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| IX. Public Presentations.   | 5 min |
| X. Business (Action Item):  | 5 min |
| A. Approval of Staff Changes: Support Staff Retirement and Resignation, Hiring of Support Staff, and Hiring of 6-12 GT Positions. |       |
| B. Approval of a Donation – Knights of Columbus.  |       |
| C. Approval to Change the Date of the Middle School Parent Teacher Conferences.   |       |
| XI. Consent (Action Items):   | 2 min |
| A. Approval of 2014-2015 School Insurance & Risk Management Cooperative (SIRMC).  |       |
| B. Approval of Policies: Policy #150-Board Powers and Responsibilities and #723.3-Emergency Closings.                             |       |
| C. Approval of September 25, 2013, Regular Meeting Minutes.   |       |
| D. Approval of August Bills and Reconciliation.   |       |
| XII. October 30, 2013, Regular Meeting Agenda.  | 5 min |
| XIII. Adjourn.  | 1 min |

**Mission Statement:**

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

**Vision Statement:**

*Creating a culture of excellence in:*

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

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

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

Posted: 10/2/13  
Re-Posted: 10/7/13

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda Briefs  
Wednesday, October 9, 2013  
6:00 p.m.

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

	<u>Approx Time</u>
<b>I. Roll Call:</b> 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
<b>II. Approve Agenda.</b>  <b>Suggested Motion:</b> I move we approve the agenda as presented.	1 min
<b>III. Public Announcements/Recognition/Upcoming Events:</b> <ul style="list-style-type: none"><li>• National School Lunch Week – October 14-18, 2013</li><li>• Introduction of 6-12 New Staff</li></ul>	1 min
<b>IV. Public Presentations.</b>	5 min
<b>V. Presentation – Individualized Sequential Phonics Spelling Program for Elementary Students</b> – <i>Teaching staff, Deb Fritz, Terrie Schmoltdt, and Rod Marty have enclosed a summary of the presentation and will be presenting at the meeting.</i>	15 min
<b>VI. District Administrator Report – Philosophy of ECSD 1+ - Enclosed is Mr. Roth’s report.</b>	2 min
<b>VII. High School Board Representatives’/Principals’/Administrators’ Reports – High School Events and Good Things Happening in our Schools.</b>	15 min
<b>VIII. Information &amp; Discussion:</b> <ul style="list-style-type: none"><li>A. <u>Citizens Advisory Committee (CAC) Update</u> – <i>The CAC held their first meeting on Monday, September 30. Future meeting dates were chosen and Ms. Treuden presented information on the budget. The next meeting is Monday, October 14 at 6:00 pm. You will receive minutes once they have been approved by the Committee.</i></li><li>B. <u>Football Press Box Fire Update</u> – <i>Mr. Roth has enclosed a memo.</i></li></ul>	15 min

- C. Second Reading 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.
- D. Process to Meet With Employee Groups (Teachers and Support Staff) for Purpose of Discussing Compensation – *Mr. Roth has enclosed is a memo.*

**IX. Public Presentations.**

5 min

**X. Business (Action Item):**

A. Approval of Staff Changes: Support Staff Retirement and Resignation, Hiring of Support Staff, and Hiring of 6-12 GT Positions –

5 min

1. Support staff retirement of Diane Petersen, food service worker, effective September 18, 2013.
2. Support staff resignation of Al Reynolds, custodian, effective September 20, 2013.

**Suggested Motion: I move we approve with regrets and thanks for their service to the District, the retirement of Diane Petersen and resignation of Al Reynolds.**

3. Support staff hiring of Russell Hall, cleaner. *We had over 20 applicants for this position and four were interviewed. Russ has over 25 years of experience as a lineman for the Evansville Water & Light Company. Russ is replacing Verne Farnum, who replaced Ken Johnson, and will be working five hours per day at a salary of \$12.79/\$13.19.*
4. Support staff hiring of Melissa Gishnock, Grove lunchtime supervisor. *Melissa has children in our schools, and is working part-time for Formecology LLC in Evansville. This position keeps her in touch with children and school. She loves working with children and has run her own in home daycare. She has also volunteered in her children’s classrooms at various times. Melissa is replacing Dana Dowden, working two hours per day at a salary of \$11.72/hour.*

**Suggested Motion: I move we approve the hiring of Russell Hall, cleaner, at a rate of \$12.70/\$13.19 hour and Melissa Gishnock, Grove lunchtime supervisor, at a rate of \$11.72/hour.**

5. One year contract for .50 FTE High School GT Resource Teacher, Chad Thompson, for a salary amount of \$13,833.
6. One year contract for .50 FTE Middle School GT Resource Teacher, Mark Simonson, for a salary amount of \$13,833.

**Suggested Motion: I move we approve the one year contracts for Chad Thompson, .50 FTE High School GT Resource Teacher, for a salary of \$13,833, and Mark Simonson, .50 FTE Middle School GT Resource Teacher, for a salary of \$13,833.**

- B. Approval of a Donation – Knights of Columbus – *On Monday, September 16, 2013, Vaunce Ashby was presented a check from James Ripp, an officer of the Knights of Columbus. This funding was the result of fund raising by the Knights of Columbus which included their spring time Tootsie Roll Drive. The funds have been earmarked for the purchase of adaptive technology and software for our students who are in our special educational programs. Please accept this donation to the Special Education Department in the amount of \$3,963.36.*

**Suggested Motion: I move we approve the donation of \$3,963.36, with thanks, from the Knights of Columbus.**

- C. Approval to Change the Date of the Middle School Parent Teacher Conferences – *This was presented to you at the September 25, 2013, Board meeting.*

**Suggested Motion: I move we change the middle school parent teacher conferences from October 16-17, to November 7 and 12, 2013, as presented.**

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

- A. Approval of 2014-2015 School Insurance & Risk Management Cooperative (SIRMC). 2 min
- B. Approval of Policies: Policy #150-Board Powers and Responsibilities and #723.3-Emergency Closings.
- C. Approval of September 25, 2013, Regular Meeting Minutes.
- D. Approval of August Bills and Reconciliation.

**Suggested Motion: I move we approve the consent agenda items: 2014-2015 School Insurance & Risk Management Cooperative (SIRMC); policies, #150-Board Powers and Responsibilities and #723.3-Emergency Closings; September 25 regular meeting minutes and the August bills and reconciliation, as presented.**

**ROLL CALL VOTE!**

- XII. **October 30, 2013, Regular Meeting Agenda - Enclosed is a draft of the agenda.** 5 min
- XIII. **Adjourn.** 1 min

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

Estimate adjournment – 7:13 pm

**FOR YOUR INFORMATION:**

1. Enclosed are the 2013 Annual meeting minutes.
2. Please start thinking about your interest in attending the WASB State Convention Conference in January 21-24, 2014.

Summary of Presentation for School Board Packet  
Wednesday, October 9, 2013

As a summer curriculum project, Deb Fritz, K-2 Reading Specialist; Terrie Schmoldt, First Grade Teacher; and Rod Marty, Second Grade Teacher, developed an individualized, sequential phonics spelling program based on the Words Their Way books by Donald Bear, Marcia Invernizzi, Shane Templeton, and Francine Johnston. This spelling program is aligned to the Common Core State Standards and to the following scope and sequence:

1. Emergent
2. Letter Name-Alphabetic
3. Within Word Pattern
4. Syllables and Affixes
5. Derivational Relationships

In addition to the sequential phonics spelling lists, they also included Fry High Frequency Words in this program. Many of the Fry words do not play fair (follow the rules), but they are words that appear frequently in the students' reading and writing. The 282 lists in this individualized spelling program are now online through [www.spellingcity.com](http://www.spellingcity.com), so this program is available to all of the teachers and students in the district. Deb, Terrie, and Rod piloted this exciting program last year, and they are in the process of rolling it out to the elementary school staff this year.

## District Administrator Report

Jerry Roth

10-2-13

In my September 11, 2013, Board Report I talked about the message I shared with staff, to start the school year, regarding the **ECSD 1+** vision. I outlined several focus areas that the District would work on to become a 1+ school district. Now I would like to explain the philosophy of **ECSD 1+**.

### Philosophy of ECSD 1+

All students can learn and be prepared for college, career and life with the appropriate academic, behavioral and social growth opportunities.

The following continuous system improvement practices are and will be at the center of ECSD 1+:

- Alignment of Curriculum to the Common Core State Standards and/or Wisconsin Model Academic Standards
- Continuous improvement of instructional practices
- Implementation of common assessments where appropriate
- Data review/analysis linked to instruction
- Continual and improved implementation of interventions for below-target learners, on-target learners and advanced learners
- Development and progress monitoring of District goals, School Learning Outcomes and Student Learning Outcomes

Wisconsin Agenda 2017 Goals Supported by ECSD 1+:

- Increase graduation rate
- Increase college and career readiness
- Close graduation and college and careers readiness gaps
- Increase the percentage of students scoring proficient in third grade reading and eighth grade math

Wisconsin Agenda 2017 Focus Areas Supported by ECSD 1+:

- Standards of Instruction: what and how kids learn
- Assessment and Data Systems: how we know if students have learned
- Educator Effectiveness: ensuring that students have highly effective teachers and schools

# High School Board Report

## **Homecoming**

This year's homecoming events included Powder Puff, Buff Puff, pep rally, Man Poms, parade, tailgate, dance, and more. After tallying up the class competition points from each class' float, banner, hallway and window, the seniors won the pride paddle.

## **Freshmen Mentors**

This year's mentor program consists of upperclassmen meeting with their freshmen advisory every Tuesday and Thursday. The mentors discuss various aspects of high school and build relationships with their freshmen through games and activities. A few of the focus points so far have been homecoming, student section, and getting involved. The program will last until the end of the first quarter. There are ideas of continuing the program throughout the year by showing educational videos every Friday.

## **National Honor Society**

The NHS Induction Ceremony took place on September 17th where all new members became official. Officers will be chosen soon and events for the upcoming year will start shortly.

## **Students Against Destructive Decisions**

The new SADD group had their first meeting in September where over forty students attended. They discussed the possible issues and concepts that could be focused on for the year.

## **Student Council**

Student Council just finished it's work on homecoming, their biggest event of the year. Twelve members will attend the Rock Valley Conference on October 10th where they will work closely with other student councils from the surrounding areas to generate and share ideas.

## **Evansville Community Service Project**

ECSP recently met with some of the officers of the Evansville Education Foundation and plan to work with them on various projects this year. ECSP also plans to have another movie night in November.

## **Math Team**

A new math competition team has formed in the high school. This group will attend and compete at four MSOE Math Competitions this year.

## **Jazz Band**

Jazz 1 has had their first practice as they get ready for the Big Band Bash coming up in November. Jazz 2 will begin practicing soon as well.

## **Upcoming Events**

- Varsity Cheer and Poms are hosting the annual RVC competition this year on October 19th.
- This year's fall play is on November 8th and 9th.
- Big Band Bash is coming up on November 23rd.



## Levi Leonard Elementary School Board Report

October 9, 2013

Before school started, our teachers worked with me on a school wide goal, or School Learning Outcome (SLO) toward which we will all work. As Mr. Roth shared at the all staff presentation, reading is a great concern for all of us. We feel strongly that at the elementary level we lay foundations for all future learning. Therefore the building blocks of reading, writing and math are extremely important. The SLO that we developed 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.*

In an effort to monitor progress and measure the baseline, or where our students are currently achieving, we are assessing students with STAR, PALS, DRA, QRI wordlists and common grade level assessments. All of the data will be compiled on a data wall for each grade level so that teachers can determine who will need interventions either to boost or to challenge. We will continue to monitor student progress with STAR for those students receiving interventions. All students will be screened again in January and in May.

Teachers will create their own SLO as well either in groups, pairs or on their own. These will help to guide their work throughout the year on a classroom level. They will also support the school and district SLO. The SLOs and the new assessments have put a different spin on the beginning of the year. Teachers spent less time with introductory lessons and began their reading, language arts and math classes right away. Kindergarteners still need time to learn routines, but they too have worked with letters, sounds, numbers and counting. Our reading specialists have continued interventions begun last year and will adjust the groups as we learn more from the assessments.

We are all determined to help our students learn as much as they are able thereby becoming "college and career-ready."

Respectfully submitted,

Lou Havlik

Elementary Principal

Please join us for any upcoming events that may interest you. You are always welcome to visit our school!

In October:

8	1 <sup>st</sup> Grade Data meeting	16	Parent Teacher conferences 3:00-8:00
9	Staff meeting	17	Parent Teacher conferences 3:00-8:00
15	Kindergarten Data meeting	21	PTO meet
16	Early Release – Go Math tech	26	Jack-o-Lantern Jamboree

## Theodore Robinson Board Report

October 2013

### **Start of the School Year:**

The school year is off to a good start. All students have completed the QRI, STAR Math, and START Reading universal screener. During the first early release day Teresa and Judy presented to the staff on how to access student reports and we discussed how to use the data to assist students. Grade level teams also set their goals to align with the building goals.

### **RtI:**

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

We will continue to have our monthly grade level data meetings to ensure students are receiving the necessary instructional lesson to ensure they are progressing.

We continue to make changes to our MLSS (Multi-Levels Systems of Support) process to ensure all students' needs are being met. If students do not understand the universal curriculum the teacher works with them in a small group to deliver the material in a different manner, to build the necessary foundational skills. Students that need further assistance are placed in a tier 2 group which meets 2x – 4x per week for 20 – 30 minutes. If a student continues to struggle they receive additional services.

RtI is for all students. Students that are in need of curriculum above their grade level they receive Tier 2 service. Special Education students also receive additional instruction in their area of need.

### **HEROS (Character Education):**

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

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

**Theodore Robinson Goals:** School Learning Objective: TRIS 2013 – 2014

### **Goal:**

During the 2013-14 school year, in reading and math, In September, TRIS students will establish a STAR baseline percentage of students on grade and above grade level. From this data, by the end of the school year, the number of students on grade and above grade level will increase by 5%.

**Action Plan:**

Using the STAR reading and math assessment at the beginning of the school year to set the baseline (September), final assessment at the end of the school year (May).

Progress monitoring will be done in January and as needed for students that have been identified for intervention.

**3<sup>rd</sup> Grade Team Goal** (based on the 120 students tested):

After reviewing the baseline data (17.5% below 25%, 13.3% in the 25%-49%, 22.5% in the 50%-74%, and 46.7% in the above 75%) the percentage of on-level or above-level (50% and above) students will increase by 5% as measured by the STAR reading and math end of the school year assessment.

**4<sup>th</sup> Grade Team Goal** (based on the 146 students tested):

After reviewing the baseline data (11% below 25%, 26.7% in the 25%-49%, 10.9% in the 50%-74%, and 42.5% above the 75%) the percentage of students on-level or above-level will increase by 3% as measured by the STAR reading and math end of the school year assessment.

**5<sup>th</sup> Grade Team Goal** (based on the 139 students tested):

After reviewing the baseline data (15.8% below 25%, 16.5% in the 25%-49%, 25.2% in the 50%-74%, and 42.4% above the 75%) the percentage of students on-level or above-level will increase by 3% as measured by the STAR reading and math end of the school year assessment.

JC McKenna Board Report  
Monday, September 30, 2013

This was the best start of the school year since my first year at J.C. McKenna Middle School. The staff started the year with a positive attitude and were determined to move forward despite the difficulties of last year. In addition, we made some terrific hires. In particular, our new Guidance Counselor, Sarah Traut-Ebert has made a positive impact with her warmth, intelligence, and unbridled enthusiasm. She also brought many of the Positive Behavioral Interventions and Support (PBIS) from TRIS into our building so that we would not lose the progress students had made in previous years in terms of behavior. One of those ideas included controlling the volume of students as they move down the hallway and staff members have commented that the building seems calmer this year.

Ali Thoftne, our new English as a Second Language teacher (ESL) provided forty minutes of in-service to our staff on strategies they can use to be successful with our ESL students. In addition, her personality lends itself well to working with middle school students and a number of students commented to staff members that they were looking forward to going to her classroom. Half the battle of working with students is creating a positive classroom environment and Ali is accomplishing this goal in spades.

Kendall Buttchen, our new Health/PE teacher is working closely with our reading specialist to include reading strategies into his classroom. In addition, he was born to teach at J.C. McKenna and his enthusiasm is infectious. It is wonderful to see a young man mature, reach his dream of teaching in our District, and prosper. He is an asset to our school and community.

Hiring is one of the most critical jobs of a building team, and this year we hit three home runs.

The staff appreciates the support the Board has given teachers in procuring STAR testing. So far, the test has proven valuable and gives staff members much better data that teachers can use to improve instructional practices. For example, the software allows all teachers to create flexible grouping according to academic skills to complete work or target particular skills that certain students may need to acquire.

The staff will look at our building results on the Wisconsin State Report Card as a group at our October staff meeting. After we analyze the report card, we will create detailed plans to meet our building goals which were based upon the report card scores.

**EHS Board Report – Scott Everson, EHS Principal  
October 9, 2013 ECSD Board Meeting**

- EHS Senior Katrina Veit earned an Honorable Mention from the National Merit Scholar committee for her performance on the PSAT. Congratulations, Katrina!
- For the first time ever, we will be sending a 'Varsity' team of students to the Madison Area Mathematics League tournaments throughout the 2013-2014 school year. This is an Advanced Learner enrichment activity that takes place four times throughout the school year starting at 4:15pm at each of the respective Madison Metropolitan School District High Schools. We are hoping to ride last year's RVC Math Meet success into the likely tougher competition of the Madison league. Our team will be captained by Jake Schroeder and Alex Diebold.
- Our 'Freshmen First Day' was again a successful mechanism for transitioning our 9<sup>th</sup> graders into the high school. Student feedback was very positive, and the 9<sup>th</sup> graders were overwhelmingly supportive of conducting this specialized half-day for next year's incoming 9<sup>th</sup> graders as well.
- Homecoming week was a success! All things considered, it was a relatively uneventful week for EHS building administrators.
- The EHS building 'School Learning Outcome' (SLO) for the 2013-2014 school year has been established. In alignment with our district goal focusing on literacy outcomes over the next five years, the EHS SLO will be focusing on an increase of 9<sup>th</sup> and 10<sup>th</sup> grade literacy performance over baseline data as measured by our universal STAR screener. I am pleased that many of the individual teacher and teacher teams have also decided to embrace the district literacy initiative in their SLOs as well.
- Our new Literacy Transitions and Math Transitions 'Response to Intervention/Multi-Level Systems of Support' interventions have gotten off to good start. The format appears to be working well for students and staff for the most part. Our initial 3-week progress monitoring in Mathematics for our Transitions interventions has already shown significant growth for most students.
- Likewise, our new Academic Support Lab/At-Risk setup appears to be working fairly well also. We will be conducting our first specialized At-Risk Parent Teacher conferences next week.
- Our Freshmen Mentoring program – led by none other than Marissa Haegele and Hunter Johnson – has also gotten off to an excellent start. Our mentors will be tackling school social issues of co-curricular involvement, bullying, and others yet this first semester with the entire Freshmen class on Tuesdays and Thursdays during advisory.

## **ECSD School Board Report**

**October, 2013**

**Vaunce Ashby, Director of Student Services**

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

- ▶ Hired the following new staff members: Katherine Tomazewski as an Occupational Therapist, Teresa Baker as the School Nurse, Carol Olson as an Early Childhood Teacher and Mark Simonson as the part-time Elementary School Counselor, along with supporting the hiring of Laura Jorgensen, the health clerk at J C McKenna Middle School. I also hired Garth Coates and Sue Shepard to replace EAs who have retired.
  
- ▶ Lead the professional development for building-based Special Education Teachers in reviewing their STAR data and using it to align students' Individualized Educational Plan (IEP) Goals with Common Core Essential Elements (CCEE) and Common Core State Standards (CCSS).
  
- ▶ Completed First Aid and CPR for 10 of our coaches.
  
- ▶ Completed 1 day training of 13 staff members in Nonviolent Crisis Intervention Training. This group included Student Service staff members. Re-certified 32 staff members in Nonviolent Crisis Intervention Training. These individual were originally certified. In order to maintain certification our staff needs to complete the 4 hour refresher once a year.

This school year the Student Service staff and I will focus on a series of professional development activities. The topics will include:

1. Poverty and the McKinney-Vento Act
2. Rock County Human Services
3. Legal and Ethical Issues
4. Depression and mental health
5. 504 Plans
6. Common Medications used in schools and their side effects

This school year the focus of the Special Education Teachers will be aligning IEP Goals with CCSS and documenting students' academic and behavioral growth consistently. Professional Development for Educational Assistants will be on working with assistive technology devices our students are using.

Evansville Community School District  
Office of Curriculum and Instruction  
October 9, 2013  
Curriculum Topic: Continuous System Improvement  
Paula J. I. Landers, Director of Instruction

At the District Office, preparing for the start of school begins well in advance of the first day of school. The planning for school start sets the infrastructure for the work in the schools, and must be ready so that teachers, students, and principals have clear direction to move forward and through the year.

Continuous System Improvement has been a recurring theme for school start in the instructional services area. Several systemic changes that have been implemented, and highlighted, at school start include:

**Systematic Use and Review of Data to Inform Instructional Practice:**

The summer data retreat with a district leadership team enabled administrators and teacher leaders from all buildings to discuss and analyze student achievement data and to develop a district wide goal based upon an area of greatest student need. Schools will in turn monitor school-wide and classroom level data and develop goals that support the district goal. The goal that was developed this summer is: Through benchmarking against high performing school districts in our conference, region, and the state, the ECSD strives to be among these top performers: to that end, we will focus on highly effective instruction to increase K-12 student achievement in reading by having 20 percent more students achieving state proficiency targets by the end of the 2017-2018 school year as measured by the state assessment.

**Multi-Level Systems of Support (RtI):**

Multi-Level Systems of Support are driven by the use of student data in classrooms and schools. The District MLSS Handbook puts forward a District philosophy and process for looking at data and making decisions about how to best support student learning needs. The District Handbook sets parameters for process and performance expectations, but still allows for variance based upon individual school characteristics. Schools start by assessing all students with a universal screener, analyzing the student data using a data wall process, discussing student needs in teams, and determining instructional interventions to support student learning.

**Renaissance STAR Assessments and Progress Monitoring Tools:**

Renaissance STAR is a computerized assessment that reports student proficiency levels on the Common Core State Standards from kindergarten through twelfth grade. We are administering it in kindergarten through tenth grade in reading and mathematics. The STAR assessments are our universal screener. They provide baseline data for use in the classroom and support teachers to make instructional decisions for individual students or groups of students. In addition, teachers providing instructional interventions will use STAR to measure the effectiveness of the instructional intervention and monitor a student's progress toward the proficiency benchmark over time. STAR is a nationally normed assessment that is benchmarked with the NAEP, and Wisconsin's state test.

**Rubicon Atlas:**

Atlas is a tool that allows teachers to explicitly align instructional content and assessments with state or national standards. Atlas provides a data resource on instructional content and practice. Documented curriculum aligned to standards allows teachers to better interpret student achievement data in context because it presents information on the what, how, and when of classroom instruction and assessment.

Educator Effectiveness: Educator Effectiveness has many different components, but our schools are focusing on the development and monitoring of School Learning Outcomes (SLOs) and Student Learning Outcomes (SLOs). School Outcomes focus on overall student achievement in a school, while student outcomes are classroom level goals for groups of students. All SLOs are based upon data, the STAR assessments will be particularly useful to monitor student and school progress toward meeting goals. Instructional practices will be modified based upon progress toward achieving the SLO's.

Go Math: Mathematics instruction has been aligned to the Common Core State Standards for the last two years. However, the addition of the Go Math resources in kindergarten through sixth grade provide teachers with materials that are explicitly aligned with the standards and support increased rigor in instruction. All classrooms in kindergarten through sixth grade are using the same resources which ensures consistency in the instructional approach across schools, grades, and classrooms.

All of these systemic changes are connected and support one another. As we move forward through this school year and beyond, the tools that have been implemented this year will be supportive in helping to build a data culture that continually strives to improve learning outcomes for students in our district.



## MEMORANDUM

To: ECSD Board  
From: Jerry Roth, District Administrator  
Re: Press Box Update  
Date: 10-2-13

Doreen Treuden, Joe Francis and I met with William Hoch, Architect from Blowfish Architects, LLC. to discuss plans for rebuilding the press box. William will confirm the insurance company's estimate for rebuilding the press box and include any changes that may need to be made due to building code requirements. Joe Francis will consult with Nelson-Young Lumber this week to confirm materials costs provided by the insurance company.

We will be finalizing the insurance claim very soon. We will then provide a report to the Board regarding the final claim amount to be used towards rebuilding the press box. As mentioned in the previous update, the next steps will be:

1. Meet with groups utilizing the press box to gather input
2. Meet with local builders
3. Meet with the high school building trades department
4. Provide proposal to BOE on the rebuild
5. Following BOE approval – begin rebuild

## 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.

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 1<sup>st</sup> 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. ~~All services, financial arrangements, and consultants must be approved by the Superintendent or his/her designee prior to the invitation and visitation by such person(s) to the District.~~

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

## 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 15<sup>th</sup> 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

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.** ~~in State Statutes.~~
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~~ ~~device~~ (such as a ~~cellular phone, tablet, laptop or portable television~~) while the vehicle they are driving is **in motion** ~~moving~~. The **ONLY** time these devices ~~may~~ ~~can~~ be **operated** ~~utilized~~ 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.
  - 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

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 State Statutes**.
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** device (~~such as a cellular phone, tablet, laptop or portable television~~) while the vehicle they are driving is **in motion** ~~move~~. The **ONLY** time these devices ~~may~~ **can** be **operated** ~~utilized~~ 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

Approved: 1st Reading: 9/25/13; 2nd Reading - 10/9/13

751.5/753 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:

- 1. 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;
2. 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;
3. If I hold a school bus endorsement, any incidents that would disqualify me for holding that endorsement;
4. Any suspension or revocation of my operating privilege;
5. 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
Original Application Interim CIB Check
Renewal 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: <b>**Distribution or delivery or intent to deliver or distribute are Lifetime, all others are 5 year disqualifiers</b>	<b>**See note at left</b>
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 intoxicate 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 CodeDriver'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**

## MEMORANDUM

To: ECSD Board  
From: Jerry Roth, District Administrator  
Re: Compensation Committees for Employee Groups not Represented by the Teamsters Union  
Date: 10-2-13

The purpose of the memo is to request that the Board consider forming Compensation Committees for employees not represented by the Teamsters Union. These committees would provide a forum for employees to provide input to administration and the Board regarding compensation. I recommend forming one committee consisting of teachers and another committee consisting of support staff, which would include administrative assistants.

The format to be used for these meetings could be similar to the format used by the Employee Handbook Committee. A timeline for meetings would be developed. Agendas would be created by the administration and the Board representatives. Input would be gathered from each committee with regular reports made to the Board.

Formation of compensation committees may begin in October with the first meetings held after the 2013-2014 budget is finalized on October 30. At this point I am not anticipating more than a few meetings to discuss compensation for the 2013-2014 school year. Additional meetings will be necessary to discuss compensation for future years. Future compensation discussion may include investigating alternative compensation packages for employees.

September 19, 2013

Dear Ms. Selmer,

This is my letter of retirement as of Wednesday September 18, 2013 being my last day.

Thank you,

Diane Petersen

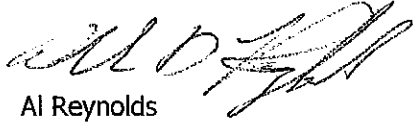


Rec'd 9-23-13  
K.M.  
T.O.G. 9-23-13

09/12/2013

Joe,

This is my written notice that I plan to end my employment with ECS effective Sept. 20, 2013. I appreciate the opportunity to work with you and the other members of the custodial staff. I have enjoyed my time here and wish you the best in all your future endeavors.



Al Reynolds

Rec'd 9-13-13  
EM

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

150

1<sup>st</sup> Reading: 8/28/13; 2<sup>nd</sup> Reading: 9/11/13; 3<sup>rd</sup> Reading: 10/9/13

## BOARD POWERS AND RESPONSIBILITIES

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

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

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

The responsibilities of the Board shall be:

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

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

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



Approved: April 14, 1986

723.3

Revised: July 10, 2006

Revised: July 16, 2007

Revised:

1<sup>st</sup> Reading: 8/28/13; 2<sup>nd</sup> Reading: 9/11/13; 3<sup>rd</sup> Reading: 10/9/13

## EMERGENCY CLOSINGS

The District Administrator shall have authority to close the district schools in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. This decision shall be based on the prevailing conditions across the district. Individual circumstances may vary. It is a parental decision to keep a child home should their circumstances lead them to a different conclusion.

When determining whether or not to close school due to hazardous weather, the District Administrator shall consult, as applicable, with the District bus Contractor, Buildings and Grounds director/Safety Coordination, other area districts, National Weather Service, law enforcement, county health and emergency management agencies. Upon reaching a decision to close the schools, the District Administrator will post the announcement on the District website and notify local television and radio stations who participate in announcing school closings. This information will be communicated annually to families.

The District Administrator shall develop other plans as necessary for the closing of the schools, late start, and early dismissal to provide for orderly procedures. It is the responsibility of each family to have a plan in place for their child(ren) should schools start late or end early.

Every effort will be made to have school cancellation/late start notification posted by 6:15 a.m. and early dismissal by 11:00 a.m.

The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin.

Legal Ref.: Sections 115.01(10) Wisconsin Statutes (Classifications)

120.12(27) (School Board Duties)

121.02(1)(f)(i) (School District Standards)

PI 8.01(2)(f), Wisconsin Administrative Code

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, September 25, 2013, at 6:00 pm in the High School Media Room.

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

**APPROVE AGENDA**

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

**INFORMATION & DISCUSSION**

Middle School Principal, Mr. Flaherty, proposed changing the middle school dates of the parent teacher conferences. Discussion.

**BUDGET FINANCE**

Ms. Swanson gave an update on the Evansville Education Foundation. Next meeting is October 17.

District Administrator, Mr. Roth, gave an update on the Citizens Advisory Committee. The 18 members were selected from a pool of 24 applications and the first meeting is Monday, September 30. Discussion.

Director of Instruction, Ms. Landers, gave an update on the 4K Investigation. Applications to serve on the Committee are being turned in and members will be notified once selected, along with dates of the meetings.

Business Manager, Ms. Treuden, gave an update on the Insurance Committee. First meeting is scheduled for October 22. Discussion.

Ms. Treuden presented an update on the 2012-2013 budget.

Ms. Treuden presented an update on the 2013-2014 budget. No new information at this time. The third Friday September count is being worked on. Discussion.

Mr. Roth presented an update on the football press box fire. The preliminary cost estimate to rebuild is \$58,820, less the \$25,000 deductible. The District will continue to work with the insurance company. Discussion.

Ms. Treuden presented on the continuation to participate in Cooperative Agreement: School Insurance & Risk Management (SIRMC). Discussion.

Budget Finance agenda items discussed for regular October 30 meeting.

**BUSINESS (Action Items)**

Motion by Ms. Rossmiller, seconded by Mr. Rasmussen, moved to approve the hiring of Bill Foster, School Perceptions, to develop and conduct a community survey. Discussion.

Motion amended by Mr. Braunschweig, seconded by Ms. Rossmiller, to add language, and conduct survey not to exceed \$11,000 without further Board approval. Motion carried, 7-0 (voice vote).

Original motion as amended carried, 6-1 (Hatfield)(voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Braunschweig, moved we approve the September 11, 2013, regular minutes as presented. Motion carried, 7-0 (voice vote).

**POLICY**

Ms. Rossmiller presented for a first reading, policies, #142-Board Consultants, #425-Enrollment of and Services Available to District Students Who Attend Private, Parochial or Home Based School. Discussion. Policies to be reviewed and brought back for a second reading.

**RECESS**

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved for a recess. Motion carried, 7-0 (voice vote). Time 6:53 pm.

Returned to meeting at 7:34 pm.

Ms. Rossmiller presented for a first reading, policies, #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-Drive Information, #751.5/753 Form 2-Verification of Fitness to Drive, #751.5/753 Form 3-Vehicle Inspection Form. Discussion. Policies to be reviewed and brought back for a second reading.

Policy agenda items for October 30 meeting discussed.

**BOARD DEVELOPMENT**

Mr. Busse presented the 2013 WASB Program Calendar of Events. Board members to notify District Administrator and Mr. Busse if they are interested in attending any upcoming meetings.

Mr. Busse read seven talking points in considering employee group board representatives. Discussion.

Board Development agenda items for October 30 meeting discussed.

**FUTURE AGENDA**

October 9, 2013, regular meeting agenda discussed.

**ADJOURN**

Motion by Ms. Swanson, seconded by Mr. Braunschweig, moved to adjourn the meeting.  
Motion carried, 7-0 (voice vote). Meeting adjourned at 8:13 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_  
Eric Busse, President

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

Approved:

Unapproved Minutes

# Evansville

Community School District

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: August, 2013 Reconciliation  
Date: September 30, 2013

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – August           \$2,522,150.58
- Check Register – August  
Notes for check register:

Check total -	\$264,661.91
ACH total -	\$342,731.86
Manual check total -	<u>\$ 36,158.77</u>

Total	\$634,552.54
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Payroll checks – 74783-74787  
Void checks – 74751-74754

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
 BANK RECONCILIATION

FOR THE MONTH OF	August, 2013		
BALANCE PER BANK:			89,500.00
LESS OUTSTANDING CHECKS			-7,021.03
LESS WRS POSTING			-74,260.94
MMA ACCOUNT			1,400,632.01
BALANCE PER BANK			1,408,850.04

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.	
FUND 10 General	-59,555.88	58,156.06	-1,399.82	
FUND 21 Donations	26,459.89	750.00	27,209.89	
FUND 27 Special Ed	-12,459.27	-88,623.73	-101,083.00	
FUND 38 Debt	21,621.85	0.00	21,621.85	
FUND 39 Debt	-63,593.23	0.00	-63,593.23	
FUND 50 Food Service	98,882.47	17,553.17	116,435.64	
FUND 99 Voc Ed/ESL/Grants	9,026.70	0.00	9,026.70	
MMA ACCOUNT			1,400,632.01	
BALANCE PER GENERAL LEDGER				1,408,850.04
		-12,164.50		

DIFFERENCE 0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	August 2013-14 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-766,452.05	58,156.06	-1,399.82
10	-	---	---	-----	---	GENERAL FUND	-766,452.05	58,156.06	-1,399.82
21	A	000	000	711100	---	CASH ON DEPOSIT	26,564.76	750.00	27,209.89
21	-	---	---	-----	---	GIFTS/DONATIONS	26,564.76	750.00	27,209.89
27	A	000	000	711100	---	CASH ON DEPOSIT	71,343.07	-88,623.73	-101,083.00
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	71,343.07	-88,623.73	-101,083.00
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	17,553.17	116,435.64
50	-	---	---	-----	---	FOOD SERVICE	97,305.86	17,553.17	116,435.64
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	-12,164.50	8,218.03

Number of Accounts: 7

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

Post Date	Func	Description	Amount
08/31/2013	OTHER RETIREMENT BENEFITS-OPEB	R DENNIS - ADD'L HEALTH INS AUGUST	121.22
08/31/2013	DISTRICT WIDE	STAFF BREAKFAST DONATION - SHANNON LAW OFFICE	150.00
08/31/2013	INFORMATION SERVICES	D.O.-REIMB. FOR POSTAGE	8.49
08/31/2013	DISTRICT ADMINISTRATION	D.O.-REIMB. FOR POP	9.00
08/31/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	28.35
08/31/2013	DISTRICT WIDE	STAFF BREAKFAST DONATION - DAVE MOSHER & ASSO	150.00
08/31/2013	OTHER RETIREMENT BENEFITS-OPEB	C WAGNER - ADD'L AUG HEALTH INSURANCE	121.22
08/31/2013	DISTRICT WIDE	FORWARD HEALTH - MEDICAID	13721.17
08/31/2013	OTHER RETIREMENT BENEFITS-OPEB	B BERG - ADD'L HEALTH INS JULY, AUG, SEPT	363.66
08/31/2013	DISTRICT WIDE	FACILITY USE - ZACHARY SCHNEIDER	30.00
08/31/2013	SCHOOL BUILDING ADMINISTRATION	HS-REIMB FOR WORK PERMITS	10.00
08/31/2013	GIFTED AND TALENTED	HS-REIMB FOR ALECKS (PARENTS)	159.50
08/31/2013	DISTRICT WIDE	DEPT OF CORRECTIONS - RESTITUTION	53.95
08/31/2013	OTHER RETIREMENT BENEFITS-OPEB	V LECY-LUEBKE - ADD'L OWED HEALTH INS JULY &	242.44
08/31/2013	DISTRICT WIDE	STAFF BREAKFAST DONATION - ROGER ROTH CPA & A	150.00
08/31/2013	DISTRICT WIDE	STAFF BREAKFAST DONATION - UB&T	150.00
08/31/2013	DISTRICT WIDE	STAFF BREAKFAST DONATION - ALLEN REALTY INC	150.00
08/31/2013	DISTRICT WIDE	STUDENT FEES - 8/14/13 BTS DAY	12357.00
08/31/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS - 8/14/13 BTS DAY	7213.00
08/31/2013	PETTY CASH	BACK TO SCHOOL START CASH	200.00
08/31/2013	DISTRICT WIDE	UNION-MOBILE HOME FEES LOTTERY	1885.72
08/31/2013	DISTRICT WIDE	STUDENT FEES - 8/14/13 BTS DAY	15102.50
08/31/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS - 8/14/13 BTS DAY	6929.65
08/31/2013	DISTRICT WIDE	FACILITY USE - ROMSTAD CLASS OF 1963 EVENT FE	15.00
08/31/2013	OPERATION OF PLANT	FACILITY USE - ROMSTAD CLASS OF 1963 CUSTODIA	60.00
08/31/2013	TERMINATION OF BENEFITS	EBC-COBRA P'MENT AUGUST - DENTAL - SCHMIT, HA	336.62
08/31/2013	TERMINATION OF BENEFITS	EBC-COBRA P'MENT AUGUST - HEALTH - KARIS, PFA	2157.24
08/31/2013	DISTRICT WIDE	FORWARD HEALTH - MEDICAID	5669.94
08/31/2013	DISTRICT WIDE	MAGNOLIA - MOBILE HOME FEES	383.87
08/31/2013	DISTRICT WIDE	DEPT OF CORRECTIONS - RESTITUTION	51.70
08/31/2013	SCHOOL BUILDING ADMINISTRATION	HS-REIMB FOR CHARGE CARD	1508.71
08/31/2013	SCHOOL BUILDING ADMINISTRATION	HS-REIMB FOR MENTORS LESSON PLAN BOOKS	39.99
08/31/2013	TAXES RECEIVABLE	ROCK COUNTY TAX ROLL BUYOUT	2327058.48
08/31/2013	DISTRICT WIDE	REIMB OF MEDICAID COPIES	52.00
08/31/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS	542.50
08/31/2013	OTHER RETIREMENT BENEFITS-OPEB	S ERICKSON - ADD'L HEALTH INS SEPTEMBER	121.22



Post Date	Func	Description	Amount
08/31/2013	DISTRICT WIDE	STUDENT FEES - 8/14/13 BTS DAY ENVELOPES	11832.50
08/31/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS - 8/14/13 BTS DAY ENVELOPES	3699.50
08/31/2013	DISTRICT WIDE	WOODCHUCK RENT 7/1/13 TO 6/30/14 70.00 PER M	840.00
08/31/2013	DISTRICT WIDE	STUDENT FEES - 8/14/13 & 8/15/13 BTS DAY ENVE	8810.00
08/31/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS - 8/14/13 & 8/15/13 BTS DAY EN	3902.25
08/31/2013	DISTRICT WIDE	FORWARD HEALTH - MEDICAID	8243.52
08/31/2013	DISTRICT WIDE	STUDENT FEES - 8/14/13 & 8/15/13 BTS DAY ENVE	5492.00
08/31/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS - 8/14/13 & 8/15/13 BTS DAY EN	2635.00
08/31/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS - JUST F.S. CHECKS TURNED IN	400.00
08/31/2013	OTHER RETIREMENT BENEFITS-OPEB	R COLE - ADD'L SEPT HEALTH INSURANCE	121.22
08/31/2013	DISTRICT WIDE	KID CONNECTION - FACILITY USE FOR SEPT	276.00
08/31/2013	DISTRICT WIDE	STUDENT FEES - 8/14/13 & 8/15/13 BTS DAY ENVE	1200.00
08/31/2013	DEPOSITS PAYABLE	LUNCH PAYMENTS - 8/14/13 & 8/15/13 BTS DAY EN	282.65
08/31/2013	DISTRICT WIDE	VENDING	147.00
08/31/2013	DEPOSITS PAYABLE	E-FUNDS FOR AUGUST FOOD SERVICE	10368.55
08/31/2013	DISTRICT WIDE	E-FUNDS FOR AUGUST FEES	10301.00
08/31/2013	DISTRICT WIDE	AUGUST INTEREST	1081.17
08/31/2013	DUE FROM FEDERAL GOVERNMENT	ESEA TITLE 1-A BASIC GRANT (LEA)	12543.61
08/31/2013	TAXES RECEIVABLE	DANE CO ACH	2427.48
08/31/2013	TAXES RECEIVABLE	GREEN CO ACH	40242.99
		Total for Cash Receipts	2522150.58

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
08/05/2013	74755	R	08/05/2013	DEAN HEALTH PLANS	182,996.92
08/05/2013	74756	R	08/05/2013	DELTA DENTAL OF WISCONSIN	29,055.00
08/05/2013	74757	R	08/05/2013	SUN LIFE FINANCIAL	2,898.93
08/05/2013	74758	R	08/05/2013	WEA INSURANCE TRUST	4,922.64
08/08/2013	74759	R	08/08/2013	CASH	200.00
08/12/2013	74760	R	08/12/2013	AIKMAN, JOHN	5.10
08/12/2013	74761	R	08/12/2013	AT & T	135.68
08/12/2013	74762	R	08/12/2013	AT&T LONG DISTANCE	256.06
08/12/2013	74763	R	08/12/2013	CAPITAL LOCK INC	550.00
08/12/2013	74764	R	08/12/2013	COMMUNITY INSURANCE CORP	179.00
08/12/2013	74765	R	08/12/2013	DAVE MOSHER & ASSOCIATES	3,807.00
08/12/2013	74766	R	08/12/2013	EVANSVILLE HIGH SCHOOL	39.99
08/12/2013	74767	R	08/12/2013	EQUAL RIGHTS DIVISION	7.50
08/12/2013	74768	R	08/12/2013	THE GRUENKE COMPANY INC	14.30
08/12/2013	74769	R	08/12/2013	LIGHTSPEED SYSTEMS	5,250.00
08/12/2013	74770	R	08/12/2013	MENARDS	86.47
08/12/2013	74771	R	08/12/2013	NELSON-YOUNG LUMBER COMPANY	25.00
08/12/2013	74772	R	08/12/2013	OCCUPATIONAL HEALTH CENTERS	395.00
08/12/2013	74773	R	08/12/2013	RHYME BUSINESS PRODUCTS	270.40
08/12/2013	74774	R	08/12/2013	TAHER	16,897.49
08/12/2013	74775	R	08/12/2013	TEACHERS ON CALL	1,000.00
08/12/2013	74776	R	08/12/2013	TEWGYZE SUPPLY INC	6,753.38
08/12/2013	74777	R	08/12/2013	TRUGREEN	2,400.00
08/09/2013	74778	R	08/09/2013	AMERIPRISE FINANCIAL SERVICES	570.00
08/09/2013	74779	R	08/09/2013	FRANKLIN TEMPLETON BANK &TRUST	805.00
08/09/2013	74780	R	08/09/2013	KOHN LAW FIRM S.C.	184.05
08/09/2013	74781	R	08/09/2013	MG TRUST COMPANY	270.00
08/09/2013	74782	R	08/09/2013	SBG-VAA	30.00
08/21/2013	74788	R	08/21/2013	CASH	800.00
08/27/2013	74789	R	08/27/2013	BRIAN MCKAY	60.00
08/27/2013	74790	R	08/27/2013	BUSSE, ERIC	98.40
08/27/2013	74791	R	08/27/2013	DANIEL VEENHUIS	98.40
08/27/2013	74792	R	08/27/2013	ERICK VEENHUIS	98.40
08/27/2013	74793	R	08/27/2013	KIP NORDSTROM	98.40
08/27/2013	74794	R	08/27/2013	MATT WOGAMAN	75.00
08/27/2013	74795	R	08/27/2013	MWITA BINAGI	75.00
08/27/2013	74796	R	08/27/2013	PHILIP PARTOLL	98.40
08/23/2013	74797	R	08/23/2013	AMERIPRISE FINANCIAL SERVICES	770.00
08/23/2013	74798	R	08/23/2013	FRANKLIN TEMPLETON BANK &TRUST	1,105.00
08/23/2013	74799	R	08/23/2013	METLIFE	50.00
08/23/2013	74800	R	08/23/2013	MG TRUST COMPANY	600.00
08/23/2013	74801	R	08/23/2013	SBG-VAA	630.00
08/28/2013	2014003	M	08/28/2013	AT & T	1,501.77
08/28/2013	2014004	M	08/28/2013	EVANSVILLE WATER & LIGHT DEPT	34,499.17
08/28/2013	2014005	M	08/28/2013	U.S. CELLULAR	157.83
08/08/2013	131400007	A	08/08/2013	AUL HEALTH/MIDAMERICA ADMIN	341,587.28
08/12/2013	131400008	A	08/12/2013	BLOHM, MARGARET	72.33
08/12/2013	131400009	A	08/12/2013	CPI QUALIFIED PLAN CONSULT INC	42.00
08/12/2013	131400010	A	08/12/2013	EMPATHIA INC	250.00
08/12/2013	131400011	A	08/12/2013	LANDMARK SERVICES COOPERATIVE	780.25
Totals for checks					643,552.54

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Wednesday, October 30, 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: [www.evansville.k12.wi.us](http://www.evansville.k12.wi.us), and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.*

- I. Roll Call: Dennis Hatfield      Eric Busse      Mason Braunschweig  
                 Tina Rossmiller      John Rasmussen      HS Rep. Hunter Johnson  
                 Kathi Swanson      Sandra Spanton Nelson      HS Rep. Marissa Haegele
  
- II. Approve Agenda.
  
- III. Presentations:
  - A. JEDI Virtual School – Leslie Steinhaus.
  - B. Senior Graduation Project.
  - C. Open Enrollment IN/OUT Survey Results – Mike Czerwonka
  
- IV. Business (Action Items):
  - A. Approval of the 2013-2014 Tax Levy Amount and Revised Budgets.
  - B. Approval of October 9, 2013, Regular Minutes.
  
- V. Budget Finance – Chair, Kathi Swanson –
  - A. Discussion Items:
    - 1) Evansville Education Foundation Update.
    - 2) Citizens Advisory Committee Update.
    - 3) 4K Investigation Update.
    - 4) Insurance Committee Update.
    - 5) Football Press Box Fire Update.
    - 6) Third Friday Attendance/Open Enrollment/Home-Schooled Student Reports.
    - 7) 2013-2014 Budget Update.
    - 8) 2014-2015 Budget Process.
  - B. Develop Budget Finance Agenda Items for January 29 Meeting.

- VI. Policy – Chair, Tina Rossmiller –
- A. First Reading of Policies:
- 1) Policy 522.4 – Employee Ethics/Conflict of Interest
  - 2) Policy 529.45 – Personal Leave
  - 3) Policy 534 – Substitute Teacher Employment
  - 4) Policy 830 – Use of School Facilities
  - 5) Policy 830 Form 1 – Key and Swipecard Checkout Form
  - 6) Policy 830 Form 2 – Request for Kitchen Use
  - 7) Policy 830 Form 3 – Special Equipment/Materials or Setup Needed
  - 8) Policy 830 Form 4 – Community Walkers Agreement
  - 9) Policy 529.1 – Family & Medical Leave
  - 10) Policy 110 – Philosophy of the Evansville Community Schools
  - 11) Policy 111 – District Goal Statements
- B. Develop Policy Draft Agenda for January 29 Regular Meeting.
- VII. Board Development – Chair, Eric Busse –
- A. WASB (Wisconsin Association of School Boards) Seminars Board Members Attending.
- B. Presentation.
- C. Develop Board Development Agenda for January 29 Regular Meeting.
- VIII. Future Agenda – Chair, Eric Busse
- A. Develop November 13 Regular Board Meeting Agenda.
- IX. Adjourn.

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

Vision Statement:

*Creating a culture of excellence in:*

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

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

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

Evansville Community School District  
Annual Meeting Minutes for September 25, 2013

The Annual Meeting of the Evansville Community School District was held at the Evansville High School Media Room on September 25, 2013, at 7:00 pm pursuant to the notice in the Evansville Review and posted throughout the District as required by law.

There were 20 resident voters in attendance at the meeting.

The meeting was called to order by Board President Eric Busse. He introduced board members and administrators

Mr. Busse asked for nominations from the floor to elect a chairman. Mr. Eric Busse nominated Mr. Dennis Hughes, Mr. Dennis Hatfield seconded. No other nominations. Mr. Dennis Hughes ran the meeting.

Motion by Mr. Dennis Hatfield, seconded by Mr. Mason Braunschweig, moved to grant the Board of Education the flexibility to set the date of the 2014 annual meeting between May 15, 2014, and October 31, 2014, at 7:00 pm under the requirements of WIS STAT. 117.08, 117.09 or 117.27. Motion carried, unanimously.

Motion by Mr. Phil Hamilton, seconded by Ms. Kim Katzenmeyer, moved that we keep the Board of Education salaries at \$1,300 for officers and \$1,200 for members or the 2013-2014 term of office. Motion carried, unanimously.

Treasurer Kathi Swanson turned over the Debt Service Schedule to Ms. Doreen Treuden, Business Manager.

Ms. Doreen Treuden, Business Manager, presented the 2013-2014 preliminary budget, and reviewed the General Fund 10, Special Project Funds, 21, 23, 27, and 29, Debt Service Funds 38 and 39, Capital Projects Funds 41, 48, and 49, Food Service Fund 50, and Package Cooperative Program Funds 91, 93, and 99 Budgets. Discussion.

Motion by Mr. Jerry Roth, seconded by Mr. Brian Cashore, moved that there be and hereby is levied and assessed against the taxable property both real and personal, within the confines of the Evansville Community School District, to be raised during the coming year taxes in the amount of \$8,140,487 including \$2,962,973 for debt service. Motion carried, unanimously.

Other Business - Mr. Phil Hamilton questioned the open enrollment numbers, switching bus fuel to LP gas, and equalized property values and tax levy per municipality. Discussion.

There being no other business, motion by Mr. Mason Braunschweig, seconded by Mr. Eric Busse, moved to adjourn the meeting. Motion carried, unanimously.

Meeting adjourned at 7:32 pm.

Respectfully submitted, Clerk John Rasmussen

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Eric Busse, President

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Dated