

EVANSVILLE COMMUNITY SCHOOL DISTRICT

**Board of Education Regular Meeting Agenda
Wednesday, November 13, 2013
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, 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 Tina Rossmiller John Rasmussen HS Rep. Hunter Johnson Kathi Swanson Sandra Spanton Nelson HS Rep. Marissa Haegele	1 min
II. Approve Agenda.	1 min
III. Public Announcements/Recognition/Upcoming Events: • American Education Week – November 18-22	1 min
IV. Public Presentations.	5 min
V. Presentation – Blackhawk Technical College/Wisconsin Technical College System.	20 min
VI. District Administrator Report – Continuous System Improvement (CSI) Update.	2 min
VII. High School Board Representatives'/Principals'/Administrators' Reports – High School Events and Good Things Happening in our Schools.	15 min
VIII. Information & Discussion:	30 min
A. Voicemail and Telephone System Upgrade.	
B. Citizens Advisory Committee (CAC) Update.	
C. School Board Election Timeline.	
D. Selection of Delegate and Alternate to WASB Convention in January.	
E. Second Reading of Policies: #529.45–Personal Leave; #534–Substitute Teacher Employment; #830–Use of School Facilities; #830 Form–Facility Use Agreement; #830 Form 1–Key and Swipekey Checkout Form; #830 Form 2–Request for Kitchen Use; #830 Form 3–Special Equipment/Materials or Setup Needed; #830 Form 4–Community Walkers Agreement; #110–Philosophy of the Evansville Community Schools; #111–District Vision, Mission and Goals Statements; #111.1–Expectations of the Evansville Community School District; and #833–Motorized Vehicles on School Property.	

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| IX. Public Presentations. | 5 min |
| X. Business (Action Items): | 10 min |
| A. Approval of Staff Changes: Support Staff Resignation and Food Service Hire. | |
| B. Approval of JEDI Network Virtual School. | |
| C. Approval to Hire an Elementary and Middle School Principal. | |
| D. Approval of Senior Graduation Project. | |
| XI. Consent (Action Items): | 2 min |
| A. Approval of 2014-2015 Budget Process and Calendar. | |
| B. Approval of Policies: #142-Board Consultants; #425-Enrollment of and Services Available to District Students Who Attend Private, Parochial or Home Based School; #428-Public School Open Enrollment; #751.5-Use of Private Vehicles on School Business or to Transport Students; #753-Operating School Owned Vehicles; #751.5/753 Form-Alternative Vehicle Driver Information Request Form; #751.5/753 Form 1-Driver Information; #751.5/753 Form 2-Verification of Fitness to Drive; and #751.5/753 Form 3-Vehicle Inspection Form. | |
| C. Approval of October 30, 2013, Regular Meeting Minutes. | |
| D. Approval of September Bills and Reconciliation. | |
| XII. December 11, 2013, Regular Meeting Agenda. | 5 min |
| XIII. Five Minute Break. | 5 min |
| XIV. Executive Session – Under Wisconsin State Statute 19.85(1)(c)(e)(g) to Discuss District Administrator Contract; District Employee Negotiations; and Conferring With Legal Counsel. | |

Mission Statement:

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

Vision Statement:

Creating a culture of excellence in:

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

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

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

Posted: 11/7/13

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Wednesday, November 13, 2013

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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	<u>Approx Time</u>
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	1 min
II. Approve Agenda.	1 min
Suggested Motion: I move we approve the agenda as presented.	
III. Public Announcements/Recognition/Upcoming Events:	1 min
• American Education Week – November 18-22	
IV. Public Presentations.	5 min
V. Presentation – Blackhawk Technical College/Wisconsin Technical College System - <i>The following people will be presenting information on students from our District and their attendance and programming at Blackhawk Technical College and an overview of the WI Tech College System and Blackhawk Tech College: Dr. Tom Eckert, President, Dr. Diane Nyhammer, Vice President-Learning, Ed Robinson, Vice President-Student Services, and Dr. Gabrielle Banick, Dean-General Education/Academic Support.</i>	20 min
VI. District Administrator Report – Continuous System Improvement (CSI) Update – <i>Enclosed is Mr. Roth’s report.</i>	2 min
VII. High School Board Representatives’/Principals’/Administrators’ Reports – High School Events and Good Things Happening in our Schools – <i>Enclosed are the reports.</i>	15 min

VIII. Information & Discussion:

30 min

- A. Voicemail and Telephone System Upgrade – *Enclosed is a memo and information.*

- B. Citizens Advisory Committee (CAC) Update – *Enclosed are the approved minutes of the October 21 meeting. The Committee met on Monday, November 4. Their next meeting is November 18. Agendas and approved minutes are on the District web site under School Board, Committees.*

- C. School Board Election Timeline – *Enclosed is a School Board Election timeline. Mr. Roth is planning on having an “informational meeting for potential candidates” on December 2 at 6:00 pm. Seats that will be open: John Rasmussen, Kathi Swanson, Dennis Hatfield, and the one year seat of Mason Braunschweig.*

- D. Selection of Delegate and Alternate to WASB Convention in January – *Please start thinking about who you would like to be our delegate and alternate to the WASB Convention in January. We will need to make a decision by January. Mr. Rasmussen has served in this capacity the past two years.*

- E. Second Reading of Policies: #529.45–Personal Leave; #534–Substitute Teacher Employment; #830–Use of School Facilities; #830 Form–Facility Use Agreement; #830 Form 1–Key and Swipekey Checkout Form; #830 Form 2–Request for Kitchen Use; #830 Form 3–Special Equipment/Materials or Setup Needed; #830 Form 4–Community Walkers Agreement; #110–Philosophy of the Evansville Community Schools; #111–District Vision, Mission and Goals Statements; #111.1–Expectations of the Evansville Community School District; and #833–Motorized Vehicles on School Property – *These policies come forward with suggested changes to only policies: #830-Use of School Facilities and #833-Motorized Vehicles on School Property.*

IX. Public Presentations.

5 min

X. Business (Action Items):

10 min

- A. Approval of Staff Changes: Support Staff Resignation and Food Service Hire – *Please approve:*
 - 1. *The resignation of support staff educational assistant, David Soddy. His last day of work in the District was November 5, 2013.*

Suggested Motion: I move we approve the resignation of support staff educational assistant, David Soddy, effective November 5, 2013, and thank him for his service to the District.

- 2. *The hiring of Susan Smith, Cook 1, at a rate of \$14.12/hour. Sue has been a food service substitute employee for ECSD for the past year. She*

has done a great job and will be a good fit for the three hour position at the middle school. Sue's official start date will be 11/18/13.

Suggested Motion: I move we hire Susan Smith, as a Cook1, at a rate of pay of \$14.12/hour.

For your information only:

JV Volleyball Coach, Karla Wickersham, has resigned from this position. The District will not issue her a contract for the 2014-2015 school year.

Food Service Worker, Meggan O'Brien, transferred into a cooks' position that was vacated by Diane Petersen who had resigned in September.

F. Approval of JEDI Network Virtual School – *Mr. Roth is asking for your approval.*

Suggested Motion: I move we approve the membership of the Evansville Community School District in the JEDI Network Virtual School effective with the start of the 2013-2014 second semester, for a cost of \$5,250, and at an annual cost of \$10,500.

G. Approval to Hire an Elementary and Middle School Principal – *Mr. Roth has enclosed information that was requested by a Board member at the October 30 Board meeting.*

Suggested Motion: I move we approve to hire an elementary and middle school principal.

H. Approval of Senior Graduation Project – *Mr. Everson had presented information at the October 30 Board meeting.*

Suggested Motion: I move we approve the Senior Graduation Project, to begin with next year's graduation class of 2015.

XI. Consent (Action Items): Do you want to remove any items?

2 min

- A. Approval of 2014-2015 Budget Process and Calendar.
- B. Approval of Policies: #142-Board Consultants; #425-Enrollment of and Services Available to District Students Who Attend Private, Parochial or Home Based School; #428-Public School Open Enrollment; #751.5-Use of Private Vehicles on School Business or to Transport Students; #753-Operating School Owned Vehicles; #751.5/753 Form-Alternative Vehicle Driver Information Request Form; #751.5/753 Form 1-Driver Information; #751.5/753 Form 2-Verification of Fitness to Drive; and #751.5/753 Form 3-Vehicle Inspection Form.
- C. Approval of October 30, 2013, Regular Meeting Minutes.
- D. Approval of September Bills and Reconciliation.

Suggested Motion: I move we approve the consent items of: 2014-2015 budget process and calendar; #142-Board Consultants; #425 – Enrollment of and Services Available to District Students Who Attend Private, Parochial or Home Based School; #428 – Public School Open Enrollment; #751.5-Use of Private Vehicles on School Business or to Transport Students; #753-Operating School Owned Vehicles; #751.5/753 Form-Alternative Vehicle Driver Information Request Form; #751.5/753 Form 1-Driver Information; #751.5/753 Form 2-Verification of Fitness to Drive; and #751.5/753 Form 3-Vehicle Inspection Form; the October 30, 2013, regular meeting minutes; and the September bills and reconciliation as presented.

Roll call vote.

XII. December 11, 2013, Regular Meeting Agenda – *Enclosed is a draft of the December 11, 2013, board agenda.* 5 min

XIII. Five Minute Break. 5 min

XIV. Executive Session – Under Wisconsin State Statute 19.85(1)(c)(e)(g) to Discuss District Administrator Contract; District Employee Negotiations; and Conferring With Legal Counsel.

Suggested Motion: I move we move into executive session, under Wisconsin State Statute 19.85(1)(c)(e)(g) to discuss the District Administrator Contract; District Employee Negotiations; and Conferring With Legal Counsel.

Roll call vote.

You will adjourn from executive session.

Suggested Motion: I move we adjourn the meeting.

FOR YOUR INFORMATION:

- 1. The District's Restraint Report for 2012-2013.**

BLACKHAWK TECHNICAL COLLEGE AND THE WISCONSIN TECHNICAL COLLEGE SYSTEM

Dr. Tom Eckert, President

Dr. Diane Nyhammer, VP of Learning

Mr. Ed Robinson, VP of Student Services

Dr. Gabrielle Banick, Dean of General Education and Academic
Support

WISCONSIN TECHNICAL COLLEGE SYSTEM

- There are 16 technical college districts with 49 campuses.
 - We educate 370,000 persons annually.
 - There are over 300 different career and technical programs.
 - Graduate Statistics (2012):
 - 88% employed
 - 84% employed in Wisconsin
 - 97% reported being satisfied to very satisfied with their education
 - Median starting salary \$33,000
-

WTCS CONTINUED:

- 40% of all courses are offered at night or through some alternative delivery method.
 - Nearly 19,000 students carry some credit with them from high school to a technical college.
 - 34,000 bachelor degree holders are enrolled in the technical colleges.
 - There has been a 26% enrollment hike over the past five years.
 - Average age: 29
-

BLACKHAWK TECHNICAL COLLEGE

- BTC was established in 1911.
 - It became a technical institute in 1968.
 - It became a technical college in 1987.
 - The Central Campus is between Beloit and Janesville.
 - There is a branch campus in Monroe and three educational centers:
 - Center for Transportation Studies North Janesville
 - Advanced Manufacturing Training Center in Milton (pending)
 - Beloit Center at the Eclipse Center in Beloit
-

BLACKHAWK CONTINUED:

- BTC is governed by a nine-person board appointed by the Rock and Green Chair Persons of the Boards of Supervisors.
- Members have three-year staggered terms and must reside in the Blackhawk District (two from Green County and six from Rock County).
- Members:
 - Two members who are employers
 - Two members who are employees
 - Three general members
 - One school district administrator (k-12)
 - One elected official
 - At least one member of the nine must be a minority

BLACKHAWK EDUCATIONAL OFFERINGS

- 27 two-year associate degrees
- 3 two-year technical diplomas
- 10 one-year technical diplomas
- 8 less-than-one-year technical diplomas
- 24 certificates
- 5 apprenticeships in three areas: electrical, plumbing, millwright
- 6 non-postsecondary offerings GED, HSED, and ESL

BLACKHAWK STUDENTS

- We serve approximately 11,000 credit and non-credit students on our campuses over the course of a given year.
- Approximately 4,800 students are enrolled in credit programs.
- 49.7% of the students are male.
- 50.3% of the students female.
- 14.7% of the students are classified as minority.
- BTC's current graduation rate is 46.5%. The college is in the 97th percentile for full-time graduation rate and in the 99th percentile in part-time student graduation rate when benchmarked against the rest of the nation.
- BTC enrollment during the "great recession" 2007-2009 rose 54%. Although enrollment has dropped, BTC is still 25% above the 2007 pre-GM level.

BLACKHAWK GRADUATE SATISFACTION

- 89% are employed within six months of graduation
- 78.4% are employed in a field directly related to their degree
- 62.2% are employed in the BTC District
- 24.5% are employed elsewhere in Wisconsin
- 97.1% were satisfied or very satisfied with their education
- 91.5% of employers were satisfied or very satisfied with BTC graduates

COST TO STUDENTS

- Tuition for Wisconsin residents is \$122 per credit. This equates to \$3,660 per year for a full-time student.
- Tuition for Out-of-State students is \$183 per credit.
- Books average \$65 to \$75. Some cost as much as \$150.
- On average, with the added cost of fees and books, a student will spend between \$4,000 and \$4,500 per year (30 credits).

BLACKHAWK EMPLOYEES

- There are 231 full-time employees:
 - 106 faculty
 - 84 admin/exempt staff
 - 41 support staff
- There are 523 part-time employees
 - 351 part-time teaching faculty
 - 172 part-time non-teaching staff
- There is a total of 750 individuals (+ or -) working for BTC in any given year either full- or part-time.

REVENUE SOURCES

- Local property tax = 54%
 - Tuition and fees = 28%
 - State aid = 10%
 - State grants = 2%
 - Federal grants = 3%
 - Institutional = 3%
-

BUDGET

- General operations = \$31,620,000
 - Capital and debt = 17,637,000
 - Financial aid/other = 17,931,000
 - student fees
 - Enterprise/internal = 357,000

 - Total = \$67,545,000
-

CURRENT AND FUTURE PROJECTS

ADVANCED MANUFACTURING TRAINING CENTER

- 105,000 square feet in Milton, WI
 - Co-location of manufacturing-related programs
 - Creation of the Deep-learning Environment
 - Scheduled to open Fall of 2014
 - Completed the fall of 2015
-

NEW PROGRAMS

- Pharmacy Technician—Beloit
 - Laboratory Science Technician—Monroe
 - Nuclear Technician (Lakeshore)—Central Campus
-

NEW PROGRAM EXPLORATION

- Health Information Technology
 - Manufacturing Information Technology
 - Surgical Technologist
 - Precision Agriculture
 - Culinary Line Cook
 - Truck Driving
 - Second-year Option—Welding
 - Second-year Option—Industrial Mechanic
-

BENEFITS TO STUDENTS

POSTSECONDARY EDUCATION MAKES A DIFFERENCE

- Within three years of graduation, approximately one-third of each high school class will attend a Wisconsin technical college.
 - Students are more likely to enroll if they have engaged with a college through:
 - recruitment initiatives
 - articulated courses or
 - taking courses on a college campus.
 - Increasing dual or transcribed credit options is key.
 - There is a direct and significant correlation between *increase* in education, *decrease* in unemployment and *increase* in earnings.
-

EDUCATION AND TRAINING PAY



QUESTIONS?

District Administrator Report

Jerry Roth

11-13-13

Continuous System Improvement (CSI) Update:

Over the past few months the administrative team has been in the process of developing a Continuous System Improvement (CSI) plan for the District. This report provides a broad overview (30,000 foot view) of the purpose and principles of a CSI plan.

CSI Purpose:

- improve student learning
- improve instructional practices
- utilize a district-wide goal development process
- utilize a district-wide action planning model to support goals
- Utilize a district-wide instructional practices model

CSI Principles:

- development of district, school and student learning goals based on the SMART (specific, measurable, attainable, results-oriented and time-bound) goal methodology
- monitoring of district, school and student learning goals through the use of assessment data
- development of action plans for school goals
- development of improved instructional practices
- cultivate collaborative practices focused on student learning and instructional practices within schools and across the District

For the next several months, the administrative team will continue to develop and implement CSI practices to enhance teaching and learning. Examples of collaborative practices that we have identified and currently utilize include:

- School Learning Outcomes (SLOs)
- Student Learning Outcomes (SLOs)
- focus on a few long range initiatives rather than dozens of short range initiatives
- school leadership teams
- district leadership teams
- Educator effectiveness pilot (focused on instructional practices)
- curriculum mapping (Atlas)

To help support the development of SLOs, Paula Landers and Joanie Dobbs are being trained in the SMART goal process. They will then work with administrators and teachers to write SLOs using the SMART goal process. Additional administrators will be trained in the SMART goal process in the fall of 2014. CSI progress updates will be provided to the Board this school year.

Educator Effectiveness Update:

The Evansville Community School District has a team of eight educators participating in the Department of Public Instruction (DPI), Educator Effectiveness (EE) pilot for the 2013-2014 school year. The pilot team includes Joanie Dobbs, Scott Everson, Paula Landers, Penny Messling, Katie McDaniel, Sandy

Papendieck, Joan Wick and me. The pilot team received initial training for the EE pilot in May. Administrators received additional training with the supporting EE software (Teachscape) in August. The pilot team will practice using the various components of the EE this school year and will provide feedback to DPI along the way.

Full implementation of EE for all general education teachers will begin in August 2014. The pilot team will serve as the implementation planning team for the roll-out of EE. Our first meeting to discuss full implementation took place at CESA 2 on Tuesday, October 29. The following is a tentative outline of the EE roll-out. DPI is continually refining the EE model, and though we may set a timeline for our work, it is impacted by DPI's decisions related to the model and the pace of the statewide implementation of Teachscape. This outline will be revised as new information is provided by DPI.

Fall 2013

- Update the Board on the progress of EE (this report)
- Share EE orientation video with teachers
- Share Teachscape videos with teachers (in progress)
- Determine assessment data and data systems to be used for EE (completed)
- Identify costs and resources for EE (in progress)
- Teachscape training with pilot teachers (coming soon)
- Complete District Readiness Tool (completed, will revisit throughout the school year)

Winter 2013

- Schedule additional implementation planning meetings (next meeting January 23)
- Obtain additional Teachscape licenses for teachers and principals (in progress – grant money)
- All teachers and principals complete EE orientation modules

Spring 2014

- Create schedule for full EE implementation

Fall 2014

- Begin full implementation
- All principals and teachers complete mid-year training modules

High School Report

Blood Drive:

There was a community blood drive held at the Evansville High School on Monday, November 11th. The event was organized by Student Council. Both students and community members were invited to donate.

Rock Valley Leadership Conference:

Ten Student Council members attended the first RVC Leadership Conference of the year in Jefferson on October 10th. The students brought back new ideas that they have shared with the general council.

Four other Student Council members attended the first small RVC Leadership Conference at East Troy. The East Troy students were able to show their district's strengths along with a tour of the high school and an enjoyable lunch at Gus's.

Freshmen Mentoring Program:

The Freshmen Mentoring Program has finished their program; however there may be an opportunity for the mentors to continue the program on Fridays by showing and discussing videos on bullying and other issues.

