

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Wednesday, February 26, 2014  
6:00 p.m.**

**District Board and Training Center  
340 Fair Street (Door 36)**

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

- I. Roll Call: Dennis Hatfield      Eric Busse      Mason Braunschweig  
                         Tina Rossmiller      John Rasmussen      HS Rep. Hunter Johnson  
                         Kathi Swanson      Sandra Spanton Nelson      HS Rep. Marissa Haegele
  
- II. Approve Agenda.
  
- III. Public Presentations.
  
- IV. Business (Action Items):
  - A. Approval of February 12, 2014, Regular Minutes.
  - B. Approval of Employee Handbook Proposed Change Form.
  
- V. Discussion Items:
  - A. Future Business Leaders of America (FBLA) Field Trip.
  - B. Policy #851-Advertising in the Schools.
  - C. Staffing Proposal Update.
  - D. Application for Girls Hockey Cooperative Contract for 2014-2015 and 2015-2016.
  
- VI. Budget Finance – Chair, Kathi Swanson –
  - A. Discussion Items:
    - 1) 20 Pay Periods.
    - 2) Press Box Design Options.
    - 3) 2013-2014 Budget Update.
    - 4) 2013-2014 Employee Wages.
    - 5) 2014-2015 Budget Update.
    - 6) Second Reading of Employee Handbook Changes Relating to Budget.
    - 7) Evansville Education Foundation Update.
    - 8) 4K Investigation Committee Update.
    - 9) Insurance Committee Update.
    - 10) Employee Compensation Committees Update.
  - B. Develop Budget Finance Agenda Items for April 30 Meeting.

- VII. Communications Committee – Chair, Kathi Swanson –
- VIII. Board Development – Chair, Eric Busse –
  - A. Policy Governance.
  - B. Paperless Board Packets.
  - C. Develop Board Development Agenda for April 30 Regular Meeting.
- IX. Future Agenda – Chair, Eric Busse -
  - A. Develop March 12 Regular Board Meeting Agenda.
- X. Five Minute Break.
- XI. Executive Session – Under Wisconsin State Statute 19.85(1)(c) to Discuss Personnel Issues.

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

Vision Statement:

*Creating a culture of excellence in:*

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

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

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

Posted: 2/20/14

Re-Posted: 2/24/14

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

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Posted: 2/20/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Wednesday, February 26, 2014  
6:00 p.m.

District Board and Training Center  
340 Fair Street (Door 36)

**REMINDER: You are invited to the CAC meeting on Monday, February 24, 2014, at 6:00 pm to hear the survey results from Bill Foster of School Perceptions. He will not be presenting at a Board meeting.**

- I. **Roll Call:** Dennis Hatfield      Eric Busse      Mason Braunschweig  
                         Tina Rossmiller      John Rasmussen      HS Rep. Hunter Johnson  
                         Kathi Swanson      Sandra Spanton Nelson      HS Rep. Marissa Haegele

II. **Approve Agenda.**

**Suggested Motion: I move to approve the agenda as presented.**

III. **Public Presentations.**

We are holding a public presentations as the brochure on 4K indicated that community could voice an opinion at this Board meeting.

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

- A. Approval of February 12, 2014, Regular Minutes – *Please approve the attached.*

**Suggested Motion: I move to approve the February 12, 2014, Regular Minutes as presented.**

- B. Approval of Employee Handbook Proposed Change Form – *Attached is an Employee Handbook Proposed Change form that we would like to share with staff and start using immediately. This form would be inserted into the Employee Handbook, Part VII, a new section, Appendix.*

**Suggested Motion: I move we adopt the Employee Handbook Proposed Change Form as presented and the form becomes part of the Employee Handbook, under Part VII, Appendix.**

**V. Discussion Items:**

- A. Future Business Leaders of America (FBLA) Field Trip – High School Teacher, Ms. Dana Hurda, has enclosed information on an upcoming field trip. With only one March meeting, we needed to bring this forward at this meeting. Will ask for approval at the March meeting.
- B. Policy #851-Advertising in the Schools – The Policy Committee would like to have a discussion on this policy. Enclosed is the policy and a copy of a Fort Atkinson document.
- C. Staffing Proposal Update – Mr. Flaherty, Mr. Everson, and Ms. Landers will present.
- D. Application for Girls Hockey Cooperative Contract for 2014-2015 and 2015-2016 – Mr. Cashore is bringing a Girls Hockey Cooperative Contract, between Evansville, McFarland, Monona Grove, Oregon, Edgerton, and Stoughton, for discussion at this meeting and approval of the application at the March 12 meeting. Enclosed is information.

**VI. Budget Finance – Chair, Kathi Swanson –**

- A. Discussion Items:
  - 1) 20 Pay Periods – Ms. Treuden has enclosed information.
  - 2) Press Box Design Options – We hope to have information prior to the meeting.
  - 3) 2013-2014 Budget Update – Ms. Treuden has enclosed information.
  - 4) 2013-2014 Employee Wages – I am recommending that the Board consider employee wage increases utilizing the \$165,000 which is not earmarked in this year's budget. I am also recommending the Board to consider providing additional employee stipends with a percentage of the underspent money from the 2012-2013 budget.
  - 5) 2014-2015 Budget Update – Ms. Treuden has enclosed information.
  - 6) Second Reading of Employee Handbook Changes Relating to Budget – Enclosed are the sections and rationale for making the changes.
  - 7) Evansville Education Foundation Update – Ms. Swanson will lead discussion.
  - 8) 4K Investigation Committee Update – Enclosed are the January minutes. Committee met on 2/20/14 and will be bringing recommendations to the March 12 Board meeting.
  - 9) Insurance Committee Update – Enclosed are the January 14 minutes. Committee met on 2/18/14.

- 10) Employee Compensation Committees Update – *Enclosed are the Support Staff and Teachers’ meeting minutes of January 8 and the Goals and Mission Statements from the Committees. Support Staff meet on March 4 and the Teachers on March 10.*
- B. Develop Budget Finance Agenda Items for April 30 Meeting – *The April 30 meeting will begin as the reorganization meeting.*
- VII. **Communications Committee – Chair, Kathi Swanson** – *Ms. Swanson will lead discussion. The January 8 meeting minutes are enclosed.*
- VIII. **Board Development – Chair, Eric Busse** –
- A. Policy Governance – *Ms. Rossmiller will lead discussion.*
- B. Paperless Board Packets – *Mr. Busse will lead discussion.*
- C. Develop Board Development Agenda for April 30 Regular Meeting.
- IX. **Future Agenda – Chair, Eric Busse** -
- A. Develop March 12 Regular Board Meeting Agenda – *Enclosed is a draft of the March 12 meeting. We have at this time only the one meeting scheduled.*
- X. **Five Minute Break.**
- XI. **Executive Session – Under Wisconsin State Statute 19.85(1)(c) to Discuss Personnel Issues.**

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

**Roll Call Vote.**

**You will adjourn from executive session.**

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

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Evansville, Wisconsin

MINUTES OF REGULAR MEETING

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, February 12, 2014, at 6:02 pm in the District Board and Training Center.

The meeting was called to order by President Eric Busse. Roll call was taken. Members present: Hatfield, Rossmiller, Swanson, Busse, Rasmussen, Spanton Nelson, Braunschweig, and HS Rep. Haegele. HS Rep Johnson arrived at 6:06 pm.

**APPROVE AGENDA**

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to approve the agenda as presented. Motion carried, 7-0 (voice vote).

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

- Open Enrollment – February 3-April 30, 2014
- Bus Drivers Week – February 10-14, 2014
- Energy Fair – April 25, 2014
- Back to School Days – August 12, 3:00-7:00 pm; August 19, 10:00 am-2:00 pm

**PUBLIC PRESENTATIONS**

Teacher, Kim Katzenmeyer, spoke in opposition of Employee Handbook Changes of less than three readings.

**DISTRICT ADMINISTRATOR REPORT**

Mr. Roth's submitted report was on the State Education Convention sessions he had attended.

**HIGH SCHOOL BOARD REPRESENTATIVES'/PRINCIPALS'/ADMINISTRATORS' REPORTS**

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

**INFORMATION & DISCUSSION**

Mr. Roth explained the Email archiving system. Discussion.

Mr. Roth presented the second Friday January attendance report. Discussion.

Mr. Roth presented an update on the elementary/middle school principal search. Discussion.

Mr. Roth presented a proposal for snow make-up days. Discussion. Consensus by the Board to extend the middle school day by 10 minutes, starting February 17 through the end of this school year, and to make up additional inclement weather days at the end of the school year.

Mr. Roth presented proposed Employee Handbook changes relating to the budget. Discussion.



Ms. Rossmiller presented for a first reading, policies: #322-Student School Day; #341.6-Kindergarten Instruction; #343.3-Virtual School Program; #343.31-Virtual School Program-Administrative Rule; #343.3 Form-Virtual School Program Form; #420-School Admissions; #421-Entrance Age; #421.1-Admission to First Grade; and #422-Early Admission to School. Discussion. Policy Committee to review and bring back to Board for second readings.

Ms. Rossmiller presented for a second reading, policies: #521.1-Board Staff Communications and #860-Visitors to the Schools. Discussion. Policies to be brought back for Board approval.

### **PUBLIC PRESENTATIONS**

Teacher, Nancy Greve Shannon, spoke in favor of job share agreements and in opposition of insurance change and number of readings for change.

### **BUSINESS (ACTION ITEMS)**

No action on approval of Employee Handbook changes relating to budget.

No action on job share agreements.

Motion by Mr. Braunschweig, seconded by Mr. Rasmussen, moved to approve the resignations of Melissa Gishnock, as a lunch room supervisor, effective January 29, 2014, high school English teacher, Angela Michaels, and high school Art Teacher, Jeannie Abel-Wendt, effective at the end of the 2013-2014 school year. Motion carried, 7-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Braunschweig, moved to approve, with regrets and congratulations, the retirement of Peter Diedrich, high school Language Arts Teacher, effective at the end of the 2013-2014 school year. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to approve the co-curricular resignations of Ron Thornton as part-time assistant track and Tina Thornton as head track coach. Motion carried, 7-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Swanson, moved to approve the co-curricular agreements for Ron Thornton, Head Track Coach, for a stipend of \$3,214, Tina Thornton, 50% Assistant Track Coach, for a stipend of \$1,033.50 and Tristan McKittrick, Middle School Quiz Bowl Coach, for a stipend of \$656. Motion carried, 7-0 (voice vote).

### **CONSENT (ACTION ITEMS)**

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved to approve the consent agenda items of: policies, #333-Student Privacy; #342.1-Programs for Students With Disabilities; #443.5-Electronic Communication Devices on School Premises; #460-Student Scholarships; #522.4-Employee Ethics/Conflict of Interest; and #850-Public Sales and Solicitations on School Premises; the January 29 regular meeting minutes; and the December bills and reconciliation, as presented. Motion carried, 7-0 (roll call vote).

### **FUTURE AGENDA**

February 26, 2014, regular meeting agenda discussed.

**ADJOURN**

Motion by Mr. Braunschweig, seconded by Ms. Rossmiller, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 7:33 pm.

Submitted by John Rasmussen, Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: 2/26/14  
Eric Busse, President

Unapproved Minutes

Board Approved: \_\_\_\_\_

**EVANSVILLE COMMUNITY SCHOOL DISTRICT  
EMPLOYEE HANDBOOK PROPOSED CHANGE  
Effective July 1, Of Each Year**

If you have a suggestion for an Employee Handbook change, please complete this form and return to the District Administrator Administrative Assistant in the District Office, prior to the first Policy Committee meeting in March. **Each suggested change needs to be on a separate form.** The Policy Committee will review all suggested Employee Handbook changes and forward the suggested changes to the Board of Education for review and approval at their April, May, and June Board meetings.

Employee/School Board Member Name: \_\_\_\_\_

Employee Handbook Part: \_\_\_\_\_

Employee Handbook Page/Section/Section #: \_\_\_\_\_

Suggested Revision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**DISTRICT OFFICE USE ONLY**

Form received: \_\_\_\_\_

Form reviewed by Policy Committee: \_\_\_\_\_

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_

Cost Impact and Amount: \_\_\_\_\_

Legal Impact: \_\_\_\_\_

## 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/](http://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

## MEMO

TO: Mr. Jerry Roth  
ECSD School Board  
CC: Scott Everson  
Kelly Mosher

FROM: Ms. Dana Hurda

DATE: 2/17/2014

RE: Future Business Leaders of America (FBLA) State Conference Overnight Excursion

The FBLA State Conference takes place in Appleton, Wisconsin this year. We will be traveling on an Evansville school bus departing at approximately 5pm on Sunday April 5<sup>th</sup> 2014 and returning prior to the end of the school day on Tuesday April 8<sup>th</sup> 2014. We will be staying at the Hampton Inn - Appleton at 350 Fox River Drive Appleton WI 54913 P: 920.954.9211 F: 920.954.6514. A link to the property is attached to this memo. A total of 14 students will be attending.

**Student Cost:** Approximately \$153.00 to be offset by Perkins Funds and an upcoming fundraiser

**Cost to District:** Substitute Teacher for Monday and Tuesday and as well as the cost of the bussing. FBLA will pay the cost of the bus driver's overnight accommodations.

**Number of Chaperones:** 1 (Ms. Hurda will attend) plus the bus driver

Students will complete the Medication Consent form, the Overnight Excursion Form, and the FBLA Conduct form.

Itinerary for the FBLA Conference is attached to the email

FBLA is the national organization for all secondary school students participating in business education programs. It functions as an integral part of the instructional program of the business education curriculum in secondary schools. The purpose of FBLA is to provide additional integrated learning opportunities for students in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The goals of FBLA are to:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of the American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business and community.
- Develop character, prepare for useful citizenship and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

## **Sunday, April 6, 2014**

4:00 p.m.

State Officer Practice

PAC

9:00 p.m.

