform all other duties as assigned by the Board.

The Clerk shall:

1. Have the care and custody of the records, books and documents of the Board. Draw orders on the School District treasurer as directed by an annual or special meeting or the School Board and record all orders drawn on the school district treasurer.

2. Enter in the record book provided by the Board, the minutes of its meetings, orders, resolutions, and other proceedings.
3. Attest any written contract to which the District may be a party when such contract shall have been authorized by the Board.
4. Before the spring election, appoint two citizens at large to serve as the Board canvassers. If the District clerk is a candidate at the election being canvassed, the other two members shall designate a third member.
5. Report the name and post office address of each officer of the School District within ten days after the election or appointment of the officer to the clerk and treasurer of each municipality having territory within the School District.
6. Annually, as specified by statute, deliver to the clerk of each municipality a certified statement showing that proportion of the amount of taxes voted to be collected in such year, if any, for the annual payment of any loan of the School District.
7. Within five days after receipt of notification from the School Board of the same of a new school, notify the post master of the name and address. On school vacations the clerk shall direct what disposition shall be made of the mail.
8. Have authority to administer the oath of office to School Board members.
9. Act as clerk and record the proceedings of annual and special meetings.
10. Enter in the record book copies of all of the proceedings of a meeting returned by a temporary School District clerk.
11. Furnish each teacher with a copy of the contract between the teacher and the school board.
12. Perform all other duties required by law or assigned by the Board.

The Treasurer shall:

1. Account for all monies belonging to the District, or coming into its possession, and shall render a report when so required by the Board.
2. Apply for, receive and sue for all money appropriated to or collected for the School District and disburse the same in accordance with State Statutes. Disburse money upon written order of the clerk after vouchers have been filed.
3. Enter in his/her account books all money received and disbursed by him/her, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid.
4. Present to the annual meeting a written statement of all monies received and disbursed during the preceding year.
5. Deposit all funds of the School District in a public depository deposit designated by the School Board under State Statute.
6. Withdraw funds of the School District under State Statutes.
7. Collaborate with the Business Manager.
8. Perform all other duties required by law or as assigned by the Board.

Legal Ref.: Sections 120.05(1) Wisconsin Statutes (School Board Officials)
120.15 (School District President Duties)
120.16 (School District Treasurer Duties)
120.17 (School District Clerk Duties)

BOARD CONSULTANTS

The Evansville Community School District Board of Education recognizes that in order to pursue its educational mission and to protect the public's financial investment in the schools, the Board may engage qualified consultants to provide advice and services beyond the expertise of staff.

Before engaging any consultant, the Board may require submission of a written proposal. Proposals will detail 1) objectives, 2) tasks to be performed, 3) procedures to be used, 4) target dates for completion of tasks, and 5) method to be used to report results to the Board or deliver any product.

The Board will routinely secure the services of the following:

ATTORNEY

The Board will appoint an attorney/legal firm for the District. The attorney/legal firm will act as legal counsel for the District on matters pertaining to the District. The Board will designate the District Administrator or designee to initiate legal service contacts when appropriate. An annual retainer fee for legal services may be paid by the Board. The Board may secure additional legal services, if necessary.

AUDITOR

The Board will have the annual audit of the books and affairs of the District made either by private auditors or Department of Public Instruction.

At the completion of an audit contract, the District Administrator or designee will recommend to the Board a firm to conduct the audit. The audit must be completed by December 1st following the close of the fiscal year. The auditing firm will file appropriate financial statements.

Legal Ref.: Section 120.10(14) Wisconsin Statutes (Powers of Annual Meeting)
120.13(9m) (School Board Powers)
120.14 (Audit of School District Accounts)

I recommend the sick leave bank remain unchanged at this time.

1 G. Sick Leave Bank

2 1. Donation of Days – Teachers shall indicate in writing annually on a form
3 provided by the District with the first paycheck in May if they wish to
4 contribute a sick or personal leave day to the Sick Leave Bank. The
5 donation form must be returned to the District business office no later than
6 May 30th.

- 7 a. All donations of days are voluntary and permanent.
8 b. Donated days will be credited to the Sick Leave Bank effective
9 July 1st.
10 c. Days deposited by part-time teachers shall be credited on the pro-
11 rated basis of the teacher's part-time contract.
12 d. An annual accounting of the days available in the Sick Leave Bank
13 will be given to the Association President or designee by the district
14 office by August 1st.
15 e. The Sick Leave Bank shall have a maximum of two hundred fifty (250)
16 days available at the beginning of any school year. Donations will be
17 declined when the maximum is at two hundred fifty (250) days.

18 2. Request Process

- 19 a. A teacher wishing to draw from the Sick Leave Bank will get a Sick
20 Leave Bank Request Form from the district office.
21 b. The requesting teacher will submit a completed Sick Leave Bank
22 Request Form to the Director of Human Resources along with medical
23 verification of illness or injury.
24 c. No days will be granted from the Sick Leave Bank without the
25 approval of the Sick Leave Bank Review Committee.

26 3. Sick Leave Bank Review Committee – The Sick Leave Bank Review
27 Committee shall be a standing committee consisting of three (3) persons
28 appointed by the Association and one (1) person who will serve as a non-
29 voting member appointed by the District.

30 4. Eligibility – The Sick Leave Bank is intended to provide for hardship cases,
31 including but not limited to catastrophic illness and/or injury. The Sick Leave
32 Bank Review Committee shall have the final say over the granting of sick
33 leave bank days. The Committee's decisions may not be appealed through
34 the grievance procedure. The Committee shall use the following criteria:

- 35 a. The requesting teacher must have exhausted all of his/her
36 reimbursable leave days.
37 b. The requesting teacher must have completed one (1) contract year in
38 the District.
39 c. A teacher may request days retroactive to the first day of the onset of
40 an illness or injury.
41 d. No teacher shall be eligible to withdraw more than one hundred (100)
42 days during the teacher's employment in the District.

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
42 **SECTION 5** **PAY PERIODS**

43
44
45 **5.01 Payroll Cycle**

46 **A. School Year Employees:**

- 47 1. Teachers: Teachers shall have their wages annualized over 24 pay periods
48 beginning September 10 of each year and ending June 30 of each year. Teachers

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

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

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

5.02 Payroll Dates

~~Refer to Policy 513 - Personnel/Payroll Management for additional information~~

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

5.03 Direct Deposit Payment Method

~~Refer to Policy 513 - Personnel/Payroll Management for additional information~~

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

5.04 Definitions for Payroll Purposes

~~Refer to Policy 513 - Personnel/Payroll Management for additional information~~

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

5.05 Salary Deferrals –Tax Sheltered Annuities (TSA)

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

SECTION 6 COMPENSATION AND EXPENSE REIMBURSEMENT

6.01 Mileage Reimbursement

~~Refer to Policy 671.2-Form - Expense Reimbursement~~

6.02 Other Expense Reimbursement

~~Refer to Policy 164 - Board member Compensation and Expenses
671.2 - Reimbursement of Expenses~~

SECTION 7 WORKER'S COMPENSATION

96 **7.01 Worker's Compensation Coverage and Reporting Responsibilities**

97 Refer to Policy 722.1 - Staff Accident Reports for additional information

98 All employees shall be covered by Worker's Compensation Insurance. Any employee who is
99 injured on the job shall report the injury to their supervisor immediately, prior to seeking
100 medical attention if at all possible.

101
102 **7.02 Benefits While on Worker's Compensation**

103 If the event an employee is injured while performing duties for the District, the District shall
104 continue to provide worker's compensation insurance, and the employee may combine workers
105 compensation insurance benefits with accumulated sick leave.

106
107 **7.03 Injuries Not Covered by Worker's Compensation**

108 Some types of injuries suffered while at work may not be covered by worker's compensation
109 insurance.

110
111
112
113 **SECTION 8 SICK LEAVE**

114
115 **8.01 Sick Leave Earned**

116 Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested
117 only upon completion of the work year. Any employee terminated or resigning will be credited
118 only with those days earned at the time employment is severed.

119
120 **8.02 Sick Leave Use**

121 Refer to Policy 529.4 - Use of Sick Days

122
123 **8.03 Sick Leave Accumulation**

124 A. Teachers: Refer to Part II, Section 7.

125
126 B. Support Staff: Refer to Part III, Section 9.

127
128 C. Administrative and District Level Staff: Part IV, Section 6.

129
130 **8.04 Sick Leave and Long-Term Disability**

131 In the event an employee becomes eligible for benefits under the District's long-term disability
132 insurance program, the employee will no longer receive paid sick leave.

133
134 **8.05 Overused Sick Leave**

135 If the event an employee were to leave the District prior to the completion of his/her contract
136 term, or the school year for an employee, and had used all sick leave, a sum equal to the sick
137 leave days used but not earned would be deducted from the remaining pay.

138
139 **8.06 Reporting Procedure - Doctor's Certificate**

140 Employees may be required to submit an absence form to his/her supervisor prior to, or within
141 three (3) days following, his/her need to be absent for one of the reasons stated in policy 529.4,
142 Use of Sick Days. If an employee fails to submit an absence slip upon request, he/she may be

143 subject to a dock in pay for the time absent. Nothing in this section shall be interpreted as
144 limiting the District's ability to discipline or discharge employees for excessive absenteeism.

145

146 **8.07 Holidays During Sick Leave**

147 In the event that a paid holiday falls within a period when an employee is on accumulated sick
148 leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick
149 leave.

Draft

Introduction to the Evansville Community School District Employee Handbook

Dear Employee:

The Evansville Community School District values all employees and their work. We believe that you share a commitment to our goals and the valuable work that we do to serve our students in every capacity. We look forward to your contributions to the success of our students and the District.

We believe that professional relationships are strengthened when all employees are aware of and contribute to the culture, values and expectations of our District. The purpose of this handbook is to help answer the questions you may have concerning the District and its practices, policies, expectations and standards. This Employee Handbook is intended as a general source of relevant information and should not be considered all inclusive. Please read this handbook and related policies carefully and refer to them as necessary.

A copy of this handbook along with a list of updates will be available on the District's website. If you have questions regarding this handbook, you are advised to contact the District Administrator, Business Manager or your supervising administrator.

Welcome to our team!