Math Team:

The Evansville High School Math Team competed at the Dane County Math Meet in mid October. They won 2nd in the small school category, with individual ribbons awarded to Hunter Johnson for 5th and Jake Schroeder and Katrina Veit for 4th place.

Robotics Club:

Our high school has started a new Robotics Club this year. Their first meeting was in mid October and the plan to continue meeting once a week. Each member will be responsible for contributing at least four hours a week to the group to get ready for their competition in February.

High Mileage Vehicle Club:

HMV has started their projects for the year. Members meet after school on Tuesdays and Thursdays and have started the construction of the vehicle for competition in the spring.

Students Against Destructive Decisions:

Operation "Click" is a program newly adopted by the Evansville High School and other Rock County school districts which promote safe driving. Each chapter is given \$1,500 to spend on highlighting different aspects of safe driving such as texting and driving, drunk driving, and the main focus of using seat belts. Each school must meet specific requirements to be eligible to participate in the program and can then send at least one student at the end of the year to have the chance to win a car. The first requirement was that each school must conduct a base count to see what percentage of driving students actually wear their seat belts; the results for our school were 85%. For our district to send a student to win the car, we must meet the expectation of 95% or above. Through informational assemblies, promotions, and four other seat belt checks throughout the year we hope to meet this goal. On Wednesday, November 6th we had our informational meeting explaining the program to the students and having the ones interested in participating sign a contract committing to safe driving.

Rock Valley Conference Cheer and Dance Competition:

Our EHS Varsity Pom and Varsity Cheer teams hosted this year's RVC Cheer and Dance Competition. Congratulations to the Cheer team for receiving 2nd place in their division and the Poms team for receiving 3rd place. Many of the girls participated in small groups or solos and received various awards as well.

ECSP Movie Night:

ECSP will be hosting a Family Movie Night on Saturday, November 16th at 6:00pm. They will be showing *The Croods* and *Star Trek: Into Darkness*. Building A Safer Evansville has shown interest in supporting these events in the future.

**Levi Leonard School Board Report
November 13, 2013**

Student Learning Outcomes (SLOs): Staff members and I developed our school SLO in August which is:

We will improve the overall LLE student reading proficiency to have at least 90% of students reading at or above grade level by the end of the 2017-2018 school year as shown through triangulated data from STAR, PALS, DRA, and/or QRI-5.

Since then, our teachers have assessed each student and studied the data for their grade and class. They have developed grade level and department level SLOs which relate to the school and district goal. Many of these are also an assessment of our current benchmarks. We will revisit these benchmarks in the spring and make adjustments based on our SLO results this year. The teacher SLOs are listed below:

Kindergarten: 85% of Kindergarteners will meet our benchmark of producing 22 out of 26 letter sounds on the PALS-K spring assessment.

First Grade: 80% of students coming in to 1st grade reading at a DRA level 3 or 4 will make gains to a level 16 or above by the end of 1st grade.

Second Grade: 85% of our lowest performing students in 2nd grade reading will increase their word recognition by 33% to meet 2nd grade benchmarks by May, 2014 as measured by the QRI assessment.

Resource Teachers: 85% of the 1st grade students who receive Title 1 services for the entire school year will master book 2 from the Barton System as demonstrated on the post-test for book 2 (1st grade level).

Physical Education, Mr. Schwenn: 75% of 5th grade students will improve their cardio-vascular fitness level as measured by their performance on the Progressive Aerobic cardio-vascular Endurance Run (PACER) test. To achieve this, students will participate in regular cardio-vascular exercise in their physical education classes throughout the school year.

Music and Art teachers were not yet completed when this report needed to be in.

Teachers will meet with me again to discuss their SLOs and student mid-year data in late January. If adjustments need to be made to the SLOs at that time, we can do so. The purpose of doing SLOs this year, besides formally identifying areas for improvement, is to try out the process before it becomes mandatory.

Upcoming November events:

- 12 1st Grade Data meeting
- 13 Staff meeting
- 14 2nd grade concert at PAC 10:00 and 6:30
Special Ed meet at Grove Campus
- 18 MLSS District Team meet
- 19 Kindergarten Data meeting
- 20 Early Release Day – Collaboration
- 27 Early Release – no school
- 28 Thanksgiving
- 29 No school

Please join us for any of these events, or come to visit as your schedule permits.

Theodore Robinson Board Report

November 2013

Testing:

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

WKCE testing is underway and will continue through November 25th.

Around the Building:

At the last early release day we had the representative from Go Math here to see how the new series is going. Staff felt the session was helpful and could have had more time with her. I will be looking into having her come back to go through the online modules that are available.

Once again our school fundraiser was a great success. Some of the fundraiser money will be used to purchase the following items: wall mounted Mimio's projectors in the classrooms that cannot have ceiling mounted LCD projectors, we are also looking into getting other technology for the classrooms. As we progress through the year other items may be purchased.

We have begun using Type to Learn 3-5 (Levi and the Middle School also has it available to them) to have students learn and practice typing. This exposure will help prepare them for the 2014 Smarter Balance test that will require students to type answers.

Our Building Leadership Team (BLT) has been looking at standards based report cards from other districts. They are meeting with their teams to begin the discussion on what their top priorities are as we begin to develop our new standards based report card.

The Educator Effectiveness teachers attended a ½ day workshop at CESA 2. The meeting was informative and gave some practical things for us to use as we move forward.

Title I Parent Night was a success. Judy, Teresa, and Katie did a wonderful job working with the parents and teaching them strategies to use at home.

3rd grade students visited the Mayor and City hall. The students wrote thank you cards to the Mayor. The students were very enthusiastic about their visit when I asked them how it went.

The TRIS Building Leadership Team and Data Team met with Paula and I to begin going through the process of becoming a SMART School. This will help us as we proceed with the Educator Effectiveness process next school year.

We continue to meet monthly by grade level to discuss our data and look at students that need intervention (GT and At-Risk). Data walls have been completed for math since we focus on math at our data meetings.

JCMC Board Report
November 1, 2013
Robert Flaherty

This year over twenty students submitted artwork to the Lions Club International Peace Poster Contest. On October 5, 2013, the students attended a pizza dinner and accepted their awards. It is wonderful to have students partner with local service organizations and I appreciate all of the effort Trent Schmick made to guarantee the contest was successful.

Each grade level team met to review current student data and student progress since the original STAR test. Staff members will use the information to modify programing for students.

Mark Simonson, our new GT coordinator is inviting the parents of each student in our program to meet with him and discuss the progress of their child this year.

During the October Staff Meeting, teachers had an opportunity to view videos from TeachScape. These videos show examples of teachers working in classrooms and the staff rated the quality of instruction they viewed on the video. Most of the staff were much tougher graders than the folks at TeachScape.

The last middle school dance had over 300 students in attendance. We have never had $\frac{3}{4}$ of the middle school students attend a dance before. Thanks to all staff members who organized and chaperoned the dance.

**EHS Board Report – Scott Everson, EHS Principal
November 13, 2013 ECSD Board Meeting**

- The fall play, “Outrageous Fortune,” is taking place this coming weekend (November 8, 9, and 10). This annual fall production stars a number of our students including Erik Nelson, Rachel Otto, Colleen Doubleday, Anna Landry, Anthony Huset, and more! Tara Jackson is the stage manager. Tickets are available – we hope to see you there.
- Next Monday, November 11, we will be hosting a district-wide Veterans Day program starting at 9:00am in the HS gym. We will have band and choir performances as well as a couple short speeches. We have invited the entire community, and have invited veterans and their families in for coffee and doughnuts at 8:15 am prior to the start of the program.
- We will also be hosting a Student Council Red Cross Blood Drive on Monday, November 11. So after you enjoy the Veterans Day program, feel free to stay after, donate some blood, and save a life!
- The 8th Annual EHS Big Band Bash will take place on Saturday, November 23. After an hour long EHS band performance, you will be treated to a two-hour “Ladies Must Swing” band performance.
- Congratulations go out to EHS Junior Brielle Greenleaf for qualifying for State Cross-Country for the third consecutive year in a row!
- Our Madison Area Mathematics League tournaments update: competing for the first time against 30+ schools, over 500 overall students, our team took 2nd place. Not bad for the first time ever...
- As I recently reported in the EHS ‘Link’ newsletter, based on the Wisconsin DPI School Report Cards, all Rock Valley Conference high school “grades” were as follows (**bold** indicates ‘exceeds expectations’) for 2011-2012, and 2012-2013 school years, respectively:

Evansville	78.1, 78.1	Palmyra-Eagle	72.1, 71.0
McFarland	73.8, 70.6	Parkview	71.3, 65.9
East Troy	73.5, 78.4	Big Foot	70.7, 67.2
Beloit Turner	72.4, 69.5	Jefferson	70.1, 77.8
Clinton	72.4, 73.4	Whitewater	69.0, 69.0
Edgerton	72.2, 68.7	Brodhead	68.5, 65.3

ECSD School Board Report
November 2013
Vaunce Ashby, Director of Student Services

For this report I have asked our nurse, Teresa Baker, to summarize her first couple of months here in the District. A lot of her work this time of year happens before the first day students are in school and behind the scenes. Here is an idea of what she accomplished before school began:

- At the end of July, she prepared and sent out the current student health plans to parents to review, update and return to me. There were 50+ health plans to mail out this year.
- She attended the "Back to School" days. There she met parents and answered questions, collected health plans and medication forms, and helped with vision/hearing screenings. She had parents sign up for health plan meetings for the week before school starts.
- Mid-August she began calling parents she had not heard from to set up health plan meetings, this resulted in 20 meetings this year.
- The week before school started:
 - She completed professional development for staff medication training.
 - She and the District health clerks updated the confidential health list for each building.

After school started, rewriting and updating continuing students' health plans were her main priority. There were 50 health plans to update and six new health conditions to write new health plans for. She ensured that all students with emergency medication have them at school with both parent and doctor consent, ensures that staff working with these student are trained on how to deal with an emergency and how to administer these medications. There are 47 students with emergency medications this year.

Her day to day tasks include making calls to parents, teachers, and doctors, as well as office visits and urgent calls. Below is a summary of activities for this first quarter of the 2013-14 school year:

• Health Plans reviewed and updated	50
• New Health Plans written	6
• Health Plan meetings with parents	20
• Monthly student health meetings	2
• IEPs attended (Sept. only)	2
• Formal medication training sessions	3
• Number of staff trained	70
• Weekly Student checks	12
• Parent calls/emails	75
• Calls of doctors	30
• Office calls	30
• Meds given	29
• Urgent medical calls	5
• Consults with teachers/staff	5
• Smiles 4 Life day	1
• School Nurse Conference	

- Monthly Tasks
 - AED checks
 - Medication audits
 - Diabetes checks

Health Report for the District

- Total medications given 675
 - Levi 90
 - TRIS 303
 - MS 192
 - HS 90
- Total number of office visits 692
- Total number of diabetic blood sugar tests 543
- Total number of injuries 23

Emergency Medications

- Epi-pens 22
- Glucagon (for diabetics) 12
- Seizure medications 10
- Rescue inhalers 4

Our hope is this will give you an idea of the work she has done so far. Teresa has begun to redesign the health webpage for the District.

School Board Report

November 13, 2013

Curriculum Topic: Continuous System Improvement II – The SMART School Improvement Process

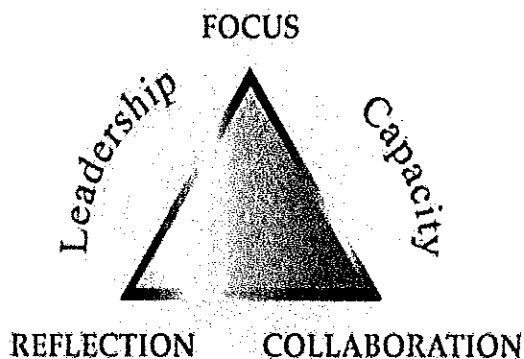
Evansville Community School District

Office of Curriculum and Instruction

Paula J. I. Landers, Director of Instruction

In October, my Board Report addressed the theme of Continuous System Improvement (CSI) in terms of tools and materials that have been adopted in the District to develop a data culture focused on improving student learning outcomes. This second edition of CSI will focus on the SMART School Improvement Process, a set of practices that districts can use to drive continuous improvement at all levels. This year, Ms. Joanie Dobbs, science teacher at JC McKenna Middle School and K-12 chair for science, and I are participating in the SMART Coach Academy. This training will enable us to pilot the CSI process this year and to build leadership capacity for continuous system improvement work in the classroom, school, and district settings.

The SMART School Improvement Process is built upon a foundation of shared responsibility for student learning – that is, everyone in the organization has a stake in ensuring the success of all students. Anne Conzemius and Jan O'Neill of Quality Leadership by Design developed the triangle graphic below to depict the SMART school improvement model.



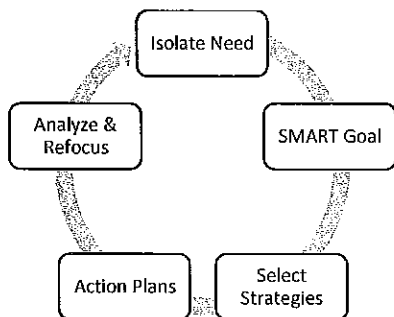
Focus is achieved through setting SMART goals based upon student achievement data.

Collaboration is strengthened through developing a shared mission and vision for the school, developing behavioral norms for analyzing data, and collaboratively developing action plans to address a school's greatest area of need.

Reflection occurs when schools monitor and evaluate the effect of their actions on student achievement data.

Leadership capacity is the school's ability to stay true to the vision of the organization, even in the event of leadership change. Leadership capacity is increased when all members of the school share the vision, goals, and work of increased student achievement.

Like many continuous improvement models, the SMART School Improvement Process engages schools in specific steps to develop focus, collaboration, reflection, and leadership capacity.



Isolating the **need** begins with data analysis.

Based upon the data, schools develop goals that are **Strategic and Specific, Measurable, Attainable, Results-based, and Time-bound**. With the focus of the goal, schools research promising practices and select the strategies they believe will lead to goal attainment. Plans are developed to connect resources and actions to goal achievement. Mid-year and at year end, student achievement data are reviewed and plans are modified (or not) based upon the results.

As Ms. Dobbs and I engage in the SMART Coach academy this year, we have the opportunity to pilot this process in our district. Ms. Dobbs has engaged the 6th grade team at JC McKenna Middle School and they have begun with a data review to isolate their greatest area of need. As the 6th grade team learns the process, the school will be able to develop leadership capacity to carry out this work in additional grades and at the school-wide level. I am working with Ms. Joan Wick and the leadership teams at Theodore Robinson Intermediate School (TRIS) and we are deploying the process at the school-wide level. Because TRIS has already set a SMART goal, we are merging into the process at the strategy selection level. Initial meetings in both pilot groups have been met with interest, and the clarity of providing a process has been appreciated.

The SMART Coach Academy is a valuable opportunity for professional learning that will give teeth to continuous system improvement in the Evansville Community School District.

For additional information:

The Power of SMART Goals: Using Goals to Improve Student Learning, Jan O'Neill and Anne Conzemius, Solution Tree Press, 2006

The X Factor is 'Why' by Anne Conzemius, Journal of Staff Development (JSD), August 2012, Vol.33 No. 4

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Voicemail and Telephone Upgrade
Date: November 13, 2013

For your consideration, below are three options to address the current situation with the voicemail/telephone system upgrade.

Option 1 – No Budget Impact

This option is to do nothing more with the system upgrade at this time. As previously explained, we have the voicemail system installed, but it cannot be made fully functional without upgrading the telephone system.

Option 2 - \$93,345.64 Budget Impact for Three Years

This option spreads the budget impact over three years through financing. The equipment manufacturer (Cisco) is offering 0% financing over three years with equal annual payments. It will be necessary for the BOE to approve this expense by using Fund 10 balance.

Option 3 - \$280,036.92 Budget Impact for 2013-2014

This option expenses the total cost of the telephone system upgrade in the 2013-2014 budget year. It will be necessary for the BOE to approve this expense by using Fund 10 balance.

Attached is more information related to Option 2 and Option 3. The proposal from Heartland Business Systems details the costs associated with the telephone upgrade and the financing option from Cisco.

My recommendation is to consider Option 2 for the following reasons:

- 0% financing makes this option more affordable
- The recent physical security assessment identified the current phone system as a safety problem that needs to be addressed
- This expense is an appropriate use of Fund Balance



Evansville Community School District

Cisco IP Telephony Phase 2
Version 1.0

November 5, 2013

Presented by:
Heartland Business Systems

Fox Valley / Corporate Headquarters
1700 Stephen Street
Little Chute, WI 54140
Toll Free: 800.236.7914
Main Line: 920.788.7720
Fax: 920.788.7739

Pewaukee Office
N28 W23050 Roundy Drive
Pewaukee, WI 53072
Toll Free: 800.236.7914
Phone: 262.650.6500
Fax: 262.650.6530

Madison Office
2810 Crossroads Drive
Madison, WI 53718
608-609-0935

Executive Summary

In partnership with Cisco Systems, Heartland Business Systems (HBS) is presenting this proposal to expedite the deployment of a Cisco Voice over Internet Protocol (VoIP) System.

The VoIP system proposed here is materially similar to the Phase 2 proposal presented in HBS's response in spring of 2013. However, as HBS implemented the Voice Mail system as required in Phase 1, it became evident that the legacy & end-of-support NEC phone system was not compatible with modern voicemail and VoIP systems.

The District asked HBS to investigate an expedited roll-out of Phase 2.

On October 22, 2013, Heartland performed a district-wide walkthrough and infrastructure discovery session. It was determined that the District's cabling and network infrastructure will have to be upgraded to support the new phone system.

We have summarized the hardware, software, maintenance, cabling materials and labor, and consulting time costs in the following pages. All costs are State of Wisconsin Cisco Contract pricing with additional incentives provided by Heartland and Cisco.

All hardware and software bills of material (BOMs) have been supplied to the Technology Manager, Larry Martin.

Item	Description	Cost
Phone System Upgrade Summary	3 year maintenance/support included	\$148,146.82
Voice Software/Hardware Upgrades	This software will reside on the hardware purchased in Phase 1. It expands the functionality of the system to full voice capabilities. Approximately 5% of this cost is for an analog phone gateway to maintain functionality of several emergency phones in the District (elevators, etc.).	\$63,288.57
Voice Gateways	Evansville High School will serve as the main gateway into the District. Each physical address (5 total) will need to have a gateway to comply with E911 regulations.	\$26,754.25
Phone Handsets	Handset pricing is based on 5 conference phones, 5 high functioning phones for administrators and secretarial staff, and 215 standard phone sets.	\$58,104.00
Network Infrastructure Upgrade Summary	3 year maintenance/support included	\$159,250.10
Cabling Material & Labor	The District requires new cabling and/or re-routing of existing cabling to support the phone system.	\$40,000.00
Network/POE upgrades	The District requires new Power Over Ethernet (POE) network enhancements to support the phone system.	\$71,475.70
UPS upgrades	The District requires upgraded Battery Backup systems in the event of power failures. This will keep the phone system up in the event of black/brown outs.	\$10,274.40
Voice/Network Implementation Services	It is estimated that Network Implementation will take 80 hours and Voice Services/training an additional 220 hours. \$135/hr is the typical rate for HBS engineers for smaller service blocks. Evansville's pricing will be \$125/hr for this project.	\$37,500.00
Total Estimated Cost before additional discounts	3 year maintenance/support included	\$307,396.92
Cisco / HBS Technology Adoption Discounts		-\$20,000.00
Cisco Licensing RMA		-\$2,360.00
Additional Discount to offset Financing Cost		-\$5,000.00
Grand Total		\$280,036.92
Cisco Finance Annual Payment Estimate	3 year 0% financing - subject to final approval	\$93,345.64

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Citizens Advisory Committee (CAC) Minutes October 21, 2013

The Citizens Advisory Committee (CAC) Meeting was held on Monday, October 21, 2013, at 6:02 pm in the District Board and Training Center.

WELCOME AND INTRODUCTION

Members in attendance: Jami Becker, Jeanna Blume, Brad Boll, William Davis, Bill Hartje, Jennifer Hauxwell, Amanda Koenecke, Kurt Krueger, Greg Kuelz, Bryan Rudser, Tiffini Schwenn, and our new member Dustin Fischer. Tracy Hall arrived at 6:23pm. Absent members: Phil Hamilton, Craig Hurda, Ally Krueger, Tris Lahti, and Bridget Rolek.

Amanda Koenecke called the meeting to order and went to approve the minutes 1st William Davis 2nd Greg Kuelz, meeting called to order by voice vote.

MEETING CHANGES

Meetings Dates Monday, January 27, 2014, and Monday, February 10, 2014, were both taken off the calendar.

Meeting Date Monday, March 3, 2014, was added into the meeting schedule.

We are to present Our Recommendations to the Board on Wednesday, March 12, 2014.

CLASS OFFERINGS AND BUILDING CHANGES

Bob Flaherty presented the information tonight using the 3 pg packet on an 8th grade schedule. He discussed the changes made this year by adding a 10 minute homeroom, and discussed the 3 day schedule rotation currently in place. Using a 10 period day, and a 3 day rotation, kids are able to get more class time in, and tend to miss out on less learning if they were to miss a day of school. Most classes' kids receive are 2,400 minutes, with the exception of PE which is 4,800 minutes.

Lou Havlik and Joan Wick discussed the elementary school schedules. This is a 6 page document (Budget Briefs), along with the K-5 Class Offerings, that covers the schools breakdown on time in class, days in school, and the built in snow days. Classes are dictated by the DPI and class minutes are decided by the District. Many of the class topics taught are blended together. All teachers at this level teach core topics, which makes integration of core subjects easier. Most teachers work a 9-10 hour day and have a 30-40 minute prep period. Teachers are contracted from 7:45 am-3:45 pm.

TECHNOLOGY AUDIT

Larry Martin presented this information using the Technology Packet. The District started off with only 600 devices at 3 Mbps, and now today we have over 1,300 devices at 100 Mbps. Although we have more units there are still spotty and unreliable spots throughout the District. We had our very first audit last year containing 4 areas (Network Infrastructure, Wireless Infrastructure, Server/Storage/Backup, and our Current Phone System). Survey showed that half our technology was obsolete. If the system did go down, emergency info on student files, may not be accessible. Important systems like fire alarms, and elevators would still work, if the system went down. Wireless is unmanaged; it's broad, but can't handle enough volume. Our District carries a wide range of devices from androids, to iPads, to full laptops. The District eliminated Mac computers. Our servers are on a 5-7 yr rotation, and when this is

done, it's rather expensive. Our current voicemail system is very old, and not supportable. We are installing a new system, since we have had problems with it not working, and this has become a high priority. We also changed the way things were replaced doing this once every 6 yrs, starting with the Middle School. Larry finished up with the Technology Needs Pages.

CO-AND-EXTRA CURRICULAR ACTIVITIES AND COMMUNITY USE OF FACILITIES

Brian Cashore walked us through the 10 pg packet starting off with the Rock Valley Sports. These pages shows the traditional sports offered, along with 6 new Sports offered for the boy and girls. Not all sports are offered at all schools. He then went over the Funded/Non-Funded page that shows which sports are funded by the District and which ones are paid for by the student. Evansville has a Co-Op with Albany in Football, Wrestling, and Girls Swimming. Brain walked us through the remainder of the packet, and took any questions we had.

Due to time limits we held off info to be discussed by Jerry Roth, at our next meeting.

FUTURE AGENDA

The next meeting of the CAC will be held on Monday, November 4, 2013. We will continue discussion of Programs, Facilities, and Other (ACT, WKCE, AP courses, State Report Card, and Food Service)

Again committee members are not to discuss issues outside the meeting room due to the Open Meeting Law.

ADJOURN

The meeting adjourned at 8:14 pm.

Submitted by Jeanna Blume, Secretary of the Citizens Advisory Committee

Approved: 11/4/13

SCHOOL BOARD ELECTION TIMELINE

Sunday, December 1, 2013

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

Friday, December 27, 2013, 5:00 p.m. – Incumbent Notice of Non-Candidacy

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

Tuesday, January 7, 2014, 5:00 p.m.

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

Tuesday, February 18, 2014

Spring Primary. *Ss.5.02(22)*

On or Before Monday, March 31, 2014

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

Tuesday, April 1, 2014

Election Day. *Ss.5.02(21)*

Wednesday, April 2 to Tuesday, April 8, 2014

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

On or Before Monday, April 28, 2014

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

Monday, April 28, 2014

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

Monday, April 28 to Wednesday, May 28, 2014

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

Approved: July 30, 2012

529.45

1st Reading: 10/30/13; 2nd Reading: 11/13/13

FOR REMOVAL AS IS COVERED IN EMPLOYEE HANDBOOK

PERSONAL LEAVE

All Evansville Community School District employees will receive three (3) personal days a year for personal business. Requests for personal time should be made at least twenty-four (24) hours in advance unless it is an unforeseen emergency.

Personal days may not be used the first week of school or the last two weeks of the school year without approval of the District Administrator. Personal days may not be used to extend a vacation or holiday without advance approval of the District Administrator.

Unused personal days each year will roll over into sick leave.

FOR REMOVAL – IN EMPLOYEE HANDBOOK

SUBSTITUTE TEACHER EMPLOYMENT

The Evansville Community School District will engage the services of an employment agency to provide substitute teachers and educational assistants ~~Substitute teachers may be employed for short or long-term periods of time in the absence of the regular teacher or educational assistant. A substitute teacher should be a person who is qualified and certified by the Wisconsin Department of Public Instruction. A list of eligible substitute teachers shall be prepared by the District Administrator or designee. Suitable assignment, orientation, and evaluation of substitute teacher work shall be provided by the instructional staff under the direction of the building principals.~~

When a substitute cannot be found, staff members **may** will be asked to volunteer to **substitute during their prep period**, or if there are no volunteers, a teacher will be assigned to act as the substitute during their preparation periods and paid at the rate specified by the Board.

~~Rates of compensation for substitute teachers shall be established annually by the Board of Education. All substitute teachers shall work on a daily basis and are not covered under a regular teacher contract. Therefore, substitute teachers are not eligible to participate in the fringe benefit package. They can, however, qualify for and receive selected fringe benefits that are required by law, specified in this policy statement, or judged to be necessary and appropriate by the District Administrator.~~

~~The Evansville School District will pay the employer's share of Wisconsin State Retirement Benefits for all substitute teachers who qualify for that benefit under state law. The substitute teacher is responsible for payment of the employee's share of the benefit cost.~~

~~Pay for substitute teachers will be determined annually by the Board.~~

~~Substitute teachers shall be compensated according to the following categories:~~

- ~~1) — For daily Evansville substitute teacher work: a position that requires ten or fewer consecutive days in an assignment:~~

~~\$100.00 per day.~~

~~Daily substitute teachers may be asked to rotate to more than one classroom for their daily pay.~~

- ~~2) — For long term substitute teacher work: a position that requires at least eleven days in a single assignment services parallel to the normal duties of a regular full time teacher:~~

~~\$177.00 per day.~~

~~The rate is re-established annually.~~

USE OF SCHOOL FACILITIES

Mission Statement:

The Evansville Community School District is committed to planning and implementing programs for the benefit of the greater Evansville community. The District is committed to making District facilities a resource for the community and to fostering the delivery of programs that enhance lifelong learning, improve the quality of life for all ages, and create an enriched sense of community collaboration.

General Terms and Conditions:

All individuals and groups using school facilities must adhere to the policies and procedures adopted by the District. Authorization for use of school facilities shall not be considered as an endorsement or approval of the activity or the organization or the purpose it represents by the District. The District is committed to an equal educational opportunity for all members of the greater Evansville community.

Terms for use of facilities may vary by times in relationship to school schedules and activities. Generally conditions fall into three categories:

Active School Hours – when teachers and students are using buildings, generally from 7:30 a.m. to 3:30 p.m. on days when school is held.

Before and After School Hours – hours before and after active school hours, generally on days when school is in session, beginning at 6:00 a.m. going until 9:00 p.m. or until 10:45 p.m. in special circumstances.

Weekends and Other Non-School Days – hours on days when school is not in session.

Users are expected to be familiar with the school use policy and are responsible for the completion and submission of necessary forms, including a Certificate of Insurance when deemed necessary. Background checks will be performed on the person filling out the form for any groups. Groups are responsible for completing background checks on their volunteers and personnel.

Routine governmental meetings with fewer than 25 in attendance and organizations affiliated with the District such as PTO and Booster groups will be exempt from the fee schedule. Youth related organizations may have fees waived in recognition or in conjunction with donations that support their overall program in the District.

Facility Use Schedulers:

High School Scheduler and District Scheduler. Scheduler contact information is available on the District web site: www.ecsdnet.org.

Facility Use Guidelines:

1. Event users will schedule events through the facility use schedulers. The master facilities schedule is available on the District website.

2. Non-school related activities and programs should submit facility requests to the facility use schedulers. Requests for facilities will be granted on a first-come-first served basis, although they can be adjusted for school related activities.
3. ~~The District reserves the right to alter facility use requests to accommodate one time and/or infrequent use requests. If a change is necessary, the District will provide notice and assistance in locating other accommodations if possible.~~
The District reserves the right to alter facility use request locations because of security, accessibility or any other reason deemed appropriate by the District.

School activities take precedence over scheduled activities. Facility users may be notified if a school function needs to use the area reserved on a facility use form. If a change is necessary, the District will provide notice and assistance in locating other accommodations, if possible.

4. A group or organization that wants to use any of the kitchens within the school district is required to fill out a request and submit it to the Food Service Director no less than 24 hours prior to the event. If any equipment is going to be used or food preparation is going to occur, a Food Safety Certified employee must be present. The group or organization will be billed an hourly rate for that employee to supervise the event. Any non compliance violates the Rock County Health Code. Please complete Request for Kitchen Use, policy 830 Form 2.
5. If additional custodial help is required by the user or the District, the user will pay the cost.
6. Fees will be assessed for programs and activities occurring at District facilities according to the rates in this policy. The event fee must accompany the Facility Use Agreement Form, remaining charges will be invoiced and due within one month of receipt. Those activities and programs requiring fees must pay the event fee before facilities are considered scheduled. Payment may be negotiated to fit special circumstances.
7. When custodial and/or food service employees are required to be on site, outside of the normal working hours, charges will be at the average hourly overtime rate of the employee group.
8. Use of facilities on School District observed holidays or emergency closure days is not allowed. The holidays include:
Christmas Eve, Christmas, New Year's Eve, New Years, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving
9. Facility use cancellation guidelines include:
 - o School day reservations require one school day notice to cancel.
 - o Weekend and other non-school day reservations need three contact school days to cancel.Failure to meet cancellation deadlines above may result in assessment of appropriate fees, and forfeiture of future use.

Repeated changes may result in additional fees.
10. Food and beverages shall be allowed in designated areas only.
11. Tobacco, nicotine, and alcoholic beverages are not permitted in any school building or on school grounds.

12. All users are required to use designated entrances and areas only. Specific information regarding the requested area is stated on the facility use form. For security reasons, using other entrances or propping doors is not allowed. Propping doors open may result in forfeiture of future use.
13. Groups that do not have a certificate of insurance will sign a waiver of liability.
14. Use of facilities will be permitted only during approved dates and times.

Supervision:

The user group or organization shall designate one approved adult to be in charge of and responsible for the program activity. Examples of those in charge include an Event Supervisor (person who submitted the request) or District employee.

The Event Supervisor responsible for the activity, must be at least an 18 year old nonstudent. S/he is responsible for the area or room from the time the group enters the building, until they leave. The Event Supervisor is responsible for the area that they have reserved. Supervision may require two responsible persons, one to supervise the activity and one to supervise the rest of the open building area, unless otherwise determined during the facility use agreement process.

- If someone is in the building, not affiliated with the group or another of the scheduled groups, the Event Supervisor is responsible for them and may ask them to leave. If they do not leave, the Event Supervisor is to call the police (882-2292).

Keys/Swipe Key:

- For hours Monday – Friday – 6:00 a.m. – 9:00 p.m. on school days, access to buildings will be granted by Facility Use Schedulers (~~exceptions to this need supervisor's approval~~). Access will be granted only to those who have reserved the facility through a Facility Use Agreement form. During weekend and other non-school hours a staff member or access card holder may open and secure the facility. ~~All large events require a staff person cleared for access to relevant supplies and equipment.~~ Custodial services may be required to monitor and/or secure the facilities for groups over 30 and will be paid by the group using the facility.
- At the District Office, high school and middle school, the scheduler will check keys and/or swipe keys through a sign-out procedure. Swipe key or keys to open a building for use during weekends and non-school hours will only be issued to Event Supervisors who have been trained for the particular area. The keys are the property of the Evansville School District. Keys shall not be duplicated. Keys cannot be loaned to other individuals without prior approval from the scheduler. Failure to comply with these rules will result in loss of privileges.
- Keys must be returned within two working days of the completion of the scheduled activity unless otherwise specified on the Key and Swipe Key Checkout Form. Failure to return keys within two working days, unless otherwise specified, will result in a \$25 late fee and may jeopardize future use.
- If a key is lost or stolen, the user must report it immediately to the scheduler and building office. A lost or stolen key will result in a \$25 fee and may result in additional charges, incurred to restore/re-key the area.

Maintenance:

- All areas must be left in the same or better condition as they were found. Furniture and other equipment must be returned to the location where it was found before the activity so that the area is prepared for the next class or activity. Building areas are inspected on a daily basis by the custodial/maintenance staff. Maintenance fees will be assessed for any destruction, vandalism, or damage, including marks, scratches, and dents, that are found following the activity. Additional fees will be charged for maintenance costs incurred. **Future facility use may also be prohibited.**

Community Walkers:

Community members interested in using school facilities for a walking exercise program are welcome to do so during the hours designated at each building open to walkers. Hours are 6:00 a.m. to 7:00 a.m. and/or 4:00 p.m. to 9:00 p.m. unless otherwise posted. We ask that walkers sign in each time they walk and that they do not interrupt staff and students during their planning time or work. We reserve the right to conduct background checks on walkers and may request the information we need to complete background checks.

Fee Schedule and Guidelines:

- Facility use fee assessment is based on the following Fee Chart. If the space needed is not listed on this fee schedule, a Facility Use Agreement between the parties will be negotiated.
- In conjunction with the scheduler, the business manager, district administrator, or designee may negotiate contracts for fees and facility usage with non-profit community groups who use District facilities on a regular or a long term basis.
- ~~Damages to the facility or its equipment will be assessed to the facility user in a timely manner. These damages may lead to an additional fee to cover repair or replacement costs. Future facility use may also be prohibited.~~
- Fees are subject to change without notice.

~~**Community Walkers:**~~

~~Community members interested in using school facilities for a walking exercise program are welcome to do so during the hours designated at each building open to walkers. Hours are 6:00 a.m. to 7:00 a.m. and/or 4:00 p.m. to 9:00 p.m. unless otherwise posted. We ask that walkers sign in each time they walk and that they do not interrupt staff and students during their planning time or work. We reserve the right to conduct background checks on walkers and may request the information we need to complete background checks.~~

	Category I	Category 2	Category 3
General Area	For Profit, Non Community*	Non-Profit, Non-Community, or For Profit Community* (includes parties)	Non-Profit Community User*
Event Fee (per application)	\$75.00 to cover wear and tear on fixtures and equipment for future replacement costs.	\$50.00 to cover wear and tear on fixtures and equipment for future replacement costs.	\$15.00 to cover scheduling costs.
Gym and Intermediate Band Room	Per hour	Per hour	**
Grove Campus (Field House)	\$100.00	\$50.00	\$15/event use fee for single use up to 4 hours. Contracts will be negotiated for repeat users (usually \$1 per participant per use each time of use).
Middle School	\$100.00	\$50.00	
Intermediate School	\$100.00	\$50.00	
High School	\$100.00	\$50.00	
Kitchens			
Room Fee	\$40.00/hr	\$20.00/hr	**
Staffing Fee	Per hour per person based on average overtime rate and fringes for kitchen support staff unit. Per hour per person for double time.	Per hour per person based on average overtime rate and fringes for kitchen support staff unit. Per hour per person for double time.	Per hour per person based on average overtime rate and fringes for kitchen support staff unit. Per hour per person for double time.
Classroom	\$10.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. \$5 for each additional adult group use submitted on the same form.
Outdoor Facilities (i.e. soccerfields)	Negotiated/event based on number of participants	Negotiated/event based on number of participants	** \$15 Event Fee
Grove Campus Commons	\$15.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. \$5 for each additional adult group use plus eustodial charges as needed.
Middle School Commons	\$15.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. \$5 for each additional adult group use plus eustodial charges as needed.
High School Commons	\$15.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. \$5 for each additional adult group use plus eustodial charges as

	Category 1	Category 2	Category 3
General Area	For Profit, Non-Community*	Non-Profit, Non-Community, or For Profit Community* (includes parties)	Non-Profit Community User*
High School Media Room	\$15.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. -\$5 for each additional adult group use plus custodial charges as needed.
* Definition: Community as it relates to the fee schedule means the organization is largely made up of Evansville School District Residents.			
** Set up/take down charges and supplies may be charged per use.			

Equipment Charges (not included in rental)	For Profit-Non-Community* Per hour unless noted	Non-Profit/Non-Community, Services, or For Profit Community* Per hour unless noted	Non-Profit Community User* Per hour unless noted
(a) Slide Projector	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
(b) Overhead Projector	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
(c) ½" VCR Projection Unit	\$25.00 (per day)	\$10.00 (per day)	\$5.00 (per day)
(d) Power Point Projector	\$25.00	\$10.00	\$5.00
(e) Acoustical Shell (plus set-up/takedown charges)	\$25.00	\$10.00	\$5.00
(f) Projector Screen	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
(g) Closed Circuit Television	\$50.00 – same for all groups		
(h) Other as negotiated			

AUDITORIUMS

Middle School	For Profit, Non-Community* Per hour unless noted	Non-Profit, Non-Community, or For Profit Community* Per hour unless noted	Non-Profit Community User* Per hour unless noted
(a) Full Lighting and Sound (set-up, rehearsal, etc., prorated in half-hour increments)	\$15.00	\$5.00	\$5.00
(b) Minimal Stage Lighting and Stage Audio (set-up, rehearsal, etc., prorated in half-hour increments)	\$10.00	\$5.00	\$2.50
(c) Front of curtain (full stage)	\$30.00	\$10.00	\$5.00
(d) Percentage Fee (assessed on all income derived from event, including, but not limited to admission fees, registration fees, donations, concessions, novelty sales, etc. "Net" income is defined as gross income less state and county taxes.)	6% of net income	3% of net income	\$0.25 per ticket or as negotiated

Performing Arts Center (PAC)	For Profit, Non-Community* Per hour unless noted	Non-Profit, Non-Community, or For Profit Community* Per hour unless noted	Non-Profit Community User* Per hour unless noted
(a) Full Lighting and Sound (set-up, rehearsal, etc., prorated in half-hour increments)	\$30.00	\$15.00	\$15.00
(b) Minimal Stage Lighting and Stage Audio (set-up, rehearsal, etc., prorated in half-hour increments)	\$20.00	\$5.00	\$2.50
(c) Front of curtain (full stage)	\$40.00	\$20.00	\$5.00
(d) Percentage Fee (assessed on all income derived from event, including, but not limited to admission fees, registration fees, donations, concessions, novelty sales, etc. "Net" income is defined as gross income less state and county taxes.)	6% of net income	3% of net income	\$0.25 per ticket or as negotiated sold
(e) Orchestra pit cover	Per removal labor costs estimated at \$25/hour x 15 hours for removal and replacement		

Performing Arts Center Only

- (a) A house technician is required at all times at \$10/hour; \$15/OT unless organization has someone trained by the district available.
- (b) PAC stage crew \$7.25/hour; \$10.50/OT.
- (c) Front of house manager required for all ticketed events at \$10/hour unless organization has someone trained by the district available.
- (d) Ushers \$7.25/hour.

~~PAC reserves the right to add additional labor and breaks if the crew call is not within realistic limits.~~

Equipment needs must be at least 48 hours in advance.

Labor Charges

When employees are required to be on site, charges will be at the average hourly overtime rate of the employee group. Generally when more than 30 people are expected at an event, a custodian should be on duty. The fee schedule is available in the business office.

For All Rentals

The custodial staff fee will be based on the average hourly overtime rate or double time rate as appropriate with a two hour minimum on weekends.

Food Service staff fee will be based on the average hourly overtime rate or double time rate as appropriate.

Facility Keys or Swipe Key

Replacement of \$25.00.

Approved: November 11, 2002

830-Form

Revised: August 11, 2003

Revised: January 9, 2006

1st Reading: 10/30/13; 2nd Reading: 11/13/13

FACILITY USE AGREEMENT

Complete and submit at least 72 hours prior to the activity. Except in circumstances deemed beyond the control of those requesting to use facilities, all activities must be booked no less than 24 hours prior to their start, or by Thursday at 3:00 p.m. for Sunday events.

All information must be completed in full before your facility use will be confirmed. Please notify the school district a minimum of three working days in advance if you wish to cancel or change arrangements. Payment must accompany this form: checks should be made out to the Evansville Community School District. Mail or bring this form to the District office.

I have read and understand the Use of School Facilities policy, #830, _____ signature

Group/Organization Information

Name of Group/Organization: _____

*Contact Person: _____ Primary Phone: _____
Secondary Phone: _____ E-mail: _____

Address: _____ City: _____ Zip: _____

*Event Supervisor(s): _____ Primary Phone: _____
Secondary Phone: _____ E-mail Address: _____

Activity/Building Information

Date(s) Requested: _____ Hours of Use: _____
(For multiple requests, attach additional information including items below.)

Building Preference: _____ Room/Area Requested: _____

Setup Time: _____ Event Time: _____ Number Anticipated: _____

Activity(s) Planned: _____

Special Equipment/Materials (please circle/indicate number): long white tables ____; cafeteria tables ____; cafeteria chairs ____; folding chairs ____; platforms ____; risers ____; PA system ____; projector screen ____; multi-media projector ____; bleachers ____

Special Setup Needed (Please note equipment not requested may not be available) _____

Custodial Needs? _____ None _____ Open & Close Only _____ Entire Event _____

Use/Rental Agreement

_____ (Name of Group) agrees to abide by the policies of the Evansville Community School District and use the facility(s) appropriately. I, as the event supervisor, agree to actively supervise this use and accept responsibility for any damage that occurs. I realize that the Evansville Community School District is not liable for injuries that occur during the use of the facility(s).

(Print Name)

(Signature)

(Date)

* Persons responsible for damages/extra charges that may occur. Two supervisors may be required at all events. One may be a community supervisor.

BACKGROUND CHECK INFORMATION FORM

In order to provide a safe and healthy environment for our students and community, please understand that we may need to check references and review relevant public documents regarding criminal activity of any persons who are requesting to use school facilities. For this reason, please provide information as requested below:

Legal Name: _____ Phone: () _____
Please Print (Include first, middle, and last)

Address: _____ Date of Birth: _____

_____ SS#: _____

I authorize the Evansville Community School District to process my agreement for use of school facilities by reviewing my background. This may include checking references and reviewing relevant public documents regarding criminal activity. I hereby release the Evansville Community School District, its employees, representatives, and such individuals or organizations from all liability for any damage whatsoever incurred in obtaining or furnishing such information.

Signed: _____ Date: _____

Waiver of Liability

I understand that engaging in activities in and on district facilities such as playing basketball, volleyball, soccer or other recreational pursuits, carry some risk for injury.

I hereby assume the risk for any injuries that any individual may sustain in his or her participation in the _____ and do hereby release and forever discharge the Evansville Community School District, its employees, and representatives from any actions, suits, damages, claims or judgments that may result from any personal injury sustained by these participants.

Signature

Date

Printed Name

Revised: November 11, 2002

830-Form 1

Revised: August 11, 2003

Revised: October 11, 2004

Revised: 1st Reading: 10/30/13; 2nd Reading: 11/13/13

KEY AND SWIPE KEY CHECKOUT FORM

Name: _____ Birthdate: _____

 Last First Middle Int.

Address: _____ City: _____ State: _____ Zip: _____

Phone Number (Daytime): _____ Evening: _____

Cell Number: _____ E-mail: _____

I accept responsibility for the key and/or swipe key I am receiving. I agree to follow all the facility use policies and procedures of the Evansville Community School District. If a lost or stolen key requires the replacement of any cores, I realize I am responsible for paying a cost of \$25 plus \$10.00 per core not to exceed a total of \$100.00. I agree to return the key to the principal or designee within 48 hours of the completion of the activity, or by date _____. Keys cannot be loaned to other individuals without prior approval from the scheduler. Failure to comply with these rules will result in loss of privileges.

_____ Date _____ Signature

Special Instructions:

Any concerns we need to be aware of? _____

PLEASE DO NOT WRITE BELOW THIS LINE

List all keys checked out and key numbers:

Door or area _____ Key number: _____

I.D. from outside users: _____

Date Key Returned: _____ Signature of Building Principal: _____

Signature of Person Receiving the Form: _____

EVANSVILLE SCHOOL DISTRICT REQUEST FOR KITCHEN USE

A group or organization that wants to use any of the kitchens within the school district is required to fill out a request and submit it to the Food Service Director no less than 24 hours prior to the event. If any equipment is going to be used or food preparation is going to occur, a Food Safety Certified employee must be present. The group or organization will be billed an hourly rate for that employee to supervise the event. Any non compliance violates the Rock County Health Code.

Name of Organization _____

Contact in Charge _____

Contact Phone Number _____

Primary Secondary

Date _____

Hours of Event _____

Please Check All That Apply:

- Preparing Food in Kitchen
- Prepared Food Brought into Kitchen
- Use of Equipment (Ovens, Slicer, Dishwasher, Utensils)

Date Approved/Not Approved _____

Staff Person is Required for use of the Kitchen

Name of Staff Person _____

Hours Used/Billed _____

Date

Food Service Director Signature _____

Date

Please call the Food Service office with any questions at 608-882-3580.
 Thank You!

SPECIAL EQUIPMENT/MATERIALS OR SETUP NEEDED
 (Please note equipment not requested may not be available)

Name of Group/Organization: _____

Contact Person: _____ Phone Number: _____

Date of Event: _____ Date Received: _____

HIGH SCHOOL REQUESTS Room Requested? _____

	Item	Number Available (if not already spoken for)	Number Requested
<input type="checkbox"/>	8 Foot Long White Tables	6	
<input type="checkbox"/>	Cafeteria Tables	34	
<input type="checkbox"/>	Chairs	290	
<input type="checkbox"/>	23 Inch High Platforms	13	
<input type="checkbox"/>	15 Inch High Platforms	4	
<input type="checkbox"/>	8 Inch High Platforms	6	
<input type="checkbox"/>	Computers	Labs Available	
<input type="checkbox"/>	P.A. System	1	
<input type="checkbox"/>	Projector Screen	1	
<input type="checkbox"/>	Multi-Media Projector	1	

Special Instructions: _____

MIDDLE SCHOOL REQUESTS Room Requested? _____

	Item	Number Available (if not already spoken for)	Number Requested
<input type="checkbox"/>	8 Foot Long White Tables	2	
<input type="checkbox"/>	Cafeteria Tables	17	
<input type="checkbox"/>	Chairs	136	
<input type="checkbox"/>	Computers	Labs Available	
<input type="checkbox"/>	P.A. System	1	
<input type="checkbox"/>	Projector Screen	1	
<input type="checkbox"/>	Multi-Media Projector	1	

Special Instructions: _____

GROVE CAMPUS REQUESTS Room Requested? _____

	Item	Number Available (if not already spoken for)	Number Requested
<input type="checkbox"/>	8 Foot Long White Tables	19	
<input type="checkbox"/>	6 Foot Long White Tables	2	
<input type="checkbox"/>	AWARE Tables	4	
<input type="checkbox"/>	Cafeteria Tables	40	
<input type="checkbox"/>	Chairs	311	
<input type="checkbox"/>	Risers/Platforms	4 Band Room & 4 Field House	
<input type="checkbox"/>	Bleachers	5 – 3 Row Bleachers (F.H.)	
<input type="checkbox"/>	Computers	Labs Available	
<input type="checkbox"/>	P.A. System	1	
<input type="checkbox"/>	Projector Screen	1	
<input type="checkbox"/>	Multi-Media Projector	1	

Special Instructions: _____

1st Reading: 10/30/13; 2nd Reading: 11/13/13

FOR REMOVAL

Approved: September 14, 2009

830 Form 4

860 Form 1

COMMUNITY WALKERS AGREEMENT

Name: _____
(Please Print First/Last Name)

Address: _____
(Street, City)

Phone Number You May Be Reached At: _____

Building(s) I Would Like To Walk In:

_____ Levi Leonard Elementary _____ Theodore Robinson Intermediate
_____ JC McKenna Middle _____ High School

I agree to the restrictions of being a community walker:

- I am aware of the walking hours of 6:00 am to 7:00 am and /or 4:00 pm to 9:00 pm unless otherwise posted.
- I will not interrupt staff and students during their planning time or work.
- I am aware that my permit may be revoked, at the discretion of the principal, if procedures are not followed.
- I understand a background check may be conducted and will supply pertinent information.
- I will sign in at the building that I am walking in each time I walk.

Signature: _____ Dated: _____

Building Principal Authorized/Issued Permit: _____

Dated: _____

Approved: November 12, 1985
Revised: May 13, 1985
Revised: January 8, 1990
Revised: February 1, 1990
1st Reading: 10/30/13; 2nd Reading: 11/13/13

110

FOR REMOVAL

PHILOSOPHY OF THE EVANSVILLE COMMUNITY SCHOOLS

The Board of Education of the Evansville Community Schools desires to provide the best educational opportunities for every citizen in the Evansville School District. It is the Board's intent to foster and support an educational climate that will: meet the needs of the people living in the school district; develop our students physically, mentally, and socially; provide for individual differences; develop a sense of responsibility for democratic differences; develop a sense of responsibility for democratic living, an appreciation of the arts, and a valued use of leisure time. Our mission is broad; school programs should serve to develop future citizens, and future workers are one aspect of that goal.

Throughout the process of education, students should acquire communication and problem-solving skills and develop basic study and work-related habits. They should be challenged to develop knowledge, skills and values, and to exercise individual capabilities to the fullest. Students should feel that learning is a worthwhile experience so that they will continue to seek knowledge throughout life. We want to promote a feeling of self-confidence and teach qualities of good citizenship which include an understanding of laws, the Constitution, and moral values. All students should learn to respect the rights and property of others, and to practice honesty, tolerance and fairness.

We believe in the inherent worth of each individual. We recognize that social awareness and emotional development are important aspects of a well rounded education. Every child should be provided opportunities and encouragement to develop his/her maximum potential. Our high school diploma is viewed as the minimum academic achievement for all students in the district.

It is the intent of this district to produce a well-adjusted, adaptable, loving human being who can contribute in a positive way to both family and society. One who is able to choose a place in life rather than be forced into one because of a lack of knowledge or skills. The Evansville Community Schools will offer basic foundation courses on which each student can build competence, both academically and vocationally. The Board of Education will strive to obtain and keep an instructional staff that will bring the highest standard of education to the students of the Evansville Community School District.

Approved: May, 1985
Revised: February 1, 1990
Revised:
1st Reading: 10/30/13; 2nd Reading: 11/13/13

111

DISTRICT VISION, MISSION AND GOALS STATEMENTS

OUR VISION:

Creating a culture of excellence in:

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

OUR MISSION:

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

OUR GOALS STATEMENTS:

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

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

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

EXPECTATIONS OF THE EVANSVILLE COMMUNITY SCHOOL DISTRICT

FOR STUDENTS:

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

FOR LEARNING ENVIRONMENTS:

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

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

Approved: January 13, 1986
Revised: July 20, 2009
Revised:
1st Reading: 10/30/13; 2nd Reading: 11/13/13

833

MOTORIZED VEHICLES ON SCHOOL PROPERTY

Parking on School Property

Automobiles, buses and other vehicles parked on school property to facilitate attendance at functions using school buildings or grounds must be stationed in designated parking areas.

Travel across school property must adhere to posted safety and building regulations and respectful of district efforts to properly maintain the school buildings and grounds.

Trespassing on school property in the form of unauthorized overnight or continuous daily parking shall not be permitted.

The operation of snowmobiles, go-carts, minibikes, or similar vehicles shall not be permitted on school property.

Off Road/Unlicensed Vehicles Used on School Property

The operation of privately owned off road or unlicensed vehicles is permitted on school property provided the owner has proof of insurance, is driven by adults, and it is used for its intended purpose.

Off road/unlicensed vehicles are to be included but not limited to: golf carts, ATV's, utility vehicles, and tractors.

Educational Exception

Vehicles being serviced by the Vocational Education Program may be driven by licensed students under the supervision of the teacher and with permission by the owner of the vehicle.

Legal Ref.: Sections 118.09 Wisconsin Statutes (Safety Zones)
118.105 (Control of Traffic on School Premises)
120.13(1) (School Board Powers)
350.10 (Miscellaneous Provisions for Snowmobile Operation)

Hi Bob,

Oct 21, 2013

This will serve as my letter of resignation. It has been a pleasure working for you and the Evansville School District. My last day of employment will be November 5, 2013.

Thank you again for all that you have done!


David Soddy

Rec'd 10-25-13
KAN

attn: Doreen

MEMORANDUM

To: ECSD Board of Education
From: Jerry Roth, District Administrator
Re: Hiring Middle School and Elementary Principals
Date: 11-13-13

In your Board packet this week, I have included a document, **Rock Valley North FTE Staff/Student Ratios**, which was requested by Sandy Spanton-Nelson at the Board meeting held on 10-30-13. This document represents the ratio of students per administrator, per aides/support/other, per licensed staff and per the total of all staff. This document shows that our current student to principal ratios are comparable to the Rock Valley North. The student to principal ratios supports my recommendation to hire a new K-2 principal and a new middle school principal for the 2014-2015 school year.

Rock Valley North FTE Staff/Student Ratios

Information Gathered from the Department of Public Instruction – WISEdash

Most Current Numbers - 2012-2013

<i>Ratio of Students to FTE Staff Evansville Community 2012-13 Compared to All Districts in Rock Valley - North Athletic Conference Summary - All School Types Combined</i>			
		Number FTE Staff	Ratio of Students to FTE Staff
<u>Evansville Community</u> <u>1,760</u>	Administration	8.9	198.9
	Aides/Support/Other	65.2	27.0
	Licensed Staff	144.1	12.2
	Total	218.2	8.1
<u>East Troy Community</u> <u>1,671</u>	Administration	8.9	188.8
	Aides/Support/Other	80.6	20.7
	Licensed Staff	113.1	14.8
	Total	202.6	8.2
<u>Edgerton</u> <u>1,852</u>	Administration	8.9	207.6
	Aides/Support/Other	63.0	29.4
	Licensed Staff	129.2	14.3
	Total	201.1	9.2
<u>Jefferson</u> <u>1,924</u>	Administration	9.6	199.9
	Aides/Support/Other	86.9	22.1
	Licensed Staff	145.1	13.2
	Total	241.6	7.9
<u>McFarland</u> <u>4,293</u>	Administration	10.4	*412.0 (Includes Virtual School)
	Aides/Support/Other	104.7	41.0
	Licensed Staff	242.4	17.7
	Total	357.5	12.0
<u>Whitewater Unified</u> <u>1,948</u>	Administration	11.0	176.6
	Aides/Support/Other	69.7	27.9
	Licensed Staff	155.4	12.5
	Total	236.1	8.2

*McFarland includes the virtual school students in their average. When counting the traditional school students the averages are:

- Administration/Students = 223.9
- Licensed Staff/Students = 9.62

Aides/Support/Other – Includes: custodians, food service, educational assistants, clerks, and administrative assistants.

Rock Valley North FTE Staff/Student Ratios
Information Gathered from the Department of Public Instruction – WISEdash
Most Current Numbers - 2012-2013

Middle School Principal/Student Ratio:

1. McFarland	2/482 = 1/241
2. East Troy	1/381
3. Jefferson	1/414
4. Evansville	1/424
5. Edgerton	1/424
6. Whitewater	1/428

K-5 Principal/Student Ratio:

1. Jefferson	3/925	= 1/308
2. Whitewater	3/934	= 1/311
3. McFarland	3/1145	= 1/381
4. East Troy	2/769	= 1/384
5. Evansville	2/835	= 1/418
6. Edgerton	2/889	= 1/445

2014-2015 Budget Calendar (DRAFT)

Evansville Community School District

	v	Task	Responsibility
October		Create Budget Calendar for BOE approval Administrative Budget Retreat - November 21, 2013 Prepare preliminary 2014-15 budget draft – Baird Model	Business Manager
November		Budget presentations to staff for input – November 26, 2013 Budget press release to public for input Open online web-site link for public input	Business Manager and District Administrator
December		Review and revise budget process and philosophy Set date for BOE Budget Retreat	Board of Education
January		BOE Budget Retreat Prepare contracts for administration State of the District presentation to staff Budget presentation to the Public	Business Manager Business Manager District Administrator Business Manager
February		Principals begin building budget process with staff using zero-based budgeting process Directors begin developing department budget Approve Employee Handbook changes related to budget Insurance Committee recommendation to Board Board approves health insurance rates (committee)	Principals Directors Board of Education Board of Education
March		Approve staffing proposal (contracts) Building and department budget presentations to JR, DT, PL Compensation recommendation to Board Board approves compensation schedules	Board of Education Principals, Directors District Administrator Board of Education
April		Budget update to BOE *Written notice of teacher layoff/non-renewal due by April 15 Approve staff hiring (vacancy list) for 2014-15	Business Manager District Administrator Board of Education
May		Review open enrollment data *Written notice of teacher contract renewal due on or before May 15	District Administrator Business Manager
June		First draft of 2014-15 budget presented to BOE	Business Manager
July		Second draft of 2014-15 budget presented to BOE for approval Community Hearings on Proposed 2014-15 Budget	Business Manager District Administrator
September		Annual meeting and budget hearing Third Friday pupil count	Administration and School Board
October		State aid and equalized property values are finalized Final budget is presented for approval Tax levy is certified 2015-2016 budget process begins	Business Manager School Board School Board

Revised: August 13, 2001
Revised: November 26, 2012
Revised:

142

1st Reading: 9/25/13; 2nd Reading: 10/9/13; 3rd Reading: 11/13/13

BOARD CONSULTANTS

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

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

The Board will routinely secure the services of the following:

ATTORNEY

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

AUDITOR

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

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

OTHER

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

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

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

ENROLLMENT OF AND SERVICES AVAILABLE TO DISTRICT STUDENTS WHO
ATTEND PRIVATE, PAROCHIAL OR HOME BASED SCHOOL

The Evansville Community School District Board of Education recognizes the right of parents to educate their children at home or other State approved educational institutions in accordance with the state statutes.

The District will permit qualified students who are enrolled in a private school or home-based private educational program to participate in selected courses and related activities offered by the District provided the District does not incur additional costs.

A non-public school student may apply for enrollment in an Evansville school to the appropriate building principal whose decision will be based on satisfying the following minimum standards for admission:

1. The request is made in a timely manner.
2. The student satisfies local standards for admission, i.e., completion of enrollment and attendance forms.
3. A maximum of two (2) courses is permitted per semester.
4. There is sufficient space in the classes selected.
5. There will be random selection of overflow-qualified applicants.
6. Participants may be revoked if attendance is below the District average.
7. Eligibility to participate in future classes will depend on successful completion of classes.

The Director of Instruction/Principal may provide parents with general information about grade level academic expectations, however, this should in no way be construed to include lesson plans or the provision of instruction materials. All such students are subject to the same expectations, rules, and regulations as full-time students. Fees will not be pro-rated for any students. Part-time students from non-public schools are not eligible to participate in the Evansville School District's activities and organizations, except for activities that are extensions of classes in which they are enrolled.

Transportation to and from the District courses, programs or activities for students enrolled part-time shall be the responsibility of the student's parent(s)/guardian(s), except as otherwise specifically provided.

Legal Ref.: Sections: 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)
118.145(4) (Admission to High School)
118.53 (Attendance by Pupils Enrolled in a Home-Based Private
Educational Program)

Individuals With Disabilities Act

Local Ref.: Policy 428 – Public School Open Enrollment

Revised: July 9, 2012
Revised: January 14, 2013
Revised:

428

1st Reading: 9/25/13; 2nd Reading: 10/9/13; 3rd Reading: 11/13/13

FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT

The Evansville Community School District will provide the opportunity for students to attend public schools outside the District and will accept nonresident Open Enrollment students. All nonresident public school Open Enrollment students attending a school or high school classes in the District shall have all the rights and privileges of resident students. They also are subject to the same expectations, rules, and regulations during their term of enrollment.

Nonresident Students Coming Into the District

The parent(s)/guardian(s) of nonresident students who wish to attend school in the Evansville School District shall submit the required application form to the Open Enrollment Coordinator, in the District Office during the Open Enrollment Application period. Parents may contact the District Office if they need assistance.

A nonresident student may apply for enrollment in an Evansville School under the State Open Enrollment Law and Program. When accepting or rejecting a nonresident student's application for enrollment, the District shall consider the following criteria:

1. Application is submitted during the required time period.
2. Space in buildings is available.
3. Space in the class is available.
4. Impact on student-teacher ratios.
5. Projection for future school growth.
6. Status as an Evansville student during the current school year. Any applicant who is currently attending the Evansville Community School District will be included in the count of occupied spaces.
7. Expulsion (current or prior two school years) or expulsion proceedings.
8. Habitual truancy.
9. Ability to satisfy individualized education program (IEP)/services needs of a student with disabilities.
10. Whether the student has been referred for a special education evaluation that has not been completed.
11. Undue financial burden due to special education program or related services.

Guidelines for Termination Due to Habitual Truancy

2009 WI Act 304 provides that a nonresident school board may notify the parent of a habitual truant, that the pupil may not attend the nonresident school district in the following semester or school year.

“Habitual truant” means a pupil who is absent from school without an acceptable excuse for part or all of five or more school days on which school is held during a school semester.

Students With Disabilities

If the District determines that the special education program or related services described in the nonresident student's Individualized Education Program (IEP) are available in the District, there is

space available in the special education program identified in the student's IEP, and it is not an undue financial burden due to special education program or related services, the Open Enrollment application shall be accepted. If the special education program or services described in the student's IEP are not available or there is no space available in the program, the application shall be denied. If a nonresident student receives his/her initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, and the special education program or services required by that initial or revised IEP are not available in the District or there is no space available in the program or services identified within the IEP, the nonresident student may be returned to the resident district.

Students Referred for a Special Education Evaluation

An Open Enrollment application shall be denied if the nonresident student has been reported or identified as having a possible disability but not yet evaluated by an IEP team in the resident district. Assuming other acceptance criteria are and continue to be met, the District may reconsider a denial under this criteria if the IEP is completed, forwarded to the District, and reviewed by the District prior to the close of the period during which applications would normally continue to be reviewed or accepted from any waiting list.

Space Availability

If space available limits the District's ability to accept Open Enrollment students, the Board will set limits by grade level no later than the regular January board meeting if there are substantial factors that limit our ability to accept students. The Board will hear preliminary recommendations on enrollment limits at the December board meeting.

If the number of applicants exceeds space available, students will first be accepted if they are:

1. Continuing students.
2. Siblings of continuing students.

Remaining spaces will be filled by a random lottery. Any unassigned students will be placed on a waiting list created by a random lottery. If an opening occurs, the district administrator will review the waiting list by the grade level of the opening and the next eligible student will be selected. Parent(s)/guardian(s) will be notified by phone and mail. They will have 10 calendar days to accept the opening. If they do not respond or if they decline, another applicant will be selected. No applicants will be selected after the third Friday in August.

Only full-time nonresident Open Enrollment students are eligible to participate in all co-curricular and extra-curricular student activities and organizations. WIAA sports are governed by WIAA laws and bylaws.

The District does not require students to reapply for open enrollment when entering middle or high school.

Resident Students Going Out of the District

Evansville resident students may apply for enrollment in another public school district as a nonresident student under the State Open Enrollment Law and Program. When accepting or rejecting a resident application for enrollment in another school district, the Evansville District shall consider the following criteria:

1. The application is submitted during the required time period.
2. A student IEP or a change in services required does not place an undue financial burden on the Evansville District.

Resident students enrolled in other public school districts, including virtual charter schools, will be eligible to participate in Evansville District courses or programs based on satisfying the following minimum standards:

- a. The request is made in a timely manner.
- b. The student satisfies local standards for admission, i.e., completion of enrollment and attendance forms.
- c. There is sufficient space in the classes selected.
- d. There will be random selection of overflow-qualified applicants.
- e. Participants may be revoked if attendance is below the District average.
- f. Eligibility to participate in future classes will depend on successful completion of classes.

Pre-School Children

A child who resides in Evansville may attend a District operated pre-kindergarten, 4-year old kindergarten, early childhood education, or school-operated day care only if Evansville offers the same type of program, and the child is eligible to attend that program in the Evansville Community School District.

Transportation

Transportation for all students selecting an Open Enrollment option shall be the responsibility of the parent/guardian. The parent/guardian of students who are eligible for free or reduced price lunch is also eligible for reimbursement of transportation costs by the Department of Public Instruction. As a resident district, Evansville Community School District will not allow non-resident districts to enter the District to pick up or drop off Open Enrollment students. As a non-resident district, Evansville will not pick up students within their resident school districts. Students who can get to a district bus stop will be transported, provided space is available. Transportation for students with disabilities, if included as a related service in the student's IEP, will be provided.

Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the Department of Public Instruction within 30 days after the decision.

APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA AND PROCEDURES

Eligibility Criteria

A parent/guardian of a student who wishes to attend school in a nonresident school district may submit an Open Enrollment application outside of the regular Open Enrollment application period or in lieu of it if the application is for the current school year, the student meets one of the following criteria, and the parent/guardian describes the criteria that the student meets in the application:

1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
2. The student is or has been a homeless student in the current or immediately preceding school year.
3. The student has been the victim of repeated bullying and harassment and all of the following apply:

- a. The student's parent/guardian must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process and;
 - b. In spite of action taken by the Board or designee the repeated bullying and harassment continues.
4. The place of residence of the student's parent/guardian and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the military orders changing the place of residence were issued.
 5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.
 6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent/guardian. The application must be made within 30 days after the student's change in residence.
 7. The student's attendance in a school in the nonresident school district is considered to be in the best interests of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interest of the student.

Application Review and Approval Process

1. When the District receives an Open Enrollment application that has been submitted under the Alternative Open Enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the District Administrator or his/her designee for review and recommendations.
 - a. If the application involves a nonresident student seeking to attend school in the District under Open Enrollment, the District will:
 - 1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district;
 - 2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended; and
 - 3) Within 10 days after receiving, or, if necessary, developing, an IEP for a student with a disability, provide an estimate to the resident district of the costs to provide the student with special education or related services.
 - b. If the application involves a resident student who is attending, or who previously attended, school in the District, the District shall send the nonresident school district to which the Open Enrollment application was made a copy, if applicable, of the student's IEP and any expulsion or other relevant discipline-related records within 10 days of receiving the application.
2. The District Administrator, along with other members of the administrative staff, shall review the application using the acceptance/denial criteria outlined in Board policy. The District Administrator or his/her designee shall submit recommendations regarding acceptance or denial of the application to the Board for action.
 - a. The District may deny an application of a resident student if:
 - 1) It determines that the criteria relied on by the parent/guardian to submit the application do not apply to the student or;

- 2) It determines that the cost of special education and related services required in the IEP for a student with a disability is an undue financial burden (except for an applicant whom the Board determines was the victim of a violent crime).
 - b. The District may deny an application of a nonresident student:
 - 1) For the same reasons it may deny an application submitted during the regular Open Enrollment application period; or
 - 2) If the application relies on the best interests of the student criteria and the District determines that open enrollment is not in the student's best interests.
3. If the application involves a nonresident student seeking to attend school in the District, the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 days after receiving the application.
 - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, acceptance of an application may be contingent or subject to revocation.
 - b. If the District has approved the Open Enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the District and shall begin attending the school or program no later than the 15th day following receipt of the notice of acceptance. If the nonresident student has not enrolled in or attended school in the District by that date, the District may notify the student's parent/guardian, in writing, that the student is no longer authorized to attend the school or program in the District.
 - c. If there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will review and act upon such records promptly, and, if necessary, inform the student that the District's ability to confirm or deny the application is contingent upon the District's receipt and review of such records. If the DPI allows the District to conditionally approve such an application subject to that contingency, the District may do so. Otherwise, such application may be held in abeyance until the relevant records are received, or, if necessary, the application may be denied.
4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the District's receipt of the application. In addition:
 - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, approval of an application may be contingent or subject to revocation.
 - b. To the extent that there is a delay in the District's receipt of any relevant records or information such that the District is unable to determine whether the criteria upon which the application was based apply to the student, the District will act upon such records/information promptly upon receipt and notify the applicant of its decision to approve or deny the application within five days of making the determination.
 - c. If the student is a student with a disability, the District shall normally make a determination whether the nonresident school district's estimate of relevant special education and services costs constitutes an undue financial burden on the District within 15 days after the District has received the relevant estimate. The District will notify the applicant of a denial relying on this criteria within five (5) days of making the determination.

Legal Ref.: Sections 115,787 Wisconsin Statutes (Individualized Educational Programs)
118.13 (Pupil Discrimination Prohibited)
118.16(1)(a) (School Attendance Enforcement)
118.51 (Full-Time Open Enrollment)
118.52 (Course Options)
118.53 (Attendance by Pupils in a Home-Based Private Educational Setting)
120.13(1)(f)(h) (School Board Powers)
121.54(3)(10) (Transportation by School Districts)
121.55 (Methods of Providing Transportation)
PI 36, Wisconsin Administrative Code (Public School Inter-District Open Enrollment)

Local Ref.: Policy 425 – Enrollment of and Services Available to District Students Who Attend
Private, parochial or Home Based School

Approved: July 11, 2005

751.5

Revised: September 13, 2010

Revised:

1st Reading: 9/25/13; 2nd Reading: 10/9/13; 3rd Reading: 11/13/13

USE OF DISTRICT OWNED OR PRIVATE VEHICLES TO TRANSPORT STUDENTS

The Evansville Community School District Board of Education recognizes the need for some school employees, or other persons serving in an official capacity, to transport students to or from school or school-related activities in a District owned or private motor vehicle. To safeguard the District, employees and students in matters of liability, particularly as it relates to the transporting of students, the following policy guidelines will be observed:

1. The vehicle driver must have a valid Wisconsin driver's license or a valid driver's license issued by another jurisdiction, as defined by state law.
2. The driver must submit to a criminal background check on an annual basis.
3. The driver must submit to a Motor Vehicle Record (MVR) check on an annual basis.
4. The driver may not have been convicted of any offenses or crimes listed under School Bus and Alternative Vehicle Driver Disqualifications.
5. The driver must be at least 18 years of age and have at least (2) two years of driving experience.
6. The vehicle driver must have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The Board may waive this requirement if the driver has sufficient use of one hand to safely operate the vehicle which the Board proposes the driver use, as substantiated by a special driving examination conducted by the Wisconsin Department of Transportation (DOT).
7. Every three (3) years the driver must submit a medical opinion on the Verification of Fitness to Drive form stating that he/she is not suffering from any mental or physical disability or disease such as to prevent the driver from exercising reasonable control over a motor vehicle.
8. The vehicle may not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the driver. The driver and all passengers must wear seatbelts at all times. Use of vans with a passenger capacity of eleven (11) persons or more including the driver is prohibited by law.
9. Any student under the age of eight (8) must be restrained in compliance with Wisconsin Statutes in a safety restraint system that is appropriate to the child's age and size (i.e. car seat, booster seat) that meets the standards established by the DOT.

10. Drivers must refrain from the use of alcoholic beverages or controlled substances (any drug or medicine which may impair the ability of the driver to perform safely) for a period of not less than 24 hours prior to the transportation of pupils.
11. Any individual who has been approved on a yearly basis to operate a motor vehicle must report to the Business Manager in writing within ten (10) days of the occurrence of any accident in which the individual was involved as the driver of any motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or any suspension or revocation of the individual's operating privileges.
12. There shall be no personal use of District owned vehicles.
13. Drivers shall not operate any electronic device while the vehicle they are driving is in motion. The ONLY time these devices may be operated is when the vehicle is parked.
14. All traffic violations incurred while conducting school business are the sole responsibility of the driver.
15. Drivers who will be operating the District lift van to transport students must first be trained to operate the lift and to secure a wheelchair for transport.
16. Use of private motor vehicle for school business.
 - a. Transportation by private vehicle shall be strongly discouraged and shall be used only when no other transportation is available.
 - b. District employees or other persons serving in an official capacity shall have the written permission of the district administrator, or designee, in order to use a private motor vehicle for transporting students. Permission may only be granted if the person providing transportation has satisfactorily met all District and state laws requirements.
 - c. The District shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the necessary authorization. In all cases, however, the driver's automobile insurance is the primary carrier, with the District's insurance being secondary.
 - d. Private vehicles used for school business must be inspected prior to use by the District Buildings and Grounds Director.
 - i. In consideration for this inspection, the vehicle owner does agree to release, waive, discharge and will not sue Evansville Community School District or its assigns for anything directly or indirectly related to said inspection.**
 - e. For private vehicle use, the owner must show proof of the following minimum insurance coverage before the vehicle's use is authorized and provide updated proof upon expiration of coverage:

- i. Property damage coverage - \$100,000.00
- ii. Bodily injury liability coverage - \$100,000 per person
- iii. Subject to the limit for each person: total bodily injury liability limits of not less than \$300,000 per accident.

Legal Ref: Sections 121.555 Wisconsin Statutes (Alternative Methods of Providing Transportation), s. 343.12 (7) or Chapter Trans. 112.15 Wisconsin Administrative Code

Local Ref: 751.5/753 Form – Alternative Vehicle Driver Information Request Form
751.5/753 Form 1 – Driver Information
751.5/753 Form 2 – Verification of Fitness to Drive
751.5/753 Form 3 – Vehicle Inspection Form

Revised:

1st Reading: 9/25/13; 2nd Reading: 10/9/13; 3rd Reading: 11/13/13

USE OF SCHOOL OWNED OR PRIVATE VEHICLES
(NON STUDENT TRANSPORTATION)

The Evansville Community School District Board of Education recognizes the need for some school employees to operate District owned vehicles in the process of their job function. To safeguard the District and employees in matters of liability, the following policy guidelines must be observed:

1. The vehicle driver must have a valid Wisconsin driver's license or a valid driver's license issued by another jurisdiction, as defined by state law.
2. The driver must submit to a criminal background check on an annual basis.
3. The driver must submit to a Motor Vehicle Record (MVR) check on an annual basis.
4. The employee may not have been convicted of any offenses or crimes listed under School Bus and Alternative Vehicle Driver Disqualifications.
5. The employee must be at least 18 years of age and have (2) two years of licensed driving experience.
6. The vehicle driver must have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The Board may waive this requirement if the driver has sufficient use of one hand to safely operate the vehicle which the Board proposes the driver use, as substantiated by a special driving examination conducted by the Wisconsin Department of Transportation (DOT).
7. Every three (3) years the driver must submit a medical opinion on the Verification of Fitness to Drive form stating that he/she is not suffering from any mental or physical disability or disease such as to prevent the driver from exercising reasonable control over a motor vehicle.
8. The vehicle may not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the driver. The driver and all passengers must wear seatbelts at all times.
9. Any individual who has been approved on a yearly basis to operate a motor vehicle must report to the Business Manager in writing within ten (10) days of the occurrence of any accident in which the individual was involved as the driver of any motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or any suspension or revocation of the individual's operating privileges.

