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| VIII. Business (Action Item): | 4 min. |
| A. Approval of Change in Employee Handbook Timeline. | |
| IX. Consent (Action Items): | 5 min. |
| A. Approval of September 10 Regular and October 1 Special Meeting Minutes. | |
| B. Approval of Open Enrollment Exception Applications. | |
| C. Approval of August Reconciliation Report and Bills. | |
| X. Set October 29, 2012, Regular Meeting Agenda. | 5 min. |
| XI. Executive Session – Under Wisconsin State Statute 19.85(1)(c) to Discuss District Administrator Evaluation. | 15 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.

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Posted: 10/4/12

Committee roles and responsibilities and National Health Care Reform. Enclosed are the minutes from the meeting. The Committee is scheduled to meet again on October 11th.

- C. Discussion of Telephone/Technology Proposal – *We have received a proposal from PDS (Paragon Development Systems) regarding the scope of the work and costing for the project. We are considering our options and will report to the Board on October 29.*
- D. Discussion of School Perceptions Survey – *The Administrative Team has reviewed questions for the survey. Ms. Treuden and I plan to discuss survey questions with Bill Foster, School Perceptions Consultant, this week.*
- E. DPI School Report Cards – *As an outgrowth of Tony Evers’ Agenda 2017 and the Wisconsin ESEA waiver, the Department of Public Instruction has developed a new school accountability reporting tool that they are calling the School Report Card. The school report cards address multiple measures of school performance including student achievement, student academic growth, closing achievement gaps, attendance and graduation rates, ACT test participation and performance, and state mandated test participation. School report cards replace previous school accountability reports issued from the DPI and will be posted on the DPI website for public viewing on Monday, October 22, 2012.*

VIII. Business (Action Item):

4 min.

- A. Approval of Change in Employee Handbook Timeline – *Enclosed is an updated timeline, dated 9/28/2012, adding a column, Written Draft to Employee Reps. Also, the column, highlighted in yellow, Draft Posted on Web, is a change.*

Suggested Motion: I move that we approve the updated Change in Employee Handbook Timeline, dated 9/28/2012 as presented.

IX. Consent (Action Items):

5 min.

- A. Approval of September 10 Regular and October 1 Special Meeting Minutes – *Minutes are enclosed.*
- B. Approval of Open Enrollment Exception Applications – *Please approve Student A to leave Evansville to attend Stoughton, in the best interest of the child.*
- C. Approval of August Reconciliation Report and Bills – *Enclosed is the August report.*

Suggested Motion: I move that we approve the consent agenda items: September 10 regular and October 1 special meeting minutes, open enrollment exception application for Student A to attend Stoughton, as required by law, and the August reconciliation report and bills as presented.

Roll Call Vote.

X. Set October 29, 2012, Regular Meeting Agenda.

5 min.

XI. Executive Session – Under Wisconsin State Statute 19.85(1)(c) to Discuss District Administrator Evaluation. You will adjourn from executive session.

15 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.

Estimated Adjournment Time: 8:51 pm.

For Your Information:

- 1. United States Department of State Bureau of Educational and Cultural Affairs, certificate awarded to Evansville High School.**
- 2. Becoming a Better Board Member book future assignments.**
- 3. Annual Meeting Minutes.**

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Posted:

District Administrator Report

Jerry Roth

10-08-12

In the coming weeks and months, students, parents, teachers, and the Board of Education will receive a variety of communications from me, Paula Landers, Director of Curriculum and Instruction, Vaunce Ashby, Director of Pupil Services, and principals regarding the many educational initiatives that are taking place throughout our School District, state and nation. You will learn more about: Common Core State Standards (CCSS); Common Core Essential Elements (CCEE); Educator Effectiveness; Agenda 2017; and Response to Intervention (RtI). Each of these initiatives will help to maintain and build upon the solid educational opportunities and experiences that our students enjoy within the Evansville Community School District.

As I think about the new initiatives that support staff, teachers, and administration will begin working on this year, along with the continued work with current initiatives, I understand the level of support that it takes to be successful. We will need to support each other and work collaboratively in ways that we may not have in the past. We will need to remain focused on these systems approach initiatives that are so important to the success of our students, teachers, administration, and the District. From the work that I have witnessed at this point in the school year, I have confidence that we will continue and improve upon our success.

The Employee Handbook development process is underway. Doreen Treuden and I have been reviewing District policies, the WASB Employee Handbook, various employee handbook samples from school districts across Wisconsin, and local employee contracts. We have written the draft of Part I, Sections 1-3. Kelly Mosher has also been involved in the Employee Handbook development process. She has helped to review District policies as we tie policy to the handbook, and has also served as our editor of the Handbook.

I am asking for Board approval to add an additional step to the Employee Handbook development timeline process. We have determined that it is necessary to involve representatives of each employee group in reviewing a draft of the handbook prior to the review of the handbook by administration and the Board. On Monday, October 1, we met with employee group representatives to listen to their comments regarding Part I, Sections 1-3. The one comment that was brought forward by employee group representatives will be discussed at the Board level for consideration.

Levi Leonard Elementary School Board Report

October 8, 2012

Our Students:

It always takes a while to settle in to new routines and expectations, but our students are doing well with this. Kindergarten students are slowly learning more independence; they can now navigate the lunchroom on their own. Our 2nd grade students just completed the Measures of Academic progress (MAP) assessment and seemed to handle it well.

Professional Development:

We have several interrelated initiatives that we are continuing or beginning this year. Under continuing initiatives:

1. We are mapping the English/Language Arts and Math curriculums. This includes developing a comprehensive scope & sequence, appropriate skill based assessments and units based on the Common Core State Standards (CCSS).
2. We are fine-tuning the Response to Intervention (RtI) process that we have implemented and we are working with the district level leadership to create a handbook and standardized procedure throughout the district.
3. We are setting the tiered interventions for our Positive Behavior Interventions. Last year we created a matrix of commonly expected behaviors in the various parts of our school. We are implementing these and will add on the interventions necessary for those students who have difficulty making good choices.

Our new initiatives include:

1. The kindergarten team will administer the new PALS-K assessment to our students in October. This is individually administrated for the most part to our students and targets specific literacy skills. It is a state-wide initiative and new to all school districts this year. Deb Fritz and Heather Hanson, our reading resource teachers, have been to a workshop to help the teachers with this. All the kindergarten teachers and resource teachers have watched 6 webinars on the website to learn more about it.
2. The second grade team is working with Deb Fritz to implement Guided Reading through Readers' Theatre. They have implemented some parts, and some teachers have implemented all. We hope to see improvements in all our students' reading skills through this method of teaching reading.
3. Heather Hanson, Marcela Tyson and I are piloting the Student Learning Objectives part of the Wisconsin Educator Effectiveness Model. This will involve using our assessment data to set specific goals for students and to follow-through with them. Eventually this will be part of the larger evaluation system that will become effective in 2014-15.
4. Joan Wick, Paula Landers and I will pilot the Principal Effectiveness part of the Wisconsin Educator Effectiveness Model. We will attend a workshop later this month to learn more about our roles in this.

New Staff Members

- Avery Kansteiner has returned to us as our .5 Guidance Counselor.
- Carrie Wahl is teaching First Grade.
- Laura Pine is teaching Music.
- Jen Newcomer is our new Speech/language Pathologist.

All are fitting in well with our students, families and staff.

Theodore Robinson Board Report

October 2012

New Staff:

Mary Beth Gladem – 3rd Grade

Mary Beth graduated from UW-Whitewater in December 2012. After graduation, she substitute taught in the Waunakee School District at all grade levels (mostly elementary). She taught 7th & 8th grade math and communication arts this past summer at the Waunakee Middle School. She has indicated that she is having a great start to the year, with very supportive staff and a wonderful classroom of third graders.

Linda Volk:

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

Testing:

The staff has completed the QRI (Qualitative Reading Inventory) and MAP (Measure of Academic Progress) testing. The QRI results were used to determine reading groups within their classrooms so the students are reading books at their instructional level. The MAP results will be used to determine RtI (Response to Intervention) interventions for students at all levels. We will be meeting on October 10th to begin looking at the data to determine what our student needs are. Levi, Theo. Robinson, and JC McKenna will be receiving electronic color coded spreadsheets to easily identify how students scored.

Around the Building:

The school fundraiser was a great success. The S.I.T. (School Improvement Team) will be bringing forward ideas to use our fundraiser money. Four teachers attended an ipad training to be able to use the ipad in their classrooms. The four teachers will be presenting what they learned to the staff at the next staff meeting.

Cecile David donated two books about grant writing to our school library.

During the early release day staff continued working on writing common assessments, mini-lessons for reading workshop, and preparing to teach the new writing program.

Upcoming Events:

October 8th – 12th Fire Prevention – 3rd grade Fieldtrip to Survive Alive House

October 10th and 11th Parent Teacher Conferences

October 16th Title I Parent Math and Reading Night

October 22nd WKCE Testing Begins

JCMC Board Report
Mr. Flaherty
September 28, 2012

On September 27, 2012, J.C. McKenna Middle School held the annual "evolution of cars show." As part of the 7th grade curriculum, Mr. Curtis teaches evolution and used the metaphor of automobiles to teach major concepts. One of the many highlights of the show was the original 1942 Jeep that was produced by Ford. The car sat next to a modern Jeep so students could compare. The students will not forget the lesson and many of us enjoyed the opportunity to see some rare and valuable antiques. Just as important, many of our community members get a chance to interact directly with middle school students. As one gentleman put to me, "I am not sure who is enjoying this more, the kids or myself?"

Staff development/leadership is focused on three things:

We spent time working out details regarding the new "Foundations" time for students. We replaced homebase with a large portion of Response To Intervention (RTI) time. Much of that intervention consists of students learning about their own learning styles, test taking skills, or various soft skills.

We also will spend time setting building goals by taking a detailed look at MAP results as well as the WKCE results. All staff members need to understand how to interpret testing results and we are moving away from having just a small group of staff members digesting the information.

The Leadership Team spent a good deal of their time discussing the future of testing at our school. We discussed the benefits and pitfalls of moving towards the Explore/Plan test model for 8th graders. The current MAP test is different than tests we have taken in the past because it is tied to the Common Core Standards. In particular, staff members felt the language arts portion of the test will give us a more accurate reflection of our instruction because it more closely tests what we are teaching.

Evansville High School Board Report:

October, 2012-2013 School Year

- Our staff and students are gearing up for a spirited Homecoming week. New this year (and hopefully a trend for future years) is the combined FFA/Student Council Pig Roast and Petting Zoo. I'm certain Hunter and Marissa will have much to add about the Homecoming festivities during their oral report at the Board meeting!
- From an attendance and discipline perspective, we are off to a fantastic start thus far for 2012-2013. For the entire month of September, our unexcused attendance rate is less than .005 percent!
- Our Boys Varsity Soccer Team just clinched the outright RVC Conference Championship. Currently, the boys' record is 11-0-1 with the tie coming from a lightning-shortened game against Bigfoot (which we inevitably would have won had Mother Nature not intervened on behalf of the Chiefs).
- We have welcomed our 20 German student visitors and their two teachers, Esther and Annetta. Their activities include participating in our Homecoming events, attending a Milwaukee Brewers game, various local field trips, a coordinated debate project with a handful of our social studies students, and other exciting events.
- We are sending 10 of our student leaders (Student Council Executive Council, FFA leadership, etc.) to the Rock Valley Conference Leadership Summit held this year at Jefferson High School on October 2. At this conference, national presenter Ted Wiese will be talking to leaders from all 12 schools on advocating for positive changes in their respective high school environments.
- Staff at Evansville High School will be operating under the same building mission and vision beliefs as in the previous two years. They are as follows:

It is our mission to ensure all our students are learning – that they are acquiring the knowledge and skills essential to achieving their full potential and becoming productive citizens.

Our vision for Evansville High School is to continue to strive to become a truly elite environment of excellence for student learning.

- EHS staff will be again participating in a voluntary book study, using Mike Schmoker's "Focus – Elevating the Essentials to Radically Improve Student Learning" book throughout the 2012-2013 school year.

ECSD School Board Report

October, 2012

Vaunce Ashby, Director of Student Services

Now that we have completed our first month of school I would like to share the following accomplishments:

- ▶ Hired the following new staff members: Jennifer Newcomer (please see Levi Leonard's Board Report) as a Speech and Language Therapist, Heather McKenna (please see Evansville Community High School's Board Report) as a Special Education High School Teacher and Kendra Shelton.
She is an Occupational Therapist who began her career in Denver, CO. In 2010 her family moved back to the Midwest. Since that time she had worked with the Monroe School District and Monroe Clinic. Through the contracts held by the Monroe Clinic she was able to work in the Parkview and Albany School Districts.
- ▶ Lead a professional development opportunity in a workshop format focusing on developing instructional connections between the Common Core Essential Elements (CCEE) and Common Core State Standards (CCSS); this workshop included special educator teachers, general educator teachers and teachers of unified arts.
- ▶ Completed a training of student service personnel to assist at special education meetings with parents when the principals are not available.
- ▶ Hired a pool of Educational Assistants that our schools will be able to contact when we have a need. In an effort to continue open dialogue and ensure their concerns are heard, the first of four quarterly meetings was held Thursday, September 27, 2012 for the educational assistants. It allowed them a time to share their successes and express their concerns.

School Board Report
October 8, 2012
Curriculum Topic: Tony Evers' Agenda 2017 and Wisconsin's ESEA Waiver

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

Accountability in education has been a central concern of public schools in the United States since the 2001 reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA). This reauthorization came to be called the No Child Left Behind Act of 2001 (NCLB) – a bipartisan educational reform framework implemented by the George W. Bush administration. The pillars of NCLB included increased accountability for the academic achievement of all students, parent alternatives to failing schools, state flexibility in the use of federal education funds, support for developing K-2 literacy, improving teacher quality, supporting English language learners, and safe and drug-free schools. A well-known component of NCLB was the requirement that public schools across the nation ensure that all students be proficient in reading and mathematics by the year 2014. Wisconsin developed achievement trajectories to identify achievement goals so that schools would meet the 2014 proficiency requirement. As schools worked to make Adequate Yearly Progress (AYP) toward the goals, it became clear that most schools would fail to meet AYP. In 2012, the federal government offered states the opportunity to seek flexibility to the requirements of the 2001 ESEA reauthorization. Wisconsin applied for and received a flexibility waiver in July 2012.

As a result of the waiver, Wisconsin public schools, with the guidance of the Department of Public Instruction, will be creating and implementing new system practices around student achievement, accountability, educator effectiveness, and data access and reporting. More specifically, districts must address

- College and Career Ready Expectations for all Students, which will include
 - Implementation of the Common Core State Standards (CCSS) in math and English language arts and the Common Core Essential Elements (CCEE) for students with disabilities
 - Raised cut scores on the current Wisconsin Knowledge and Concepts Exam (WKCE) to match national norms as a transition to the more rigorous CCSS-based state test
 - Development and implementation of a state assessment based upon the CCSS referred to as the Smarter Balanced assessment, and development of a parallel assessment based upon the CCEE referred to as Dynamic Learning Maps
 - State support for the EXPLORE, PLAN, ACT, and WorkKeys package of assessments as supplemental to the Smarter Balanced assessment
 - Development and implementation of a new assessment of English proficiency for English language learners
 - Implementing increased high school graduation requirements, particularly in math, science, and electives, for a total of 21.5 required credits
- State-Developed Differentiated Recognition, Accountability, and Support, which will include
 - Development and implementation of a statewide accountability system focusing on the four areas of student achievement, student growth, closing achievement gaps, and students on-track to graduate - school and district report cards will report school success in these four areas
 - Title I funded schools with low student performance will be identified for state-guided improvement
 - Annual Measurable Outcomes (AMOs), annual increases in proficiency for all students, will replace AYP
- Support for Effective Instruction and Leadership, which focuses on
 - The implementation of the Educator Effectiveness framework, intended to ensure improved student learning by focusing on teacher and principal practice and student learning outcomes
- Reduced Duplication and Unnecessary Burden of student data reporting, which will include
 - Transitioning to one state-wide student information system

- Streamlining student achievement data collection and housing it in one location – the Wisconsin Information System for Education dashboard (WISEdash)
- Replacing school and district performance reports with the school and district report cards

The comprehensive reform embodied in the ESEA waiver is the central component of State Superintendent Tony Evers' Agenda 2017 – it's name derived from the final year of reform implementation. The adjoining timeline from DPI illustrates the DPI's anticipated pacing of the layers of reform. Details for all reform components are being communicated as they are completed and ready to be launched by DPI, thus creating a climate of constant change for public schools in Wisconsin.

Evansville is positioned well to respond to the demand for change as outlined in the ESEA waiver. Teachers and administrators are supporting curriculum development aligned with the CCSS in math and English language arts. The District has administered the CCSS aligned version of the Measures of Academic Progress (MAP) for standardized feedback on our current alignment progress. Our secondary grades administer the EXPLORE, PLAN, and ACT suite of assessments to gauge college and career readiness skills of our students and to advise them in the selection of high school coursework.

For areas of reform that DPI is still developing, Evansville is gathering information that will steer us in the appropriate direction so that we will be positioned well for the future. In September and October, teams of teachers and administrators will be participating in DPI pilots for the Student Learning Outcomes (SLO) and Principal Effectiveness components of the Educator Effectiveness initiative. And throughout the year we will be networking with other districts that have participated in different pilots so that we can monitor the environment of change and respond appropriately.

Curriculum and Instruction Events:

September 25, 2012 – Evansville team attends DPI pilot for Student Learning Outcomes component of the Educator Effectiveness initiative

October 3, 2012 – CESA2 School Report Cards workshop

October 4-5, 2012 – Wisconsin Association for Supervision and Curriculum Development (WASCD) Annual Conference, Waukesha, WI

October 10, 2012 – Math CCSS Scope and Sequence Map Completion, ECSD District Office

October 15, 2012 – Wisconsin Math Leadership Council Fall Meeting, DeForest, WI

October 18, 2012 – CESA5 Title III (ESL) Consortium Meeting, Portage, WI

October 25, 2012 – ECSD School-Based Professional Development

October 26, 2012 – ECSD District Professional Development

October 29-31, 2012 – Evansville team attends DPI pilot for Principal Effectiveness component of the Educator Effectiveness initiative

November 1-2, 2012 – Evansville team attends the Secondary Level Rtl Institute offered by the Midwest Instructional Leadership Council (MILC), Wisconsin Dells, WI



Timeline

New accountability system begins & AYP ends (ESEA waiver)
 New WKCE benchmarks established for reading, math
 Title I Priority & Focus schools identified
 Educator Effectiveness system design continues; Act 166 passed

Smarter Balanced assessment field testing
 Educator Effectiveness statewide pilot

ASSETS for ELLs assessment in use



New school report cards first issued (2011-12 accountability reports)
 New system of support for Title I Priority & Focus schools begins
 New kindergarten literacy screener administered statewide
 DPI provides curricular resources for Common Core State Standards implementation
 First districts begin pilot of Educator Effectiveness system

Common Core State Standards fully incorporated into school/district curricula
 Smarter Balanced & Dynamic Learning Maps replace WKCE & WAA-SwD in math, English Language Arts (incl. reading & writing)
 Educator Effectiveness system implemented

First graduating class with higher graduation requirements (targeted –needs legislation)



ESEA

All Students Advanced or Proficient By 2014

ESEA Waiver 2012

Resulting Changes

College and Career Ready Expectations:

- CCSS/CCEE (2014-15)
- Smarter Balance Assessment/Dynamic Learning Maps (2012-13)
- WKCE=NAEP Cut scores (2014-15)
- EPAS Suite (2014-15)
- ASSETS for ELL's (2015-16)
- Increased Graduation Requirements (Class of 2017)

Student Achievement

State developed differentiated, recognition, accountability, and support.

- Accountability Index replaces AYP (2011-12)
- School Report Cards (2011-12)
- Title 1 Focus and Priority Schools (2012-13)
- AMOs replace AYP (2011-12)
- Subgroup Cell Size = 20 (2011-12)
- District Report Card (2012-2013)

Accountability and Reporting

Reduced Duplication and Unnecessary Burden.

- Single Statewide Student Information System (LDS)
- Single Reporting System (WISEdash)
- Consolidated Reporting.

Data Access

Effective Instruction and Leadership

- Evaluation of Teachers and Principals (2014-15)
- Evaluations links to PDP.

Teacher Evaluation

MEMORANDUM

To: ECSD Board of Education
From: Jerry Roth, District Administrator
Re: Defining Full-Time Employees
Date: October 3, 2012

At the September 24, 2012, Board of Education meeting, I requested the BOE to define “full-time” as it relates to the number of hours that an employee must work to be considered a full-time employee. This information is important for the following reasons:

- 1) Currently, the definition for full-time is not standardized for employee groups. The following hours represent full-time for the various employee groups.

Current Definitions of Full-Time

| | Hours/day | Days/Year |
|----------------------------------|-----------|-----------|
| 1. Unionized Support Staff | 7 | 188 |
| 2. Non-Represented Support Staff | 7.5 | 260 |
| 3. Custodial Staff | 8 | 260 |
| 4. Teachers | 7.5 | 190.5 |
| 5. Administration | 8 | 260 |
| 6. Food Service - no definition | | |

- 2) Traditionally, the level of benefits provided to each employee within an employee group is based on full-time.
- 3) To ensure staff is available to students and parents beyond 3:15 pm.

Due to a lack of information to determine “full-time”, the BOE directed me to gather comparable data from school districts in the Rock Valley-North Conference and Dane County area schools. This information has been requested from each school district and will be provided at the conclusion of data collection. (The data collection may take a few weeks to complete.)

The BOE requested that I research labor law or talk to our legal counsel, JoAnn Hart, to determine the guidelines for full-time employment. After speaking with JoAnn Hart, she stated that “full-time” is determined by the employer and can be any standard up to 40 hours per week. She further stated that over-time pay does not occur until after 40 hours unless determined by the employer.

The ramifications of considering any employee to be full-time for working less than 40 hours per week include:

- 1) Paying the cost of full-time benefits for staff working less than 40 hours per week and working less than 12 months a year.
- 2) Inequities of benefits across employee groups. It appears that National Health Care reform may require employers to provide equitable health insurance benefits to all employees.

District Administrator's Recommendation:

Standardizing the definition of "full-time" to mean a work week of 40 hours within each employee group is the most efficient way to accomplish our budgetary responsibilities. However, I encourage the BOE to examine the comparable data prior to making a final decision. The data will show differences in compensation, benefits and definition of "full-time" between school districts. To remain competitive in attracting and retaining staff, the Board may need to consider a definition of "full-time" that is comparable.

*Please note that the Board does not need to make a decision on the definition of "full-time" until we address this issue in each employee group section of the handbook.

1 **Part I** **All Employees**

2
3 **Section 1** **PREAMBLE AND DEFINITIONS**

4
5 **1.01** **About this *Handbook***

6 A. Employees Covered: This *Handbook* is provided as a reference document for the
7 Evansville Community School District's (hereinafter referred to as "District")
8 employees.

9
10 B. Disclaimer: The contents of this *Handbook* are presented as a matter of information
11 only. The plans, policies and procedures described are not conditions of employment.
12 The District reserves the right to modify, revoke, suspend, terminate, or change any
13 or all such plans, policies, or procedures, in whole or in part, at any time with or
14 without notice. The language which appears in this *Handbook* is not intended to
15 create, nor is it to be construed to constitute, a contract between the District and any
16 one or all of its employees or a guaranty of continued employment. Notwithstanding
17 any provisions of this *Handbook*, employment may be terminated at any time, with or
18 without cause, except as explicitly provided for in any other pertinent section of this
19 *Handbook* or individual contract.

20 In case of a direct conflict between this *Handbook*, rules, regulations or policies of the
21 Board and any specific provisions of an individual contract or collective bargaining
22 agreement, the individual contract or collective bargaining agreement shall control.

23 This *Handbook* is intended to provide employees with information regarding policies,
24 procedures, ethics, expectations and standards of the District; however, this
25 *Handbook* should not be considered all inclusive. Copies of Board Policies and
26 Administrative Regulations are available in each administrative office to all personnel
27 and are on the District website at www.ecsdnet.org/. It is important that each
28 employee is aware of the policies and procedures related to his/her position. The
29 rights and obligations of all employees are governed by all applicable laws and
30 regulations, including, but not limited by enumeration to the following: Federal laws
31 and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative
32 Code and the policies of the Evansville Community School District Board of
33 Education.
34

35 **1.02** **Definitions of Employee Type**

36 A. Teacher: Teachers are defined as persons hired under a contract under § 118.22, *Wis.*
37 *Stats.*

38
39 B. Administrative Employees: Administrative Employees are defined as persons who
40 are required to have a contract under § 118.24, *Wis. Stats.*

41
42 C. Hourly Employees: All employees are Hourly Employees unless defined as exempt
43 by the Fair Labor Standards Act (FLSA).

44
45 D. Seasonal Employees: Seasonal employees are those employees who are hired for a
46 specific period of time usually related to the seasonal needs of the District.
47

48 E. Substitute Employees: Substitute Employees are defined as persons hired to replace a
49 regular employee during the regular employee's leave of absence. A substitute
50 employee has no expectation of continued employment.

51
52 F. Temporary: Temporary Employees are defined as persons hired for a specific project
53 for a specific length of time. A temporary employee has no expectation of continued
54 employment.
55

56 57 **Section 2 EMPLOYMENT LAW**

58 59 **2.01 Employment of Minors**

60 No one under eighteen (18) years of age will be employed without providing proper proof of
61 his/her age. Minors will be employed only in accordance with state and federal laws and District
62 policies.

63 **2.02 Equal Opportunity**

64 ~~Refer to Policies: 511 - Equal Opportunity Employment~~

65 ~~511.1 - Employee Discrimination Complaint Procedures~~

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

76
77 Reasonable accommodations shall be made for qualified individuals with a disability unless such
78 accommodations would impose an undue hardship to the District as determined by the District
79 Administrator. A reasonable accommodation is a change or adjustment to job duties or work
80 environment that permits a qualified applicant or employee with a disability to perform the
81 essential functions of a position or enjoy the benefits and privileges of employment compared to
82 those enjoyed by employees without disabilities. Employees desiring a reasonable
83 accommodation should make such a request to their immediate supervisor, the District
84 Administrator, or the District Administrator's designee.

85
86 Complaints regarding the interpretation or application of this information shall be referred to the
87 immediate supervisor and processed in accordance with established procedures as outlined in
88 policy #511.1.

89 **2.03 Equal Opportunity Complaints**

90 ~~Refer to Policy 511.1 - Employee Discrimination Complaint Procedures~~

91 Any employee who believes that the School District has inadequately applied the principles
92 and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities

93 Act, or has in some way violated the District's equal employment opportunity policy may bring
94 forward a complaint as outlined below:

95
96 Stage 1: Any employee who believes s/he has a valid complaint shall discuss the basis of the
97 complaint with his/her supervisor. The supervisor and employee shall attempt to
98 resolve the complaint promptly. The complaint should be in writing and describe in
99 detail the facts of the situation. The supervisor shall keep a written record of the
100 discussion. The supervisor shall render a decision in writing, to the complainant, and
101 the complainant shall sign as notice receipt.

102
103 Stage 2: If the complaint is not resolved in Stage 1, the complainant may file the complaint with
104 the district administrator, or designee. The complaint must be in writing. The district
105 administrator, or designee, shall arrange a meeting to discuss the complaint. Subsequent
106 meetings may be scheduled as agreed to by both parties to work towards a resolution.
107 The district administrator, or designee, shall issue a decision, in writing, to the
108 complainant after the final meeting regarding the complaint.

109
110 Stage 3: If the complaint is not resolved in Stage 2, the complainant may file the complaint in
111 writing to the Board via with the Board Clerk and/or President. The complaint shall be
112 in writing. The Board shall consider the complaint at its next regularly scheduled
113 meeting, in closed session if permitted under state law, at which time the complainant
114 shall have the right to present his/her position to the Board. After the meeting, the
115 Board shall advise the complainant in writing, within 45 days, unless the parties agree to
116 an extension of time, of the action taken with regard to the complaint.

117
118 Stage 4: If the complainant is not satisfied with the Board's decision, the complainant may
119 pursue alternate actions available under state or federal laws (e.g., appeal to State
120 Superintendent of Public Instruction, filing of complaint with Equal Rights Division of
121 the Department of Workforce Development; the U.S. Office for Civil Rights – Region V
122 and/or the courts having proper jurisdiction).

123
124 Responses to discrimination complaints shall be within timelines established by law.

125
126 Maintenance of Complaint Records:

127 For the purpose of documenting compliance, records will be kept for each complaint filed and, at
128 a minimum, should include:

- 129
130 1. The name and address of the complaint and his/her title or status.
131 2. The date the complaint was filed.
132 3. The specific allegation made and any corrective action requested by the complainant.
133 4. The name and address of the respondents.
134 5. The stages of process followed, and the resolution, date and decision-making authority at
135 each level.
136 6. A summary of facts and evidence presented by each party involved.
137 7. A determination of the facts, statement of the final resolution, and the nature and date(s)
138 of any corrective or remedial action taken.
139

140 **2.04 Fair Labor Standards Act**

141 Certain types of workers are exempt from the minimum wage and overtime pay provisions,
142 including bona fide executive, administrative, and professional employees who meet regulatory
143 requirements under the FLSA. For non-exempt employees, issues concerning overtime,
144 compensatory time off and minimum wage are found on the posters located in the employee
145 lounge of each building. Notification of rights under the FLSA is set forth in the employment
146 poster section in the employee lounge in each building.

147
148 **2.05 Family and Medical Leave Act**

149 ~~Refer to Policy 529.1 - Family & Medical Leave~~

- 150 A. Notification of Benefits and Leave Rights: Since the District has an employee
151 handbook and other written policy concerning employee benefits or leave rights,
152 information concerning FMLA entitlements and employee obligations under the
153 FMLA is included in the *Handbook* as required by federal law. The District shall post
154 the text of the notice contained in the following link in a conspicuous place where
155 notices to employees and applicants are customarily placed:
156 www.evansville.k12.wi.us. See 29 U.S.C. § 2619(a), 29 C.F.R. § 825.300(a)(1). The
157 notice is posted in the employee lounge in each building.
158
159 B. Eligibility Notice: When an employee requests FMLA leave, or when the employer
160 acquires knowledge that an employee's leave may be for an FMLA-qualifying reason,
161 the employer must notify the employee of the employee's eligibility to take FMLA
162 leave within five business days, absent extenuating circumstances. 29 C.F.R. §
163 825.300(b).
164
165 C. Rights and Responsibilities Notice: The District shall provide written notice outlining
166 specific obligations of the employee and explaining any consequences of not meeting
167 those requirements. 29 C.F.R. § 825.300(c). The District is satisfying this notice
168 requirement by directing the employee to the following website, which combines the
169 eligibility notice and the rights & responsibilities notice into a single form: U.S.
170 DEP'T OF LABOR, *Notice of Eligibility and Rights & Responsibilities (FMLA)*,
171 available at: www.evansville.k12.wi.us.
172
173 E. Designation Notice: The District shall "inform employees in writing whether leave
174 requested under the FMLA has been determined to be covered under the FMLA."
175 U.S. DEP'T OF LABOR, *Designation Notice (Family and Medical Leave Act)*, available
176 at: www.evansville.k12.wi.us. See 29 C.F.R. § 825.300(d).
177

178 **2.06 Immigration Law Compliance**

179 The District is committed to employing only United States citizens and aliens who are authorized
180 to work in the United States. Therefore, in accordance with the Immigration Reform and Control
181 Act of 1986, employees must complete an I-9 form before commencing work and at other times
182 prescribed by applicable law or District policy: <http://www.uscis.gov/files/form/i-9.pdf>.

183
184 **2.07 Bullying and Harassment**

185 ~~Refer to Policies 512 - Employee Harassment~~

186 ~~512.1/Form - Complaint Procedures~~

187 The Evansville Community School District is committed to maintaining and ensuring a learning
188 and working environment free of harassment or intimidation toward students and employees.

189 The District will not tolerate any form of harassment, including sexual harassment, and will take
190 all necessary and appropriate action to eliminate it, up to and including discipline of the
191 offenders. The District will not tolerate harassment or bullying of any employee in the Schools or
192 at any school-sponsored event or program.

193

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

198

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

204

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

206

- 207 • Verbal harassment, including epithets, kidding, derogatory comments, slurs or ethnic
208 jokes.
- 209 • Physical interference with movement, activities or work.
- 210 • Visual harassment, including derogatory cartoons, drawings or posters.
- 211 • Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or
212 physical sexual contact, sexually explicit derogatory statement, or sexually discriminating
213 remark that is offensive or objectionable to the recipient or which causes the recipient
214 discomfort or humiliation or which interferes with the recipient's academic or work
215 performance. Sexual harassment can take the form of any unwanted sexual attention,
216 ranging from leering, pinching, patting, verbal comments, display of graphic or written
217 sexual material and subtle or expressed pressure for sexual activity. In addition to the
218 anxiety caused by sexual demands on the recipient, sexual harassment may include the
219 implicit message from the alleged offender that noncompliance will lead to reprisals.
220 Reprisals may include, but are not limited to, the possibilities of harassment escalation,
221 unsatisfactory academic/work evaluations, difference in academic/work treatment,
222 sarcasm, or unwarranted comments to or by peers.
- 223 • Any form of harassment using electronic devices, commonly known as "cyber bullying",
224 by students, staff or third parties is prohibited and will not be tolerated in the District.
225 "Cyber bullying" is the use of any electronic communication device to convey a message
226 in any form (text, image, audio or video) that defames, intimidates, harasses or is
227 otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile
228 and unwanted manner under a person's true or false identity. In addition, any
229 communication of this form that disrupts or prevents a safe and positive educational or
230 working environment may also be considered cyber bullying.
- 231 • The behavior may be motivated by an actual or perceived distinguishing characteristic,
232 such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender
233 identity; sexual orientation; physical attributes; physical or mental ability or disability;
234 and social, economic or family status.

235

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

240
241 Any individual who believes he/she has been subjected to harassment or bullying by any other
242 person should present their concerns to the perceived harasser and request that the behavior
243 cease. The employee may initiate in-house complaint procedures if the employee is unable or
244 unwilling to confront the identified offender, or if the harassment, bullying, discrimination, or
245 intimidation persists.

246

247

INHOUSE PROCEDURES

248

249 Step 1 The employee should file a written complaint using form 512.1 Form with the
250 District Administrator to present the facts of the perceived discrimination,
251 harassment or intimidation and discuss other alternatives that could resolve the
252 issue.

253

254 Step 2 The District Administrator or designee will meet with all persons involved to
255 discuss the complaint and ascertain the facts of the case.

256

257 Step 3 The District Administrator or designee will determine if the situation meets the
258 legal definition of harassment, intimidation or discrimination and advise all
259 parties of that determination. If it is verified that the behavior meets the legal
260 definition, disciplinary actions up to and including dismissal will be taken.

261

262 Step 4 If the problem persists, but does not meet the legal definition of harassment,
263 intimidation or discrimination, the situation may be mediated through the
264 District Administrator or Board of Education as necessary, with appropriate
265 involvement and consent of both parties.

266

267 An employee always has the option to bypass the in-house complaint options and initiate a legal
268 complaint.

269

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

273

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

276

277 Any employee who has reasonable cause to suspect that a child has been harassed or bullied by
278 an adult, or another student, shall immediately report such suspicion to the building principal.

279 Any employee who observes student to student harassment of any form shall take reasonable
280 action to stop the harassment or bullying and shall report the incident to the building principal.

281

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

285
286
287
288

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

289
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291

Section 3 GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

292
293

3.01 District Expectations

294

~~Refer to Policy 522 - Staff Conduct~~

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299

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

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The District expects employees to comply with the standards of conduct set out in Board policies, this *Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

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The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

311
312

3.02 Accident/Incident Reports

~~Refer to Policy 122.1 - Staff Accident Reports~~

313
314
315
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318

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/supervisor immediately. Timely reporting is an essential practice for all potential work related injuries to ensure the best possible outcomes. The building administrator or designated supervisor will immediately put the staff member in touch with Medcore to process the report.

319

3.03 Attendance

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The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's building principal/supervisor. Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for on Skyward™. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence

332 and failure to report to work on such day could result in disciplinary action up to and including
333 termination. Failure to return to work the day following the expiration of an authorized leave of
334 absence may result in termination of employment.
335

336 **3.04 Child Abuse Reporting**

337 *Refer to Policies: 454 – Reporting Child Abuse and Neglect*

338 *454.1 – Reporting Child Abuse and Neglect, Administrative Guidelines*

339 *454.1 Form – Child Protective Services Referral*

340 The District is committed to providing a positive environment within our schools and assisting
341 families and community child protection agencies to provide positive environments in the home
342 and community.
343

344 Our professional educators and support staff occupy a unique position as the most constant and
345 perceptive observers of the emotional, social and intellectual growth of Evansville school
346 children. Because of this pivotal role, their assistance is crucial to help give abused/neglected
347 children and their families the professional protection and treatment they need.
348

349 The District requires that staff members or administrators having reasonable cause to suspect that
350 a child seen in the course of professional duties has been abused or neglected, shall immediately
351 report the suspicion or belief to appropriate authorities. In the event they believe a child has been
352 threatened with abuse or neglect or that it will occur, shall immediately report that suspicion or
353 belief to the appropriate authorities.
354

355 Definitions: The following definitions are to assist in defining suspected abuse or neglect:

- 356 1. “Abuse” means any physical injury inflicted on a child by other than accidental means.
357 “Physical injury” includes, but is not limited to, severe bruising, lacerations, fractured
358 bones, burns, internal injuries or any other injury constituting great bodily harm. Abuse
359 also includes sexual intercourse, sexual contact or sexual exploitation.
360
- 361 2. “Neglect” means failure, refusal or inability on the part of a parent, guardian, legal
362 custodian, or other person exercising temporary or permanent control over a child, for
363 reasons other than poverty, to provide necessary care, food, clothing, medical or dental
364 care or shelter so as to seriously endanger the physical health of the child.
365
- 366 3. “Emotional damage” means harm to the child’s psychological or intellectual functioning
367 which is exhibited by severe anxiety, depression, withdrawal or outward aggressive
368 behavior, or a combination of those behaviors, which is caused by the child’s parent,
369 guardian, legal custodian or other person exercising temporary or permanent control over
370 the child and for which the child’s parent, guardian or legal custodian has failed to obtain
371 the treatment necessary to remedy the harm. “Emotional damage” may be demonstrated
372 by a substantial and observable change in behavior, emotional response or cognition that
373 is not within the normal range for the child’s age and stage of development.
374

375 Staff may wish to consult their building principal, or pupil services staff for assistance in the
376 reporting process. The principal or pupil services staff shall support the staff member in their
377 action and shall not attempt to delay, modify, or prevent any employee from making a report.
378 The reporter has no obligation to prove that child abuse or neglect has occurred. The burden of
379 proof shall be left to trained investigators.

380

381 Reports shall be directed to the Rock County Human Services Department. If a report to that
382 department is not possible, it should be directed to the Rock County Sheriff's Department or
383 local law enforcement agency. If the abuse or neglect is life threatening, staff should first report
384 to the law enforcement agency and request an immediate investigation. The School District shall
385 maintain as confidential any and all information pertaining to suspected child abuse or neglect
386 reports and will share that information only as permitted under state laws and regulations.

387

388 Discipline action may result from the failure of a district employee to report suspected child
389 abuse or neglect of which they have knowledge.

390

391 **3.05 Communication**

392

Refer to Policies: 347 – Student Records

393

*347.1 – Procedures for the Maintenance and Confidentiality of Student
Records*

394

395

*363.2/554 – Acceptable Use and Internet Safety Policy for students,
Staff and Guests*

396

397

522 – Staff Conduct

398

522.1 – Alcohol and Drug Free Workplace

399

526 – Personnel Records

400

823.1 – Records Retention

401

402 The District is committed to providing technology resources that allow employees to
403 communicate effectively with all employees in the District. In the District's effort to maintain
404 current technology practices, more responsibility and cooperation is required of employees to use
405 the following technology resources.

405

406

A. Electronic Communications:

407

408

1. Electronic communications are protected by the same laws and policies and are
409 subject to the same limitations as other types of media. When creating, using or
410 storing messages on the network, the user should consider both the personal
411 ramifications and the impact on the District should the messages be disclosed or
412 released to other parties. Extreme caution should be used when communicating
413 confidential information via electronic methods, as confidentiality cannot be
414 guaranteed.

415

416

2. The District may review email logs and/or messages at its discretion. Because all
417 computer hardware, digital communication devices and software belong to the
418 Board, users have no reasonable expectation of privacy, including the use of
419 email, text-message and other forms of digital communications, e.g. voicemail,
420 Twitter™, Facebook™, etc. The use of the District's technology and electronic
421 resources is a privilege which may be revoked at any time.

422

423

3. Electronic mail transmissions and other use of the District's electronic
424 communications systems or devices by employees shall not be considered
425 confidential and may be monitored at any time by designated District staff to
426 ensure appropriate use. This monitoring may include, but is not limited by
427 enumeration to, activity logging, virus scanning, and content scanning.

428 Participation in computer-mediated conversation/discussion forums for
429 instructional purposes must be approved by District administration. External
430 electronic storage devices are subject to monitoring if used with District
431 resources.

432
433 B. User Responsibilities: Network/Internet users (students and District employees), like
434 traditional library users or those participating in field trips, are responsible for their
435 actions in accessing available resources. The following standards will apply to all
436 users (students and employees) of the network/internet:

- 437
438 1. The user in whose name a system account is issued will be responsible at all times
439 for its proper use. Users may not access another person's account.
440
- 441 2. The system may not be used for illegal purposes, in support of illegal activities, or
442 for any other activity prohibited by District policy.
443
- 444 3. Users may not redistribute copyrighted programs or data without the written
445 permission of the copyright holder or designee. Such permission must be
446 specified in the document or must be obtained directly from the copyright holder
447 or designee in accordance with applicable copyright laws, District policy, and
448 administrative regulations.
449
- 450 4. A user must not knowingly attempt to access educationally inappropriate material.
451 If a user accidentally reaches such material, the user must immediately back out
452 of the area on the Internet containing educationally inappropriate material. The
453 user must then notify the Technology Manager of the site address that should be
454 added to the filtering software, so that it can be removed from accessibility.
455
- 456 5. A user may not disable internet tracking software or implement a private
457 browsing feature on District computers or networks. Browsing history shall only
458 be deleted by authorized staff or in accordance with the District's technology
459 department's directives.
460

461 C. Electronic Communications with Students: Employees are prohibited from
462 communicating with students who are enrolled in the District through electronic
463 media, except as set forth herein. An employee is not subject to this prohibition to the
464 extent the employee has a pre-existing social or family relationship with the student.
465

466 For example, an employee may have a pre-existing relationship with a niece or
467 nephew, a student who is the child of an adult friend, a student who is a friend of the
468 employee's child, or a member or participant in the same civic, social, recreational, or
469 religious organization. The following definitions apply for purposes of this section on
470 Electronic Communication with Students:

- 471
472 1. "Authorized Personnel" includes classroom teachers, counselors, principals,
473 assistant principals, directors of instruction, coaches, campus athletic
474 coordinators, athletic trainers, and any other employee designated in writing by
475 the District Administrator or a building principal.
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2. “Communicate” means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.
 3. “Electronic Media” includes all forms of social media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), Web logs (blogs), electronic forums (chat rooms), video sharing Websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, MySpace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.
- D. Limited Electronic Communication with Students: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:
1. The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).
 2. If an employee receives an unsolicited electronic contact from a student that is not within the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
 3. The employee is prohibited from communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for this purpose. The employee must enable administration and parents to access the employee’s professional page.
 4. The employee shall not communicate with any student between the hours of 12:00 a.m. and 5:00 a.m. unless the employee has supervisory responsibilities for the student at that time. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
 5. Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- E. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system in accordance with the District’s adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending

525 litigation, pending public records request, or other good cause exists for retaining
526 email records.

527
528 F. Electronic Recording: Employees shall not electronically record by audio, video, or
529 other means, any conversations or meetings unless each and every person present has
530 been notified and consents to being electronically recorded. Persons wishing to
531 record a meeting must obtain consent from anyone arriving late to any such meeting.
532 Employees shall not electronically record telephone conversations unless all persons
533 participating in the telephone conversation have consented to be electronically
534 recorded. These provisions are not intended to limit or restrict electronic recording of
535 publicly posted Board meetings, grievance hearings, and any other Board sanctioned
536 meeting recorded in accordance with Board policy. These provisions are not intended
537 to limit or restrict electronic recordings involving authorized investigations conducted
538 by District personnel, or authorized agents of the District, or electronic recordings
539 that are authorized by the District, e.g. surveillance videos, co-and extra-curricular
540 activities, and voicemail recordings.

541
542 G. Compliance with Federal, State and Local Law: For all electronic media, employees
543 are subject to certain state and federal laws, local policies, and administrative
544 regulations, even when communicating personal and private matters, regardless of
545 whether the employee is using private or public equipment, on or off District
546 property. These restrictions include:

- 547 1. Confidentiality of student records.
- 548 2. Confidentiality of other District records, including staff evaluations, credit card
549 numbers, and private email addresses.
- 550 3. Confidentiality of health or personnel information concerning colleagues, unless
551 disclosure serves lawful professional purposes or is required by law.
- 552 4. Prohibition against harming others by knowingly making false statements about a
553 colleague or the District.
- 554 5. Prohibitions against soliciting or engaging in sexual conduct or a romantic
555 relationship with a student.
- 556 6. Upon written request from a parent, the employee shall discontinue
557 communicating with the parent's minor student through email, text messaging,
558 instant messaging, or any other form of one-to-one communication.

559
560
561
562 H. Personal Web Pages: Employees may not misrepresent the District by creating, or
563 posting any content to, any personal or non-authorized website that purports to be an
564 official/authorized website of the District. No employee may purport to speak on
565 behalf of the District through any personal or other non-authorized website.

566
567 I. Disclaimer: The District's electronic systems are provided on an "as is, as available"
568 basis. The District does not make any warranties, whether expressed or implied,
569 including, without limitation, those of merchantability and fitness for a particular
570

574 purpose with respect to any services provided by the system and any information or
575 software contained therein. The District does not warrant that the functions or
576 services performed by, or that the information or software contained on the system
577 will meet the system user's requirements, or that the system will be uninterrupted or
578 error-free, or that defects will be corrected. Opinions, advice, services, and all other
579 information expressed by system users, information providers, service providers, or
580 other third-party individuals in the systems are those of the individual or entity and
581 not the District. The District will cooperate fully with local, state, or federal officials
582 in any investigation concerning or relating to misuse of the District's electronic
583 communications system.

584 **3.06 Confidentiality**

585 ~~Refer to Policies: 347 – Student Records~~

586 ~~347.1 – Procedures for the Maintenance and Confidentiality of~~
587 ~~Student Records~~

588 ~~363.2/554 – Acceptable use and Internet Safety Policy for Students,~~
589 ~~Staff and Guests~~

590 ~~522 – Staff Conduct~~

591 ~~823 – Open Records Policy and Procedures for Access to Public~~
592 ~~Records~~

593 Pupil information employees obtain as the result of their employment with the District is
594 confidential and protected by law unless such information has been designated as pupil directory
595 data as set forth in Board policies. The law and respect for our students require that student
596 issues are only discussed with employees and parents who need to know the information. In
597 addition to student information, confidentiality is expected in other areas, including employee or
598 District business information. Any requests for District records shall be referred to the
599 appropriate administrator.

601 **3.07 Conflict of Interest**

602 ~~Refer to Policy: 522.4 – Employee Ethics/Conflict of Interest~~

603 A conflict of interest is defined as any judgment, action or relationship that may benefit an
604 employee or another party the employee is affiliated with because of the employee's position
605 with the District. Employees are asked to avoid outside activity that may compete or be in
606 conflict with the best interests of the District. Employees must disclose to their immediate
607 supervisor information of any transaction that may be considered a conflict of interest as soon as
608 they know the facts. No employee may use his/her position to obtain financial gain or anything
609 of substantial value for the private benefit of himself or herself or his/her immediate family, or
610 for an organization with which he/she is associated.

612 **3.08 Contracts and Conflict of Interest**

613 ~~Refer to Policies: 522.4 – Employee Ethics/Conflict of Interest~~

614 ~~525 – Staff Solicitations~~

615 No employee may negotiate or bid for, or enter into a contract in which the employee has a
616 private pecuniary interest, direct or indirect, if at the same time the employee is authorized or
617 required by law to participate in the employee's capacity as an employee in the making of that
618 contract or to perform in regard to that contract some official function requiring the exercise of
619 discretion on the employee's part. No employee may, in the employee's capacity as an employee,
620 participate in the making of a contract in which the employee has a private pecuniary interest,

621 direct or indirect, or performs in regard to that contract some function requiring the exercise of
622 discretion on the employee's part. *Refer to Wis. Stats. § 946.13(1)(a) and (b).*

624 **3.09 Copyright**

625 *Refer to Policies 771 - Copyright Compliance*

626 *771.1 - Steps for Obtaining Permission to Copyright*

627 A variety of machines and equipment for reproducing materials to assist staff in carrying out
628 their educational assignments are available to staff in both the school and home setting.

629 Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes,
630 video or computer-programmed materials, is a serious offense against federal law, a violation of
631 Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted
632 material shall be conducted strictly in accordance with applicable provisions of law. Unless
633 otherwise allowed as "fair use" under federal law, permission must be acquired from the
634 copyright owner prior to reproduction of material in any form. Employees are further advised
635 that copyright provisions apply to all forms of digital media. Questions regarding copyright shall
636 be directed to the School library media specialist.

638 **3.10 Criminal Background Checks**

639 *Refer to Policy 533.1 - Criminal Background Checks*

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

- 642 A. Has been convicted of a misdemeanor or felony in this state or any other state or
643 country; and
- 644
- 645 B. Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a
646 potential dismissal or non-renewal, for any of the following causes: failure to meet
647 the District's performance expectations, incompetence, inefficiency, neglect of duty,
648 unprofessional conduct or insubordination. Knowingly falsifying information shall
649 be sufficient grounds for termination of employment.

650

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

- 652
- 653 1. Agree to the release of all investigative records to the District Administrator for
654 examination for the purpose of verifying the accuracy of criminal violation information;
655 and
- 656
- 657 2. Submit to criminal history records checks to be conducted by the District Office.

658

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

662 **3.11 Criminal Background Checks/Charges/Convictions - Obligation to Report**

663 *Refer to Policy 533.1 - Criminal Background Checks*

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

- 669 • Crimes involving school property or funds.
- 670 • Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any
- 671 certificate or permit that would entitle any person to hold or obtain a position as an
- 672 educator.
- 673 • Crimes that occur wholly or in part on school property or at a school-sponsored activity.
- 674 • Misdemeanor that involves moral turpitude (i.e. an act or behavior that gravely violates
- 675 moral sentiments or accepted moral standards of the community).
- 676
- 677 • Misdemeanor that violates the public trust.
- 678

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

- 687
- 688 A. Nature of the offense.
- 689 B. Date of the offense.
- 690 C. Relationship between the offense and the position to which the employee is assigned.
- 691

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

696

697 Employees Who Drive or Operate Mobile Equipment for the District

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

704

705 Consequences

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

708

709 **3.12 District Property**

710 Refer to Policies: 731 – Buildings and Grounds Access and Security
 711 744 – Personal and Donated Property in School Buildings
 712 830 – Use of School Facilities

713 The District may supply an employee with equipment or supplies to assist the employee in
 714 performing his/her job duties. All employees are expected to show reasonable care for any
 715 equipment issued and to take precautions against theft. Employees cannot take District property
 716 for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior

717 to the employee's last day of employment, including, but not limited by enumeration: employee
718 identification badges and the key fob for building entry. District equipment borrowed for short-
719 term use should be returned the first workday after project completion.

720 **3.13 Drug, Alcohol, and Tobacco-Free Workplace**

721 Refer to Policies: 522.1 – Alcohol and Drug-Free Workplace

722 522.1.1 – Definitions Relating to Alcohol and Other Drug
723 Prohibitions

724 522.2 – Tobacco Use by Staff on School Premises

725 832 – Tobacco-Free School Property

726 832.1 – Use of Tobacco Products on School Premises

727 The District seeks to provide a safe drug-free workplace for all of its employees.

728
729 A. Prohibited Acts - Drugs and Alcohol: Therefore, the manufacture, distribution,
730 dispensation, possession, use of or presence under the influence of alcohol, inhalants,
731 controlled substances or substances represented to be such, or unauthorized
732 prescription medication, is prohibited on school premises or at school activities. In
733 addition, the District will not condone the involvement of any employee with illicit
734 drugs, even where the employee is not on District premises. Employees of the
735 District shall not possess, use, or distribute any illicit drug or alcoholic beverage as
736 defined in Wisconsin Statutes while on school premises or while responsible for
737 chaperoning students on school-sponsored trips. Any employee who possesses, uses,
738 or distributes any illicit drug or alcoholic beverage on school premises, or while
739 responsible for chaperoning students on a school-sponsored trip may be disciplined,
740 up to and including termination. All school employees shall cooperate with law
741 enforcement agencies in investigations concerning any violation of this provision. 41
742 U.S.C. 702(a) (1) (A).

743
744 B. Tobacco Products: Employees shall not use tobacco products on District premises, in
745 District vehicles, nor in the presence of students at school or school-related activities.
746 Employees who violate this policy will be subject to disciplinary action, up to and
747 including termination from employment.

748
749 Administrator response to employee violations of tobacco use will be based upon the
750 following sequence.

751
752 1st Offense: Verbal warning with written documentation. A copy of printed
753 policy will be sent to the employee.

754
755 2nd Offense: Conference with principal and written reprimand in personnel file.

756
757 3rd & Subsequent Offenses: Meeting with district administrator and suspension
758 for one or more days without pay. Suspension may be waived if the employee
759 completes a district approved tobacco use cessation program.

760
761 §120.12(20), Wis. Stats.

762
763 C. Drug-Free Awareness Program: The District shall distribute drug-free awareness
764 information to employees about the dangers of drug abuse in the workplace, the

765 District's policy of maintaining a drug-free workplace, any available drug counseling,
766 rehabilitation, employee assistance abuse programs, and the penalties that may be
767 imposed upon employees for drug abuse violations. *U.S.C. § 702(a) (1), Wis. Stats.*
768

769 D. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol
770 and drug testing at any time the District has reasonable suspicion to believe that the
771 employee has violated the District's policy concerning alcohol and/or drugs. Alcohol
772 or drug testing may be conducted when there is reasonable suspicion to believe that
773 the employee has used or is using drugs or alcohol prior to reporting for duty, or
774 while on duty, or prior to or while attending any District function on or off District
775 property. Refusal to consent to testing will result in disciplinary action, up to and
776 including termination of employment.
777

778 E. Consequence for Violation: Employees who violate the District's policies and rules
779 regarding alcohol or drug use shall be subject to disciplinary sanctions. Such
780 sanctions may include referral to drug and alcohol counseling or rehabilitation
781 programs or employee assistance programs, discipline or discharge from employment
782 with the District, and referral to appropriate law enforcement officials for
783 prosecution. [*U.S.C. 702(a) (1) (A)*]. Compliance with the District's policies and
784 rules is mandatory and is a condition of employment.
785

786 F. Notification of Conviction: As a further condition of employment, an employee who
787 is engaged in the performance of a federal grant shall notify the District
788 Administrator of any criminal drug statute conviction for a violation occurring in the
789 workplace no later than three days after such conviction. Within ten days of receiving
790 such notice – from the employee or any other source – the District shall notify the
791 federal granting agency of the conviction. [*41 U.S.C. 702(a) (1) (D)*]. After
792 receiving notice from an employee of a conviction for any drug statute violation
793 occurring in the workplace, the District shall either:
794

- 795 1. Take appropriate personnel action against the employee, up to and including
796 termination of employment; or
797
- 798 2. Require the employee to participate satisfactorily in a drug abuse assistance or
799 rehabilitation program approved for such purposes by a federal, state, or local
800 health agency, law enforcement agency, or other appropriate agency. *41 U.S.C.*
801 *703* [This notice complies with notice requirements imposed by the federal Drug-
802 Free Workplace Act (*41 U.S.C. 702*)].
803

804 **3.14 Employee Identification Badges**

805 The District shall provide employees with an employee identification badge. Employee
806 identification badges are an important part of employee work attire. They allow students,
807 parents, coworkers, vendors and the public to know who employees are. They are an important
808 part of providing a secure environment for our students.

809 **3.15 False Reports**

810 ~~*Refer to Policy 522.4 – Employee Ethics/Conflict of Interest*~~

811 Employees may be disciplined for filing false reports or statements including but not limited to
812 the following: accident reports, attendance reports, absence reports, insurance reports,

813 physician's statements, pre-employment statements, sick leave requests, student records, tax
814 withholding forms and work reports.

815

816 **3.16 Financial Controls and Oversight**

817 ~~Refer to Policies: 527.1 – Whistleblower~~

818 ~~662.1 – Student Activity Funds Management~~

819 ~~672 – Purchasing~~

820 ~~682 – Financial Reports and Statements~~

821 The employee shall adhere to all internal controls that deter and monitor all fraud or financial
822 impropriety in the District. Any person who suspects fraud or financial impropriety in the
823 District shall report the suspicions immediately to any supervisor, the District Administrator or
824 designee, or the Board President. Reports of suspected fraud or financial impropriety shall be
825 processed in a manner that gives appropriate consideration to the confidentiality of these matters.
826 Limited disclosure may be necessary to complete a full investigation or to comply with law.
827 Each employee who supervises or prepares District financial reports or transactions shall set an
828 example of honest and ethical behavior and shall actively monitor his/her area of responsibility
829 for fraud and financial impropriety. Neither the Board nor any District employee shall
830 unlawfully retaliate against a person who in good faith reports perceived fraud or financial
831 impropriety.

832

833 **3.17 Fraud and Financial Impropriety**

834 ~~Refer to Policy 522.3 – Staff Misconduct Reporting~~

835 The District prohibits fraud and financial impropriety, as defined below, in the actions of its
836 Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or
837 maintaining a business relationship with the District.

838

839 A. Fraud and financial impropriety shall include but is not limited to the following:

840

- 841 1. Forgery or unauthorized alteration of any document or account belonging to the
842 District;
- 843 2. Forgery or unauthorized alteration of a check, bank draft, or any other financial
844 document;
- 845 3. Misappropriation of funds, securities, supplies, or other District assets, including
846 employee time;
- 847 4. Impropriety in the handling of money or reporting of District financial
848 transactions;
- 849 5. Profiteering as a result of insider knowledge of District information or activities;
- 850 6. Unauthorized disclosure of confidential or proprietary information to outside
851 parties;
- 852 7. Unauthorized disclosure of investment activities engaged in or contemplated by
853 the District;
- 854
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860

- 861 8. Accepting or seeking anything of material value from contractors, vendors, or
862 other persons providing services or materials to the District, except as otherwise
863 permitted by law or District policy;
864
865 9. Inappropriately destroying, removing, or using records, furniture, fixtures, or
866 equipment;
867
868 10. Failure to provide financial records required by state or local entities;
869
870 11. Failure to disclose conflicts of interest as required by law or District policy;
871
872 12. Disposing of District property for personal gain or benefit; and
873
874 13. Any other dishonest act regarding the finances of the District.
875

- 876 B. Fraud Investigations: If an employee is found to have committed fraud or financial
877 impropriety, the District Administrator or designee shall take or recommend
878 appropriate disciplinary action, which may include termination of employment. When
879 circumstances warrant, the Board, District Administrator, or designee may refer
880 matters to appropriate law enforcement or regulatory authorities. In cases involving
881 monetary loss to the District, the District may seek to recover lost or misappropriated
882 funds.
883

884 **3.18 Gambling**

885 Gambling on District-owned or leased premises is prohibited at all times. Gambling during the
886 workday on or off District property is prohibited.
887

888 **3.19 Sale of Goods and Services**

889 ~~Refer to Policies: 522.4 - Employee Ethics/Conflict of Interest~~
890 ~~524 - Employee Gifts and Gratuities~~

- 891 A. Gifts: An employee or a member of the employee's immediate family, may not
892 accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor
893 of any kind from anyone other than the District that a reasonable person would
894 understand was intended to influence official action or judgment of the employee in
895 executing decision-making authority affecting the District, its employees, or students.
896 It shall not be considered a violation of this policy for an employee to receive
897 incidental entertainment, food, refreshments, meals, or similar amenities, that are
898 provided in connection with a conference or similar work-related activity where the
899 employee's supervisor has reviewed the agenda for the conference or other activity
900 and concluded that such incidentals primarily facilitate the employee's attendance at
901 and participation in the activity, and, therefore, primarily benefit the District rather
902 than serving primarily as a personal benefit. Exceptions to this policy are acceptance
903 of minor items, which are generally distributed by companies through public relations
904 programs. Employees should accept only gifts of token value from students.
905

906 It is the District's policy for individuals to decline gifts, gratuities or favors from any
907 outside organization or individual doing business or seeking to do business with the
908 District. Gifts that are intended for the benefit of the District should be referred to the

District Administrator for proper processing under the District's policy on gifts and solicitations and the terms of § 118.27, *Wis. Stats.* Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to employees as an individual and gifts of more than a nominal or insignificant value should be graciously declined. For information on conflicts of interest and for gifts and solicitations § 19.59, *Wis. Stats.*

- B. Sale of Goods and Services: No District employee may receive for his/her personal benefit anything of value from any person other than his/her employing District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of his/her employing District or at an activity of his/her employing District. § 118.12, *Wis. Stats.*

3.20 Honesty

~~Refer to Policy 522.4 - Employee Ethics/Conflict of Interest~~

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, student records, etc.

Investigations:

- A. Expectation of Cooperation: In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired except as provided for below in paragraph "B". Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination.
- B. Investigation Interplay with Potential Criminal Conduct: If the alleged misconduct may constitute criminal conduct by the employee, the employee may be provided a Garrity warning. *Garrity v. New Jersey, 385 U.S. 493 (1967).*
- C. Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

3.21 Licensure/Certification

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his/her personnel file. Personnel files can be found in the District Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject shall be void. All certifications and licensures held at the time of employment, or acquired during the term of employment shall be maintained. An employee must secure approval from the District Administrator before allowing any license to lapse. All teaching contracts shall terminate if, and when, the authority to teach terminates. Failure to maintain certifications and/or licensures may result in termination from employment.

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3.22 Nepotism

~~Refer to Policy 522.41 - Nepotism~~

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

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

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

3.23 Operators of District Vehicles, Mobile Equipment and Travel Reimbursement

~~Refer to Policies: 671.2 - Reimbursement of Expenses~~

~~751.5 - Use of Private Vehicles on School Business or to Transport Students~~

~~753 - Operating School Owned Vehicles~~

- A. Allowances or Mileage Reimbursement: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must undergo a driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, trenchers, and golf carts.
- B. Notice of Traffic Violations: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Office. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.
- C. Drivers: All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *See Wis. Stat. § 121.52(2).*
- D. Personal Transportation Utilized for School Use:
 - 1. Car Insurance: Employees who transport students for school activities in their cars shall carry minimum insurance policy limits of \$500,000 combined single limit

1007 (CSL) liability, \$250,000/\$500,000 bodily injury and \$100,000 property damage.
1008 A minimum of private car transportation will be utilized. Employees must notify
1009 and receive approval from the building principal prior to transporting students in
1010 private cars for school activities. Such approval shall be in compliance with all
1011 applicable state and federal laws and administrative code provisions and shall
1012 include, but not be limited by enumeration, a review of the employee's driving
1013 record and an examination of the vehicle. *See Wis. Stats. § 121.555.*
1014

1015 2. All transportation will be done in accordance with Board policies.
1016

1017 **3.24 Outside Employment**

1018 Outside employment is regarded as employment for compensation that is not within the duties
1019 and responsibilities of the employee's regular position with the school system. Personnel shall
1020 not be prohibited from holding employment outside the District as long as such employment
1021 does not interfere with assigned school duties as determined by the District. The Board expects
1022 employees to devote maximum effort to the position in which employed. An employee will not
1023 perform any duties related to an outside job during regular working hours or for professional
1024 employees during the additional time that the responsibilities of the District's position require;
1025 nor will an employee use any District facilities, equipment or materials in performing outside
1026 work. When the periods of work are such that certain evenings, days or vacation periods are duty
1027 free, the employee may use such off-duty time for the purposes of non-school employment.
1028

1029 **3.25 Personal Appearance/Staff Dress Code**

1030 ~~Refer to Policy 522.8 - Staff Dress~~

1031 District employees are judged not only by their service but also by their appearance. It is the
1032 District's expectation that every employee's appearance is consistent with the high standards we
1033 set for ourselves as a District. Employees are expected to present a well-groomed, professional
1034 appearance and to practice good personal hygiene. Remember, to our students, parents and the
1035 public, employees represent the District. Business casual is the expected standard. The District
1036 expects that all employees are neat, clean, and wear appropriate dress for work that is in good
1037 taste and suitable for the job at hand.
1038

1039 The District may require custodians, maintenance, and food service personnel to wear uniforms
1040 provided by the District. Appropriate safety gear shall also be worn at all times as deemed
1041 necessary. Any designated employees (e.g. custodial, cleaning, maintenance, transportation,
1042 food service et al), shall not wear open-toed or slip-on shoes during regular work hours.
1043

1044 **3.26 Personal Property**

1045 ~~Refer to Policy 744 - Personal and Donated Property in School Buildings~~

1046 A. **Liability:** The District does not assume any responsibility for loss, theft or damages
1047 to personal property. In order to minimize risk, the District advises employees not to
1048 carry unnecessary amounts of cash or other valuables. If employees bring personal
1049 items to work, they are expected to exercise reasonable care to safeguard them. The
1050 District is not liable for vandalism, theft or any damage to cars parked on school
1051 property. The District carries no accident insurance or other insurance coverage for
1052 any loss or injury for which the District does not have legal responsibility.
1053

1054 B. Search of Personal Effects [Please see section 3.32 of the *Handbook* for information
1055 on the Search of District Property]: Employees should have no expectation of
1056 privacy to items contained in plain view, for example, but not limited by enumeration
1057 to automobiles parked on the District's property, items left on top of or within desks
1058 and cabinets, lockers, etc. Items not in plain view and contained within personal
1059 property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in
1060 accordance with applicable state and federal law.
1061

1062 3.27 Personnel Files

1063 ~~Refer to Policies: 526 - Personnel Records~~

1064 ~~823 - Open Records Policy and Procedures for Access to Public Records~~

1065 The District Administrator is designated as the legal custodian of records for the Evansville
1066 Community School District. The legal custodian shall have full legal power to render decisions
1067 and carry out duties related to those public records maintained by any District authority. The
1068 legal custodian may deny access to records only in accordance with Federal and State laws.
1069

1070 Individual personnel records are considered confidential documents and shall be subject to
1071 examination and review only as provided by the established rules protecting their confidentiality.
1072

1073 A personnel folder shall be maintained for each employee in the District and shall contain such
1074 information as application, college credentials, transcripts, documentation of appropriate
1075 certification, references, evaluations, disciplinary records, and other pertinent information
1076 concerning the employee's work. Personnel files shall be housed in the District office.
1077

1078 To the extent required by applicable law, employee medical records, including genetic
1079 information regarding an employee, shall be maintained separately from an employee's other
1080 personnel records
1081

1082 All employees have the right upon request and consistent with the timelines and content
1083 limitations specified in state law, to review the contents of his/her personnel file, while in the
1084 presence of the District Administrator or his/her designee. Other persons may review or collect
1085 information from the employee's personnel file as authorized by the District Administrator as
1086 legal custodian or state law. The District Administrator will arrange a conference time with the
1087 requestor and either him/herself or the designee during regular working hours.
1088

1089 An employee shall have the right, upon request, to receive copies of documents contained in the
1090 personnel file upon payment of the actual cost for making such a copy. An employee shall not
1091 have the right to review the contents of or receive copies of the following items:
1092

- 1093 ● Records relating to the investigation of possible criminal offenses committed by that
1094 employee.
- 1095 ● Confidential letters of reference for that employee.
- 1096 ● Reference Check notes.
- 1097 ● Information of a personal nature about a person other than the employee if disclosure of
1098 the information would constitute a clearly unwarranted invasion of the other person's
1099 privacy.
- 1100 ● Records relevant to any other pending claim between the employer and the employee
1101 which may be discovered in a judicial proceeding.
1102

1103 I-9 (Employee Eligibility Verification) forms will be kept in separate files from other personnel
1104 records.

1105

1106 The District Administrator is designated as the legal custodian of records for the Evansville
1107 Community School District. The legal custodian shall have full legal power to render decisions
1108 and carry out duties related to those public records maintained by any School District authority.
1109 The legal custodian may deny access to records only in accordance with Federal and State laws.
1110

1111 Personnel records shall be released to third parties only in accordance with relevant law.
1112 § 103.13(4) Wis. Stats.
1113

1114 3.28 Personnel – Student Relations

1115 ~~Refer to Policies 363.2/554 – Acceptable Use and Internet Safety Policy for Students,~~
1116 ~~Staff and Guests~~
1117 ~~528 – Staff-Student Relations~~

1118 All District personnel shall recognize and respect the rights of students, as established by local,
1119 state and federal law, and by Board of Education policies. As such, employees must, at all times,
1120 maintain a professional relationship and exhibit a professional demeanor in their interactions
1121 with students.
1122

1123 Employees must not use profane or obscene language or gestures in the workplace, whether or
1124 not students are present.
1125

1126 Employees shall not form inappropriate social or romantic relationships with students, regardless
1127 of whether or not the student is 18 years old.
1128

1129 Furthermore, employees shall refrain from engaging in any verbal or physical conduct of a
1130 sexual nature directed toward a student, including, but not limited to, sexual advances, activities
1131 involving sexual innuendo, or requests for sexual favors or sexually-explicit language or
1132 conversation.
1133

1134 3.29 Physical Examination

1135 ~~Refer to Policies 523.1 – Employee Physical Examinations~~
1136 ~~523.11 – Employee Alcohol and Drug Testing~~

1137 Pre-Employment Requirements

1138 Prior to employment with the Evansville Community School District, the Board of Education
1139 requires prospective employees to pass a physical examination, including a standard tuberculin
1140 test or chest x-ray, as required by state law. Evidence is necessary that employees are of sound
1141 health, sufficient to perform the essential functions of their assignment, to make binding the offer
1142 of employment or the initial contract, as applicable with the District. The District will arrange for
1143 a pre-employment examination, through a medical provider determined by the District, the cost
1144 of which will be billed to the District. The designated provider must complete the necessary
1145 forms certifying that the individual is physically suitable for employment.

1146
1147

1148 Current Employee Requirements

1149 At intervals deemed appropriate by the Board, employees may be asked to have a physical
1150 examination, including a standard tuberculin test or chest x-ray. In accordance with state law,
pphysical examinations, including tuberculin tests, shall not be required of any employee who

1151 files with the Board an affidavit setting forth that he/she depends exclusively upon prayer or
1152 spiritual means for healing in accordance with the teachings of a bona fide religious sect,
1153 denomination or organization and that the employee is, to the best of the employee's knowledge
1154 and belief, in sound health and that the employee claims exemption from the physical
1155 examination on these grounds. No employee may be discriminated against by reason of filing
1156 such affidavit.
1157

1158 The District may also require a physical and/or mental examination at the expense of the District
1159 where reasonable doubt arises concerning the current health of the employee, or his/her ability to
1160 sufficiently perform the essential functions of the job consistent with the limitations imposed by
1161 applicable state and federal law. Failure to comply with this request, or failure to provide a
1162 physician's certification of sufficiently sound health to perform duties assigned, may result in
1163 discipline up to and including discharge/termination.
1164

1165 **3.30 Political Activity**

1166 ~~Refer to Policy 522.5 - Staff Involvement in Political Activities~~

1167 Employee of the District have the same fundamental civic responsibilities and privileges as other
1168 citizens. Among these are campaigning for and/or supporting those seeking an elective public
1169 office as well as holding an elective or appointive public office.
1170

1171 No school employee shall, (1) in the presence of any student, and (2) during hours for which pay
1172 is received or while the employee is otherwise acting within the scope of their employment,
1173 engage in any activity for the solicitation, promotion, election, or defeat of any referendum,
1174 candidate for public office, legislation, or political action. When not engaged in the performance
1175 of their duties (e.g., during designated lunch periods) and when no students are present,
1176 employees who are at a work location may engage in private conversations with non-students or
1177 in other personal activities that address, for example, political topics.
1178

1179 With regard to campaigning, no employee shall use school system facilities, equipment, or
1180 supplies including e-mail and staff mailboxes; nor shall the employee use any time during the
1181 working day for campaigning purposes for himself or herself or persons he or she is supporting.
1182

1183 This policy does not apply to the provision of information by school employees in connection
1184 with any election, referendum or legislation where authorized by the Board or District
1185 Administrator and where consistent with legal limitations on the use of public funds and school
1186 district resources.
1187

1188 **3.31 Solicitations**

1189 ~~Refer to Policy 525 - Staff Solicitations~~

1190 Employees of the District may not promote the sale of or act as an agent for the sale of goods or
1191 services to any student while on District property or at any District activity.
1192

1193 The District Administrator or designee must approve solicitations of employees for contributions
1194 during work hours before solicitations can be made in the schools.
1195

1196 **3.32 Work Spaces, Including Desks, Lockers, etc.**

1197 Employees shall have no expectation of privacy with respect to any item or document stored in
1198 or on District-owned property, which includes, but is not limited to, desks, filing cabinets,

1199 mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom or
1200 office. Accordingly, the District may at any time and in its sole discretion conduct a search of
1201 such property, regardless of whether the searched areas or items of furniture are locked or
1202 unlocked.
1203

1204 3.33 Work Made for Hire

1205 *Refer to Policies: 771 – Copyright Compliance*
1206 *771.1 – Steps for Obtaining Permission to Copyright*

1207 Occasionally an employee has questions regarding the use of materials to be included in books or
1208 other commercial materials. Such materials created by the employee may include lesson plans,
1209 staff development presentations or tests/test items. Any work prepared by an employee within
1210 the scope of his/her employment is owned by the District. Under federal copyright laws, this is
1211 called “work made for hire.” An employee with questions regarding ownership or copyrights on
1212 materials prepared within the scope of his/her employment should consult with his/her
1213 supervisor.
1214

1215 3.34 Violence in the Workplace

1216 *Refer to Policies: 512 – Employee Harassment*
1217 *512.1/Form – Complaint Procedures*
1218 *523.5 – Staff Protection*

1219 A. Expectations: Violent behavior of any kind or threats of violence, either direct or
1220 implied, are prohibited on District property and at District sponsored events. The
1221 District will not tolerate such conduct in its employees, former employees,
1222 contractors, or visitors. An employee who exhibits violent behavior shall be subject
1223 to disciplinary action up to and including termination and may also be referred to law
1224 enforcement.
1225

1226 B. Definitions as Used Under this Section:

- 1227 1. Workplace Violence: Behavior in which an employee, former employee,
1228 contractor or visitor to a workplace inflicts or threatens to inflict damage to
1229 property, serious harm, injury or death to others at the District or under the direct
1230 supervision of the District.
1231
- 1232 2. Threat: A communicated intent to inflict physical or other harm on any person or
1233 property.
1234
- 1235 3. Intimidation: Behavior or communication that comprises coercion, extortion,
1236 duress or putting in fear.
1237
- 1238 4. Court Order: An order by a Court that specifies and/or restricts the behavior of an
1239 individual. Court Orders may be issued in matters involving domestic violence,
1240 stalking or harassment, among other types of protective orders, including
1241 temporary restraining orders.

1242 C. Prohibited Behavior: Violence in the workplace may include, but is not limited to,
1243 the following list of prohibited behaviors directed at or by an employee, supervisor or
1244 visitor:
1245

- 1246 1. Assault or battery.
1247
1248 2. Blatant or intentional disregard for the safety or well-being of others.
1249
1250 3. Commission of a violent felony or misdemeanor.
1251
1252 4. Dangerous or threatening horseplay or roughhousing.
1253
1254 5. Direct threats or physical intimidation.
1255
1256 6. Loud, disruptive, profane or obscene language or gestures that are clearly not part
1257 of the typical District learning environment.
1258
1259 7. Physical restraint, confinement.
1260
1261 8. Possession of weapons of any kind on District property.
1262
1263 9. Stalking.
1264
1265 10. Any other act that a reasonable person would perceive as constituting a threat of
1266 violence.
- 1267 D. Reporting Procedure: An employee who is the victim of violence, believes he/she has
1268 been threatened with violence, or witnesses an act or threat of violence towards
1269 anyone else shall take the following steps:
- 1270 1. If an emergency exists and the situation is one of immediate danger, the employee
1271 shall contact the local law enforcement by dialing 911, and may take whatever
1272 emergency steps are available and appropriate to protect him/herself from
1273 immediate harm, such as leaving the area.
- 1274 2. If the situation is not one of immediate danger, the employee shall report the
1275 incident to the District Administrator or his/her designee as soon as possible and
1276 complete the relevant form as per policies 512 and 512.1.
- 1277 An employee who has received a restraining order, temporary or permanent, against
1278 an individual, who may impact the employee at work [e.g. verbal or physical contact
1279 or proximity has been prohibited or restricted], shall immediately supply a copy of the
1280 signed order to his/her supervisor. The supervisor shall provide copies to the other
1281 appropriate supervisors and inform other employees on an as-needed basis.
- 1282 E. Investigation and Investigation Findings: The District will investigate all complaints
1283 filed and may investigate in other situations where no complaint was filed but was
1284 brought to the District's attention. Retaliation against a person who makes a good-
1285 faith complaint regarding violent behavior or threats of violence made to him/her is
1286 also prohibited.

1287
1288
1289
1290
1291
1292

In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate circumstances (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

1293
1294

Draft

Employee Handbook Outline

Part I, Sections 4-8

October 8, 2012 – BOE Discussion

October 29, 2012 – Draft for BOE Changes

November 12, 2012 – Potential BOE Approval

PART I All Employees

SECTION 4 **GRIEVANCE PROCEDURES**

- 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
 - Policies 527.2, 527.2 Form, 527.3 and 527.4
 - State Statute

SECTION 5 **PAY PERIODS**

- 5.01 Payroll Cycle
- 5.02 Payroll Dates
- 5.03 Direct Deposit Payment Method
- 5.04 Definitions for Payroll Purposes
- 5.05 Salary Deferrals – Tax Sheltered Annuities (TSA)
 - Policy 513

SECTION 6 **COMPENSATION AND EXPENSE REIMBURSEMENT**

- 6.01 Mileage Reimbursement
- 6.02 Other Expense Reimbursement
 - Policies 671.2 and 671.2 Form
 - State Statute

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
 - Policy 722.1
 - State Statute

SECTION 8 SICK LEAVE

- 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
- 8.07 Holidays During Sick Leave
 - Policy 529.4
 - State Statute

* Please note that the Board does not need to provide direction on Section 8, Sick Leave, until we address this issue in each employee group section of the handbook.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Insurance Committee Meeting
September 25, 2012, 5 p.m.
District Board and Training Center

Minutes

Present: Jerry Roth, Kelly Mosher, Linda Gard, Tom Calley, Doreen Treuden, Ivy Otto, Jolene Hammond, Heather Hanson, Bill Hartje, Sue Parsons, Liz Uher, Tina Rossmiller, Greg Wallisch, Tammy Heissner, Nancy Hurley (recorder)

Absent: Catherine Schuett, Ken Johnson, Vicki Lecy –Luebke, Vicki Zhe

Introductions: Jerry Roth

Rules, Responsibilities, and Priorities: Jerry Roth distributed a handout and reviewed it with the group.

Presentation and Discussion: Led by Al Jaeger, Benefits Consultant, Associated Financial Group

Objectives:

1. Where do we want to be by the end of the school year?
2. What steps are involved?

Handout distributed to the group entitled *School District of Evansville Benefit Priority Items* that identified tasks and timeline for the committee. Also identified were the top three strategic priorities for the year.

The first task listed was: Discuss status of Healthcare reform and potential implications on eligibility. The remainder of the meeting focused primarily on this topic.

Handout distributed entitled *NATIONAL HEALTH CARE REFORM*. Discussion ensued on the implications of National Health Care Reform on the Evansville Community School District.

Future Meetings: Meetings will be on Thursdays at 5 p.m. on the following dates: October 11 and 25, November 15 and 29, and December 13.

October 11 Agenda:

- A look at what our current plan is
- Approaches and options to consider
- Common terms and definitions
- HSA, HRA discussion

October 25 topics: Peer group comparisons, employee survey

November topics: How are things running: claims, loss ratios, etc.

Al will send resources committee members can review if they wish and recommends the AFG Web site.

Meeting adjourned at 6:15

Components:

1. Accountability Determination
2. Priority Areas
3. Student Engagement Indicators
4. School Information
5. WSAS Percent Proficient and Advanced

STUDENT ACHIEVEMENT

Reading Achievement Score: 30.1/50

| Performance Level | Points Multiplier | 2009-10 | | | | | | 2010-11 | | | | | | 2011-12 | | | | | |
|-----------------------------------|-------------------|------------|-------------|------------|------------|-------------|------------|--------------|------------|------------|------------|---------|---------|----------|---------|--------|---------|---------|--|
| | | Students | | Points | | Percent | | Students | | Points | | Percent | | Students | | Points | | Percent | |
| | | Count | Percent | Count | Percent | Count | Percent | Count | Percent | Count | Percent | Count | Percent | Count | Percent | Count | Percent | | |
| Advanced | 1.5 | 12 | 4.1% | 25.5 | 16 | 3.6% | 26 | 19 | 3.7% | 28.5 | 21.5 | 28.5 | | | | | | | |
| Proficient | 3 | 144 | 34.6% | 344 | 136 | 23.5% | 126 | 319 | 320 | 133 | | | | | | | | | |
| Basic | 0.5 | 173 | 40.9% | 86.5 | 175 | 43.1% | 87.5 | 397 | 44.5% | 95.5 | | | | | | | | | |
| Minimal Performance or Not Tested | 0 | 0 | 0% | 0 | 77 | 19.5% | 0 | 94 | 21.7% | 0 | | | | | | | | | |
| Total Enrolled | | 418 | 100% | 255 | 408 | 100% | 370 | 247.5 | 441 | 300 | 560 | | | | | | | | |

See the Technical Report Card p. 2 – handout

- 1) Multiply # of students by multiplier
- 2) Divide by average attendance
- 3) Weight each year
- 4) Scale of 50

Components:

1. Accountability Determination
2. Priority Areas
3. Student Engagement Indicators
4. School Information
5. WSAS Percent Proficient and Advanced

STUDENT GROWTH

| Starting Level | Three-Year Growth/Decline Trajectory | | | | |
|----------------|--------------------------------------|-------|------------|----------|------|
| | Min | Basic | Proficient | Advanced | |
| Minimal | 54 | 35 | 18 | 0 | 1 |
| Performance | 20.5% | 13.3% | 6.9% | 0.0% | 0.4% |
| Basic | 115 | 13 | 76 | 28 | 1 |
| Proficient | 43.6% | 4.9% | 28.8% | 9.5% | 0.4% |
| Advanced | 85 | 1 | 54 | 42 | 0 |
| Performance | 32.2% | 0.4% | 17.5% | 15.5% | 0.0% |
| Advanced | 10 | 0 | 0 | 0 | 0 |
| Performance | 3.8% | 0.0% | 0.0% | 3.4% | 0.0% |

See the Technical Report Card p. 4 – handout

- 1) Points for growth trajectory
- 2) Points off for decline trajectory
- 3) Complex calculations (“black box”)
- 4) Scale of 50

FOUR PRIORITY AREAS

| Priority Area | School Score | State Score |
|--------------------------------------|--------------|-------------|
| Student Achievement | 64.5/100 | 72.7 |
| Student Growth | 48.5/100 | 77.7 |
| Closing Gaps | 52.6/100 | 77.0 |
| On-Track and Postsecondary Readiness | 86.4/100 | 72.0 |

- Student Achievement
- Student Growth
- Closing Gaps
- On-Track and Postsecondary Readiness

CLOSING GAPS

Closing Achievement Gaps - Reading | Score: 25.2/50

| | 2009-10 | | | | 2010-11 | | | | 2011-12 | | | |
|-----------------------------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|---------|--|--|--|
| | Count | Percent | Count | Percent | Count | Percent | Count | Percent | | | | |
| Advanced | 12 | 4.1% | 16 | 3.6% | 26 | 19% | 28.5 | 21.5% | | | | |
| Proficient | 144 | 34.6% | 136 | 23.5% | 126 | 31.9% | 319 | 32.0% | | | | |
| Basic | 173 | 40.9% | 175 | 43.1% | 187.5 | 44.5% | 195.5 | 44.5% | | | | |
| Minimal Performance or Not Tested | 0 | 0% | 77 | 19.5% | 0 | 0% | 94 | 21.7% | | | | |
| Total Enrolled | 418 | 100% | 408 | 100% | 370 | 100% | 441 | 100% | | | | |

See the Technical Report Card p. 6 (or 7)

- 1) Find the change in subgroups scores
- 2) Divide by 50, find average change
- 3) Penalty if comparison group declines
- 4) Scale of 50

CLOSING GAPS – GRADUATION (HS)

Closing Graduation Gaps | Score: 31.9/50

| Group | 2009-10 | | | | 2010-11 | | | | Gap |
|---|---------|--------|--------|-----|---------|--------|--------|-----|-----|
| | Target | Actual | Change | % | Target | Actual | Change | % | |
| Students with Special Needs | 75% | 65% | -10% | 87% | 75% | 68% | -7% | 91% | 16% |
| Students with Disabilities | 75% | 65% | -10% | 87% | 75% | 68% | -7% | 91% | 16% |
| Students with Limited English Proficiency | 75% | 65% | -10% | 87% | 75% | 68% | -7% | 91% | 16% |
| All Students | 75% | 70% | -5% | 93% | 75% | 72% | -3% | 96% | 21% |

- Same procedure – using graduation rates
- Worth 50 points, achievement worth 25 each

NAEPIZED CUT SCORES

WKCE Reading Scale Score by Grade

| Performance Level | 3 | 4 | 5 | 6 | 7 | 8 | 10 |
|---------------------|-----|-----|-----|-----|-----|-----|-----|
| Advanced | 607 | 636 | 646 | 673 | 690 | 613 | 644 |
| Proficient | 475 | 498 | 503 | 525 | 535 | 648 | 666 |
| Basic | 445 | 462 | 464 | 479 | 486 | 493 | 496 |
| Minimal Performance | 270 | 280 | 290 | 300 | 310 | 330 | 350 |

| Grade | Standard Exceeded | Basic | Proficient | Advanced |
|------------|-------------------|---------|------------|----------|
| 3rd Grade | 270-393 | 384-429 | 430-455 | 466-640 |
| 4th Grade | 280-395 | 396-439 | 440-488 | 489-650 |
| 5th Grade | 290-400 | 401-443 | 444-496 | 497-690 |
| 6th Grade | 300-417 | 418-456 | 457-513 | 514-700 |
| 7th Grade | 310-435 | 434-466 | 467-522 | 523-780 |
| 8th Grade | 330-444 | 445-479 | 480-536 | 539-790 |
| 10th Grade | 350-455 | 456-502 | 503-554 | 555-820 |

ON-TRACK AND POSTSECONDARY READINESS

2010-11 Attendance Score: 84.7%

| Group | Attendance | Attendance Rate | Postsecondary | Rate |
|--------------|------------|-----------------|---------------|-------|
| All Students | 84.7% | 84.7% | 84.7% | 84.7% |

2010-11 Graduation Score: 81.9%

| Group | Standard Exceeded | Basic | Proficient | Advanced |
|--------------|-------------------|-------|------------|----------|
| All Students | 70% | 69% | 64.5% | 54% |

2010-11 ACT Participation and Performance Score: 18.6/20

| Group | Standard Exceeded | Basic | Proficient | Advanced |
|--------------|-------------------|-------|------------|----------|
| All Students | 34% | 25% | 16.6% | 14% |

See the Technical Report Card p. 8
Combine: Graduation or attendance rate
3rd grade reading/8th grade math
ACT participation/performance

ANNUAL MEASURABLE OBJECTIVES (AMOs)

No more AYP targets – now considering AMOs

Reading AMOs by Student Group

Refer to: <http://dpi.wi.gov/oe/amo.html>

STUDENT ENGAGEMENT INDICATORS (P. 10)

| Expectation | Goal | School Rate | Points Deducted |
|---|----------------|-------------|-----------------|
| Dropped Rate | 6% or less | 5.7% | 0 |
| Absenteeism Rate | 13% or less | 9% | 0 |
| Test Participation Rate (for Express Group) | 95% or Greater | 99% | 0 |


- 5 points each
 - Test Participation – 95% or higher
 - Absenteeism – no more than 13%
 - Dropouts – no more than 6%

ANNUAL MEASURABLE OBJECTIVES


- AMOs for graduation rates – goal of 85%
- Title I Priority and Focus Schools – exit criteria
 - Title I Priority – lowest achievement, required reforms
 - Title I Focus – low subgroups, reform choices
- District AMOs
 - At least one level (HS, MS, ES) “meets expectations”
 - No schools in “fails to meet expectations”
 - District Report Cards next year

ELEMENTARY AND MIDDLE SCHOOL REPORT CARD

Accountability Determination



Meets Expectations




The four priority areas average to accountability determination as follows:

- Student Achievement- 25%
- Student Growth- 25%
- Closing Gaps- 25%
- On track indicators:
 - Elementary
 - 20% attendance
 - 5% 3rd grade WKCE Reading Scores
 - Middle
 - 20% attendance
 - 5% 8th grade WKCE Mathematics Scores


19

THE HIGH SCHOOL REPORT CARD

Accountability Determination



Meets Expectations



Has only three priority areas to average to accountability determination:

- Student Achievement: 37.5%
- Student Growth 0%
- Closing Gaps: 37.5%
- On Track/ Post Secondary Readiness: 25%
 - 20% is the graduation rate
 - 5% ACT Participation and Performance

20

OUTCOMES

- Schools provided with information on strengths and weaknesses
- Targeted support from DPI and partners to improve school performance
- Rewards and recognition for high performing schools

21

HANDBOOK DEVELOPMENT TIMELINE

(Employee Comment meetings will be held in the District Board and Training Center Room at 5:00 p.m.)

| Handbook Section | Outline BOE Meeting | Written Draft to Employee Reps. 3:20-4:00 pm Mtg | Admin. Team | Written Draft BOE Meeting | Email Reps. Draft Posted on Web | Employee Comment | Admin. Team | Approval BOE Meeting |
|---|-----------------------|--|----------------------|---------------------------|---------------------------------|----------------------|-----------------------|------------------------|
| 1 Part I, Sec. 1-3 | Sept 24 th | Oct 1 st | Oct 2 nd | Oct 8 th | Oct 9 th | Oct 10 th | Oct 16 th | Oct 29 th |
| 2 Part I, Sec. 4-8 | Oct 8 th | Oct 15 th | Oct 16 th | Oct 29 th | Oct 30 th | Oct 30 th | Nov 6 th | Nov 12 th |
| 3 Part I, Sec. 9-13 | Oct 29 th | Nov 5 th | Nov 6 th | Nov 12 th | Nov 13 th | Nov 13 th | Nov 20 th | Nov 26 th |
| 4 Part I, Sec. 14-16 | Nov 12 th | Nov 19 th | Nov 20 th | Nov 26 th | Nov 27 th | Nov 27 th | Dec 4 th | Dec 10 th |
| 5 Part II, Sec. 1-2 and Part III, Sec. 1 | Nov 26 th | Dec 3 rd | Dec 4 th | Dec 10 th | Dec 11 th | Dec 12 th | Dec 18 th | Jan 14 th |
| 6 Part II, Sec. 3 and Part III, Sec. 2 | Dec 10 th | Dec 17 th | Dec 18 th | Jan 14 th | Jan 15 th | Jan 15 th | Jan 21 st | Jan 28 th |
| 7 Part II, Sec. 4-6 and Part III, Sec. 3-6 | Jan 14 th | Jan 21 st | Jan 21 st | Jan 28 th | Jan 29 th | Jan 29 th | Feb 5 th | Feb 11 th |
| 8 Part II, Sec. 7-8 and Part III, Sec. 7-11 | Jan 28 th | Feb 4 th | Feb 5 th | Feb 11 th | Feb 12 th | Feb 13 th | Feb 19 th | Feb 25 th |
| 9 Parts IV, V, and VI | Feb 11 th | Feb 18 th | Feb 19 th | Feb 25 th | Feb 26 th | Feb 26 th | March 5 th | March 11 th |

| Board Meeting Date: | Outline – Board Philosophical Discussion (Blue) | Written Draft – Changes From Board of Education (Yellow) | Potential Approval (Green) |
|----------------------------|---|--|---|
| September 24 th | Part I, Sec. 1-3 | N/A | N/A |
| October 8 th | Part I, Sec. 4-8 | Part I, Sec. 1-3 | N/A |
| October 29 th | Part I, Sec. 9-13 | Part I, Sec. 4-8 | Part I, Sec. 1-3 |
| November 12 th | Part I, Sec. 14-16 | Part I, Sec. 9-13 | Part I, Sec. 4-8 |
| November 26 th | Part II, Sec. 1-2 and Part III, Sec. 1 | Part I, Sec. 14-16 | Part I, Sec. 9-13 |
| December 10 th | Part II, Sec. 3 and Part III, Sec. 2 | Part II, Sec. 1-2 and Part III, Sec. 1 | Part I, Sec. 14-16 |
| January 14 th | Part II, Sec. 4-6 and Part III, Sec. 3-6 | Part II, Sec. 3 and Part III, Sec. 2 | Part II, Sec. 1-2 and Part III, Sec. 1 |
| January 28 th | Part II, Sec. 7-8 and Part III, Sec. 7-11 | Part II, Sec. 4-6 and Part III, Sec. 3-6 | Part II, Sec. 3 and Part III, Sec. 2 |
| February 11 th | Parts IV, V, and VI | Part II, Sec. 7-8 and Part III, Sec. 7-11 | Part II, Sec. 4-6 and Part III, Sec. 3-6 |
| February 25 th | Done | Parts IV, V, and VI | Part II, Sec. 7-8 and Part III, Sec. 7-11 |
| March 11 th | Done | Done | Parts IV, V, and VI |

Handbookdevelopmenttimeline

9/11a/12

9/28/12

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, September 10, 2012, at 5:00 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: Swanson, Busse, Rasmussen, Rossmiller, Skinner, Hurley, and High School Reps, Marissa Haegele and Hunter Johnson. Absent: Hatfield.

APPROVE AGENDA

Motion by Mr. Rasmussen, seconded by Ms. Hurley, moved to approve the agenda, modifying the order of items VIII, B – Handbook Committee Update, to item D, item IX, C to A-Approval of Employee Handbook Process, removing item IX, A-Approval of Staff Change: Hiring of Support Staff, removing item XII-Executive Session, and replacing with Adjourn. Discussion. Motion carried, 6-0 (voice vote).

BOARD RETREAT

John Ashley, Wisconsin Association of School Boards, Executive Director, and Miles Turner, Wisconsin Association of District Administrators, Executive Director, presented on roles and responsibilities of board and administration, boards operation, building collaboration and working relationships. Education reform in Wisconsin was not addressed. Discussion.

BREAK

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

Back in session at 6:36 pm.

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Welcomed High School Student Board Representatives – Marissa Haegele and Hunter Johnson
- September 24, 2012, Annual Meeting, 7:00 pm, High School Media Room
- Homecoming is first week in October
- September 27, 2012, 20 German students will be arriving

DISTRICT ADMINISTRATOR REPORT

Mr. Roth's submitted report was on the start of the school year.

HIGH SCHOOL BOARD REPRESENTATIVE/PRINCIPALS'/ADMINISTRATORS' REPORTS

Ms. Havlik, Ms. Wick, Mr. Flaherty, Mr. Everson, Mr. Cashore, Ms. Ashby, and Ms. Landers' submitted reports included good things in our buildings. Mr. Cashore added the positive girls swim co-op experience with Edgerton. Ms. Haegele and Mr. Hunter shared their report on school updates. Discussion.

INFORMATION & DISCUSSION

School counselors, Randy Keister, Linda Rehfeldt, Deb Arnold and Marissa Hansen presented on the Wisconsin Comprehensive School Counseling Program and shared handouts. Discussion.

Mr. Roth and Business Manager, Ms. Treuden, have set dates for an Insurance Committee: September 25, October 11, 25, November 15, 29, and December 13, at 5:00 pm in the District Board and Training Center room. Discussion. Consensus from the Board to have a local insurance community person serve on this committee.

Ms. Swanson presented for a second reading, policy #323.1-Special Observance Days. Discussion.

Mr. Roth presented handouts of updated Handbook Committee materials including Memo to All Staff, Development Timeline, draft Handbook Outline, and Part 1, Sections 1 and 2 outline. Discussion. Part 1, Sections 1 and 2 will be combined with Sections 3 and presented at next meeting, as an agenda item.

BUSINESS (Action Items)

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

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

CONSENT (Action Items)

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the consent agenda items, approve the August 13 regular and August 31 special meeting minutes, and to approve the July reconciliation report and bills as presented. Motion carried, 6-0 (roll call vote).

FUTURE AGENDA

September 24, 2012, regular meeting agenda discussed.

ADJOURN

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

Meeting adjourned at 7:54 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____
Kathi Swanson, President

Dated: _____

Approved:

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

MINUTES OF SPECIAL MEETING

A special meeting of the Board of Education of the Evansville Community School District was held Monday, October 1, 2012, at 7:00 pm in the District Board and Training Center room.

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

EXECUTIVE SESSION

Motion by Ms. Rossmiller, seconded by Mr. Rasmussen, moved to go into Executive Session, under Wisconsin State Statute 19.85(1)(e) to discuss Evansville Education Association (EEA) and Evansville Education Association Auxiliary (EEAA) negotiations. Motion carried, 6-0 (roll call vote).

Meeting adjourned from executive session at 8:11 pm.

Submitted by John Rasmussen, Clerk

Approved: _____
Kathi Swanson, President

Dated: _____

Approved: 10-8-12

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: August, 2012 Reconciliation
Date: October 3rd, 2012

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – August \$2,570,963.79
- Check Register – August
Notes for check register:

| | |
|----------------------|---------------------|
| Check total - | \$635,798.10 |
| ACH total - | \$ 2,471.92 |
| Manual check total - | <u>\$ 35,934.21</u> |

| | |
|-------|--------------|
| Total | \$674,204.23 |
|-------|--------------|

Void checks - #73053
Payroll checks - none

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

FOR THE MONTH OF

August, 2012

| | |
|-------------------------|--------------|
| BALANCE PER BANK: | 62,000.00 |
| LESS OUTSTANDING CHECKS | -70,544.78 |
| LESS WRS POSTING | -51,728.88 |
| MMA ACCOUNT | 4,482,020.90 |
| BALANCE PER BANK | 4,421,747.24 |

| BALANCE PER GENERAL LEDGER: | BEGINNING BAL. | ACTIVITY | ENDING BAL. |
|-----------------------------|----------------|-------------|--------------|
| FUND 10 General | -154,284.28 | 64,446.52 | -89,837.76 |
| FUND 21 Donations | 21,411.80 | 3,242.00 | 24,653.80 |
| FUND 27 Special Ed | 6,382.34 | -104,633.17 | -98,250.83 |
| 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 | 110,855.84 | -21,620.37 | 89,235.47 |
| FUND 99 Voc Ed/ESL/Grants | 14,881.50 | 0.00 | 14,881.50 |
| MMA ACCOUNT | | | 4,482,020.90 |
| BALANCE PER GENERAL LEDGER | | | 4,421,747.24 |
| | | -58,565.02 | |
| | DIFFERENCE | | 0.00 |

| Fd | T | Loc | Obj | Func | Prj | Func | Beginning Balance | August 2012-13 Monthly Activity | Ending Balance |
|---------------------------|---|-----|-----|--------|-----|--------------------------------|----------------------|------------------------------------|-------------------|
| 10 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | -452,328.05 | 64,446.52 | -89,837.76 |
| 10 | - | --- | --- | ----- | --- | GENERAL FUND | -452,328.05 | 64,446.52 | -89,837.76 |
| 21 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | 20,811.80 | 3,242.00 | 24,653.80 |
| 21 | - | --- | --- | ----- | --- | GIFTS/DONATIONS | 20,811.80 | 3,242.00 | 24,653.80 |
| 27 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | -92,740.42 | -104,633.17 | -98,250.83 |
| 27 | - | --- | --- | ----- | --- | SPECIAL EDUCATION FUND | -92,740.42 | -104,633.17 | -98,250.83 |
| 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 | -21,620.37 | 89,235.47 |
| 50 | - | --- | --- | ----- | --- | FOOD SERVICE | 113,241.99 | -21,620.37 | 89,235.47 |
| 99 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | 14,881.50 | | 14,881.50 |
| 99 | - | --- | --- | ----- | --- | COOP. PROGRAM FUNDS-66:03 | 14,881.50 | | 14,881.50 |
| Grand Asset Totals | | | | | | | -397,089.02 | -58,565.02 | -60,273.66 |

Number of Accounts: 8

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

| Post Date | Func | Description | Amount |
|------------|--------------------------------|--|------------|
| 08/31/2012 | OTHER SUPPORT SERVICES | RETIREE LIFE INS. - P. SCHWENN TO 6/30/12 | 94.05 |
| 08/31/2012 | DISTRICT WIDE | STAFF BRK DONATION - ALLEN REALTY | 200.00 |
| 08/31/2012 | DISTRICT WIDE | KID CONNECTION FACILITY USE | 318.78 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENTS | 8.05 |
| 08/31/2012 | DISTRICT WIDE | STUDENT FEES | 57.00 |
| 08/31/2012 | OTHER SUPPORT SERVICES | K. MADISON AUG HEALTH INS. | 269.56 |
| 08/31/2012 | DISTRICT WIDE | DONATION FOR HS GIRLS SWIM | 955.00 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENT | 0.45 |
| 08/31/2012 | DISTRICT WIDE | FACILITY USE - EVANSV SOCCER | 15.00 |
| 08/31/2012 | SCHOOL BUILDING ADMINISTRATION | HS REIMB FOR LOST BOOKS | 257.45 |
| 08/31/2012 | DISTRICT WIDE | MEDICAID | 7302.31 |
| 08/31/2012 | DISTRICT WIDE | FACILITY USE - KIDS CLUB | 101.22 |
| 08/31/2012 | DISTRICT WIDE | FACILITY USE - KENT LARSON | 29.50 |
| 08/31/2012 | DISTRICT WIDE | STUDENT FEES | 5642.25 |
| 08/31/2012 | DISTRICT WIDE | DONATION HS GIRLS SWIM | 1000.00 |
| 08/31/2012 | DISTRICT WIDE | DONATION HS GIRLS SWIM | 445.00 |
| 08/31/2012 | ACCOUNTS RECEIVABLE | RECEIVABLE - CATERING FROM ELEM PTO | 1307.20 |
| 08/31/2012 | DISTRICT WIDE | STUDENT FEES | 1974.50 |
| 08/31/2012 | OTHER SUPPORT SERVICES | D. UPDIKE LIFE INS. TO 6/30/2013 | 25.32 |
| 08/31/2012 | OTHER SUPPORT SERVICES | P. KELLEY - HEALTH INS. MID AMERICA | 626.88 |
| 08/31/2012 | OTHER SUPPORT SERVICES | P. KELLEY - HEALTH INS. MID AMERICA | 626.88 |
| 08/31/2012 | OTHER SUPPORT SERVICES | COBRA M. HAVLIK - DENTAL | 60.28 |
| 08/31/2012 | OTHER SUPPORT SERVICES | J. AMATO HEALTH PREMIUM FOR JULY & AUG. | 3030.52 |
| 08/31/2012 | DISTRICT WIDE | STUDENT FEES | 1298.50 |
| 08/31/2012 | DISTRICT WIDE | STUDENT FEES | 25021.75 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENTS | 10152.70 |
| 08/31/2012 | DISTRICT WIDE | STUDENT FEES | 23164.25 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENTS | 7565.50 |
| 08/31/2012 | DISTRICT WIDE | FACILITY USE CSA KIDS | 372.00 |
| 08/31/2012 | DISTRICT WIDE | TEACHER CONTRACT TERMINATION PENALTY | 500.00 |
| 08/31/2012 | DISTRICT WIDE | DONATION STAFF BRK - R. ROTH | 200.00 |
| 08/31/2012 | TAXES RECEIVABLE | RECEIVABLE - DELAYED TAX PAYMENT | 2329843.30 |
| 08/31/2012 | DISTRICT WIDE | REFUND FROM ACUITY FOR WORKERS COMP. INS. | 24239.00 |
| 08/31/2012 | DISTRICT WIDE | FACILITY USE - SOCCER CLUB | 15.00 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENTS | 787.20 |
| 08/31/2012 | DISTRICT WIDE | TOWN OF MAGNOLIA - MOBILE HOME FEES | 413.31 |
| 08/31/2012 | DISTRICT WIDE | DONATION HS GIRLS SWIM | 75.00 |
| 08/31/2012 | DISTRICT WIDE | DONATION HS GIRLS SWIM | 250.00 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENTS | 5116.50 |
| 08/31/2012 | DISTRICT WIDE | STUDENT FEES | 16845.44 |
| 08/31/2012 | DISTRICT WIDE | TEACHER CONTRACT PENALTY | 500.00 |
| 08/31/2012 | OTHER SUPPORT SERVICES | RETIREE HEALTH - N. CHRITTON JULY, AUG. 2012 | 84.18 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENTS | 2935.50 |
| 08/31/2012 | DISTRICT WIDE | STUDENT FEES | 11227.70 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENTS | 2390.30 |
| 08/31/2012 | DISTRICT WIDE | STUDENT FEES | 7705.00 |
| 08/31/2012 | DISTRICT ADMINISTRATION | DO REIMB FOR COFFEE | 12.27 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENTS | 360.00 |
| 08/31/2012 | DISTRICT WIDE | TEACHER CONTRACT PENALTY | 500.00 |
| 08/31/2012 | OTHER SUPPORT SERVICES | RETIREE HEALTH - W. HARTJE SEPT. PREIM | 121.22 |
| 08/31/2012 | DISTRICT WIDE | DONATION HS GIRLS SWIM | 367.00 |
| 08/31/2012 | OTHER SUPPORT SERVICES | RETIREE HEALTH INS. B. BERG FOR SEPT. | 121.22 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENTS | 1087.00 |

| Post Date | Func | Description | Amount |
|------------|-----------------------------|---|------------|
| 08/31/2012 | DISTRICT WIDE | LUNCH PAYMENTS | 2650.50 |
| 08/31/2012 | BUILDING REPAIRS | REIMB FROM JOE FRANCIS FOR SUPPLIES | 20.00 |
| 08/31/2012 | OTHER SUPPORT SERVICES | MID AMERICA HEALTH INS. PAYMENT W. HARTJE FOR | 1394.04 |
| 08/31/2012 | OTHER SUPPORT SERVICES | MID AMERICA HEALTH INS. PAYMENT P. HAESE FOR | 644.79 |
| 08/31/2012 | DEPOSITS PAYABLE | LUNCH PAYMENTS | 369.00 |
| 08/31/2012 | DISTRICT WIDE | STUDENTS FEES | 1521.00 |
| 08/31/2012 | COMBINED COST REPORTING | REIMB V. ASHBY CREDIT FOR ROCK N ROLZ PURCHAS | 7.00 |
| 08/31/2012 | DUE FROM FEDERAL GOVERNMENT | RECEIVABLE TITLE II | 21721.50 |
| 08/31/2012 | DUE FROM FEDERAL GOVERNMENT | RECEIVABLE PRE SCHOOL GRANT | 684.10 |
| 08/31/2012 | DEPOSITS PAYABLE | E-FUNDS LUNCH PAYMENT | 20.00 |
| 08/31/2012 | TAXES RECEIVABLE | DELAYED TAX PAYMENT DANE CO. | 2528.00 |
| 08/31/2012 | TAXES RECEIVABLE | DELAYED TAX PAYMENT GREEN CO. | 40577.18 |
| 08/31/2012 | DISTRICT WIDE | INTEREST FOR AUG. | 1208.64 |
| | | Total for Cash Receipts | 2570963.79 |

| POST | CHECK | CHE | CHECK | | |
|------------|--------|-----|------------|---------------------------------|------------|
| DATE | NUMBER | TYP | DATE | VENDOR | AMOUNT |
| 08/02/2012 | 73000 | R | 08/02/2012 | AMERIPRISE FINANCIAL SERVICES | 570.00 |
| 08/02/2012 | 73001 | R | 08/02/2012 | DEAN HEALTH PLANS | 445,371.20 |
| 08/02/2012 | 73002 | R | 08/02/2012 | DELTA DENTAL OF WISCONSIN | 31,607.76 |
| 08/02/2012 | 73003 | R | 08/02/2012 | FRANKLIN TEMPLETON BANK & TRUST | 660.00 |
| 08/02/2012 | 73004 | R | 08/02/2012 | HORACE MANN LIFE INSURANCE | 125.00 |
| 08/02/2012 | 73005 | R | 08/02/2012 | METLIFE | 125.00 |
| 08/02/2012 | 73006 | R | 08/02/2012 | MG TRUST COMPANY | 170.00 |
| 08/02/2012 | 73007 | R | 08/02/2012 | SBG-VAA | 30.00 |
| 08/02/2012 | 73008 | R | 08/02/2012 | SUN LIFE FINANCIAL | 5,766.32 |
| 08/02/2012 | 73009 | R | 08/02/2012 | TEAMSTERS LOCAL UNION 695 | 518.00 |
| 08/02/2012 | 73010 | R | 08/02/2012 | WEA INSURANCE TRUST | 4,974.24 |
| 08/02/2012 | 73011 | R | 08/02/2012 | DAVE'S ACE HARDWARE | 126.59 |
| 08/02/2012 | 73012 | R | 08/02/2012 | AT&T LONG DISTANCE | 25.94 |
| 08/02/2012 | 73013 | R | 08/02/2012 | AWSA-WFEA | 2,575.00 |
| 08/02/2012 | 73014 | R | 08/02/2012 | CREEK-HESSLER, JULIE | 176.84 |
| 08/02/2012 | 73015 | R | 08/02/2012 | HELLENBRAND INC | 105.76 |
| 08/02/2012 | 73016 | R | 08/02/2012 | NELSON-YOUNG LUMBER COMPANY | 151.28 |
| 08/02/2012 | 73017 | R | 08/02/2012 | SCAN AIR FILTER INC | 805.05 |
| 08/02/2012 | 73018 | R | 08/02/2012 | SCHOOL SPECIALTY | 4,767.50 |
| 08/02/2012 | 73019 | R | 08/02/2012 | TRUGREEN | 2,400.00 |
| 08/02/2012 | 73020 | R | 08/02/2012 | WIL-KIL PEST CONTROL | 131.00 |
| 08/17/2012 | 73021 | R | 08/17/2012 | AMERIPRISE FINANCIAL SERVICES | 570.00 |
| 08/17/2012 | 73022 | R | 08/17/2012 | FRANKLIN TEMPLETON BANK & TRUST | 660.00 |
| 08/17/2012 | 73023 | R | 08/17/2012 | HORACE MANN LIFE INSURANCE | 125.00 |
| 08/17/2012 | 73024 | R | 08/17/2012 | METLIFE | 125.00 |
| 08/17/2012 | 73025 | R | 08/17/2012 | MG TRUST COMPANY | 170.00 |
| 08/17/2012 | 73026 | R | 08/17/2012 | SBG-VAA | 30.00 |
| 08/21/2012 | 73027 | R | 08/21/2012 | DAVE'S ACE HARDWARE | 242.41 |
| 08/21/2012 | 73028 | R | 08/21/2012 | ACHIEVING COLLAB TREATMENT | 130.00 |
| 08/21/2012 | 73029 | R | 08/21/2012 | ALBERICI'S DELCATEZZA | 30.00 |
| 08/21/2012 | 73030 | R | 08/21/2012 | AMERICAN AWARDS & PROMOTIONS | 409.36 |
| 08/21/2012 | 73031 | R | 08/21/2012 | ANDY SEILS | 60.00 |
| 08/21/2012 | 73032 | R | 08/21/2012 | AT & T | 114.30 |
| 08/21/2012 | 73033 | R | 08/21/2012 | AT&T CAPITAL SERVICES INC | 8,149.00 |
| 08/21/2012 | 73034 | R | 08/21/2012 | AUSTAD & SON INC | 1,350.00 |
| 08/21/2012 | 73035 | R | 08/21/2012 | BJ ELECTRIC SUPPLY INC. | 435.00 |
| 08/21/2012 | 73036 | R | 08/21/2012 | BROWN, BRUCE | 48.00 |
| 08/21/2012 | 73037 | R | 08/21/2012 | BUSSE, ERIC | 60.00 |
| 08/21/2012 | 73038 | R | 08/21/2012 | BUTTCHEN ELECTRIC | 1,173.20 |
| 08/21/2012 | 73039 | R | 08/21/2012 | CAPITAL LOCK INC | 30.71 |
| 08/21/2012 | 73040 | R | 08/21/2012 | CASH | 800.00 |
| 08/21/2012 | 73041 | R | 08/21/2012 | CHERYL JANES | 44.40 |
| 08/21/2012 | 73042 | R | 08/21/2012 | CHRIS NICHOLSON | 60.00 |
| 08/21/2012 | 73043 | R | 08/21/2012 | CPI QUALIFIED PLAN CONSULT INC | 46.50 |
| 08/21/2012 | 73044 | R | 08/21/2012 | DANIEL BOTHUN | 60.00 |
| 08/21/2012 | 73045 | R | 08/21/2012 | DEHART, RICHARD | 48.00 |
| 08/21/2012 | 73046 | R | 08/21/2012 | DEININGER, SUE | 44.64 |
| 08/21/2012 | 73047 | R | 08/21/2012 | DEPARTMENT OF WORKFORCE DEV | 2,251.75 |
| 08/21/2012 | 73048 | R | 08/21/2012 | EVANSVILLE HIGH SCHOOL | 50.91 |
| 08/21/2012 | 73049 | R | 08/21/2012 | EMPATHIA INC | 250.00 |
| 08/21/2012 | 73050 | R | 08/21/2012 | FAIRBAIRN, LARRY | 48.00 |
| 08/21/2012 | 73051 | R | 08/21/2012 | FIDELITEC LLC | 110.00 |
| 08/21/2012 | 73052 | R | 08/21/2012 | GRUEBLUG, KIM | 7.05 |
| 08/21/2012 | 73053 | R | 08/21/2012 | HALLMAN LINDSAY | 219.90 |
| 08/21/2012 | 73054 | R | 08/21/2012 | HAMMOND & STEPHENS | 111.72 |
| 08/21/2012 | 73055 | R | 08/21/2012 | HAROLD LUTHER | 48.00 |

| POST | CHECK | CHE | CHECK | | |
|------------|--------|-----|------------|--------------------------------|-----------|
| DATE | NUMBER | TYP | DATE | VENDOR | AMOUNT |
| 08/21/2012 | 73056 | R | 08/21/2012 | HERTZ, KIMBERLY | 12.30 |
| 08/21/2012 | 73057 | R | 08/21/2012 | HONEYWELL INC. | 552.36 |
| 08/21/2012 | 73058 | R | 08/21/2012 | IDEAL PRINTING WI LLC | 402.00 |
| 08/21/2012 | 73059 | R | 08/21/2012 | JIM DILLEY | 60.00 |
| 08/21/2012 | 73060 | R | 08/21/2012 | KLEENMARK | 34.66 |
| 08/21/2012 | 73061 | R | 08/21/2012 | LANDMARK SERVICES COOPERATIVE | 282.72 |
| 08/21/2012 | 73062 | R | 08/21/2012 | LARSEN, STEVE | 60.00 |
| 08/21/2012 | 73063 | R | 08/21/2012 | LARSON, DARRELL | 60.00 |
| 08/21/2012 | 73064 | R | 08/21/2012 | LARSON, PAUL | 48.00 |
| 08/21/2012 | 73065 | R | 08/21/2012 | MJ CARE, INC. | 412.50 |
| 08/21/2012 | 73066 | R | 08/21/2012 | NU LINE STRIPING | 1,277.07 |
| 08/21/2012 | 73067 | R | 08/21/2012 | OCCUPATIONAL HEALTH CENTERS | 72.00 |
| 08/21/2012 | 73068 | R | 08/21/2012 | OFFICE DEPOT | 1,051.86 |
| 08/21/2012 | 73069 | R | 08/21/2012 | PER MAR SECURITY SERVICES | 120.00 |
| 08/21/2012 | 73070 | R | 08/21/2012 | PIONEER MANUFACTURING COMPANY | 1,996.50 |
| 08/21/2012 | 73071 | R | 08/21/2012 | RAY RAATZ | 48.00 |
| 08/21/2012 | 73072 | R | 08/21/2012 | REAL COFFEE | 4.00 |
| 08/21/2012 | 73073 | R | 08/21/2012 | REINDERS INC | 153.52 |
| 08/21/2012 | 73074 | R | 08/21/2012 | RHYME BUSINESS PRODUCTS | 62.00 |
| 08/21/2012 | 73075 | R | 08/21/2012 | RHYME BUSINESS PRODUCTS LLC | 1,409.93 |
| 08/21/2012 | 73076 | R | 08/21/2012 | ROTO ROOTER SEPTIC TANK SERVIC | 135.00 |
| 08/21/2012 | 73077 | R | 08/21/2012 | SCOFIELD, MARCIA | 16.65 |
| 08/21/2012 | 73078 | R | 08/21/2012 | SCOTT HUFFMAN | 60.00 |
| 08/21/2012 | 73079 | R | 08/21/2012 | SUPERIOR CHEMICAL CORPORATION | 4,573.47 |
| 08/21/2012 | 73080 | R | 08/21/2012 | TAHER | 6,886.16 |
| 08/21/2012 | 73081 | R | 08/21/2012 | TEWGYZE SUPPLY INC | 2,034.25 |
| 08/21/2012 | 73082 | R | 08/21/2012 | THE O'BRIEN AGENCY, LLC | 17,209.60 |
| 08/21/2012 | 73083 | R | 08/21/2012 | WASDA | 375.00 |
| 08/21/2012 | 73084 | R | 08/21/2012 | WEGNER CPA'S LLP | 10,000.00 |
| 08/21/2012 | 73085 | R | 08/21/2012 | WIL-KIL PEST CONTROL | 131.00 |
| 08/21/2012 | 73086 | R | 08/21/2012 | WISCONSIN TAXPAYERS ALLIANCE | 32.95 |
| 08/30/2012 | 73087 | R | 08/31/2012 | DAVE'S ACE HARDWARE | 37.98 |
| 08/30/2012 | 73088 | R | 08/31/2012 | ARCHAMBAULT ASPHALT SEALING & | 3,150.00 |
| 08/30/2012 | 73089 | R | 08/31/2012 | AT&T LONG DISTANCE | 202.50 |
| 08/30/2012 | 73090 | R | 08/31/2012 | AT&T | 745.00 |
| 08/30/2012 | 73091 | R | 08/31/2012 | BADGER SPORTING GOODS CO., INC | 1,903.96 |
| 08/30/2012 | 73092 | R | 08/31/2012 | BOBCAT OF MADISON | 1,700.35 |
| 08/30/2012 | 73093 | R | 08/31/2012 | CITY GLASS COMPANY | 846.00 |
| 08/30/2012 | 73094 | R | 08/31/2012 | DIVERSIFIED BENEFIT SERVICES | 280.80 |
| 08/30/2012 | 73095 | R | 08/31/2012 | EVANSVILLE REVIEW | 753.00 |
| 08/30/2012 | 73096 | R | 08/31/2012 | HARRISON AND COMPANY | 1,033.89 |
| 08/30/2012 | 73097 | R | 08/31/2012 | HOWELL HEATING | 4,500.00 |
| 08/30/2012 | 73098 | R | 08/31/2012 | JAMES HUTCHINSON | 75.00 |
| 08/30/2012 | 73099 | R | 08/31/2012 | KELLESVIG, JULIE | 10.15 |
| 08/30/2012 | 73100 | R | 08/31/2012 | MEICHTRY, RENEE | 62.00 |
| 08/30/2012 | 73101 | R | 08/31/2012 | NELCO | 242.50 |
| 08/30/2012 | 73102 | R | 08/31/2012 | OFFICE DEPOT | 194.81 |
| 08/30/2012 | 73103 | R | 08/31/2012 | RIDDELL INC | 2,054.64 |
| 08/30/2012 | 73104 | R | 08/31/2012 | SCHILLING SUPPLY COMPANY | 2,653.30 |
| 08/30/2012 | 73105 | R | 08/31/2012 | SCOTT IRWIN | 75.00 |
| 08/30/2012 | 73106 | R | 08/31/2012 | TAHER | 45,000.00 |
| 08/30/2012 | 73107 | R | 08/31/2012 | TODD MADER | 60.00 |
| 08/30/2012 | 73108 | R | 08/31/2012 | UTILIVISION INC | 300.00 |
| 08/30/2012 | 73109 | R | 08/31/2012 | VILLALBA, ROLANDO | 13.00 |
| 08/30/2012 | 73110 | R | 08/31/2012 | WE ENERGIES | 936.39 |
| 08/30/2012 | 73111 | R | 08/31/2012 | WSPRA | 99.00 |

| POST | CHECK | CHE | CHECK | | |
|-------------------|-----------|-----|------------|-------------------------------|------------|
| DATE | NUMBER | TYP | DATE | VENDOR | AMOUNT |
| 08/28/2012 | 2013003 | M | 08/28/2012 | AT & T | 1,463.86 |
| 08/28/2012 | 2013004 | M | 08/28/2012 | EVANSVILLE WATER & LIGHT DEPT | 34,227.84 |
| 08/28/2012 | 2013005 | M | 08/28/2012 | U.S. CELLULAR | 242.51 |
| 08/30/2012 | 121300002 | A | 08/31/2012 | ASHBY, VAUNCE | 250.00 |
| 08/30/2012 | 121300003 | A | 08/31/2012 | CASHORE, BRIAN | 250.00 |
| 08/30/2012 | 121300004 | A | 08/31/2012 | EVERSON, SCOTT | 250.00 |
| 08/30/2012 | 121300005 | A | 08/31/2012 | FLAHERTY, ROBERT | 250.00 |
| 08/30/2012 | 121300006 | A | 08/31/2012 | FRANCIS, JOSEPH | 46.62 |
| 08/30/2012 | 121300007 | A | 08/31/2012 | HAVLIK, LOUISA | 250.00 |
| 08/30/2012 | 121300008 | A | 08/31/2012 | HURLEY, NANCY | 46.07 |
| 08/30/2012 | 121300009 | A | 08/31/2012 | LANDERS, PAULA | 250.00 |
| 08/30/2012 | 121300010 | A | 08/31/2012 | MILLER, KEITH | 129.23 |
| 08/30/2012 | 121300011 | A | 08/31/2012 | ROTH, JERRY | 250.00 |
| 08/30/2012 | 121300012 | A | 08/31/2012 | TREUDEN, DOREEN | 250.00 |
| 08/30/2012 | 121300013 | A | 08/31/2012 | WICK, JO ANN | 250.00 |
| Totals for checks | | | | | 674,204.23 |

- VIII. Handbook Committee – Chair, Kathi Swanson/Jerry Roth – 60 min
- A. Employee Handbook Written Draft, Part 1, Sec. 4-8 (All Employees- Grievance Procedures, Pay Periods, Compensation and Expense Reimbursement, and Sick Leave).
 - B. Employee Handbook Outline, Part 1, Sec. 9-13 (All Employees- Jury Duty Leaves, Bereavement Leave, personal Leave, Uniformed and Service Leave).
- IX. Board Development – Chair, Kathi Swanson – 30 min
- A. Discuss Role of Treasurer.
 - B. Discussion of Book, Becoming a Better Board Member.
 - C. Develop Board Development Agenda Items for November 26 Meeting.
- X. Future Agenda – Chair, Kathi Swanson - 5 min
- A. Develop November 12 Regular Board Meeting Agenda.
- XI. Adjourn.

Estimated Meeting End Time: ____ pm.

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

Vision Statement:

Creating a culture of excellence in:

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

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

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

BECOMING A BETTER BOARD MEMBER

BOOK ASSIGNMENTS

October 29, 2012 - Chapter 2 and Chapter 8

November 26, 2012 - Chapter 3 and Chapter 4

January 28, 2013 - Chapter 5 and Chapter 6

February 25, 2013 - Chapter 10 and Chapter 12

March 25, 2013 - Chapter 13 and Chapter 14

April 29, 2013 - Chapter 15 and Chapter 16

I eliminated Chapters 7, 9, 11 and 17.

Thank you for your continued investment!!

Evansville Community School District
Annual Meeting Minutes for September 24, 2012

The Annual Meeting of the Evansville Community School District was held at the Evansville High School Media Room on September 24, 2012, at 7:00 pm pursuant to the notice in the Evansville Review and posted throughout the District as required by law.

There were 18 resident voters in attendance at the meeting.

The meeting was called to order by Board President Kathi Swanson. She introduced board members and administrators.

Ms. Kathi Swanson asked for: nominations from the floor to elect a chairman. Mr. Dennis Hatfield nominated Mr. Dennis Hughes. No other nominations. Mr. Dennis Hughes ran the meeting.

Motion by Ms. Heather Hanson, seconded by Ms. Julie Creek-Hessler, moved to grant the Board of Education the flexibility to set the date of the 2013 annual meeting between May 15, 2013, and October 31, 2013, at 7:00 pm under the requirements of WIS STAT. 117.08, 117.09 or 117.27. Motion carried, unanimously.

Motion by Mr. Phil Hamilton, seconded by Mr. Jerry Roth, moved that we keep the Board of Education salaries at \$1,300 for officers and \$1,200 for members for the 2012-2013 term of office. Motion carried, unanimously.

Treasurer Tina Rossmiller presented the Debt Service Schedule and Ms. Treuden, Business Manager, discussed.

Ms. Doreen Treuden, Business Manager, presented the 2012-2013 preliminary budget, and reviewed the General Fund 10, Special Project Funds, 21, 23, 27, and 29, Debt Service Funds 38 and 39, Capital Projects Funds 41, 48, and 49, Food Service Fund 50, and Package Cooperative Program Funds 91, 93, and 99 Budgets.

Motion by Ms. Heather Hanson, seconded by Mr. Brian Cashore, moved that there be and hereby is levied and assessed against the taxable property both real and personal, within the confines of the Evansville Community School District, to be raised during the coming year taxes in the amount of \$7,940,878.00 including \$2,815,507.00 for debt service. Motion carried, unanimously.

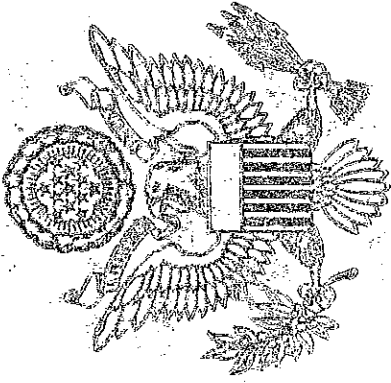
There being no other business, motion by Ms. Julie Creek-Hessler, seconded by Ms. Joan Wick, to adjourn the meeting. Motion carried, unanimously.

Meeting adjourned at 7:24 pm.

Respectfully submitted, Clerk John Rasmussen

Kathi Swanson, President

Dated



Board
- 7/15

United States Department of State
Bureau of Educational and Cultural Affairs

This certificate of appreciation is awarded to

Evansville High School

*For contributing to international peace and understanding through
support of the Department of State's youth exchange programs in the
2011-2012 academic year.*

Washington, D.C.
June 2012

Mary Deane Connors
Mary Deane Connors
Director, Office of Citizen Exchanges

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"> 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. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |
| Personnel Administration | <ol style="list-style-type: none"> 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. | <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 style="text-align: right;">Total: ____</p> |
| Facilities Management | <ol style="list-style-type: none"> 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. | <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 style="text-align: right;">Total: ____</p> |
| Staff Relationships | <ol style="list-style-type: none"> 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. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |

| | | |
|-----------------------------|--|--|
| Policy Administration | <ol style="list-style-type: none"> 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. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |
| Advocacy | <ol style="list-style-type: none"> 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. | <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p> |
| Increasing District Revenue | <ol style="list-style-type: none"> 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. | <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 style="text-align: right;">Total: ____</p> |
| <u>Comments:</u> | | |

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)