_____	Kathi Swanson, Board President
_____	Nancy Hurley, Vice President
_____	John Rasmussen, Clerk
_____	Tina Rossmiller, Treasurer
_____	Eric Busse, Member
_____	Dennis Hatfield, Member
_____	Sharon Skinner, Member

MEMO

To: Evansville Community School District's School Board

From: Vaunce Ashby, Director of Student Services

Date: November 12, 2012

RE: Occupational Therapist Contract

This school year began with the vacancy of the position of Occupational Therapist (OT) that was held by Sue Marsden. She resigned from that position at the end of last school year and has generously offered to fill in this school year until we were able to hire her replacement. The OT position was posted in June, 2012 and the 2 applicants I offered the position to declined because benefits were not offered. The position was for 18 hours/2 days a week. Several other school districts in our conference were also struggling with filling these part-time positions. Parkview School District and ECSD realized we could share an OT employee resulting in a full time position with benefits. That is the contract that is before you tonight to approve. I am requesting that the school board approve a 66.0301 Cooperative Resolution Contract with Parkview School District for an Occupational Therapist for the remainder of the 2012-2013 school year. Parkview School District will employ the OT and be the fiscal agent. We will pay Parkview School District for our portion of OT time.

66.0301 COOPERATIVE RESOLUTION

School Board Resolution

"Whereas the following school districts have handicapped children, and whereas it appears that the educational interests of all children in the school districts will be served best by the districts joining together to offer special services, as authorized by the Department of Public Instruction, to meet the needs of the handicapped children."

"Be it, and it is hereby resolved that the school boards of

Parkview School District and Evansville Community School District

agree to establish and maintain, on a cooperative basis, a handicapped children's special education program(s) pursuant to section 66.0301 of the Wisconsin Statutes."

COOPERATIVE CONTRACT

(Section 66.0301)

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

Parkview School District and Evansville Community School District

Said school districts hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. That said above parties agree and contract for the cooperation of a special education program, Occupational Therapy, as hereinafter set forth;
2. That the Parkview School District is to be the operator and fiscal agent of Occupational Therapy programs. The School District is to be the fiscal agent;
3. That the fiscal agent district will include all program expenditures and receipts in Fund 27 of the Wisconsin Elementary and Secondary School Accounting System (WUFAR).
4. That student membership for state aid purposes be counted by the district of residence;
5. That the proration of costs to each participating district be determined prior to June 30, annually, on the basis of pupil participation for each school district and state aid reimbursements prorated in the same manner and paid to the participating schools;
6. That the estimated budget and plan of operation, including payment schedule for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
7. That variations from the budget will require prior approval of all school district parties hereto;
8. That the fiscal agent agrees to file a plan of service (see attached) and the required financial reports with the Department of Public Instruction;
9. That each participating district agrees to correlate its calendar (see attached) with the host school's calendar in the program area covered by this contract;
10. That EXAMPLE attached hereto and incorporated herein by reference includes the plan for operation and plan of payments to said operator or fiscal agent by each school district:

Dated 10-15-12
Month Day Year

Member of Cooperative

_____ President


_____ Clerk

_____ School District

Operator of Cooperative

 10/15/12 President

Charles M. Hagemann 10/15/2012 Clerk

 10-15-12 School District

NOTE:

Each school district participating in the cooperative agreement, and receiving a specific service, will negotiate a separate contract with the district operating the program (usually this is the fiscal agent district). For example, if districts A, C, F, G, and H are each receiving services from district J for Psychological Services, each of these receiving districts will negotiate a contract with district J for these services.

BUDGET Program Area – Occupational Therapy

DIRECT DISBURSEMENTS

Salary	\$42,462.29	27 161 156310 011
	\$18,198.13	27 161 156310 341
Retirement	\$2,505.27	27 212 156310 011
	\$1,073.69	27 212 156310 341
Social Security	\$3,248.37	27 222 156310 011
	\$1,392.16	27 222 156310 341
Health Insurance	\$12,118.18	27 241 156310 011
family Dean	\$5,193.50	27 241 156310 341
Dental Insurance	\$1,074.03	27 243 156310 011
family WEA	\$460.29	27 243 156310 341
Long Term Disability	\$178.33	27 251 156310 011
	\$76.43	27 251 156310 341
Total	\$87,980.67	

RECEIPTS

Received from Evansville	\$39,591.30	27 346 500000
Received from Parkview (Fiscal Agent)	\$48,389.37	27 346 500000
Total Receipts	\$87,980.67	

Basis for Proration of Costs

School	Hours	Participation	Cost	Code
Evansville	18	45%	\$39,591.30	27 382 436000 019
Parkview	22	55%	\$48,389.37	10 827 410000 *
Total	40	100%	\$87,980.67	

*Part of Final Fund 10 Transfer

NOTE:

The state reimbursement payment for the prior fiscal year will be received during the current fiscal year. Upon receipt, the fiscal agent will enter it in Fund 27 Account Number 27-611-500-000 and immediately pay each non-fiscal agent district which participated the prior year its prorated share. Payments will be coded to Account 27-937-490-000-019. The participating districts will record this receipt in Account 27-316 500 000.

PAYMENT SCHEDULE

Evansville Community School District	
1. January 15, 2013	\$13,197.10
2. March 15, 2013	\$13,197.10
3. May 15, 2013	\$13,197.10
Parkview School District	
1. June 15, 2013	\$48,389.37 *

* Reduces the required Fund 10 Transfer (27 827 410000)

OT Plan of Services:

1. Ms. Jennifer Maves will work in the Evansville Community School District (ECSD) 9 hours a day on Mondays and Thursdays in such a way as to maximize her ability to provide services, training and participation in district events for both districts. Her weekly hours for the ECSD will total 18.
2. No later than the 3th of each month, commencing hire date, Ms. Maves will submit a timesheet to the Director of Student Services, Vaunce Ashby.
3. The Director of Student Services, Vaunce Ashby (ECSD) and the Director of Pupil Services, Karen Strandt-Conroy (Parkview) will indicate which days Ms. Maves spent the prior month in each respective district.
4. No later than the 3th of each month, starting at hire date, Ms. Maves will provide a calendar for that month of where she expects to be for that month.
5. In instances where Ms. Maves attends conferences or other functions outside the districts, she will so note and include the district(s) that time is allocated to.
6. Where the out of district travel is required by only one district, said district shall be responsible for payment and the time will be allocated solely to that district.
7. See academic calendar for ECSD assigned work days.

**CALENDAR FOR OT CONTRACT
ECSD 2012-13 SCHOOL YEAR**

November 26 & 29
December 3,6,10,13,17 & 20
January 3, 7, 10, 14, 17, 21, 24, 28 & 31
February 4, 7, 11, 14, 18, 21, 25 & 28
March 4, 7, 11, 14, 18, 21 & 25

*March 24-30 is Parkview's Spring Break
March 28 & 29 ECSD does not have students.
April 1-5 is ECSD's Spring Break*

April 8, 11, 15, 18, 22, 25 & 29
May 2, 6, 9, 13, 16, 20, 23, & 30
June 3 & 6

The days of the week are Mondays and Thursdays.

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, October 8, 2012, at 6:30 pm in the District Board and Training Center room.

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

APPROVE AGENDA

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

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- National School Lunch Week, October 15-19, 2012
- WASB Recognition of Certificates – Tina Rossmiller, Level 3, and Nancy Hurley, Level 1

DISTRICT ADMINISTRATOR REPORT

Mr. Roth's submitted report was on the District's initiatives and Employee Handbook Development.

HIGH SCHOOL BOARD REPRESENTATIVE/PRINCIPALS'/ADMINISTRATORS' REPORTS

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

INTRODUCTION OF NEW STAFF

Building principals introduced their new teachers for this school year.

INFORMATION & DISCUSSION

Mr. Roth had provided a memo on defining full-time employees for the Employee Handbook. Discussion. Mr. Roth's recommendation was for the Board to examine the comparable data that will be coming forward and then make a final decision.

Mr. Roth shared a concern from the Employee Handbook Employee Reps., Co-Chair for the EEA (Evansville Education Association) meeting on October 1st. Discussion. Consensus to bring back the concern when addressed in the Employee Handbook, under teacher attendance, with recommendations from Mr. Roth.

Mr. Roth presented for the Employee Handbook, written draft, Part 1, Sec. 1-3 (All Employees- Preamble and Definitions, Employment Law, General Employment Practices and Expectations). Discussion. Consensus for Mr. Roth to draft a friendly welcome letter at the start of the Handbook. Consensus to not include policy language within document, just reference the policy number. Failed consensus to remove under 2.06, Immigration Law Compliance, line 178, "aliens". This section will come back in a shorter version for potential Board approval on October 29.

Ms. Swanson presented for the Employee Handbook, the outline for Part 1, Sections 4-8 (All Employees-Grievance Procedures, Pay Periods, Compensation and Expense Reimbursement, Workers' Compensation, and Sick Leave). Discussion. This section will be brought forward in written draft format on October 29.

Ms. Swanson presented Insurance Committee update, including minutes, and shared that the October 11th meeting has been cancelled due to gathering of additional information. Discussion.

Mr. Roth shared that a telephone/technology audit proposal was received and Board approval will be asked for when have more details. Discussion.

Mr. Roth shared that a School Perceptions Survey has been reviewed by the Administrative Team, revisions are being made, and will ask for Board approval prior to staff taking the survey. Discussion.

Director of Instruction, Ms. Landers, presented an overview of the new DPI (Department of Public Instruction) school accountability reporting tool, School Report Card, and shared a sample. This will be released on October 22, 2012, for public view. Discussion.

BUSINESS (ACTION ITEM)

Motion by Ms. Rossmiller, seconded by Ms. Skinner, moved that we approve the updated Change in Employee Handbook Timeline, dated 9/28/2012, as presented. Motion carried, 6-0 (voice vote).

CONSENT (ACTION ITEMS)

Motion by Ms. Rossmiller, seconded by Mr. Rasmussen, moved to approve the consent agenda items: September 10 regular and October 1 special meeting minutes, open enrollment exception application for Student A to attend Stoughton, as required by law, and the August reconciliation report and bills as presented. Motion carried, 6-0 (roll call vote).

FUTURE AGENDA

October 29, 2012, regular meeting agenda shared.

EXECUTIVE SESSION

Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved for a five minute break. Motion carried, 6-0 (voice vote).

Motion by Mr. Hatfield, seconded by Ms. Skinner, moved to move into executive session, under Wisconsin State Statute 19.85(1)(c) to discuss district administrator evaluation. Motion carried, 6-0 (roll call vote).

Meeting adjourned from executive session at 9:20 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 11/12/12
Kathi Swanson, President

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: September, 2012 Reconciliation
Date: October 12th, 2012

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – September \$1,820,165.35
- Check Register – September
Notes for check register:

Check total -	\$501,833.76
ACH total -	\$ 565.79
Manual check total -	<u>\$ 28,531.73</u>

Total	\$530,931.28
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Void check - #73166
Payroll check - #73214

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

FOR THE MONTH OF

September, 2012

BALANCE PER BANK:	62,000.00
LESS OUTSTANDING CHECKS	-269,070.06
TRANSFER UBT ACCTS.	-500,000.00
LESS WRS POSTING	-97,104.90
MMA ACCOUNT	5,256,695.06
BALANCE PER BANK	4,452,520.10

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.
FUND 10 General	-89,837.76	-533,463.09	-623,300.85
FUND 21 Donations	24,653.80	-602.50	24,051.30
FUND 27 Special Ed	-98,250.83	-214,171.69	-312,422.52
FUND 38 Debt	28,949.87	0.00	28,949.87
FUND 39 Debt	-30,405.71	0.00	-30,405.71
FUND 49 Capital Projects	500	0.00	500
FUND 50 Food Service	89,235.47	4,335.98	93,571.45
FUND 99 Voc Ed/ESL/Grants	14,881.50	0.00	14,881.50
MMA ACCOUNT			5,256,695.06
BALANCE PER GENERAL LEDGER			4,452,520.10
		-743,901.30	
	DIFFERENCE		0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning September 2012-13		Ending
							Balance	Monthly Activity	Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-452,328.05	-533,463.09	-623,300.85
10	-	---	---	-----	---	GENERAL FUND	-452,328.05	-533,463.09	-623,300.85
21	A	000	000	711100	---	CASH ON DEPOSIT	20,811.80	-602.50	24,051.30
21	-	---	---	-----	---	GIFTS/DONATIONS	20,811.80	-602.50	24,051.30
27	A	000	000	711100	---	CASH ON DEPOSIT	-92,740.42	-214,171.69	-312,422.52
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	-92,740.42	-214,171.69	-312,422.52
38	A	000	000	711100	---	CASH ON DEPOSIT	28,949.87		28,949.87
38	-	---	---	-----	---	NON-REFERENDUM DEBT	28,949.87		28,949.87
39	A	000	000	711100	---	CASH ON DEPOSIT	-30,405.71		-30,405.71
39	-	---	---	-----	---	REFERENDUM APPROVED DEBT SERVI	-30,405.71		-30,405.71
49	A	000	000	711100	---	CASH ON DEPOSIT	500.00		500.00
49	-	---	---	-----	---		500.00		500.00
50	A	000	000	711100	---	CASH ON DEPOSIT	113,241.99	4,335.98	93,571.45
50	-	---	---	-----	---	FOOD SERVICE	113,241.99	4,335.98	93,571.45
99	A	000	000	711100	---	CASH ON DEPOSIT	14,881.50		14,881.50
99	-	---	---	-----	---	COOP. PROGRAM FUNDS-66:03	14,881.50		14,881.50
Grand Asset Totals							-397,089.02	-743,901.30	-804,174.96

Number of Accounts: 8

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

Post Date	Func	Description	Amount
09/30/2012	OTHER SUPPORT SERVICES	HEALTH INS. - R. DENNIS	121.22
09/30/2012	INFORMATION SERVICES	REIMB FOR COPY EXPENSE MEDICAID	26.00
09/30/2012	MAINTENANCE	REIMB FROM SPORTS BOOSTERS FOR WATERING SYSTE	9904.00
09/30/2012	DISTRICT WIDE	KIDS CLUB LEARNING CENTER - FACILITY USE	100.00
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1093.00
09/30/2012	DISTRICT WIDE	STUDENT FEES	3668.00
09/30/2012	DISTRICT WIDE	FACILITY USE - GIRL SCOUTS	15.00
09/30/2012	DISTRICT WIDE	FACILITY USE - KIDS CONNECTION	211.60
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2700.50
09/30/2012	DISTRICT WIDE	STUDENT FEES	2410.00
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	629.00
09/30/2012	OTHER SUPPORT SERVICES	HEALTH INS. - K. MADISON FOR SEPT.	269.56
09/30/2012	DISTRICT WIDE	FOOTBALL GATE VS. EDGERTON	1670.00
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1436.00
09/30/2012	OTHER SUPPORT SERVICES	HEALTH INS. PAYMENT - C. WAGNER	121.22
09/30/2012	DISTRICT WIDE	STUDENT FEES	1113.00
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1186.80
09/30/2012	GIFTED AND TALENTED	HS REIMB FOR ONLINE LEARNING	3350.00
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1057.50
09/30/2012	GIFTED AND TALENTED	HS REIMB FOR ONLINE LEARNING	675.00
09/30/2012	DISTRICT WIDE	STUDENT FEES	1205.06
09/30/2012	OTHER SUPPORT SERVICES	RETIREE LIFE INS. - KALSON TO 6/30/13	511.68
09/30/2012	DISTRICT WIDE	VOLLEYBALL GATE VS MCFARLAND	248.00
09/30/2012	CO-CURRICULAR ATHLETIC	FOOTBALL REIM FROM ACTIVITY ACCT FOR SPARTA T	698.29
09/30/2012	COMBINED COST REPORTING	DONATION KNIGHTS OF COLUMBUS	2498.50
09/30/2012	COMBINED COST REPORTING	DONATION KNIGHTS OF COLUMBUS	1363.20
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	927.75
09/30/2012	DISTRICT WIDE	STUDENT FEES	1026.50
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1062.40
09/30/2012	OTHER SUPPORT SERVICES	RETIREE HEALTH - R. COLE	1394.04
09/30/2012	OTHER SUPPORT SERVICES	RETIREE HEALTH - C. WAGNER	1394.04
09/30/2012	OTHER SUPPORT SERVICES	RETIREE HEALTH - B. BERG	1394.04
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	246.35
09/30/2012	GIFTED AND TALENTED	HS REIMB FOR ONLINE CLASS	350.00
09/30/2012	BUSINESS MANAGER	REIMB FOR BACKGROUND CHECKS	36.00
09/30/2012	DISTRICT WIDE	TOWN OF UNION - FISH AND WILDLIFE 2012	518.45
09/30/2012	DISTRICT WIDE	FACILITY USE - DAVIS PRYCE ADULT VB	15.00
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1130.00
09/30/2012	DISTRICT WIDE	STUDENT FEES	941.00
09/30/2012	SCHOOL BUILDING ADMINISTRATION	7-UP COMMISSION REIMB FROM TRIS	55.20
09/30/2012	DISTRICT WIDE	DONATION FOR HS GIRLS SWIM	25.00
09/30/2012	OTHER SUPPORT SERVICES	COBRA PAYMENT FOR HAVLIK	60.28
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	969.85
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	867.00
09/30/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB FOR CHARGE CARD	169.47
09/30/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB FOR CHARGE CARD	96.01
09/30/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB FOR CHARGE CARD	1382.60
09/30/2012	INFORMATION SERVICES	DO REIMB FOR POSTAGE	8.46
09/30/2012	DISTRICT ADMINISTRATION	DO REIMB FOR COFFEE	7.00
09/30/2012	DISTRICT ADMINISTRATION	DO REIMB FOR COPIES	2.97
09/30/2012	DISTRICT WIDE	STUDENT FEES	918.00
09/30/2012	SCHOOL BUILDING ADMINISTRATION	REIMB FROM HS FOR MAY CREDIT CARD	91.95
09/30/2012	SCHOOL BUILDING ADMINISTRATION	REIMB FROM HS FOR CREDIT CARD - ACTIVITY ACCT	4370.45

Post Date	Func	Description	Amount
09/30/2012	DISTRICT WIDE	MOBILE HOME FEES - MAGNOLIA	413.31
09/30/2012	OTHER SUPPORT SERVICES	RETIREE HEALTH FROM MID AMERICA FOR R. DENNIS	2788.08
09/30/2012	DISTRICT WIDE	DONATION FOR HS GIRLS SWIM	50.00
09/30/2012	SCHOOL BUILDING ADMINISTRATION	DONATION TO HS FROM EVANS. COMMUNITY FOUNDATI	420.00
09/30/2012	DISTRICT WIDE	FOOTBALL GATE VS MCFARLAND	1752.10
09/30/2012	GIFTED AND TALENTED	HS REIMB FOR ONLINE CLASS	675.00
09/30/2012	DISTRICT ADMINISTRATION	DO REIMB FOR POP	26.80
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	979.85
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	920.00
09/30/2012	OTHER SUPPORT SERVICES	MIDAMERICA - P. KELLEY	626.88
09/30/2012	OTHER SUPPORT SERVICES	MIDAMERICA - M. KELLEY	626.88
09/30/2012	OTHER SUPPORT SERVICES	MIDAMERICA - B. BERG	1394.04
09/30/2012	OTHER SUPPORT SERVICES	MIDAMERICA - R. COLE	1394.04
09/30/2012	OTHER SUPPORT SERVICES	MIDAMERICA - C. WAGNER	1394.04
09/30/2012	OTHER SUPPORT SERVICES	MIDAMERICA - B. HARTJE	1394.04
09/30/2012	OTHER SUPPORT SERVICES	MIDAMERICA - P. HAESE	644.79
09/30/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR CHARGE CARD	150.00
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1228.60
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1346.50
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1457.50
09/30/2012	DISTRICT WIDE	FACILITY USE - MADISON SCOUTS	307.65
09/30/2012	DISTRICT WIDE	VOLLEYBALL GATE VS JEFFERSON	303.00
09/30/2012	DISTRICT WIDE	STUDENT FEES	548.00
09/30/2012	DISTRICT WIDE	FACILITY USE - HEALTH CLUB	50.00
09/30/2012	DISTRICT WIDE	FOOTBALL GATE - VS WHITEWATER	1168.00
09/30/2012	HOME ECONOMICS	HS REIMB FOR CLASS FEES- FACE	378.00
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1033.25
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	789.40
09/30/2012	SCHOOL BOARD	REIMB FROM WASB FOR TAX ON ONLINE ORDER	51.37
09/30/2012	OTHER SUPPORT SERVICES	HEALTH INS. - B. HARTJE	121.22
09/30/2012	LIBRARY	REIMB FROM FOLLETT LIBRARY RESOURCES	229.59
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	903.70
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1081.00
09/30/2012	DISTRICT WIDE	FACILITY USE - DRUM AND BUGLE	1200.58
09/30/2012	BUSINESS MANAGER	REIMB FOR BACKGROUND CHECK	10.00
09/30/2012	DISTRICT WIDE	VENDING	128.67
09/30/2012	DISTRICT WIDE	VENDING	34.50
09/30/2012	DISTRICT WIDE	VENDING	174.00
09/30/2012	DISTRICT WIDE	VENDING	171.60
09/30/2012	DISTRICT WIDE	VENDING	200.10
09/30/2012	DISTRICT WIDE	INTEREST FOR SEPT	1313.08
09/30/2012	DISTRICT WIDE	EQUALIZATION AID	1730832.00
09/30/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS - E FUNDS	1701.25
09/30/2012	DISTRICT WIDE	DEPOSIT ERROR FROM FOOD SERVICE VENDING 9/28/	11.00
Total for Cash Receipts			1820165.35