10. There shall be no personal use of District owned vehicles.
11. Drivers shall not operate any electronic device while the vehicle they are driving is in motion. The ONLY time these devices may be operated is when the vehicle is parked.
12. All traffic violations incurred while conducting school business are the sole responsibility of the driver.
13. Use of private motor vehicle for school business.
 - a. Use of private vehicles for school business shall be strongly discouraged and shall be used only when District owned vehicles are not available.
 - b. District employees or other persons serving in an official capacity shall have the written permission of the district administrator, or designee, in order to use a private motor vehicle for school purposes. Permission may only be granted if the person providing transportation has satisfactorily met all District and state laws requirements.
 - c. The District shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the necessary authorization. In all cases, however, the driver's automobile insurance is the primary carrier, with the District's insurance being secondary.
 - d. Private vehicles used for school business must be inspected prior to use by the District Buildings and Grounds Director.
 - e. For private vehicle use, the owner must show proof of the following minimum insurance coverage before the vehicle's use is authorized and provide updated proof upon expiration of coverage:
 - i. Property damage coverage - \$100,000.00
 - ii. Bodily injury liability coverage - \$100,000 per person
 - iii. Subject to the limit for each person: total bodily injury liability limits of not less than \$300,000 per accident.

Legal Ref.: Sections 121.55 Wisconsin Statutes (Methods of Providing Transportation)
121.555 (Alternative Methods of Providing Transportation)
s. 343.12(7) or Chapter Trans. 112.15 Wisconsin Administrative Code

Local Ref: 751.5/753 Form – Alternative Vehicle Driver Information Request Form
751.5/753 Form 1 – Driver Information
751.5/753 Form 2 – Verification of Fitness to Drive
751.5/753 Form 3 – Vehicle Inspection Form

**ALTERNATIVE VEHICLE DRIVER
INFORMATION REQUEST FORM**
Wisconsin Department of Public Instruction

Please print

Applicant Name – First	Middle Initial	Last	Birth Date (Month/Day/Year)
Driver License Number or Social Security Number – For Verification Purposes			

YES NO

- Have you ever been convicted of a crime or other offense listed under s.343.12(7) Wis. Stats., or Ch. Trans. 112.15 WI Admin. Code within the time frame listed on the attached list of crimes?
- Are you currently listed on any sex offender registry?
- Are you currently listed on any nurse abuse registry?

Explain "YES" answers

YES NO

- Have you been a resident in another state within the previous 2 years?

If you checked "YES", list all other state(s) in which you have been a resident during the previous 2 years:

Applicant Statements

As an alternative vehicle driver, I agree to report in writing to my employer, within 10 days:

- Any accident in which I was involved as the operator of any motor vehicle regardless of who was at fault or if citations were issued;
- Any conviction or operating privilege withdrawal listed under s.343.12(7) Wis. Stats., or Ch. Trans. 112.15 WI Admin. Code that makes the operator ineligible to operate a motor vehicle to transport pupils;
- If I hold a school bus endorsement, any incidents that would disqualify me for holding that endorsement;
- Any suspension or revocation of my operating privilege;
- Any cancellation of my school bus endorsement of this state or another jurisdiction.

I understand that I may not falsify or provide incomplete information in respect to any material fact on this or any other background information form.

I also understand that it is my responsibility to report any new medical condition or a medical condition that has significantly changed since my last report.

(Applicant Signature)

(Date)

For Employer Use Only – Please check one			
<input type="checkbox"/>	Original Application	<input type="checkbox"/>	Interim CIB Check
<input type="checkbox"/>	Renewal	<input type="checkbox"/>	CCAP Check

School Bus and Alternative Vehicle Driver Disqualifications

As adopted from Wisconsin Department of Transportation Form MV3740 12/2004

Effective November 4, 2004, any driver who wishes to apply for, renew or transfer a school bus endorsement or be an alternative vehicle driver must self-certify and submit to a criminal background check to ensure they have not been convicted of any of the felonies listed in the following chart. Any of these convictions can result in from two years to a lifetime disqualification from driving a school bus or alternative vehicle.

Offenses or Crimes under s.121.555, s.343.12(7) Wisconsin Statutes, or Chapter Trans. 112.15 Wisconsin Administrative Code

Felony	Length of Disqualification	Felony	Length of Disqualification
Abandonment of a child	Lifetime	Criminal damage to railroads	2 years
Abduction of another's child; constructive custody	Lifetime	Criminal gang member solicitation and contact	Lifetime
Abuse of vulnerable adults	Lifetime	Destruction of documents subject to subpoena	5 years
Abuse and neglect of patients and residents	Lifetime	Drug related crimes – Any of the following drug-related crimes: **Distribution or delivery or intent to deliver or distribute are Lifetime, all others are 5 year disqualifiers	**See note at left
Acquire or obtain possession of controlled substance by fraud or forgery – counterfeit substance or packaging	5 years	<input type="checkbox"/> Manufacture, distribution or delivery	See above
Administering dangerous or stupefying drug	Lifetime	<input type="checkbox"/> Possession with intent to manufacture, distribute or deliver	See above
Arson of buildings; damage of property by explosives	5 years	<input type="checkbox"/> Possession of piperidine	See above
Arson of property other than buildings	5 years	<input type="checkbox"/> Possession – gamma-hydroxybutyric acid, gamma-butyrolactone, ketamine or flunitrazepam	See above
Arson with intent to defraud	5 years	<input type="checkbox"/> Distribute or deliver or attempt to deliver or distribute an imitation controlled substance	See above
Assaults by prisoners	5 years	<input type="checkbox"/> Conspiracy	See above
Assisting or permitting escape	5 years	<input type="checkbox"/> Counterfeit substance	See above
Assisting suicide	5 years	<input type="checkbox"/> Possession	See above
Attempt to elude officer	5 years	Distribution of controlled substances to persons under age 18	Lifetime
Battery; substantial battery; aggravated battery	Lifetime	Disarming a peace officer	5 years
Battery to a pregnant woman or unborn child	Lifetime	Endangering safety by use of a dangerous weapon	2 years
Bomb scares	5 years	Exposing genitals or pubic area to child	Lifetime
Burglary	5 years	Exposing a child to harmful material or harmful descriptions or narrations	Lifetime
Careless driving (out of state)	2 years	Engaging in repeated acts of sexual assault of the same child	Lifetime
Causing a child to view or listen to sexual activity	Lifetime	Falsified application	2 years
Causing mental harm to a child	Lifetime	Failure to comply with officer's attempt to take person into custody	5 years
Child enticement	Lifetime	Failure to stop after accident	5 years
Child sex offender working with children	Lifetime	Felony murder	Lifetime
Commercial alcohol	5 years	Firearm silencers	5 years
Commercial alcohol causing death	5 years	First-degree intentional homicide	Lifetime
Commercial alcohol causing great bodily harm	5 years	First-degree reckless homicide	Lifetime
Commercial alcohol causing injury	5 years	Forgery	5 years
Commercial OWI causing great bodily harm	5 years	Great bodily harm	5 years
Commercial careless driving (out of state)	2 years	Harboring or aiding felons	5 years
Commercial controlled substance felony	5 years	Hazardous commercial alcohol causing death	5 years
Commercial OWI – controlled substance	5 years	Hazardous commercial alcohol causing great bodily harm	5 years
Commercial failure to stop after accident – attended vehicle	5 years	Hazardous commercial OWI causing great bodily harm	5 years
Commercial negligent homicide intoxicated	5 years	Hazardous commercial alcohol	5 years
Commercial Implied Consent and not a drop	5 years	Hazardous commercial controlled substance felony	2 years
Commercial OWI causing injury	5 years	Hazardous commercial OWI – controlled substance	5 years
Commercial failure to stop at accident-unattended vehicle	5 years		
Commercial 0.0 not a drop	5 years		
Commercial possession of intoxicating beverage	5 years		
Commercial reckless driving	2 years		
Commercial vehicle used in commission of felony	5 years		
Commercial Operating While Intoxicated (OWI)	5 years		
Concealing death of a child (at birth)	Lifetime		
Contributing to the delinquency of a minor	Lifetime		

Felony	Length of Disqualification	Felony	Length of Disqualification
Hazardous commercial failure to stop after accident-attended vehicle or unattended	5 years	Physical abuse of a child	Lifetime
Hazardous commercial negligent homicide intoxicated	5 years	Placing foreign objects in edibles	5 years
Hazardous commercial implied consent and implied consent not a drop	2 years	Possession of child pornography	Lifetime
Hazardous commercial OWI causing Injury	5 years	Possession and disposal of waste from manufacture of methamphetamine	5 years
Hazardous commercial vehicle used in commission of felony	5 years	Possession of electric weapon	5 years
Hazardous commercial Operating While Intoxicated (OWI)	5 years	Possession of explosives	5 years
Treason	Lifetime	Possession of a firearm (by felon)	5 years
Threats to injure or accuse of crime	5 years	Possession of firearm in school zone	Lifetime
Homicide by intoxicated use of vehicle or firearm	Lifetime	Possession of short-barreled shotgun or rifle	5 years
Homicide by negligent operation of a vehicle	Lifetime	Prohibited alcohol concentration	5 years
Implied consent	2 years	Prostitution	Lifetime
Implied consent underage	2 years	Public fornication	Lifetime
Incest	Lifetime	Reckless driving	2 years
Incest with a child	Lifetime	Recklessly endangering safety	5 years
Injury by intoxicated use of a vehicle	5 years	Reckless injury	Lifetime
Keep or maintain any place for drug use, manufacture, keeping or delivering	Lifetime	Robbery	Lifetime
Keeping a place of prostitution	Lifetime	Sabotage	Lifetime
Kidnapping	Lifetime	Second-degree intentional homicide	Lifetime
Kidnapping or missing persons – false information	5 years	Second-degree reckless homicide	Lifetime
Leaving or storing a loaded firearm within the reach or easy access of a child	Lifetime	Sedition	Lifetime
Lewd and lascivious behavior	Lifetime	Serious Violation with Occupational Holder	2 years
Loan sharking prohibited (Extortionate means-use or threat of violence for non-payment)	5 years	Sending obscene or sexually explicit electronic messages	Lifetime
Machine guns and other weapons	5 years	Sexual assault	Lifetime
Mayhem	Lifetime	Sexual assault of a child	Lifetime
Making lewd, obscene or indecent drawings	Lifetime	Sexual assault of a student age 16 or older by a school instructional staff person	Lifetime
Molotov cocktails	5 years	Sexual exploitation by a therapist	5 years
Neglecting a child	Lifetime	Sexual intercourse with a child age 16 or older	Lifetime
Negligent homicide	5 years	Sexual exploitation of a child	Lifetime
Negligent homicide intoxicated	5 years	Sexual gratification	Lifetime
Negligent operation of a motor vehicle	2 years	Soliciting a child for prostitution	Lifetime
Obscene material or performance	Lifetime	Solicitation of a child to commit a felony	Lifetime
Obstructing emergency or rescue personnel	2 years	Soliciting prostitutes	Lifetime
Obstructing justice	5 years	Taking hostages	Lifetime
Operating after revocation	2 years	Tampering with household products	5 years
Operating while intoxicated causing injury	5 years	Unauthorized use of an individual's personal identifying information or documents	5 years
Operating under the influence of intoxicant or controlled substance	5 years	Underage alcohol operation	5 years
Operating while disqualified	2 years	Unsafe burning of building	5 years
Operating while suspended	2 years	Use or possession of a handgun and an armor-piercing bullet during crime	5 years
Pandering	Lifetime	Using a child for illegal drug distribution or manufacturing	Lifetime
Patronizing prostitutes	Lifetime	Use of a computer to facilitate a child sex crime	Lifetime
Perjury	2 years	Violation of Occupational License	2 years
		Vehicle used in commission of felony (Operating without owner's consent)	5 years

DRIVER INFORMATION

I agree to use my personal vehicle for work purposes and/or I agree to transport Evansville Community School District students to and from a school sponsored activity at which time they are subject to all school rules. In case of an accident, I understand that my insurance policy is the primary coverage and that the District will provide secondary coverage.

DRIVER INFORMATION (Please Print)

Name _____

Address _____
Street City State Zip Code

Driver's License Number _____ / _____ Date of Birth _____ / _____ / _____
Number State Month Day Year

Driver's License Expiration Date _____

VEHICLE INFORMATION (Please Print)

Make _____ Model _____

Year _____ Vehicle License Number _____

Registered Owner _____ Phone Number () _____

Address _____
Street City State Zip Code

INSURANCE INFORMATION (Please Print)

Insurance Carrier _____

Insurance Agent _____ Phone Number () _____

Address _____
Street City State Zip Code

Policy Number _____

Date Issued _____ Expiration Date _____

***Limits of Liability - Please attach a copy of the page of your insurance policy showing the limits.**

*The minimum acceptable limits of liability (including uninsured/underinsured motorist coverage) on the vehicle should be \$100,000/\$300,000

 Driver's Signature Date

 Vehicle Owner's Signature Date

 Business Manager Date

340 Fair Street
Evansville, WI 53536
Phone: (608) 882-5224
Fax: (608) 882-6564

Evansville

Community School District

**VERIFICATION OF
FITNESS TO DRIVE**

NAME _____ BIRTHDATE _____

STAFF MEMBER _____ NON-STAFF MEMBER _____

ADDRESS _____

TELEPHONE NUMBER _____

Persons driving school-owned vehicles or private vehicles to transport Students must submit at least once every three years to the Business Manager a medical opinion stating that he/she is not afflicted with or suffering from any mental or physical disability or disease such as to prevent reasonable control of a motor vehicle.

ATTEST:

This is to certify that I find the above-named individual is not afflicted with or suffering from any mental or physical disability or disease such as to prevent reasonable control of a school-owned vehicle or a private vehicle transporting students.

PHYSICIAN: _____ DATE: _____
(Signature)

NAME: _____
(Please print name)

NOTE: This verification must be renewed every three (3) years and filed with the Business Office of Evansville Community School District.

VEHICLE INSPECTION FORM

Vehicle Identification:

Make _____

Year _____ License Plate Number _____

Owner _____

Your signature below certifies that you have inspected the vehicle and that all required safety equipment items below, except those marked "NOT OK" are in legal operating condition. Only vehicles meeting all of these safety requirements may be used for transporting students.

NOT OK	OK		NOT OK	OK	
		Head lamps			Parking lamps
		Directional lamps			Flashing warning lamps
		Sidemarkers lamps & reflectors			Tail lamps
		Back up lamps			Brake lamps
		Steering system			Suspension system
		Bumpers and fenders			Hood & trunk latches
		Door latches and locks			Tires
		Exhaust system			Fuel system
		Windshield			Windows: Vent, side, rear
		Windshield wipers & washers			Windshield defroster/defogger
		Horn			Mirrors
		Speed indicator			Odometer
		*Restraining devices & seats			Brakes
		Parking brake			Floor and trunk pans

* Use of vans with a passenger capacity of eleven (11) persons or more including the driver is prohibited by law.

Yes ___ No ___ Are all seats permanently mounted and facing forward?

I have personally inspected the vehicle described above as indicated by the preceding check list and in my opinion it presently complies with the safety laws of the state and is in such mechanical condition that its operation on public streets and highways should not jeopardize the safety of motorists or pedestrians. This inspection is valid for one year.

This vehicle is authorized for use to transport students effective _____, 20__ through _____, 20__

Signature _____ Date _____
 Director of Buildings and Grounds

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, October 30, 2013, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Eric Busse. Roll call was taken. Members present: Rossmiller, Swanson, Rasmussen, Spanton Nelson, Braunschweig, and Busse. Absent: Hatfield and HS Reps. Johnson and Haegele.

APPROVE AGENDA

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to approve the agenda as presented. Motion carried, 6-0 (voice vote).

Mr. Busse announced that the FFA fundraiser has begun.

PRESENTATIONS

Dr. Leslie Steinhaus, JEDI Virtual School Director, presented on what the JEDI Virtual School is and how it can provide to school districts. Discussion.

Teacher, Mike Czerwonka, presented the open enrollment IN/OUT summer survey results; asking families why they are leaving or coming into the District. Discussion.

High School Principal, Mr. Everson, presented on the Evansville High School Senior Graduation Project, starting with the graduation class of 2015. Information on the project is on the website. Discussion.

INFORMATION & DISCUSSION

Ms. Swanson gave an update on the Communications Committee. Next meeting is November 6.

District Administrator, Mr. Roth, presented the Districts 2013-2014 goals. Discussion.

Mr. Roth presented his recommendation on the hiring of elementary and middle school principal positions. Discussion.

BUSINESS (Action Items)

Motion by Mr. Braunschweig, seconded by Mr. Rasmussen, moved to approve the revised budgets as presented and the total tax levy including debt of \$8,129,843. Discussion. Motion carried, 6-0 (roll call vote).

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to approve the October 9, 2013, board minutes as presented. Motion carried, 6-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Rossmiller, moved to approve the creation of two employee compensation committees, one of teaching staff and one of support staff, including administrative assistants. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Rossmiller, moved to approve the parent transportation contracts for private school transportation in the amount of \$1,421.88 for Elmer and Karyn Schwartz and \$2,490.88 for Simon and Fannie Yoder for the 2013-2014 school year. Discussion. Motion carried, 6-0 (voice vote).

BUDGET FINANCE

Ms. Swanson gave an update on the Evansville Education Foundation.

Mr. Roth gave an update on the Citizens Advisory Committee and had included in the packet the September 30 and October 14 minutes. The next meeting is November 4.

Director of Instruction, Ms. Landers, gave an update on the 4K Investigation Committee (4KIC). The 4KIC sub committees will meet in November and the 4KIC will meet on December 10.

Business Manager, Ms. Treuden, gave an update on the Insurance Committee. This Committee will most likely be ongoing forever. The next meeting is November 19.

Mr. Roth gave an update on the football press box, waiting for a written report from Bill Hoch, Architect. Report will be passed along to the Board once received. Discussion.

Ms. Treuden presented information on the phone system upgrade. Discussion.

Mr. Roth presented data on the third Friday attendance, open enrollment, and home-schooled students. Discussion. We are a declining enrollment district.

Ms. Treuden presented a draft of the 2014-2015 budget process/calendar. Discussion.

Ms. Treuden presented a summary on the physical security audit done in the District. Discussion. No budget numbers are attached to the recommendations.

Budget Finance agenda items discussed for regular January 29 meeting.

POLICY

Ms. Rossmiller presented for a first reading, policies: 529.45-Personal Leave; 534-Substitute Teacher Employment; 830-Use of School Facilities; 830 Form-Facility Use Agreement; 830 Form 1-Key and Swipekey Checkout Form; 830 Form 2-Request for Kitchen Use; 830 Form 3-Special Equipment/Materials or Setup Needed; 830 Form 4-Community Walkers Agreement; 110-Philosophy of the Evansville Community Schools; 111-District Vision, Mission and Goals Statements; 111.1-Expectations of the Evansville Community School District; and 833-Motorized Vehicles on School Property. Discussion. Policies to be reviewed and brought back for a second reading.

Policy agenda items for January 29 meeting discussed.

BOARD DEVELOPMENT

Mr. Busse asked for members to indicate which WASB (Wisconsin Association of School Boards) seminars they would be attending in the future. Those planning on attending the January State Convention: Ms. Rossmiller, Mr. Rasmussen, Mr. Busse, and Ms. Spanton-Nelson.

Mr. Busse introduced Attorney JoAnn Hart, who presented on school board roles, responsibilities, and legal considerations. Discussion.

Board Development agenda items for January 29 meeting discussed.

FUTURE AGENDA

November 13, 2013, regular meeting agenda discussed.

ADJOURN

Motion by Mr. Braunschweig, seconded by Mr. Rasmussen, moved to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 9:34 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved:
Eric Busse, President

Unapproved Minutes

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: September 2013 Reconciliation
Date: October 16, 2013

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – September \$1,872,552.91
- Check Register – September
Notes for check register:

Check total -	\$770,991.30
ACH total -	\$ 12,995.82
Manual check total -	<u>\$ 34,563.71</u>
Total	\$818,550.83

Payroll checks – 74806-74807, 74933, 75009-75012
Void checks – 74821

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

FOR THE MONTH OF	September, 2013		
BALANCE PER BANK:		96,000.00	
LESS OUTSTANDING CHECKS		-9,685.80	
LESS WRS POSTING		-133,194.72	
MMA ACCOUNT		5,048,033.11	
BALANCE PER BANK			5,001,152.59

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.	
FUND 10 General	-1,399.82	205,550.85	204151.03	
FUND 21 Donations	27,209.89	-90.58	27119.31	
FUND 27 Special Ed	-101,083.00	-217,639.42	-318722.42	
FUND 38 Debt	21,621.85	0.00	21621.85	
FUND 39 Debt	-63,593.23	0.00	-63593.23	
FUND 50 Food Service	116,435.64	-42,919.40	73516.24	
FUND 99 Voc Ed/ESL/Grants	9,026.70	0.00	9026.7	
MMA ACCOUNT			5,048,033.11	
BALANCE PER GENERAL LEDGER				5,001,152.59
		-55,098.55		
	DIFFERENCE			0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning September 2013-14		Ending
							Balance	Monthly Activity	Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-766,452.05	205,550.85	204,151.03
10	-	---	---	-----	---	GENERAL FUND	-766,452.05	205,550.85	204,151.03
21	A	000	000	711100	---	CASH ON DEPOSIT	26,564.76	-90.58	27,119.31
21	-	---	---	-----	---	GIFTS/DONATIONS	26,564.76	-90.58	27,119.31
27	A	000	000	711100	---	CASH ON DEPOSIT	71,343.07	-217,639.42	-318,722.42
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	71,343.07	-217,639.42	-318,722.42
38	A	000	000	711100	---	CASH ON DEPOSIT	21,621.85		21,621.85
38	-	---	---	-----	---	NON-REFERENDUM DEBT	21,621.85		21,621.85
39	A	000	000	711100	---	CASH ON DEPOSIT	-63,593.23		-63,593.23
39	-	---	---	-----	---	REFERENDUM APPROVED DEBT SERVI	-63,593.23		-63,593.23
50	A	000	000	711100	---	CASH ON DEPOSIT	97,305.86	-42,919.40	73,516.24
50	-	---	---	-----	---	FOOD SERVICE	97,305.86	-42,919.40	73,516.24
99	A	000	000	711100	---	CASH ON DEPOSIT	9,026.70		9,026.70
99	-	---	---	-----	---	COOP. PROGRAM FUNDS-66:03	9,026.70		9,026.70
Grand Asset Totals							-604,183.04	-55,098.55	-46,880.52

Number of Accounts: 7

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

Post Date	Func	Description	Amount
09/30/2013	DISTRICT WIDE	REIMB OF MEDICAID COPIES	26.00
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	V LECY-LUEBKE - ADD'L OWED HEALTH INS - SEPT	121.22
09/30/2013	DISTRICT WIDE	STUDENT FEES	3138.00
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS FROM FEES	1015.50
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	W HARTJE - ADD'L HEALTH INS SEPT	121.22
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	2435.45
09/30/2013	SCHOOL BUILDING ADMINISTRATION	TRIS-REIMB FOR STUDENT PLANNERS SOLD	657.00
09/30/2013	DISTRICT WIDE	FACILITY USE - EVANSVILLE HEALTH CLUB	15.00
09/30/2013	DISTRICT WIDE	STUDENT FEES	2001.50
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS FROM FEES	651.00
09/30/2013	SCHOOL BUILDING ADMINISTRATION	HS - REIMB FOR WORK PERMITS	40.00
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	1503.65
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	C WAGNER - ADD'L SEPT HEALTH INSURANCE	121.22
09/30/2013	DISTRICT WIDE	STUDENT FEES	697.75
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS FROM FEES	68.00
09/30/2013	DISTRICT WIDE	FOOTBALL GATE VS UNION GROVE	1607.00
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	569.90
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	773.00
09/30/2013	DISTRICT WIDE	STUDENT FEES	2140.50
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS FROM FEES	477.50
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	662.90
09/30/2013	DISTRICT WIDE	FACILITY USE - KLOVER PRODUCTS MICROPHONE TES	50.00
09/30/2013	DISTRICT WIDE	STUDENT FEES	1008.00
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS FROM FEES	118.00
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	514.00
09/30/2013	TRACK CO-ED	TRACK INVITE ENTRY FEE - EDGERTON	100.00
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	R DENNIS - ADD'L HEALTH INS SEPTEMBER	121.22
09/30/2013	DISTRICT WIDE	FOOTBALL GATE VS BIG FOOT	1535.90
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	523.01
09/30/2013	DISTRICT WIDE	PRESS BOX DONATION - DAVE MOSHER & ASSOC	50.00
09/30/2013	DISTRICT WIDE	PRESS BOX DONATION - BRODHEAD BOOSTER CLUB	660.00
09/30/2013	SCHOOL BUILDING ADMINISTRATION	HS-REIMB FOR CHARGE CARD	100.00
09/30/2013	DISTRICT WIDE	STUDENT FEES - ALL FEES	1088.50
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	412.50
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	550.50
09/30/2013	DISTRICT WIDE	DEPT OF CORRECTIONS - RESTITUTION	44.96

Post Date	Func	Description	Amount
09/30/2013	TERMINATION OF BENEFITS	EBC-COBRA P'MENT SEPTEMBER - DENTAL - HAVLIK,	336.62
09/30/2013	TERMINATION OF BENEFITS	EBC-COBRA P'MENT SEPT-HEALTH - KARIS, PPAFF	958.06
09/30/2013	COACHING	HS REIMB - POPA PROGRAM PAYROLL REIMBURSEMENT	5920.75
09/30/2013	INFORMATION SERVICES	D.O.-REIMB. FOR POSTAGE	26.59
09/30/2013	DISTRICT ADMINISTRATION	D.O.-REIMB. FOR COFFEE	3.00
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	711.70
09/30/2013	DISTRICT WIDE	TOWN OF MAGNOLIA - MOBILE HOME FEES	357.76
09/30/2013	DISTRICT WIDE	VOLLEYBALL GATE VS WHITEWATER	276.25
09/30/2013	SCHOOL BUILDING ADMINISTRATION	REIMB FROM TRIS FOR WATER	140.00
09/30/2013	SCHOOL BUILDING ADMINISTRATION	REIMB FROM DEB HERBERS FOR CHARGE CARD PURCHA	37.50
09/30/2013	COMBINED COST REPORTING	DONATION - KNIGHTS OF COLUMBUS - EVANSVILLE	2644.80
09/30/2013	COMBINED COST REPORTING	DONATION - KNIGHTS OF COLUMBUS - MADISON	1318.56
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	737.86
09/30/2013	DISTRICT WIDE	STUDENT FEES	669.00
09/30/2013	DISTRICT WIDE	VOLLEYBALL GATE VS EAST TROY	192.00
09/30/2013	REGULAR CURRICULUM	ES - REIMB FOR CALCULATORS	127.00
09/30/2013	DISTRICT ADMINISTRATION	OPEN RECORD'S REQUEST - MJDB MARKETING LLC	20.00
09/30/2013	SCHOOL BUILDING ADMINISTRATION	TRIS - REIMB FOR ASSIGNMENT NOTEBOOKS	431.05
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	1241.70
09/30/2013	GIFTED AND TALENTED	HS - REIMB FOR ALECKS (PARENTS)	22.50
09/30/2013	HOME ECONOMICS	HS - REIMB FOR FOODS FEE	440.00
09/30/2013	CO-CURRICULAR ATHLETIC	HS - REIMB FOR 9/13/13 SPECTATOR BUS	54.00
09/30/2013	DISTRICT WIDE	LYNDA OLEINK - TERMINATION OF CONTRACT	500.00
09/30/2013	SCHOOL BUILDING ADMINISTRATION	HS-REIMB FOR CHARGE CARD	1532.02
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	579.00
09/30/2013	DISTRICT WIDE	REIMB - POWERIT - 2010-11 BEAR REIMB	2492.48
09/30/2013	GIFTED AND TALENTED	REIMB - PAYROLL REIMB - LINDA OLEINIK	2384.64
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	936.00
09/30/2013	DISTRICT WIDE	FACILITY USE - CUB SCOUTS	15.00
09/30/2013	DISTRICT WIDE	VOLLEYBALL GATE VS EDGERTON	263.00
09/30/2013	DISTRICT WIDE	STUDENT FEES	504.50
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	1355.00
09/30/2013	DISTRICT ADMINISTRATION	OPEN RECORD'S REQUEST - U.S. MARINES	20.00
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	993.85
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB MIDAMERICA	- R COLE - JULY - OCT	4584.64
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB MIDAMERICA	- C WAGNER - JULY - OCT	4584.64

Post Date	Func	Description	Amount
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R DENNIS - JULY - OCT	4584.64
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - W HARTJE - JULY - OCT	4584.64
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - VLLUEBKE - JULY - OCT	4584.64
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - B BERG - JULY - OCT	4584.64
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - P KELLEY - JULY - OCT	2157.24
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - M KELLEY - JULY - OCT	2157.24
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - P HAESE - JULY - OCT	2157.24
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - V ZHE - JULY - OCT	2157.24
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - S ERICKSON - SEPT & OCT	2292.32
09/30/2013	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - K VERKUILEN - JULY - OCT INCLUDI	5069.52
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	668.00
09/30/2013	DISTRICT WIDE	VOLLEYBALL GATE VS MCFARLAND	230.00
09/30/2013	DISTRICT WIDE	FACILITY USE - CSA KIDS	15.00
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	846.25
09/30/2013	COACHING	HS - REIMBURSEMENT FOR SCALE	387.00
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	1334.40
09/30/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	1616.00
09/30/2013	DISTRICT WIDE	STUDENT FEES	127.00
09/30/2013	DISTRICT WIDE	FACILITY USE - S GIFFORD YOUTH POMS	15.00
09/30/2013	DISTRICT WIDE	FACILITY USE - K STROBL GIRL SCOUTS	15.00
09/30/2013	DISTRICT WIDE	VENDING	47.50
09/30/2013	DISTRICT WIDE	VENDING	111.50
09/30/2013	DISTRICT WIDE	VENDING	60.35
09/30/2013	DISTRICT WIDE	VENDING	242.32
09/30/2013	DISTRICT WIDE	VENDING	164.65
09/30/2013	DISTRICT WIDE	VENDING	116.10
09/30/2013	DISTRICT WIDE	VENDING	82.50
09/30/2013	DISTRICT WIDE	VENDING	77.50
09/30/2013	DISTRICT WIDE	VENDING	143.00
09/30/2013	DISTRICT WIDE	VENDING	68.25
09/30/2013	DISTRICT WIDE	VENDING	79.50
09/30/2013	DISTRICT WIDE	VENDING	38.95
09/30/2013	DEPOSITS PAYABLE	E-FUNDS FOR SEPT FOOD SERVICE	7334.70
09/30/2013	DISTRICT WIDE	E-FUNDS FOR SEPT FEES	1674.00
09/30/2013	DISTRICT WIDE	SEPTEMBER INTEREST	992.71
09/30/2013	DISTRICT WIDE	EQUALIZATION AID	1758605.00

31rdr102.p

05.13.06.00.00-10.2-010033

EVANSVILLE COMMUNITY SCHOOL DISTRICT
RECEIPTS (Dates: 09/01/2013 - 09/30/2013)

11:10 AM 10/16/13

PAGE: 4

Post Date	Func	Description	Amount
Total for Cash Receipts			1872552.91

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
09/01/2013	74802	R	09/01/2013	DEAN HEALTH PLANS	363,108.53
09/01/2013	74803	R	09/01/2013	DELTA DENTAL OF WISCONSIN	29,281.22
09/01/2013	74804	R	09/01/2013	SUN LIFE FINANCIAL	2,920.57
09/01/2013	74805	R	09/01/2013	WEA INSURANCE TRUST	4,820.10
09/09/2013	74808	R	09/09/2013	DAVE'S ACE HARDWARE	326.69
09/09/2013	74809	R	09/09/2013	ADVANCED DISPOSAL	1,428.18
09/09/2013	74810	R	09/09/2013	ALBANY SCHOOL DISTRICT	120.00
09/09/2013	74811	R	09/09/2013	ALEKS CORPORATION	1,225.00
09/09/2013	74812	R	09/09/2013	ALL 'N ONE	87.51
09/09/2013	74813	R	09/09/2013	APEX LEARNING	375.00
09/09/2013	74814	R	09/09/2013	ARCHAMBAULT ASPHALT SEALING &	5,000.00
09/09/2013	74815	R	09/09/2013	AT&T LONG DISTANCE	498.28
09/09/2013	74816	R	09/09/2013	AT&T	745.00
09/09/2013	74817	R	09/09/2013	BALE COMPANY	92.80
09/09/2013	74818	R	09/09/2013	BELOIT MEMORIAL HIGH SCHOOL	200.00
09/09/2013	74819	R	09/09/2013	BELLEVILLE SCHOOL DISTRICT	250.00
09/09/2013	74820	R	09/09/2013	BLACKBOARD CONNECT INC	5,595.00
09/09/2013	74821	R	09/09/2013	BLOCK IRON & SUPPLY CO. INC	1,413.07
09/09/2013	74822	R	09/09/2013	BRODHEAD HIGH SCHOOL	250.00
09/09/2013	74823	R	09/09/2013	BTCI	231.00
09/09/2013	74824	R	09/09/2013	BUTTCHEM ELECTRIC	855.91
09/09/2013	74825	R	09/09/2013	CHARTER COMMUNICATIONS	200.00
09/09/2013	74826	R	09/09/2013	CHRIS RUSKA	60.00
09/09/2013	74827	R	09/09/2013	DISCOUNT MAGAZINE SUB SERVICE	1,012.89
09/09/2013	74828	R	09/09/2013	DIVERSIFIED BENEFIT SERVICES	242.33
09/09/2013	74829	R	09/09/2013	DUNPHY, TOM	97.20
09/09/2013	74830	R	09/09/2013	EAGER, CHRIS	40.00
09/09/2013	74831	R	09/09/2013	EAST TROY HIGH SCHOOL	160.00
09/09/2013	74832	R	09/09/2013	EDGERTON HIGH SCHOOL	250.00
09/09/2013	74833	R	09/09/2013	EQUAL RIGHTS DIVISION	30.00
09/09/2013	74834	R	09/09/2013	FIDELITEC LLC	108.00
09/09/2013	74835	R	09/09/2013	FOLLETT SOFTWARE COMPANY	6,721.32
09/09/2013	74836	R	09/09/2013	GLOGSTER EC INC	99.00
09/09/2013	74837	R	09/09/2013	HALLETT, ZACHARY	75.00
09/09/2013	74838	R	09/09/2013	HAMMOND & STEPHENS	316.07
09/09/2013	74839	R	09/09/2013	HELLENBRAND INC	220.11
09/09/2013	74840	R	09/09/2013	HUMAN RELATIONS MEDIA	307.89
09/09/2013	74841	R	09/09/2013	HUNT, KEVIN	10.75
09/09/2013	74842	R	09/09/2013	IDEAL PRINTING WI LLC	653.00
09/09/2013	74843	R	09/09/2013	IMPACT APPLICATIONS INC	500.00
09/09/2013	74844	R	09/09/2013	INSIGHT INVESTMENTS	89,190.00
09/09/2013	74845	R	09/09/2013	JAMES HUTCHINSON	75.00
09/09/2013	74846	R	09/09/2013	JEDELE, ANDREA	40.00
09/09/2013	74847	R	09/09/2013	KIDS DISCOVER	83.79
09/09/2013	74848	R	09/09/2013	LIGHTSPEED SYSTEMS	1,899.00
09/09/2013	74849	R	09/09/2013	MAPLE CITY POTTERY	54.00
09/09/2013	74850	R	09/09/2013	MIDWEST INSTRUCTIONAL LEADERSH	5,100.00
09/09/2013	74851	R	09/09/2013	MIDWEST LAMP RECYCLING INC	248.80
09/09/2013	74852	R	09/09/2013	MILTON SCHOOL DISTRICT	200.00
09/09/2013	74853	R	09/09/2013	MJ CARE, INC.	440.00
09/09/2013	74854	R	09/09/2013	MT HOREB AREA SCHOOL DISTRICT	80.00
09/09/2013	74855	R	09/09/2013	NELSON-YOUNG LUMBER COMPANY	169.36
09/09/2013	74856	R	09/09/2013	NORTH AMERICAN MECHANICAL INC	687.10
09/09/2013	74857	R	09/09/2013	NU LINE STRIPING	2,736.00
09/09/2013	74858	R	09/09/2013	OFFICE DEPOT	56.15
09/09/2013	74859	R	09/09/2013	PAIZ, ANGEL	11.70

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09/09/2013	74860	R	09/09/2013	PALMYRA-EAGLE SCHOOL DIST	125.00
09/09/2013	74861	R	09/09/2013	PARAGON DEVELOPMENT SYSTEMS	15,576.00
09/09/2013	74862	R	09/09/2013	PIGGLY WIGGLY	48.06
09/09/2013	74863	R	09/09/2013	PLATTEVILLE SCHOOL DISTRICT	125.00
09/09/2013	74864	R	09/09/2013	REDDY, NAVNEET	40.00
09/09/2013	74865	R	09/09/2013	REEDSBURG SCHOOL DISTRICT	120.00
09/09/2013	74866	R	09/09/2013	REINDERS INC	39.85
09/09/2013	74867	R	09/09/2013	RHYME BUSINESS PRODUCTS	62.00
09/09/2013	74868	R	09/09/2013	RHYME BUSINESS PRODUCTS LLC	1,409.93
09/09/2013	74869	R	09/09/2013	RIDDELL INC	2,276.20
09/09/2013	74870	R	09/09/2013	SCHILLING SUPPLY COMPANY	6,782.35
09/09/2013	74871	R	09/09/2013	SCHOOL SPECIALTY	138.52
09/09/2013	74872	R	09/09/2013	SERVICE REPRODUCTION CO	172.09
09/09/2013	74873	R	09/09/2013	STOUGHTON AREA SCHOOL DISTRICT	50.00
09/09/2013	74874	R	09/09/2013	SU CONSULTING	5,400.00
09/09/2013	74875	R	09/09/2013	SUPERIOR CHEMICAL CORPORATION	1,054.45
09/09/2013	74876	R	09/09/2013	TEACHER'S DISCOVERY	24.70
09/09/2013	74877	R	09/09/2013	TODD MADER	60.00
09/09/2013	74878	R	09/09/2013	UNITRENDS	3,239.00
09/09/2013	74879	R	09/09/2013	WAUNAKEE COMM SCHOOL DISTRICT	540.00
09/09/2013	74880	R	09/09/2013	WE ENERGIES	1,563.69
09/09/2013	74881	R	09/09/2013	WEGNER CPA'S LLP	10,800.00
09/09/2013	74882	R	09/09/2013	WELDERS SUPPLY COMPANY	25.60
09/10/2013	74883	R	09/10/2013	AMERIPRISE FINANCIAL SERVICES	770.00
09/10/2013	74884	R	09/10/2013	FRANKLIN TEMPLETON BANK & TRUST	1,160.00
09/10/2013	74885	R	09/10/2013	KOHN LAW FIRM S.C.	198.25
09/10/2013	74886	R	09/10/2013	METLIFE	75.00
09/10/2013	74887	R	09/10/2013	MG TRUST COMPANY	600.00
09/10/2013	74888	R	09/10/2013	SBG-VAA	630.00
09/11/2013	74889	R	09/11/2013	ASSOCIATED FINANCIAL GROUP	744.00
09/11/2013	74890	R	09/11/2013	AT & T	135.13
09/11/2013	74891	R	09/11/2013	BOB SCHENCK	96.00
09/11/2013	74892	R	09/11/2013	BORELLI, BRUCE	60.00
09/11/2013	74893	R	09/11/2013	BRIAN MCKAY	60.00
09/11/2013	74894	R	09/11/2013	BUSSE, ERIC	96.00
09/11/2013	74895	R	09/11/2013	CALLOWAY HOUSE INC	95.93
09/11/2013	74896	R	09/11/2013	CAROLINA BIOLOGICAL SUPPLY CO.	490.07
09/11/2013	74897	R	09/11/2013	CHRIS NICHOLSON	96.00
09/11/2013	74898	R	09/11/2013	COYLE CONTRACT	2,241.00
09/11/2013	74899	R	09/11/2013	DELTA EDUCATION	56.39
09/11/2013	74900	R	09/11/2013	DWD-UNEMPLOYMENT INSURANCE	1,414.10
09/11/2013	74901	R	09/11/2013	EVANSVILLE HIGH SCHOOL	100.00
09/11/2013	74902	R	09/11/2013	EPS/SCHOOL SPEC INTERVENTION	980.80
09/11/2013	74903	R	09/11/2013	EVAN MOOR	475.00
09/11/2013	74904	R	09/11/2013	FIDELITEC LLC	367.00
09/11/2013	74905	R	09/11/2013	FLINN SCIENTIFIC INC	865.00
09/11/2013	74906	R	09/11/2013	GOPHER SPORT	1,542.30
09/11/2013	74907	R	09/11/2013	GORDON STOWE & ASSOC. INC.	65.00
09/11/2013	74908	R	09/11/2013	GRIMES, KIRK	60.00
09/11/2013	74909	R	09/11/2013	HILMANOWSKI, RONALD	60.00
09/11/2013	74910	R	09/11/2013	INTERSTATE BOOKS 4 SCHOOL	413.23
09/11/2013	74911	R	09/11/2013	JHAYSON ANDERSON	75.00
09/11/2013	74912	R	09/11/2013	LARSON, DARRELL	96.00
09/11/2013	74913	R	09/11/2013	MJ CARE, INC.	522.50
09/11/2013	74914	R	09/11/2013	NATIONAL GEOGRAPHIC SCHOOL PUB	990.49
09/11/2013	74915	R	09/11/2013	NELSON-YOUNG LUMBER COMPANY	694.65

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09/11/2013	74916	R	09/11/2013	NETT, SHAWN	60.00
09/11/2013	74917	R	09/11/2013	OCCUPATIONAL HEALTH CENTERS	790.00
09/11/2013	74918	R	09/11/2013	PELLITTERI	265.50
09/11/2013	74919	R	09/11/2013	PIGGLY WIGGLY	875.13
09/11/2013	74920	R	09/11/2013	RAFFI MESDJIAN	75.00
09/11/2013	74921	R	09/11/2013	REALLY GOOD STUFF	230.38
09/11/2013	74922	R	09/11/2013	REINDERS INC	30.17
09/11/2013	74923	R	09/11/2013	RHYME BUSINESS PRODUCTS	49.76
09/11/2013	74924	R	09/11/2013	RHYME BUSINESS PRODUCTS LLC	1,409.93
09/11/2013	74925	R	09/11/2013	RINGHAND BROTHERS INC	56,018.59
09/11/2013	74926	R	09/11/2013	SCHOLASTICE MAGAZINES	1,357.44
09/11/2013	74927	R	09/11/2013	SCOTT WILSON	60.00
09/11/2013	74928	R	09/11/2013	TAHER	49,000.00
09/11/2013	74929	R	09/11/2013	WASDA	695.00
09/11/2013	74930	R	09/11/2013	WAUNAKEE SCHOOL DISTRICT	64.50
09/11/2013	74931	R	09/11/2013	WAUNAKEE COMM SCHOOL DISTRICT	5,140.00
09/11/2013	74932	R	09/11/2013	WISCONSIN TAXPAYERS ALLIANCE	185.00
09/18/2013	74934	R	09/18/2013	ACCURATE LABEL DESIGNS	78.95
09/18/2013	74935	R	09/18/2013	DAVE'S ACE HARDWARE	27.97
09/18/2013	74936	R	09/18/2013	AL FARRAR	75.00
09/18/2013	74937	R	09/18/2013	AMSTERDAM	316.33
09/18/2013	74938	R	09/18/2013	APEX LEARNING	75.00
09/18/2013	74939	R	09/18/2013	BUTTCHEN ELECTRIC	1,336.44
09/18/2013	74940	R	09/18/2013	CABINETS BY DESIGN LLC	325.00
09/18/2013	74941	R	09/18/2013	CHARTER COMMUNICATIONS	200.00
09/18/2013	74942	R	09/18/2013	COMMITTEE FOR CHILDREN	718.00
09/18/2013	74943	R	09/18/2013	CUMMINS NPOWER LLC	509.00
09/18/2013	74944	R	09/18/2013	DAN KOPP	90.00
09/18/2013	74945	R	09/18/2013	DAN RANKIN	50.00
09/18/2013	74946	R	09/18/2013	DAVE CONWAY	90.00
09/18/2013	74947	R	09/18/2013	DAVE JASS	90.00
09/18/2013	74948	R	09/18/2013	LEVI LEONARD ELEMENTARY SCHOOL	2,421.00
09/18/2013	74949	R	09/18/2013	GLENN TESCHENDORF	75.00
09/18/2013	74950	R	09/18/2013	HOWELL HEATING	385.00
09/18/2013	74951	R	09/18/2013	INDOLUTIONS, INC.	287.00
09/18/2013	74952	R	09/18/2013	INSECT LORE	59.76
09/18/2013	74953	R	09/18/2013	J.W. PEPPER & SON INC	353.59
09/18/2013	74954	R	09/18/2013	K12-AVENTA	319.00
09/18/2013	74955	R	09/18/2013	KENDALL/HUNT PUBLISHING CO	391.66
09/18/2013	74956	R	09/18/2013	KINGSLIEN, PETER	75.00
09/18/2013	74957	R	09/18/2013	KOSTROUN CONSTRUCTION LLC	1,769.51
09/18/2013	74958	R	09/18/2013	KROLL, JIM	90.00
09/18/2013	74959	R	09/18/2013	LEE DAMMEN	50.00
09/18/2013	74960	R	09/18/2013	MAHMOOD DARVISH	60.00
09/18/2013	74961	R	09/18/2013	MCFARLAND HIGH SCHOOL	65.00
09/18/2013	74962	R	09/18/2013	MENARDS	1,734.13
09/18/2013	74963	R	09/18/2013	MJ CARE, INC.	324.50
09/18/2013	74964	R	09/18/2013	NELCO	257.95
09/18/2013	74965	R	09/18/2013	NU LINE STRIPING	267.24
09/18/2013	74966	R	09/18/2013	OPENTIP	33.27
09/18/2013	74967	R	09/18/2013	PEARSON EDUCATION	971.06
09/18/2013	74968	R	09/18/2013	PETERSON PLUMBING	1,012.75
09/18/2013	74969	R	09/18/2013	PIONEER MANUFACTURING COMPANY	960.00
09/18/2013	74970	R	09/18/2013	REALLY GOOD STUFF	1,386.60
09/18/2013	74971	R	09/18/2013	REINDERS INC	68.71
09/18/2013	74972	R	09/18/2013	RHYME BUSINESS PRODUCTS	521.10

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09/18/2013	74973	R	09/18/2013	ROWLAND, JORDAN	75.00
09/18/2013	74974	R	09/18/2013	SCHIEFELBEIN, GAIL	28.05
09/18/2013	74975	R	09/18/2013	SCHILLING SUPPLY COMPANY	2,091.60
09/18/2013	74976	R	09/18/2013	SCHOOL MATE	1,614.25
09/18/2013	74977	R	09/18/2013	SCHOOL HEALTH CORPORATION	1,081.27
09/18/2013	74978	R	09/18/2013	SCOTT IRWIN	60.00
09/18/2013	74979	R	09/18/2013	SUPERIOR CHEMICAL CORPORATION	1,796.35
09/18/2013	74980	R	09/18/2013	TAHER	5,525.90
09/18/2013	74981	R	09/18/2013	TEACHER DIRECT	111.16
09/18/2013	74982	R	09/18/2013	TEWGYZE SUPPLY INC	808.10
09/18/2013	74983	R	09/18/2013	TREETOP PUBLISHING	500.50
09/18/2013	74984	R	09/18/2013	TRIAD SECURTY LLC	660.00
09/18/2013	74985	R	09/18/2013	TRUGREEN	1,175.00
09/18/2013	74986	R	09/18/2013	US LAMP INC	31.90
09/18/2013	74987	R	09/18/2013	WBCA	130.00
09/18/2013	74988	R	09/18/2013	WISCONSIN TAXPAYERS ALLIANCE	29.95
09/18/2013	74989	R	09/18/2013	WISCONSIN SCHOOL MUSIC ASSOCIA	350.00
09/23/2013	74990	R	09/23/2013	DAVE'S ACE HARDWARE	17.67
09/23/2013	74991	R	09/23/2013	BOB SCHENCK	96.00
09/23/2013	74992	R	09/23/2013	BUSSE, ERIC	176.00
09/23/2013	74993	R	09/23/2013	CHRIS NICHOLSON	176.00
09/23/2013	74994	R	09/23/2013	DAN RANKIN	50.00
09/23/2013	74995	R	09/23/2013	E-RATE EXCHANGE, LLC	730.00
09/23/2013	74996	R	09/23/2013	HEARTLAND BUSINESS SYSTEMS	1,624.07
09/23/2013	74997	R	09/23/2013	JANESVILLE GAZETTE	648.75
09/23/2013	74998	R	09/23/2013	LARSON, DARRELL	176.00
09/23/2013	74999	R	09/23/2013	LEARNING A-Z	749.50
09/23/2013	75000	R	09/23/2013	PETERSON, MICHAEL	90.00
09/23/2013	75001	R	09/23/2013	SCHILLING SUPPLY COMPANY	952.25
09/23/2013	75002	R	09/23/2013	SCHOLASTIC INC.	823.68
09/23/2013	75003	R	09/23/2013	SCHOOL MATE	30.00
09/23/2013	75004	R	09/23/2013	SOFTWARE & SERVICE USER GROUP	145.00
09/23/2013	75005	R	09/23/2013	STREAKWAVE WIRELESS, INC.	14,630.62
09/23/2013	75006	R	09/23/2013	TEACHERS ON CALL	2,444.21
09/23/2013	75007	R	09/23/2013	WEST, DANIEL	90.00
09/23/2013	75008	R	09/23/2013	ZASTOUPIL, JOHN	50.00
09/30/2013	2014006	M	09/30/2013	AT & T	1,620.11
09/30/2013	2014007	M	09/30/2013	EVANSVILLE WATER & LIGHT DEPT	32,943.60
09/09/2013	131400012	A	09/09/2013	BADGER SPORTING GOODS CO., INC	796.26
09/09/2013	131400013	A	09/09/2013	BADGER WATER LLC	23.75
09/09/2013	131400014	A	09/09/2013	CESA #2	1,070.00
09/09/2013	131400015	A	09/09/2013	CITY GLASS COMPANY	35.00
09/09/2013	131400016	A	09/09/2013	CPI QUALIFIED PLAN CONSULT INC	77.25
09/09/2013	131400017	A	09/09/2013	HAMMOND, JOLENE	92.90
09/09/2013	131400018	A	09/09/2013	HUMBERG, CHRISTINE	158.22
09/09/2013	131400019	A	09/09/2013	JEREMIASON, BETH	119.37
09/09/2013	131400020	A	09/09/2013	LARSON, MELINDA	38.18
09/09/2013	131400021	A	09/09/2013	NASCO	760.55
09/09/2013	131400022	A	09/09/2013	WOLLINGER, KIMBERLY	85.68
09/11/2013	131400023	A	09/11/2013	ASHBY, VAUNCE	218.21
09/11/2013	131400024	A	09/11/2013	EMPATHIA INC	250.00
09/11/2013	131400025	A	09/11/2013	MUMM, JOANN	46.55
09/11/2013	131400026	A	09/11/2013	NASCO	918.33
09/11/2013	131400027	A	09/11/2013	REUTER, KARI	73.83
09/11/2013	131400028	A	09/11/2013	SPERANDEO-WEHNER, KIM	63.51
09/11/2013	131400029	A	09/11/2013	TREUDEN, DOREEN	73.49

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DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
09/18/2013	131400030	A	09/18/2013	ABEL, JEAN	48.39
09/18/2013	131400031	A	09/18/2013	BADGER SPORTING GOODS CO., INC	1,573.87
09/18/2013	131400032	A	09/18/2013	BENSON, BRIAN	294.10
09/18/2013	131400033	A	09/18/2013	BOARDMAN & CLARK LLP	982.00
09/18/2013	131400034	A	09/18/2013	CITY GLASS COMPANY	237.25
09/18/2013	131400035	A	09/18/2013	DEININGER, SUE	17.58
09/18/2013	131400036	A	09/18/2013	FIRST SUPPLY LLC - MADISON	127.99
09/18/2013	131400037	A	09/18/2013	GEORGE, MARY	8.33
09/18/2013	131400038	A	09/18/2013	GREVE, NANCY	150.00
09/18/2013	131400039	A	09/18/2013	JANES, CHERYL	17.76
09/18/2013	131400040	A	09/18/2013	KETTLE, MARY	8.88
09/18/2013	131400041	A	09/18/2013	LANDMARK SERVICES COOPERATIVE	524.26
09/18/2013	131400042	A	09/18/2013	MCDANIEL, KATIE	153.43
09/18/2013	131400043	A	09/18/2013	NASCO	1,533.33
09/18/2013	131400044	A	09/18/2013	O'BRIEN, MEGGAN	8.88
09/18/2013	131400045	A	09/18/2013	PETERSEN, DIANE	8.33
09/18/2013	131400046	A	09/18/2013	SCOFIELD, MARCIA	35.52
09/18/2013	131400047	A	09/18/2013	TOFTE, DONNA	17.76
09/18/2013	131400048	A	09/18/2013	UHER, ELIZABETH	19.43
09/18/2013	131400049	A	09/18/2013	WIL-KIL PEST CONTROL	136.00
09/23/2013	131400050	A	09/23/2013	NASCO	1,459.87
09/23/2013	131400051	A	09/23/2013	PAPENDIECK, SANDRA	38.10
09/23/2013	131400052	A	09/23/2013	PICKERING, DEANNA	38.05
09/23/2013	131400053	A	09/23/2013	WATSON, RYAN	755.63
				Totals for checks	818,550.83

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, December 11, 2013

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, 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 Tina Rossmiller John Rasmussen HS Rep. Hunter Johnson Kathi Swanson Sandra Spanton Nelson HS Rep. Marissa Haegele	1 min
II. Approve Agenda.	1 min
III. Public Announcements/Recognition/Upcoming Events: • Adult School Crossing Guard Recognition Week – • Wisconsin Association of School Board Convention (WASB) – January	1 min
IV. Public Presentations.	5 min
V. Presentation –	20 min
VI. District Administrator Report –	2 min
VII. High School Board Representatives'/Principals'/Administrators' Reports – High School Events and Good Things Happening in our Schools.	15 min
VIII. Information & Discussion: A. Citizens Advisory Committee (CAC) Update, Including Community Draft Survey. B. Employee Compensation Committees Update. C. Insurance Committee Update. D. Football Press Box Update. E. School Board Election Update. F. Wisconsin Association of School Boards Convention Resolutions. G. Set Date for 2014-2015 Budget Retreat. H. Open Enrollment Class Limits. I. First Reading of Policies:	30 min
IX. Public Presentations.	5 min
X. Business (Action Item): A. Approval of Staff Changes:	10 min
XI. Consent (Action Items): A. Approval of Policies: 529.45–Personal Leave; 534–Substitute Teacher Employment; 830–Use of School Facilities; 830 Form–Facility Use Agreement; 830 Form 1–Key and Swipekey Checkout Form; 830 Form 2–Request for Kitchen Use; 830 Form 3–Special Equipment/Materials or Setup Needed; 830 Form 4–Community Walkers Agreement; 110–Philosophy of the Evansville Community Schools; 111–District Vision, Mission and Goals Statements; 111.1–Expectations of the Evansville Community School District; and 833–Motorized Vehicles on School Property. B. Approval of November 13, 2013, Regular Meeting Minutes. C. Approval of October Bills and Reconciliation.	2 min
XII. January 15, 2014, Regular Meeting Agenda.	5 min
XIII. Adjourn.	1 min

Evansville Community School District Restraint Report 2012-2013

Physical Force or Restraint

The state defines, "seclusion" as the involuntary confinement of a student apart from other students, in a room or area from which the student is physically prevented from leaving. "Physical restraint," also as defined pursuant to state law, means a restriction that immobilizes or reduces the ability of a student to freely move his/her torso, arms, legs or head. It does not include briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student, using supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff. Seclusion or physical restraint may be used on students at school only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or to others and it is the least restrictive intervention feasible.

A District employee or other individual may only use physical restraint on a student if he/she has received required training on the use of physical restraint. As an exception to this training requirement, physical restraint may be used by non-trained school personnel in an emergency situation where all other limitations and restrictions have been satisfied, but only if an individual who has received training on the use of physical restraint is not immediately available due to the unforeseen nature of the emergency.

Staff using physical restraint or seclusion shall complete 447.1-Form and shall submit this to his/her Building Principal (Principal) within two business days of the day the incident occurred. Parents will be notified no later than one business day after the incident occurred. A copy of the 447.1-Form will be made available for review by the student's parents within three business days of the incident.

Physical restraints during the 2012-13 school year:

Building	% of Students	How Many Incidents?	Physical Harm to Property, Self or Others
Elementary	0.015%	29	Others-25 Self-1 Property-6
Intermediate	0.002%	17	Others-14 Property-3
Middle	0.025%	13	Property-5 Self-7 Others-1
High	0.002%	1	Others-1
Totals	0.05%	60	Property-11 Self-11 Others-41

Note: The total number of students involved in Physical restraints: Special Education-> 1% General Education-> 0.025%. The percentages have been rounded to protect the anonymity of the students.