Adviser Meeting and Registration

Salon D

## Monday, April 7, 2014

|                    |  |   |
|--------------------|--|---|
| 6:00 a.m.          | State Officer Practice   | PAC   |
| 7:15 a.m.          | Bus Shuttling to the PAC/Paper Valley Begins   |   |
| 7:30 a.m.          | Registration Opens   | PAC Lobby   |
| 9:00 a.m.          | First Delegate Assembly – Opening Session<br>Color Guard: ???<br>National Anthem<br>National Anthem performed by: Heidi Loeffert, Colfax High School<br>Introduction of 2013-14 Wisconsin Officer Team<br>Appleton Greetings: Thomas Nelson<br>Reactivated & New Chapters<br>Nomination and Introduction of Officer Candidates<br>Keynote Speaker: Justin Boudreau<br>BAA Recognition<br>Lorraine Missling FBLA Scholarship, Kevin Colling Scholarship | PAC   |
| 10:30 – 11:30 a.m. | Bus Shuttling  |   |
| 11:15 a.m.         | Advisers Meeting   | Salon D   |
| 12:00 p.m.         | Judges, Event Administrators, Chairs, Holding, Prep, & Timers Meeting  | Salon D   |
| 12:00 p.m.         | Mass Test Administrators Meeting   | Salon A   |
| 12:30 p.m.         | Judges, Event Administrators, Chairs, Holding, Prep, & Timers Meeting  | Salon D   |
| 1:00 p.m.          | Business Math<br>Business Procedures<br>Future Business Leader   | Help Desk<br>Parliamentary Procedure<br>Word Processing |
|                    |  | Salon B   |
| 1:00 p.m.          | Digital Scavenger Hunt Captains Meeting (1 person per team must attend) Pre-registration only  | Pool Lobby  |
| 1:30 p.m.          | Entrepreneurship, Management Decision Making, Sports & Entertainment Management, & Network Design (Written Collaborative)  | Salon A   |
| 1:00 – 5:30 p.m.   | Project LEAD   | Evergreen   |
| 1:30 p.m.          | Tours Depart   |   |
| 1:30 p.m.          | Keynote Breakout – Justin Boudreau   | PAC KC Theater  |
| 1:30 p.m.          | American Enterprise Project – Finals (open to non-participants)  | Crown   |
|                    | Business Presentation – Preliminaries  | Oaktag & Ebony  |
|                    | Community Service Project – Finals (open to non-participants)  | Bond  |
|                    | Computer Game & Simulation Programming – Finals (open to non-participants)   | Parlor I Room 2014                                      |
|                    | Digital Design & Promotion – Preliminaries   | Briarwood & Rosewood                                    |
|                    | Partnership with Business – Finals (open to non-participants)  | Parchment   |
| 1:30 p.m.          | Workshop – for 60  | Linden  |
|                    | Workshop – for 50  | Hickory   |
|                    | Workshop – for 115   | McIntosh  |
|                    | Workshop – for 115   | Pippin  |
| 2:00 p.m.          | Open Events – Advertising & Social Media   | Empire  |

|           |   |   |  |
|-----------|---|---|--|
| 2:30 p.m. | Agribusiness<br>Accounting II<br>Business Calculations<br>Computer Problem Solving  | Database Design & Applications<br>Intro to Business Communication<br>Spreadsheet Applications       | Salon B  |
| 3:00 p.m. | Banking & Financial Systems, Desktop Publishing, & Global Business (Written Collaborative)  |   | Salon A  |
| 3:00 p.m. | Keynote Breakout – Justin Boudreau  |   | PAC KC Theater   |
| 3:00 p.m. | Workshop – for 60<br>Workshop – for 50<br>Workshop – for 115<br>Workshop – for 115  |   | Linden<br>Hickory<br>McIntosh<br>Pippin  |
| 3:30 pm   | Open Events – Human Resources & Web 2.0   |   | Empire   |
| 4:00 p.m. | Tours Depart  |   |  |
| 4:00 p.m. | Accounting I<br>Business Law<br>FBLA Principles & Procedures  | Intro to Business<br>Intro to Parliamentary Procedure<br>Intro to Information Technology            | Salon B  |
| 4:00 p.m. | Performance Event Administrators Meeting  |   | Salon D  |
| 4:30 p.m. | Hospitality Management, Marketing, & Management Information Systems (written collaborative)   |   | Salon A  |
| 4:30 p.m. | Judges, Event Administrators, Chairs, Holding, Prep, & Timers Meeting   |   | Salon D  |
| 5:00 p.m. | Open Events – Leadership & Securities/Investments   |   | Empire   |
| 5:30 p.m. | Business Communication<br>Computer Applications<br>Cyber Security<br>Economics  | Healthcare Administration<br>Insurance & Risk Management<br>Networking Concepts<br>Personal Finance | Salon B  |
| 5:30 p.m. | <i>Performance Event Holding Rooms</i><br><i>(participants must report and are sequestered until performance time)</i><br>Client Service (Crown & Oaktag), & Impromptu Speaking (Ebony & Linden)  |   | Salon D  |
| 6:00 p.m. | Business Ethics – Preliminaries<br>Business Financial Plan – Finals (open to non-participants)<br>Business Plan – Finals (open to non-participants)<br>Client Service – Preliminaries<br>e-Business – Finals (open to non-participants)<br>Electronic Career Portfolio – Finals (open to non-participants)<br>Emerging Business Issues – Preliminaries<br>Impromptu Speaking – Preliminaries<br>Job Interview – Preliminaries<br>Mobile App Development – Preliminaries<br>Public Service Announcement – Preliminaries<br>Public Speaking I – Preliminaries<br>Public Speaking II – Preliminaries |   | Crown & Oaktag<br>McIntosh<br>Evergreen<br>Briarwood & Rosewood<br>Lawrence<br>Aspen<br>Bond & Parchment<br>Ebony & Linden<br>Exec. Boardroom & Mahler<br>Empire & Crimson<br>Cortland & Pippin<br>Kimberly Boardroom & Clark Boardroom<br>Parlor I 2014 & Parlor II |



|                   |   |              |
|-------------------|---|--------------|
|                   | Web Site Design – Finals (open to non-participants)       | Hickory      |
| 7:15 – 9:30 p.m.  | Bus Shuttling   |              |
| 8:45 – 9:15 p.m.  | Forum with Officer Candidates for Voting Delegates        | PAC Lobby    |
| 9:15 p.m.         | Digital Scavenger Hunt Submission (pre-registration only) | PAC Lobby    |
| 9:30 – 11:15 p.m. | Hypnotist – Jim Wand                                      | PAC          |
| 9:30 p.m.         | Adviser Mentor & Mentee Reception                         | Clubhouse    |
| 10:00 p.m.        | Quiet hours   | Paper Valley |
| 11:30 p.m.        | Final Bus Shuttle to Hotels Departs                       | Paper Valley |
| Midnight          | CURFEW  |              |

## Tuesday, April 8, 2014

|                       |  |                                 |
|-----------------------|--|---------------------------------|
| 6:30 a.m.             | Installation and Awards Practice<br>(Current Officers and ALL candidates)  | PAC                             |
| 7:00 a.m.             | Bus Shuttling to PAC/Paper Valley (Voting delegate must be on 7 a.m. bus)  |                                 |
| 7:30 a.m.             | Performance Event Administrators Meeting   | Salon D                         |
| 8:00 a.m.             | Judges, Event Administrators, Chairs, Holding, Prep, & Timers Meeting  | Salon D                         |
| 8:00 a.m.             | General Assembly Two: Officer Election Assembly & Spring Executive Board Meeting ( <i>Voting Delegates must report by 7:45 a.m.</i> )  | PAC                             |
| 9:00 a.m.             | Bus Shuttle  |                                 |
| 9:00 a.m.             | <b>Performance Event <i>Holding Rooms</i></b><br><i>(participants should report and are sequestered until performance time)</i>  | Salon D                         |
|                       | Banking & Financial Systems                      Management Decision Making<br>Client Service    Management Info Systems<br>Entrepreneurship    Marketing<br>Global Business    Network Design<br>Help Desk    Parliamentary Procedure<br>Hospitality Management                                      Sports & Entertainment Mkting.<br>Impromptu Speaking |                                 |
| 9:30 a.m.             | Banking & Financial Systems – Finals (open to non-participants)  | Rosewood                        |
|                       | Business Ethics – Finals (open to non-participants)  | Aspen                           |
|                       | Business Presentation – Finals (open to non-participants)  | McIntosh                        |
|                       | Client Service – Finals (open to non-participants)   | Mahler                          |
|                       | Digital Design & Promotion – Finals (open to non-participants)   | Evergreen                       |
|                       | Digital Video Productions – Finals (open to non-participants)  | Pippin                          |
|                       | Emerging Business Issues – Finals (open to non-participants)   | Hickory                         |
|                       | Entrepreneurship - Finals (open to non-participants)   | Linden                          |
|                       | Future Business Leader Interview – Finals  | Clark Boardroom                 |
|                       | Global Business Performance – Finals (open to non-participants)  | Salon A                         |
|                       | Help Desk – Finals (open to non-participants)  | Salon A                         |
|                       | Hospitality Management – Finals (open to non-participants)   | Ebony                           |
|                       | Impromptu Speaking – Finals (open to non-participants)   | Bond                            |
|                       | Job Interview – Finals   | Executive Boardroom             |
|                       | Management Decision Making - Finals (open to non-participants)   | Parchment                       |
|                       | Management Information Systems – Finals (open to non-participants)   | Crown                           |
|                       | Marketing – Finals (open to non-participants)  | Oaktag                          |
|                       | Mobile App Development – Finals (open to non-participants)   | Parlor II 3014                  |
|                       | Network Design - Finals (open to non-participants)   | Salon A                         |
|                       | Parliamentary Procedure - Finals (open to non-participants)  | Lawrence                        |
|                       | Public Service Announcement – Finals (open to non-participants)  | Cortland                        |
|                       | Public Speaking I – Finals (open to non-participants)  | Kimberly Boardroom              |
|                       | Public Speaking II – Finals (open to non-participants)   | Parlor I 2014                   |
|                       | Sports & Entertainment Management – Finals (open to non-participants)  | Briarwood                       |
| 10:00 a.m.            | Workshop – Jim Wand  | KC Theater                      |
| 10:00 a.m.– 1:00 p.m. | Futures Fair   | Paper Valley Lobby              |
| 11:00 a.m.            | Hotel Check Out  | Paper Valley                    |
| 11:30 – 1:30 p.m.     | Luncheon (included in registration, ticket required)   | Orchard, Lombardi's &<br>Empire |

|                  |   |                   |
|------------------|---|-------------------|
| 12:00 p.m.       | State Officer Practice  | PAC               |
| 12:15 p.m.       | Tours Depart  |                   |
| 3:00 p.m.        | Bus Shuttling Ends  |                   |
| 1:00 p.m.        | Workshop –  | Salon B           |
| 1:00 p.m.        | Adviser Mentor/Mentee Reception (by invitation only)            | PAC Founders Room |
| 3:00 p.m.        | Third Delegate Assembly: Officer Installation & Awards Ceremony | PAC               |
| Following Awards | Pick up Materials   | PAC Lobby         |

### APPROVED DRESS CODE FOR FBLA ACTIVITIES

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees – advisers, members, and guests – at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

#### Males

- ◆ Business suit with collar dress shirt, and necktie or
- ◆ Sport coat, dress slacks, collar shirt, and necktie or
- ◆ Dress slacks, collar shirt, and necktie.
- ◆ Banded collar shirt may be worn only if sport coat or business suit is worn.
- ◆ Dress shoes and socks.

#### Females

- ◆ Business suit with blouse or
- ◆ Business pantsuit with blouse or
- ◆ Skirt or dress slacks with blouse or sweater or
- ◆ Business dress.
- ◆ Capris or gauchos with coordinating jacket/suit, worn below the knee.
- ◆ Dress shoes.

Inappropriate attire, for both men and women, includes:

- ◆ Jewelry in visible body piercing, other than ears
- ◆ Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- ◆ Backless, see-through, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses/tops/dresses/skirts
- ◆ T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- ◆ Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- ◆ Athletic wear, including sneakers
- ◆ Hats or flannel fabric clothing
- ◆ Bolo ties
- ◆ Visible foundation garments

*CLARIFICATION—Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.*



**Keynote Information:** Justin Boudreau

Despite being bullied, barely being able to read and having zero friends until middle school, Justin fulfilled his childhood dream by qualifying to compete in a professional beach volleyball tournament.

He humbly states: “as a below average student with incredibly low self-esteem, I finally realized (at 22 years old) that I also played a key role in holding myself back for too long.”

This former high school teacher, coach of the year, world traveler and author, exudes a realness that students don't question. On stage, his heart (not his ego) will inspire your students to worry less about being cool and focus more on their future. Justin's words will resonate with the entire audience and motivate students to start accepting themselves and understanding others.

**2013-2014 State Executive Board**

|                           |                 |                               |
|---------------------------|-----------------|-------------------------------|
| State President           | Chelsea Clark   | Cochrane-Fountain City        |
| State Vice President      | Alex Molland    | Beloit Memorial High School   |
| State Treasurer/Secretary | Molly Bergum    | Superior High School          |
| State Reporter            | Cheyenne Mackai | Muskego High School           |
| State Parliamentarian     | Samuel Wang     | Sheboygan North High School   |
| Region 1 Vice President   | Emily Jennings  | Baldwin-Woodville High School |
| Region 2 Vice President   | Meagan Cramer   | Greenwood High School         |
| Region 3 Vice President   | Ben Kornowski   | Kewaunee High School          |
| Region 4 Vice President   | Tana Bondy      | LaCrosse Central High School  |
| Region 5 Vice President   | Megan Hauge     | Columbus High School          |
| Region 6 Vice President   | Jake Schaller   | Chilton High School           |
| Region 7 Vice President   | Saruabh Jain    | Menomonee Falls High School   |

**Executive Board Advisers**

Pam Logue, Jennifer Schmitz, Tracy Danovsky, Stephanie Jansen, Thomas Gross, Beth Patzke, Marleana Rank, Betty Schleis, Annette O'Hern, Joseph Schneider, Kelly Moehn, Sara Burling, & Michelle Oliver

**FBLA State Executive Committee**

Sara Burling, Lisa Colburn, Sandy Davies, Katie Grassel, Jan Imhoff, Annette O'Hern, Patti Rowe

**State Superintendent, DPI**

Tony Evers

**Assistant Superintendent, Academic Excellence, DPI**

Sheila Briggs

**Director, Career & Technical Education, DPI**

Sharon Wendt

**FBLA State Adviser**

Dave Thomas

**FBLA Office Operations Associate**

Noel Weber-Eedy

Approved: January 13, 1986

851

Revised: February 11, 2008

Revised:

1<sup>st</sup> Reading: 12/11/13; 2<sup>nd</sup> Reading:

### ADVERTISING IN THE SCHOOLS

The Evansville Community School District, the staff, and/or the students shall not be used to advertise or otherwise promote the interests of any commercial or other non-school agency or organization except as provided for by the Board and administration.