POST DATE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	AMOUNT
09/04/2012	73112	R	09/04/2012	AMERIPRISE FINANCIAL SERVICES	770.00
09/04/2012	73113	R	09/04/2012	DELTA DENTAL OF WISCONSIN	30,060.12
09/04/2012	73114	R	09/04/2012	FRANKLIN TEMPLETON BANK & TRUST	1,035.00
09/04/2012	73115	R	09/04/2012	HORACE MANN LIFE INSURANCE	100.00
09/04/2012	73116	R	09/04/2012	METLIFE	175.00
09/04/2012	73117	R	09/04/2012	MG TRUST COMPANY	420.00
09/04/2012	73118	R	09/04/2012	SBG-VAA	780.00
09/04/2012	73119	R	09/04/2012	TEAMSTERS LOCAL UNION 695	476.00
09/04/2012	73120	R	09/04/2012	WEA INSURANCE TRUST	4,974.24
09/10/2012	73121	R	09/10/2012	BERTUN, ERIC	60.00
09/10/2012	73122	R	09/10/2012	BOB SCHENCK	96.00
09/10/2012	73123	R	09/10/2012	BUSSE, ERIC	96.00
09/10/2012	73124	R	09/10/2012	CHRIS NICHOLSON	96.00
09/10/2012	73125	R	09/10/2012	DUNBAR, TIM	48.00
09/10/2012	73126	R	09/10/2012	GARY TIETZ	60.00
09/10/2012	73127	R	09/10/2012	JEDELE, ANDREA	75.00
09/10/2012	73128	R	09/10/2012	JUAN DIAZ SR	60.00
09/10/2012	73129	R	09/10/2012	LARSON, DARRELL	96.00
09/10/2012	73130	R	09/10/2012	LONNIE MEYERS	60.00
09/10/2012	73131	R	09/10/2012	NICK VOORS	75.00
09/10/2012	73132	R	09/10/2012	RICHARD ARNDT	60.00
09/10/2012	73133	R	09/10/2012	RINGHAND BROTHERS INC	47,479.95
09/10/2012	73134	R	09/10/2012	ROBERT MCGOWAN	60.00
09/10/2012	73135	R	09/10/2012	AMERIPRISE FINANCIAL SERVICES	770.00
09/10/2012	73136	R	09/10/2012	FRANKLIN TEMPLETON BANK & TRUST	1,035.00
09/10/2012	73137	R	09/10/2012	HORACE MANN LIFE INSURANCE	100.00
09/10/2012	73138	R	09/10/2012	METLIFE	175.00
09/10/2012	73139	R	09/10/2012	MG TRUST COMPANY	420.00
09/10/2012	73140	R	09/10/2012	SBG-VAA	780.00
09/13/2012	73141	R	09/14/2012	DAVE'S ACE HARDWARE	106.83
09/13/2012	73142	R	09/14/2012	APPLE COMPUTER INC.	11,970.00
09/13/2012	73143	R	09/14/2012	ASC1	102.20
09/13/2012	73144	R	09/14/2012	AT & T	114.07
09/13/2012	73145	R	09/14/2012	BADGER COACHES INC	1,617.00
09/13/2012	73146	R	09/14/2012	BADGER SPORTING GOODS CO., INC	758.25
09/13/2012	73147	R	09/14/2012	BRUCE COMPANY	9,904.00
09/13/2012	73148	R	09/14/2012	BUTTCHEN ELECTRIC	3,355.34
09/13/2012	73149	R	09/14/2012	CDW GOVERNMENT INC	15,668.83
09/13/2012	73150	R	09/14/2012	CESA #2	650.00
09/13/2012	73151	R	09/14/2012	CPI QUALIFIED PLAN CONSULT INC	78.75
09/13/2012	73152	R	09/14/2012	CUMMINS NPOWER LLC	494.00
09/13/2012	73153	R	09/14/2012	CYBART, SHARON	325.00
09/13/2012	73154	R	09/14/2012	DEAN SALVESON	90.00
09/13/2012	73155	R	09/14/2012	DELL MARKETING LP	35,458.50
09/13/2012	73156	R	09/14/2012	DISCOUNT MAGAZINE SUB SERVICE	1,048.85
09/13/2012	73157	R	09/14/2012	DOUBLE D BUILDERS	1,200.00
09/13/2012	73158	R	09/14/2012	EMPATHIA INC	250.00
09/13/2012	73159	R	09/14/2012	EVANSVILLE REVIEW	60.00
09/13/2012	73160	R	09/14/2012	FIDELITEC LLC	204.00
09/13/2012	73161	R	09/14/2012	THE GRUENKE COMPANY INC	277.69
09/13/2012	73162	R	09/14/2012	HANSON ELECTRONICS	207.84
09/13/2012	73163	R	09/14/2012	HEARTLAND BUSINESS SYSTEMS	1,663.00
09/13/2012	73164	R	09/14/2012	IDEAL PRINTING WI LLC	60.00
09/13/2012	73165	R	09/14/2012	JANES, MICHELLE	132.39
09/13/2012	73166	R	09/14/2012	JEFF WALKER	75.00
09/13/2012	73167	R	09/14/2012	JERRY KOLMAN	90.00

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
09/13/2012	73168	R	09/14/2012	LANDMARK SERVICES COOPERATIVE	2,662.28
09/13/2012	73169	R	09/14/2012	MACNEIL ENVIRONMENTAL	450.00
09/13/2012	73170	R	09/14/2012	MAPLE CITY POTTERY	166.40
09/13/2012	73171	R	09/14/2012	MARSDEN, SUSAN	1,275.00
09/13/2012	73172	R	09/14/2012	MCGRAW-HILL COMPANIES	11,126.96
09/13/2012	73173	R	09/14/2012	MOVIE LICENSING USA	350.00
09/13/2012	73174	R	09/14/2012	NICK VOORS	75.00
09/13/2012	73175	R	09/14/2012	NOODLETOOLS, INC.	240.00
09/13/2012	73176	R	09/14/2012	O'BRIEN, MEGGAN	55.50
09/13/2012	73177	R	09/14/2012	OCCUPATIONAL HEALTH CENTERS	340.00
09/13/2012	73178	R	09/14/2012	OFFICE DEPOT	457.01
09/13/2012	73179	R	09/14/2012	PELLITTERI	265.50
09/13/2012	73180	R	09/14/2012	PIGGLY WIGGLY	638.39
09/13/2012	73181	R	09/14/2012	PROQUEST LLC	1,142.00
09/13/2012	73182	R	09/14/2012	REINDERS INC	2,276.73
09/13/2012	73183	R	09/14/2012	RHYME BUSINESS PRODUCTS	670.00
09/13/2012	73184	R	09/14/2012	RHYME BUSINESS PRODUCTS LLC	1,409.93
09/13/2012	73185	R	09/14/2012	RUCKS TREE SERVICE	500.00
09/13/2012	73186	R	09/14/2012	SCOTT IRWIN	60.00
09/13/2012	73187	R	09/14/2012	SHOEMAKER, KRISTIN	9.20
09/13/2012	73188	R	09/14/2012	THREADGALL, CHARLES	78.50
09/13/2012	73189	R	09/14/2012	TRANE COMPANY	3,312.98
09/13/2012	73190	R	09/14/2012	TRUGREEN	1,175.00
09/13/2012	73191	R	09/14/2012	UNITRENDS	20,573.36
09/13/2012	73192	R	09/14/2012	UNIVERSITY OF WISC - MADISON	1,000.00
09/13/2012	73193	R	09/14/2012	VEOLIA ES SOLID WASTE MIDWEST	5,514.89
09/13/2012	73194	R	09/14/2012	WIS ASSOC OF SCHOOL BOARDS INC	24.00
09/13/2012	73195	R	09/14/2012	WASDA	125.00
09/13/2012	73196	R	09/14/2012	WELDERS SUPPLY COMPANY	71.50
09/13/2012	73197	R	09/14/2012	WILLO LLC	760.00
09/13/2012	73198	R	09/14/2012	WISCONSIN LIBRARY SERVICES	1,888.00
09/13/2012	73199	R	09/14/2012	WISCONSIN TAXPAYERS ALLIANCE	180.00
09/13/2012	73200	R	09/14/2012	WISCONSIN SCHOOL MUSIC ASSOCIA	355.00
09/19/2012	73201	R	09/19/2012	BOB SCHENCK	96.00
09/19/2012	73202	R	09/19/2012	BROWNE, RYAN	60.00
09/19/2012	73203	R	09/19/2012	BUSSE, ERIC	176.00
09/19/2012	73204	R	09/19/2012	CHRIS NICHOLSON	96.00
09/19/2012	73205	R	09/19/2012	CORY, LEWIS	60.00
09/19/2012	73206	R	09/19/2012	DAN RANKIN	50.00
09/19/2012	73207	R	09/19/2012	DONALD HOAGLIN	60.00
09/19/2012	73208	R	09/19/2012	GRIFFIN, JAMES	60.00
09/19/2012	73209	R	09/19/2012	HANSSEN, ROBERT	60.00
09/19/2012	73210	R	09/19/2012	JIM DILLEY	80.00
09/19/2012	73211	R	09/19/2012	LARSON, DARRELL	176.00
09/19/2012	73212	R	09/19/2012	LEE DAMMEN	50.00
09/19/2012	73213	R	09/19/2012	RAFFI MESDJIAN	75.00
09/27/2012	73215	R	09/28/2012	DAVE'S ACE HARDWARE	479.85
09/27/2012	73216	R	09/28/2012	ALBANY SCHOOL DISTRICT	120.00
09/27/2012	73217	R	09/28/2012	ALL 'N ONE	124.32
09/27/2012	73218	R	09/28/2012	AT&T	745.00
09/27/2012	73219	R	09/28/2012	BADGER WATER LLC	432.45
09/27/2012	73220	R	09/28/2012	BELOIT MEMORIAL HIGH SCHOOL	350.00
09/27/2012	73221	R	09/28/2012	BELLEVILLE SCHOOL DISTRICT	250.00
09/27/2012	73222	R	09/28/2012	BERGSMA, DULCIE	75.00
09/27/2012	73223	R	09/28/2012	BOB RAPP	60.00
09/27/2012	73224	R	09/28/2012	BRODHEAD HIGH SCHOOL	230.00

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
09/27/2012	73225	R	09/28/2012	BUTCHEN ELECTRIC	3,761.88
09/27/2012	73226	R	09/28/2012	CESA 1	681.47
09/27/2012	73227	R	09/28/2012	CITY GLASS COMPANY	515.85
09/27/2012	73228	R	09/28/2012	D & J SCALE SERVICE	100.00
09/27/2012	73229	R	09/28/2012	DAN RANKIN	50.00
09/27/2012	73230	R	09/28/2012	DIVERSIFIED BENEFIT SERVICES	280.80
09/27/2012	73231	R	09/28/2012	EAST TROY HIGH SCHOOL	160.00
09/27/2012	73232	R	09/28/2012	EDGERTON HIGH SCHOOL	125.00
09/27/2012	73233	R	09/28/2012	EDGERTON SCHOOL DISTRICT	100.00
09/27/2012	73234	R	09/28/2012	EVANSVILLE HIGH SCHOOL	2,461.00
09/27/2012	73235	R	09/28/2012	J.C. MCKENNA MIDDLE SCHOOL	15.00
09/27/2012	73236	R	09/28/2012	EXLEY, BENJAMIN	40.00
09/27/2012	73237	R	09/28/2012	FHEG BLACKHAWK BOOKSTORE	308.94
09/27/2012	73238	R	09/28/2012	FOLLETT LIBRARY RESOURCES	36.62
09/27/2012	73239	R	09/28/2012	FORT HEALTH CARE	21.00
09/27/2012	73240	R	09/28/2012	FOUGEROUSSE, MEGHANN	56.81
09/27/2012	73241	R	09/28/2012	GENERAL BINDING	199.00
09/27/2012	73242	R	09/28/2012	HAMILTON, MARC	60.00
09/27/2012	73243	R	09/28/2012	HAMMOND & STEPHENS	336.77
09/27/2012	73244	R	09/28/2012	INFOBASE LEARNING	150.15
09/27/2012	73245	R	09/28/2012	INTERSTATE BOOKS 4 SCHOOL	188.33
09/27/2012	73246	R	09/28/2012	INTERNAL REVENUE SERVICE	3,109.73
09/27/2012	73247	R	09/28/2012	J.W. PEPPER & SON INC	463.14
09/27/2012	73248	R	09/28/2012	JOHN MEYERS	60.00
09/27/2012	73249	R	09/28/2012	KNOVATION, INC	729.75
09/27/2012	73250	R	09/28/2012	LANCE REISEN	60.00
09/27/2012	73251	R	09/28/2012	LEE DAMMEN	50.00
09/27/2012	73252	R	09/28/2012	LOREN HOMB	90.00
09/27/2012	73253	R	09/28/2012	MACNEIL ENVIRONMENTAL	928.25
09/27/2012	73254	R	09/28/2012	MILTON SCHOOL DISTRICT	200.00
09/27/2012	73255	R	09/28/2012	MT HOREB AREA SCHOOL DISTRICT	80.00
09/27/2012	73256	R	09/28/2012	NASCO	139.16
09/27/2012	73257	R	09/28/2012	THE NEFF COMPANY	829.76
09/27/2012	73258	R	09/28/2012	NELCO	253.45
09/27/2012	73259	R	09/28/2012	NICK VOORS	40.00
09/27/2012	73260	R	09/28/2012	PALMYRA-EAGLE SCHOOL DIST	115.00
09/27/2012	73261	R	09/28/2012	PER MAR SECURITY SERVICES	594.72
09/27/2012	73262	R	09/28/2012	PIGGLY WIGGLY	56.70
09/27/2012	73263	R	09/28/2012	PLATTEVILLE SCHOOL DISTRICT	125.00
09/27/2012	73264	R	09/28/2012	REEDSBURG SCHOOL DISTRICT	100.00
09/27/2012	73265	R	09/28/2012	SCHILLING SUPPLY COMPANY	581.05
09/27/2012	73266	R	09/28/2012	SCHNELL, TIM	60.00
09/27/2012	73267	R	09/28/2012	SCHOLASTIC INC.	17.10
09/27/2012	73268	R	09/28/2012	SELECT SOUND SERVICE INC	504.00
09/27/2012	73269	R	09/28/2012	SOFTWARE & SERVICE USER GROUP	145.00
09/27/2012	73270	R	09/28/2012	STOUGHTON AREA SCHOOL DISTRICT	75.00
09/27/2012	73271	R	09/28/2012	SUPERIOR CHEMICAL CORPORATION	601.18
09/27/2012	73272	R	09/28/2012	TAHER	5,260.20
09/27/2012	73273	R	09/28/2012	TEACHER'S DISCOVERY	34.85
09/27/2012	73274	R	09/28/2012	THE FAST FOOT	34.00
09/27/2012	73275	R	09/28/2012	TRANE COMPANY	440.10
09/27/2012	73276	R	09/28/2012	TREETOP PUBLISHING	240.63
09/27/2012	73277	R	09/28/2012	TRUGREEN	1,125.00
09/27/2012	73278	R	09/28/2012	VOIGT MUSIC CENTER	52.63
09/27/2012	73279	R	09/28/2012	WIS ASSOC OF SCHOOL BOARDS INC	500.00
09/27/2012	73280	R	09/28/2012	WE ENERGIES	860.86

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
09/27/2012	73281	R	09/28/2012	WELDERS SUPPLY COMPANY	195.34
09/27/2012	73282	R	09/28/2012	WFCA OFFICE	75.00
09/27/2012	73283	R	09/28/2012	WISCONSIN OCCUPATIONAL THERAPY	200.00
09/27/2012	73284	R	09/28/2012	WISCONSIN STATE JOURNAL	85.80
09/27/2012	73285	R	09/28/2012	WOODS, JEFFREY	81.00
09/27/2012	73286	R	09/28/2012	ZIEGLER, GARY	90.00
09/27/2012	73287	R	09/28/2012	ZIEGLER, KEN	60.00
09/30/2012	73288	R	09/30/2012	AMERIPRISE FINANCIAL SERVICES	770.00
09/30/2012	73289	R	09/30/2012	DEAN HEALTH PLANS	184,381.44
09/30/2012	73290	R	09/30/2012	DELTA DENTAL OF WISCONSIN	29,356.40
09/30/2012	73291	R	09/30/2012	EVANSVILLE EDUCATION ASSOC.	6,200.63
09/30/2012	73292	R	09/30/2012	FRANKLIN TEMPLETON BANK & TRUST	1,105.00
09/30/2012	73293	R	09/30/2012	HORACE MANN LIFE INSURANCE	100.00
09/30/2012	73294	R	09/30/2012	METLIFE	175.00
09/30/2012	73295	R	09/30/2012	MG TRUST COMPANY	420.00
09/30/2012	73296	R	09/30/2012	SBG-VAA	780.00
09/30/2012	73297	R	09/30/2012	SUN LIFE FINANCIAL	2,544.70
09/30/2012	73298	R	09/30/2012	TEAMSTERS LOCAL UNION 695	891.00
09/30/2012	73299	R	09/30/2012	WEA INSURANCE TRUST	5,247.46
09/21/2012	2013007	M	09/21/2012	AT & T	1,544.91
09/21/2012	2013008	M	09/21/2012	EVANSVILLE WATER & LIGHT DEPT	26,752.60
09/21/2012	2013009	M	09/21/2012	U.S. CELLULAR	234.22
09/13/2012	121300014	A	09/14/2012	GRIBBLE, AMY	112.89
09/13/2012	121300015	A	09/14/2012	JEREMIASON, BETH	150.00
09/13/2012	121300016	A	09/14/2012	PETERSEN, DIANE	44.40
09/13/2012	121300017	A	09/14/2012	REDDERS, DEEJAY	258.50
09/27/2012	121300018	A	09/28/2012	ASHBY, VAUNCE	108.78
09/27/2012	121300019	A	09/28/2012	COBB, DANIEL	29.65
09/27/2012	121300020	A	09/28/2012	DOBBS, JOANIE	295.77
09/27/2012	121300021	A	09/28/2012	FELDT, GARY	205.25
09/27/2012	121300022	A	09/28/2012	GALLMAN, DARLENE	150.00
09/27/2012	121300023	A	09/28/2012	GRANSEE, KELLEY	102.46
09/27/2012	121300024	A	09/28/2012	HORGEN, KATHRYN	155.95
09/27/2012	121300025	A	09/28/2012	HUMBERG, CHRISTINE	74.93
09/27/2012	121300026	A	09/28/2012	MAGEE, SHARON	70.97
09/27/2012	121300027	A	09/28/2012	OJEDA, ALLISON	28.75
Totals for checks					530,931.28

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: October, 2012 Reconciliation
Date: November 8, 2012

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – October \$99,874.63
- Check Register – October
Notes for check register:

Check total -	\$473,091.08
ACH total -	\$ 1,872.18
Manual check total -	<u>\$ 37,982.91</u>

Total	\$512,946.17
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Void checks - none

Payroll checks - #73312-73313, 73324, 73402-73404

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

FOR THE MONTH OF

October, 2012

BALANCE PER BANK:	62,000.00
LESS OUTSTANDING CHECKS	-11,401.38
LESS WRS POSTING	-102,371.10
MMA ACCOUNT	2,516,351.55
BALANCE PER BANK	2,464,579.07

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.
FUND 10 General	-623,300.85	1,587,474.90	964,174.05
FUND 21 Donations	24,051.30	25.00	24,076.30
FUND 27 Special Ed	-312,422.52	-287,394.32	-599,816.84
FUND 38 Debt	28,949.87	-21,850.00	7,099.87
FUND 39 Debt	-30,405.71	-488,661.27	-519,066.98
FUND 49 Capital Projects	500	0.00	500
FUND 50 Food Service	93,571.45	-37,191.83	56,379.62
FUND 99 Voc Ed/ESL/Grants	14,881.50	0.00	14,881.50
MMA ACCOUNT			2,516,351.55
BALANCE PER GENERAL LEDGER		752,402.48	2,464,579.07

DIFFERENCE **0.00**

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	October 2012-13 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-452,328.05	1,587,474.90	964,174.05
10	-	---	---	-----	---	GENERAL FUND	-452,328.05	1,587,474.90	964,174.05
21	A	000	000	711100	---	CASH ON DEPOSIT	20,811.80	25.00	24,076.30
21	-	---	---	-----	---	GIFTS/DONATIONS	20,811.80	25.00	24,076.30
27	A	000	000	711100	---	CASH ON DEPOSIT	-92,740.42	-287,394.32	-599,816.84
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	-92,740.42	-287,394.32	-599,816.84
38	A	000	000	711100	---	CASH ON DEPOSIT	28,949.87	-21,850.00	7,099.87
38	-	---	---	-----	---	NON-REFERENDUM DEBT	28,949.87	-21,850.00	7,099.87
39	A	000	000	711100	---	CASH ON DEPOSIT	-30,405.71	-488,661.27	-519,066.98
39	-	---	---	-----	---	REFERENDUM APPROVED DEBT SERVI	-30,405.71	-488,661.27	-519,066.98
49	A	000	000	711100	---	CASH ON DEPOSIT	500.00		500.00
49	-	---	---	-----	---		500.00		500.00
50	A	000	000	711100	---	CASH ON DEPOSIT	113,241.99	-37,191.83	56,379.62
50	-	---	---	-----	---	FOOD SERVICE	113,241.99	-37,191.83	56,379.62
99	A	000	000	711100	---	CASH ON DEPOSIT	14,881.50		14,881.50
99	-	---	---	-----	---	COOP. PROGRAM FUNDS-66:03	14,881.50		14,881.50
Grand Asset Totals							-397,089.02	752,402.48	-51,772.48

Number of Accounts: 8

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

Post Date	Func	Description	Amount
10/31/2012	SCHOOL BUILDING ADMINISTRATION	7-UP COMMISSION FOR MS	130.80
10/31/2012	BOYS BASKETBALL	HS REIMB FOR BOYS BB COACHES CLINIC	120.00
10/31/2012	BOYS FOOTBALL	HS REIMB FOR BADGER SPORTING GOODS - FOOTBALL	659.43
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1444.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1639.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1348.00
10/31/2012	DISTRICT WIDE	FACILITY USE - KID CONNECTION	391.46
10/31/2012	DISTRICT WIDE	FACILITY USE - KID KORNER FOR OCT NOV DEC	3900.00
10/31/2012	DISTRICT WIDE	CATERING FOR KIDS KORNER INV. #1001	107.50
10/31/2012	DISTRICT WIDE	CATERING FOR KIDS KORNER INV. #1001	267.50
10/31/2012	DISTRICT WIDE	VOLLEYBALL GATE VS WHITEWATER	129.00
10/31/2012	GIFTED AND TALENTED	HS REIMB FOR PSAT TESTS	546.00
10/31/2012	BUSINESS MANAGER	REIMB FOR BACKGROUND CHECKS	20.00
10/31/2012	DISTRICT WIDE	FOCUS ON ENERGY REBATE	504.00
10/31/2012	Termination Benefits	HEALTH INS. WAGNER	121.22
10/31/2012	Termination Benefits	HEALTH INS. R. DENNIS	121.22
10/31/2012	BUSINESS MANAGER	REIMB FOR BACKGROUND CHECKS	20.00
10/31/2012	DISTRICT WIDE	STUDENT FEES	211.00
10/31/2012	DISTRICT ADMINISTRATION	REIMB FOR DO COFFEE	8.00
10/31/2012	DISTRICT WIDE	MENS BASKETBALL - FACILITY USE	375.00
10/31/2012	CO-CURRICULAR ATHLETIC	HS REIMB FOR FOOTBALL SPECTATOR BUS TO JEFFER	42.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1270.00
10/31/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR WORK PERMITS	40.00
10/31/2012	DISTRICT WIDE	VOLLEYBALL GATE VS EAST TROY	152.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1752.10
10/31/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR CHARGE CARD	180.00
10/31/2012	DISTRICT WIDE	CATERING INV. 1002	42.00
10/31/2012	FOOD SERVICES	SANIMAX REFUND	17.07
10/31/2012	Termination Benefits	HEALTH INS. FOR K. MADISON OCT.	269.56
10/31/2012	DISTRICT ADMINISTRATION	S. DEININGER REIMB FOR 2 PENDS PURCHASED ON C	11.93
10/31/2012	DISTRICT ADMINISTRATION	DO REIMB FOR POP	16.85
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2284.45
10/31/2012	BUILDING REPAIRS	REIMB FOR PALLETS	30.30
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1187.51
10/31/2012	DISTRICT WIDE	STUDENT FEES	40.00
10/31/2012	DISTRICT WIDE	FOOTBALL GATE VS TURNER	3321.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1032.00
10/31/2012	DISTRICT WIDE	VOLLEYBALL GATE VS EDGERTON	307.75
10/31/2012	DISTRICT WIDE	SOCCER GATE VS EDGERTON WIAA REG.	153.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	938.40
10/31/2012	DISTRICT WIDE	DRIVER'S ED	2000.00
10/31/2012	DISTRICT WIDE	STUDENT FEES	120.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1613.45
10/31/2012	TRUST ADVANTAGE DEDUCTIONS	RETURN OF 403B DEPOSIT FOR MAGEE	20.00
10/31/2012	DISTRICT ADMINISTRATION	OPEN RECORDS REQUEST - MARINES \$10 AND JOSTEN	30.00
10/31/2012	DISTRICT WIDE	SOCCER VS MONROE WIAA REG.	620.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2181.00
10/31/2012	DISTRICT WIDE	MOBILE HOME FEES - TOWN OF MAGNOLIA	413.31
10/31/2012	Termination Benefits	HEALTH INS. - B. BERG FOR OCT.	121.22
10/31/2012	DISTRICT WIDE	RESTITUTION	125.88
10/31/2012	Termination Benefits	COBRA DENTAL FOR T. SCHMITT AND M. HAVLIK	120.56
10/31/2012	Termination Benefits	COBRA HEALTH - T. SCHMITT	644.79
10/31/2012	BUSINESS MANAGER	WASB REFUND OF LAW SEMINAR	60.00

Post Date	Func	Description	Amount
10/31/2012	DISTRICT ADMINISTRATORS OFFICE	WASB REFUND OF LAW SEMINAR	60.00
10/31/2012	SPECIAL EDUCATION PROGRAM AIDE	WORKER'S COMP PAYMENT FOR C. SCHUETT	58.80
10/31/2012	DISTRICT WIDE	STUDENT FEES	258.50
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1855.80
10/31/2012	INFORMATION SERVICES	DO REIMB FOR POSTAGE	5.35
10/31/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB FOR WATER	60.00
10/31/2012	SCHOOL BUILDING ADMINISTRATION	REIMB FROM PTO FOR TRIS SCHOLASTIC ORDER	411.51
10/31/2012	VEHICLE SERVICING (NOT BUSES)	REBATE FOR CAR BATTERY	5.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	711.00
10/31/2012	DISTRICT WIDE	STUDENT FEES	121.00
10/31/2012	FIELD TRIPS - CLASSROOM	REIMB FOR AMERICAN PLAYERS FIELD TRIP	482.58
10/31/2012	DISTRICT WIDE	CATERING INV. #1006	25.99
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1540.00
10/31/2012	DISTRICT ADMINISTRATION	DO REIMB FOR COFFEE	5.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1427.60
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	843.51
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	232.50
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1743.35
10/31/2012	DISTRICT WIDE	DONATION	25.00
10/31/2012	INDUSTRIAL ARTS	REIMB FROM GRIDIRON CLUB FOR GOLF CART REPAIR	91.98
10/31/2012	GIFTED AND TALENTED	HS REIMB FOR PSAT TESTS	308.00
10/31/2012	DISTRICT WIDE	SOCCER VS EDGEWOOD	753.00
10/31/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR CHARGE CARD	3686.46
10/31/2012	INSTRUCTIONAL COORD COUNSEL	GREATER DANE CO. TAG NETWORK SCHOLARSHIP	150.00
10/31/2012	Termination Benefits	HEALTH INS. - R. COLE SEPT. OCT. NOV.	363.66
10/31/2012	DISTRICT WIDE	FOOTBALL VS MCFARLAND	2845.00
10/31/2012	Termination Benefits	HEALTH INS. - HARTJE NOV.	121.22
10/31/2012	Termination Benefits	HEALTH INS. - R. COLE NOV.	1394.04
10/31/2012	Termination Benefits	HEALTH INS. - P. HAESE NOV.	644.79
10/31/2012	Termination Benefits	HEALTH INS. - R. DENNIS NOV	1394.04
10/31/2012	Termination Benefits	HEALTH INS. - NOV. C. WAGNER	1394.04
10/31/2012	Termination Benefits	HEALTH INS. - NOV. B. BERG	1394.04
10/31/2012	Termination Benefits	HEALTH INS. - NOV P. KELLEY	716.43
10/31/2012	Termination Benefits	HEALTH INS. - NOV M. KELLEY	716.43
10/31/2012	Termination Benefits	HEALTH INS. - NOV F. HARTJE	1394.04
10/31/2012	DISTRICT WIDE	MOBILE HOME FEES - TOWN OF UNION	2416.06
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1861.60
10/31/2012	DISTRICT WIDE	STUDENT FEES	122.00
10/31/2012	INDUSTRIAL ARTS	HS REIMB FOR WELDING LAB FEE	50.00
10/31/2012	BOYS FOOTBALL	HS RIEMB FOR SPECTATOR BUS	26.00
10/31/2012	BOYS FOOTBALL	DONATION FROM SPORTS BOOSTERS FOR SPEAKERS FR	2674.36
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENT	1183.35
10/31/2012	DISTRICT ADMINISTRATION	OPEN RECORDS REQ. SMITH PHOTOGRAPHICS	10.00
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2318.65
10/31/2012	COACHING	HS REIMB FOR POPA PROGRAM PAYROLL	2600.00
10/31/2012	COACHING	HS REIMB FOR POPA PROGRAM PAYROLL	968.85
10/31/2012	COACHING	HS REIMB FOR POPA PROGRAM PAYROLL	161.20
10/31/2012	COACHING	HS REIMB FOR POPA PROGRAM PAYROLL	37.70
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	217.50
10/31/2012	TAX SHELTER ANNUITY DED	REPAYMENT OF 403B DEPOSIT FOR M FOUGEROUSSE	70.00
10/31/2012	TAX SHELTER ANNUITY DED	REPAYMENT OF 403B DEPOSIT FOR M FOUGEROUSSE	70.00
10/31/2012	DISTRICT WIDE	MEDICAID PAYMENT	3357.75
10/31/2012	DISTRICT WIDE	ATT E-RATE	8339.79

Post Date	Func	Description	Amount
10/31/2012	PLUMBING REPAIRS	REMB FROM MS ACTIVITY FUND FOR PATTERSON PLUM	335.00
10/31/2012	SCHOOL BUILDING ADMINISTRATION	MS REIMB FOR CREDIT CARD	789.09
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1325.10
10/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1442.10
10/31/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB FOR CHARGE CARD	404.00
10/31/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB FOR CHARGE CARD	387.50
10/31/2012	INDUSTRIAL ARTS	REIMB FROM S. EVERSON FOR NAPA PARTS	61.86
10/31/2012	DISTRICT ADMINISTRATION	OPEN RECORDS - WALTERS PHOTO	10.00
10/31/2012	DISTRICT WIDE	STUDENT FEES	107.50
10/31/2012	DISTRICT WIDE	VENDING 10/3/2012	256.95
10/31/2012	DISTRICT WIDE	VENDING 10/5/2012	91.75
10/31/2012	DISTRICT WIDE	VENDING 10/9/2012	84.60
10/31/2012	DISTRICT WIDE	VENDING 10/12/2012	100.15
10/31/2012	DISTRICT WIDE	VENDING 10/17/2012	89.46
10/31/2012	DISTRICT WIDE	VENDING 10/18/2012	51.45
10/31/2012	DISTRICT WIDE	VENDING 10/22/2012	41.85
10/31/2012	DISTRICT WIDE	VENDING 10/25/2012	129.25
10/31/2012	DISTRICT WIDE	VENDING 10/30/2012	107.52
10/31/2012	DISTRICT WIDE	INTEREST FOR OCT.	1300.77
10/31/2012	DEPOSITS PAYABLE	E-FUND DEPOSITS FOR OCTOBER	5743.00
10/31/2012	DEPOSITS PAYABLE	NSF CHECK REDEPOSITED	50.00
10/31/2012	DISTRICT WIDE	NSF CHECK REDEPOSITED	20.00
Total for Cash Receipts			99874.63

POST DATE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	AMOUNT
10/02/2012	73300	R	10/02/2012	ANANDA SATHASIVAM	75.00
10/02/2012	73301	R	10/02/2012	BUSSE, ERIC	80.00
10/02/2012	73302	R	10/02/2012	CHRIS NICHOLSON	80.00
10/02/2012	73303	R	10/02/2012	DAN RANKIN	50.00
10/02/2012	73304	R	10/02/2012	DURAN, ROBERTO	75.00
10/02/2012	73305	R	10/02/2012	HATCHELL, ERIC	60.00
10/02/2012	73306	R	10/02/2012	KLUG, KYL	194.25
10/02/2012	73307	R	10/02/2012	LARSON, DARRELL	80.00
10/02/2012	73308	R	10/02/2012	LEE DAMMEN	50.00
10/02/2012	73309	R	10/02/2012	PETERSON, MICHAEL	90.00
10/02/2012	73310	R	10/02/2012	STEPHENSEN, STEVE	277.50
10/02/2012	73311	R	10/02/2012	WEST, DANIEL	90.00
10/05/2012	73314	R	10/05/2012	AMERIPRISE FINANCIAL SERVICES	770.00
10/05/2012	73315	R	10/05/2012	FRANKLIN TEMPLETON BANK & TRUST	1,105.00
10/05/2012	73316	R	10/05/2012	HORACE MANN LIFE INSURANCE	100.00
10/05/2012	73317	R	10/05/2012	METLIFE	175.00
10/05/2012	73318	R	10/05/2012	MG TRUST COMPANY	420.00
10/05/2012	73319	R	10/05/2012	SBG-VAA	780.00
10/08/2012	73320	R	10/08/2012	BRIAN MCKAY	76.60
10/08/2012	73321	R	10/08/2012	LUKAS DUDDLESTON	64.20
10/08/2012	73322	R	10/08/2012	NICK VOORS	45.00
10/08/2012	73323	R	10/08/2012	RINGHAND BROTHERS INC	59,485.46
10/11/2012	73325	R	10/11/2012	DAVE'S ACE HARDWARE	51.10
10/11/2012	73326	R	10/11/2012	ANANDA SATHASIVAM	65.94
10/11/2012	73327	R	10/11/2012	ANDY SEILS	80.00
10/11/2012	73328	R	10/11/2012	ASC1	236.50
10/11/2012	73329	R	10/11/2012	AT & T	114.37
10/11/2012	73330	R	10/11/2012	AT&T LONG DISTANCE	557.00
10/11/2012	73331	R	10/11/2012	BADGER SPORTING GOODS CO., INC	1,260.87
10/11/2012	73332	R	10/11/2012	BOARDMAN & CLARK LLP	886.50
10/11/2012	73333	R	10/11/2012	BOB SCHENCK	176.00
10/11/2012	73334	R	10/11/2012	BUSSE, ERIC	96.00
10/11/2012	73335	R	10/11/2012	CAERT	559.96
10/11/2012	73336	R	10/11/2012	CAPITAL NEWSPAPERS	123.50
10/11/2012	73337	R	10/11/2012	CESA #2	1,038.00
10/11/2012	73338	R	10/11/2012	CHANDRAKANTHAN, MAYURAN	75.00
10/11/2012	73339	R	10/11/2012	CHRIS NICHOLSON	96.00
10/11/2012	73340	R	10/11/2012	COYLE CONTRACT	1,298.00
10/11/2012	73341	R	10/11/2012	CPI QUALIFIED PLAN CONSULT INC	80.25
10/11/2012	73342	R	10/11/2012	DAN RANKIN	50.00
10/11/2012	73343	R	10/11/2012	EBS CO CURRICULUM MATERIALS	1,000.83
10/11/2012	73344	R	10/11/2012	ECONOMICS WISCONSIN	25.00
10/11/2012	73345	R	10/11/2012	EMPATHIA INC	250.00
10/11/2012	73346	R	10/11/2012	EQUAL RIGHTS DIVISION	30.00
10/11/2012	73347	R	10/11/2012	EVANSVILLE REVIEW	345.00
10/11/2012	73348	R	10/11/2012	FIDELITEC LLC	609.00
10/11/2012	73349	R	10/11/2012	FIRST SUPPLY LLC - MADISON	489.86
10/11/2012	73350	R	10/11/2012	FOLLETT LIBRARY RESOURCES	2,066.48
10/11/2012	73351	R	10/11/2012	GLENN TESCHENDORF	55.94
10/11/2012	73352	R	10/11/2012	GORDON STOWE & ASSOC. INC.	65.00
10/11/2012	73353	R	10/11/2012	THE GRUENKE COMPANY INC	59.12
10/11/2012	73354	R	10/11/2012	HASMUKH RAJANI	75.00
10/11/2012	73355	R	10/11/2012	HATCHELL, ERIC	60.00
10/11/2012	73356	R	10/11/2012	HELLENBRAND INC	297.45
10/11/2012	73357	R	10/11/2012	KELLER, DONALD	55.94
10/11/2012	73358	R	10/11/2012	KIDD, ARTHUR	60.00

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DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
10/11/2012	73359	R	10/11/2012	KUYKENDALL, DAVID	60.00
10/11/2012	73360	R	10/11/2012	LARSON, DARRELL	176.00
10/11/2012	73361	R	10/11/2012	LEE DAMMEN	50.00
10/11/2012	73362	R	10/11/2012	MARSDEN, SUSAN	4,443.75
10/11/2012	73363	R	10/11/2012	MEDIA EDUCATION FOUNDATION	164.31
10/11/2012	73364	R	10/11/2012	PENWORTHY/MEDIA SOURCE	195.37
10/11/2012	73365	R	10/11/2012	MILLER, TRISHA	176.45
10/11/2012	73366	R	10/11/2012	NASCO	187.20
10/11/2012	73367	R	10/11/2012	NICK VOORS	75.00
10/11/2012	73368	R	10/11/2012	NORTHERN LANDSCAPE SERVICE	20.65
10/11/2012	73369	R	10/11/2012	NU LINE STRIPING	180.00
10/11/2012	73370	R	10/11/2012	OCCUPATIONAL HEALTH CENTERS	1,058.40
10/11/2012	73371	R	10/11/2012	PARKER, JAMES	60.00
10/11/2012	73372	R	10/11/2012	THE PENWORTHY COMPANY	210.68
10/11/2012	73373	R	10/11/2012	PETTERSON PLUMBING	119.00
10/11/2012	73374	R	10/11/2012	PFEFFER, DALE	60.00
10/11/2012	73375	R	10/11/2012	PROVO, LANCE	173.00
10/11/2012	73376	R	10/11/2012	RHYME BUSINESS PRODUCTS	1,518.67
10/11/2012	73377	R	10/11/2012	RHYME BUSINESS PRODUCTS LLC	1,409.93
10/11/2012	73378	R	10/11/2012	RIDDELL INC	782.60
10/11/2012	73379	R	10/11/2012	RODNEY DAVIS	90.00
10/11/2012	73380	R	10/11/2012	ROMANO, TOM	60.00
10/11/2012	73381	R	10/11/2012	RUCKS TREE SERVICE	250.00
10/11/2012	73382	R	10/11/2012	SCHINDLER ELEVATOR CORP.	236.43
10/11/2012	73383	R	10/11/2012	SCHOLASTICE MAGAZINES	226.88
10/11/2012	73384	R	10/11/2012	SCHOOL HEALTH CORPORATION	1,701.67
10/11/2012	73385	R	10/11/2012	SCHWEDER, WILLIAM	90.00
10/11/2012	73386	R	10/11/2012	SCOTT IRWIN	60.00
10/11/2012	73387	R	10/11/2012	STANLEY SECURITY SOLUTIONS INC	181.64
10/11/2012	73388	R	10/11/2012	STEVE JOHNSON	75.00
10/11/2012	73389	R	10/11/2012	SUPERIOR CHEMICAL CORPORATION	1,582.50
10/11/2012	73390	R	10/11/2012	SUPREME SCHOOL	34.13
10/11/2012	73391	R	10/11/2012	VEOLIA ES SOLID WASTE MIDWEST	2,397.85
10/11/2012	73392	R	10/11/2012	WAHL, CARRIE	90.83
10/11/2012	73393	R	10/11/2012	WAUNAKEE COMM SCHOOL DISTRICT	295.00
10/11/2012	73394	R	10/11/2012	WELDERS SUPPLY COMPANY	275.21
10/11/2012	73395	R	10/11/2012	WIL-KIL PEST CONTROL	131.00
10/17/2012	73396	R	10/17/2012	CESA 1	150.00
10/17/2012	73397	R	10/17/2012	DAN RANKIN	50.00
10/17/2012	73398	R	10/17/2012	DAVID MANKE	90.00
10/17/2012	73399	R	10/17/2012	LEE DAMMEN	50.00
10/17/2012	73400	R	10/17/2012	W.A.D.A.	170.00
10/17/2012	73401	R	10/17/2012	ZASTOUPIL, JOHN	90.00
10/18/2012	73405	R	10/18/2012	DOLAN, PAUL	60.00
10/18/2012	73406	R	10/18/2012	FOLLETT SOFTWARE COMPANY	6,721.32
10/18/2012	73407	R	10/18/2012	HAHN, RICH	60.00
10/18/2012	73408	R	10/18/2012	JOHN BAILEY	60.00
10/18/2012	73409	R	10/18/2012	LEE JONES	93.80
10/18/2012	73410	R	10/18/2012	MITCHELL SUTTER	55.00
10/18/2012	73411	R	10/18/2012	SONNENBERG, RODNEY	60.00
10/18/2012	73412	R	10/18/2012	TOFSON, BILL	125.60
10/18/2012	73413	R	10/18/2012	WAYNE MIXDORF	55.00
10/24/2012	73414	R	10/25/2012	DAVE'S ACE HARDWARE	393.72
10/24/2012	73415	R	10/25/2012	ALL 'N ONE	165.17
10/24/2012	73416	R	10/25/2012	ASC1	2,918.99
10/24/2012	73417	R	10/25/2012	AT&T	745.00

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DATE	NUMBER	TYP	DATE	VENDOR	
10/24/2012	73418	R	10/25/2012	BADGER WATER LLC	259.50
10/24/2012	73419	R	10/25/2012	BAIERL, JOHN	31.50
10/24/2012	73420	R	10/25/2012	BEACON ATHLETICS	137.50
10/24/2012	73421	R	10/25/2012	BUTTCHEN ELECTRIC	48.80
10/24/2012	73422	R	10/25/2012	KRUCKENBERG, CATHY	323.00
10/24/2012	73423	R	10/25/2012	CESA #2 DRIVERS EDUCATION	2,000.00
10/24/2012	73424	R	10/25/2012	CESA #2	200.00
10/24/2012	73425	R	10/25/2012	CESA 3 SPECIAL EDUCATION DEPT	103.36
10/24/2012	73426	R	10/25/2012	CESA 9	2,600.00
10/24/2012	73427	R	10/25/2012	CITY GLASS COMPANY	1,067.73
10/24/2012	73428	R	10/25/2012	DIVERSIFIED BENEFIT SERVICES	280.80
10/24/2012	73429	R	10/25/2012	EVANSVILLE HIGH SCHOOL	60.00
10/24/2012	73430	R	10/25/2012	FOLLETT LIBRARY RESOURCES	121.02
10/24/2012	73431	R	10/25/2012	FORT HEALTH CARE	42.00
10/24/2012	73432	R	10/25/2012	FULL COMPASS SYSTEMS LTD	2,674.36
10/24/2012	73433	R	10/25/2012	INSIGHT INVESTMENTS	7,695.00
10/24/2012	73434	R	10/25/2012	JANESVILLE GAZETTE	639.38
10/24/2012	73435	R	10/25/2012	JELAINE LISA OLSEN	335.00
10/24/2012	73436	R	10/25/2012	KLEENMARK	120.00
10/24/2012	73437	R	10/25/2012	KROHN, KIARA	42.18
10/24/2012	73438	R	10/25/2012	LANDMARK SERVICES COOPERATIVE	11,184.64
10/24/2012	73439	R	10/25/2012	MALY ROOFING CO INC	358.27
10/24/2012	73440	R	10/25/2012	MARSDEN, SUSAN	2,437.50
10/24/2012	73441	R	10/25/2012	MCGRAW-HILL COMPANIES	184.95
10/24/2012	73442	R	10/25/2012	MENARDS	18.22
10/24/2012	73443	R	10/25/2012	OFFICE DEPOT	104.70
10/24/2012	73444	R	10/25/2012	PETTERSON PLUMBING	1,924.00
10/24/2012	73445	R	10/25/2012	PIGGLY WIGGLY	28.60
10/24/2012	73446	R	10/25/2012	PIONEER MANUFACTURING COMPANY	104.95
10/24/2012	73447	R	10/25/2012	PSAT/NMSQT	868.00
10/24/2012	73448	R	10/25/2012	RHYME BUSINESS PRODUCTS	124.00
10/24/2012	73449	R	10/25/2012	SCHILLING SUPPLY COMPANY	1,587.60
10/24/2012	73450	R	10/25/2012	SCHOLASTICE MAGAZINES	906.29
10/24/2012	73451	R	10/25/2012	SEW MANY THREADS, LLC	401.00
10/24/2012	73452	R	10/25/2012	SPRINGSHARE, LLC	182.00
10/24/2012	73453	R	10/25/2012	SU CONSULTING	6,500.00
10/24/2012	73454	R	10/25/2012	SUPERIOR CHEMICAL CORPORATION	2,885.65
10/24/2012	73455	R	10/25/2012	TAHER	45,737.19
10/24/2012	73456	R	10/25/2012	MCKITTRICK, TRISTAN	103.09
10/24/2012	73457	R	10/25/2012	WE ENERGIES	2,967.87
10/24/2012	73458	R	10/25/2012	WELDERS SUPPLY COMPANY	77.00
10/25/2012	73459	R	10/25/2012	AMERIPRISE FINANCIAL SERVICES	770.00
10/25/2012	73460	R	10/25/2012	DEAN HEALTH PLANS	217,215.64
10/25/2012	73461	R	10/25/2012	DELTA DENTAL OF WISCONSIN	25,723.34
10/25/2012	73462	R	10/25/2012	EVANSVILLE EDUCATION ASSOC AUX	270.50
10/25/2012	73463	R	10/25/2012	EVANSVILLE EDUCATION ASSOC.	12,495.10
10/25/2012	73464	R	10/25/2012	FRANKLIN TEMPLETON BANK &TRUST	1,035.00
10/25/2012	73465	R	10/25/2012	HORACE MANN LIFE INSURANCE	100.00
10/25/2012	73466	R	10/25/2012	METLIFE	175.00
10/25/2012	73467	R	10/25/2012	MG TRUST COMPANY	420.00
10/25/2012	73468	R	10/25/2012	SBG-VAA	780.00
10/25/2012	73469	R	10/25/2012	SUN LIFE FINANCIAL	2,707.07
10/25/2012	73470	R	10/25/2012	TEAMSTERS LOCAL UNION 695	971.00
10/25/2012	73471	R	10/25/2012	WEA INSURANCE TRUST	5,051.77
10/29/2012	73472	R	10/29/2012	ALL 'N ONE	276.39
10/29/2012	73473	R	10/29/2012	INTERNAL REVENUE SERVICE	8.25

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DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
10/18/2012	2013010	M	10/18/2012	AT & T	1,662.41
10/18/2012	2013011	M	10/18/2012	EVANSVILLE WATER & LIGHT DEPT	36,084.90
10/18/2012	2013012	M	10/18/2012	U.S. CELLULAR	235.60
10/11/2012	121300028	A	10/11/2012	ANDREW, JACKLYN	149.40
10/11/2012	121300029	A	10/11/2012	DEININGER, SUE	10.80
10/11/2012	121300030	A	10/11/2012	HAVLIK, LOUISA	106.88
10/11/2012	121300031	A	10/11/2012	HUMBERG, CHRISTINE	45.55
10/11/2012	121300032	A	10/11/2012	KETTLE, MARY	19.01
10/11/2012	121300033	A	10/11/2012	MILLS, CAROLYN	129.87
10/11/2012	121300034	A	10/11/2012	OLEINIK, LYNDA	22.98
10/11/2012	121300035	A	10/11/2012	SLABACK, JACOB	58.60
10/24/2012	121300036	A	10/25/2012	ASHBY, VAUNCE	140.42
10/24/2012	121300037	A	10/25/2012	CROCKER, KAYE	5.55
10/24/2012	121300038	A	10/25/2012	KETTLE, MARY	9.99
10/24/2012	121300039	A	10/25/2012	MCDANIEL, KATIE	155.99
10/24/2012	121300040	A	10/25/2012	MIDAMERICA ADMINISTRATIVE & RE	120.00
10/24/2012	121300041	A	10/25/2012	MILLS, CAROLYN	47.18
10/24/2012	121300042	A	10/25/2012	MOSHER, KELLY	135.71
10/24/2012	121300043	A	10/25/2012	PICKERING, DEANNA	5.36
10/24/2012	121300044	A	10/25/2012	PINE, LAURA	83.26
10/24/2012	121300045	A	10/25/2012	ROTH, JERRY	486.74
10/24/2012	121300046	A	10/25/2012	SPERRY, JANE	110.47
10/24/2012	121300047	A	10/25/2012	TYSON, MARCELA	28.42

Totals for checks 512,946.17

B. Employee Handbook Outline, Part II, Sec. 1-2 (Certified Staff-Professional Hours/Workday and Professional Growth) and Part III, Sec. 1 (Support Staff-Hours of Work, Work Schedule, and Job Descriptions).

IX. Board Development – Chair, Kathi Swanson – 30 min
A. Discuss Role of Board Treasurer.
B. Discussion of Book, Becoming a Better Board Member.
C. Develop Board Development Agenda Items for November 26 Meeting.

X. Future Agenda – Chair, Kathi Swanson - 5 min
A. Develop December 10 Regular Board Meeting Agenda.

XI. Adjourn.

Estimated Meeting End Time: _____ pm.

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

Vision Statement:

Creating a culture of excellence in:

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

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

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

Posted: