

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Special Meeting Agenda

Monday, April 28, 2014

6:00 PM

District Board and Training Center

340 Fair Street

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

- I. Roll Call: Tina Rossmiller John Rasmussen Amanda Koenecke
 Kathi Swanson Sandra Spanton Nelson
 Eric Busse Melissa Hammann

- II. Approval of Agenda.

- III. Annual Board Reorganization:
 - A. Election of Officers.
 - B. Discussion of Committees, Determine Committee Structure, and Make Assignments.
 - C. Determine Meeting Times and Dates. How Board Members are Notified.
 - 1. Set May, June and July Board Meeting Dates.
 - D. What Every New Board Member Needs to Know, About the District.
 - E. Review of Board Binder and:
 - 1. Legal Authority and Duties of Board Members (Policy #150).
 - 2. Open Meetings Law (Brochure).
 - 3. How Agendas are Set (Policy #171.2).
 - 4. How Board Meetings are Conducted (Policies #171 and #172).
 - 5. Purpose and Structure of Minutes (Policy #184).
 - F. Board Development:
 - 1. Board Training Needs.
 - G. Appoint a Board Member as Evansville Education Foundation Representative.

- IV. Business (Action Items):
 - A. Approval of Selection for Delegate Representative to CESA 2.

- V. Executive Session – Under Wisconsin State Statute 19.85(1)(c)(f) to Discuss Personnel Issues.

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

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

Posted: 4/24/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Special Meeting Agenda/Briefs

Monday, April 28, 2014

6:00 PM

District Board and Training Center
340 Fair Street

Members, Kathi, John, Melissa, and Amanda – please arrive at 5:45 pm so that you can take your Oath of Office.

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

District Administrator, Jerry Roth, will run the meeting until the President is elected.

- I. Roll Call: Tina Rossmiller John Rasmussen Amanda Koenecke
 Kathi Swanson Sandra Spanton Nelson
 Eric Busse Melissa Hammann

II. Approval of Agenda.

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

III. Annual Board Reorganization:

- A. Election of Officers – Mr. Roth will open the floor for nominations so that the Board may vote on a President. Following the election of the President, the President will facilitate the election of the other board officers. Policy #141-Board of Officers is enclosed.

Suggested Motions:

I _____ move we elect _____ as President, seconded

Vote –

President Runs the Meeting.

I _____ move we elect _____ as Vice President, seconded by

Vote.

I _____ move we elect _____ as Clerk, seconded by _____.
Vote.

I _____ move we elect _____ as Treasurer, seconded by _____.
Vote.

I _____ move that we elect Kelly Mosher as Deputy Clerk, seconded by _____.
Vote.

This gives Ms. Mosher the ability to go ahead and continue to do the work that is required of the Clerk in a timely manner (i.e., posting notices, election information).

B. Discussion of Committees, Determine Committee Structure, and Make Assignments – *Enclosed is a listing of the current Committee assignments. Please consider which committee you would like to serve on and if you are interested in being the Board Member, chairperson of a committee.*

C. Determine Meeting Times and Dates. How Board Members are Notified – *Does the Board want to continue meetings on the second and fourth or last Wednesday of the month, per Policy #171? District Office staff prefer this day. The Board needs to set the starting times of the meetings.*

Consensus to meet on _____ (day of week), at _____ (time).

1. Set May, June and July Board Meeting Dates.
Enclosed is a calendar for your reference. Mr. Roth's suggests the following Board meetings for May, June and July.
May – 14 and 28
June – 11 and 25
July – 16

Consensus to meet during May, June and July – dates _____.

D. What Every New Board Member Needs to Know, About the District – *This document has been updated as necessary and will continue to be. You may want to keep this in your Board Binder as a reference.*

- E. Review of Board Binder and:
1. Legal Authority and Duties of Board Members (Policy #150).
 2. Open Meetings Law (Brochure).

3. How Agendas are Set (Policy #171.2).
4. How Board Meetings are Conducted (Policies #171 and #172).
5. Purpose and Structure of Minutes (Policy #184).

Enclosed are the policies in the 100 section of the Policy Manual. Please insert these into your Board Binder.

F. Board Development:

1. Board Training Needs.

What is the wish of the Board on future Board Development?

Enclosed is a WASB 2014 Event Calendar for your reference of upcoming meetings.

- G. Appoint a Board Member as Evansville Education Foundation Representative – Ms. Swanson has been the Board appointed Member of the Evansville Education Foundation. Do you wish for her to continue in this role?

Consensus to appoint Board Member _____.

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

- A. Approval of Selection for Delegate Representative to CESA 2 – Ms. Tina Rossmiller is on the CESA 2 Board of Control. Do you wish for her to continue in this role? CESA stands for Cooperative Educational Services Agency, with the office in Whitewater. CESAs develop programs and provide services that are not as cost effective for districts to provide on their own. They are primarily funded by user fees. We determine each year what services we will contract for.

Suggested Motion: I move we select _____ as the Delegate Representative to CESA 2.

V. **Executive Session – Under Wisconsin State Statute 19.85(1)(c)(f) to Discuss Personnel Issues.**

Suggested Motion: I move we move into executive session, under Wisconsin State Statute 19.85(1)(c)(f), to discuss personnel issues.

Adjourn – you will adjourn from executive session.

Suggested Motion: I move we adjourn the meeting.

Time _____

Approved: June 10, 1985
Revised: June 25, 2001
Revised: November 26, 2012

141

BOARD OFFICERS

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

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

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

Board officers shall perform the following duties:

The President shall:

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

The Vice-President shall:

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

The Clerk shall:

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

The Treasurer shall:

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

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

COMMITTEE LIST
April 2014

BOARD COMMITTEES AND ASSIGNMENTS

<u>Board Committee of the Whole</u>	<u>Board Member Chairs</u>
Board Development	Busse
Budget Finance	Swanson
Strategic Planning (includes Facilities & Transportation and Open Enrollment)	Rasmussen, Swanson, Vacant
<u>Board Sub-Committees</u>	<u>Board Members</u>
Communications	Rasmussen, Swanson
Employee Handbook (as needed)	Busse, Rossmiller
Facilities & Transportation (quarterly)	Rasmussen, Vacant
Insurance (October – February)	Swanson, Vacant
Open Enrollment	Swanson, Vacant
Policy Development	Rossmiller, Spanton Nelson
<i>(The Board Committees above are posted in accordance with the Open Meeting Law)</i>	
<u>CESA 2 Representative: Tina Rossmiller</u>	
<u>Evansville Education Foundation: Swanson</u>	
<u>Negotiations Assignments:</u>	
Custodians (Teamsters)	Busse, Rossmiller
EEA	Busse, Rossmiller
EEAA	Busse, Rossmiller
Food Service	Busse, Rossmiller
Transportation	Busse, Rossmiller

**BOARD REPRESENTATIVES
TO DISTRICT ADMINISTRATIVE COMMITTEES**

<u>District Committee</u>	<u>Chairperson</u>	<u>Board Representative</u>
Curriculum Coordinating Committee (CCC)	Director of Curriculum	On Hold
Technology	Director of Technology	Rasmussen

Interest for School Board Officer and Committee Assignments

Board Officer Positions:

President: Facilitate all board meetings, plan agendas and follow up with District Administrator, participate in WASB training, communicate with WASB as needed on behalf of the Board. Plan Board training and development with the District Administrator. Serve on the Teacher Union Negotiation Committee. Serve as primary Board spokesperson for media contacts. Sign documents as required. Several early morning/evening hours in addition to regular board meetings.

Vice-President: Conduct meetings when the president is absent or unavailable. If longer absences are needed, fulfill other roles of president as determined with the President and District Administrator. Serve as secondary media spokesperson. Minimal additional hours during the month.

Clerk: Work with the District Administrator's Administrative Assistant as needed to sign required documents. Take brief minutes including executive sessions and make sure proper procedures are followed at each board meeting. Certify election results. Time commitment varies. Helps if person is available during the day to sign documents.

Treasurer: Serves as the Finance Committee Chair. Digital signature is used for most official district checks.

The remaining members are simply known as members.

Deputy Clerk: You have appointed in the past, the Administrative Assistant to the District Administrator, to work with the Clerk and in the Clerk's absence.

Board Committee Assignments:

The following are the standing Board Committee assignments.

Board Development: The Board President has been in charge of this with input from all board members.

Budget Finance: **This has been a Committee of the Whole since May 2010.** Prior to being a Committee of the Whole, they met monthly, the third Monday of the month at 5:30 p.m. Meetings ranged from 90 minutes to as long as three hours. Had 2-3 board members. Committee also includes District Administrator and Business Manager. ***Recommendation: Continue as Committee of the Whole, with the Treasurer chairing this section of the meeting.***

Long Range Planning: The District has not discussed this for a number of years.

Policy: **Beginning with the 2013-2014 school year, this become a sub-committee of the Board.** Meetings are usually held during the week, during the day. Because of the number of district staff involved, it is best if the members of this Committee can adjust their work schedules to meet during the school day. Need 2 board members. Members include District Administrator. Other administrators or staff members attend based on the policies under consideration. This

Committee reviews the Employee Handbook also. *Recommendation: to continue with a sub-committee who reports to the Board.*

Facilities and Transportation: This Committee dissolved May 2010. The Committee met at 4:30 p.m. on the Monday of board meetings. Meetings were typically about 60 minutes. It helped if the persons negotiating the bus contract and the custodial contract were on this committee. Need 3 board members. Members also include the District Administrator, Business Manager, Buildings and Grounds Director and District Administrative Assistant. *Recommendation: to form a sub-committee who reports to the Board.*

Strategic Planning: This Committee has not met for some time. It did have 2-3 board members, 2-3 community members, 1-2 administrators, and the District Administrator. The recommendations of this Committee come to the full board for discussion, revision and approval. This Committee is responsible for involving and communicating with key groups including: Staff, local government officials, parents of current students, community members without students in school.

Co-and Extra-Curricular: This Committee met from October 2012 – January 2013 and presented to the Board of Education on 2-25-13.

Insurance: This Committee started in September 2012 and continues to meet. Committee is represented by staff, retirees, and two board members.

CESA #2 Representative: Tina Rossmiller is our board representative. She attends meetings monthly.

Evansville Education Foundation: This position was held by Kathi Swanson.

Communication: This Committee was formed during the 2013-2014 school year and meets monthly. 2 board members, the District Administrator, and the Business Manager serve on this Committee.

4 Year Old Kindergarten Committee: This Committee was formed during the 2013-2014 school year. Director of Instruction led the Committee that consisted of community members. Committee made recommendations to the Board in April 2014.

CAC (Citizens Advisory Committee): This Committee was formed during the 2013-2014 school year. A community member led the Committee of community members. District Administrator, Business Manager, and Administrators presented information. Committee hired a firm to do a School Community Survey. Results were presented to the Board in April 2014.

Employee Compensation Committees: Two committees, Teachers and Support Staff, were created and meet monthly. Members include, two board members, District Administrator, Business Manager, and staff members.

Board Negotiations:

The Custodial, and Food Service master agreements expire June 30, 2014.

Bus Transportation Contract: I and the Business Manager will bring to the Committee of the Whole our suggestions to this contract. The whole contract is reviewed every two years, and the financial terms are reviewed annually.

District Level Committees:

The following committees are staffed by District employees. Interested board members are assigned as a liaison. Meetings are not scheduled around board member schedules. Board members assigned receive agendas and minutes and attend meetings if possible.

Curriculum Coordinating Council (CCC): Meets monthly and includes the administrators, learning resource teachers and the chairs for each of the twelve K-12 departments. Focus is on steering curriculum work and changes within the district as well as leadership development of staff. Proposes annual district learning goals.

Technology: Meets quarterly or more often when the three year plan is up for review. Consists of the District Technology Director, technology staff, Library Media staff and other interested staff. The primary focus is on instructional uses of technology and related professional development.

Administrative Team: Members include all contracted administrators. Meets every other Tuesday from 8:30-11:30 a.m.

Be prepared to volunteer for one or more officer positions or committee assignments. If you would like to indicate skills or experience that would make you an especially effective member of a specific assignment, please do so and bring to the board reorganization meeting to help keep this process moving.

Boardcommittees 4/17/13

EVANSVILLE COMMUNITY SCHOOL DISTRICT 2013-2014 CALENDAR

Early Release (11:00 AM) Snow

AUGUST - 2013 - 1W; 3#

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	NT	NT	24
25	W	#	#	#	X	31

SEPTEMBER - 1H; 20T

S	M	T	W	R	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18/col	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER - 23T

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16/col	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER - 1H; 19T; 1CC

S	M	T	W	R	F	S
					1*	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20/col	21	22	23
24	25	26	27X	H	cc	30

DECEMBER - 15T; 1/2#

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20#	21
22	X	X	X	X	X	28
29	X	X				

JANUARY - 2014 - 21T; 1#

S	M	T	W	R	F	S
			X	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17*	18
19	#	21	22	23	24	25
26	27	28	29/col	30	31	

Aug	22, 23	New Teachers
	26	Work Day
	27, 28	Staff Development
	29	Staff Development
Sept	2	Labor Day - NO SCHOOL
	3	First Day of School
	18	Early Release-PM Collaboration
Oct	16	Early Release-PM Collaboration
	16, 17	Parent/Teacher Conferences 3:30-8:00 pm
Nov	1	Early Release-End of 1 st Quarter; 1/2 Day K-8 Grading
	20	Early Release-PM Collaboration
	27	Early Release-PM NO SCHOOL
	28, 29	Thanksgiving - NO SCHOOL
Dec	20	Early Release-PM Staff Dev
	23-1	Winter Break - NO SCHOOL
Jan	2	Students Return
	17	Early Release-End of 2 nd Quarter; 1/2 Day K-8 Grading
	20	NO SCHOOL - Staff Development
	29	Early Release-PM Collaboration
Feb	19	Early Release-1/2 Collaboration
Mar	5, 6	Parent/Teacher Conferences 3:30-8:00 pm
	12	Early Release-PM Collaboration
	21	Early Release-End of 3 rd Quarter; 1/2 Day K-8 Grading
	24-28	NO SCHOOL - Spring Break
	31	Students Return
Apr	18	Early Release-PM Collaboration
	20	Easter
	21	NO SCHOOL-Staff Development
May	16	Early Release-PM Collaboration
	26	Memorial Day - NO SCHOOL
June	6	Last Day for K-12; 1/2 Day
	6	1/2 Work Day for Teachers
	8	High School Commencement

FEBRUARY - 20T

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19/col	20	21	22
23	24	25	26	27	28	

MARCH - 16T; 1CC

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12/col	13	14	15
16	17	18	19	20	21*	22
23	cc	X	X	X	X	29
30	31					

APRIL - 21T; 1#

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18/col	19
20	#	22	23	24	25	26
27	28	29	30			

MAY - 1H; 21T

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16/col	17
18	19	20	21	22	23	24
25	H	27	28	29	30	31

JUNE - 5T; 1/2 W

S	M	T	W	R	F	S
1	2	3	4	5	6 w	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days of Instruction Reported to DPI

- Q1 - 44 days
- Q2 - 45 days
- Q3 - 44 days
- Q4 - 48 days

181 Days

Contract Days

- 178.5 Teaching Days
- 2 Comp Days
- 1.5 Work Days
- 3 Paid Holidays
- 5.5 Staff Development Days
- 190.5 Total Contract Days

- X Non Paid Day
- T Teaching Day

JULY

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Full Days - 7:45 - 3:45 pm
Half Days - 1:00 - 3:45 pm

Note: 3 Snow Days are Built In

Board Approved: 2-25-13

CODE:

- W Work Days
- # Staff Development Days
- H Holidays
- *1 End of Quarter
- NT New Teachers
- cc Compensatory Days (cc)

10-9-13- Board Approved -
MS Conferences to be
Nov. 7 & 12 rather than Oct. 16-17

V.D. School
C.O.D.

NO SCHOOL - I.C.B.

What Every New Board Member Needs To Know

– About The District –

Need to Know:

1. Name Of School District: **Evansville Community School District**
 2. School District Address: **340 Fair Street Evansville WI 53536**
 3. Main District Phone Number: **608-882-5224 Fax: 608-882-6564**
 4. Web Site: **www.ecsdnet.org**
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5. Superintendent:	Phone:	Cell Phone:	E-mail:
Jerry Roth	882-3386	751-9868	rothj@evansville.k12.wi.us

6. Superintendent's Administrative Assistant	Phone:	Fax:	E-mail:
Kelly Mosher	882-3387	608-882-6564	mosherk@evansville.k12.wi.us

7. Board Members:	Phone:	E-mail:
Eric Busse	882-0405	<u>bussee@evansville.k12.wi.us</u>
Melissa Hammann	882-9993	<u>HammannM@evansville.k12.wi.us</u>
Amanda Koenecke	490-0062	<u>KoeneckeA@evansville.k12.wi.us</u>
John Rasmussen	882-6525	<u>rasmussenj@evansville.k12.wi.us</u>
Tina Rossmiller	882-4099	<u>rossmillert@evansville.k12.wi.us</u>
Sandra Nelson Spanton	751-2771	<u>spantons@evansville.k12.wi.us</u>
Kathi Swanson	728-1045	<u>swansonk@evansville.k12.wi.us</u>

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8. Communities Served By The District: **City of Evansville, towns of Brooklyn, Union, Porter, Janesville, Magnolia, Center, and Rutland.**
 9. Number Of Employees In District: **247 (does not include crossing guards or substitutes).**
 10. What Employee Groups Are In Place?
Evansville Education Association – Dee Jay Redders: 2013-14, 142 members.
Evansville Educational Association Auxiliary – Mary Beth Anderson; 2013-14, 35 members.
Teamsters Union Local No. 695 (Custodians) – Kevin Wells, 2013-14, 14 members.
Teamsters Union Local No. 695 (Food Service) – Liz Uher, 2013-14, 14 members.

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

Need to Know:

11. Grade Levels Served By The District: **Early Childhood (3-4 year old special education), Grade K-12**

12. Number Of Students Enrolled: Total: **1,717 (3rd Friday, September 2013)**

Early Childhood **12**; K-2 Levi Leonard Elementary **367**; 3-5 Theodore Robinson Intermediate **412**;
JC McKenna Middle 6-8 **414**; and Evansville High School **512**

13. Student Population:

Ethnic Groups by Percentage: **White - 93.2%; Hispanic - 3.7%; Black - 1.8%;**

American Indian - .23%; Asian - 1%.

Percentage of English Language Learners: **2.2% (38 students)**

Primary languages spoken at home other than English: **Spanish**

Percentage of students receiving free or reduced lunch: **24.43%**

14. Number Of Square Miles The District Covers: **165 square miles**

15. Home To School Transportation: Contracted to: **Ringhand Brothers, Inc.**

16. Number Of Schools: Total: **4**

Pre-schools **0** Elementary schools **2** Middle schools **1** High schools **1**

Continuation schools **0** Charter schools **0** Adult Ed. **0** JEDI Virtual **1**

District Office Departments:	Name of Department Head:	Phone Number:
Business Manager	Doreen Treuden	882-3383
Curriculum	Director - Paula Landers	882-3382
Special Education	Director – Vaunce Ashby	882-3391
Technology	Manager - Larry Martin	882-3390
Buildings and Grounds	Director - Joe Francis	882-3388

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

Need to Know:

18. Standing Advisory Committees:

Panels or Commissions:	Staff Member Responsible:	Board Representation:
Curriculum Coordinating Committee	Paula Landers	On Hold
Technology	Larry Martin	John Rasmussen

19. District Documents On District Website:

Mission Statement and Vision Statement – on Home Page

Budget – Departments page, then Business Services

District Fund 10 Operating Budget = \$18,430,733

Policy Book - School Board and Employee Handbook

District Administrative Calendar- Main Page at bottom

Collective Bargaining Agreements – Human Resources

Long Range Facilities Plan – District Reports

Additional Information under District Reports

Current District Issues:	Status Of The Issue:
School District Budget	Work in progress

Need to Know:

20. District Schools:

Name of School:	Grade Levels:	Principal:	Phone Number:
Levi Leonard Elementary	PK-2	Louisa Havlik havlikl@evansville.k12.wi.us	882-3104
Theodore Robinson Intermediate	3-5	Joan Wick wickj@evansville.k12.wi.us	882-3842
JC McKenna Middle	6-8	Bob Flaherty flahertyb@evansville.k12.wi.us	882-3302
Evansville High	9-12	Scott Everson eversons@evansville.k12.wi.us	882-3508

*What Every New Board Member Needs to Know
– About Governance Team Operations –*

Need to Know:

1. Board Meeting Dates And Times:

2nd and 4th (or last) Wednesday of Each Month, 6:00 pm

2. Board Officers:

Role:

President: Eric Busse	Facilitate all board meetings, plan agendas, follow-up with District Administrator, participate in WASB training, and communicate with WASB.
Vice-President: Tina Rossmiller	Conduct meetings in Presidents' absence.
Clerk: John Rasmussen	Work with Deputy Clerk as needed to sign required documents.
Treasurer: Kathi Swanson	Serves as Chair of Finance Committee and works with business manager.
Deputy Clerk: Kelly Mosher	Clerk work done in timely manner.

3. Order Of Items On The Board Meeting Agendas:

1. Roll Call	7. Information & Discussion Items
2. Approve Agenda	8. Business (Action Items)
3. Public Announcements/Upcoming Events	9. Consent Agenda (Action Items)
4. Public Presentations	10. Set Next Agenda
5. District Administrator Report	11. Executive Session (when needed)
6. HS Board Rep/Administrators' Reports	12. Adjourn

4. Board Committee Of The Whole:

Board Member Chairs:

Board Development	Busse
Budget Finance	Swanson
Strategic Planning (includes Facilities and Transportation and Open Enrollment)	Rasmussen, Swanson, Vacant

5. Board Sub Committees:

Board Members:

Communications	Rasmussen, Swanson
Employee Handbook (As Needed)	Busse, Rossmiller
Facilities & Transportation (quarterly)	Rasmussen, Vacant
Insurance (October-February)	Swanson, Vacant
Open Enrollment	Swanson, Vacant
Policy Development	Rossmiller, Spanton Nelson
4 Year Old Kindergarten (4KIC)	Spanton Nelson
Community Advisory Committee (CAC)	

***What Every New Board Member Needs to Know
– About Governance Team Operations –***

6. Governance Norms – How we behave toward members of the governance team and others:

Group/Meeting Agreement

1. We listen carefully and respectfully seeking first to understand what the other person is saying. Then we speak clearly and concisely seeking to be understood by the other person.
2. We address issues, not individuals.
3. There are no side conversations. If we have something to say to our neighbor that cannot wait, we request an opportunity to caucus and go out of the room or we wait our turn.
4. We conduct ourselves within commonly understood principals of integrity, professionalism and accountability.
5. We speak and write directly to the question – we don't sidetrack the discussion – we stay on point.
6. We will strive to be prepared by reviewing available board materials and other District related communications in a timely manner.
7. We encourage all members to actively participate and contribute to group discussions.
8. We strive for consensus and do not publicly criticize the decisions of the majority.
9. We celebrate the District's accomplishments.
10. We enjoy what we are doing and we have fun.

Need to Know:

7. Governance Protocols – **How we do business: May 2, 2011, Meeting**

How the board meeting agenda is developed and reviewed and by whom: Policy #171.2
Placing items on the board meeting agenda: Policy #171.2
Obtaining additional information about board meeting agenda items before the meeting: Policy #171.2
Obtaining answers to questions about board meeting agenda items before the meeting:
Alerting the board president of the desire to speak on a particular agenda item: Policy #187
Introducing new ideas for the board’s consideration:
Responding to staff or community complaints or concerns at board meetings: Policy #187
Communications between and among the board, board members and the superintendent:
Communications between the board and other staff: Policy #521.1
Responding to community or staff complaints or concerns outside of board meetings: Policy #871
How, when and whom to notify about visiting school sites or participating in district activities: Policy #521
Individual board member requests for information from staff:
Board member participation on district committees and in district activities: Policy #185
When and how the board conducts a self-evaluation:
When and how the board evaluates the superintendent: Policy #225 & 225.1

Need to Know:

8. Governance Documents:

- | | |
|---|---|
| District Policies -
http://www.ecsdnet.org/School-Board/Policies/index.html | District Budget Development Calendar |
| Board Bylaws – (100 Series of Policy Book) -
http://www.ecsdnet.org/School-Board/Policies/Policies-100-199/index.html | Location of District Policy Book: Policy #151.2 |
| District Setting Direction Documents | Governance Handbook - |
| Employee Handbook | |
| Annual Governance Calendar | |

9. Board Member Benefits:

Stipend:	Voted on at the annual meeting. Currently \$1,200, officers receive an additional \$100.
Health Benefits:	None.
Attending conferences / educational meetings / community events: Policies #164 and #671.2	District pays lodging and registration.
Making reservations for conferences / workshops / district business trips:	Kelly Mosher
Travel Expenses and Reimbursements: Policies #164 and #671.2 Form	Travel and meals reimbursed if submitted.

What Every New Board Member Needs to Know

– About The District – About Governance Team Operations –

NOTES:

Convening in Closed Session

A meeting may be convened in closed session only when the board or subunit is first properly convened in open session, and only to consider matters under one or more of the exemptions in s. 19.85(1). A motion to close shall be carried by majority vote. The vote of each member on the motion must be recorded in the minutes.

Before the motion is adopted, the presiding officer must announce the nature of the business to be considered in closed session and the specific statutory exemption or exemptions by which the closed session is claimed to be authorized. The announcement shall become part of the record of the meeting.

No business may be taken up at any closed session except that which relates to matters contained in the presiding officer's announcement of the closed session. *Section 19.85(1).*

Ballots, Voting and Records

Except for the election of officers of the governmental body, no secret ballot may be used to determine any election or decision. Any member of the governmental body may require that a vote be taken at any meeting in such a manner that each member's vote is ascertained and recorded, except for the election of board officers.

Section 19.88(1) and (2).

The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in the public records law. *Section 19.88(3).*

Exclusion of Members

No duly elected or appointed member of a governmental body may be excluded from any meeting of such body. Unless the rules of the governmental body provide to the contrary, no member of the body may be excluded from any meeting of a subunit of that governmental body. If the member is not a member of the subunit, attendance at the subunit's meeting may trigger additional notice requirements. *Section 19.89.*

Recording, Filming and Photographing

Whenever a board or a subunit holds a meeting in open session, the board or subunit must make a reasonable effort to accommodate any person desiring to record, film or photograph the meeting. However, this does not permit recording, filming or photographing a meeting in a manner that interferes with the conduct of the meeting or the rights of the participants. *Section 19.90.*

Penalty and Enforcement

A member of a governmental body may be subject to a forfeiture for violation of the open meetings law. No member of a governmental body is liable under the open meetings law on account of his or her attendance at a meeting held in violation of the open meetings law if he or she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation occurs, his or her votes on all relevant motions were inconsistent with all those circumstances which cause the violation. *Section 19.96.*

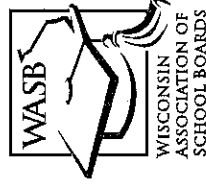
Any action taken at a meeting of a governmental body held in violation of the open meetings law is voidable by a court. *Section 19.97(3).*

Attorney General's Interpretation

Any person may request advice from the Attorney General as to the applicability of the open meetings law under any circumstances. The Wisconsin Department of Justice publishes *Wisconsin Open Meetings Law: A Compliance Guide*, available at www.doj.state.wi.us.

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REVISED MARCH 2012



Open Meetings Law

A Summary for Wisconsin School Boards

The open meetings law is found in sections 19.81 to 19.98 of the Wisconsin Statutes. There are other statutory requirements for calling, noticing and conducting regular and special school board meetings that are not discussed in this summary (see ss. 120.11 and 120.43, for example). Also, for the open meetings requirements related to collective bargaining, read ss. 19.82(1), 19.85(3), 19.86 and 111.70(4)(cm)2.

Coverage

The open meetings law covers "meetings" of "governmental bodies." A school board is a "governmental body" covered by the open meetings law. The law also is applicable to formally constituted subunits of the board, such as board-created committees. However, any board or committee formed for or meeting for the purpose of collective bargaining is not a "governmental body" covered by the open meetings law.

Section 19.82(1).

"Meeting" means the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power and duties delegated to or vested in the body. Whenever the members of a governmental body meet to engage in governmental business, be it discussion, decision or information gathering, the open meetings law applies if the number of members present is sufficient to determine the body's course of action regarding a proposal discussed at the meeting. If one-half or more of the members of a governmental body are present, the law "rebuttably presumes" that it is a "meeting" covered by the open meetings law. The term "meeting" does not include any social or chance gathering or conference which is not intended to avoid the law. *Section 19.82(2).*

Convening in Open Session

Every meeting of a governmental body, including contemplated closed sessions, must be preceded by public notice and initially convened in open session. All discussion and action, formal or informal, must be initiated, deliberated and acted upon in open session, except where the meeting has been properly closed for a purpose permitted by s.19.85. During a period of public comment, a governmental body may discuss any matter raised by the public. *Section 19.83.*

"Open session" means a meeting which is held in a place reasonably accessible to members of the public and open to all citizens at all times.

Public Notice

Content

Public notice must set forth the time, date, place and subject matter of the meeting, including that intended for any contemplated closed session, in such form as is reasonably likely to apprise members of the public and news media thereof. Notice of a contemplated closed session should refer to the specific statutory exemption. The public notice may provide for a period of public comment. *Section 19.84(2).*

Timing

Public notice of every meeting must be given at least 24 hours prior to the meeting's commencement. If for good cause this is impossible or impractical, shorter notice may be given, but never less than two hours in advance. *Section 19.84(3).*

Separate notice must be given for each meeting, at a time and date reasonably close to the time and date of the meeting. *Section 19.84(4).*

Intent to reconvene in open session within 12 hours after a closed session must be noticed at the same time and in the same manner as notice of the meeting convened prior to closed session. *Section 19.85(2).*

Whom to Notify

In addition to any notice required by other statutes, notice of meetings must be given (1) to the public, (2) to news media who have filed written requests, and (3) to the official newspaper, or if none, to a news medium likely to give notice in the area. *Section 19.84(1).*

Subunit Exception

Formal subunits of school boards may meet without public notice during or immediately after a lawful meeting of the school board to discuss or act on a matter which was the subject of the board meeting. The presiding officer of the board meeting must publicly announce the time, place and subject matter of the meeting of the subunit in advance at the board's meeting. *Section 19.84(6).*

Closed Sessions

A meeting may be convened in closed session under one or more of the exemptions provided in s. 19.85(1), including the following exemptions that have been used by school boards:

(a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.

(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, and taking of formal action on any such matter; provided that the public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

(d) Considering strategy for crime detection or prevention.

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

(h) Consideration of requests for confidential written advice from the government accountability board under s.5.05(6a), or from any local government ethics board.

BOARD OF EDUCATION

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 - 111 ~~District Goal Statements Vision, Mission, Objectives and Goals~~
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Approved: May, 1985
Revised: February 1, 1990
Revised: December 11, 2013

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DISTRICT VISION, MISSION, OBJECTIVES AND GOALS

VISION:

Creating a culture of excellence in:

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

MISSION:

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.

OBJECTIVES:

1. To learn skills in reading, writing, speaking and listening.
2. To develop good work habits, honesty, respect for others, responsibility and life-long learning, and the ability to get along with people with whom we work and live.
3. To think objectively and analytically, and to use these skills in making decisions and solving problems.
4. To help students discover their potential and develop a healthy self-image.
5. To learn skills in mathematics and science.
6. To gain knowledge about the world of today and yesterday, and develop respect for and understanding of other races, religions, nations and cultures.
7. To develop academic skills needed by all students at graduation, whether continuing their education or entering the work force.
8. To develop the ability to think creatively.
9. To develop skills in computer science and other technology.
10. To promote physical development and well being through a variety of experiences and opportunities.

11. To develop an appreciation of the fine arts such as music, art, drama and literature, and promote participation in the creative and performing arts.
12. To understand our political and economic systems, and promote participation in the political process.
13. To promote self-confidence, mutual support and positive social interaction through a variety of co-curricular activities.
14. To deal with adult responsibilities and problems, i.e., sex, marriage, parenting, personal finances, use of alcohol and drugs, and worthy use of leisure time.
15. To develop career awareness and experience a wide variety of vocational areas.

GOALS:

The District shall set goals on an annual basis.

Legal Ref.: Sections 118.01 Wisconsin Statutes (Educational Goals and Expectations)
118.13 (Pupil Discrimination Prohibited)
118.30 (Pupil Assessment)
120.13 (Board Power to do all Things Reasonable for the Cause of Education)
121.02(1) (School District Standards)
No Child Left Behind Act of 2001
Wisconsin Constitution – Article X, Section 3

EXPECTATIONS OF THE EVANSVILLE COMMUNITY SCHOOL DISTRICT

FOR STUDENTS:

1. Every student develops the values and abilities necessary for ethical decision-making and conduct based on the core values of respect, honesty, caring, and responsibility.
2. Every student attends school daily and graduates.
3. Every student reads at an advanced or proficient level.
4. Every student achieves at the advanced or proficient level on assessments based on the Wisconsin model academic standards for language arts, mathematics, science, and social studies.
5. By the end of elementary, intermediate, middle, and high school, each student demonstrates the ability to use technology.
6. Every student demonstrates an understanding of the democratic political process and has a working knowledge of local, state, national, and international governments.
7. Every student is prepared with the knowledge and skills to be a successful producer, consumer, and citizen in the global economic community.
8. Every student graduates with skills and habits necessary to be a life-long learner.

FOR LEARNING ENVIRONMENTS:

1. Curriculum, Instruction & Assessment:
 - a. Every student has access to a coherently articulated, core curriculum complemented with a variety of elective courses and co-curricular activities.
 - b. The curriculum addresses important academic content and essential life skills.
 - c. Instructional strategies reflect best practices and inspire student engagement.
 - d. Learning is assessed regularly using both formative and summative elements.
 - e. Assessment ensures quality learning, and informs teachers and teams regarding curricular and instructional decision-making.
2. Equity:
 - a. Each staff member holds high standards and expectations for every student's success.
 - b. Each staff member pays attention to the whole student, including academic progress, behavior, and emotional well-being, and initiates appropriate interventions as needed.
 - c. Curriculum, instructional practice, and assessment accommodate and build upon individual and cultural differences, interests, and abilities.
3. School Culture and Climate:
 - a. Schools are safe and caring environments.
 - b. School staff foster a culture of connectedness and attachment.

- c. Because learning is socially and dynamically constructed, classrooms are characterized by engagement, collaboration, and supportive relationships with peers and teachers.
 - d. Schools promote, recognize and celebrate individual and collective efforts and achievement.
 - e. Students and staff treat each other with mutual respect and consideration.
 - f. Schools ensure open, ongoing communication between all members of the community.
4. Professional Learning Community:
- a. The District recruits, hires, and retains dedicated, skilled, diverse, and innovative staff.
 - b. Every staff member contributes to high-performing, collaborative teams because success for every student depends upon the people in a school working together.
 - c. School staff members collectively inquire and reflect upon the results of student achievement in order to improve student learning.
 - d. Every employee commits to maintaining a high level of mutual support and trust between all members of their professional learning community.
 - e. Every employee models the importance of life-long learning through commitment to action research and ongoing professional development.
5. Extended Community:
- a. The District and schools value and develop collaborative relationships and strong commitments among families, residents, businesses, government agencies, and other educational systems.
 - b. The extended community shares and promotes the vision and values of schools.
 - c. Parents play a fundamental role in the education of children, and by working collaboratively and positively with educators, maximize children's educational experience.
 - d. Each school provides opportunities for students to learn by serving within the extended community.
 - e. The extended community provides the resources that enable schools to offer exemplary academic and co-curricular programs and expects effective stewardship of those resources.

Approved: June 10, 1985
Revised: June 25, 2001
Reviewed: February 11, 2010

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FILLING BOARD VACANCIES

Public officials may resign or be removed from office as provided by Wisconsin law. When a vacancy does occur, the remaining members of the Board shall appoint a replacement. Qualified electors may contact the Board to express interest in the position. Board members may also contact qualified electors to determine their interest in the vacancy. Board vacancies will be noticed in the official school newspaper.

Those qualified electors interested in filling such a vacancy shall provide a written statement in response to the notice. The Board, under the guidance of the Board President, will determine interview questions. The questions will be provided to interested board candidates who will provide a written response within one week of receiving the questions. The Board will select candidates to interview based on the written responses to interview questions.

Appointment to the Board shall be by election of the remaining members following an interview. The candidate appointed to the vacancy shall, pending acceptance and filing the oath of office, be seated at the next meeting of the Board.

Appointed board members who wish to continue shall stand for election at either the subsequent or the second regular spring election, depending upon the time of year of initial appointment to the Board and the number of years remaining in the unexpired term.

Legal Ref.: Wisconsin Statutes - Sections 17.03 (Vacancies, How Caused)
17.035 (Vacancies; Military Leaves)
17.26 (Vacancies in School Boards; How Filled)
19.01 (Oaths and Bonds)
120.05(1)(d) (School Board Officials)
120.06 (4) (Election of school board members)
120.06(12) (Election of school board members)

Reviewed: June 9, 2003
Revised: August 13, 2007
Revised: August 9, 2010

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STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION

The Board of Education welcomes student input during their discussion of District policy and management matters during regular Board meetings. Therefore, a student representative or selected alternate shall be seated at the Board table during all regular meeting sessions. The student shall be an Evansville high school student, selected at large, for a term of one year from September through June, to represent the opinions and express the needs of Evansville students.

The student representative may neither make motions nor vote. The Board shall decide the extent of student participation in its deliberations. As preparation for each meeting, the representative shall receive the materials that are delivered to members of the Administrative Team. The representative shall prepare and present a report to the Board.

The student representative shall attend regular board meetings. If needed a conference with the Board president and the representative to delineate the scope of responsibilities and expectations of a student representative, both generally and at the Board meetings will be held.

SELECTION OF STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION ADMINISTRATIVE RULE

1. Students selected from the Evansville High School to be the student representative or the student alternate representative to the Board of Education, henceforth referred to as the representative or alternate respectively, shall be selected at large from all full time high school students. Although selected from the high school, the representative will represent students in all District schools. If no appropriate candidate comes forward, a student council representative should submit a monthly report to the building principal who will present to the Board.
2. The term of office shall be from September through June. Selection shall occur during the spring.
3. The representative and/or alternate serve as liaison to the Student Council and other representative groups of the student body, administration, and/or the Board of Education.
4. If concerns arise regarding the student representative's performance of designated responsibilities, the high school principal and/or district administrator will meet with the representative to discuss these concerns and develop a plan for improvement if necessary. If the concerns continue, the Representative Selection Committee may convene to discuss these concerns with the representative. If deemed necessary, the Selection Committee can remove the representative from the position by a simple majority vote.
5. In instances when the representative is unable to fulfill the responsibilities of the position, the alternate shall assume the duties of the student representative to the Board of Education.

RESPONSIBILITIES OF STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

1. Review Board of Education meeting materials which are delivered prior to all regular Board meetings.
2. Participate in discussions at all regular, open session board meetings in the manner determined by the Board. The representative may neither make motions nor vote.
3. Present a student representative report at regular board meetings. Guidelines for the report are the following: report is no longer than five minutes in length, current topics of discussion at student council meetings or other representative groups of the student body, current examples of student participation in decision making, and student successes in all areas of district schools. Cautions for the report are that the Board is limited by open meeting laws in responding to it.

4. Report back to the student council or other representative group of the student body on a regular basis throughout the year.
5. Provide a year-end report.

To be selected, a student must:

- A. Be informed and commit to fulfillment of the designated responsibilities.
- B. File nomination papers which have 25 student signatures, two teacher signatures, and parent approval to the principal by the established deadline.
- C. Respond to questions prepared by the Selection Committee. The written responses need to be submitted to the principal by the established deadline.
- D. Interview for the position with the Selection Committee comprised of the following: 4 students (one each from grades 9-12); 1 parent/guardian; 1 Board member or designee; 2 school staff members including a student council advisor; and a building principal.
- E. The Selection Committee shall select the student representative based upon the nomination papers, written responses, and interview. The Selection Committee will select the student representative and an alternate by consensus if possible. If consensus is not possible, then the representative and alternate will be determined by a simple majority vote of the committee before the October board meeting.
- F. If no more than two students apply, the principal shall appoint a student representative and an alternate. The representative will attend the first meeting in September.

Approved: June 10, 1985
Revised: June 25, 2001
Revised: November 26, 2012

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BOARD OFFICERS

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

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

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

Board officers shall perform the following duties:

The President shall:

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

The Vice-President shall:

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

The Clerk shall:

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

The Treasurer shall:

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

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

BOARD CONSULTANTS

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

Before engaging any consultant, the Board may require submission of a written proposal. Proposals will detail: 1) objectives, 2) tasks to be performed, 3) procedures to be used, 4) target dates for completion of tasks, 5) method to be used to report results to the Board or deliver any product, and 6) cost breakdown.

The Board will routinely secure the services of the following:

ATTORNEY

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

AUDITOR

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

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

OTHER

In situations where knowledge and/or technical skills are needed that cannot be supplied by regular staff positions, technical and consultant assistance will be considered as an alternative for providing the desired service. The service to be provided will be carefully planned consistent with budget appropriations and related implementation procedures. The selection of consultant and technical resources will include criteria of background, professional standing in the field, knowledge, and quality of past performance as related to the requirements needed for the task to be performed.

All services provided in this manner will be evaluated during the progress and upon the completion of the assignment.

BOARD POWERS AND RESPONSIBILITIES

The Evansville Community School District Board of Education shall provide for a school system and establish general policies in keeping with the wishes of the community and the requirements of the state law. It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is in pursuance of specific instructions from the Board.

The Board shall function as a legislative body only, providing for executive control of the schools through the direction of the district administrator. The individual participation of Board members shall take place in scheduled Board and committee meetings, which is the basic manner in which they fulfill their responsible positions. The method of participation is through discussion, deliberation, debate and voting.

No Board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools or, as an individual, command the services of any school employee.

The responsibilities of the Board shall be:

- 1) To select the district administrator and support him/her in the discharge of his/her duties.
- 2) To select school personnel upon nomination and recommendation of the district administrator.
- 3) To consider and act on policies for the school program.
- 4) To require and evaluate the reports of the district administrator concerning the progress of the financial status of the schools.
- 5) To consider, revise and adopt an annual budget recommended by the district administrator.
- 6) To consult with the district administrator and committees on their recommendations.
- 7) To assist in presenting to the public the needs and progress of the education system.
- 8) To perform specific duties mandated by statutes.
- 9) To periodically evaluate the Board's own performance.
- 10) To investigate irregularities in the school system.

All Board members are expected to attend all Board meetings, preview the Board packets, and be prepared to participate.

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)
120.12 (School Board Duties)
120.13 (School Board Powers)

Approved: July 8, 1985
Revised: February 12, 2007
Revised: July 12, 2012

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BOARD POLICY DEVELOPMENT

The Policy Committee is the governing body that reviews all questions of general policy to be employed in the operation of the public schools in the District.

Proposals regarding school district policy may originate from any of several sources including, but not necessarily limited to: a parent/guardian, a taxpayer, an employee or employee organization, a student or student organization, a member of the Board, the District Administrator, a consultant or a civic group. In all cases, proposed new or revised policies shall explicitly state their potential contribution in furthering the stated goals of the District.

Policies shall be in compliance with state and federal laws and regulations and consistent with current employee agreements. New policies shall not be accepted nor old policies retained that are in direct conflict with employee negotiated agreements or benefit policies.

District policies shall be reviewed on a regular basis and updated as necessary.

Board Operating Policies

Policies designed to organize and control Board internal operations shall be established to increase the efficiency and effectiveness of the Board in carrying out its legally mandated tasks. Some Board operating policies are set by statutes, but others may be formulated and adopted by the Board itself as long as they are in harmony with the intent and specifics of the statutes. Board members shall be informed of and given the opportunity to participate fully in the discussion of each proposed new or amended Board operating policy. Board operating policies shall be adopted or amended after the Board has had three opportunities to read and discuss the proposals at successive Board meetings. Where implementation of a policy needs to occur prior to the next board meeting, the Board may approve the policy at the meeting where the first or second readings occur.

Availability of Board Policies

All policies are available on-line at the District website. Policy binders are also maintained and available for review at each school office and the Eager Free Public Library.

Legal Ref.: Section 120.12(2) Wisconsin Statutes (School Board Duties)

Revised: September 10, 2001
Revised: September 8, 2003
Revised: February 12, 2007
Revised: February 11, 2008

151.1

DEFINITION, ADOPTION, AMENDMENT AND TERMINATION OF POLICY

The Board may work in an agreed upon committee structure or act as a committee of the whole to develop and review policy. Administration will keep the Board informed of emerging policy issues. In addition, the Board or Committee may work cooperatively with administration, staff, citizens and students at any point in the process of policy development and review. The Board shall act only as a committee of the whole to adopt policy.

The Board will annually approve a schedule or Board goal describing the review of specific Board policies and procedures. Individual policies or procedures may be reviewed at any time to address current or emerging issues.

In development, review and adoption of Board policies, the following criteria shall be applied to new and/or existing policy:

- The policy addresses an issue of enduring significance to the District.
- The policy completely and accurately reflects the current educational and operational philosophies, practices, and goals of the District.
- The policy is consistent with other Board policies.
- The policy is consistent with, but not a restatement of, state law, federal laws and/or DPI regulations.
- The policy is readily understandable to all who are affected by it, including staff, administration, students, parents and community members.
- The policy is accompanied by procedures, when necessary.
- Forms may be revised/updated as needed with the Policy Committee determining if board action is needed or if the Board will just be informed.

For adoption, new or revised policies and procedures must be presented in writing at a Board meeting. Each policy shall be properly noticed and shall be read at three board meetings before action is taken. An affirmative vote by the majority of the Board members shall be required for adoption of a policy or procedure. The Board may adopt, amend or suspend a policy at any time should the need arise.

The District Administrator or designee shall be responsible for dissemination of policies to employees of the District, students and citizens.

Approved: June 10, 1985
Revised: September 10, 2001
Revised: July 12, 2004

151.2

ACCESS TO BOARD POLICIES

The district administrator shall make reasonable efforts to disseminate policies adopted by the Board to employees of the district, students and citizens. The policies will be available, upon request at the District Office, prior to the second reading by the Board. Following a third reading/approval by the Board, copies of adopted policies shall be available at each of the following locations, prior to the next board meeting:

1. District office.
2. School offices.
3. Eager Free Public Library.
4. District website.

School board members may each have a copy of the current policy book along with the following school district employees:

1. Superintendent (District Office copy).
2. Business Manager.
3. Director of Instruction.
4. Director of Pupil Services.

All policy manuals distributed are the property of the Board and shall be considered as "on loan". They are subject to recall at any time deemed necessary by the District Administrator for purposes of updating.

ADMINISTRATION IN POLICY ABSENCE

In cases where emergency action must be taken and the Board has provided no policy guidelines, the District Administrator shall have the authority to act. His/her decisions shall be reported to the Board at its next regular meeting. It shall be the duty of the District Administrator to inform the Board promptly of such action and of the need for policy.

Approved: June 10, 1985
Revised: September 10, 2001

151.4

DEFINITION AND BOARD REVIEW OF ADMINISTRATIVE RULES

An administrative rule is procedure-oriented detailing the implementation of the policy.

Administrative procedures should originate internally. The Board reserves the right to review and veto administrative rules, if in the Board's judgment, they are inconsistent with statutory law, case law, or with policies/procedures adopted by the Board.

The district office shall maintain all administrative rules in a manner consistent with the policy manual.

EMPLOYEE HANDBOOK

The Evansville Community School District Employee Handbook is set by statutes and District policies. In case of a direct conflict between the Employee Handbook, and any specific provisions of an individual contract, the individual contract shall control.

Proposals regarding the Employee Handbook may originate from administration, the Board and/or employees. In all cases, proposed new or revised Employee Handbook sections shall state their potential contribution in furthering the mission of the District.

Board members shall be informed of and given the opportunity to participate fully in the discussion of each proposed new or amended section of the Employee Handbook. An Employee Handbook section shall be adopted or amended after the Board has had three opportunities to read and discuss the proposals at successive Board meetings. Where implementation of a new or revised Employee Handbook section needs to occur prior to the next board meeting, the Board may approve the section of the Employee Handbook at the meeting where the first or second readings occur.

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

The Employee Handbook shall be reviewed on a regular basis and updated as necessary.

Legal Ref.: Section 120.12(2) Wisconsin Statutes (School Board Duties)

Local Ref.: Policy #151- Board Policy Development

OPPORTUNITIES FOR DEVELOPMENT

The Evansville Board of Education believes that inservice training for its members is vital in order for the Board to govern the school district in the most informed and prudent manner possible. Informed, shared-decision making grows more important as school governance becomes increasingly complex.

In keeping with this position, the Board encourages the participation of its members at appropriate conferences, conventions, seminars and workshops. The Board shall offer financial support to attending Board members for fees and travel outside the district and other necessary expenses in accordance with district policy. The district shall pay no expenses for the spouse/guest of any Board member. Reimbursements for expenses that exceed the established rates require prior approval of the Board President for board members (Policy #532.2). An expense report must be completed and presented to the district business office along with appropriate receipts (consistent with Board policy #532.2, Reimbursement of Expenses) before the bill will be submitted for Board approval and subsequent reimbursement.

The Board correspondent, or district administrator, shall report regularly on upcoming inservice opportunities for Board members. The Board shall select representatives to these sessions from among the membership.

Funds for participation of Board members at out-of-district meetings are budgeted for on an annual basis.

The following factors will be considered for board member attendance at out-of-district meetings:

1. A member must indicate his/her desire to attend an out-of-district meeting at a regular meeting of the Board.
2. A member must inform the Board at a regular meeting about the agenda items of the out-of-district meeting and how the items relate to the needs of the individual board member of the school district.
3. The attendees at out-of-district meetings are encouraged to take notes and gather information, and report back to the Board at a subsequent meeting.

Legal Ref.: Section 120.10(3)(4) Wisconsin Statutes
120.13(16)(32)
Local Policy #532.2 (Reimbursement of Expenses)

Approved: June 10, 1985
Revised: July 9, 2001

163.1

SCHOOL BOARD MEMBERSHIPS

It shall be the policy of the Evansville Board of Education to maintain membership in the Wisconsin Association of School Boards (W.A.S.B.). Board members shall seek to be active participants in this organization.

Legal Ref.: Section 120.13(16) Wisconsin Statutes

Approved: June 10, 1985
Revised: September 25, 1989
Revised: July 9, 2001

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BOARD MEMBER COMPENSATION AND EXPENSES

The annual meeting of the Evansville Community School District shall determine by a vote of those District residents present the annual salaries for board members or an amount for attendance at each school board or committee meeting.

All board members receive an annual salary that is reviewed and acted on at the Annual District Business Meeting. All board members may claim expenses at the regular district rates for meals, travel and lodging when traveling outside the district in performance of their duties as a member of the Evansville Board of Education.

An expense report must be completed and presented to the District business office along with appropriate receipts (consistent with Board policy #671.2, Reimbursement of Expenses) before the bill will be submitted for Board approval and subsequent reimbursement.

Legal Ref.: Section 120.10(3)(4) Wisconsin Statutes
120.13(16)(32)

SCHOOL BOARD CODE OF ETHICS

School Board members are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Wisconsin and United States Constitutions, carry out impartially all applicable state and federal laws, observe in their official acts the highest ethical standards and discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their official conduct should be above reproach so as to foster respect for the entire school system.

Therefore, Evansville Schools Board members consider themselves trustees of public education and will do their best to protect, conserve, and advance education. The Board intends to give the children of this community educational opportunities that are as high quality, comprehensive and meaningful as possible.

Consequently, Evansville School Board members will:

1. Attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings.
3. Render all decisions based on the available facts and their independent judgments, and refuse to surrender such judgments to individuals or special interest groups.
4. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff and all members of the community.
5. Respect the opinion of others and conform to the principle of majority rule.
6. Work with other Board members to translate the educational ideals, values and goals of the community into concepts of policy and see to it that these are put into actual practice by the district administrator and staff.
7. Communicate to other Board members and the district administrator expressions of public reaction to board policies and school programs.
8. Keep informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations.

9. Support the employment of those persons best qualified to serve as school staff and insist on a regular impartial evaluation of all staff.
10. Avoid being placed in a position of conflict of interest and refrain from using their Board positions for personal or partisan gain.
 - a. A School Board Member is considered an employee of the School District and shall not be hired by the School District in any additional capacity.
 - b. A School Board Member shall not participate in any employment decisions that involve a member of his/her immediate family.
11. Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable laws.
12. Remember always that the first and greatest concern must be for the educational welfare of the students attending the public schools.
13. Act only when in official Board session; except as an officer, may take actions necessary to fulfill duties.
14. Remember that responsibilities for overall management and control of the property and affairs, including the development of policies, belongs to the School Board while the responsibilities for the day-to-day operation of the school belong to the administration. Together, the school board and the administration must work to continually identify and implement the needs, goals and priorities of the district.
15. Be responsive to the public maintaining open communication lines with members of the community, informing them on the educational needs of the District, as well as on actions of the board and accomplishments of the district's educational program.
16. Work under state and federal laws and communicate with state and federal legislators concerning the problems and needs involved in providing a quality education.
17. Ensure the District has able and well-qualified employees who will serve in the best interests of the students. (This includes providing for staff development and evaluation.)

Legal Ref.: 19.59 Wisconsin Statutes

Approved: June 10, 1985
Revised: August 13, 2001

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CONFLICT OF INTEREST

In the event a Board member is employed by a corporation or business, or has a secondary interest in a corporation or business, which furnishes goods or services to the District, the Board member shall declare that interest and refrain from debating or voting upon the question of contracting with the company.

Further, a Board member may not use the public position or office to obtain financial gain or anything of substantial value for the private benefit of self or immediate family, or for an organization with which s/he is associated.

Legal Reference: Sections 946.13 and 19.59 Wisconsin Statutes

BOARD MEETINGS

All meetings of the Evansville Community School District Board of Education shall be open to the public. Notice of all meetings must be given to the public in compliance with the state statutes. Please note, executive sessions of a meeting are closed to the public.

Regular Meetings –

The Evansville Board of Education shall meet on the second Wednesday of each month at a place designated by the Board with due notice. The regular meeting time will be set annually at the reorganization meeting. The public may address the Board regarding any issue during public presentations in accordance with Board policy.

The regular meeting of the Board may be changed following consultation of the Board president with the district administrator and a straw poll of remaining Board members. Meetings may be adjourned to a specific date, at the direction of the Board President, for the consideration of unfinished business.

Committee Meetings –

Board committees of the whole will meet on the 4th or last Wednesday of the month. Items may also be placed on the agenda for Board action as needed.

Special Meetings –

Special school board meetings will be scheduled following consultation of the Board president with the district administrator, and a straw poll of remaining board members.

Organizational Meeting –

The annual organizational meeting of the Evansville Board of Education shall be held at the first meeting of the Board on or within 30 days of the fourth Monday in April.

The purpose of the organizational meeting shall be to elect a president, a vice-president, a clerk and a treasurer. The floor will be opened for nominations for each office, which will be voted on by voice vote, roll call, or paper ballot.

Annual District Business Meeting –

The Annual District Business Meeting, which includes a budget hearing, will be held between May 15 and September 30 in a prominent location. The date and time of the meeting to be set no later than the May board meeting. All citizens of the Evansville Community School District shall be encouraged to attend and participate.

The school district clerk or designee shall publish a Class 2 Notice, under Ch. 985, of the time and place of the annual meeting, the last insertion to be not more than eight days nor less than one day before the annual meeting.

Legal Ref.: Section 120.11 Wisconsin Statutes (School Board Meetings and Reports)
19.83 (Meetings of Governmental Bodies)

Local Ref.: Policy #187-Public Participation at Board Meetings

Approved: June 10, 1985
Revised: August 13, 2001
Revised: September 8, 2003

171.1

PUBLIC NOTICE

The Evansville Board of Education recognizes that the public is entitled to the fullest and most complete information regarding the affairs of the Board as is compatible with the conduct of Board affairs and the transaction of Board business.

The Board endorses the Open Meeting Law and hereby appoints the district administrator as the person responsible to properly notice all regular and special Board meetings.

Public notice must be given at least 24 hours prior to meeting. Exception: notice of not less than 2 hours is sufficient if for good cause 24-hour notice is impossible or impractical.

Notice shall be given to the official school district newspaper and shall be physically posted at locations designated by the Board and/or district administrator.

Notice must contain time, date, place and subject matter of meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to inform the public and news media.

Legal Ref.: Sections 19.83 Wisconsin Statutes
19.84
120.11(4)

Approved: June 10, 1985
Revised: August 13, 2001

171.2

MEETING AGENDAS

The district administrator, under the direction of the Board president, shall prepare all agendas for meetings of the Board. In doing so, the administrator shall consult as appropriate with other Board members and with members of the administrative staff.

Items of business may be suggested by any Board member, staff member, or citizen of the district. The inclusion of these items shall be at the discretion of the district administrator based upon time restrictions and the interests of the district. If a citizen's request is received prior to agenda dissemination, the Board shall include on the agenda an opportunity for the citizen, or a group of citizens, to address the Board at the meeting.

The Board shall follow the order of business set up by the agenda unless altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if such discussion and action may be legally undertaken. The Board, however, may not revise policies or adopt new ones unless such action has been taken in accordance with the Board's policy adoption procedures.

The agenda, together with supporting materials, shall be distributed to Board members no later than on the Friday prior to the meeting of the Board, so they can give items of business careful consideration.

In accordance with the open meetings law notice, the agenda shall be made available to the media and to any other person upon request.

Legal Ref.: Section 19.83 Wisconsin Statutes
19.84

EXECUTIVE SESSIONS

All meetings of the Board and its committees will be open to the public except that a meeting of the Board may be convened in a closed session under one or more of the exemptions provided for by state statute 19.85 as listed below:

- a) Deliberating after any judicial or quasi-judicial trial or hearing.
- b) Considering dismissal, demotion, licensing, or disciplining of any Board employee provided the employee is given notice of any evidentiary hearing which may be held prior to final action being taken and of the meeting at which final action may be taken. The notice will contain a statement that the employee has the right to demand that the evidentiary hearing or meeting be held in open session.
- c) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.
- d) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.
- e) Considering employment, promotion, compensation, or performance evaluation data of any District employee.
- f) Considering specific applications of probation or parole, or considering strategy for crime detection or prevention.
- g) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons requires a closed session.
- h) Considering financial, medical, or personal histories, or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- i) Conferring with legal counsel for the Board, or one of its committees, who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved.
- j) Consideration of requests for confidential written advice from state ethics board under Wisconsin Statutes 19.46(2), or from any local government ethics board.

Furthermore, no motion to hold a closed session or to adjourn an open session into a closed session will be adopted, unless the Board President announces to those present at the meeting the general nature of the business to be considered at the closed session, and no other business will be taken up during that session.

The Board will not commence an open session, subsequently convene in a closed session, and then reconvene into an open session within a 12-hour period, unless public notice of the subsequent open session was given at the same time and in the same manner as the public notice of the initial meeting.

That a closed session will be, or was, held will be recorded in the preceding or subsequent regular meeting.

Legal Ref.: Chapter 19, Sub-Chapter V Wisconsin Statutes

Approved: June 10, 1985
Reviewed: August 13, 2001

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RULES OF ORDER

Except as otherwise provided by law, by regulation of the Wisconsin Department of Public Instruction, or by the Board, meetings of the Board shall be conducted in accordance with Robert's Rules of Order, Revised.

QUORUM

A majority of the elected Board of Education members constitute a quorum for the transaction of business. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

When a quorum of the Board is present, a motion which receives a majority of the votes actually cast is deemed passed absent a statute requiring a greater vote.

Statutes requiring a greater number of votes include:

- employment or dismissal of teacher
 - (majority vote of all board members)
- Transfers of Budgeted Appropriations
 - (the District business manager will provide a monthly update of the budget. The budget will be organized by function and presented at the Annual Meeting. Transfers within a function will occur frequently during the year and are not viewed as transfers of budgeted appropriations. Transfers between functions will be presented to the Board for approval, by 2/3rd vote of the Board as a whole, at the end of the fiscal year.)
- Resolution to Borrow on Promissory Notes
 - (2/3 vote of all board members).

There shall be no alteration of salaries of teachers, or other employees of the District, and no suspension of policies, rules, and regulations unless approved by a majority of the Board as a whole.

Legal Ref.: Section 120.11(1) Wisconsin Statutes
118.22(2)
65.90(5)
67.12(12)

VOTING

Voting at Board meetings will normally be by show of hands or by voice vote, unless a roll call vote is required by law. An individual Board member may request a roll call vote on any question under discussion. The school board president has the same duty as other Board members to vote on motions presented to the Board.

Unless the statutes specifically provide otherwise, secret ballot votes may be taken only to elect Board officers.

To satisfy open meeting law requirements:

- The vote on the motion to convene in closed session must be by majority vote taken in such manner that each member's vote is ascertained and recorded in minutes.
- Any member may require that any vote of the board (except for election of officers) be taken in such manner that each member's vote is ascertained and recorded in the minutes.
- All motions and roll call votes must be recorded and preserved.

These requirements do not apply to a Board session held for purpose of collective bargaining (including strategy and acting on grievances) as such sessions are excluded from the open meeting law.

Legal Ref.: Section 19.82(1) Wisconsin Statutes
19.85(1)
19.88

BOARD MINUTES

A complete and accurate set of minutes of each Board meeting shall be kept by the Board clerk or designee. The Board minutes are the responsibility of the Board clerk. They shall constitute the official record of proceedings of the Board including:

- A record of all action taken by the Board, with the vote of each member.
- A record of all resolutions, orders, procedures and motions.

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved.

The minutes on motions and voting (including minutes of closed session) are subject to public inspection to the extent authorized by the Public Records Law.

The minutes of any regular or special Board meeting shall be submitted for publication within forty-five days after the meeting. The minutes shall include a statement of each receipt and expenditure except salaries which may be listed in the aggregate. The minutes shall become permanent records of the Board and shall be filed in the Administrative Offices and made available to interested citizens during regular office hours.

Legal Ref.: Sections 19.21 Wisconsin Statutes
19.88
120.11(4)

Approved: June 10, 1985
Revised: August 13, 2001
Revised: August 9, 2010

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BOARD COMMITTEES

The Board shall function as a committee of the whole. However, the Board may delegate preliminary and fact-finding work to committees. These committees may make recommendations, based on their findings, to the Board for formal approval.

Board members may participate in two types of committees: Board of Education Committees, and District Committees. A listing of all standing committees shall be established annually and may be revised periodically according to the needs of the District.

Following the School Board election each April, the Board president will conduct a discussion of Board representation on these committees. Before the end of April the Board president will discuss the committee structure with the district administrator and appoint Board representatives to the various committees.

Board members serving on committees will report on progress at the regular Board meetings throughout the year.

Legal Ref.: 19.84 Wisconsin Statutes (Public Notice)
19.85 (Exemptions)

BOARD OF EDUCATION COMMITTEE ASSIGNMENTS

<u>Board Committee</u>	<u># of Board Members</u>
Board Development	2
Budget Planning	2
Buildings & Grounds	3
CESA 2 Representative	1
Open Enrollment	2
Policy Development	2
Negotiations:	
Administration	2
Custodians	2
EEA	2
EEAA	2
Food Service	2
Transportation	2

BOARD REPRESENTATION ON DISTRICT COMMITTEES

<u>District Committee</u>	<u>Chairperson</u>	<u># of Board Representatives</u>
Academic Council	District Administrator	0
Curriculum Coordinators	Director of Instruction	1
Goals 2000	Elementary Principal	0
Technology	District Technology Coordinator	1
School-To-Work Transition	H.S. At-Risk	1
Staff Development	Director of Instruction	1
Gifted & Talented	M.S. G&T	1
BASE (Suicide/AODA)	Middle School Principal	1
Consolidated Grants	H.S. Associate Principal	0
Equity	H.S. Associate Principal	1
Student Services	Director Student Services	0
Health Services	Director Student Services	0
IDEA	Director Student Services	1
Long Range Planning	District Administrator	3
Student Safety	Director Student Services	1
Workplace Safety	Business Manager	1
Graduation Policy	Director of Instruction	0

PUBLIC PARTICIPATION AT BOARD MEETINGS

Citizens of the District are welcome to appear at Board meetings to voice their concerns and provide input. At the same time, citizens should bear in mind that even though Board meetings are open to the public, they are not meetings of the public. Hence, it is necessary to maintain order at Board meetings.

At the Board's first regular meeting of the month, normally the second Wednesday of the month, Public Presentation segments will provide the opportunity for the audience to bring forward an item of interest, not already on the agenda or comment on items on the agenda. A registration form (Blue Card) should be filled out and submitted by the end of this segment for anyone wishing to comment during this section. At Committee of the Whole meetings, normally the fourth or last Wednesday of the month, only comments related to items on the agenda may be offered. The Board will verify that if there is a concern, the community member has first discussed the issue with the appropriate staff member as needed.

In accordance with the intent of the open meetings law, the Board can not respond or take action on any item not published on the agenda but may ask questions to seek further information.

Should audience members, or members of the public in general, want to request an item for a future agenda, they should contact a Board member who will forward the item to the Board President or District Administrator who will consider the item for a future agenda as appropriate. Items for future agendas should be submitted for consideration to the Board President or District Administrator at least one full week prior to the meeting. Such factors as time, agenda and urgency of the proposed request will also be considered.

The Board/Committee can not hear complaints of school personnel. The Board President or Chairperson will redirect any such comments to the District Administrator for follow up per other District procedures.

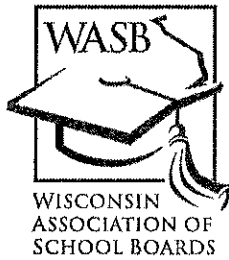
Letters written to the Board will be distributed to Board Members in their Board mailboxes for review.

The following guidelines will allow the Board to receive public input and continue to conduct the business of the District in an orderly and efficient manner. Each speaker shall be allowed up to five minutes to address an issue or express an opinion. However, the time to speak maybe decreased by the President due to time constraints of a meeting. The Board may set a time limit for discussion of an issue, to accommodate the number of speakers, and may decide if a separate hearing is needed on an issue. Any deviation from these guidelines shall be at the discretion of the Board President.

1. Any individual may register with the District Administrator or his/her designee beginning 15 minutes before the time scheduled for a Board meeting or a public hearing.

2. Full address of their place of residence must be on registration forms.
3. Citizens can express an opinion in writing on the registration form. All Board members will read these opinions.
4. If a person wants to speak on more than one issue, a registration card should be submitted for each issue.
5. Public appearances at regular or special board meetings and committee meetings will be permitted at the point of the meeting as indicated in the meeting notice/agenda. The members of the audience should not comment or interrupt during the Board's discussion unless specifically invited to speak.
6. Registrants will be called to speak according to the order in which they have registered.
7. Each speaker must rise and note his/her name for the record.
8. A process monitor can be appointed to assist in enforcing the time limits.
9. There shall be no interruptions by other persons in the audience.
10. The Board members or District Administrator may ask questions during or after the presentation.
11. The Board President may rule a presentation repetitive or out of order and terminate it.
12. The Board President, at his/her discretion may ask for public input during a meeting.
13. Persons presenting written documents are strongly urged to bring at least 15 copies for Board members, key administrators, and the press.

Legal Ref.: Section 19.81 Wisconsin Statutes (Declaration of Policy)
19.83 (2) (Meetings of Governmental Bodies)
19.84(2) (Public Notice)
19.85 (Exemptions)



2014 EVENT CALENDAR*

January

93rd State Education Convention	Jan. 20-24, 2014
<i>Milwaukee - Wisconsin Center</i>	

February

Legal and Human Resources Conference	Feb 27 – 28, 2014
<i>Wisconsin Dells - Chula Vista</i>	

March

Individual Contracts and the Nonrenewal Process Webinar	March 12, 2014
Executive Coaching Workshop	March 28, 2014
<i>Madison – Crowne Plaza</i>	

April

Spring Elections for School Board Members	April 1, 2014
NSBA Annual Conference	April 5-7, 2014
<i>New Orleans, LA</i>	

New Board Member Gatherings

Region 4, Durand High School Cafeteria	April 17, 2014
Region 1, Spooner High School Library	April 22, 2014
Region 2, Three Lakes Jr. and Sr. High School IMC	April 22, 2014
Region 6, CESA 4, West Salem	April 22, 2014
Region 7, CESA 6, Oshkosh	April 22, 2014
Region 13, Lake Geneva District Admin Center	April 22, 2014
Region 8, Kohler Public/School District Library	April 23, 2014
Region 9, CESA 3, Fennimore	April 23, 2014
Region 11, Kettle Moraine High School	April 23, 2014
Region 12, Rome Corners Intermediate School, Oregon	April 23, 2014
Region 3, Green Bay District Admin Building Board Rm	April 24, 2014
Region 5, Athens High School Library	April 24, 2014
Region 10, Gerstenkorn Admin Building, Portage	April 24, 2014
Region 15 Pewaukee High School, Room 240	April 24, 2014

April

School Board Org Mtgs and Roles of Board Officers Webinar April 23, 2014

Rules of Order for Conducting School Board Mtgs Webinar April 30, 2014

May

Spring Academy May 3, 2014

Wisconsin Dells - Chula Vista

Rules of Order for Conducting School Board Mtgs Webinar May 12, 2014

Legal Authority and Duties of Wisconsin School Boards May 13, 2014

Workshop

Turtle Lake – CESA 11

Hiring Teachers Webinar May 14, 2014

Rules of Order for Conducting School Board Mtgs Webinar May 19, 2014

June

Annual & Special Meetings: Notices, Procedures and Powers Webinar June 11, 2014

August

Summer Leadership Institute August 2, 2014

Madison – Crowne Plaza

Economics for Opinion Leaders: School Board Members August 6-7, 2014

Green Bay

September

Fall Regional Meetings Begin September 2014

Various Locations

Economics for Opinion Leaders: School Board Members September 19-20, 2014

Stevens Point

Superintendents Reception September 25, 2014

Policy and Resolutions Committee Meeting September 26-27, 2014

Madison

October

WSAA/WASB Employment and School Law Seminar October 16-17, 2014
Wisconsin Dells – Kalahari Resort
WSAA Meeting to be held on a different date.

Fall Regional Meetings End October 2014
Various Locations

November

Policy and Resolutions Committee Meeting November 7, 2014
Stevens Point – Holiday Inn

Legislative Advocacy Conference November 8, 2014
Stevens Point – Holiday Inn

*** This calendar was published on April 10, 2014.
Watch the WASB website at wasb.org for additional
2014 webinars, workshops and other events
to be added to the calendar.**

Date: March 18, 2014

To: CESA Administrators
CESA Board of Control Chairpersons
School Board Clerks

From: Tony Evers, PhD
State Superintendent

Subject: Appointment of 2014 CESA Convention Representatives

The purpose of this notice is (1) to emphasize to each school board its statutory duty to appoint a member as its representative for the purpose of determining the composition of the board of control and (2) to cause a convention to be convened in accordance with s. 116.02, Wis. Stats.

Section 116.02(1)(c), Wis. Stats., calls for the state superintendent to cause the convening of a convention annually on the day that the board of control holds its organizational meeting under s. 116.02(1)(a), Wis. Stats., composed of representatives from each school board in the agency.

CESA administrators shall send a notice of the convention to each school district in the CESA. The chairperson of the board of control will call the convention to order and have the roll call of the official representative delegates. The first order of business is to elect a convention chairperson from the delegates.

The convention shall proceed as directed in s. 116.02(2)(1)(c), Wis. Stats.:

The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district.

**FORM FOR NOTIFYING SCHOOL BOARD OF
COOPERATIVE EDUCATIONAL SERVICE AGENCY CONVENTION**

TO: District Clerks and Administrators of School Districts in Cooperative Educational Service Agency No. 2, State of Wisconsin

RE: In compliance with State Superintendent of Public Instruction Tony Evers request that the chairperson of the Cooperative Educational Service Agency indicate to you the date, hour, and place at which a convention of school district board representatives will be convened, the following information is submitted:

That Nancy Thompson is the Chairperson of Cooperative Educational Service Agency No. 2. That said Chairperson has determined that such convention will begin at 7 o'clock in the evening in the conference room of the Cooperative Educational Service Agency No. 2 in the City of Whitewater on May 20, 2014.
Date

That arrangements have been made for such convention at the time and place indicated above, and

That you are requested to inform the member representative of your school board of the time and place of said convention.

Signed: Nancy Thompson
Chairperson, CESA 2 Board of Control

Date: March 26, 2014