

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Monday, September 10, 2012**

**5:00 p.m.**

**District Board and Training Center**

**340 Fair Street**

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

	<u>Time</u>
I. Roll Call: Dennis Hatfield      Kathi Swanson      Eric Busse      John Rasmussen Tina Rossmiller      Sharon Skinner      Nancy Hurley      High School Rep.	1 min.
II. Approve Agenda.	1 min.
III. 5:00 – 6:20 pm - Board Retreat With John Ashley, Wisconsin Association of School Boards, Executive Director, and Miles Turner, Wisconsin Association of District Administrators, Executive Director. <ul style="list-style-type: none"><li>• Roles and Responsibilities of Board and Administration</li><li>• Boards Operation</li><li>• Building Collaboration &amp; Working Relationships</li><li>• Education Reform in Wisconsin</li></ul>	80 min.
IV. Motion for a Ten Minute Break.	10 min.
V. Public Announcements/Recognition/Upcoming Events: <ul style="list-style-type: none"><li>• Welcome High School Student Board Representatives – Marissa Haegele and Hunter Johnson</li><li>• September 24, 2012, Annual Meeting, 7:00 pm, High School Media Room</li></ul>	5 min.
VI. District Administrator Report – Start of the School Year.	5 min.
VII. High School Board Representative/Principals'/Administrators' Reports – Good Things in Our Buildings.	15 min.
VIII. Information & Discussion: <ul style="list-style-type: none"><li>A. Presentation of Wisconsin Comprehensive School Counseling Program.</li><li>B. Handbook Committee Update.</li><li>C. Insurance Committee Update.</li><li>D. Second Reading of Policy: #323.1- Special Observance Days.</li></ul>	45 min.

- |  |         |
|--|---------|
| IX. Business (Action Items):   | 20 min. |
| A. Approval of Staff Changes: Hiring of Support Staff.   |         |
| B. Approval of Open Enrollment Exception Applications.   |         |
| C. Approval of Employee Handbook Process.  |         |
| X. Consent (Action Items):   | 10 min. |
| A. Approval of August 13 Regular and August 31 Special Meeting Minutes.  |         |
| B. Approval of July Reconciliation Report and Bills.   |         |
| XI. Set September 24, 2012, Regular Meeting Agenda.  | 5 min.  |
| XII. Executive Session – Under Wisconsin State Statute 19.85(1)(c) to Discuss District Administrator Evaluation. | 10 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: 9/6/12

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Monday, September 10, 2012

5:00 p.m.

District Board and Training Center

340 Fair Street

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	<u>Time</u>
<b>I. Roll Call:</b> Dennis Hatfield    Kathi Swanson    Eric Busse    John Rasmussen Tina Rossmiller    Sharon Skinner    Nancy Hurley    High School Rep.	1 min.
<b>II. Approve Agenda.</b>	1 min.
<b>Suggested Motion: I move we approve the agenda as presented.</b>	
<b>III. 5:00 – 6:20 pm - Board Retreat With John Ashley, Wisconsin Association of School Boards, Executive Director, and Miles Turner, Wisconsin Association of District Administrators, Executive Director.</b> <ul style="list-style-type: none"><li>• Roles and Responsibilities of Board and Administration</li><li>• Boards Operation</li><li>• Building Collaboration &amp; Working Relationships</li><li>• Education Reform in Wisconsin</li></ul>	80 min.
<b>IV. Motion for a Ten Minute Break.</b>	10 min.
<b>Suggested Motion: I move we take a ten minute break.</b>	
<b>V. Public Announcements/Recognition/Upcoming Events:</b> <ul style="list-style-type: none"><li>• Welcome High School Student Board Representatives – Marissa Haegele and Hunter Johnson</li><li>• September 24, 2012, Annual Meeting, 7:00 pm, High School Media Room</li></ul>	5 min.
<b>VI. District Administrator Report – Start of the School Year.</b>	5 min.
<b>VII. High School Board Representative/Principals'/Administrators' Reports – Good Things</b>	15 min.

**in Our Buildings** – Enclosed are the Administrators' reports. If you have questions for administrators, please contact them prior to the meeting.

**VIII. Information & Discussion:**

45 min.

- A. Presentation of Wisconsin Comprehensive School Counseling Program – The building guidance counselors will be presenting.
  
- B. Handbook Committee Update – Mr. Roth has enclosed a memo.
  
- C. Insurance Committee Update – Mr. Roth/Ms. Treuden have set the following dates: September 25, October 11, 25, November 15, 20, and December 13. All meetings will begin at 5:00 pm in the District Board Room.
  
- D. Second Reading of Policy: #323.1- Special Observance Days – This policy was reviewed by the Administrative Team with suggested revisions.

**IX. Business (Action Items):**

20 min.

- A. Approval of Staff Changes: Hiring of Support Staff - We are hoping to bring forward on Friday or Monday the hiring of one or two support staff personnel.

**Will bring suggested motion to the meeting.**

- B. Approval of Open Enrollment Exception Applications – Student A is asking to leave to attend a 4K program in Oregon, under in the best interest of the child. We need to deny this application as we do not have a 4K program in Evansville. Student B is asking to leave to attend Kindergarten in Oregon and Student C is asking to leave to attend 4<sup>th</sup> grade in Oregon, under in the best interest of the child.

**Suggested Motion: I move we deny Student A, as we do not have this program, and approve Student B and Student C to leave Evansville, as required by open enrollment.**

- C. Approval of Employee Handbook Process – Mr. Roth is looking for Board approval of the Employee Handbook process. Enclosed is an outline.

**Suggested Motion: I move we approve the Employee Handbook process as presented.**

**X. Consent (Action Items):**

10 min.

- A. Approval of August 13 Regular and August 31 Special Meeting Minutes.
- B. Approval of July Reconciliation Report and Bills.

**Suggested Motion: I move we approve the consent agenda items, approve the August 13 regular and August 31 special meeting minutes, and approve the July reconciliation report and bills as presented.**

**Roll Call Vote.**

- XI. Set September 24, 2012, Regular Meeting Agenda. *A draft agenda is enclosed.*** 5 min.

Projected time of meeting at this point: 8:15 pm.

- XII. Executive Session – Under Wisconsin State Statute 19.85(1)(c) to Discuss District Administrator Evaluation.** 10 min.

**Suggested Motion: I move we go into executive session, under Wisconsin State Statute 19.85(1)(c) to discuss District Administrator Evaluation.**

**You will adjourn from executive session.**

**Suggested Motion: I move we adjourn the meeting.**

**FOR YOUR INFORMATION:**

- 1. A Proclamation for National School Lunch Week, October 15-19, 2012.**
- 2. Update on the Epipens.**
- 3. WASB Convention – At this time, Ms. Mosher has not reserved any hotel rooms for Board members.**

**Mission Statement:**

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**Vision Statement:**

*Creating a culture of excellence in:*

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

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Leadership in  
Public School Governance  
Evansville School District  
September 10, 2012

John Ashley, Executive Director  
Wisconsin Association of School Boards

What Makes a  
Healthy Board?



A Commitment To Educating  
All Children

Learns best practices  
Understands the  
needs of the children  
they serve  
Spends time at board  
meetings on  
improving student  
achievement



Setting The Vision And  
Direction For The District

Reflects the community's  
values  
Actively participates in  
setting goals and  
expectations  
Monitors the achievement of  
the mission of the district  
Be proactive vs. reactive



## Working Together

Brings diverse views together for the achievement of common goals  
Speaks with one voice  
Respects differences of opinion  
Listens

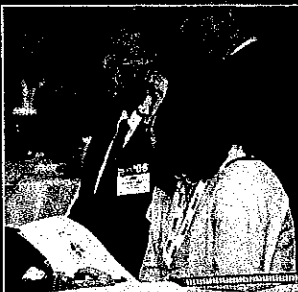


## Providing Effective Communication

Between the board, the administration, and the public  
Works cooperatively to explore roles and responsibilities



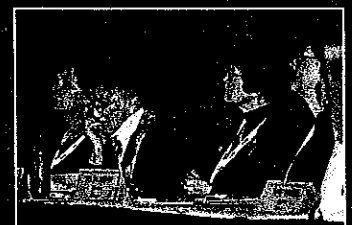
## Maintaining Confidentiality



The business that the board conducts appropriately in closed sessions remains the board's business  
No issues from executive session are shared

## Understanding The Role Of The Board And Chain Of Command

The superintendent is responsible for and held accountable for the operations of the district  
Complaints, requests, and questions are handled at the appropriate level



## Builds Trust With The Community



Maintains a level of confidence by employing sound, decision-making techniques, good human relations and a non-threatening method of conflict resolution

Ensure the public's confidence in the district

## Having The Courage To Make The Hard Decisions



Base decisions on facts.

Look out for the best interest of the students.

Tackle the large issues.

Listen to input from those affected.

Take responsibility for making the difficult decisions without bowing to public pressure.



For more information, contact:

Wisconsin Association of School Board  
122 West Washington Avenue, Suite 400  
Madison, Wisconsin 53703  
608-257-2622  
Web site [www.wasb.org](http://www.wasb.org)



## District Administrator Report

Jerry Roth

9-10-12

If the first few days of the 2012-2013 school year are an indication of the success we will see with our students and staff, then I think we will have a tremendously productive school year. Teachers officially returned to the new school year on Wednesday, August 29 to work in their classrooms. However, I witnessed many of our teachers working in their classrooms days and weeks prior to this date. Building administrators kicked-off school based professional development on Thursday, August 30. As I visited staff meetings, it was evident that every school had developed a plan to focus on meeting the needs of each child. I witnessed discussions regarding data driven decision making, interventions for students at all levels of learning, and teaching practices that lead to improved student achievement. The focused efforts of all staff to improve student learning and to further develop essential professional practices will help to ensure that the students and teachers of the Evansville Community School District remain competitive in the world economy.

Friday, August 31, started off early with a Board of Education (BOE) meeting at 7:15 a.m. The BOE approved a staff resignation, new staff contracts, and an open enrollment exception. Each of these agenda items were approved just in time for the start of the new school year. Please be aware that due to the new Open Enrollment rules as outlined by me at the August 27, BOE meeting, the BOE may need to act on open enrollment exception requests throughout the school year.

Our District "Welcome Back Breakfast and Program" appeared to be a success. Local business owners from Allen Realty, Shannon Law Office, Mosher and Associates, Roger Roth CPA and Associates, and UB&T sponsored the breakfast and were present to serve breakfast. It is great to experience the support of our schools by our community leaders. The breakfast was prepared/cooked by our own FFA members, under the leadership of teacher, Jim Kvalheim. The breakfast was followed up by a program that included welcome back speeches by ECSD BOE President, Kathi Swanson, Building and Grounds Director, Joe Francis, EEAA Co-Presidents, Mary Beth Anderson and Shawn Dunphy, (By the way, their welcome was hilarious.), EEA President, Dee Jay Redders, Food Service President Liz Uher, and District Administrative Assistant, Kelly Mosher. I also welcomed substitute teachers, all returning staff and the BOE. My welcome speech was followed by an activity titled "Make the List". It is my hope that each staff member of the Evansville Community School District will support and help at least one individual who may be struggling in some way and to make their life better due to their extra attention. For each child we encourage, we have the opportunity and potential to make that child's list of important people who made a difference in their life.

The morning was concluded by keynote speaker, Tracy Elger, CESA2 Director of Special Services Education and Regional Services Coordinator. Tracy's presentation titled, "Beyond Inclusion..... Education for All in an Era of Accountability" focused on student achievement for all students, data driven decision making, educator effectiveness, and a new state-wide student assessment that will replace the current Wisconsin Knowledge and Concepts Exam (WKCE).

*Levi Leonard Elementary School*  
**School Board Report**  
**September 10, 2012**

**Professional Development:**

On August 30, we discussed

- Changes in Teacher Effectiveness at the State level. Information about the new evaluation system and school report card from the DPI website was shared.
- Our RtI process to be sure everyone was clear on the levels of intervention and our process in determining which students needed help.
- Our Positive Behavior Intervention System (PBIS) which we began on a small scale last year but are now expanding to the whole school. We have a behavior matrix which will be shared with all students by their teacher and then reviewed at assemblies three times per year with a video.
- Updates on school procedures and policies.

August 31

- Grade level teachers worked on assessments aligned to the scope and sequence in Reading/Language Arts developed last year.

**New staff:**

I am proud to present staff members who have either moved to our building or are new to our district:

- Shelley Bisch has moved from the middle school to our special education department
- Carrie Wahl is our new 1<sup>st</sup> grade teacher.
- Laura Pine is our new music teacher
- Jen Newcomer is our new Speech/Language pathologist

**Plans for this year:**

We will continue our RtI process and work on tiered levels of intervention for our PBIS process. In order to meet our goals, we will review Guided Reading with Kindergarten and first grade teachers. Second grade teachers have done parts of this, but will be implementing the full system for the first time this year. Deb Fritz, Reading Specialist, will support their efforts with workshops and meetings to plan the strategies and processes.

Thanks to those who worked on **Summer Curriculum:**

- Skyward RtI Project – Heather Hanson, Steve Feeney, Deb Fritz
- 1<sup>st</sup> Grade – Math Scope & Sequence, Common Assessments – Chrissy Humberg, Katie McDaniel, Terrie Schmoldt, Cheryl Thomas, Penny Viken, Linda Knudson, Nancy Brummond
- Individualized, Sequential Spelling Program – Deb Fritz, Terrie Schmoldt, Rod Marty
- Daycare/Kindergarten Standards – Cheryl Thomas

**Kudos:**

Thanks to Julie Hermanson at AWARE for the school supplies! They are so welcome!  
Thanks to high school students: Jenny Larson, Amanda Janes, Sammy Stacy, Brooke Johnson, Colleen Doubleday and Jack Andrew and PTO moms Eileen Bradley and Regina Ylvisaker for helping with our kindergarteners on the first few days!

Respectfully submitted: Lou Havlik, Elementary Principal

## Theodore Robinson Board Report

September 10, 2012

### Curriculum:

Third grade team worked on aligning their reading curriculum to the CCSS (common core state standards) and implementing guided reading. Third grade also worked on developing a CCSS aligned common assessment in the area of math.

Fourth and fifth grade worked on their developing non-fiction lessons for their guided reading programs. Fourth and fifth are at the beginning stages of developing a CCSS aligned common assessment in the area of math.

### RtI:

Each grade level has at least 30 minutes per day to work with students in the area of need. Having the guided reading groups at each grade level will allow teachers to know where each students instructional level is when selecting books for students.

We are looking at changing how our after school homework club operates. Instead of having students come in and work on homework we will select students with specific needs (from the data we collect from testing) and have the teachers work in smaller groups to meet the needs of the student's and be able to work on deficits to ensure the students is making progress.

### HEROS (Character Education):

The character education team met a few times this summer and planned the years activities for our monthly HEROS groups. The also updated the expectation video for our first day with students. If you are interested in seeing the video please let me know.

The first day of school we have an all school assembly to go over expectations, explain what HEROS is and when we will meet, and other general school things.

### Happenings around the building:

With the new email the staff has access to the TRIS calendar (happenings within the building), they can put field trips, class events, etc on the calendar. They also have access to my calendar to be able to invite me to meetings.

The week prior to school starting I contacted all new families and welcomed to the district and asked if they had any questions before the school year started. The parents appreciated the contact.

AWARE and a few families dropped off school supplies for our students.

Tuesday, September 4, 2012

From the Desk of Bob Flaherty:

As I ran errands in town over Labor Day, I had a number of parents ask me, "How are you feeling now that your summer is over." I responded that I was ready to have the kids return to school because the school has been empty for too long. What parents do not realize is that the staff and myself put in countless hours this summer preparing for September 4, 2012 to make sure things go well! In fact, the hardest part of my year is over...August!

This summer the middle school accomplished:

- Completing the first draft of the middle school Response to Intervention handbook. We also worked with District staff to start drafting a District wide plan.
- Completed core standards guide for all grade levels that were distributed to parents during open house and will be posted on the school website. Thank you Gretchen Kopf!
- Created a schedule for "Foundations" which was formally known as home base. Students will now spend time working on background knowledge that is necessary to be successful in school (i.e., test taking skills, reading strategies, team building, note taking, computer skills, etc.).
- Developed a system in which classroom teachers will now support study halls.
- Developed new protocols for team meetings that emphasizes student learning.
- Developed a new set of rules and procedures for band and developed a schedule that will limit the need to pull students from classes in order to have band lessons.
- Hired a new 8<sup>th</sup> Grade Language Arts Teacher
- Held one-on-one breakfast meetings with all teachers who transferred into the building this year.

Because of the solid preparation by Jane Sperry, Linda Rehfeldt, and numerous staff members, JC McKenna Middle School had an excellent start to the school year today. Lots of smiling students in school today!

## **EHS Board Report – Scott Everson, EHS Principal**

### **September 10, 2012 ECSD Board Meeting**

- Some of the EHS summer accomplishments are as follows:
  - Our Social Studies team (Valerie Peck; Dee Jay Redders; Karla Wickersham) worked on retooling our World History and US History curricula. The emphasis included a common assessment system aligned across all teachers teaching the course for both courses. Also, the US History course will be new starting with this year's 11<sup>th</sup> graders (first cohort to take the Civics and Society course). The World History revisions also lay a foundation for creating the AP World History course in the near future. Dee Jay Redders attended the AP College Board training for the World History class as well.
  - Penny Messling, Science Teacher, attended the College Board AP Biology Course training as the AP Biology itself via College Board underwent revisions. We are now fully prepared for the AP course audit and to officially change our course from Advanced Biology to the new AP Biology.
  - Andy Lehman and Deb Miller, Physical Education teachers, worked to better align our existing curriculum toward the new Wisconsin physical education standards incorporating our new 'Functional Fitness' equipment, which includes wall-mounted jungle gyms, intensity-measuring pedometers, resistance training bands, etc., which a greater emphasis on lifetime, sustainable fitness.
  - Kim Katzenmeyer worked with her new MS mentoring counterpart, Joanie Dobbs, to schedule district mentoring responsibilities and modules (in partnership with the Dane County New Teacher Project) to work with our new teachers.
  
- The school year got off to a great start with our Freshman First Day schedule, tailored specifically to all incoming 9<sup>th</sup> graders. The Freshmen used this time for a couple panel discussions, to become more acclimated to the building, and run through their own scheduled simulation of classes. Freshmen will be surveyed within the next couple weeks to gauge their collective perception of their Freshmen First Day experience.
  
- Our EHS staff will continue to focus on the best possible utilization of collaboration time. Eventually this year, we will progress to the point of digitally recording teacher instruction (microteaching) and having the collaboration team give pointed feedback and support criticism of instruction and instructional best practices, particularly formative assessment. This is a huge leap but we believe the high school staff is nearing readiness to do so.
  
- We are ready and loaded for an exciting 2012-2013 school year at Evansville High School!

*Evansville High School*  
*Associate Principal/Athletic Director*  
**School Board Report**  
**September 5, 2012**

**ACADEMIC ACHIEVEMENT/PROGRESS ON LEARNING GOALS:**

**New Student Orientation**

Approximately 310 students and parents attended the 2012-13 freshman and new student orientation on Monday, August 27<sup>th</sup>. Student Council members welcomed new incoming students to Evansville High School. Mr. Everson and Mr. Cashore presented important transitional information to incoming students. Following the presentation the high school Student Council members provided building tours to new students and their parents.

**ANNOUNCEMENTS/UPCOMING EVENTS:**

- Participants in Fall Sports:

**High School:**

Boys/Girls Cross Country – 17 (**21**) (Boys = 10, Girls = 7)

Boys Soccer – 37 (**35**)

Volleyball – 35 (**33**)

Football – 81 (**71**) (E=68, A=13)

Pom-Poms – 30 (**29**)

Cheerleading – 13 (**11**)

**Total = 214 (200)**

**Middle School:**

Football – 71 (**52**) (7<sup>th</sup>=35, 8<sup>th</sup>= 36) (E=59, A=12)

Volleyball – 53 (**51**) (7<sup>th</sup> = 26, 8<sup>th</sup> = 27)

Cross-Country – 15 (**6**) (7<sup>th</sup> = 4, 8<sup>th</sup> =11)

**Total = 139 (109)**

**(2011-12) Totals in Bold**

**Staffing Updates**

The 2012-13 school year begins with the following coaching changes:

**High School**

Assistant Cross Country – Dave Kopf

Varsity Boys Basketball – Steve Krupke

JV Boys Basketball – Kendall Buttchen

FR Boys Basketball – Tony Wiemiller

Frosh Volleyball – Karla Wickersham

Varsity Poms – Joanie Dobbs

JV Poms – Marissa Pigott

**Middle School**

Girls Volleyball – Katlyn Demrow

Boys Basketball – Dan Doverspike

## ECSD School Board Report

September 10, 2012

### Vaunce Ashby, Director of Student Services

As a new school year begins I would like to share with the school board a few of the accomplishments during the summer of 2012 in the area of Students Services:

- ▶ Teresa Doyle; Steve Feeney; Leslie Ferrell; Debra Fritz; Linda Gard; Meaghan Hannibal; Heather Hanson; Lou Havlik; Linda Rehfeldt; Kim Stieber-White; Judith Strieker and Joan Wick sorted and fine-tuned a list of academic strategies and intervention systems to put into our Skyward system to map progress monitoring of our students. This will allow all staff to electronically track interventions students receive and their progress. It will also give immediate access, eventually to the student's progress in a given area.
- ▶ The same group developed a skeletal guide for our district-wide RTI Guide. The proposed guide is currently being reviewed by our Director of Instruction.
- ▶ Carolyn Mills and Michelle Sweberg took on the task of the establishment of a program that will service our 18-21 year old students who continue high school after their traditional four years of programming is completed. **E-LIFE** (Evansville Lifelong Independence for Everyone) mission's is to provide transition services for students 18-21 years of age in the areas of daily living skills, education, training and employment in partnership with families and the community to become successful contributing citizens of Evansville.
- ▶ Kim Katzenmeyer, Nick Kuhn and Carolyn Mills developed the Consultation Model for supporting special educational students in high school English Classes.
- ▶ Kim Steiber-White, Melissa Whitmore along with input from Kim Katzenmeyer, Nick Kuhn and Carolyn Mills were key in the development of a Reading Curriculum and instructional techniques for emergent literacy level students was developed by at the high school level.

**School Board Report**  
**September 10, 2012**  
**Curriculum Topic: Common Core State Standards (CCSS)**

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

The standards movement in education started in the late 1990s. The root of this movement was a philosophy that states needed to mandate the teaching of specific content and skills to all students. Standards identified *what students should know and be able to do, but not how teachers should teach*. The first round of standards varied from state-to-state, with content and skills based upon local preferences. The Wisconsin Model Academic Standards mandated the content and skills to be taught in all public schools in Wisconsin.

The standards movement brought with it the idea of an "articulated" curriculum – that is, content and skills that built upon one another as the student progressed through the educational system. As standards identified grade level academic content and skills, student learning targets became consistent across classrooms and communication about learning expectations became clearer.

Building upon this experience, the National Governor's Association and the Council of Chief State School Officers engaged in a collaborative effort to develop the Common Core State Standards (CCSS) in Mathematics and English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects. These standards were adopted nationally, and by the State of Wisconsin in July 2010. The CCSS define the content and skills in which students must demonstrate proficiency before they leave a grade level or graduate from high school. Unlike the previous standards movement, where local influence defined the standards, the CCSS define one homogeneous set of academic expectations across the nation.

The Common Core State Standards in Mathematics are developed to evolve from basic concepts and operations at the elementary levels to more complex functions that combine several concepts in middle and high school. The standards are organized by conceptual strands that include:

- Counting and Cardinality
- Operations and Algebraic Thinking
- Number and Operations in Base Ten
- Measurement and Data
- Geometry
- Number and Operations - Fractions
- Ratios and Proportional Relationships
- The Number System
- Expressions and Equations
- Statistics and Probability
- Functions
- Number and Quantity
- Algebra
- Modeling

The Common Core State Standards in English Language Arts and Literacy in History/Social Studies, Science, and Technical subjects also evolve from basic to complex and demand the application of knowledge to rigorous content in this disciplinary area. These standards are also organized by skill (reading, writing, listening, speaking) and conceptual strands that include:

- Reading Standards for Literature (e.g. key ideas and details, identify different types of text, integration of knowledge and ideas, etc.)
- Reading Standards for Informational Text (e.g. key ideas and details, understanding words in context, relationship between illustrations and text, etc.)
- Writing Standards (e.g. text types and purposes, research to build and present knowledge, etc.)
- Speaking and Listening Standards (e.g. comprehension and collaboration, presentation of knowledge and ideas, etc.)



- Reading Standards Foundational Skills (e.g. basic features of printed material, demonstrating an understanding of spoken words, syllables, and sounds, etc.)
- Language Standards (e.g. conventions of standard English, vocabulary acquisition and use, etc.)

The Common Core State Standards provide the basic foundation upon which schools must develop their curriculum. Teachers develop units and source materials based upon how they will teach the content and skills of the CCSS. The CCSS do not, however, define how a teacher should teach or how a teacher should intervene with students who have difficulty learning the standards. A district's curriculum plan and their Response to Intervention (RtI) framework is developed locally, with the CCSS as a guide.

The CCSS also form the basis for local, state, and national assessments. Teachers develop local assessments based upon the CCSS for use in the classroom. The state is developing a replacement test for the WKCE which will measure student proficiency in the CCSS in 2014-2015. And national assessments such as the Measures of Academic Progress (MAP) are also aligned to test students on their mastery of the CCSS.

Instructional Leadership and Learning:

September 12, 2012 – Title I Coordinator's Meeting, CESA#2

September 18, 2012 – DPI School Report Card Workshop, CESA#2

September 24, 2012 – Educator Effectiveness Initiative, Student Learning Outcomes – DPI Pilot

September 27, 2012 – ECSD development of K-5 math scope and sequence maps based upon the CCSS

October 3-5, 2012 – Wisconsin Assn. for Supervision and Curriculum Development Fall Conference, Waukesha, WI

**Benefits of a  
Comprehensive  
School Counseling  
Program**

- Promotes student achievement
- Provides advocacy for all students
- Supports teachers and parents
- Enables collaboration between parents, school and community
- Integrates school counseling with the mission of the district
- Gives structure and accountability for school counseling

Evansville Community School District  
School Counselors

Levi Leonard Elementary (K-2)

**Avery Kansteiner**

kansteinera@evansville.k12.wi.us  
608-882-3105

Theodore Robinson Intermediate (3-5)

**Deb Arnold**

arnoldd@evansville.k12.wi.us  
608-882-3847

J.C. McKenna Middle School (6-8)

**Linda Rehfeldt**

rehfeldtl@evansville.k12.wi.us  
608-882-3304

Evansville High School (9-12)

**Randy Keister**

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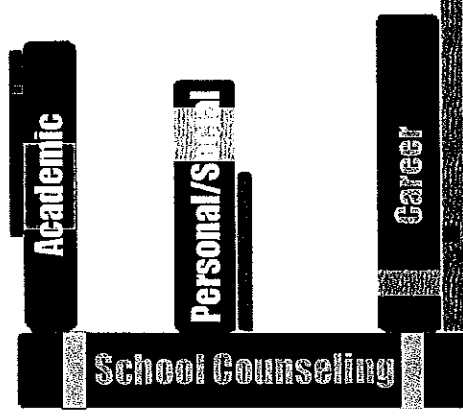
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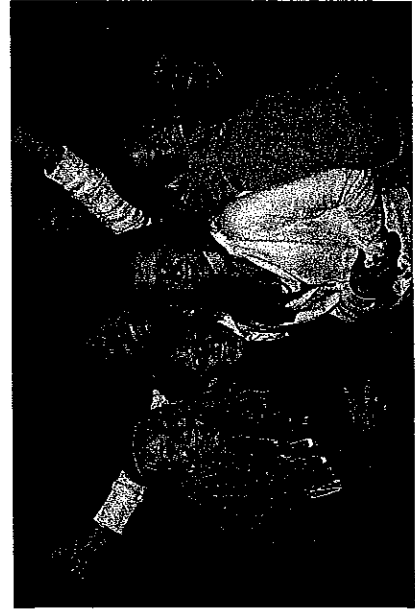
# By All For All

## Comprehensive School Counseling



Evansville Community School District  
340 Fair Street  
Evansville, Wisconsin 53536

Phone: 608-882-5224  
Fax: 608-882-6564  
www.ecsdnet.org





# Mission Statement

The mission of the Evansville Community School District school counseling program is to maximize the potential of all students to help them become successful, responsible members of society.

# BYAAM

The Evansville School Counseling Program is delivered by:

- Licensed Professional School Counselors
- School Faculty and Staff
- Parents
- Community Partners & Volunteers
- Business Partners

# FOR ALL

The Evansville School Counseling

Program includes

100% of the students.

It is comprehensive in scope, preventive in design, developmental in nature.



It has Four Components:

- \* School Counseling Curriculum
- \* Individual Planning
- \* Responsive Services
- \* System Support.



It monitors student progress, seeks improvement, and shares successes.

# Components

## SCHOOL COUNSELING CURRICULUM

Classroom instruction

Interdisciplinary curriculum development

Group activities

Parent workshop and instruction

## INDIVIDUAL PLANNING

Individual or small-group appraisal

Individual or small-group advisement

## RESPONSIVE SERVICES

Consultation

Individual and small-group counseling

Crisis counseling

Referrals

Peer facilitation

## SYSTEM SUPPORT

Professional development

Consultation collaboration and teaming

Program management and operations

# Evansville

## Community School District

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### MEMORANDUM

To: All Staff  
From: Jerry Roth, District Administrator  
Re: Handbook Development  
Date: September 10, 2012

Over the past several months, the Board of Education has approved several policies related to employee management. Moving forward, the District will use the policies as the foundation to create an Employee Handbook. Other resources that will be used in the development process include sample handbooks from other districts, template handbooks from legal counsel and current building level employee handbooks.

It is critical to develop a handbook that can be used as a tool to guide the District toward accomplishing the District Mission and Vision. A methodical approach to handbook development will be necessary to allow for staff comments throughout the process and to allow for the process to be completed in a timely manner. The Employee Handbook will be developed in sections according to the following flow chart.

#### **Each Employee Handbook Section Will Be:**

1. Outlined and reviewed by the Board of Education for the purpose of discussing philosophy and obtaining guidance.
2. Created by the District Administrator and the Business Manager in draft format.
3. Reviewed by the Administrative Team.
4. Reviewed by the Board of Education.
5. Reviewed by all Employee Groups (this step will include Board of Education Representatives)
6. Re-reviewed by the Administrative Team.
7. Re-written by the District Administrator and the Business Manager in final form.
8. Approved by the Board of Education.

Please watch for more communication announcing dates and times for the steps listed above. Please contact Jerry Roth, District Administrator, with questions or comments.

**HANDBOOK DEVELOPMENT TIMELINE**

	Handbook Section	Outline BOE Meeting	Admin. Team	Written Draft BOE Meeting	Email Reps.	Employees	Admin. Team	Approval BOE Meeting
1	Part I, Sec. 1-2	Sept 10 <sup>th</sup>	Sept 17 <sup>th</sup>	Sept 24 <sup>th</sup>	Sept 25 <sup>th</sup>	Sept 26 <sup>th</sup>	Oct 2 <sup>nd</sup>	Oct 8 <sup>th</sup>
2	Part I, Sec. 3	Sept 24 <sup>th</sup>	Oct 2 <sup>nd</sup>	Oct 8 <sup>th</sup>	Oct 9 <sup>th</sup>	Oct 10 <sup>th</sup>	Oct 16 <sup>th</sup>	Oct 29 <sup>th</sup>
3	Part I, Sec. 4-8	Oct 8 <sup>th</sup>	Oct 16 <sup>th</sup>	Oct 29 <sup>th</sup>	Oct 30 <sup>th</sup>	Oct 30 <sup>th</sup>	Nov 6 <sup>th</sup>	Nov 12 <sup>th</sup>
4	Part I, Sec. 9-14	Oct 29 <sup>th</sup>	Nov 6 <sup>th</sup>	Nov 12 <sup>th</sup>	Nov 13 <sup>th</sup>	Nov 13 <sup>th</sup>	Nov 20 <sup>th</sup>	Nov 26 <sup>th</sup>
5	Part I, Sec. 15-17	Nov 12 <sup>th</sup>	Nov 20 <sup>th</sup>	Nov 26 <sup>th</sup>	Nov 27 <sup>th</sup>	Nov 27 <sup>th</sup>	Dec 4 <sup>th</sup>	Dec 10 <sup>th</sup>
6	Part II, Sec. 1-2 and Part III, Sec. 1	Nov 26 <sup>th</sup>	Dec 4 <sup>th</sup>	Dec 10 <sup>th</sup>	Dec 11 <sup>th</sup>	Dec 12 <sup>th</sup>	Dec 18 <sup>th</sup>	Jan 14 <sup>th</sup>
7	Part II, Sec. 3 and Part III, Sec. 2	Dec 10 <sup>th</sup>	Dec 18 <sup>th</sup>	Jan 14 <sup>th</sup>	Jan 15 <sup>th</sup>	Jan 15 <sup>th</sup>	Jan 21 <sup>st</sup>	Jan 28 <sup>th</sup>
8	Part II, Sec. 4-6 and Part III, Sec. 3-5	Jan 14 <sup>th</sup>	Jan 21 <sup>st</sup>	Jan 28 <sup>th</sup>	Jan 29 <sup>th</sup>	Jan 29 <sup>th</sup>	Feb 5 <sup>th</sup>	Feb 11 <sup>th</sup>
9	Part II, Sec. 7-8 and Part III, Sec. 6-7	Jan 28 <sup>th</sup>	Feb 5 <sup>th</sup>	Feb 11 <sup>th</sup>	Feb 12 <sup>th</sup>	Feb 13 <sup>th</sup>	Feb 19 <sup>th</sup>	Feb 25 <sup>th</sup>
10	Part II, Sec. 9-11 and Part III, Sec. 8-12	Feb 11 <sup>th</sup>	Feb 19 <sup>th</sup>	Feb 25 <sup>th</sup>	Feb 26 <sup>th</sup>	Feb 26 <sup>th</sup>	March 5 <sup>th</sup>	March 11 <sup>th</sup>

Board Meeting Date:	Outline – Board Philosophical Discussion	Written Draft – Changes From Board of Education	Potential Approval
September 10 <sup>th</sup>	Part I, Sec. 1-2	N/A	N/A
September 24 <sup>th</sup>	Part I, Sec. 3	Part I, Sec. 1-2	N/A
October 8 <sup>th</sup>	Part I, Sec. 4-8	Part I, Sec. 3	Part I, Sec. 1-2
October 29 <sup>th</sup>	Part I, Sec. 9-14	Part I, Sec. 4-8	Part I, Sec. 3
November 12 <sup>th</sup>	Part I, Sec. 15-17	Part I, Sec. 9-14	Part I, Sec. 4-8
November 26 <sup>th</sup>	Part II, Sec. 1-2 and Part III, Sec. 1	Part I, Sec. 15-17	Part I, Sec. 9-14
December 10 <sup>th</sup>	Part II, Sec. 3 and Part III, Sec. 2	Part II, Sec. 1-2 and Part III, Sec. 1	Part I, Sec. 15-17
January 14 <sup>th</sup>	Part II, Sec. 4-6 and Part III, Sec. 3-5	Part II, Sec. 3 and Part III, Sec. 2	Part II, Sec. 1-2 and Part III, Sec. 1
January 28 <sup>th</sup>	Part II, Sec. 7-8 and Part III, Sec. 6-7	Part II, Sec. 4-6 and Part III, Sec. 3-5	Part II, Sec. 3 and Part III, Sec. 2
February 11 <sup>th</sup>	Part II, Sec. 9-11 and Part III, Sec. 8-12	Part II, Sec. 7-8 and Part III, Sec. 6-7	Part II, Sec. 4-6 and Part III, Sec. 3-5
February 25 <sup>th</sup>	Done	Part II, Sec. 9-11 and Part III, Sec. 8-12	Part II, Sec. 7-8 and Part III, Sec. 6-7
March 11 <sup>th</sup>	Done	Done	Part II, Sec. 9-11 and Part III, Sec. 8-12

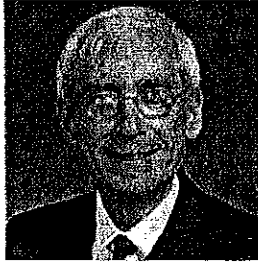
## SPECIAL OBSERVANCE DAYS

The Evansville Community School District shall provide for proper observance of the following special observance days in accordance with law.  ~~, tradition, and practice. On the following days when school is held or, if the day falls on a Saturday or Sunday, on a school day immediately preceding or following the respective day, the day shall be appropriately observed for the purpose of educating students about our culture and history.~~ **When an observance day falls on a Saturday or Sunday, it should be observed on the preceding Friday or the following Monday. The day shall be observed by administration providing a synopsis to students and staff of the individual or events significant to our history.**

September 16	Mildred Fish Harnack Day
September 17	U.S. Constitution Day
Third Friday in September	POW-MIA Recognition Day
Wednesday, 3 <sup>rd</sup> full week in September	Wisconsin Day
Wednesday, 4 <sup>th</sup> week In September	Bullying Awareness Day
September 28	Frances Willard Day
October 9	Leif Erikson Day
October 12	Christopher Columbus' Birthday
November 11	Veterans Day
January 15	Dr. Martin Luther King, Jr. Day
February 12	Abraham Lincoln's Birthday
February 15	Susan B. Anthony's Birthday
February 22	George Washington's Birthday
March 4	Casimir Pulaski Day
March 17	"The Great Hunger" in Ireland from 1845 to 1850
April 9	Prisoners of War Remembrance Day
April 13	American Creed Day
April 19	Patriots' Day
April 22	Environmental Awareness Day
The last Friday in April	Arbor Day
June 14	Robert La Follette Sr. Day/Flag Day

The last Friday in April shall be observed as Arbor Day, except that if the governor by proclamation sets apart one day to be designated as Arbor and Bird Day, that day shall be appropriately observed. Also, if school is held on June 14, the day shall be appropriately observed as Robert M. La Follette, Sr. Day. The Wednesday of the third week in September shall be observed as part of Wonderful Wisconsin Week.

~~The administration, along with the teaching staff, shall be responsible for providing activities for the observance of the above specified days.~~


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**Tony Evers, PhD**  
State Superintendent

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[Superintendent's Page](#)  
[Divisions & Teams](#)  
[Directories](#)  
[AskAway](#)

## Wisconsin Public School Observance Days

### 2012-13 School Year Observance Days

September 16	<a href="#">Mildred Fish Harnack Day</a> *
September 17	<a href="#">U.S. Constitution Day</a>
September 19	<a href="#">Wisconsin Day</a> (Wednesday of the third full week in September)
September 21	<a href="#">POW-MIA Recognition Day</a> (Friday of the third week in September)
September 26	<a href="#">Bullying Awareness Day</a> (Wednesday of the fourth week in September)
September 28	<a href="#">Frances Willard Day</a>
October 9	<a href="#">Leif Ericson Day</a>
October 12	<a href="#">Christopher Columbus Day</a>
November 11	<a href="#">Veterans Day</a> *
January 15	<a href="#">Dr. Martin Luther King Jr. Day</a>
February 12	<a href="#">Abraham Lincoln's Birthday</a>
February 15	<a href="#">Susan B. Anthony's Birthday</a>
February 22	<a href="#">George Washington's Birthday</a>
March 4	<a href="#">Casimir Pulaski Day</a>
March 17	<a href="#">"The Great Hunger" in Ireland</a> *
April 9	<a href="#">Prisoners of War Remembrance Day</a>
April 13	<a href="#">American's Creed Day</a> *
April 19	<a href="#">Patriots' Day</a>
April 22	<a href="#">Environmental Awareness Day</a>
April 26	<a href="#">Arbor Day</a> (Last Friday in April)
June 14	<a href="#">Robert La Follette Sr. Day</a>

\* When an observance day falls on a Saturday or Sunday during the school year, it should be observed on the preceding Friday or the following Monday.

Listing of [Public School Observance Days](#) for the 2013-14 school year.

### Background

Wisconsin's 21 special observance days are part of state statutes governing general school operations (Wis. Stat. sec. 118.02). Federal law has moved the celebration of many legal holidays to Monday, however, state law recommends that each Wisconsin Special Observance Day be held on the day itself. When an observance day falls on a Saturday or Sunday, it should be observed on the preceding Friday or the following Monday.

Honoring observance days can teach the elements of tradition that preserve U.S. society and foster an awareness of our cultural heritage. Observance days can be part of a rich social studies curriculum that gives these individuals and events proper emphasis, both in the context of Wisconsin and U.S. history and in relation to their effect on or improvement of our political, economic, and social institutions.

The Department of Public Instruction has developed materials that can help school districts in curriculum writing efforts. Information about [Planning Curriculum in Social Studies](#) (Bulletin No. 1218) or [Learning About Wisconsin](#) (Bulletin No. 9238) can be found on the [Publication Sales](#) website or can be ordered from the DPI Publication Sales Office, Drawer 179, Milwaukee, WI 53293-0179; (800) 243-8782, [pubsales@dpi.wi.gov](mailto:pubsales@dpi.wi.gov).

The Educational Communication's Board (ECB) has developed a [webpage](#) of sites that provide resources for students and teachers for all of the Public

#### News Release Quick Links

[Current News Releases](#)  
[2011 News Releases](#)

[2011 ACT Scores](#)  
[2010 AP Results](#)  
[2011 SAT Scores](#)  
[2012 WSAS Results](#)  
[2011 NAEP Math & Reading Results](#)  
[2011 NAEP Science Results](#)  
[2007 NAEP Writing Scores](#)

#### Other Public Information Resources

[DPI-ConnectEd](#)  
[Public School Observance Days](#)  
[School Finance Data Warehouse](#)  
[School Performance Report](#)  
[Wisconsin Education Calendar](#)  
[Wisconsin Information Network for Successful Schools](#)

School Observance Days required by the Wisconsin Statutes.

**September 16**  
**Mildred Fish Harnack Day ([top](#))**

Mildred Fish was born in Milwaukee, Wisconsin, in 1902. In 1926, she married German lawyer Arvid Harnack. They returned to his native Germany in 1930, where she worked as an editor and writer and he as a member of the German government. They were leaders of the resistance group "Red Orchestra." After their arrests by the Gestapo in 1942, she was sentenced to a six-year prison term, and he was executed. Adolf Hitler personally ordered her case reopened, and she was beheaded on February 16, 1943. Mildred Fish Harnack was the only native-born American known to have been executed by the Gestapo. *Enacted April 10, 1986, from the 1985 Laws of Wisconsin, Act 232.*

**September 17**  
**U.S. Constitution Day ([top](#))**

Representatives of 12 of the 13 original states signed the U.S. Constitution on September 17, 1787. The Constitution, with its 27 amendments, defines the federal system of government and embodies the principles on which this country was founded. The [National Archives](#) provides resources, including a scan of the [U.S. Constitution](#), and the [Library of Congress](#) provides resources that can assist school districts in planning a program on the U.S. Constitution. *Enacted June 10, 1987, from the 1987 Laws of Wisconsin, Act 16.*

**September 19**  
**Wisconsin Day ([top](#))**

**Wonderful Wisconsin Week**  
**September 16 to 22, 2012**

In celebration of the assets that make Wisconsin a desirable place to live and work, the Wednesday of the third full week in September is Wisconsin Day. The day falls during Wonderful Wisconsin Week, which is customarily proclaimed by the governor to celebrate the state's rich culture and resources. *Enacted April 15, 1994, from the 1993 Laws of Wisconsin, Act 333.*

**September 21**  
**POW-MIA Recognition Day ([top](#))**

An estimated 50,000 former Prisoners of War live among us, including those held captive during World War II, the Korean War, the Vietnam War, throughout the Cold War era, and during more recent military actions. Additionally, the fate of about 10,000 Americans is unknown because they are missing in action. POW-MIA Recognition Day was established on the third Friday in September to recognize those who suffered or suffer captivity in foreign countries while in active service with the U.S. armed forces. *Enacted April 24, 2002, from the 2001 Laws of Wisconsin, Act 100.*

**September 26**  
**Bullying Awareness Day ([top](#))**

Established to bring attention to the harmful affects of bullying in the school setting. Bullying may negatively impact a student's connection with school, their engagement with the curriculum, and their overall ability to learn. Bullying prevention is critical to building a school environment conducive to learning and where students feel safe at all times. Observed annually on Wednesday of the fourth week in September. *Enacted May 12, 2010, from the 2009 Laws of Wisconsin, Act 309.*

**September 28**  
**Frances Willard Day ([top](#))**

Frances Willard, a teacher and lecturer, grew up in Janesville, Wisconsin. She was influential in the early women's movement and was president of the Women's Christian Temperance Union (WCTU) from 1879 until her death in 1898. Under her leadership, the WCTU became a prestigious world organization with a membership of 2 million women. *Originally part of court statutes to observe these days and was enacted for the schools on June 27, 1923, from the 1923 Laws of Wisconsin, Chapter 307, section 20.*



**October 9****Leif Ericson Day <sup>(1)</sup> [\(top\)](#)**

Leif Ericson was born in Iceland and raised in Greenland. Norse sagas written 300 years after his death describe his explorations, around 1000 CE, of a land he called "Vinland." The location of Vinland remains uncertain, but it is widely believed to be on the North American continent. *Enacted May 10, 1929, from the 1929 Laws of Wisconsin, Chapter 82.*

*1 Spelled Erikson in Wis. Stat. sec. 118.02 Special Observance Days.*

**October 12****Christopher Columbus Day <sup>(2)</sup> [\(top\)](#)**

In 1492, the first expedition led by Christopher Columbus sighted land somewhere in the Bahamas. Columbus' voyages are recognized as the start of sustained contact between peoples in the eastern and western hemispheres. The process of colonization that he began brought new forms of wealth to Europe, expanded the market for African slaves, and led to loss of land and lifeways for the indigenous peoples of the Americas. *Enacted April 30, 1929, from the 1929 Laws of Wisconsin, Chapter 51.*

*2 Listed as Christopher Columbus' birthday in Wis. Stat. sec. 118.02 Special Observance Days.*

**November 11****Veterans Day [\(top\)](#)**

This observance day began in 1919 as Armistice Day to commemorate the end of World War I. In 1954, President Dwight D. Eisenhower signed legislation changing Armistice Day to Veterans Day, "a day dedicated to world peace." The day honors all veterans of the U.S. armed services. *Enacted June 12, 1929, from the 1929 Laws of Wisconsin, Chapter 160.*

**January 15****Dr. Martin Luther King Jr. Day [\(top\)](#)**

Dr. Martin Luther King Jr. was a leader of the American civil rights movement in the 1950s and 1960s. Before his assassination in 1968, he received the Nobel Peace Prize for his efforts to use nonviolent resistance to achieve equality for African Americans. His efforts contributed to passage of the Civil Rights Act of 1964 and the Voting Rights Act of 1965. *Enacted May 3, 1976, from the 1975 Laws of Wisconsin, Chapter 219.*

**February 12****Abraham Lincoln's Birthday [\(top\)](#)**

Elected president in 1860, Abraham Lincoln was commander-in-chief during the Civil War. In 1863, he signed the Emancipation Proclamation, which declared that slaves held in the rebellious states "are, and henceforward shall be free." Four months before his assassination, the 13th Amendment to the Constitution, which abolished slavery, was adopted. *Originally part of court statutes to observe these days and was enacted for the schools on June 27, 1923, from the 1923 Laws of Wisconsin, Chapter 307, section 20.*

**February 15****Susan B. Anthony's Birthday [\(top\)](#)**

Susan B. Anthony, an early suffragist, organized campaigns across the United States advocating for women's right to vote, get an education, and own property. In 1872, she voted in a federal election and was arrested, tried, and fined for her action. In 1920, 14 years after her death, the 19th Amendment to the Constitution granting women the right to vote was ratified by three-fourths of the states and adopted. *Enacted April 15, 1976, from the 1975 Laws of Wisconsin, Chapter 204.*

**February 22****George Washington's Birthday [\(top\)](#)**

George Washington is honored for his efforts to create a new nation dedicated to the rights of the people. He was commander of the Continental Army during the Revolutionary War. In 1789, he was inaugurated as the first president of the United States. *Originally part of court statutes to observe these days and was enacted for the schools on June 27, 1923, from the 1923 Laws of Wisconsin, Chapter 307, section 20.*

**March 4**  
**Casimir Pulaski Day [\(top\)](#)**

Casimir Pulaski was born in Poland in 1747. He came to America in 1777, after fighting for Poland's independence, and joined forces with General Washington. After saving Washington's life, Pulaski was made brigadier general of the American Cavalry. Wounded in battle, Pulaski died on October 11, 1779. *Enacted April 30, 1987, from the 1987 Laws of Wisconsin, Act 11.*

**March 17**  
**"The Great Hunger" in Ireland from 1845 to 1850 [\(top\)](#)**

Because the potato was easy to grow under a variety of conditions and a good source of food, it became the dominant crop in Ireland. When a fungus ruined the potato crop in three out of four seasons between 1845 and 1849, an estimated 750,000 Irish people, weakened by hunger, died from disease and starvation and another 2 million emigrated to Britain, Canada, Australia, and the United States. "The Great Hunger," also known as the Great Famine or Irish Potato Famine, is considered by many to be the most tragic event in Irish history. *Enacted April 20, 2004, from the 2003 Laws of Wisconsin, Act 305.*

**April 9**  
**Prisoners of War Remembrance Day [\(top\)](#)**

Commemorates the date during World War II when the largest number of Americans were captured in the Conquest of Bataan. Customarily observed through gubernatorial proclamation, the day recognizes those who suffered captivity in foreign countries while in active service with the U.S. armed forces. *Enacted November 29, 2001, from the 2001 Laws of Wisconsin, Act 20 budget bill.*

**April 13**  
**American's Creed Day <sup>(3)</sup> [\(top\)](#)**

William Tyler Page, a messenger in the U.S. House of Representatives, wrote the American's Creed in 1917. His essay was the winning entry in a national contest for the "best summary of American political faith." The House of Representatives adopted the 100-word statement in April 1918. *Enacted June 7, 1935, from the 1935 Laws of Wisconsin, Chapter 132.*

*3 Listed as American Creed Day in Wis. Stat. sec. 118.02 Special Observance Days.*

**April 19**  
**Patriots' Day [\(top\)](#)**

Patriots were colonists who wanted independence from British rule. Most hoped to find peaceful ways to settle their differences with England. When the British decided to look for Samuel Adams and John Hancock, who were hiding in Concord, Paul Revere and Billy Dawes rode through the night warning other Patriots in New England. The American Revolution began when the first shots were fired at Lexington on April 19, 1775. Each side said the other fired first. Patriots' Day was established to mark the beginning of the Revolutionary War. *Enacted August 30, 2001, from the 2001 Laws of Wisconsin, Act 16 budget bill.*

**April 22**  
**Environmental Awareness Day [\(top\)](#)**

Former Wisconsin governor and U.S. Senator Gaylord Nelson founded Earth Day in 1970 to organize a national public demonstration that would bring attention to the environment. His efforts made environmental issues an integral part of political debate. Environmental Awareness Day marks the anniversary of Earth Day. Schools are encouraged to conduct a day-long program, using all educational subjects, to enhance the students' understanding of the environment and to promote an ethic of environmental stewardship. *Enacted May 23, 1990, from the 1989 Laws of Wisconsin, Act 146.*

**April 26**  
**Arbor Day ([top](#))**

The Arbor Day movement began in the 1800s to promote conservation and beautification of the environment. All 50 states, the District of Columbia, Guam, and Puerto Rico observe Arbor Day with annual tree planting ceremonies. Wisconsin celebrates Arbor Day on the last Friday in April. *Enacted May 7, 1980, from the 1979 Laws of Wisconsin, Chapter 214.*

**June 14**  
**Robert La Follette Sr. Day ([top](#))**

Robert M. La Follette Sr. is widely regarded as Wisconsin's most distinguished political leader. He served in the U.S. House of Representatives from 1885 to 1891, as Wisconsin governor from 1900 to 1906, and in the U.S. Senate from 1906 until his death in 1925. He was one of the founders of the national Progressive Party and was that party's candidate for president in 1924. A national poll of historians and senators in 1957 named La Follette one of five most distinguished nonliving senators. This day is observed if school is in session. *Enacted April 11, 1976, from the 1975 Laws of Wisconsin, Chapter 398.*

*The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability*

*For questions about this information, contact [Debra A. Bougie](#) (608) 266-1598*

*Last updated on 6/15/2012 11:26:25 AM*



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# Employee Handbook Outline

(Mission Statement)

## **PART I All Employees**

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- 1.02 Definitions of Employee Type

### **Section 2 EMPLOYMENT LAW**

- 2.01 Employment of Minors
- 2.02 Equal Opportunity
- 2.03 Equal Opportunity Complaints
- 2.04 Fair Labor Standards Act
- 2.05 Family and Medical Leave
- 2.06 Immigration Law Compliance
- 2.07 Bullying and Harassment

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- 3.01 District Expectations
- 3.02 Accident/Incident Reports
- 3.03 Attendance
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- 3.06 Confidentiality
- 3.07 Conflict of Interest
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- 3.09 Copyright
- 3.10 Criminal Background Checks
- 3.11 Criminal Background Checks/Charges/Convictions – Obligation to Report
- 3.12 District Property
- 3.13 Drug, Alcohol, and Tobacco-Free Workplace
- 3.14 Employee Identification Badges
- 3.15 False Reports
- 3.16 Financial Controls and Oversight
- 3.17 Fraud and Financial Impropriety
- 3.18 Gambling
- 3.19 Gifts and Sale of Goods and Services
- 3.20 Honesty
- 3.21 Licensure/Certification

- 3.22 Nepotism
- 3.23 Operations of District Vehicles, Mobile Equipment and Travel Reimbursement
- 3.24 Outside Employment
- 3.25 Personal Appearance/Staff Dress Code
- 3.26 Personal Property
- 3.27 Personnel Files
- 3.28 Personnel – Student Relations
- 3.29 Physical Examination
- 3.30 Political Activity
- 3.31 Solicitations
- 3.32 Work Spaces, Including Desks, Lockers, etc
- 3.33 Work Made for Hire
- 3.34 Violence in the Workplace

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- 4.01 Purpose
- 4.02 Definitions and Time Limits
- 4.03 Grievance Process
- 4.04 Grievant Rights and Representation
- 4.05 Consolidation of Grievances
- 4.06 Group Grievances

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- 5.02 Payroll Dates
- 5.03 Direct Deposit Payment Method
- 5.04 Definitions for Payroll Purposes
- 5.05 Salary Deferrals – Tax Sheltered Annuities (TSA)

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- 6.01 Mileage Reimbursement
- 6.02 Other Expense Reimbursement

#### **SECTION 7            WORKER’S COMPENSATION**

- 7.01 Worker’s Compensation Coverage and Reporting Responsibilities
- 7.02 Benefits While on Worker’s Compensation
- 7.03 Injuries Not Covered By Worker’s Compensation

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- 8.01 Sick Leave Earned
- 8.02 Sick Leave Use
- 8.03 Sick Leave Accumulation
- 8.04 Sick Leave and Long Term Disability
- 8.05 Overused Sick Leave
- 8.06 Reporting Procedures – Doctor’s Certificate
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- 9.01 Jury Duty
- 9.02 Employee Notice
- 9.03 Payment for Time Out on Jury Duty

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- 10.02 Individual Outside of Immediate Family
- 10.03 Friend
- 10.04 Additional Bereavement Leave
- 10.05 Bereavement Leave Increments

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- 11.03 Personal Day Restrictions
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- 6.01 Reasons for Reduction in Force
- 6.02 Notice of Reduction
- 6.03 Selection for Reduction – Steps
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- 6.05 Reemployment/Recall Process
- 6.06 Termination of Reemployment Opportunities
- 6.07 Insurance Benefits Following Lay Off/Nonrenewal
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- 8.01 Wisconsin Retirement System (WRS) Contributions
- 8.02 Voluntary Retirement Benefits



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- 1.01 Letter of Appointment
- 1.02 Job Descriptions
- 1.03 Regular Workday and Starting and Ending Times
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- 1.06 Additional Hours and Overtime – Approval and Assignment
- 1.07 Lunch Period
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- 2.03 Frequency
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- 5.01 Reasons for Layoff
- 5.02 Layoff Notice
- 5.03 Selection for Reduction – Steps
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- 5.05 Recall/Rehire Period and Process
- 5.06 Recall Procedure
- 5.07 Termination of Recall Options
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- 7.02 Full-Time and Part-Time 260 Day Employees
- 7.03 Scheduling of Vacation
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- 8.01 Holidays Defined
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- 9.01 Sick, Personal, Bereavement, Leave Benefits
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- 10.01 Health, Dental, Life, Disability, and Long-Term Disability Insurance
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- 11.01 Wisconsin Retirement System (WRS) Contributions
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**PART IV Administrative and District Level Staff**

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- 1.01 Professional Competence
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## **SECTION 2 WORK SCHEDULES**

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## **SECTION 4 ADMINISTRATOR EVALUATION**

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5.01 Nonrenewal for District Level and Administrative Staff

5.02 Discipline and Termination for District Level and Administrative Staff

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6.01 Health, Dental, Life, Disability, and Liability Insurance

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## **SECTION 7 POST-EMPLOYMENT BENEFITS**

7.01 Wisconsin Retirement System (WRS) Contributions

7.02 Other Retirement Benefits

## **PART V Extra-Curricular and Co-Curricular Staff**

### **SECTION 1 EXTRA-CURRICULAR and Co-Curricular ASSIGNMENTS**

1.01 Letter of Assignment

1.02 Payments

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## **PART VI Substitute and Seasonal Staff**

### **SECTION 1 ALL SUBSTITUTE EMPLOYEES**

- 1.01 Pre-Employment Requirements
- 1.02 Training and Evaluation
- 1.03 Dismissal/Removal From Substitute List
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### **SECTION 2 SUBSTITUTE TEACHERS**

- 2.01 Licensure and/or Permit
- 2.02 Assignment and Professional Responsibility
- 2.03 Miscellaneous Provisions

### **SECTION 3 SUBSTITUTE SUPPORT STAFF**

- 3.01 Training and Evaluation
- 3.02 Assignment and Professional Responsibility
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### **SECTION 4 SUMMER SCHOOL OR SEASONAL EMPLOYEES**

- 4.01 Pre-Employment Requirements
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**Employee Handbook Acknowledgement of Receipt**

**Table of Personnel Policies ([Link to policies](#))**

**Sources and References**

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, August 13, 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, Busse, Rasmussen, and Skinner. Rossmiller arrived at 6:35 pm. Absent: Hurley.

**APPROVE AGENDA**

Motion by Mr. Hatfield, seconded by Mr. Busse, moved to approve the agenda as presented. Motion carried, 5-0 (voice vote).

**PUBLIC ANNOUNCEMENTS**

- Back to School Days - August 15 and 16, 2012
- First Day of School – September 4, 2012
- September 24, 2012, Annual Meeting, 7:00 pm, High School Media Room

**DISTRICT ADMINISTRATOR REPORT**

Mr. Roth's submitted report was on the District: audit, buildings and grounds, technology and hiring update.

**INFORMATION & DISCUSSION**

High school principal, Mr. Everson, presented the 2012-2013 high school parent/teacher conference schedule. Discussion.

High school Ag teacher, Mr. Kvalheim, presented the 2012-2013 FFA overnight excursions. Discussion.

Buildings & Grounds Director, Mr. Francis, gave an updated on the new soccer underground sprinkler system. Discussion.

**BUSINESS (Action Items)**

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the teacher contracts of Elizabeth Stalder, .67 high school science teacher for a salary of \$24,927.35, Linda Volk, .40 third grade teacher for a salary of \$17,890, and Kendra Shelton, .75 occupational therapist for \$40.00/hour. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Hatfield, seconded by Ms. Rossmiller, moved to approve the administrative contract of Doreen Treuden for a salary of \$87,000. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to approve the teacher resignations of Heather Vogel and Kathy Kellen and thank them for their years of service to the District. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Hatfield, seconded by Mr. Busse, moved to waive the \$500 liquidated damages for Kathy Kellen. Discussion. Motion carried, 5-1 (Rossmiller)(voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Skinner, moved to deny the open enrollment for a student to attend a PreK or 4-year old Kindergarten program in McFarland as required by open enrollment. Discussion. Motion carried, 6-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve policy #523.1-Employee Physical Examinations as presented. Discussion. Motion carried, 5-1 (Hatfield)(voice vote).

Motion by Mr. Busse, seconded by Ms. Skinner, moved to approve the hiring of a 3<sup>rd</sup> grade teacher for a one-year term. Discussion. Motion carried, 6-0 (voice vote).

**CONSENT (Action Items)**

Motion by Ms. Rossmiller, seconded by Mr. Rasmussen, moved to approve the consent agenda items: July 9 regular meeting minutes and the June reconciliation report and bills. Discussion. Motion carried, 6-0 (roll call vote).

**FUTURE AGENDA**

August 27, 2012, regular meeting agenda discussed.

**ADJOURN**

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to adjourn. Motion carried, 6-0 (voice vote).

Meeting adjourned at 7:34 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_  
Kathi Swanson, President

Dated: \_\_\_\_\_

Approved:

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Evansville, Wisconsin

MINUTES OF MEETING

A special meeting of the Board of Education of the Evansville Community School District was held Friday, August 31, 2012, at 7:15 am in the High School Office Conference Room.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Swanson, Busse, Rasmussen, Skinner, and Hurley. Absent: Hatfield. Rossmiller arrived at 7:22 am.

**BUSINESS (Action Items)**

Motion by Mr. Busse, seconded by Ms. Skinner, moved to approve the Speech & Language contract for Jennifer Newcomer, at a salary of \$45,108 and to increase Kendra Shelton, Occupational Therapist, by 10 hours per week. Discussion. Motion carried, 5-0 (voice vote).

Motion by Ms. Skinner, seconded by Mr. Busse, moved to approve the resignation of Theresa Schmit and thank her for her years of service to the District. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to approve two high school teacher stipends for study hall supervision. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Swanson, moved to rescind July 9, 2012, action to set up to seven high school late start days for 2012-2013 school year on the fourth Monday of a month. Discussion. Motion failed, 0-6 (voice vote).

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

**ADJOURN**

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

Meeting adjourned at 7:44 am.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: 9/10/12  
Kathi Swanson, President

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: July, 2012 Reconciliation  
Date: September 4, 2012

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

Bank Reconciliation Statement for all Funds – nothing unusual to report

Skyward Balance Sheet Report to verify bank reconciliation statement

Listing of all receipts - July

Check Register – July

Notes for check register:

Check total -	\$907,946.69
ACH total -	\$
Manual check total -	<u>\$ 37,120.65</u>
Total	\$945,067.34

Void checks - none

Payroll checks - #72925 and #72965



EVANSVILLE COMMUNITY SCHOOL DISTRICT  
BANK RECONCILIATION

FOR THE MONTH OF

July, 2012

BALANCE PER BANK:	62,000.00	
LESS OUTSTANDING CHECKS	-22,998.00	
LESS WRS POSTING	-16,134.16	
Check run 8-1-2012	-30,490.58	
MMA ACCOUNT	3,270,720.11	
P-card not posted	5,914.10	
BALANCE PER BANK		3,269,011.47

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.
FUND 10 General	-452,328.05	298,043.77	-154,284.28
FUND 21 Donations	20,811.80	600.00	21,411.80
FUND 27 Special Ed	-92,740.42	99,122.76	6,382.34
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	113,241.99	-2,386.15	110,855.84
FUND 99 Voc Ed/ESL/Grants	14,881.50	0.00	14,881.50
MMA ACCOUNT			3,270,720.11
BALANCE PER GENERAL LEDGER			3,269,011.47
		395,380.38	

DIFFERENCE

0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	July 2012-13 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-452,328.05	298,043.77	-154,284.28
10	-	---	---	-----	---	GENERAL FUND	-452,328.05	298,043.77	-154,284.28
21	A	000	000	711100	---	CASH ON DEPOSIT	20,811.80	600.00	21,411.80
21	-	---	---	-----	---	GIFTS/DONATIONS	20,811.80	600.00	21,411.80
27	A	000	000	711100	---	CASH ON DEPOSIT	-92,740.42	99,122.76	6,382.34
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	-92,740.42	99,122.76	6,382.34
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	-2,386.15	110,855.84
50	-	---	---	-----	---	FOOD SERVICE	113,241.99	-2,386.15	110,855.84
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							-397,069.02	395,380.38	-1,708.64

Number of Accounts: 8

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

Post Date	Func	Description	Amount
07/31/2012	ACCOUNTS RECEIVABLE	A/R - KID CONNECTION FACILITY USE	318.78
07/31/2012	ACCOUNTS RECEIVABLE	A/R - MS REIMB FIELD TRIP FOR MAY AND JUNE	3142.51
07/31/2012	ACCOUNTS RECEIVABLE	A/R - HS REIMB FOR AP FEE	325.00
07/31/2012	ACCOUNTS RECEIVABLE	A/R - HS REIMB FOR WORK PERMITS	30.00
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. FOR V & C ILLICHMANN TO 6/30/2013	78.12
07/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	25.00
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. - P. JOHNSON TO 6/30/2013	238.42
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. - G. RATTAN THROUGH 6/30/2013	71.74
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. - H. BEEDLE THROUGH 6/30/2013	159.96
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. - D. BYRNS THOROUGH 6/30/2013	8.04
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. - C. WAGNER THROUGH 6/30/2013	105.84
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. - C. SHAW THROUGH 6/30/2013	24.96
07/31/2012	DISTRICT WIDE	KIDS KORNER FACILITY USE - JULY AUG. SEPT	3900.00
07/31/2012	OTHER SUPPORT SERVICES	HELATH INS. - F. HOEBEL FOR JULY AND AUG.	299.86
07/31/2012	DUE FROM FEDERAL GOVERNMENT	A/R - MEDICAID	29309.60
07/31/2012	DUE FROM FEDERAL GOVERNMENT	A/R - CARL PERKINS - BRODHEAD	8014.00
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. R. KRAKE THROUGH 6/30/2013	50.58
07/31/2012	ACCOUNTS RECEIVABLE	A/R - KIDS CLUB FACILITY USE	100.00
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. V. MALONEY THROUGH 6/30/2013	46.44
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. G. SMELCER THROUGH 6/30/2013	59.79
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. C. HEINEMANN THROUGH 6/30/2013	19.70
07/31/2012	INFORMATION SERVICES	DO POSTAGE REIMB	9.85
07/31/2012	DISTRICT ADMINISTRATION	DO COFFEE REIMB	8.85
07/31/2012	ACCOUNTS RECEIVABLE	A/R MEDICAID FOR COPIES	52.00
07/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	4.00
07/31/2012	ACCOUNTS RECEIVABLE	A/R - TRIS REIMB FOR CHARGE CARD	73.59
07/31/2012	ACCOUNTS RECEIVABLE	A/R - FACILITY USE HEALTH CLUB	694.97
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. - R. DENNIS THROUGH 6/30/2013	77.90
07/31/2012	ACCOUNTS RECEIVABLE	A/R HS REIMB FOR CHARGE CARD	622.34
07/31/2012	ACCOUNTS RECEIVABLE	A/R WIAA REIMB FOR BASEBALL TOURNMENT	625.00
07/31/2012	DUE FROM OTHER GOVERNMENTS	A/R TOWN OF MAGNOLIA MOBILE HOME FEES	413.31
07/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	10.00
07/31/2012	OTHER SUPPORT SERVICES	HEALTH INS. - P. KELLEY	626.88
07/31/2012	OTHER SUPPORT SERVICES	HEALTH INS. - M. KELLEY	626.88
07/31/2012	ACCOUNTS RECEIVABLE	A/R - HS REIMB FOR CHARGE CARD	707.52
07/31/2012	ASSETS HELD FOR RESALE	WE ENERGIES REIMB FOR SPEC HOUSE	332.52
07/31/2012	ACCOUNTS RECEIVABLE	A/R - US CELLULAR E-RATE	777.28
07/31/2012	DISTRICT ADMINISTRATION	DO REIMB FOR SODA	43.00
07/31/2012	DISTRICT ADMINISTRATION	DO REIMB FOR COFFEE	7.00
07/31/2012	DUE FROM OTHER GOVERNMENTS	A/R TOWN OF UNION MOBILE HOME FEES	2515.49
07/31/2012	DUE FROM OTHER GOVERNMENTS	A/R OPEN ENROLLMENT FROM MONTICELLO	6840.74
07/31/2012	SCHOOL BUILDING ADMINISTRATION	REIMB FROM D. HURDA FOR DEHUMIDIFIER	207.89
07/31/2012	OTHER SUPPORT SERVICES	LIFE INS. FOR G. BURKHALTER THROUGH 6/30/2013	88.56
07/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	10.95
07/31/2012	OTHER SUPPORT SERVICES	EBC COBRA PAYMENT - DENTAL	10.23
07/31/2012	DISTRICT WIDE	STAFF BREAKFAST DONATION SHANNON LAW OFFICE	200.00
07/31/2012	DISTRICT ADMINISTRATION	MS REIMB FOR ENERGY FAIR AD TO REVIEW	144.00
07/31/2012	DISTRICT WIDE	DEPT OF CORRECTIONS - RESTITUTION	89.92
07/31/2012	SCHOOL BUILDING ADMINISTRATION	SPORTS BOOSTERS TO HS FOR GOLF FEES	74.00
07/31/2012	DISTRICT WIDE	UBT DONATION FOR STAFF BRK	200.00
07/31/2012	DISTRICT WIDE	DAVE MOSHER DONATION FOR STAFF BRK.	200.00
07/31/2012	DUE FROM STATE	A/R - EQUAL. AID	230151.00
07/31/2012	DUE FROM FEDERAL GOVERNMENT	A/R - BREAKFAST AID	356.09

Post Date	Func	Description	Amount
07/31/2012	DUE FROM FEDERAL GOVERNMENT	A/R - LUNCH AID	2842.01
07/31/2012	DUE FROM FEDERAL GOVERNMENT	A/R - FLOW THROUGH AID	165610.02
07/31/2012	DUE FROM FEDERAL GOVERNMENT	A/R - PRESCHOOL AID	9066.01
07/31/2012	DUE FROM STATE	A/R - COMPUTER AID	9825.00
07/31/2012	DISTRICT WIDE	INTEREST FOR JULY	1559.29
		Total for Cash Receipts	482032.43

POST DATE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	AMOUNT
07/03/2012	72894	R	07/03/2012	ACUITY	80,336.00
07/03/2012	72895	R	07/03/2012	AEGIS CORPORATION	4,159.00
07/03/2012	72896	R	07/03/2012	ASBO INTERNATIONAL	211.00
07/03/2012	72897	R	07/03/2012	AUTO OWNERS INSURANCE	658.00
07/03/2012	72898	R	07/03/2012	CESA #2	35,659.00
07/03/2012	72899	R	07/03/2012	COMMUNITY INSURANCE CORP	13,487.00
07/03/2012	72900	R	07/03/2012	DPI TEACHER LICENSING	300.00
07/03/2012	72901	R	07/03/2012	E-RATE EXCHANGE, LLC	725.00
07/03/2012	72902	R	07/03/2012	NWEA-NORTHWEST EVALUATION ASSO	13,699.50
07/03/2012	72903	R	07/03/2012	SIRMC	2,286.32
07/03/2012	72904	R	07/03/2012	SKYWARD	34,697.00
07/03/2012	72905	R	07/03/2012	SUBSTITUTE ONLINE INC	3,300.00
07/03/2012	72906	R	07/03/2012	SUNGARD PUBLIC SECTOR INC.	5,397.00
07/03/2012	72907	R	07/03/2012	TEXTHELP	2,250.00
07/03/2012	72908	R	07/03/2012	WIS ASSOC OF SCHOOL BOARDS INC	5,230.00
07/03/2012	72909	R	07/03/2012	WASBO INC	200.00
07/03/2012	72910	R	07/03/2012	WASDA	55.00
07/03/2012	72911	R	07/03/2012	WATERLOO SCHOOL DISTRICT	11.33
07/03/2012	72912	R	07/03/2012	WAUNAKEE COMM SCHOOL DISTRICT	3,340.00
07/03/2012	72913	R	07/03/2012	WCASS CONFERENCES	65.00
07/03/2012	72914	R	07/03/2012	WIAA	825.00
07/13/2012	72915	R	07/13/2012	AMERIPRISE FINANCIAL SERVICES	570.00
07/13/2012	72916	R	07/13/2012	DEAN HEALTH PLANS	232,134.48
07/13/2012	72917	R	07/13/2012	DELTA DENTAL OF WISCONSIN	30,675.09
07/13/2012	72918	R	07/13/2012	FRANKLIN TEMPLETON BANK &TRUST	660.00
07/13/2012	72919	R	07/13/2012	HORACE MANN LIFE INSURANCE	125.00
07/13/2012	72920	R	07/13/2012	METLIFE	125.00
07/13/2012	72921	R	07/13/2012	MG TRUST COMPANY	170.00
07/13/2012	72922	R	07/13/2012	SBG-VAA	30.00
07/13/2012	72923	R	07/13/2012	SUN LIFE FINANCIAL	2,971.02
07/13/2012	72924	R	07/13/2012	WEA INSURANCE TRUST	5,113.92
07/19/2012	72949	R	07/20/2012	DAVE'S ACE HARDWARE	66.40
07/19/2012	72950	R	07/20/2012	AT&T	745.00
07/19/2012	72951	R	07/20/2012	BLACKBOARD CONNECT INC	4,602.74
07/19/2012	72952	R	07/20/2012	CAMERA CORNER	11,200.00
07/19/2012	72953	R	07/20/2012	DIVERSE NETWORK ASSOCIATES INC	4,740.00
07/19/2012	72954	R	07/20/2012	EMPATHIA INC	250.00
07/19/2012	72955	R	07/20/2012	THE GRUENKE COMPANY INC	36.95
07/19/2012	72956	R	07/20/2012	IMPACT APPLICATIONS INC	500.00
07/19/2012	72957	R	07/20/2012	INTEGRATED SYSTEMS CORPORATION	3,870.00
07/19/2012	72958	R	07/20/2012	REAL COFFEE	12.00
07/19/2012	72959	R	07/20/2012	RHYME BUSINESS PRODUCTS LLC	1,409.93
07/19/2012	72960	R	07/20/2012	ROCK VALLEY CONFERENCE	2,900.00
07/19/2012	72961	R	07/20/2012	SCHINDLER ELEVATOR CORP.	721.23
07/19/2012	72962	R	07/20/2012	TANGENT COMPUTER	1,000.00
07/19/2012	72963	R	07/20/2012	TREBRON COMPANY INC	3,828.25
07/19/2012	72964	R	07/20/2012	WAUNAKEE COMM SCHOOL DISTRICT	598.00
07/26/2012	72974	R	07/26/2012	ACCELERATIONS EDUCATIONAL SOFT	358.61
07/26/2012	72975	R	07/26/2012	DAVE'S ACE HARDWARE	207.89
07/26/2012	72976	R	07/26/2012	AUL	294,411.59
07/26/2012	72977	R	07/26/2012	BOARDMAN & CLARK LLP	689.00
07/26/2012	72978	R	07/26/2012	BROOKHOLLOW EVERYDAY CARD	305.60
07/26/2012	72979	R	07/26/2012	DIVERSIFIED BENEFIT SERVICES	292.50
07/26/2012	72980	R	07/26/2012	EVANSVILLE REVIEW	264.00
07/26/2012	72981	R	07/26/2012	GREAT AMERICAN BUSINESS PROD	349.99
07/26/2012	72982	R	07/26/2012	HONEYWELL INC.	1,569.50

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
07/26/2012	72983	R	07/26/2012	INSIGHT INVESTMENTS	45,641.00
07/26/2012	72984	R	07/26/2012	LOCAL GOVERNMENT PROPERTY	32,165.00
07/26/2012	72985	R	07/26/2012	NANCY KRESS	464.47
07/26/2012	72986	R	07/26/2012	PETTERSON PLUMBING	618.65
07/26/2012	72987	R	07/26/2012	RIDDELL INC	1,548.25
07/26/2012	72988	R	07/26/2012	SUPERIOR CHEMICAL CORPORATION	2,947.70
07/26/2012	72989	R	07/26/2012	THE PHONICS DANCE	1,680.00
07/26/2012	72990	R	07/26/2012	WE ENERGIES	1,101.17
07/26/2012	72991	R	07/26/2012	WISCONSIN TAXPAYERS ALLIANCE	35.00
07/30/2012	72992	R	07/30/2012	AUL	7,350.61
07/23/2012	2013001	M	07/23/2012	AT & T	1,473.54
07/23/2012	2013002	M	07/23/2012	EVANSVILLE WATER & LIGHT DEPT	35,360.46
07/23/2012	2013006	M	07/23/2012	U.S. CELLULAR	286.65
Totals for checks					945,067.34

# EVANSVILLE COMMUNITY SCHOOL DISTRICT

## Board of Education Regular Meeting Agenda

Monday, September 24, 2012

6:30 p.m.

Evansville High School Media Room  
640 S. Fifth Street

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

- I. Roll Call: Dennis Hatfield   Kathi Swanson   Eric Busse   John Rasmussen  
   Tina Rossmiller   Sharon Skinner   Nancy Hurley
- II. Approve Agenda.
- III. Presentation of CCSS (Common Core State Standards) and CCEE (Common Core Essential Elements).
- IV. Motion for Recess From This Meeting to Open the Annual Meeting.
- V. Motion to Return From Recess.
- VI. Business (Action Items) –
  - A. Approval of August 27 Minutes.
  - B. Approval of Staff Changes: \_\_\_\_\_.
  - C. Approval of Open Enrollment Exceptions.
- VII. Budget Finance – Chair, Tina Rossmiller –
  - A. Discussion Items:
    - 1) 2011-2012 Budget Update.
    - 2) Update on Evansville Education Foundation.
    - 3) Insurance Committee.
  - B. Develop Budget Finance Agenda Items for October 29 Meeting.
- VIII. Policy – Chair, Nancy Hurley –
  - A. First Reading of Policies:
    - 1) Policy \_\_\_\_\_.
  - B. Develop Policy Draft Agenda for October 29 Meeting.
- IX. Board Development – Chair, Kathi Swanson –
  - A. Discussion of book, Becoming a Better Board Member.

- B. Wisconsin Association of School Boards (WASB) Seminars Board Members Attending.
- C. Develop Board Development Agenda Items for October 29 Meeting.
  
- X. Handbook Committee – Chair, Kathi Swanson/Jerry Roth –
  - A. Update.
  
- XI. Future Agenda – Chair, Kathi Swanson
  - A. Develop October 8 Regular Board Meeting Agenda.
  
- XII. Adjourn.

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

Vision Statement:

*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:



*Date:* August 20, 2012  
*To:* School District Administrators  
*From:* Tony Evers, PhD, State Superintendent *TE*  
*Subject:* National School Lunch Week – October 15-19, 2012

I am pleased to present the enclosed proclamation recognizing October 15-19, 2012, as National School Lunch Week. The proclamation recognizes the significant contributions of school nutrition staff and the importance of a nutritious, well-balanced school lunch to the health, well-being, and education of children.

The proclamation may be used in conjunction with other activities to promote National School Lunch Week and may be accessed on the Department of Public Instruction website at <http://dpi.wi.gov/fns/nslp1.html>. You may also visit the School Nutrition Association's website at [www.schoolnutrition.org/Level2\\_NSLW2012.aspx?id=16976](http://www.schoolnutrition.org/Level2_NSLW2012.aspx?id=16976) to learn more about how to celebrate.

jcp

Enclosure

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

*A Proclamation*

*Whereas* The National School Lunch Program plays an important role in helping to ensure that every child in the nation starts school ready to learn, because a hungry or undernourished child is less likely to be an eager and attentive student; and

*Whereas* The National School Lunch Program has demonstrated a national commitment to the promotion of our children's health and well-being, allowing children to concentrate on graduating with the skills and knowledge they need to be successful in the workplace or toward further studies, a primary goal of Every Child a Graduate; and

*Whereas* In Wisconsin, 2,500 public and private schools serve more than 556,000 lunches each school day; and

*Whereas* The success of this effort is due largely to resourceful and creative local food service administrators, managers, and staff working in cooperation with parents, teachers, community groups, government personnel, and students; and

*Whereas* In recognition of the contribution of the National School Lunch Program, Congress has designated the week beginning with the second Sunday in October of each year as National School Lunch Week and has requested the President to issue an annual proclamation calling for an appropriate observance;

*Therefore, be it resolved that* I, Tony Evers, State Superintendent of Public Instruction, do hereby proclaim October 15-19, 2012, as

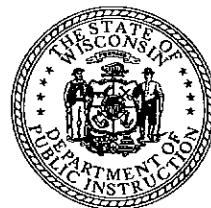
**NATIONAL SCHOOL LUNCH WEEK**

IN THE STATE OF WISCONSIN, AND I COMMEND THIS OBSERVATION TO ALL CITIZENS.



*Tony Evers*

State Superintendent of Public Instruction



August 23, 2012

## EPIPEN UPDATE

The District recently received a letter from Dean Health Plan offering free 'stock' Epipens for the next 5 years. Our District is eligible for this offer because we are a participating member of Dean Health Plan. This is wonderful news as it will save the district the cost of purchasing the Epipens. I faxed the request 8/20/12 and have requested one Epipen per school. A copy of the letter and request are attached.

According to the agreement, Dean will replace the Epipens as they outdate or are used during this 5 year period (the end of the 2016-17 school year) unless the District discontinues Dean Health Plan then the agreement is ended.

It would be best to have a protocol or guideline in place for when to administer stock Epipens which I will work on as soon as possible but given this is a very busy time of year it may be after the school year starts.

Please let me know if there are any questions.

Peggy Blohm, RN



# Dean

August 2012

Dear Jenny:

As a valued school district partner we appreciate your commitment to the education and well-being of area children. Because your school district is affiliated with Dean Health System we want to offer a free, exciting opportunity to help keep your students safe. We would like to provide one EpiPen to each school in your district each year for the next five years. EpiPens are a crucial tool to help respond quickly to students experiencing life-threatening allergic reactions. We believe it is imperative that each of our partner schools has an EpiPen available. **To participate in this free, five-year program, which concludes at the end of the 2016-2017 school year, please complete and submit the enclosed participation form.**

**Details:**

- If you choose to participate in this five-year program, your district will receive one Epi-Pen, with complete instructions, free of charge each year of the program. Annual replacements will be sent in August, prior to the start of the new school year.
- Dean will send your annual allocation of EpiPens once you submit the completed release form (enclosed). Each EpiPen comes with detailed instructions on how to administer the dosage, which does not require administration from a health care provider. You will be responsible for ensuring that the appropriate allocations and instructions get to the health care contact at each school during each year of the program.
- If a school nurse or administrator would like more detailed training, the manufacturer, Dey Pharmaceuticals, offers an EpiPen online resource at [www.epipen.com](http://www.epipen.com). You may also contact the Wisconsin Department of Public Instruction for additional information.
- NOTE: As a program participant, if you use your EpiPen during the school year, please contact us and we will replace it free of charge, through the end of the 2016-2017 school year.

To participate in this healthy-student initiative please complete the enclosed form, including the appropriate signature, and fax it to (608) 250-1065, or email a signed copy to [patricia.wepking@deancare.com](mailto:patricia.wepking@deancare.com) by **September 15, 2012**.

Thank you for your support of Dean Health System. We remain committed to delivering on our mission of improving the health of our communities and we feel this program is a wonderful step in that direction. Here's to a great school year and to helping you keep your district's students as healthy as possible. Please feel free to contact Patty Wepking at 250-1041 or [patricia.wepking@deancare.com](mailto:patricia.wepking@deancare.com) if you have any questions about this program.

Sincerely,

Lon E. Sprecher

Dean Health Plan  
Chief Executive Officer

Craig E. Samitt, MD, MBA

Dean Clinic  
President & Chief Executive Officer

*Enclosure*

[deancare.com/schooldistricts](http://deancare.com/schooldistricts)



# Dean

### EpiPen Acknowledgement and Release Form

Please complete and sign the form below and fax it to (608) 250-1065 or email to [patricia.wepking@deancare.com](mailto:patricia.wepking@deancare.com) by **September 15, 2012**. You will receive your complete district allocation shortly thereafter.

School District Name: Evansville Community School District

School District Address: 340 Fair St. Evansville, WI 53536

Number of Schools in District: 4

Number of EpiPens Requested: 4

I acknowledge that receipt and use of the EpiPen or similar product (together "EpiPen") is at your own risk. In no event shall Dean Health Plan, Inc. or Dean Health Systems, Inc. (together "Dean") or any of Dean's officers, directors, employees or affiliates be liable, directly or indirectly for any damages of any kind or nature, including, but not limited to, direct, incidental or consequential, or any claims or losses, resulting from or in connection with the use of, reliance on, or availability or non-availability of the EpiPen. Dean Health Systems, Inc.'s provision of the EpiPen does not constitute an endorsement, recommendation, or favor of any specific product by Dean. User of the EpiPen is responsible for reading, understanding, and adherence to, any advice, warnings, or other information provided by the manufacturer and distributor of the EpiPen. I understand Dean is not a manufacturer or distributor of the EpiPen.

I acknowledge that nothing contained in communications or information provided by Dean as it relates to receipt and use of the EpiPen should be construed as medical or other advice. Without limitation, such communications and information should not replace medical advice, medical visits or recommendations from health care professionals. Questions regarding use of the EpiPen should be directed to a healthcare professional.

I acknowledge that Dean provides no guarantee regarding success or outcomes related to use of the EpiPen. Dean Health Systems, Inc.'s provision of the EpiPen does not relieve any entity from authorization or approval requirements which may exist regarding use of the EpiPen.

I acknowledge that Dean Health Systems, Inc. will not provide a replacement EpiPen in the event a school district terminates its health insurance coverage, in whole or part, with Dean Health Plan, Inc. Dean, in its sole discretion, shall determine (i) whether an EpiPen is provided, and (ii) EpiPen program requirements. Dean may change program requirements at any time without notice. The terms and conditions of this Acknowledgement and Release apply to provision of any EpiPen at any time, including, but not limited to, provision of replacement EpiPens.

Finally, I HAVE CAREFULLY READ THIS ACKNOWLEDGEMENT AND RELEASE, UNDERSTAND ITS CONTENTS AND TERMS, AND AGREE TO THEM FREELY AND VOLUNTARILY.

Signature of Duly Authorized School District Representative:

*J. Vance Ashby*  
Director of Student Services  
Evansville Comm. Sch. Dist.

Printed Name: Vance Ashby

Phone Number: 608-882-3391

Date: 8/15/12

Approved: October 9, 2006  
Revised: April 14, 2008  
Revised: February 27, 2012

225

## EVALUATION OF THE DISTRICT ADMINISTRATOR

It shall be the policy of the Board of Education (Board) of the Evansville Community School District (District) to provide the District Administrator with an annual evaluation of his/her work performance.

The basic function of the District Administrator's position is to achieve the highest quality of education possible for all students through the most efficient use of all available resources. The District Administrator serves as the chief executive officer of the District. At the direction of the Board, the District Administrator assumes general supervision and leadership for all aspects of the educational program involving curriculum, physical facilities, personnel matters, and community relation. The District Administrator's evaluation shall be used as a tool to help improve the skills and performance of the District Administrator or, if necessary, to document performance deficiencies as the basis of contract non-renewal.

The following procedure shall be used to conduct the annual evaluation of the District Administrator:

1. No later than July 15 of each year, the District Administrator shall present a report to the Board outlining progress on district and board goals, as defined in Board policy 232, "District Administrator Job Description", and as may be supplemented or modified by the Board.
2. No later than July 31 of each year, the Board shall have reviewed the report from #1 above and will have completed a performance evaluation of the District Administrator, per Board policy 225.1.
3. No later than August 15 of each year, the Board shall have reviewed the performance evaluation with the District Administrator.
4. No later than September 1 of each year the District Administrator shall have responded to the evaluation review in #3, including a corrective action plan for any deficiencies cited in the evaluation.
5. No later than September 15 of each year the Board shall have established any new or modified requirements for the District Administrator for the school year then in progress.
6. The Board will meet with the District Administrator no fewer than three times a year (for example, October, January, and April) for the purpose of evaluating the District Administrator's progress toward achieving the goals from #1. The District Administrator will prepare an update for each such meeting, reporting progress on goals.
7. To provide the greatest opportunity for achieving the goals and for improving the District Administrator's performance, the Board shall perform an evaluation of the District Administrator's performance in accordance with the following schedule:
  - By the first week of November, a District Administrator evaluation form shall be distributed to all board members by the Board president.

- By the last week in November, all Board members shall have provided their input relative to the evaluation form to the Board president.
- By no later than the first Board meeting in December, the Board president shall present comments or ratings to the entire Board at a closed executive session, for discussion and, if agreed upon, revision.
- The Board will present the results of the evaluation to the District Administrator at a closed executive session no later than the second Board meeting in December, along with any comments or goal revisions that the Board deems necessary.

Legal Ref.: Sections 118.24 Wisconsin Statutes (School District Administrator)  
121.02(1)q (School District Standards)  
PI 8.01(2)(q), Wisconsin Administrative Code (School District Standards)

Local Ref.: Policy #225.1-Colleague Assessment Questionnaire, District Administrator's Position  
Policy #232-District Administrator, Job Description

COLLEAGUE ASSESSMENT QUESTIONNAIRE  
 DISTRICT ADMINISTRATOR'S POSITION

TOTAL: \_\_\_\_\_

Any item with 1 point should include the basis for the rating and a suggestion for improvement.  
 NA (Not Applicable/Observed) may be used if the board member feels they lack the knowledge to evaluate a category.

Category		Points: 1 2 3 4 5 (1 least; 5 most)
Leadership	1. Work with the Board to refine the vision for the District.	1 2 3 4 5
	2. Articulate and demonstrate the District vision.	1 2 3 4 5
	3. Work collaboratively with staff, parents, and members of the community motivating and inspiring support for the District vision.	1 2 3 4 5
	4. Propose creative strategies to the Board for implementing the District's vision. Carry out the strategies once they have been endorsed by the Board.	1 2 3 4 5
		Total: ____
Learning	1. Ensure the District's curriculum is of the highest quality and routinely seeks improvement and innovation.	1 2 3 4 5
	2. Use assessment of programs and services, and input of staff, students, and citizens to gauge student progress.	1 2 3 4 5
	3. Hire high quality professionals devoted to individualizing success for all students.	1 2 3 4 5
	4. Work with staff, the Board, District administration, and outside resources to provide staff training focused on improving student achievement and reaching building and District goals.	1 2 3 4 5
	5. Propose redesign of District plans and strategies, making adjustments based on assessments and input.	1 2 3 4 5
		Total: ____
Communications	1. Create and disseminate communications on issues of interest and substance.	1 2 3 4 5
	2. Communicate effectively with the Board, staff, students, administration, and community members.	1 2 3 4 5
	3. In concert with the Board and others, develop and disseminate district-wide goals.	1 2 3 4 5
	4. Publicize appropriate school programs and services to students and citizens.	1 2 3 4 5
	5. Consider and discuss with the Board innovative communication channels and target audiences.	1 2 3 4 5
		Total: ____



Finance	<ol style="list-style-type: none"> <li>1. Support a responsible fiscal plan to reflect District-wide goals that enhance educational excellence.</li> <li>2. In concert with the Business Manager and the Board, develop a budget in accordance with the budget calendar and priorities established by the Board.</li> </ol>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>Total: ____</p>
Personnel Administration	<ol style="list-style-type: none"> <li>1. Effectively monitor with the administrative staff the personnel policy and practices of the district, including the employee handbook.</li> <li>2. Provide or cause to be made realistic and consistent evaluations of all school personnel.</li> <li>3. Complete an annual performance evaluation of administrators or other supervisors as assigned. Share results with the Board as requested by the Board.</li> <li>4. Propose to the Board a system to identify and recognize superior employee performance. The proposal must include estimation of the financial ramifications.</li> </ol>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>Total: ____</p>
Facilities Management	<ol style="list-style-type: none"> <li>1. Be responsible for effective and efficient utilization of physical space and grounds.</li> <li>2. Establish and oversee optimal systems to maintain buildings and grounds, working through other administrators.</li> <li>3. Work cooperatively with other administrators to develop a long-range plan, including budget, to maintain and improve facilities.</li> <li>4. Assist the Business Manager and the Facilities Director in an annual evaluation of buildings, equipment and service systems and make recommendations for repair/replacement, including budget.</li> <li>5. Assist in the development of an annual plan to identify and pursue building efficiencies and improvements.</li> <li>6. Monitor buildings to encourage community use for clubs, organizations, adult education, and recreational purposes, along with applicable budgets.</li> </ol>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>Total: ____</p>
Staff Relationships	<ol style="list-style-type: none"> <li>1. Develop and maintain an atmosphere of trust, participation and involvement in the operation of the District.</li> <li>2. Seek feedback from students, parents, staff, and the Board concerning their perception of the system and its strengths and areas in need of improvement.</li> <li>3. Actively promote positive staff relations.</li> </ol>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>Total: ____</p>

Policy Administration	<ol style="list-style-type: none"> <li>1. Work in concert with the Board policy committee to systematically review Board and District policies.</li> <li>2. Make recommendations through the Board policy committee to revise, add or delete policies.</li> <li>3. Provide a general overview of policy effectiveness.</li> </ol>	<table border="0"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5	Total: ____												
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1	2	3	4	5	Total: ____																											
Advocacy	<ol style="list-style-type: none"> <li>1. Represent the interests of the District in State and national legislative matters affecting local education.</li> <li>2. Advocate for or against education legislation under consideration as directed by the Board.</li> <li>3. Communicate the viewpoints of the Board and District with regard to educational issues and initiatives.</li> </ol>	<table border="0"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5	Total: ____												
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1	2	3	4	5																												
1	2	3	4	5	Total: ____																											
Increasing District Revenue	<ol style="list-style-type: none"> <li>1. Work with the Evansville Education Foundation to identify funding needs and possible funding sources</li> <li>2. Serve, or designate another qualified person, to serve on the Evansville Education Foundation Board of Directors.</li> <li>3. Promote the efforts of the District and the Evansville Education Foundation to the community.</li> <li>4. Present to the Board specific alternatives to increase net District revenue. Include in the presentations the potential overall financial consequences, both positive and negative, of the alternatives.</li> <li>5. Actively engage local, State, and federal elected officials in discussions regarding the critical need for adequate District funding, in order to maintain and increase the educational excellence of the District.</li> </ol>	<table border="0"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5		1	2	3	4	5		1	2	3	4	5	Total: ____
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1	2	3	4	5	Total: ____																											
<p><u>Comments:</u></p>																																

DISTRICT ADMINISTRATOR  
Job Description

The Board and District Administrator will negotiate terms of his/her contract.

I. POSITION GOALS & RESPONSIBILITIES

The District Administrator is hired by the Board and is directly responsible to the Board. S/he acts as the District's Chief Executive Officer and directs the management of finances, facilities, operations, and curriculum in conjunction with the work of other staff. The District Administrator works cooperatively with the Board as the District's leader to promote the vision, policy, strategic plan, and management of resources. S/he will do so by maintaining a channel of positive communication between the school and local government officials (e.g., city council, town board, city staff, county staff) and area non-governmental organizations (e.g., Chamber of Commerce, booster groups, service organizations, etc.), parents, staff, and students.

II. DUTIES OF THE DISTRICT ADMINISTRATOR

The District Administrator has major position responsibilities involving the District's diverse operations to reflect Board and community expectations. The District Administrator shall:

A. Leadership

1. Work with the Board to refine the vision for the District.
2. Articulate and demonstrate the District vision.
3. Work collaboratively with staff, parents, and members of the community motivating and inspiring support for the District vision.
4. Propose creative strategies to the Board for implementing the District's vision. Carry out the strategies once they have been endorsed by the Board.

B. Learning

1. Ensure the District's curriculum is of the highest quality and routinely seeks improvement and innovation.
2. Use assessment of programs and services, and input of staff, students, and citizens to gauge student progress.
3. Hire high quality professionals devoted to individualizing success for all students.
4. Work with staff, the Board, District administration, and outside resources to provide staff training focused on improving student achievement and reaching building and District goals.
5. Propose redesign of District plans and strategies, making adjustments based on assessments and input.

C. Communications

1. Create and disseminate communications on issues of interest and substance.
2. Communicate effectively with the Board, staff, students, administration, and community members.
3. In concert with the Board and others, develop and disseminate District-wide goals.
4. Publicize appropriate school programs and services to students and citizens.
5. Consider and discuss with the Board innovative communication channels and target audiences.

D. Finance

1. Support a responsible fiscal plan to reflect District-wide goals that enhance educational excellence.

2. In concert with the Business Manager and the Board, develop a budget in accordance with the budget calendar and priorities established by the Board.
- E. Personnel Administration
1. Effectively monitor with the administrative staff the personnel policy and practices of the district, including the employee handbook.
  2. Provide or cause to be made realistic and consistent evaluations of all school personnel.
  3. Complete an annual performance evaluation of administrators or other supervisors as assigned. Share results with the Board as requested by the Board.
  4. Propose to the Board a system to identify and recognize superior employee performance. The proposal must include estimation of the financial ramifications.
- F. Facilities Management
1. Be responsible for effective and efficient utilization of physical space and grounds.
  2. Establish and oversee optimal systems to maintain buildings and grounds, working through other administrators.
  3. Work cooperatively with other administrators to develop a long-range plan, including budget, to maintain and improve facilities.
  4. Assist the Business Manager and the Facilities Director in an annual evaluation of buildings, equipment and service systems and make recommendations for repair/replacement, including budget.
  5. Assist in the development of an annual plan to identify and pursue building efficiencies and improvements.
  6. Monitor buildings to encourage community use for clubs, organizations, adult education, and recreational purposes, along with applicable budgets.
- G. Staff Relationships
1. Develop and maintain an atmosphere of trust, participation and involvement in the operation of the District.
  2. Seek feedback from students, parents, staff, and the Board concerning their perception of the system and its strengths and areas in need of improvement.
  3. Actively promote positive staff relations.
- H. Policy Administration
1. Work in concert with the Board Policy Committee to systematically review Board and District policies.
  2. Make recommendations through the Board Policy Committee to revise, add or delete policies.
  3. Provide a general overview of policy effectiveness.
- I. Advocacy
1. Represent the interests of the District in State and national legislative matters affecting local education.
  2. Advocate for or against education legislation under consideration as directed by the Board.
  3. Communicate the viewpoints of the Board and District with regard to educational issues and initiatives.
- J. Increasing District revenue
1. Work with the Evansville Education Foundation to identify funding needs and possible funding sources.
  2. Serve, or designate another qualified person, to serve on the Evansville Education Foundation Board of Directors.
  3. Promote the efforts of the District and the Evansville Education Foundation to the community.

4. Present to the Board specific alternatives to increase net District revenue. Include in the presentations the potential overall financial consequences, both positive and negative, of the alternatives.
5. Actively engage local, State, and federal elected officials in discussions regarding the critical need for adequate District funding, in order to maintain and increase the educational excellence of the District.

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

121.02(1)(a) (School District Standards)

PI 8.01 (2)(q), Wisconsin Administrative Code (School District Standards)

PI 34.32 (Subchapter IX-Administration Categories)