Neither the facilities, the name, the staff, nor the students of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that:

- 1) The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not resist or impair the educational program of the schools.
- 2) The school may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.
- 3) The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
- 4) The district administrator may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit.
- 5) The schools may, upon approval of the district administrator, cooperate with any governmental agency in promoting activities in the general public interest which are non-controversial and which promote the education or other best interests of the students.
- 6) School publications may accept and publish paid advertising under established procedures.
- 7) Teachers may use source materials from commercial agencies, provided that this material has been approved by the principal. Approved source material may, from time to time, be called to the attention of the teachers by principals and the district administrator.
- 8) Local businesses may distribute advertisement items of minimal value with prior approval of the district administrator, provided that such distribution does not resist or impair the educational program of the schools.
- 9) Other situations may be considered by the district administrator and/or Board of education

SCHOOL DISTRICT OF



FORT • ATKINSON

# SPONSORSHIP GUIDE

## PURPOSE

The purpose of this guide is to provide information regarding the sponsorship opportunities within the School District of Fort Atkinson and the process by which those opportunities can be taken advantage of by interested parties. These sponsorship opportunities are a way for businesses to gain exposure in the community, for individuals to dedicate a specific facility that holds a special place for them, or even for an organization to assist the district in achieving its academic goals. There are many varied and valuable opportunities contained within this guide, however these are not the only opportunities available. If you have a sponsorship idea outside of those contained within this guide, please feel free to complete the enclosed application and make a proposal of your own.

## CONTENTS

Within this guide you will find the following sections:

- Board Policy 852 – Sponsorships
- Process
- Sponsorship Advisory Committee
- Sponsorship Opportunities: Academic
- Sponsorship Opportunities: Athletics
- Sponsorship Opportunities: The Arts
- Sponsorship Opportunities: Other
- Application
- Sample Agreement

Please note that the fees listed for each item are suggestions only and may be modified by the applicant. Also, please note that not all opportunities are listed within this guide. Applicants are encouraged to create alternate sponsorships as well.

## CONTACT

For more information or if you have questions regarding sponsorships in the School District of Fort Atkinson please contact:

Jason P. Demerath  
Director of Business Services  
School District of Fort Atkinson  
201 Park Street  
Fort Atkinson, WI 53538  
Phone: 920.563.7800  
Fax: 920.563.7809  
Email: demerathj@fortschools.org

## PUBLIC RECORDS

Please note that all documents, email correspondence, etc. related to any sponsorship proposal or agreement are public records and available to anyone that may inquire under the State of Wisconsin Open Records Law.

## **BOARD POLICY 852 – SPONSORSHIPS**

The Board of Education accepts and approves sponsorships that benefit the District, its schools, employees or students by the District accepting money, goods and/or services in exchange for the District acknowledging the sponsor's contribution. The Board recognizes that it would be financially beneficial to allow the sponsorship of the District, its schools, school programs, Interscholastic Athletic programs, extra-curricular activities, and other school activities, events, publications, TV channel, newsletter, news releases, etc. in exchange for the District's acknowledgement of such sponsor's contribution. However, all sponsorships shall meet the criteria set forth herein which provides, among other things, that the sponsorship shall not be contrary to the District's mission, conflict with Board Policy or undermine the District's educational objectives. No sponsorship shall be construed as or constitute an endorsement by the District, Board or school of the sponsor or its product, service or program, etc., and the Board, and the schools reserve the right to refuse or decline the offer of any sponsor for any reason.

Sponsorship is defined as a person, company, business, corporation or other entity providing money, goods and/or services to support the District, its school, school activities, etc., in return for the sponsor receiving an acknowledgement by the District or school indicating that money, services and/or goods were donated by the sponsor or the activity was sponsored by or sponsored in part by the sponsor.

Acknowledgement is defined as the recognition of the support provided to the District or a school by the sponsor. An example of the Acknowledgement of a Sponsorship is the placement of a sponsor's logo or the sponsor's name, address, web site, internet address on the District's web site, a yearbook, newsletter, program of an event, etc. Acknowledgement does not include endorsement, price information or an indication of savings or value and/or quality of the sponsor's product or services, such as the sponsor has the lowest prices, makes the greatest product or that the sponsor is having a sale. No sponsorship, regardless of its monetary value, may be considered for approval without an Agreement between the sponsor and the District regarding the form, number and/or duration of the acknowledgement(s) to be provided. Such Agreement may be, for example, to print an acknowledgement of the sponsorship on the printed program for each home football game during the current school year, or to display the sponsor's name on the scoreboards in the football stadium at the high school for an agreed upon period of time. An Agreement with a term of more than one year shall also indicate whether the Agreement will extend to the sponsor's successors, heirs, administrators and assigns.

For purposes of this policy, paid advertising in school publications are not considered sponsorships.

Approved: April 17, 2008

Reviewed: May 13, 2011



**PROCESS**

1. The applicant shall choose a package that they feel meets their need or they may make a proposal for a sponsorship that better suits their desires. The funds associated with the package may be designated by the applicant as “Reserved” or “Unreserved” as follows:
  - a. Reserved – Applicant desires that the funds from the sponsorship be used only for the program or facility associated with the sponsorship (i.e. Funds from a sponsorship on a softball scoreboard would be used to benefit the softball facility and scoreboard maintenance).
  - b. Unreserved – Applicant has no desire to designate how the funds from the sponsorship be used. These funds would then be distributed for projects or programs throughout the district via an application process from the site or program that desires to use the funds (i.e. Barrie school would like new playground equipment, so they would submit an application to use some of the unreserved funds for that purpose).
  
2. The applicant shall complete the application form and submit it to the Director of Business Services. A copy of the advertisement, logo, or sample marketing materials must be submitted along with the application by either June 1 or December 1 to be considered. The Director of Business Services shall note on the application the date and time received.
  
3. The sponsor shall meet with the Director of Business Services and other pertinent District staff prior to the Sponsorship Advisory Committee meeting to gain a better understanding of the sponsor’s proposal and intentions prior to presentation to the Committee.
  
4. The Advisory Committee will meet twice per year in June and December to approve or deny the application and attached materials. Agreements totaling more than \$20,000 will be forwarded to the Board of Education for approval upon the recommendation of the Advisory Committee. Should the Advisory Committee be unable to render a decision or there are unique considerations, the District Administrator shall be consulted for his/her opinion as to how the application shall be handled. Should multiple applicants select the same sponsorship, the Committee may consider the applications on a first come, first served basis if all other factors are equal.
  
5. Once the application has been reviewed and accepted, the applicant will be contacted to execute the agreement, to pay all deposits or fees due, and to provide any other materials or information that may be needed by the District to implement the sponsorship.
  
6. Once the agreement has been executed and all fees have been received, the District will begin the process of implementing the agreed upon sponsorship.

**ADVISORY COMMITTEE MEMBERSHIP**

The following is a list of the members of the Sponsorship Advisory Committee based on the various types of applications received. (Please note that those designated with a \* are permanent positions on the committee)

| MEMBER   | ACADEMIC | ATHLETICS | THE ARTS | OTHER |
|--|----------|-----------|----------|-------|
| Director of Business Services, Chair*  | ✓        | ✓         | ✓        | ✓     |
| Board of Education Members (2)*  | ✓        | ✓         | ✓        | ✓     |
| Chamber of Commerce Member*  | ✓        | ✓         | ✓        | ✓     |
| District Staff Member (At Large)*  | ✓        | ✓         | ✓        | ✓     |
| Building Administrator (of applicable building)  | ✓        | ✓         | ✓        | ✓     |
| Director of Curriculum & Instruction   | ✓        |           | ✓        |       |
| Athletic Director  |          | ✓         |          |       |
| Others (as applicable – may include advisors, staff members, booster club members, etc.) | ✓        | ✓         | ✓        | ✓     |

SCHOOL DISTRICT OF



FORT • ATKINSON

# **SPONSORSHIP OPPORTUNITIES**

## **ACADEMIC**

### COMPUTER SCIENCE LAB

Fee: \$30,000

- Venue named after sponsor (i.e. Karrels Digital Domain)
- Fee covers the cost of purchasing a classroom set (25) of desktop computers, 7" tablets and peripherals
- Four (4) Year agreement
- Invitation to Sponsor year end reception and networking event

### CLASSROOM

Fee: \$5,000

- Classroom named after the sponsor (i.e. John Q. Public Memorial Classroom)
- Sponsor identifies building and classroom
- Five (5) Year agreement
- Invitation to Sponsor year end reception and networking event

### ELEMENTARY "CLASSROOM LIBRARY" UPGRADE

Fee: \$1,500

- Plaque on the wall in the classroom of sponsor-selected building
- Fee covers the cost of "upgrade" of a single teachers "classroom library" – an integral part of the Comprehensive Literacy Model
- Teacher would select books for library based on grade-level curriculum
- Three (3) Year agreement
- Invitation to Sponsor year end reception and networking event

### TECHNOLOGY INTEGRATION PACKAGE

Fee: Varies based on selected technology

- Plaque on the wall in the classroom of sponsor-selected building
- Fee covers the cost of purchasing classroom-designated/specific technology devices that support technology integrated instruction
- Devices purchased are jointly selected by sponsor, teacher and/or building administration
- Three (3) Year agreement
- Invitation to Sponsor year end reception and networking event

### APPLE IPAD CLASSROOM

Fee: Approx. \$12,500 (actual cost of devices)

- Devices engraved with name of sponsor
- Fee covers the cost of purchasing a classroom set (25) of iPads
- Sponsor identifies building and/or classroom
- Agreement spans life of the device(s)
- Invitation to Sponsor year end reception and networking event

### APPLE IPOD TOUCH CLASSROOM

Fee: Approx. \$8,750 (actual cost of devices)

- Devices engraved with name of sponsor
- Fee covers the cost of purchasing a classroom set (25) of iPod Touch devices
- Sponsor identifies building and/or classroom
- Agreement spans life of the device(s)
- Invitation to Sponsor year end reception and networking event

### **NETBOOK CLASSROOM**

**Fee: Approx. \$10,000 (actual cost of devices)**

- Devices labeled with name of sponsor
- Fee covers the cost of purchasing a classroom set (30) of netbooks
- Sponsor identifies building and/or classroom
- Agreement spans life of the device(s)
- Invitation to Sponsor year end reception and networking event

### **MOBILE INSTRUCTIONAL COMPUTER LAB**

**Fee: Approx. \$15,000 (actual cost of devices)**

- Devices labeled with name of sponsor
- Fee covers the cost of purchasing a classroom set (30) of laptop computers that can be used in a variety of classrooms
- Sponsor identifies building
- Agreement spans life of the device(s)
- Invitation to Sponsor year end reception and networking event

### **INSTRUCTIONAL COMPUTER LAB**

**Fee: Approx. \$18,000 (actual cost of devices)**

- Plaque on the wall in the computer lab of sponsor-selected building
- Fee covers the cost of purchasing a classroom set (30) of desktop computers
- Sponsor identifies building
- Five (5) Year agreement
- Invitation to Sponsor year end reception and networking event

### **INSTRUCTIONAL MEDIA CENTER (LIBRARY)**

**Fee: \$15,000**

- Library named after the sponsor (i.e. Dwight Foster Library)
- Sponsor selects building
- Ten (10) Year agreement
- Invitation to Sponsor year end reception and networking event

### **HIGH SCHOOL "POD"**

**Fee: \$12,500**

- Pod (8-10 classrooms in a pod) named after the sponsor
- Plaque/Signage indicating the sponsor
- Seven (7) Year agreement
- Invitation to Sponsor year end reception and networking event

### **HIGH SCHOOL "WING"**

**Fee: \$25,000**

- Wing (up to 15 classrooms in a wing) named after the sponsor
- Plaque/Signage indicating the sponsor
- Seven (7) Year agreement
- Invitation to Sponsor year end reception and networking event

SCHOOL DISTRICT OF



FORT • A T K I N S O N

# SPONSORSHIP OPPORTUNITIES

## ATHLETIC

## FOOTBALL STADIUM NAMING RIGHTS

Fee: \$75,000

Current Sponsor: Jones Dairy Farm

Agreement Expiration: June 30, 2024

- Venue named after the sponsor (i.e. US Bank Stadium)
- Ten (10) Year agreement with five (5) year signage renewal up-keep fees
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Sponsor logo and name signage on scoreboards facing crowds and Highway 26
- Advertising copy in appropriate programs using this venue: Sizes range from quarter-page to full-page – all B/W unless sponsor wishes to pay cost difference for color print; size dependent upon sponsorship level
- Public address announcements at all district events using this venue
- Designation as official sponsor of football program for School District of Fort Atkinson
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- 4 VIP tickets/passes per district game for sponsor representatives
- Hospitality Opportunities – Category specific: Any food or giveaways are at the additional expense of the sponsor and must be approved by the Athletic Director
- Invitation to Sponsor year end reception and networking event

## GYMNASIUM NAMING RIGHTS

Fee: \$75,000

Current Sponsor: PremierBank

Agreement Expiration: August 31, 2022

- Venue named after the sponsor (i.e. US Bank Arena)
- Ten (10) Year agreement with five (5) year signage renewal up-keep fees
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Sponsor logo and name signage on scoreboards facing crowds
- Advertising copy in appropriate programs using this venue: Sizes range from quarter-page to full-page – all B/W unless sponsor wishes to pay cost difference for color print; size dependent upon sponsorship level
- Public address announcements at all district events using this venue
- Designation as official sponsor of basketball/volleyball/etc. program for School District of Fort Atkinson
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- 4 VIP tickets/passes per district game/match for sponsor representatives
- Hospitality Opportunities – Category specific: Any food or giveaways are at the additional expense of the sponsor and must be approved by the Athletic Director.
- Invitation to Sponsor year end reception and networking event

## DIAMOND VENUE NAMING RIGHTS

Fee: \$50,000

- Venue named after the sponsor (i.e. Goodman Diamond)
- Baseball and softball diamonds (4 total)
- Sponsor logo signage on all 4 scoreboards (facing Highway 26 double sided)
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Seven (7) year agreement with first right of refusal at renewal time
- Public address announcements at all district events using this venue
- Advertising copy in appropriate programs using this venue: Sizes range from quarter-page to full-page -- all B/W unless sponsor wishes to pay cost difference for color print; size dependent upon sponsorship level
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- Invitation to Sponsor year end reception and networking event

## **POOL VENUE NAMING RIGHTS**

**Fee: \$50,000**

- Venue named after the sponsor (i.e. Speedo Pool)
- Sponsor logo signage on scoreboard
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Seven (7) year agreement with first right of refusal at renewal time
- Public address announcements at all district events using this venue
- Advertising copy in appropriate programs using this venue: Sizes range from quarter-page to full-page – all B/W unless sponsor wishes to pay cost difference for color print; size dependent upon sponsorship level
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- Invitation to Sponsor year end reception and networking event

## **HIGH SCHOOL WEIGHT ROOM**

**Fee: \$35,000**

**Current Sponsors: Sport & Spine Clinic and Spacesaver Corporation**

**Agreement Expiration: December 31, 2022**

- Venue named after the sponsor (i.e. Strength & Conditioning Center Sponsored by Sport & Spine Clinic and Spacesaver)
- Sponsor logo signage on facility
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Ten (10) Year agreement
- Any announcements regarding an event at the venue would utilize sponsor's name
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- Invitation to Sponsor year end reception and networking event

## **MIDDLE SCHOOL STADIUM**

**Fee: \$20,000**

- Venue named after the sponsor
- Sponsor logo signage on facility
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Seven (7) Year agreement
- Any announcements regarding an event at the venue would utilize sponsor's name
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- Invitation to Sponsor year end reception and networking event

## **MIDDLE SCHOOL GYMNASIUM**

**Fee: \$15,000**

- Venue named after the sponsor
- Sponsor logo signage on facility
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Seven (7) Year agreement
- Any announcements regarding an event at the venue would utilize sponsor's name
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- Invitation to Sponsor year end reception and networking event

## **HIGH SCHOOL WRESTLING ROOM**

**Fee: \$10,000**

- Venue named after the sponsor
- Sponsor logo signage on facility
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Seven (7) Year agreement
- Any announcements regarding an event at the venue would utilize sponsor's name
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- Invitation to Sponsor year end reception and networking event

## **ELEMENTARY GYMNASIUM**

**Fee: \$10,000**

- Venue named after the sponsor
- Sponsor logo signage on facility
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Seven (7) Year agreement
- Any announcements regarding an event at the venue would utilize sponsor's name
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- Invitation to Sponsor year end reception and networking event

## **WINDSCREEN SPONSOR**

**Fee: \$7,500 Each**

- Company name or approved product name screen printed on the windscreen that will be placed along the interior fencing of the venue
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Visible from the Highway 26 bypass and by all spectators
- Three (3) year agreement with first right of refusal at renewal time
- Public address announcements at all district events using this venue
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- Invitation to Sponsor year end reception and networking event

## **PRESENTING SPONSOR**

**Fee: \$5,000**

- Sponsor logo on venue fence/wall/scoreboard
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- One (1) year agreement with first right of refusal at renewal time
- Public address announcements at all district events using this venue
- Website presence on High School Athletics site with logo, link and/or information posted regarding specific program
- Invitation to Sponsor year end reception and networking event



**GIVEAWAY SPONSOR – FOUR (4) AVAILABLE**

**Fee: \$9,000/year or \$3,000/sport season**

- Name on item or product for giveaway (t-shirts, footballs, basketballs, volleyballs, bobble-heads etc.) at four (4) events per sport season
- Item or product thrown out to a certain number of fans at each district event
- Industry exclusivity means no other business engaged in the same type of work will be advertised at that event
- Name or company listed in district event program
- Name or company listed on Blackhawk sports website
- Radio & Public broadcast hyping the event, and announcing the company as "The sponsor of tonight's event"
- Invitation to Sponsor year end reception and networking event

**PERSONAL SEAT LICENSE**

**Fee: \$1,500/seat**

- Personal seats to a category specific venue
- Seats will be personalized take home seats at the end of each season (portable stadium style with name & Blackhawk logo)
- Seats will be reserved premium seats at center court, 50 yard-line, etc.
- Admission included
- License is for one year
- Invitation to Sponsor year end reception and networking event

SCHOOL DISTRICT OF



FORT • A T K I N S O N

# SPONSORSHIP OPPORTUNITIES

## THE ARTS

## **HIGH SCHOOL AUDITORIUM NAMING RIGHTS**

**Fee: \$75,000**

- Venue named after the sponsor (i.e. AMC Auditorium)
- Ten (10) Year agreement with five (5) year signage renewal up-keep fees
- Industry exclusivity means no other business engaged in the same type of work will be advertised in that facility
- Advertising copy in appropriate programs using this venue: Sizes range from quarter-page to full-page – all B/W unless sponsor wishes to pay cost difference for color print; size dependent upon sponsorship level
- Public address announcements at all district events using this venue
- Designation as official sponsor of theatre program for School District of Fort Atkinson
- 4 VIP tickets/passes per district event for sponsor representatives
- Hospitality Opportunities – Category specific: Any food or giveaways are at the additional expense of the sponsor and must be approved by the High School Principal
- Invitation to Sponsor year end reception and networking event

## **PERSONAL SEAT LICENSE**

**Fee: \$500/seat**

- Reserved premium seats to district events in the High School Auditorium
- Admission included
- License is for one year
- Invitation to Sponsor year end reception and networking event

SCHOOL DISTRICT OF



FORT • ATKINSON

# SPONSORSHIP OPPORTUNITIES

## OTHER

## **COMMONS**

**Fee: \$15,000**

- Venue named after the sponsor (i.e. Joe Q. Public Memorial Commons)
- Seven (7) Year agreement
- Any announcements regarding an event at the venue would utilize sponsor's name
- Invitation to Sponsor year end reception and networking event

## **PLAYGROUND**

**Fee: \$10,000**

- Venue named after the sponsor
- Seven (7) Year agreement
- Any announcements regarding an event at the venue would utilize sponsor's name
- Invitation to Sponsor year end reception and networking event

## **CONFERENCE ROOM**

**Fee: \$5,000**

- Venue named after the sponsor
- Seven (7) Year agreement
- Any announcements regarding an event at the venue would utilize sponsor's name
- Invitation to Sponsor year end reception and networking event

## **BOARD ROOM**

**Fee: \$5,000**

- Venue named after the sponsor
- Seven (7) Year agreement
- Any announcements regarding an event at the venue would utilize sponsor's name
- Invitation to Sponsor year end reception and networking event

## **ADMINISTRATIVE WING**

**Fee: \$5,000**

- Venue named after the sponsor
- Seven (7) Year agreement
- Any announcements regarding an event at the venue would utilize sponsor's name
- Invitation to Sponsor year end reception and networking event

SCHOOL DISTRICT OF



FORT • ATKINSON

**SPONSORSHIP APPLICATION FORM**

PLEASE CHECK ONE:  ACADEMIC  ATHLETICS  THE ARTS  OTHER

|   |                       |                             |     |
|---|-----------------------|-----------------------------|-----|
| ORGANIZATION OR INDIVIDUAL'S NAME   | AUTHORIZED CONTACT    | TELEPHONE                   | FAX |
| STREET ADDRESS  | EMAIL                 | OTHER CONTACT INFO          |     |
| CITY, STATE, ZIP  | FEDERAL TAX ID NUMBER | NUMBER OF YEARS IN BUSINESS |     |
| TYPE OF ORGANIZATION (CHECK ONE): <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> TRUST |                       |                             |     |
| BANKING REFERENCE   | CONTACT PERSON        | PHONE NUMBER                |     |
| SUPPLIER/VENDOR REFERENCE   | CONTACT PERSON        | PHONE NUMBER                |     |

PLEASE LIST/DESCRIBE THE SPONSORSHIP OPPORTUNITY YOU ARE APPLYING FOR (ATTACH ADDITIONAL PAGES IF NEEDED)

PLEASE LIST/DESCRIBE THE MEDIA ATTACHED TO THIS FORM AND HOW IT IS INTENDED TO BE USED IN THE SPONSORSHIP OPPORTUNITY (ATTACH ADDITIONAL PAGES IF NEEDED)

PLEASE LIST HERE IF THE FUNDS ASSOCIATED WITH THE SPONSORSHIP ARE TO BE RESERVED FOR A SPECIFIC PURPOSE OR PROGRAM. IF THEY ARE NOT RESERVED HERE THEY WILL BE CONSIDERED UNRESERVED AND SHALL THEN BE ACCESSIBLE FOR USE BY THE DISTRICT AS OUTLINED IN ITEM 1(B) IN THE PROCESS SECTION OF THE SPONSORSHIP GUIDE (ATTACH ADDITIONAL PAGES IF NEEDED)

PLEASE ANSWER THE FOLLOWING QUESTIONS BY INITIALING NEXT TO "YES" OR "NO":

- HAVE YOU FULLY READ AND UNDERSTAND THE SCHOOL DISTRICT'S SPONSORSHIP POLICY? YES \_\_\_ NO \_\_\_
- ARE YOU THE AUTHORIZED PARTY PERMITTED TO ENTER INTO A LEGAL BINDING FINANCIAL AGREEMENT? YES \_\_\_ NO \_\_\_
- DOES YOUR COMPANY OR PRODUCT(S) MEET ALL SCHOOL DISTRICT ADVERTISING QUALIFICATIONS AND ARE THEY FREE FROM ANY DISCRIMINATING CONTENT? YES \_\_\_ NO \_\_\_
- HAVE YOU PROVIDED A SAMPLE COPY OF THE LOGO OR MEDIA TO BE ADVERTISED WITH AN APPROVED APPLICATION? YES \_\_\_ NO \_\_\_
- DO YOU FULLY AGREE THAT THIS SPONSORSHIP PROGRAM DOES NOT CONSTITUTE AN ENDORSEMENT OF YOUR BUSINESS, PRODUCTS, OR VIEWS OF THE APPLICANT? YES \_\_\_ NO \_\_\_
- DO YOU AGREE AND UNDERSTAND THAT YOU MAY NOT USE THE SCHOOL DISTRICT OF FORT ATKINSON, DISTRICT BUILDINGS OR GROUNDS, OR DISTRICT EMPLOYEES TO ADVERTISE OR ENDORSE THE PRODUCTS AT ANY TIME OTHER THAN THE LOCATIONS APPLIED FOR IN THIS APPLICATION, AND THAT FAILURE TO DO SO IS GROUNDS FOR IMMEDIATE TERMINATION OF THE SPONSORSHIP AND YOU AGREE TO WAIVING ALL RIGHTS AND FINANCIAL COMPENSATION FOR FAILURE TO COMPLY? YES \_\_\_ NO \_\_\_

AUTHORIZED REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**THANK YOU FOR SUPPORTING THE SCHOOL DISTRICT OF FORT ATKINSON!!**

FOR OFFICE USE ONLY

|  |                                   |                                 |
|--|-----------------------------------|---------------------------------|
| RECEIVED BY: _____   | DATE: _____                       | PAYMENTS RECEIVED: _____        |
| DATE REVIEWED BY ADVISORY COMMITTEE: _____                     | <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED |
| NOTES REGARDING DECISION OF ADVISORY COMMITTEE (IF ANY): _____ |                                   |                                 |
| AUTHORIZED CONTACT NOTIFIED OF DECISION BY: _____              | DATE: _____                       | TIME: _____                     |

SCHOOL DISTRICT OF  
  
 FORT • ATKINSON  
**SPONSORSHIP AGREEMENT**

*(TEMPLATE ONLY: Items in Italics would change based on sponsor and sponsorship)*

THIS AGREEMENT, is made on this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by and between \_\_\_\_\_ (hereinafter the “Sponsor”) and the School District of Fort Atkinson, a political subdivision of the State of Wisconsin (hereinafter the “School District”).

THE PARTIES AGREE AS FOLLOWS:

I. Objective of the Agreement

The Sponsor has expressed its desire to sponsor \_\_\_\_\_. The sponsorship shall be operated and shown in accordance with this agreement and the School District policies, procedures and guidelines. In consideration for said sponsorship, Sponsor shall pay School District the sum of \$ \_\_\_\_\_, in accordance with Section II(a) herein.

II. Performance, Role and Responsibility of the Sponsor

a. Fee Arrangement – Sponsor shall pay School District in accordance with the following schedule:

| <u>Date Due</u>           | <u>Amount</u>   |
|---------------------------|-----------------|
| Upon Signing of Agreement | \$ _____        |
| September 1, 20 ____      | Cost of Signage |
| June 1, 20 ____           | \$ _____        |
| June 1, 20 ____           | \$ _____        |
| June 1, 20 ____           | \$ _____        |
| June 1, 20 ____           | \$ _____        |

b. Sponsor shall prepare and provide to School District all necessary media to execute this Agreement at no cost to the School District. All media is subject to review and approval of the School District in accordance with the terms of this agreement and related policies, procedures and guidelines. Sponsor shall directly pay for, or reimburse the School District for the cost of the signage necessary to execute this Agreement in addition to the overall sponsorship amount.

c. Sponsor understands and agrees that Board of Education Policy #852 – Sponsorships and all rules and regulations contained therein are incorporated herein by this reference and shall be a part of this agreement and must be complied with by Sponsor.

III. Performance, Role and Responsibility of the School District

In consideration of the payment of the sponsorship fee, School District shall provide the following:

- a. *Venue named after the Sponsor as \_\_\_\_\_.*
- b. *Industry Exclusivity: No other entity engaged in the same type of work as Sponsor will be advertised in above listed venue.*
- c. *Sponsor logo/signage on scoreboards.*
- d. *Advertising copy in all School District programs using the above listed venue: Sizes range from quarter-page to full-page – all B/W unless sponsor wishes to pay cost difference for color print; size dependent upon sponsorship level.*
- e. *Public address announcements at all School District events using above listed venue.*

- f. *Designation as official sponsor of \_\_\_\_\_ program for School District of Fort Atkinson.*
- g. *Website presence on High School Athletics site with logo, link and/or information posted regarding specific program.*
- h. *Four (4) VIP tickets/passes per School District event for Sponsor representatives.*
- i. *Hospitality Opportunities – Category specific: Any food or giveaways are at the additional expense of the Sponsor and must have prior approval of the Athletic Director or Building Administrator.*
- j. *Invitation to year end sponsorship reception and networking event.*

#### IV. Term

The term of this Agreement shall be from \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_.  
 However, the parties reserve the right to cancel this Agreement, with or without reason or cause, on thirty (30) days written notice to the other party. Should this agreement be terminated without cause, the School District shall return to Sponsor a prorated amount of the sponsorship fee paid by Sponsor.

#### V. Indemnifications

Sponsor hereby agrees to hold harmless, defend and indemnify the School District, its officers, agents and employees from and against any and all claims, liability, demands, causes of action, damages, costs and attorney fees arising from this Agreement, and to the delivery of sponsorship hereunder, except to the extent that any such claim or demand arises from or is caused by the negligence or willful misconduct of the District, its agents, or employees.

#### VI. Non-Endorsement/No Agency

Sponsor agrees that all written material and items in connection with this Agreement does not imply that Sponsor is endorsed by the School District or any of its agents or employees and will not communicate that the School District is endorsing Sponsor or its products or services in any way. Sponsor further agrees that it has no right to act on behalf of School District in any way as a result of entering into this agreement.

#### VII. Miscellaneous

- a. Modifications. Except as may otherwise be expressly stated in this Agreement, all modifications to this Agreement shall be in writing and signed by both parties.
- b. Waiver. The waiver of any term, provision or condition of this Agreement by either party shall not be construed to be a waiver of any other term, provision or condition.
- c. Assignability. Neither party's rights nor obligations under this Agreement may be transferred, conveyed or assigned without the express prior written consent of the other party.
- d. Severability. In the event that any portion of this Agreement is held to be contrary to the law or otherwise unenforceable, it shall be severed from the remaining provisions of this Agreement which shall continue to remain in full force and effect.
- e. Governing Law. This Agreement shall be governed by the laws of the State of Wisconsin with regard to formation, construction and performance.
- f. Notices. Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and if sent by mail to the home office of the Sponsor or the School District, as appropriate.
- g. District Influence. Sponsor shall not have any right or expectation of right to control or influence any district operations or decisions as a result of this agreement.



- h. "Make Good Activity". If any of the recognition activities identified in Section III hereof do not occur as contemplated due to unforeseen circumstances beyond the control of the School District, the parties may mutually agree upon a "make good activity" to compensate for the non-occurrence of the scheduled activity. Any such "make good activity" must be scheduled to occur during the term hereof.
- i. Complete Agreement. This agreement is the complete agreement between the parties hereto. This agreement supercedes any and all prior agreements, discussions or other communications of any kind.

IN WITNESS WHEREOF, the parties have executed the foregoing Agreement:

SPONSOR

SCHOOL DISTRICT OF FORT ATKINSON

By: \_\_\_\_\_  
Authorized Representative

By: \_\_\_\_\_  
Dr. James Fitzpatrick, District Administrator

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Staffing Plan Update – February 26, 2014 ECSD Board Meeting

### Reductions:

- Reduce from 9 second grade teachers to 8 due to enrollment. (Class sizes would average 17.9)
- Reduce from 6 fourth grade teachers to 5 due to enrollment (Class sizes would average 24.2.)
- Reduce .5 teacher from special education due to enrollment.
- Reduce 1 support staff from special education due to enrollment.

### Additions:

- ***Shift .33 FTE Business from MS to HS***
- Add 1 high school English/Language Arts Teacher due to enrollment
- ***Add (hire) .66 FTE Business to MS***
- ***Add .33 FTE to ELL at MS/HS***
- Increase from .5 to 1.0 Alternative Education Teacher
- Add 1 Alternative Education Support Staff

Net change in teacher and support staff FTE: Zero/none

**Wisconsin Interscholastic Athletic Association**  
**5516 Vern Holmes Drive**  
**Stevens Point, WI 54482-8833**  
**Phone (715) 344-8580 Fax (715) 344-4241**

**APPLICATION FOR COOPERATIVE TEAM SPONSORSHIP**

Section 11 of Article VI - The Board of Control has authority to approve cooperative team sponsorship (one team in a given sport involving two or more member schools) under the following conditions:

1. The schools involved must be in the same geographical area.
2. The agreement for a cooperative team must specify two school years, but that agreement may be terminated by the Board of Control for documented extenuating circumstances.
3. Applications for initial approval, or renewal of approval of a cooperative team, must include a completed and signed cooperative team request form, reflecting:
  - a. Approval of involved schools.
  - b. Approval of involved board(s) of education or governing body.
  - c. Approval of conference in which the cooperative team will participate
4. Total enrollment of schools involved in cooperative team will determine classification of competition in WIAA tournament series.
5. Requests, for approval or dissolution, must meet the following deadline dates to be considered for the subsequent school year:

**FALL SPORTS - February 3, 2014      WINTER SPORTS - April 1, 2014      SPRING/SUMMER SPORTS - June 2, 2014**

1. We are applying for cooperative sponsorship in Hockey for the school years of 2014-15 and 2015-2016,

\_\_\_\_\_ boys <sup>(sport)</sup> X girls \_\_\_\_\_ boys & girls (check one)

Please check one:    NEW CO-OP AGREEMENT X    RENEWAL OF EXISTING CO-OP \_\_\_\_\_

2. Contact School (WIAA contact, where materials are sent, etc.) Stoughton

LIST SCHOOLS INVOLVED IN CO-OP

|                     |                   |
|---------------------|-------------------|
| <u>McFarland</u>    | <u>Evansville</u> |
| <u>Monona Grove</u> | _____             |
| <u>Oregon</u>       | _____             |
| <u>Stoughton</u>    | _____             |

3. By our signatures we agree we have, as a school administration and school board, reviewed and discussed the items indicated on this form. We guarantee a no-cut policy, where any interested students will have an opportunity to participate in the requested co-op. We further confirm that our school district will provide the same level of institutional oversight to this program as to other sports sponsored by our district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

|                       |   |                                     |
|-----------------------|---|-------------------------------------|
| List Schools in Co-op | Signature of Board of Education or Governing Body President   | Signature of District Administrator |
| <u>Evansville</u>     | _____   | _____                               |
| <u>McFarland</u>      | _____   | _____                               |
| <u>Monona Grove</u>   | _____   | _____                               |
| <u>Oregon</u>         | _____   | _____                               |
| <u>Stoughton</u>      | _____   | _____                               |
| Name of Conference    | Signature of Authorized Person Indicating Conference Approval | Conference Position                 |
| <u>Badger</u>         | <u>Kevin Keen</u>   | <u>Commissioner</u>                 |

4. Our request for cooperative sponsorship is based on the following reasons:

Opportunities for Student involvement. Increase student involvement  
between schools within conference. Increase sportsmanship  
within conference schools.

5. The number of students participating at each school involved in this sport has been and is projected as follows:

| SCHOOLS IN CO-OP    | 2-YEARS AGO<br>2011-2012 | LAST YEAR<br>2012-2013 | THIS YEAR<br>2013-2014 | NEXT YEAR<br>2014-2015 |
|---------------------|--------------------------|------------------------|------------------------|------------------------|
| <u>Stoughton</u>    | <u>5</u>                 | <u>3</u>               | <u>3</u>               | <u>4</u>               |
| <u>Oregon</u>       | <u>2</u>                 | <u>4</u>               | <u>4</u>               | <u>4</u>               |
| <u>McFarland</u>    | <u>1</u>                 | <u>3</u>               | <u>3</u>               | <u>3</u>               |
| <u>Monona Grove</u> | <u>6</u>                 | <u>6</u>               | <u>4</u>               | <u>3</u>               |
| <u>Evansville</u>   |                          |                        |                        | <u>1</u>               |

6. We have reviewed and considered the following items: (indicate yes or no)

SCHOOL \_\_\_\_\_

- Yes  Development of lead-up programs  
 Attempt to create interest in our own program  
 Attempt to solve existing problems in our own program  
 We have agreed to application of academic code in the co-op  
 We have agreed to application of athletic code in the co-op  
 Realization that incoming athletes may displace some of our school's youngsters from starting positions  
 Liability insurance coverage  
 Coaching salaries  
 Contest expenses  
 Uniform expenses  
 Transportation expenses  
 Emergency medical treatment

SCHOOL \_\_\_\_\_

- Yes  Development of lead-up programs  
 Attempt to create interest in our own program  
 Attempt to solve existing problems in our own program  
 We have agreed to application of academic code in the co-op  
 We have agreed to application of athletic code in the co-op  
 Realization that incoming athletes may displace some of our school's youngsters from starting positions  
 Liability insurance coverage  
 Coaching salaries  
 Contest expenses  
 Uniform expenses  
 Transportation expenses  
 Emergency medical treatment

7. The school districts involved in this cooperative program are sharing costs as follows:

The cost of uniforms, transportation, officials, ice time, etc.  
will be at no expense to the school district.

\*\*\*\*\*  
**OFFICIAL ACTION OF WIAA BOARD OF CONTROL**

The above request for cooperative team sponsorship is hereby granted. The request covers the school years of 2014-2015 and 2015-2016. The cooperative team sponsorship herein indicated must continue both years. Application must be made again in the event any or all schools are interested in continuing agreement beyond school years indicated.

\_\_\_\_\_  
David Anderson, Executive Director

**Stoughton/Edgerton/McFarland/Oregon/Monona Grove School Districts  
Cooperative Contract  
Girls Hockey  
Wisconsin Statute 66.0301**

*Sample*

The Stoughton Area School District, Edgerton School District, McFarland School District, Oregon School District, and Monona Grove School District hereby mutually agree pursuant to section 66.0301 of the Wisconsin Statutes to the following conditions:

1. That said above parties agree and contract for the cooperation of a girls hockey program, as hereinafter set forth;
2. That the Stoughton Area School District is to be the operator and fiscal agent of the girls hockey program;
3. That the Stoughton Area School District will include all program expenditures as appropriate according to the Wisconsin Uniform Financial Accounting Requirements (WUFAR);
4. That the estimated budget and plan of operation, including payment schedule for this cooperation shall be approved in advance of contract signing by all school district parties hereto;
5. That the Stoughton Area school District agrees to file a plan of service and the required financial reports with the Department of Public Instruction;
6. That the McFarland, Edgerton, Oregon, and Monona Grove School Districts agree to transport hockey players to the designated rink for practice and games;
7. That the McFarland, Edgerton, Oregon, and Monona Grove School Districts agree to pay their prorated share of the program costs to the Stoughton Area School District upon billing after completion of the girls hockey program. Program costs will be calculated based on the number of participants and costs will be calculated equally for each participant. All donations received from booster groups will be used to offset the costs before calculating the per player cost;
8. That the McFarland, Edgerton, Oregon, and Monona Grove School Districts agree to correlate its calendar with the Stoughton Area School District for all girls hockey program activities;
9. That attached hereto and incorporated herein by reference includes the plan for operation to the Stoughton Area School District by the Edgerton, McFarland, Oregon, and Monona Grove School District;

Sample

Dated: 3 / 11 / 2013

Member of Cooperative: McFarland School District  
School District: \_\_\_\_\_, President  
\_\_\_\_\_, Clerk

Member of Cooperative: Oregon School District  
School District: \_\_\_\_\_, President  
\_\_\_\_\_, Clerk

Member of Cooperative: Monona Grove School District  
School District: \_\_\_\_\_, President  
\_\_\_\_\_, Clerk

Operator of Cooperative: Stoughton Area School District  
School District: \_\_\_\_\_, President  
\_\_\_\_\_, Clerk

Girls Hockey Program Estimated Budget

|                      |                                   |          |
|----------------------|-----------------------------------|----------|
| Officials            | 10 Games @ \$165                  | \$ 1,650 |
| Head Coach           | Salaries and Benefits             | 4,225    |
| Uniforms             | Jerseys and Pants                 | 4,000    |
| Supplies             | Pucks and other misc.<br>supplies | 1,000    |
| Practice Ice         | 50 Hours @ \$200                  | 10,000   |
| Game Ice             | 10 Home Games @ \$350             | 3,505    |
| Total Estimated Cost |                                   | \$24,380 |

# Evansville

*Community School District*

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## MEMO

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: Staff Survey Results Regarding Payroll Cycle  
Date: February 18, 2014

The payroll survey questions went to 195 employees. Below are the results.

Total respondents = 125

As a school year employee, is it a hardship for you to be paid over 20 pay periods?

28 = No (14.4%)  
97 = Yes (49.7%)  
70 = No response (35.9%)

Given the choice between 20 pay periods, knowing that this choice would cost the District a minimum of approximately \$10,000 annually, I would choose:

31 = 20 pays (15.9%)  
94 = 24 pays (48.2%)  
70 = No response (35.9%)

On an annual basis, I prefer to have a choice of 20 pay periods or 24 pay periods.

39 = No (20%)  
86 = Yes (44.1%)  
70 = No response (35.9%)

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: 2013-2014 Budget  
Date: February 19, 2014

Attached is a summary budget report for 2013-2014 as of January 31<sup>st</sup>, 2014. All funds are represented with revenues listed first followed by expenses. We are a little more than half way through the fiscal year. On the revenue side, we are tracking at a normal pace. We have received about half of the tax levy and about 39% of the state aid total. On the expense side, we are tracking well for salaries and benefits. The next round of debt payments are due April 1<sup>st</sup>. The other expense categories are on target for this point in the year. Please let me know if you have any questions.



| Fd | T | Loc | Obj | Func  | Prj | Obj                       | 2012-13        | 2012-13       | 2013-14        | 2013-14       | 2013-14 |
|----|---|-----|-----|-------|-----|---------------------------|----------------|---------------|----------------|---------------|---------|
|    |   |     |     |       |     |                           | Revised Budget | FYTD Activity | Revised Budget | FYTD Activity | FYTD %  |
| 10 | R | --- | 2-- | ----- | --- | REVENUE FROM LOCAL SOURCE | 5,290,182.49   | 3,068,406.53  | 5,363,370.00   | 2,670,381.76  | 49.79   |
| 10 | R | --- | 3-- | ----- | --- | INTER-DISTRICT TRANSFERS  | 283,580.00     | 0.00          | 331,822.00     | 0.00          | 0.00    |
| 10 | R | --- | 5-- | ----- | --- | REV FROM INTERMEDIATE SOU | 0.00           | 0.00          | 1,000.00       | 0.00          | 0.00    |
| 10 | R | --- | 6-- | ----- | --- | REVENUE FROM STATE SOURCE | 12,463,604.00  | 4,822,890.07  | 12,509,409.00  | 4,848,334.11  | 38.76   |
| 10 | R | --- | 7-- | ----- | --- | REVENUE FROM FEDERAL SOUR | 203,458.00     | 0.00          | 205,758.00     | 0.00          | 0.00    |
| 10 | R | --- | 9-- | ----- | --- | OTHER SOURCES OF REVENUE  | 68,844.36      | 56,782.61     | 73,664.12      | 72,283.45     | 98.13   |
| 10 | R | --- | --- | ----- | --- | Revenue                   | 18,309,668.85  | 7,948,079.21  | 18,485,023.12  | 7,590,999.32  | 41.07   |
| 10 | E | --- | 1-- | ----- | --- | SALARIES                  | 9,238,107.28   | 4,439,001.53  | 8,599,810.68   | 4,659,991.66  | 54.19   |
| 10 | E | --- | 2-- | ----- | --- | EMPLOYEE BENEFITS         | 3,630,233.17   | 1,825,102.35  | 3,885,606.98   | 2,077,235.18  | 53.46   |
| 10 | E | --- | 3-- | ----- | --- | PURCHASED SERVICES        | 2,349,661.83   | 831,186.07    | 2,737,307.42   | 987,955.94    | 36.09   |
| 10 | E | --- | 4-- | ----- | --- | NON-CAPITAL OBJECTS       | 677,925.24     | 411,579.10    | 766,063.59     | 481,748.60    | 62.89   |
| 10 | E | --- | 5-- | ----- | --- | CAPITAL OBJECTS           | 40,396.00      | 33,174.24     | 31,400.00      | 13,542.17     | 43.13   |
| 10 | E | --- | 6-- | ----- | --- | DEBT RETIREMENT           | 61,141.21      | 38,877.33     | 65,067.98      | 18,381.21     | 28.25   |
| 10 | E | --- | 7-- | ----- | --- | INSURANCE                 | 145,868.00     | 133,056.75    | 153,464.00     | 141,845.24    | 92.43   |
| 10 | E | --- | 8-- | ----- | --- | OPERATING TRANSFERS OUT   | 2,121,038.12   | 0.00          | 2,045,261.34   | 0.00          | 0.00    |
| 10 | E | --- | 9-- | ----- | --- | OTHER OBJECTS             | 45,298.00      | 27,077.93     | 35,558.00      | 30,283.31     | 85.17   |
| 10 | E | --- | --- | ----- | --- | Expense                   | 18,309,668.85  | 7,739,055.30  | 18,319,539.99  | 8,410,983.31  | 45.91   |
| 21 | R | --- | 2-- | ----- | --- | REVENUE FROM LOCAL SOURCE | 0.00           | 3,967.00      | 0.00           | 5,412.44      | 0.00    |
| 21 | R | --- | --- | ----- | --- | Revenue                   | 0.00           | 3,967.00      | 0.00           | 5,412.44      | 0.00    |
| 21 | E | --- | 4-- | ----- | --- | NON-CAPITAL OBJECTS       | 0.00           | 1,940.66      | 0.00           | 5,604.32      | 0.00    |
| 21 | E | --- | --- | ----- | --- | Expense                   | 0.00           | 1,940.66      | 0.00           | 5,604.32      | 0.00    |
| 27 | R | --- | 1-- | ----- | --- | INTERFUND TRANSFERS       | 2,121,038.12   | 0.00          | 2,045,261.34   | 0.00          | 0.00    |
| 27 | R | --- | 3-- | ----- | --- | INTER-DISTRICT TRANSFERS  | 0.00           | 0.00          | 10,005.58      | 0.00          | 0.00    |
| 27 | R | --- | 6-- | ----- | --- | REVENUE FROM STATE SOURCE | 798,054.00     | 345,624.00    | 784,128.15     | 345,884.00    | 44.11   |
| 27 | R | --- | 7-- | ----- | --- | REVENUE FROM FEDERAL SOUR | 504,285.71     | 58,904.58     | 516,392.15     | 81,458.63     | 15.77   |
| 27 | R | --- | --- | ----- | --- | Revenue                   | 3,423,377.83   | 404,528.58    | 3,355,787.22   | 427,342.63    | 12.73   |
| 27 | E | --- | 1-- | ----- | --- | SALARIES                  | 2,185,333.39   | 1,039,862.03  | 2,053,418.05   | 1,077,982.60  | 52.50   |
| 27 | E | --- | 2-- | ----- | --- | EMPLOYEE BENEFITS         | 849,634.74     | 401,674.55    | 958,635.17     | 442,978.14    | 46.21   |
| 27 | E | --- | 3-- | ----- | --- | PURCHASED SERVICES        | 333,058.91     | 133,249.56    | 309,465.00     | 158,109.46    | 51.09   |
| 27 | E | --- | 4-- | ----- | --- | NON-CAPITAL OBJECTS       | 42,350.79      | 31,119.88     | 27,269.00      | 20,635.40     | 75.67   |
| 27 | E | --- | 5-- | ----- | --- | CAPITAL OBJECTS           | 10,000.00      | 10,877.09     | 0.00           | 0.00          | 0.00    |
| 27 | E | --- | 9-- | ----- | --- | OTHER OBJECTS             | 3,000.00       | 5,702.09      | 7,000.00       | 5,585.16      | 79.79   |
| 27 | E | --- | --- | ----- | --- | Expense                   | 3,423,377.83   | 1,622,485.20  | 3,355,787.22   | 1,705,290.76  | 50.82   |
| 38 | R | --- | 2-- | ----- | --- | REVENUE FROM LOCAL SOURCE | 121,372.00     | 0.00          | 129,525.00     | 0.00          | 0.00    |
| 38 | R | --- | --- | ----- | --- | Revenue                   | 121,372.00     | 0.00          | 129,525.00     | 0.00          | 0.00    |
| 38 | E | --- | 6-- | ----- | --- | DEBT RETIREMENT           | 128,700.00     | 21,850.00     | 131,043.80     | 20,521.89     | 15.66   |
| 38 | E | --- | --- | ----- | --- | Expense                   | 128,700.00     | 21,850.00     | 131,043.80     | 20,521.89     | 15.66   |
| 39 | R | --- | 2-- | ----- | --- | REVENUE FROM LOCAL SOURCE | 2,694,885.00   | 3.51          | 2,833,648.00   | 1.61          | 0.00    |
| 39 | R | --- | --- | ----- | --- | Revenue                   | 2,694,885.00   | 3.51          | 2,833,648.00   | 1.61          | 0.00    |
| 39 | E | --- | 6-- | ----- | --- | DEBT RETIREMENT           | 2,727,322.50   | 488,661.27    | 2,882,947.50   | 451,473.75    | 15.66   |
| 39 | E | --- | --- | ----- | --- | Expense                   | 2,727,322.50   | 488,661.27    | 2,882,947.50   | 451,473.75    | 15.66   |
| 50 | R | --- | 2-- | ----- | --- | REVENUE FROM LOCAL SOURCE | 433,380.60     | 196,013.22    | 421,997.40     | 214,877.18    | 50.92   |
| 50 | R | --- | 6-- | ----- | --- | REVENUE FROM STATE SOURCE | 10,945.69      | 0.00          | 10,663.01      | 0.00          | 0.00    |
| 50 | R | --- | 7-- | ----- | --- | REVENUE FROM FEDERAL SOUR | 266,219.55     | 89,975.42     | 261,853.65     | 78,450.87     | 29.96   |
| 50 | R | --- | --- | ----- | --- | Revenue                   | 710,545.84     | 285,988.64    | 694,514.06     | 293,328.05    | 42.24   |
| 50 | E | --- | 1-- | ----- | --- | SALARIES                  | 219,402.62     | 113,474.41    | 193,549.76     | 100,330.44    | 51.84   |

| Fd | T | Loc | Obj | Func  | Prj | Obj                 | 2012-13        | 2012-13       | 2013-14        | 2013-14       | 2013-14 |
|----|---|-----|-----|-------|-----|---------------------|----------------|---------------|----------------|---------------|---------|
|    |   |     |     |       |     |                     | Revised Budget | FYTD Activity | Revised Budget | FYTD Activity | FYTD %  |
| 50 | E | --- | 2-- | ----- | --- | EMPLOYEE BENEFITS   | 33,762.04      | 17,071.11     | 82,058.54      | 38,085.52     | 46.41   |
| 50 | E | --- | 3-- | ----- | --- | PURCHASED SERVICES  | 383,007.86     | 234,879.44    | 368,742.67     | 227,991.59    | 61.83   |
| 50 | E | --- | 4-- | ----- | --- | NON-CAPITAL OBJECTS | 73,230.99      | 5,735.23      | 74,604.13      | 5,453.04      | 7.31    |
| 50 | E | --- | 9-- | ----- | --- | OTHER OBJECTS       | 0.00           | 0.00          | 0.00           | 144.00        | 0.00    |
| 50 | E | --- | --- | ----- | --- | Expense             | 709,403.51     | 371,160.19    | 718,955.10     | 372,004.59    | 51.74   |

Number of Accounts: 1742

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

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: 2014-2015 Budget  
Date: February 19, 2014

According to the Budget Calendar, the following steps are scheduled to happen in February regarding the development of the 2014-2015 Budget:

1. Principals begin building budget process with staff using zero-based budgeting process.

The building budget process began on February 14. This year the process has been automated by using Skyward Employee Access. Staff members assigned to complete budget requests have access to an online budget request form. Following the completion of the forms, reports will be generated for administration to review and approve the budget requests. The entire process is scheduled to be completed by May 1.

2. Directors begin developing department budget

Discussion with Directors concerning department budgets will begin very soon.

3. Approve Employee Handbook changes related to budget

Employee Handbook changes are pending before the BOE at this time.

4. Insurance Committee recommendation to Board

This action will be postponed until April because the new rates will not be available until the end of March. The Committee will bring forth recommendations for benefits for 2014-2015 per BOE direction.

## Employee Handbook Sections to be revised

### Page 57

#### 7.04 Eligibility for and Payment Towards Coverage of Health, Dental, Life, Disability, and Liability Insurance

Employees regularly scheduled at least ~~20 hours~~ 30 hours per week during the school year are eligible for the following insurance benefits with the premium contribution being prorated as the percentage of employment. Eligibility for coverage is dependent upon the terms of each insurance plan.

Rationale for making Handbook change: Part-time employees who are offered health insurance through an employer are not allowed to purchase health insurance on the Federal Exchange. There is a very good possibility that part-time employees would qualify for less costly insurance on the Federal Exchange than they would receive from the District.

### Page 59

#### 8.01 Wisconsin Retirement System (WRS) Contributions

3. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of retiring employees as follows:
  - a. participants who have taught at least ten (10) full-time equivalent years in the District shall receive an annual payment of ~~\$16,728~~ \$13,754 for three (3) consecutive years (or until eligible for Medicare) to be deposited into their HRA account,
  - b. participants who have taught at least fifteen (15) full-time equivalent years in the District shall receive an annual payment of ~~\$16,728~~ \$13,754 for four (4) consecutive years (or until eligible for Medicare) to be deposited into their HRA account. The amount of the annual payment will be determined by the Board annually, based on insurance industry trends.
  - c. any payments into the HRA account will be 100% vested upon payment,
  - d. ~~a retired employee may use proceeds from the HRA to buy into the District's insurance plan if the employee requests and if allowed by the insurance carrier, and~~

Rationale for making Handbook change: The 2013-2014 family health insurance benefit is \$13,754. Retired employees who are offered health insurance through an employer are not allowed to purchase health insurance on the Federal Exchange. There is a very good possibility that retired employees would qualify for less costly insurance on the Federal Exchange than they would receive from the District. Retirees will be allowed to remain on the District health insurance plan for 18 months from the date of retirement under COBRA benefits.

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

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

The percentage of the premium paid by the full time employee and the District will be determined by the Board of Education on an annual basis. A full time employee is scheduled to work 35-40 hours per week. Employees regularly scheduled at least ~~20 hours~~ 30 hours per week during the school year are eligible for insurance benefits with the premium contribution being prorated as the percentage of employment. Eligibility for coverage is dependent upon the terms of each insurance plan.

Rationale for making Handbook change: Part-time employees who are offered health insurance through an employer are not allowed to purchase health insurance on the Federal Exchange. There is a very good possibility that part-time employees would qualify for less costly insurance on the Federal Exchange than they would receive from the District.

**11.02 Retirement Benefits for Educational Assistants, Secretaries, Clerks, and Technology Specialists and Food Service Hired Before July 1, 2013**

- B. Employees, who have reached the age fifty-five (55) and have been employed full-time by the District for fifteen (15) years, shall be entitled to receive ~~\$7,118~~ \$5,852.88 per year for three (3) years (or until eligible for Medicare) deposited into their HRA account. These HRA funds are fully vested from the initial payment.

Rationale for making Handbook change: The 2013-2014 single health insurance benefit is \$5,852.88.

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

- C. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of administrative assistants as follows:
  - 1. an administrative assistant who currently has at least 10 full-time equivalent years in the District is entitled to receive ~~\$16,728~~ \$13,754 per year for three (3) years (or until eligible for Medicare) deposited into an HRA by August 20 of the year of retirement. These HRA funds are fully vested upon the initial payment, and
  - an administrative assistant who currently has at least 15 full-time equivalent years in the District is entitled to receive ~~\$16,728~~ \$13,754 per year for four (4) years (or until eligible for Medicare) deposited into an HRA by August 20 of the year of retirement. These HRA funds are fully vested upon the initial payment.

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

Rationale for making Handbook change: The 2013-2014 family health insurance benefit is \$13,754. Retired employees who are offered health insurance through an employer are not allowed to purchase health insurance on the Federal Exchange. There is a very good possibility that retired employees would qualify for less costly insurance on the Federal Exchange than they would receive from the District. Retirees will be allowed to remain on the District health insurance plan for 18 months from the date of retirement under COBRA benefits.

#### **11.04 Retirement Benefits for Custodians hired before June 30, 2013**

- A. Custodians, who have reached the age fifty-five (55) and have been employed full-time by the District for fifteen (15) years, shall be entitled to receive ~~\$16,728~~ \$13,754 per year for three (3) years (or until eligible for Medicare) deposited into their HRA account. These HRA funds are fully vested from the initial payment.

Rationale for making Handbook change: The 2013-2014 family health insurance benefit is \$13,754.

EVANSVILLE 4K INVESTIGATION COMMITTEE  
Evansville, WI

**MINUTES OF 4KIC MEETING**

January 13, 2014

**Attendance** - Melissa Hammann, Doreen Treuden, and Andrew Ortmayer were absent

**12/10/13 Minutes**

- Bill - Moved to approve
- Lou second the motion
- No discussion
- Approved

**Operations committee - update**

- January 23rd - 1pm-3pm - Meeting with Edgerton District - Kathy Engler and Tracey Deavers
  - Nikki Soto will communicate to the 4KIC details about location and 4KIC members interested in attending will coordinate transportation
  - Tour 4K classroom
  - Q&A

**Program Committee**

- Handouts
  - 4K Sub Program Committee Report
  - Get Set for School Curriculum = \$62.20 per student
  - The Creative Curriculum - \$107 per student; purchased in groups of 20
  - Read it Once Again = \$600 for 9 binders
- Instructional materials recommendation - consensus
  - Advantages for a choice of three
    - Respect what hosting sites already do, already have
    - Greater commitment to the delivery of that curriculum
  - 3 Curriculum options - offering hosting sites the choice between the 3 chosen curriculums
    - Get Set for School Curriculum = \$62.20 per student
      - Estimate is based on 6 classes (90 students) for one year = \$5,802.90
      - Optional Extras = \$218.10
      - Replenish for next year = \$1,632.00
    - The Creative Curriculum - \$107 per student; purchased in groups of 20
      - Art
      - Music
      - Balls Study Kit
      - Buildings Study Kit
      - Clothes Study Kit
      - Reduce, Reuse, Recycle Study Kit
      - Trees Study Kit
    - Read it Once Again = \$600
      - Level 1
      - Level 2

- Phonemic awareness, site word identification, more math and science activities
  - Binder systems; package includes 9 binders
    - Photo copying costs
    - Laminating costs
  - First year is time consuming
  - Suggestions for dramatic play
- DPI requirements recommendation - 0.6 per student funding = 437 of direct instruction per year + 87.5 hours of parent outreach
- Professional development - monthly
  - Teach WMEELS and CCSS learning standards and how to reach those standards through the 3 curriculum choices
  - Scope and sequence of learning standards will be the same
  - Time and opportunity to collaborate with Elementary school teachers (kindergarten, art, music, P.E.)
- Parent Outreach - team approach to providing the 87.5 hours of outreach - share between host sites and school district as a resource
- Instructional non-negotiables
  - See attachment 4K Sub Program Committee Report for details
  - In addition, not included in the document but is an instructional non-negotiable - PALS Pre-K assessment
- Discussion
  - Out of 10 districts researched, only 2 give the choice to host sites
  - Posed the question to the 3 Child Care Owners part of the 4KIC Committee to find out what they think about having 3 vs 1
  - Possible challenge - parents feeling that their child is not getting the same as another program/center
  - Monthly meeting - opportunities to collaborate with activities
- Vote on recommendation
  - Approved to recommend the 3 choices of curriculum

#### **Communications committee -update**

- Did not meet due to the weather; have not yet reschedules
- Published 1st of 2 articles
- Sending the 2nd article this week - should run next week
- Still need to confirm how the brochures will be distributed
- 4K for Evansville Facebook page is live, 147 members (and growing) and quite a bit of discussion. Some comments/concerns really need to be addressed so the committee drafted the following questions to add to a FAQ to distribute on district website, district FB page, 4K for Evansville FB, page, Evansville Review and other appropriate avenues
  - What is the difference between 4K and Early Childhood?
  - History of Head Start and why doesn't Evansville have Head Start?
  - Is 4K "free Child Care?"
  - What is the focus/purpose of a 4K Program?
    - Is this "push down" from Kindergarten?
  - Why are we focusing on 4K programming instead of Middle / High School programming options? (mention: JEDI)
  - What are the financial implications of implementing a 4K program? How will it affect taxpayers? Who decides if we have 4K? Will 4K have to be funded by a referendum?



- Is Kindergarten optional?
- Is 4K optional?
- How does 4K benefit the families (i.e. parent outreach)
- What are the CCSS and WMELS and what role do they play in 4K?

#### **FAQ about 4K Discussion**

- Lou with the Communication Sub-committee's support will draft a document based on our discussions and research by 1/16/14
- This draft will be sent via email to the 4KIC for consensus/approval to publish (the deadline for the Evansville Review is noon on 1/17/14 in order to be printed in next week's issue.
- Once on District FB site, it can be pulled onto the 4K in Evansville FB page
- We discussed that as 4KIC members, we need to respond when posts steer away from the purpose of the page and re-direct the conversation back to 4K in Evansville.

#### **FB Concerns- 4K FAQ**

1. What is the difference between 4K and Early Childhood?
  - a. Early Childhood Program currently in the school district services children ages 3-5 who have diagnosed disabilities. Children have to meet certain criteria to be eligible determined by the Federal government and the state of Wisconsin. It is not economically based. Our district by law to offer programming to children who meet this criteria. Serves an average of 10 four year olds annually. Less than 5% of our student population.
  - b. 4 Year Old Kindergarten (also known as 4K) is open to every child in the district who turns four by September 1st. It focuses on the whole child. Each child is given the opportunity to engage in play based learning. 93% of school districts in Wisconsin offer 4K programming.
2. What is Headstart and why does Evansville not have it?
  - a. Headstart --*Vaunce looking up and will submit answer/comments to communications sub-committee*
3. Is 4K "Free Childcare?"
  - a. No. 4K is an early learning opportunity. Participation is free to children that are residents of the district. Typically 4K programs offer a structured instructional program of 10 hours per week as determined by the district. 4K is not wrap around care.
4. What is the focus/purpose of a 4K program? Is this "push down" from Kindergarten?  
*Communications sub-committee will generate answer from 4K Brochure they created*
5. Why are we focusing on 4K programming instead of middle/high school programming options?
  - a. ECSD focus on programming opportunities for all levels of learning to ensure that we meet the needs of each student. Early learning opportunities prepare students for success throughout their educational years. For example, this year the ECSD added personalized K/12 virtual learning options to the district curriculum through the JEDI consortium. The district continues to explore multiple options for all students.
6. What are the financial implications of implementing a 4K program? How will it affect taxpayers? Who decides if we have 4K? Will 4K have to be funded by a referendum?
  - a. The cost of 4K programming and its impact on taxpayers has yet to be determined, but is dependent on the following factors: enrollment, assessed property values, percentage of state aid by the ECSD. *Communications sub-committee will check with Doreen for additional information.*
  - b. The board of education will decide if ECSD will offer 4K programming and if a referendum is necessary to fund it.
7. Is Kindergarten optional? Is 4K optional? *-Lou will answer for Communication sub-committee*

8. Can a family open enroll to another district's 4K program? *Communications sub-committee will generate answer*
9. How does 4K benefit families? (parent outreach)
  - a. 4K programs provide 87.5 hours of parent outreach which means opportunities for parent to connect with other parents to understand how they can further support their child's learning at home.
10. What are the CCSS and WMELS and what role do they play in 4K? *Communications sub-committee will generate answer*
  - a. CCSS --
  - b. WMELS --

Bill - motion to adjourn

Joanie - second the motion

Approved and adjourned

# EVANSVILLE COMMUNITY SCHOOL DISTRICT

## Insurance Committee Meeting District Board and Training Center

### Minutes

**Opening:** A regular monthly meeting of the Insurance Committee was called to order at 5:30 p.m. on Tuesday, January 14, 2014, in the District Board and Training Center by Superintendent Jerry Roth.

**Present:** Jerry Roth, Kelly Mosher, Doreen Treuden, Kathi Swanson, Mason Braunschweig, Deb Arnold, Jolene Hammond, Bill Hartje, Penny Messling, Greg Kuelz (teleconference) and Deb Fritz (recorder). Ivy Otto arrived at 5:49 pm.

**Minutes from November 19<sup>th</sup> Meeting:** Bill Hartje made a motion to approve, and Jerry Roth seconded the motion. Motion carried 9-0.

On January 4<sup>th</sup>, there was a School Board Retreat, and Jerry Roth shared the direction of potential targets with the insurance benefits:

1. Freeze the current insurance cost to the District.
2. Increase the insurance cost to the District by 2% (\$50,000).
3. At this point, the School Board plans to hold steady on cash in lieu.

Greg Kuelz looked at the aggregate claims of the District for the last 6 months and for those that are close to being processed. The overall claims usage is higher than the targeted loss ratio (target is low to mid 90's). Dean weights some claims differently, so the loss ratio appears to actually be better than targeted. Greg is not sure if there will be a good or a bad renewal at this point. He will know more of the final rates mid to late March.

**Discussion of Possible Changes to Current Health Insurance Plan Design** (led by Greg Kuelz via teleconference):

### Review of Four (4) Options

#### 1) Plan Design

- a. Emergency Room Co-Pay (\$125-\$150 norm for school districts in the area)
  - The District is presently at a \$75 co-pay.
  - This is a real balancing act. (The District does not want the ER used for primary care, but it does not want people to avoid going to the ER in an emergency situation either.)
  - The District could save a decent amount of money by increasing the ER co-pay.
  - If an insured is admitted, the co-pay is waived. (Observation room is not the same as being admitted.)

- b. Modify Drug Card
  - The District presently has a 10-20-30 co-pay (10-generic, 20-preferred brand, and 30-nonpreferred brand).
  - In the past, 50% of the drugs dispensed were generic.
  - Now, the average generic dispensing rate is 75%.
  - Ed Heckman from PAAS (Pharmacy Audit Assistance Service) National has offered to look at the District's drug usage at no cost, if needed (608-334-2915).
  - There is less overhead with mail order drugs. There are fewer co-pays, because the prescriptions can be filled for longer periods of time. This could save some insured employees money.
  - Moving to mandatory mail order drugs is unpopular during a transition period (might not arrive on time, time-sensitive drugs, and temperature-sensitive drugs).
- c. Office Visit Co-Pay
  - 90% of school districts have this.
  - Year 1: The average co-pay is \$10-\$25 per office visit.
  - Year 2: If necessary, some districts increase the co-pay (Ex: \$20 to \$30).
  - There is a little more financial responsibility for plan users.
  - Co-pay users can use their flex plans.
  - The downside to office visit co-pays is that each physical therapy session, chiropractic session, etc., counts as a visit.
  - It is possible to set up a maximum out-of-pocket co-pay, but there is nothing specific in place about that right now.

**2) Change Provider (particularly, Mercy)**

- a. Last year, the group did not want this option, because a lot of people did not want to change their doctors, and a significant number of employees do not live in the Janesville area and most district employees already use the Dean System.

**3) Employee Contribution**

- a. Presently, the District has a 9.6% employee contribution.
- b. Greg has some districts that contribute 15%.
- c. 12.6% is the norm in the State (75% of school districts).

**4) Way HRA is Set Up**

- a. Last year, the \$200/\$400 employee responsibility did not change.
- b. Majority of schools: Employee pays 50% of the overall deductible.
- c. Most area districts with an HRA have a \$2000/\$4000 deductible.
- d. Some school districts: Employee pays first 50%; district pays second 50%, but a few have 50% responsibility beginning with the first dollar of the deductible.
- e. Typically, an HRA increase is a dollar amount versus a percentage increase.

Each member of the Committee rank ordered the four (4) options giving four (4) points to his/her preferred option, with one (1) point given for the least preferred. Each member raised a hand to assign points for each option.

The following results (recommendations) will be presented to the School Board:

**#1 Plan Design (33 Points)**

**#2 Employee Contribution (23 Points)**

**#3 Way HRA is Set Up (18 Points)**

**#4 Change Provider to Mercy (16 Points)**

Greg suggested that we might want to pursue Wellness Participation in the District (Biometric Screenings and Health Risk Assessments), because this can have a positive influence on future health care costs.

**Potential Impact for the District:**

- For every dollar invested, the District could save \$6.00.
- Half of the wellness savings come from absenteeism savings, the other half from claims savings.
- There also is a proven relationship between teacher absenteeism reduction and improved student performance.
- Some employers charge a higher premium contribution for those who do not participate in offered wellness activities, but the ACA law is complicated in these scenarios.
- If an employee has regular checkups, these could be substituted for the biometrics screenings.
- The District tried to initiate a wellness program several years ago.
- Staff members in the District could form a committee and address such things as removing soda from the schools, etc., and involve food service employees, physical education teachers, etc.
- Greg mentioned that increasing the employee's percentage of contribution too much could potentially impact an affordability penalty of \$3000 (or several penalties) that could ultimately cost the District a lot more money.

Greg discussed what would have happened when we implemented the HRA last year if we would have had the worst case scenario:

- The District did not budget the entire \$486,000, but budgeted 80% of the full amount.
- Info from EBC, and so far, from HRA: Since typically, the dollars come out of the HRA Fund earlier in the year, Greg is somewhat optimistic that there might be money left over.
- What is the School Board policy for an HRA Fund balance left over for future years?

- Also, if there is too much money in the HRA Fund, where should it go? (The District needs simple *worst case* and *best case* language for this.)
- The District budgeted \$389,000 this year; the worst case scenario would have been \$486,000 (\$97,000 difference).
- The District should keep \$97,000 for a potential worst case scenario in the future.
- Best Practice: Build up the excess HRA Fund to the worst case scenario.

**Next Meeting:** Tuesday, February 18, at 5:30 p.m.

**February 18 Agenda:**

- Drafting of HRA Fund management language (policy)
- Further discussion of Wellness Program

**Future Meeting:** Tuesday, April 8, at 5:30 p.m. (This meeting could go later than 7:00 p.m.)

- Determine other recommendations that will be presented to the School Board once the Insurance Committee has *reality* numbers (real data and numbers from this year).
- Combine these recommendations along with the HRA Fund management (policy) recommendation.

Bill Hartje made a motion to adjourn the meeting, and Mason Braunschweig seconded the motion. Motion carried 9-0. The meeting adjourned shortly after 7:00 p.m.

Submitted by Deb Fritz, K-2 Reading Specialist

## EVANSVILLE COMMUNITY SCHOOL DISTRICT

### Support Staff Employee Compensation Committee Minutes

The Support Staff Employee Compensation Committee meeting was held Wednesday, January 8, 2014, at 5:30 pm in the District Board and Training Center Room.

Members in attendance: Mary Beth Anderson, Eric Busse, Linda Gard, Barb Krumwiede, Mindy Larson, Kelly Mosher, Ivy Otto, Sue Parsons, Tina Rossmiller, Jerry Roth, Jane Sperry, Tina Thornton, and Doreen Treuden.

Ms. Treuden volunteered to take the minutes.

Mr. Roth welcomed all and shared that there is a lot on the agenda and we probably won't get to it all tonight. What we don't get to tonight, will be added to the next meeting.

He asked for members thoughts on why we are meeting. Thoughts shared:

- since no bargaining group, to discuss bargaining issues;
- with no negotiations, discuss wages and compare to other schools;
- to discuss a new structure if needed or if the old structure worked well.

Mr. Roth shared that he would facilitate between the members and the Board and that this group involves additional staff, as part of the support staff group. If members have questions, make sure you let the entire group be aware of them, for open communication. Mr. Busse reminded all that this is not negotiations and the information from this Committee will be presented to the entire Board at the end of the process.

Mr. Roth shared a document that showed information on pay schedules for each group that was used in the past. Information from other districts, showing comparable wage information had been shared with members prior to the meeting.

Mr. Roth shared a draft document of potential goals for the Committee and the Teachers Employee Compensation Committee to consider. The intent is to have both Committees' have the same goals. Discussion of each goal took place:

- happy to see #1; job descriptions, of which Mr. Roth's goal is to have a job description in place for every employee by the start of 2014-15;
- #3, definition of support?; we are not asked to be at meetings; #1-#3 are acceptable;
- an example of #4, when someone is performing at a high level for their position, this could pertain to more compensation;
- #5, all are looking to do better in their positions; have moved away from feeling like working together and have been working as individuals; District needs to provide opportunities for staff to be innovate and provide flexibility;
- No changes for #4 and #5.
- Mr. Roth shared his thought on #6: with 80% of District money going towards salary and 20% on operations, if we came up with a reasonable amount of money to spend on salaries and operations each year, could set a percentage and then if there is a surplus at

the end of a school year, consider a stipend for all staff, and in years with no left over money, no stipend. This would be a stipend and not a bonus. Discussion.

Mr. Roth read an example of a mission statement and will forward to all.

Next meeting will discuss mission statement, review the goals, and meeting will be 1.5 hours, at the request of the Committee.

Meeting date is February 6, from 4:30 – 6:00 pm in the District Board Room.

Meeting adjourned at 6:35 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 2/6/14



## **Support Staff Compensation System Mission Statement**

The Evansville Community School District is dedicated to empowering all individuals to reach their potential by providing a working environment that challenges all individuals to achieve personal excellence.

## **Support Staff Compensation System Goals**

1. Ensure that the ECSD can attract and retain the most highly qualified professionals
2. Establish a clear consistent definition of quality professionals
3. Provide support for professionals as they strive for excellence
4. Recognize the contributions of professionals who are dedicated to the advancement of school and district goals and initiatives
5. Encourage professionals to experiment with innovative methods that will enhance performance, productivity and student achievement
6. Develop an equitable compensation system based on annual revenue.

Adopted: 2/6/14

## EVANSVILLE COMMUNITY SCHOOL DISTRICT

### Teachers (EEA) Employee Compensation Committee Meeting Minutes

The Teachers Employee Compensation Committee meeting was held Wednesday, January 8, 2014, at 6:39 pm in the District Board and Training Center Room.

Members in attendance: Eric Busse, Julie Creek Hessler, Gary Feldt, Deb Fritz, Jolene Hammond, Kim Katzenmeyer, Dave Kopf, Rob Kostroun, Jim Kvalheim, Kyle McDonald, Dee Jay Redders, Tina Rossmiller, Jerry Roth, Chris Schullo, Kim Sperandeo-Wehner, Doreen Treuden, and Jon Wopat. Absent: Sandra McClellan and Deanna Pickering.

Ms. Treuden volunteered to take the minutes.

Mr. Roth welcomed all. He asked for members thoughts on why we are meeting. Thoughts shared:

- work done here will affect the District for a number of years;
- hopefully about trying to decide what we are trying to accomplish;
- look at current salary schedule;
- tailor a plan to this District;
- have a more equitable compensation plan.

Mr. Roth explained that these meetings are not about negotiations, it is to get input from this group of employees. If committee members request information from Ms. Treuden, the Board, or himself, please let the entire group be aware of the requests; we don't want to leave members in the dark and we want to be as open as possible. Mr. Roth shared that he is the facilitator between the Board and the teachers and that all discussion will be in open session.

Mr. Roth shared a draft document of potential Goals for this Committee and the Support Staff, with both Committees' having the same goals and also a Mission Statement. Question of why groups are meeting separately.

Discussion of each goal took place:

- #1-attain/retain highest qualified person, looking for best staff possible; suggestion to add "possible" at the end and "most highly qualified"; how do we attract young teachers?
- #2-question if Board put forth a definition, no; Mr. Roth talked about job descriptions as a way to define quality professions.
- #3-question of what the difference is between #3 and #4, #3 is professional development and #4 is work performed; main focus is compensation and recognition is also important.
- #5-pertains to all groups; allowing teachers to try new ideas and experiment.
- #6- Mr. Roth shared his thought: with 80% of District money going towards salary and 20% on operations (this year we get .78% of new revenue), if we came up with a reasonable amount of money to spend on salaries and operations each year, could set a

percentage and then if there is a surplus at the end of a school year, consider a stipend for all staff, and in years with no left over money, no stipend. This would be a stipend and not a bonus. Discussion: amount to be determined; Act 10 doesn't give us much; revenue increases not close to cost of living expenses; this will not attract or retain staff; need to develop a system that has increases; surplus would be an extra; this is the best the District can come up with, without going bankrupt; revenue from state is not predictable; state biennium budget, so second year is predictable; if something positive and significant happens, from the state, teachers will benefit, but District can't give what we don't have unless we give more and cut staff; include the surplus piece of the increase in #6; need to trust mindset here and develop a plan that will be sustainable; big picture view is important; and it's too early to be discussing details of the plan.

Suggestion to re-write #6 to read as follows: Develop compensation plan that is based on revenue. Mr. Roth will take suggestion to the Board.

Mr. Roth shared examples of Mission Statements and will send out to staff.

Assignment for next meeting is to read the District's Mission Statement and bring ideas for a short conversation, and review the sample documents that were provided. The WASB power point article may be viewed at: [www.workspan.com](http://www.workspan.com).

Next meeting is Wednesday, February 5 from 5:30 pm – 7:00 pm. Tentative agenda: Mission/Goals, compensation examples, past, present, and new.

Meeting of February 10, from 5:30 pm – 7:00 pm, will try to schedule Bob Butler of WASB.

Meeting adjourned at 7:40 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 2/5/14

## **Teachers Compensation System Mission Statement**

The Evansville Community School District is dedicated to empowering all individuals to reach their potential by providing a working environment that challenges all individuals to achieve personal excellence.

### **Teachers Compensation System Goals**

1. Ensure that the ECSD can attract and retain the most highly qualified professionals
2. Establish a clear consistent definition of quality professionals
3. Provide support for professionals as they strive for excellence
4. Recognize the contributions of professionals who are dedicated to the advancement of school and district goals and initiatives
5. Encourage professionals to experiment with innovative methods that will enhance performance, productivity and student achievement
6. Develop a compensation system based on annual revenue.

Adopted: 2/5/14

Communications Committee  
ECSD Board of Education  
January 8, 2014  
Minutes

Committee Members Present: John Rasmussen, Kathi Swanson, Jerry Roth and Doreen Treuden.

A motion was made by John Rasmussen, seconded by Jerry Roth to approve the minutes of December 11, 2013. Motion passed 4-0.

Updated and finalized Communication Plan for Community Survey.

Reviewed communication plans from Franklin Public Schools, Whitefish Bay School District and PDP – Communication Rubric and Events Listing from Doreen Treuden. Discussed stakeholders/audiences and tools to be used in communicating to groups. Ms. Swanson will compile a list of stakeholders and tools utilizing the information in the above sample communication plans for continued discussion at the next meeting.

Discussion of expanding the Communications Committee. The current members all agree that the Committee needs to be expanded but feel we need to be sensitive to the workload of others and also feel we can get some preliminary work completed before asking for commitments from others. However, we will ask individuals with expertise on appropriate topics to join our meetings as the need arises. We will revisit expanding the committee in 2-3 months.

Discussion regarding Continued Communication with Open Enrollment Families. The Committee will develop a timeline for communicating with these families. Once a comprehensive communication plan is implemented, these families will be included.

Agenda for Next Meeting

- Review Sample Communication Plans (review stakeholders/audience and tools of communication document)
- Review documents from Strategic Planning sessions and from School Perceptions Staff Survey regarding Communications
- Develop Timeline for Continued Communication with Open Enrollment Families

Next meeting to be held on February 12, 2014, at 8:00 a.m.

Approved: 2/12/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda  
Wednesday, March 12, 2014  
6:00 p.m.

District Board and Training Center  
340 Fair Street (Door 36)

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

|   | <u>Approx Time</u> |
|---|--------------------|
| I. Roll Call: Dennis Hatfield      Eric Busse      Mason Braunschweig<br>Tina Rossmiller      John Rasmussen      HS Rep. Hunter Johnson<br>Kathi Swanson      Sandra Spanton Nelson      HS Rep. Marissa Haegele   | 1 min              |
| II. Approve Agenda.   | 1 min              |
| III. Public Announcements/Recognition/Upcoming Events: <ul style="list-style-type: none"><li>• Open Enrollment – February 3-April 30, 2014</li><li>• Week of the Young Child Family Night – April 11 at 5:30 pm; Parade – April 24 at 9:30 am</li><li>• Energy Fair – April 25, 2014</li><li>• Back to School Days – August 12, 3:00-7:00 pm; August 19, 10:00 am-2:00 pm</li></ul>   | 1 min              |
| IV. Public Presentations.   | 10 min             |
| V. District Administrator Report –  | 2 min              |
| VI. High School Board Representatives'/Principals'/Administrators' Reports – High School Events and Good Things Happening in Our Schools.   | 15 min             |
| VII. Information & Discussion: <ul style="list-style-type: none"><li>A. 4K Investigation Committee Presentation.</li><li>B. Community Survey Results and CAC (Citizens Advisory Committee) Recommendations.</li><li>C. First Reading of Policy: #343.43-Co-Op.</li><li>D. Second Reading of Policies: #322-Student School Day; #341.6-Kindergarten Instruction; #343.3-Virtual School Program; #343.31-Virtual School Program-Administrative Rule; #343.3 Form-Virtual School Program Form; #420-School Admissions; #421-Entrance Age; #421.1-Admission to First Grade; #422-Early Admission to School; #522.2-Tobacco use by Staff on School Premises; #832-Tobacco-Free School Property; #832.1-Use of Tobacco Products on School Premises.</li></ul> | 60 min             |
| VIII. Public Presentations.   | 5 min              |
| IX. Business (Action Items): <ul style="list-style-type: none"><li>A. Approval of Employee Handbook Changes Relating to Budget.</li><li>B. Approval of Levi Leonard Elementary and JC McKenna Middle School Principals.</li><li>C. Approval of 2014-2015 Teacher Contracts.</li><li>D. Approval of 2014-2015 Co-and Extra-Curricular Letters of Agreement.</li><li>E. Approve Employee Wages.</li><li>F. Approval of Staff Changes: Job Share Agreement; Teachers Resignations; Teacher Retirement; and Co-Curricular Agreements.</li></ul>   | 5 min              |

- A. Approval of Policies: #521.1-Board Staff Communications and #860-Visitors to the Schools.
- B. Approval of February 26 Regular Meeting Minutes.
- C. Approval of January Bills and Reconciliation.
- XI. April 9, 2014, Regular Meeting Agenda. 5 min
- XII. Adjourn. 1 min

Mission Statement:

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

Vision Statement:

*Creating a culture of excellence in:*

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

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

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

Posted: