

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, April 8, 2015

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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

- I. Roll Call: Tina Rossmiller John Rasmussen Amanda Koenecke
 Kathi Swanson Sandra Spanton Nelson HS Rep Aliye Gallagher
 Eric Busse Melissa Hammann HS Rep Sydney Michael

- II. Approve Agenda.

- III. Public Announcements/Recognition/Upcoming Events:
 - Recognize Board Member Tina Rossmiller
 - Week of the Young Child Family Night – April 17, 5:30 – 7:30 pm
 - Open Enrollment – February 3 – April 30, 2015
 - Energy Fair – April 24, 2015
 - Staff End of Year Celebration/Retirement – May 29, 4:00 pm, Red Barn
 - Back To School Days – August 4, 3:00-7:00 pm; August 12, 10:00 am-2:00 pm

- IV. High School Board Representatives Report of Events.

- V. Public Presentations.

- VI. Information & Discussion:
 - A. JC McKenna Student Council Invite to Conference.
 - B. CAC (Citizens Advisory Committee) Satisfaction Survey.
 - C. School Board Unofficial Election Results.
 - D. Revised 2015-2016 School Calendar.
 - E. Continuous System Improvement (CSI) Plan Update.
 - F. Second Reading of Policies: #182-Quorum; #183-Voting; #185-Board Committees; #321-School Year/School Calendar; #529.4-Use of Sick Days; #662.3-General Fund Balance; #657-Student Fees, Fines and Charges; and #657.1-Student Fee Schedule.

- VII. Public Presentations.

- VIII. Business (Action Items):
 - A. Approval of Agreements for Use of School Property of Kids Korner, Kid Connection, and Creekside Place, Inc./Woodchucks.
 - B. Approval of Staff Changes: Teacher Resignation and Teacher's Preliminary Notice of Nonrenewal.
 - C. Approval of Employee Handbook Changes Relating to Budget.

- D. Approval of Requests for Proposal (RFP) to Provide and Install Added Security Infrastructure.
 - E. Approval of Insurance Committee Recommendations.
 - F. Approval of a Donation From Blain's Farm & Fleet.
- IX. Consent (Action Items):
- A. Approval of March 25 Regular Meeting Minutes.
 - B. Approval of Proposed Employee Handbook Changes: Part 1, All Employees–Pg. 30; Section 8-Sick Leave; 8.02-Sick Leave Use; Throughout Book–Pg. 30, 54, 70; Remove Reference to Policy #529.4-Use of Sick Days; Part 2, Certified Staff–Pg. 54-55; Section 7.02; A. #13–Remove Sick Leave; Part 6, Subs/Seasonal–Pg. 82; Section 1 and pg. 83, Section 2–Combine into One Section; and Part 2, Certified Staff–Pg. 42; Section 1, 1.01–Normal Hours of Work and 1.02–Administratively Called Meetings.
 - C. Approval of Policies: #172-Executive Session; #181-Rules of Order; #353.1 Form–Volunteer Agreement; #353.1 Form 1–Background Check Information Form; #453.4–Administering Medications to Students; #453.4 Form–Medication Consent Form; #453.4 Form 1–Physician/Practitioner Medication Consent Form.
- X. April 29 Reorganization/Regular Meeting Agenda.
- XI. 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.

Upon reasonable notice, effort will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

Posted: 4/6/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs
Wednesday, April 8, 2015
6:00 p.m.

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

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

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|----|-----------------------------------|-----------------------|------------------------|
| I. | Roll Call: Tina Rossmiller | John Rasmussen | Amanda Koenecke |
| | Kathi Swanson | Sandra Spanton Nelson | HS Rep Aliye Gallagher |
| | Eric Busse | Melissa Hammann | HS Rep Sydney Michael |

II. **Approve Agenda.**

Suggested Motion: I move to approve the agenda as presented (OR ADD – after moving item(s) _____.

III. **Public Announcements/Recognition/Upcoming Events:**

- Recognize Board Member Tina Rossmiller
- Week of the Young Child Family Night – April 17, 5:30 – 7:30 pm
- Open Enrollment – February 3 – April 30, 2015
- Energy Fair – April 24, 2015
- Staff End of Year Celebration/Retirement – May 29, 4:00 pm, Red Barn
- Back To School Days – August 4, 3:00-7:00 pm; August 12, 10:00 am-2:00 pm

IV. **Public Presentations.**

V. **High School Board Representatives Report of Events – *Enclosed is their report.***

VI. **Information & Discussion:**

- A. JC McKenna Student Council Invite to Conference – *Student Council Advisor, Ms. Kopf, and some student representatives, will be in attendance to invite you to attend all or part of the WASC (Wisconsin Association of School Councils) conference in Madison, April 26-27 (JC McKenna is the host school). Enclosed is a flyer.*
- B. CAC (Citizens Advisory Committee) Satisfaction Survey – *Enclosed is the CAC survey that had been sent to residents.*

- C. School Board Unofficial Election Results – *The unofficial election results will be shared verbally at the meeting. Official results will be available after the Canvassing of the Election on April 14.*
- D. Revised 2015-2016 School Calendar – *For your information, enclosed is a revised calendar that the Administrative Team and the Teachers have agreed upon. Changes to the calendar include: format of calendar; removing ½ day early release days except for at end of each quarter; staff development days are now called professional development days; professional development days will be full days; no late starts; instructional days are now 175 vs. 181; and school will be released on June 7 rather than June 9. We will get this information out to families and on the web site.*
- E. Continuous System Improvement (CSI) Plan Update – *The sub-committee’s upcoming meeting dates:*
- Teaching and Learning – April 28
 - Workforce Engagement and Development – May 7
 - Communication and Community Engagement – April 13
 - Technology – April 29
 - Facilities and Operations – TBD
 - Climate & Culture – TBD
- F. Second Reading of Policies: #182-Quorum; #183-Voting; #185-Board Committees; #321-School Year/School Calendar; #529.4-Use of Sick Days; #662.3-General Fund Balance; #657-Student Fees, Fines and Charges; and #657.1-Student Fee Schedule – *Enclosed are the policies with suggested changes.*

VII. Public Presentations.

VIII. Business (Action Items):

- A. Approval of Agreements for Use of School Property of Kids Korner, Kid Connection, and Creekside Place, Inc./Woodchucks – *Please approve the enclosed Agreements.*

Suggested Motion: I move we approve the Agreements for Use of School Property for Kids Korner, Kid Connection, and Creekside Place, Inc./Woodchucks, as presented.

- B. Approval of Staff Changes: Teacher Resignation; Teacher’s Preliminary Notice of Nonrenewal – *Please approve:*
1. *Resignation of Third Grade Teacher, Erin Savaske, at the end of the school year.*

Suggested Motion: I move we approve the resignation of teacher, Erin Savaske, effective at the end of the 2014-2015 school year and thank her for her nine years of service to the District.

2. *Teacher's Preliminary Notice of Nonrenewal for: Lindsay Roesler, Speech and Language; and Laura Martin, Kindergarten Teacher. Both of these ladies were on a one year contract, and by law, we need to issue these notices, unless they resign.*

Suggested Motion: I move we approve the teacher's preliminary notice of nonrenewal for Lindsay Roesler, Speech and Language, and Laura Martin, Kindergarten Teacher.

- C. Approval of Employee Handbook Changes Relating to Budget – *Please approve the recommendation of no changes to the annual payments relating to the retirees, in the Employee Handbook.*

Suggested Motion: I move we approve no changes to the Employee Handbook relating to the annual payments due to employees retiring during the 2015-2016 fiscal year.

- D. Approval of Requests for Proposal (RFP) to Provide and Install Added Security Infrastructure – *Enclosed is a memo from Director of Buildings and Grounds, Mr. Shulta.*

Suggested Motion: I move we approve CEC as the vendor to perform upgrades to the district security system.

- E. Approval of Insurance Committee Recommendations – *Enclosed is the memo that was shared at the March 25, 2015, Board meeting.*

Suggested Motion: I move we approve the Insurance Committee recommendation as presented.

- F. Approval of Donation From Blain's Farm & Fleet – *Buildings and Grounds Director, Mr. Shulta, has enclosed a memo. Per policy #841, Bequests and Gifts, this donation needs Board approval.*

Suggested Motion: I move we approve the generous donation of auto repair equipment from Blain's Farm & Fleet in Janesville, totaling approximately \$4,700.

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

- A. Approval of March 25 Regular Meeting Minutes.
- B. Approval of Proposed Employee Handbook Changes: Part 1, All Employees–Pg. 30; Section 8-Sick Leave; 8.02-Sick Leave Use; Throughout Book–Pg. 30, 54, 70; Remove

- Section 7.02; A. #13–Remove Sick Leave; Part 6, Subs/Seasonal–Pg. 82; Section 1 and pg. 83, Section 2–Combine into One Section; and Part 2, Certified Staff–Pg. 42; Section 1, 1.01–Normal Hours of Work and 1.02–Administratively Called Meetings.
- C. Approval of Policies: #172-Executive Session; #181-Rules of Order; #353.1 Form–Volunteer Agreement; #353.1 Form 1–Background Check Information Form; #453.4–Administering Medications to Students; #453.4 Form–Medication Consent Form; #453.4 Form 1–Physician/Practitioner Medication Consent Form.

Suggested Motion: I move we approve the consent items of: March 25 Regular Meeting Minutes; Proposed Employee Handbook Changes: Part 1, All Employees–Pg. 30; Section 8-Sick Leave; 8.02-Sick Leave Use; Throughout Book–Pg. 30, 54, 70; Remove Reference to Policy #529.4-Use of Sick Days; Part 2, Certified Staff–Pg. 54-55; Section 7.02; A. #13–Remove Sick Leave; Part 6, Subs/Seasonal–Pg. 82; Section 1 and pg. 83, Section 2–Combine into One Section; and Part 2, Certified Staff–Pg. 42; Section 1, 1.01–Normal Hours of Work and 1.02–Administratively Called Meetings; and Policies: #172-Executive Session; #181-Rules of Order; #353.1 Form–Volunteer Agreement; #353.1 Form 1–Background Check Information Form; #453.4–Administering Medications to Students; #453.4 Form–Medication Consent Form; #453.4 Form 1–Physician/Practitioner Medication Consent Form.

- X. **April 29 Reorganization/Regular Meeting Agenda – Enclosed is a draft of the April 29 meeting.**
- XI. **Adjourn.**

Suggested Motion: I move we adjourn the meeting.

FOR YOUR INFORMATION

1. Upcoming Board Meetings:
 - May 13, 2015, Regular Meeting, Start Time of 5:00 pm
 - May 27, 2015, Regular Meeting, Start Time of 5:00 pm

High School Board Report

April 8th, 2015

Sydney Michael

Aliye Gallagher

- All Juniors took the ACT – March 3rd and 4th
- Parent Teacher Conferences – March 4th
- SADD Body Image – March 10th
- Solo and Ensemble – March 14th
- First Track Meet – UW Whitewater – March 20th
- Band and Choir Trip Concert – March 23rd
- First Softball Game – March 24th
- SADD Finals Yoga – March 26th
- Finals – March 26th and 27th
- Band and Choir Trip to Orlando – March 27th – April 3rd
- First Baseball Game – March 31st
- First Girls Soccer Game – March 31st
- First Golf Meet – April 7th

The Wisconsin Association of School Councils and Evansville J.C. McKenna Middle School

bring you the



2015 JAM WASC State Conference



Sunday, April 26 & Monday, April 27

Madison State Capitol Building & Madison Marriott West



Featuring
our
Keynote
Speakers



Saturday Keynote: Dr. Tim Elmore

Dr. Tim Elmore is the President of Growing Leaders, a non-profit group that focuses on the philosophy that every student can become a leader. Tim is the best-selling author of more than 25 books, including *Habitudes: Images that Form Leadership Habits and Attitudes*.

Tim is committed to developing young leaders on every continent and has spoken in over 40 countries, including Russia, China, and India. In the U.S., he has spoken to more than 350,000 students and staff on hundreds of campuses across the country and been featured on *CNN's Headline News* and *FOX & Friends* along with numerous other media sources including the *Huffington Post*.

Sunday Keynote: J.D. Stier

JD Stier is President of Stier Forward, a company that specializes in generating positive change by addressing issues such as bullying, race in America, and numerous other social and political concerns both at home and abroad. He currently serves as Senior Campaign Manager for the #ISurvivedEbola campaign – a movement designed to share the experiences and stories of Ebola survivors.

JD's previous leadership endeavors include working on the 2008 U.S. Presidential Campaign, which led to a Presidential Appointment at the White House in 2009. Following his time in the White House, JD was selected to lead the Enough Project's Raise Hope for Congo Campaign, and led production of the video series "I Am Congo." JD is a frequent guest on MSNBC, and a contributor to a number of online forums. He holds a Bachelor of Science in Philosophy from the University of Wisconsin

The Safari Itinerary

Sunday, April 26th

Capitol Events with JAM & SHS

- 9:00 Capitol opens
9:30 – 11:30 Competitions at the Capitol (writing and speech only)
10:00 – 10:15 Rally and Welcome by J.D. Stier
10:30 State Delegate Assembly
11:30 Opening Kick-off Rally on the Capitol Stairs
Marriott West Events just for JAM
12:00 Travel to the Marriott West and Lunch on your own
12:30 Registration
Competitions
1:15 Advisor Meeting
1:30 Icebreakers and Songs
1:45 Opening Ceremonies: The Safari Begins!
2:25 – 3:25 Round 1 Super Sectionals and Regional Business Meetings
3:35 – 4:35 Round 2 Super Sectionals and Regional Business Meetings
5:00 – 6:00 Dinner & Conversation at tables in Superior/Michigan
6:00 – 7:00 Keynote Speaker: Tim Elmore
7:00 – 9:30 For Students: Entertainment Time! Dance, Movie, and Games
7:15 – 8:00 For Adults: Tim Elmore Presentation
8:00 – 9:00 For Adults: Hospitality Room Time!
9:30 For All: Glow Ceremony in Superior/Michigan
10:30 Quiet time, (Time for the lions to sleep!)

Monday, April 27th

- 7:00 Breakfast: Superior/Michigan
8:15 Welcome and General Session: Superior/Michigan
Keynote: J.D. Stier
9:10 – 9:50 Sectionals: Round 1
9:50 – 10:00 Passing Time
10:00 – 10:40 Sectionals: Round 2
10:50 Individual School Time/Debriefing Session in Superior/Michigan
11:15 Closing Session- The Safari ends
11:30 Safe Travels!!

Evansville School District 2015-2016 School Year

August 2015		September 2015				October 2015						
July	1	2	3	4	5	6	7	8	9	10	11	12
2	7	8	9	10	11	12	13	14	15	16	17	
3	4	5	6	7	8	9	10	11	12	13	14	
4	10	11	12	13	14	15	16	17	18	19	20	
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Aug 4 & 12	Back To School Days
Aug 24, 25	New Teacher Orientation
Aug 26, 27, 28	Professional Development Day - No School
Aug 31	Teacher Work Day - No School
Sept 1	First Day of School
Sept 4	No School
Sept 7	Labor Day - No School
Oct 12	Professional Development Day - No School
Nov 6	End of 1st Quarter; 1/2 Day K-8 Grading
Nov 25	No School
Nov 26	Thanksgiving - No School
Nov 27	Conference Comp - No School
Dec 7	Professional Development Day - No School
Dec 23-3	Winter Break - No School
Jan 4	Students Return
Jan 18	Professional Development Day - No School
Jan 22	End of 2nd Quarter; 1/2 Day K-8 Grading
Feb 15	Professional Development Day - No School
Feb 26	Conference Comp - No School
March 14	Professional Development Day - No School
March 25	End of 3rd Quarter; 1/2 Day K-8 Grading
March 27	Easter
March 28-3	Spring Break - No School
April 4	Students Return
April 18	Professional Development Day - No School
May 30	Memorial Day - No School
June 7	End of 4th Quarter; 1/2 Day K-8 Students
June 8	1/2 Workday for Staff
June 12	High School Commencement

2015-16 Parent / Teacher Conferences	
Oct 14	Grades 9-12 ?
Oct 15	Grades K-8 ?
Oct 19	Grades K-8 ?
March 16	Grades 9-12 ?
March 17	Grades K-8 ?
March 21	Grades K-8 ?

Instructional Days Per Quarter				
1st	46	3rd	42	
2nd	42	4th	45	
TOTAL	175*			

*- totaled at end of each month

Contract Days	
175 Student Contact Days	
9 Professional Development Days	
2 4-1/2 Grading Days	
1.5 Work Days	
3 Paid Holidays	
190.5 TOTAL	

Key	
Professional Development - No School	
No School	
Quarter End	
Holiday	
Teacher Workday - No Students	

ECSD Evansville Community School District

As the District Administrator, my appreciation for what makes our community special continues to grow. As an educator, parent, and community member, one of my top priorities is to understand what the District does well and where we need to improve. To help accomplish this goal, a Citizens Advisory Committee (CAC) consisting of community volunteers was formed last fall.

To date, the CAC has met seven times, reviewing the following information sources:

- Overview of the District's financial status and how schools are funded
- Facilities Condition Report including an assessment of roofs, windows and exterior building conditions
- Enrollment history and recent projections
- Technology audit
- School security and safety audit

More information on the CAC's work done to date and background information can be found on the District's website: <http://www.ecsdnet.org/School-Board/Committees/index.html>

The next step in the CAC's planning process is gathering feedback through this District-wide survey. Ultimately, our plans going forward must reflect the priorities of taxpayers, as well as our students, staff and families. Therefore, we need your input. Your survey responses will be kept confidential and returned directly to School Perceptions, an independent Wisconsin-based firm with expertise in conducting community surveys.

To save on expenses, we encourage you to take the survey online before February 17th:

1. Simply go the website: **www.survey2000.com**
2. Enter the Survey Access Number: **<survey number>**
3. Take the survey!

To receive the survey translated into Spanish or for additional Survey Access numbers for other adult(s) in your household, please call the District Office at 608.882.3387 or email mosherk@evansville.k12.wi.us. If you do not have Internet access, please complete the survey and drop it off at a school office or mail it to:

School Perceptions
319 East Washington Street
Slinger, WI 53086

The CAC's recommendations, based on survey results, will be reported at a Board of Education meeting on March 12 and will also be available on the District website at www.ecsdnet.org. Thank you for taking the time to complete this survey.

Sincerely,

Jerry Roth
District Administrator

Respondent Information *Please check your response to each of the following:.*

What is your age? 18-25 26-35 36-45 46-55 56-64 65+

In which city or township do you reside?

- Evansville Center Janesville Magnolia
 Porter Union Brooklyn Rutland
 Do not live in the District

Do you live in the Evansville Community School District? Yes No Not sure

Are you an employee in the District? Yes No

Do you have child(ren) attending the District? Yes No

How often have you attended a District-sponsored event (athletics, conferences, performances) in the past year?

- 0 1-5 6-10 More than 10

How often have you volunteered in the District in the past year?

- 0 1-5 6-10 More than 10

If you have school-aged children, what school(s) do they attend? (Mark all that apply)

- Evansville High School JC McKenna Middle School Theodore Robinson Intermediate
 Levi Leonard Elementary School Private/Parochial School Public school outside of district
 Home schooled Other

Please mark **ALL** other relationships you have with the Evansville Community School District:

- Parent/guardian of child(ren) younger than elementary school age
 Parent/guardian of Evansville graduate(s)
 Grandparent/relative of Evansville student(s)
 Graduate of Evansville Schools
 Volunteer at Evansville Schools

How would you like to receive information regarding the Evansville Community School District? (Mark all that apply)

- School/District mailings School/District website Attend community meetings
 Attend Board meetings Attend school meetings Evansville Review
 Janesville Gazette Automated phone notification Instant/Text Messaging
 Facebook Email

Comments/suggestions to improve communication:

Optional Information: *If you are interested in receiving more information regarding volunteer opportunities, please provide your name, email and phone number below or contact the District Office at 608.882.3381. School Perceptions will ensure your name will not be connected to your survey responses.*

Name: _____ Telephone: _____

Email: _____

Programs and Services	How important is this item to the success of our students?				How are we doing? (staff/parents only)				
	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Advanced placement courses (AP)	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Agriculture	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Art	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Business education	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Career planning	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Competitive athletics	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Computer/Technology literacy	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Drama	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
English/Language arts	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Extra-curricular activities/clubs	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Family & Consumer education (Home economics)	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Foreign language	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Health	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Industrial/Technology education	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Library/Learning center	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Math	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Music (Band/vocal/general music)	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Physical education	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Preparation for college	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Programming for gifted students (advanced learners)	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Programming for special education students	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Programming for students at-risk of not graduating	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Programming for students whose primary language is not English	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Reading	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Science	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know
Social studies	Absolutely Critical	Important	Somewhat Important	Not Important	Great	Good	Fair	Poor	Don't Know

Comments/suggestions:

Funding for Operations For the last 20 years, the State of Wisconsin has capped school revenues at a rate that has not kept up with District expenses. To balance the budget, the District has reduced course offerings, staff, wages and benefits. Classroom and technology budgets have been reduced and facility repairs have been delayed. Based on the current state budget proposal, school districts will receive limited additional funding for at least the next two years. This presents very difficult decisions for local school districts and community members as the only way to increase revenue without additional significant budget cuts or reductions is to hold an operational referendum.

Retaining/Attracting Employees Wage increases in other districts in our area averaged 2.07% last year. If Evansville applied this average increase to all employee wages over each of the next four years to remain competitive, an additional \$2,600,000 would be needed.

<p>Would you support additional funding to retain and attract District employees?</p> <p><i>(Representing an estimated average annual tax impact of \$79.80 for each \$100,000 of a home's value for the next four years)</i></p>	<input type="checkbox"/> Definitely yes <input type="checkbox"/> Probably yes <input type="checkbox"/> Undecided/need more info <input type="checkbox"/> Probably no <input type="checkbox"/> Definitely no
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Updating Curriculum Many curriculum areas have not been updated for 10 years. The curriculum and textbook (both paper and electronic) budgets have been reduced to \$20,000 per year to balance the budget. The estimated cost to update educational resources grades K-5 is \$100,000 and for grades 6-12 is \$125,000 per subject. Based on the required state standards, the following subject areas will need renewal within the next five years:

- K-12 English/language arts, technology literacy, science, music, visual arts, math and social studies
- 6-12 Career/technical education, health and Spanish/world language

Our plan calls for making one major curriculum adoption per year for each of the next four years.

<p>Would you help the District upgrade curriculum and textbooks by supporting a \$900,000 referendum (\$225,000/year for 4 years)?</p> <p><i>(Representing an estimated average annual tax impact of \$23.19 for each \$100,000 of a home's value for the next four years)</i></p>	<input type="checkbox"/> Definitely yes <input type="checkbox"/> Probably yes <input type="checkbox"/> Undecided/need more info <input type="checkbox"/> Probably no <input type="checkbox"/> Definitely no
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School Safety/Security The District received a safety audit last fall that identified security upgrades that could be made including additional cameras and access control systems.

<p>Would you help the District upgrade security and safety systems by supporting a \$300,000 referendum (\$75,000/year for four years)?</p> <p><i>(Representing an estimated average annual tax impact of \$7.73 for each \$100,000 of a home's value for the next four years)</i></p>	<input type="checkbox"/> Definitely yes <input type="checkbox"/> Probably yes <input type="checkbox"/> Undecided/need more info <input type="checkbox"/> Probably no <input type="checkbox"/> Definitely no
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Police Liaison Some parents have expressed a desire to increase the police presence on campus when school is in session. The District could hire a full-time police liaison officer to monitor all aspects of campus security and administer safety training programs for students and staff.

<p>Would you support spending approximately \$85,000 per year to add a full-time police liaison officer to increase campus security?</p> <p><i>(Representing an estimated average annual tax impact of \$8.76 for each \$100,000 of a home's value for the next four years)</i></p>	<input type="checkbox"/> Definitely yes <input type="checkbox"/> Probably yes <input type="checkbox"/> Undecided/need more info <input type="checkbox"/> Probably no <input type="checkbox"/> Definitely no
--	---

Comments/suggestions:

Facility Maintenance Last fall, the District received a facility study that identified over \$3 million of maintenance needs across the District. Critical issues needing to be addressed over the next four years include:

- Roof replacements
- Heating/ventilation replacement and upgrades
- Sidewalk and parking lot repairs
- Repair/replacement of exterior windows/doors to improve energy efficiency

While the buildings have been well maintained, these major expenses cannot be covered in the annual budget. A budget of \$700,000/year is needed to fully fund ongoing building maintenance and enhancements.

<p>Would you help the District address major maintenance needs by supporting a \$2,800,000 referendum (\$700,000/year for four years)?</p> <p><i>(Representing an estimated average annual tax impact of \$72.16 for each \$100,000 of a home's value for the next four years)</i></p>	<input type="checkbox"/> Definitely yes <input type="checkbox"/> Probably yes <input type="checkbox"/> Undecided/need more info <input type="checkbox"/> Probably no <input type="checkbox"/> Definitely no
---	---

Updating Technology The Board and Administration is committed to integrating technology into the learning experience for all students. The District recently received a technology assessment and prioritized the following items:

- Replace network infrastructure. This includes replacement of obsolete network wiring, upgrading wireless access points to deliver reliable WiFi and increasing bandwidth to meet data use demands.
- Upgrade the server & storage capacity.
- Replace aging computers. Our computer replacement cycle has relied heavily on purchasing refurbished equipment and receiving second-hand computers. At the end of the 2013-14 school year, 75% of the networked computers will be six - nine years old and no longer under warranty. Newer software does not run well on these computers.

A budget of \$380,000/year, which includes purchasing refurbished computers, is needed to fully fund the items listed above for each of the next four years.

<p>Would you help the District upgrade the technology infrastructure and replace computers by supporting a \$1,520,000 referendum (\$455,000/year for four years)?</p> <p><i>(Representing an estimated average annual tax impact of \$43.80 for each \$100,000 of a home's value for the next four years)</i></p>	<input type="checkbox"/> Definitely yes <input type="checkbox"/> Probably yes <input type="checkbox"/> Undecided/need more info <input type="checkbox"/> Probably no <input type="checkbox"/> Definitely no
---	---

Comments/suggestions:

4-Year-Old Kindergarten As of this school year, nearly 90% of Wisconsin school districts offer 4-year-old kindergarten. Research has shown the benefits of 4-year-old kindergarten in accelerating language and reading development. A special 4K Investigation Committee was formed this past fall to study this issue.

<p>Would you support the District offering 4-year-old kindergarten?</p>	<input type="checkbox"/> Definitely yes <input type="checkbox"/> Probably yes <input type="checkbox"/> Undecided/need more info <input type="checkbox"/> Probably no <input type="checkbox"/> Definitely no
--	---

Facility Planning The middle school was built in 1921 and upgraded several times through 2002. This fall, Apex Building Consultants completed a facility study that identified several significant deficiencies.

<p>Conceptually, what advice would you give the Board in terms of addressing the middle school needs at some point in the future?</p>	<input type="checkbox"/> Renovate the middle school <input type="checkbox"/> Replace the middle school <input type="checkbox"/> Not sure
---	--

<p>In 2020, the District will pay off a large loan associated with the high school building project.</p> <p>Given this information, when should the District plan to renovate/replace the middle school?</p>	<input type="checkbox"/> Within the next 1-3 years <input type="checkbox"/> Within the next 4-6 years <input type="checkbox"/> In 2020 <input type="checkbox"/> Sometime after 2020 <input type="checkbox"/> Never <input type="checkbox"/> Not sure
---	---

Comments/suggestions:

Overall Satisfaction

<p>I am satisfied with the educational programs of the Evansville Community School District.</p>	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't Know
<p>I would recommend the Evansville Community School District to families.</p>	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't Know
<p>I am satisfied with the communication that comes from the Evansville Community School District.</p>	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't Know
<p>Overall, how satisfied are you with the Evansville Community School District?</p>	<input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Not Satisfied <input type="checkbox"/> Very Unsatisfied <input type="checkbox"/> No Opinion
<p>Property Value Impact: The value of a person's home can be negatively or positively impacted as a result of the perceived quality of the District.</p> <p>Overall, how do you feel the perceived quality of the Evansville Community School District affects your home's value?</p>	<input type="checkbox"/> Negative impact <input type="checkbox"/> No impact <input type="checkbox"/> Positive impact <input type="checkbox"/> Not sure <input type="checkbox"/> Do not live/own a home in the District

Comments/suggestions:

Parents Only A strong partnership between parents and the school is a key to student success. Therefore, we are asking only parents of current students to answer the following questions. If you have more than one child in our District, please respond for your oldest child.

Communications

I know how to get school information when I need it.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply
I receive enough information to understand my child's progress.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply
I am satisfied with the communication that comes from the school.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply

Engagement

I feel welcomed at my child's school.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply
I have at least one school staff member I feel comfortable contacting when I have an idea or concern.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply
My school provides appropriate opportunities for parental involvement.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply

School Environment

My child feels safe at school.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply
School facilities are clean and well-kept.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply
I am satisfied with our school's efforts to address bullying.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply

Learning

When my child has a problem at school, he/she knows how to get help.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply
Teachers personalize instruction to meet my child's needs.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply
Teachers provide me with suggestions on how I can help my child at home.	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/ doesn't apply

Comments/suggestions:

Thank you for your participation. We sincerely value your time and feedback!

Evansville Community School District
340 Fair Street
Evansville, WI 53536

Non-Profit Organization
U.S. Postage
PAID
Evansville, WI
Permit No. XXX

*Important Evansville
Community School District
Survey Enclosed*

ECSD

***Please complete the survey by mail or online
before February 17th.
We need your input!***

Approved: June 10, 1985

182

Revised: September 10, 2001

Revised:

1st Reading: 3/25/15; 2nd Reading: 4/8/15

QUORUM

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

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

When a quorum is present, most motions shall be considered approved if a simple majority of those present approve them. However, there are circumstances defined in Wisconsin Statutes that demand different approval criteria.

~~Statutes requiring a greater number of votes include:~~

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

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

Legal Ref.: Section 120.11(1) Wisconsin Statutes (School Board Meetings and Reports)

Approved: June 10, 1985
Revised: August 13, 2001
Revised:
1st Reading: 3/25/15; 2nd Reading: 4/8/15

183

VOTING

Voting at Evansville Community School District Board of **Education** meetings will normally be by show of hands or by voice vote, unless a roll call vote is required by law. A Board member may request a roll call vote on any question under discussion. The Board president has the same duty as other Board members to vote on motions presented to the Board.

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

To satisfy open meeting law requirements:

- The vote on the motion to convene in closed session must be by majority vote taken in such manner that each member's vote is ascertained and recorded in minutes.
- Any member may require that any vote of the Board (except for election of officers) be taken in such manner that each member's vote is ascertained and recorded in the minutes.
- All motions and roll call votes must be recorded and preserved.
- Members may abstain from voting on a matter, but must announce their abstention.
- No Board member may cast a vote by proxy or by absentee ballot. Board members must be present at meetings to vote.

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

Legal Ref.: Section 19.88 Wisconsin Statutes (Ballots, Votes and Records)
120.11(1) (School Board Meetings and Reports)

Revised: August 13, 2001

185

Revised: August 9, 2010

Revised:

1st Reading: 3/25/15; 2nd Reading: 4/8/15

BOARD COMMITTEES

The Evansville Community School District Board of Education shall function as a committee of the whole. Sub-committees may be established which enable the Board to conduct its business in an efficient and effective manner to study in greater detail the issues facing the District.

Committees may be standing or ad-hoc in nature. The committee structure is designed to bring recommendations to the Board; it is not intended to take away a board member's opportunity to ask questions or to be responsible for the decision-making process.

Overview

Committees shall perform specific functions and duties as determined by the Board. The committees shall be fact-finding, deliberative and advisory in nature. Committees shall have no power to take any action whatsoever on behalf of the Board or to otherwise commit the Board or District to any course of action or expenditure of funds. In the event of any uncertainty the board retains discretion surrounding a committee's scope of responsibility, and to avoid unnecessary duplication of effort, the Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

Committee Membership

A list of standing committees is established at the annual Board reorganization meeting in April or May. Board members are appointed to standing committees by the Board President after he or she consults with Board members as to their committee preferences. The appointments shall be made within 30 days of the annual reorganization meeting. Each committee shall have at least one Board representative.

The President shall assign a board member to act as the committee chair, if not already volunteered. If a second Board member is assigned to the committee, that Board member shall act as alternate chair in the event that the designated chair is unable to attend a scheduled meeting or otherwise perform the duties of the chair. The President shall not appoint the same Board member as the chair of multiple standing committees, except by necessity or except with the approval of the Board. The committee may include individuals who are not Board members, such as staff and community members with applicable expertise. The District Administrator shall appoint an administrator to serve as a resource and committee member on each committee.

The list of standing committees may be amended during the year to meet the needs of the District. Committee membership could experience change should vacancies occur.

Committee Business

It shall be the responsibility of the committee chair or designee to schedule committee meetings, plan the meeting agendas and ensure that the minutes of all committee meetings are recorded. The minutes from committee meetings shall be reviewed and approved at a committee meeting. Upon approval, the meeting minutes shall be made available to the public upon request.

Committee minutes shall also be posted in accordance with state law and established District procedure.

Committee meeting minutes shall be retained according to state law.

The committee chair shall be provided time as needed on regular Board meeting agendas to present reports and/or make recommendations to the Board.

Any Board member may attend any standing committee meeting; however, only official members of the committee will have the authority to make motions and vote at the committee meeting.

Public notice shall be given for all Board committee meetings in accordance with state law and Board policy. When appropriate, based on the anticipated attendance of Board members who are not members of the committee, such notice shall include a statement that a quorum of the Board may be present, but the Board will take no action as a governmental body at the committee meeting.

Legal Ref.: 19.84 Wisconsin Statutes (Public Notice)

19.85 (Exemptions)

19.89 (Exclusion of Members)

Approved: May 11, 1987
Revised: October 8, 2001
1st Reading: 3/25/15; 2nd Reading: 4/8/15

321

SUGGESTED TO REMOVE POLICY FROM POLICY MANUAL

SCHOOL YEAR/SCHOOL CALENDAR

The school year in the School District of Evansville shall consist of at least 190 teacher contract days inclusive of teacher inservice days and legal holidays.

The Board encourages and will support all reasonable efforts to have the schedule and calendar so organized that they will promote the greatest possible flexibility and effectiveness in curriculum and efficiency in operation.

Each school year, the administration shall formulate a master calendar that includes all regular and on-going activities, and that complies with board policy.

School calendars shall be disseminated as widely as practicable.

Legal Ref.: Sections 115.001(12) Wisconsin Statutes
120.10
120.12 (15)
121.02(1)(f)(1)
P.I. 8.01(2)(f)

Revised: April 9, 2007

529.4

Revised: December 14, 2009

Revised: July 30, 2012

1st Reading: 3/25/15; 2nd Reading: 4/8/15

FOR REMOVAL AS PLACING IN EMPLOYEE HANDBOOK

USE OF SICK DAYS

Employees of the Evansville Community School District will be allowed to use sick days for the following reasons. Some of the potential uses include but are not limited to:

1. When an employee is ill.
2. When an employee, or his/her family or household member has a doctor's appointment that is an emergency or cannot be scheduled outside of school hours, or when an employee must take a child or spouse to/from the hospital.
3. When an employee must remain home to care for a sick child, spouse, domestic partner, or parent who lives in the employee's home.
4. When an employee's spouse, domestic partner, child or other member of his/her immediate family is undergoing surgery. One sick day will be permitted with prior approval of the building principal.
5. When it is necessary to care for a sick child or parent who does not live in the employee's home, up to five (5) sick days may be approved by the District Administrator.

USE OF PARTIAL SICK DAYS/PERSONAL DAYS

In the event it is necessary for an employee to be absent from work, sick days/personal days will be charged in 15 minute increments.

Legal Ref.: Section 103.10 WI Statutes (Family or Medical Leave)
Federal Family and Medical Leave Act

GENERAL FUND BALANCE

The Evansville Community School District Board of Education recognizes the need for carrying an operating reserve in the General Fund to:

1. Provide adequate working capital sufficient to meet the District's cash-flow requirements, thus minimizing any cash-flow (short-term) borrowing during the annual operating cycle;
2. Function as a safeguard to Fund unanticipated expenses that the District might incur; and
3. Demonstrate fiscal responsibility resulting in a higher credit rating, which will help to reduce District borrowing costs.

In recognition of these needs, the Board shall strive to develop a District budget which, will add sufficient Funds each year to the Fund 10 Fund Balance. The Board's goal for the unreserved designated Fund Balance shall be between ~~9-18%~~ 10-15% at fiscal year end.

The Fund Balance will consist of five components according to the Government Accounting Standards Board Statement 54 designed to indicate both:

- Constraints on how resources of the Fund can be spent; and
- The sources of those constraints.

Non-Spendable Fund Balance: The Non-Spendable Fund Balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is Restricted, Committed, or assigned, then they should be included in the appropriate Fund Balance classification (Restricted, Committed, or assigned), rather than Non-Spendable Fund Balance.

Restricted Fund Balance: The Restricted Fund Balance classification should be reported as Restricted when constraints placed on the use of resources are either: a. externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b. Imposed by law through constitutional provisions or enabling legislation. Enabling legislation, as the term is used in this Statement, authorizes the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that a government can be compelled by an external party—such as citizens, public interest groups, or the judiciary—to use resources created by enabling legislation only for the purposes specified by the legislation.

Committed Fund Balance: The Committed Fund Balance classification are amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board

of Education. Those Committed amounts cannot be used for any other purpose unless the Board of Education removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. Committed Fund Balance also should incorporate contractual obligations to the extent that existing resources in the Fund have been specifically committed for use in satisfying those contractual requirements.

In contrast to Fund Balance that is restricted by enabling legislation, amounts in the Committed Fund Balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the government, separate from the authorization to raise the underlying revenue. Therefore, compliance with constraints imposed by the district that commit amounts to specific purposes is not considered to be legally enforceable. The formal action of the Board of Education that commits Fund Balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

Assigned Fund Balance: The assigned Fund Balance classification are amounts that are constrained by the district's intent to be used for specific purposes, but are neither Restricted nor Committed, except for stabilization arrangements. Intent should be expressed by the Director of Business Services. Assigned Fund Balance includes (a) all remaining amounts (except for negative Balances) that are reported in governmental Funds, other than the General Fund, that are not classified as Non-Spendable and are neither Restricted nor Committed and (b) amounts in the General Fund that are intended to be used for a specific purpose. By reporting particular amounts that are not Restricted or Committed in a special revenue, capital projects, debt service, or permanent Fund, the district has assigned those amounts to the purposes of the respective Funds. Assignment within the General Fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the district itself. An appropriation of existing Fund Balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of Fund Balance. Assignments should not cause a deficit in Unassigned Fund Balance to occur.

Unassigned Fund Balance: The Unassigned Fund Balance classification is the residual classification for the general Fund. This classification represents Fund Balance that has not been assigned to other Funds and that has not been Restricted, Committed, or assigned to specific purposes within the general Fund. The General Fund should be the only Fund that reports a positive Unassigned Fund Balance amount. In other governmental Funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative Unassigned Fund Balance.

To provide good fiscal management of any component of the Fund Balance, two separate motions shall be required to use any portion of these Funds for purposes other than meeting cash flow needs. The first motion must identify the amount of dollars to be transferred from any component of the Fund Balance to the operating budget. A second motion must identify the purpose of the expenditure(s). Both of these motions shall be approved by a minimum of five (5) Board members.

Legal Ref.: Section 65.90 Wisconsin Statutes (Municipal Budgets)

Local Ref.: Policy #662.31 - Committed Fund Balance

Revised: July 16, 2007

657

Revised: March 9, 2009

Revised:

1st Reading: 3/25/15; 2nd Reading: 4/8/15

STUDENT FEES, FINES AND CHARGES

The Evansville Community School District Board of Education will ~~charge these~~ **assess** students who ~~choose to~~ participate according to an approved schedule of fees. The fees charged shall be reviewed annually and adjustments shall be published in the official school newspaper and/or distributed prior to the beginning of the school year. A schedule of Student Fees will include payment for general instructional materials, additional cost for special classes or programs, athletic participation and co-curricular activities. Student fees will be collected for all co-curricular activities that require a paid supervisor. Fees will not be pro-rated for any student regardless of instructional hours or setting, and/or enrollment starting/ending dates.

Student materials fees may not exceed the cost of consumable materials used in classes by the vast majority of students as determined by the operating budgets of each building.

Individual fines and other appropriate charges will be assessed when students intentionally, or through neglect, abuse and destroy school property. Fines will be in direct relation to the damage, taking into consideration the normal life of the property. All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

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

118.03(2) (Textbooks)

118.04(4) (Summer Classes)

120.10(15) (Powers of Annual Meeting)

120.12(11) (School Board Duties)

120.13(5)(10) (School Board Powers)

121.54(7) (Transportation by School Districts)

Local Ref.: Policy #657.1-Student Fee Schedule

Reviewed: June 6, 2012
 Reviewed: April 29, 2013
 Revised:

1st Reading: 3/25/15; 2nd Reading: 4/8/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 2015-2016 STUDENT FEE SCHEDULE

<u>Materials Fee:</u>	
(helps defray the cost of textbooks, workbooks, periodicals, etc.)	
Elementary School	\$8 *
Intermediate School	\$8
Middle School	\$11
High School	\$16

*No fees for 4K

<u>** Athletic Fees</u>	
<u>Per Sport / Per Season</u>	
Middle School	\$17
High School	\$31

** After the first four days of a team practice or meetings of an extra or co-curricular activity, students are not eligible for a refund, unless cut from a team

<u>*** Co-Curricular Activities Fees</u>	
Middle School	\$ 3.50 [△]
High School	\$12.00 ^{△△}

*** Charge is for any co-curricular with teacher advisor
[△] Excluding Student Council
^{△△} Excluding National Honor Society and Student Council

<u>Musical Instrument Rental</u>
(excludes percussion)
\$50/annually, \$25/semester

<u>Parking Permits</u>		
(will only be issued after all other fees have been paid)		
\$80.00/annually	\$40.00/semester	\$20.00/term – no refunds

- Donation for activities fees scholarships may be given and are very appreciated.
- All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

Evansville Community School District

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-3383
Fax: (608) 882-6564

Doreen Treuden
Business Manager
treudend@evansville.k12.wi.us

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Agreements for Use of School Property
Date: April 1, 2015

Based on discussion from the last Board meeting, the terms of the Agreements for Use of School Property for Creekside Place Inc, Kids Korner and Evansville Kid Connection have been revised to reflect the following:

- Rental fee increase of 3%
- Notice of termination by either party is 180 days
- Effective dates of agreements are July 1, 2015 to June 30, 2018

March 19, 2015

Evansville School District
340 South Fair St
Evansville, WI 53536

To the Evansville School District Board of Education and Superintendent Jerry Roth:

Please accept this letter as notice of resignation, as I will not be renewing my contract as third grade teacher at Theodore Robinson Intermediate School. I thank the members of Evansville School District; students, fellow teachers, administration, support staff, and parents for guiding me professionally in becoming an educator who instills passion for learning within my students. I am grateful for the experience and employment that Evansville School District has provided me. I wish the entire staff every success with their future endeavors.

Sincerely,

A handwritten signature in cursive script that reads "Erin Savaske".

Erin Savaske

*Rec'd 3-20-15
KR*

Evansville Community School District

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-3383
Fax: (608) 882-6564

April 9, 2015

VIA FIRST CLASS MAIL AND HAND DELIVERY

Ms. Lindsay Roesler
N425 Shalmar Road
Coon Valley, WI 54623

Re: PRELIMINARY NOTICE OF CONSIDERATION OF NONRENEWAL

Dear Ms. Roesler:

Pursuant to § 118.22 of the Wisconsin Statutes, the Board of Education of the Evansville Community School District hereby gives you preliminary notice that it is considering nonrenewal of your teaching contract for the 2014-2015 school year. The non-renewal of your teaching contract is being considered by the Board due to student enrollment. If you file a request for a private conference with the Board within five (5) days after receiving this notice, you will have the right to a private conference with the Board prior to being given written notice of refusal to renew your contract.

Sincerely,

President, Board of Education
Evansville Community School District

Receipt acknowledged by Lindsay Roesler:

Lindsay Roesler

Date

Evansville Community School District

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-3383
Fax: (608) 882-6564

April 9, 2015

VIA FIRST CLASS MAIL AND HAND DELIVERY

Ms. Laura Martin
1223 S. Grant
Janesville, WI 53546

Re: **PRELIMINARY NOTICE OF CONSIDERATION OF NONRENEWAL**

Dear Ms. Martin:

Pursuant to § 118.22 of the Wisconsin Statutes, the Board of Education of the Evansville Community School District hereby gives you preliminary notice that it is considering nonrenewal of your teaching contract for the 2014-2015 school year. The non-renewal of your teaching contract is being considered by the Board due to student enrollment. If you file a request for a private conference with the Board within five (5) days after receiving this notice, you will have the right to a private conference with the Board prior to being given written notice of refusal to renew your contract.

Sincerely,

President, Board of Education
Evansville Community School District

Receipt acknowledged by Laura Martin

Laura Martin

Date

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Handbook Changes Related to the Budget
Date: March 3, 2015

Handbook changes related to retirees:

According to the District Employee Handbook, the amount of the annual payment to retirees will be set by the Board of Education each year. Attached are pages from the handbook related to the retiree annual payment per employee group. Any changes made to the annual payment amounts would be effective for retirements happening after July 1, 2015.

Based on the Board direction (stay-the-course) for the development of the 2015-2016 budget, I am recommending no changes to the annual payments due to employees retiring during the 2015-2016 fiscal year.

Handbook changes related to employee benefits:

According to the District Employee Handbook, employee contributions to benefits and cash-in-lieu payments are set by the Board of Education each year. The District Insurance Committee is meeting on March 4 and March 24 and will bring forward recommendations to the Board regarding employee benefits at the March 25 Board meeting.

Section 8

RETIREMENT BENEFITS

8.01 Wisconsin Retirement System (WRS) Contributions

All qualified regularly employed full-time and part-time teaching personnel shall pay 100% of the employee's required contribution into the WRS as required by state statute.

A. Retirement Notification:

Retirement notification shall be submitted on or before February 1st for budget planning and staffing purposes. Employees who submit their notice after February 1st may be required to pay \$500.00.

B. Retiree – Benefits:

An employee may elect to retire at the conclusion of a school year provided that person has reached age fifty-five (55) no later than September 1st of the next school year.

C. Retiree – HRA for Teachers Hired before June 30, 2013:

1. The Board of Education of the Evansville Community School District and the Evansville Education Association agree to establish a Health Reimbursement Arrangement (HRA) for teachers who choose to retire.
2. An employee may elect to retire at the conclusion of a school year provided that person has reached age fifty-five (55) no later than September 1st of the next school year.
3. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of retiring employees as follows:
 - ✓ a. participants who have taught at least ten (10) full-time equivalent years in the District shall receive an annual payment of \$13,754 for three (3) consecutive years (or until eligible for Medicare) to be deposited into their HRA account,
 - ✓ b. participants who have taught at least fifteen (15) full-time equivalent years in the District shall receive an annual payment of \$13,754 for four (4) consecutive years (or until eligible for Medicare) to be deposited into their HRA account. The amount of the annual payment will be determined by the Board annually, based on insurance industry trends.
 - c. any payments into the HRA account will be 100% vested upon payment,
 - d. the District shall be responsible for payment of any HRA administrative fees.
4. If an employee dies prior to exhausting the HRA benefit, the payments shall continue to be made into the HRA account, and the spouse/domestic partner, and/or dependent(s) eligible for employee's health insurance benefit shall receive the remainder of the benefit per the terms of the HRA plan. If there are none, no

Section 11

RETIREMENT BENEFITS

11.01 Wisconsin Retirement System (WRS) Contributions

All qualified regularly employed full-time and part-time support staff personnel shall pay 100% of the employee's required contribution into the WRS as required by state statute.

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

- A. Employees, who retire from the District after fifteen (15) years or more of District employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.
- ✓ B. Employees, who have reached the age fifty-five (55) and have been employed full-time by the District for fifteen (15) years, shall be entitled to receive \$5,852.88 per year for three (3) years (or until eligible for Medicare) deposited into their HRA account. These HRA funds are fully vested from the initial payment.

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

Employees, who retire from the District after fifteen (15) years or more of District employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.

- A. The Board of Education of the Evansville Community School District on behalf of those classified as administrative assistants in the District agree to establish a Health Reimbursement Arrangement (HRA) for administrative assistants as a retirement benefit.
- B. An administrative assistant may elect to retire at the conclusion of a school year provided that person has reached age fifty-five (55) no later than September 1st of the next school year.
- C. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of administrative assistants as follows:
 - 1. an administrative assistant who currently has at least 10 full-time equivalent years in the District is entitled to receive \$13,754 per year for three (3) years (or until eligible for Medicare) deposited into an HRA by August 20 of the year of retirement. These HRA funds are fully vested upon the initial payment, and
 - ✓ an administrative assistant who currently has at least 15 full-time equivalent years in the District is entitled to receive \$13,754 per year for four (4) years (or until eligible for Medicare) deposited into an HRA by August 20 of the year of retirement. These HRA funds are fully vested upon the initial payment.

- D. If an employee dies prior to exhausting the HRA benefit, the payments shall continue to be made into the HRA account, and the spouse and/or dependent(s) eligible for employee's health insurance benefit shall receive the remainder of the benefit per the terms of the HRA plan. If there are none, no payment will be made to an estate.

11.04 Retirement Benefits for Custodians Hired Before June 30, 2013

- A. Custodians, who have reached the age of fifty-five (55) and have been employed by the District for fifteen (15) years, shall receive payment for accumulated, unused sick leave. The amount will be twelve dollars (\$12.50) times the number of accumulated sick leave hours up to 880 hours. This will be paid into a non-elective TSA per the District 403b Plan. This severance benefit is not subject to WRS contributions.
- ✓ B. Custodians, who have reached the age fifty-five (55) and have been employed full-time by the District for fifteen (15) years, shall be entitled to receive \$13,754 per year for three (3) years (or until eligible for Medicare) deposited into their HRA account. These HRA funds are fully vested from the initial payment.

MEMORANDUM

To: Evansville Board of Education
From: Steve Shulta, Buildings and Grounds Director
Re: Security RFP
Date: April 2, 2015

During late February, ECSD prepared a detailed RFP for the planned security infrastructure needs per the referendum passed in November 2014. This RFP was published on 3/4/2015, and sought vendor response by 3/25/2015. In this three week interval, eight different firms made onsite visits to review the RFP and walk the building to understand our specific needs. We chose to do this separately for each vendor to ensure they had the requisite time to understand our global and specific needs. This took 3-5 hours per vendor to obtain a much higher quality proposal as a result. Out of the eight vendors who visited, seven submitted actual proposals with the only exception being a firm from the metro Milwaukee area that didn't feel they could compete this far from an already active customer base. Vendors were chosen with an eye towards leveraging specific existing hardware platforms already in use within the district. Upon careful review of all proposals, we chose to bring three of the seven in during spring break week for more detailed conversations regarding their proposals and our needs.

The net result of this comprehensive process is a recommendation to utilize Communications Engineering Company (CEC), an Iowa firm with local offices in Madison, as our vendor of choice for expanded access control, video surveillance and fire/security monitoring needs. CEC is our current low voltage integrator for fire alarm testing and repairs, as well as for previous keyless door integrations. Much of their work will be an extension of service already provided and we're looking to complete the final system design as quickly as possible. Budgetary pricing from CEC is well below the pre-referendum dollar amount so we will also be correcting safety, security, and building access deficiencies in other areas. This includes integration of ADA and keyless access provisions where they are not presently common and a significant upgrade to building security field devices (motion detectors) and the panels and systems that they communicate with. Upon completion of this work, we will have a thoroughly modern door access control, video management, and visitor access hardware and software platforms. We look forward to continuing to engage the safety committee to prepare recommendations for concurrent policy changes that should be enacted commensurate with the installation of new hardware and systems.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Insurance Committee Recommendations
Date: March 25, 2015

The Insurance Committee held five meetings over the past several months to work on District insurance issues. Agenda topics included:

- Strategies to prepare the District for the impact of the Affordable Healthcare Act
- Insurance plan designs
- Carrier options
- Prioritized options to address insurance premium increases
- High deductible HRA plan review
- Wellness for employees

The major work of the Committee involves preparing a recommendation to the BOE to address insurance premiums for the next school year. The rate increase for the District health insurance plan (Dean) is 6.9% (\$145,725) and the rate increase for the District dental insurance plan (Delta) is 0%.

The Committee was given direction by the BOE in January to bring forth a recommendation with a zero percent cost impact to the 2015-2016 budget. The Committee is recommending the following changes for the next school year.

- Employee health insurance contribution to premium increases from 11.75% to 14%.
 - The estimated employee premium contribution for family will increase from \$155.09 per month to \$197.54 per month (\$509.35 per year) and employee premium contribution for single will increase from \$66.00 per month to \$84.06 per month (\$216.72 per year).
- Dean plan design change to add an office visit co-pay of \$20 per office visit.
- Employee dental insurance contribution to premium increases from 11.75% to 14%.
 - Employee premium contributions for family will increase from \$19.57 per month to \$23.32 per month (\$45.00 per year) and employee premium contribution for single will increase from \$7.57 per month to \$9.02 per month (\$17.40 per year).
- The cash-in-lieu payment to employees waiving health insurance will decrease from \$4,314 to \$4,000 per year.

Should the BOE adopt the recommended changes to the health and dental plans, and the annual cash-in-lieu payment, the estimated cost increase to the District of \$145,725 is reduced to \$8,078.

I would like to thank the following members for their willingness to serve on the Committee. Their input in the process and decisions is very valuable.

Deb Fritz, Levi Teacher
Jolene Hammond, TRIS Teacher
Kevin Wells, Custodian
Greg Kuelz, Associated Financial Group
Kelly Mosher, Administrative Assistant
Jerry Roth, District Administrator
Tina Rossmiller, Board of Education
Sandi Spanton Nelson, Board of Education
Doreen Treuden, Business Manager

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Steve Shulta, Buildings and Grounds Director
Re: Donation
Date: March 31, 2015

Doug Neefe (EHS '86) is Fleet Manager at Blain's Farm & Fleet in Janesville and is responsible for new purchasing and disposition of used auto repair equipment for Farm & Fleet stores across the Midwest. He recently contacted me advising the availability of some equipment that might be of use to our auto shop program at EHS. Pete Hanke and I met Doug at their Janesville warehouse on 3/26 and subsequently told him we would be interested in the following used items:

- Coats 1250-2D dynamic wheel balancer, approx. value \$2000
- Coats 4050 center post tire mounting machine, approx. value \$1900
- RTI transmission flush machine, approx. value \$800

Doug processed the necessary paperwork at Blain's to donate these machines to ECSD and we picked them up at Blain's warehouse on 4/1.

Revised: September 13, 2004
Revised: July 16, 2007
Revised: April 9, 2012

841

BEQUESTS AND GIFTS

The Board may accept and use any bequest or gift of money or property for a purpose deemed by the Board to be consistent with district goals.

To be accepted, a gift shall:

- have a purpose consistent with those of the school
- be offered by a donor acceptable to the Board
- place no unreasonable restrictions on the school program
- not be inappropriate or harmful to the best education of students
- not imply endorsement of any business or product
- not be in conflict with any provisions of policy, school code or public law

Gifts Over \$2,500:

Any gift presented to the District over \$2,500.00 needs to be approved in advance by the Board. If accepted, a letter of appreciation signed by the Board President or the district administrator will be sent to the donor, or donor's designee.

Gifts Under \$2,500:

Gifts of lesser amounts may be made directly to schools or programs and deposited into the appropriate district account through the business manager.

All gifts should be acknowledged with a letter of thanks from the business office that will provide a verification to the donor of receipt by the District of a non-profit donation.

All gifts, grants and bequests will become school property to be used at the discretion of the school unless otherwise specified in the bequest.

Legal Ref.: Section 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)
118.27 (Gifts and Grants)
PI 9.03(1)(d) Wisconsin Administrative Code (Pupil Nondiscrimination)

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 on Wednesday, March 25, 2015, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Rossmiller, Swanson, Busse, Rasmussen, Spanton Nelson, Hammann, and Koenecke.

APPROVE AGENDA

Motion by Ms. Swanson, seconded by Mr. Busse, moved to approve the agenda, removing item IV. A. 1. 2015-2016 Staffing Update. Discussion. Motion carried, 7-0 (voice vote).

CSI (CONTINUOUS SYSTEM IMPROVEMENT) DRAFT ACTION PLAN UPDATES

The CSI sub-committees, Workforce Engagement and Development, Communication and Community Engagement, Technology, Facilities and Operations, and Climate & Culture, presented their draft action plans. Teaching and Learning will present at a later date. Discussion.

BUDGET FINANCE

District Administrator, Mr. Roth, presented memo on the Agreement for Use of School Property for Creekside Place, Inc./Woodchucks, Kids Korner, and Kid Connection. Discussion. Consensus to increase the rental fee by 3%, to keep the term of the agreement for three years, and extend the required notice for revisions/terminations to 180 days.

Business Manager, Ms. Treuden, gave an update on the 2015-2016 budget. Discussion.

Mr. Roth gave a 4K update. Discussion.

Ms. Rossmiller presented the minutes of the Teacher Compensation Committee and Support Staff Compensation Committee. Discussion.

Mr. Roth gave an update on the Evansville Education Foundation. Discussion.

Ms. Treuden presented on behalf of the Insurance Committee, a recommendation to address insurance premiums for the 2015-2016 school year. Discussion.

Budget Finance agenda items discussed for April 29 meeting.

BUSINESS (Action Items)

Motion by Mr. Busse, seconded by Ms. Rossmiller, moved to approve the March 11, 2015, minutes as presented. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Spanton Nelson, moved to approve the hiring of Janessa Katzenberger as the Director of Students Services, effective July 1, 2015, at a salary of \$85,000. Discussion. Motion carried, 7-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Ms. Spanton Nelson, moved to approve the retirement of teacher, Jackie Andrew, effective June 9, 2015, and thank her for her years of service to the District. Discussion. Motion carried, 7-0 (voice vote).

POLICIES

Ms. Rossmiller presented for a first reading, policies: #185-Board Committees; #321-School Year/School Calendar; #529.4-Use of Sick Days; #662.3-General Fund Balance; #657-Student Fees, Fines and Charges; and #657.1-Student Fee Schedule. Discussion. Policies to come back for a second reading with suggested revisions.

BOARD DEVELOPMENT

Ms. Spanton Nelson presented for a first reading, policies: #182-Quorum and #183-Voting. Discussion. Policies to come back for a second reading with suggested revisions.

Board Development agenda items discussed for April 29 meeting.

FUTURE AGENDA

April 8, 2015, regular meeting agenda discussed. Discussion. Pulled from the Consent Agenda, policy #353.1-School Volunteers; policy will come back after further discussions take place.

ADJOURN

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 8:08 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: _____
Kathi Swanson, President

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM FEBRUARY 4, COMMITTEE MEETING

#	Name on Form	EHB Part	EHB Page/Section/Section #	Board Action		Date
				YES	NO	
1	Tina Rossmiller	1 - All Employees	Pg. 30; 8-Sick Leave; 8.02-Sick Leave Use			
2	Kelly Mosher	Throughout Book	Pg. 30, 54, 70 - Remove Reference to Policy #529.4			
3	Tina Rossmiller	2 - Certified Staff	Pg. 54-55; 7.02; A. #13 - Remove Sick Leave			
4	Kelly/Doreen	6 - Subs/Seasonal	Pg. 82; Section 1 and pg. 83, Section 2 - Combine into One Section			
5	Dee Jay/Kim	2 - Certified Staff	Pg. 42, Section 1, 1.01-Normal Hours of Work and 1.02-Administratively Called Meetings			

1 27 15 proposed hb changes

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM FEBRUARY 4, COMMITTEE MEETING

#	Name on Form	EHB Part	EHB Page/Section/Section #	Board Action		Date
				YES	NO	
1	Tina Rossmiller	1 - All Employees	Pg. 30; 8-Sick Leave; 8.02-Sick Leave Use			
2	Kelly Mosher	Throughout Book	Pg. 30, 54, 70 - Remove Reference to Policy #529.4			
3	Tina Rossmiller	2 - Certified Staff	Pg. 54-55; 7.02; A. #13 - Remove Sick Leave			
4	Kelly/Doreen	6 - Subs/Seasonal	Pg. 82; Section 1 and pg. 83, Section 2 - Combine into One Section			

1 27 15 proposed hb changes

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, after three readings, with implementation July 1 of each year.

Employee/School Board Member Name: Tina Rossmiller

Employee Handbook Part: 1 - All Employees

Employee Handbook Page/Section/Section #: Pg. 30; 8-Sick Leave; 8.02-Sick Leave Use

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph,

Insert language from policy #529.4 - Use of Sick Days and eliminate the policy from the Policy Manual.

last sentence):

DISTRICT OFFICE USE ONLY

Form received: _____

Form reviewed by Policy Committee: _____

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: 0

Legal Impact: n/a no change

Revised: April 9, 2007
Revised: December 14, 2009
Revised: July 30, 2012

529.4

USE OF SICK DAYS

Employees of the Evansville Community School District will be allowed to use sick days for the following reasons. Some of the potential uses include but are not limited to:

1. When an employee is ill.
2. When an employee, or his/her family or household member has a doctor's appointment that is an emergency or cannot be scheduled outside of school hours, or when an employee must take a child or spouse to/from the hospital.
3. When an employee must remain home to care for a sick child, spouse, domestic partner, or parent who lives in the employee's home.
4. When an employee's spouse, domestic partner, child or other member of his/her immediate family is undergoing surgery. One sick day will be permitted with prior approval of the building principal.
5. When it is necessary to care for a sick child or parent who does not live in the employee's home, up to five (5) sick days may be approved by the District Administrator.

USE OF PARTIAL SICK DAYS/PERSONAL DAYS

In the event it is necessary for an employee to be absent from work, sick days/personal days will be charged in 15 minute increments.

Legal Ref.: Section 103.10 WI Statutes (Family or Medical Leave)
Federal Family and Medical Leave Act

All Employees

Section 8 SICK LEAVE

8.01 Sick Leave Earned

Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.

8.02 Sick Leave Use

Refer to Policy 529.4 – Use of Sick Days

8.03 Sick Leave Accumulation

A. Teachers: Refer to Part II, Section 7.

B. Support Staff: Refer to Part III, Section 9.

C. Administrative and District Level Staff: Part IV, Section 6.

8.04 Sick Leave and Long-Term Disability

In the event an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer receive paid sick leave.

8.05 Sick Leave Bank

A. Donation of Days: Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal leave day to *the Sick Leave Bank*. *The donation form must be returned to the District business office no later than May 30.*

1. All donations of days are voluntary and permanent.
2. Donated days will be credited to the Sick Leave Bank effective July 1.
3. Days deposited by part-time employees shall be credited on a pro-rated basis of the employee's part-time assignment or contract.
4. An annual accounting of the days available in the Sick Leave Bank will be given to the Employee Group by the District Office by August 1.
5. The Sick Leave Bank shall have a maximum of two hundred fifty (250) days available at the beginning of any school year. Donations will be declined when the maximum is at two hundred fifty (250) days.

B. Request Process:

1. An employee wishing to draw from the Sick Leave Bank will get a Sick Leave Bank Request Form from the District Office.

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, after three readings, with implementation July 1 of each year.

Employee/School Board Member Name: Kelly Mosher

Employee Handbook Part: Throughout Handbook

Employee Handbook Page/Section/Section #: Pg. 30; 54; 70;

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph,

Remove reference to policy #529.4 - Use of Sick Days, as would be covered under Part 1, All Employees, pg 30, Sick Leave Use.

last sentence):

DISTRICT OFFICE USE ONLY

Form received: _____

Form reviewed by Policy Committee: _____

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: 0

Legal Impact: n/a no change

All Employees

Section 8 SICK LEAVE

8.01 Sick Leave Earned

Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.

8.02 Sick Leave Use

Refer to Policy 529.4 – Use of Sick Days

8.03 Sick Leave Accumulation

- A. Teachers: Refer to Part II, Section 7.
- B. Support Staff: Refer to Part III, Section 9.
- C. Administrative and District Level Staff: Part IV, Section 6.

8.04 Sick Leave and Long-Term Disability

In the event an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer receive paid sick leave.

8.05 Sick Leave Bank

- A. Donation of Days: Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal leave day to *the Sick Leave Bank*. *The donation form must be returned to the District business office no later than May 30.*
 - 1. All donations of days are voluntary and permanent.
 - 2. Donated days will be credited to the Sick Leave Bank effective July 1.
 - 3. Days deposited by part-time employees shall be credited on a pro-rated basis of the employee's part-time assignment or contract.
 - 4. An annual accounting of the days available in the Sick Leave Bank will be given to the Employee Group by the District Office by August 1.
 - 5. The Sick Leave Bank shall have a maximum of two hundred fifty (250) days available at the beginning of any school year. Donations will be declined when the maximum is at two hundred fifty (250) days.
- B. Request Process:
 - 1. An employee wishing to draw from the Sick Leave Bank will get a Sick Leave Bank Request Form from the District Office.

Section 7 INSURANCE AND LEAVE

7.01 Holidays

Teachers will receive the following three (3) holidays: Labor Day, Memorial Day and Thanksgiving.

* 7.02 Sick, Personal, Bereavement, and Leave Benefits

Refer to Policies: 529.1 – Family & Medical Leave

529.4 – Use of Sick Leave

A. Sick/Personal/Business:

1. Teachers may be absent for personal illness or injury up to eleven (11) days per year. Three (3) of these days may be used each year for personal or business leave. Unless an emergency situation prevails, a Teachers On Call (T.O.C.) request for a personal day(s) must be submitted at least forty-eight (48) hours prior to using personal time. Personal days may not be used on the first day of school, during the last two (2) weeks of the school year, or to extend vacation or holidays except with prior approval of the District Administrator or designee.
2. In instances of emergency situations, when prior approval cannot be obtained, the teacher shall submit a statement to the District Administrator or designee who shall then determine whether a personal day may be used.
3. If such days are not taken, they will accumulate each year as sick leave.
4. The full allowance for sick leave for the school year will be credited at the beginning of the school term on the first day of school. Unused sick leave will be credited to each teacher's reserve, which may accumulate to one hundred ten (110) days at the end of the school year.
5. If a teacher fails to complete the full term of the contract for reasons other than illness, such leave may be pro-rated on the basis of one (1) day per month of the time in service beginning with September.
6. In the case where an employee qualifies for long-term disability, the District shall continue to pay teacher group health, hospitalization insurance provided the policy continues to have waiver of premium, for the duration of the annual contract after sick leave has been exhausted. The provisions stated in item number 14 of Part II, Section 7 of this handbook do not apply (they are exclusive to child-rearing/maternity leave). If the teacher fails to return to duty the following school year, a partial repayment of health and dental insurance premiums will be required. The amount due will be one-half ($\frac{1}{2}$) of the full cost of health and dental insurance premiums paid after FMLA provisions, if applicable, have been exhausted. The Board has the discretion to waive all or part of the repayment of premiums if, in the Board's judgment, the termination is beyond the teacher's control.

Section 9 LEAVE BENEFITS

9.01 Sick, Personal, Bereavement, Leave Benefits

Refer to Policies: 529.4 – Use of Sick Days

529.1 – Family & Medical Leave

When employees are requesting to use benefit time they will not be expected to find a substitute to cover the time off. Designated administrator or designated personnel may reassign staff to cover for absences.

- A. Personal: All employees will receive three (3) days a year for personal or business leaves. If these days are not taken, they will accumulate each year as sick leave. Requests for personal time should be made at least 24 hours in advance unless it is an unforeseen emergency.

Note: Food Service Employees hired before July 1, 2003, are eligible for 3-5 days of personal leave (refer to Collective Bargaining Agreement dated June 30, 2013).

- B. Funeral/Bereavement:
See All Employees, Section 10 – Bereavement Leave.

- C. Sick Days: The full allowance for sick leave for the school year will be credited at the beginning of the school year.

Number of Days Worked in a School Year	Sick Days Hired Prior to July 1, 2003	Sick Days Hired After July 1, 2003
180-196 (9 month)	6 Sick days	6 Sick days
197-229 (10 month)	7 Sick days	7 Sick days
230 -259 (11 month)	8 Sick days	8 Sick days
260 (12 month) (Administrative Assistants)	10 Sick days	9 Sick days
260 (12 month) (Custodian/Cleaner)	12 Sick days	9 Sick days

Number of Days Worked in a School Year	Maximum Accumulation of Sick Hours Hired Prior to July 1, 2003	Maximum Accumulation of Sick Hours Hired After July 1, 2003
180-196 (9 month)	825	880
197-229 (10 month)	825	880
230 -259 (11 month)	825	880
260 (12 month) (Administrative Assistants)	825*	880
260 (12 month) (Custodian/Cleaner)	960	880

*Administrative Assistants hired before July 1, 1993, maximum accumulated sick

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

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Employee/School Board Member Name: Tina Rossmiller

Employee Handbook Part: 2 - Certified Staff

Employee Handbook Page/Section/Section #: Pg. 54-55; 7.02; A#13

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph,

Remove #13 all together as use of sick days would be under 1 - All Employees, pg. 30, Sick Leave Use.

last sentence):

~~DISTRICT OFFICE USE ONLY~~

Form received: _____

Form reviewed by Policy Committee: _____

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: 0

Legal Impact: no change

Section 7 INSURANCE AND LEAVE

7.01 Holidays

Teachers will receive the following three (3) holidays: Labor Day, Memorial Day and Thanksgiving.



7.02 Sick, Personal, Bereavement, and Leave Benefits

Refer to Policies: 529.1 – Family & Medical Leave

529.4 – Use of Sick Leave

A. Sick/Personal/Business:

1. Teachers may be absent for personal illness or injury up to eleven (11) days per year. Three (3) of these days may be used each year for personal or business leave. Unless an emergency situation prevails, a Teachers On Call (T.O.C.) request for a personal day(s) must be submitted at least forty-eight (48) hours prior to using personal time. Personal days may not be used on the first day of school, during the last two (2) weeks of the school year, or to extend vacation or holidays except with prior approval of the District Administrator or designee.
2. In instances of emergency situations, when prior approval cannot be obtained, the teacher shall submit a statement to the District Administrator or designee who shall then determine whether a personal day may be used.
3. If such days are not taken, they will accumulate each year as sick leave.
4. The full allowance for sick leave for the school year will be credited at the beginning of the school term on the first day of school. Unused sick leave will be credited to each teacher's reserve, which may accumulate to one hundred ten (110) days at the end of the school year.
5. If a teacher fails to complete the full term of the contract for reasons other than illness, such leave may be pro-rated on the basis of one (1) day per month of the time in service beginning with September.
6. In the case where an employee qualifies for long-term disability, the District shall continue to pay teacher group health, hospitalization insurance provided the policy continues to have waiver of premium, for the duration of the annual contract after sick leave has been exhausted. The provisions stated in item number 14 of Part II, Section 7 of this handbook do not apply (they are exclusive to child-rearing/maternity leave). If the teacher fails to return to duty the following school year, a partial repayment of health and dental insurance premiums will be required. The amount due will be one-half (½) of the full cost of health and dental insurance premiums paid after FMLA provisions, if applicable, have been exhausted. The Board has the discretion to waive all or part of the repayment of premiums if, in the Board's judgment, the termination is beyond the teacher's control.

7. Any employee covered by long term disability insurance shall not be eligible to claim sick leave pay at such time as the employee becomes eligible for LTD benefits.
8. For teachers hired before July 1st, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement. Teachers with at least twenty (20) years of service in the District may accumulate and be paid for up to 968 hours payable upon retirement. Payment will be made into a non-elective TSA according to the terms of the District 403b plan.
9. Sick or personal or business time as outlined in this section shall be administered on an hourly basis of an eight (8) hour day.
10. Sick or personal or business time of less than one hundred twenty (120) minutes will not be charged to sick or personal or business or funeral or bereavement leave if a substitute is not required.
11. The District agrees that no deduction for benefits will be required for up to two (2) days of non-paid leave in a contract year. Benefits will continue to be paid by the District.
12. If an employee takes more than two (2) non-paid leave days in a contract year, the District will deduct from the employee's payroll an amount per day determined by the following formula: Formula – divide the annual cost of the benefit by 260 days, multiply the resulting amount times the number of non-paid leave days in excess of two (2), and the result will be the total amount to be deducted for benefits. For example, if the health insurance annual premium is \$18,180 divided by 260 days the amount will be approximately \$70 per day for employees with the family health plan.
- ~~13. Use of sick leave under this section will be allowed to care for a spouse/domestic partner, parent, child and other dependent members of household.~~
14. All requests for unpaid leave must be approved by the District Administrator or his/her designee.

Remove ✖

B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

C. Family and Medical Leave Act:

Leaves of absence involving a serious health condition of the employee or the employee's parent, child or spouse/domestic partner, as well as leaves attendant to the birth, adoption or foster care placement of a child, shall be granted consistent with the applicable provisions of state and federal Family and Medical Leave Act (FMLA) laws for employees who qualify for coverage under such laws. It will be the responsibility of the employee to notify Human Resources of the need for FMLA.

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, after three readings, with implementation July 1 of each year.

Employee/School Board Member Name: Kelly Mosher/Doreen Treuden

Employee Handbook Part: 6 – Substitute and Seasonal Staff

Employee Handbook Page/Section/Section #: Pg. 82, Section 1 and pg. 83, Section 2

Suggested Revision:

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

Consider combining Section 1 and Section 2 into one section.

DISTRICT OFFICE USE ONLY

Form received: _____

Form reviewed by Policy Committee: _____

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: 0

Legal Impact: no change

PART VI SUBSTITUTE and SEASONAL STAFF

Section 1 ALL SUBSTITUTE EMPLOYEES

Refer to Policy 523.1 – Employee Physical Examinations

1.01 Pre-Employment Requirements

All new substitute staff hires will have to meet all new staff requirements, including but not limited to, a physical examination (including a tuberculin test or chest x-ray), and a criminal background check.

1.02 Training and Evaluation

The instructional staff and/or the District as appropriate may provide suitable programs of training, orienting and evaluating the work of substitutes.

1.03 Dismissal/Removal From Substitute List

All substitutes are casual employees and therefore have no expectation of continued employment. As such, substitutes may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitutes may also be removed from the substitute call list at the discretion of the District.

1.04 Assignment and Professional Responsibilities

A. Assignments:

Substitutes shall be assigned duties at the discretion of the District. A copy of the appropriate school procedures and Board policies shall be made available to the substitute. Board policies are available to the substitute online at www.ecsdnet.org/School-Board/Policies/index.html.

B. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment:

A substitute who accepts a job by mistake will contact the District as soon as possible to rectify the error. A substitute may cancel an assignment. A substitute who wishes to cancel an assignment must inform the principal, supervisor, or his/her designee. Requests to cancel assignments must be made by telephone if within 24 hours of the assignment or over a weekend. Contact by email is an acceptable means of communication for cancellations with advance notice of more than 24 hours. Any substitute who abuses the cancellation privilege, may lose the opportunity to substitute in the District.

C. Professional Responsibilities:

The professional responsibilities and duties of substitutes shall be consistent with the regular employee's responsibilities and duties for whom they are substituting.

~~Section 2~~

~~SUBSTITUTE EMPLOYEES~~

~~2.01 Training and Evaluation~~

~~The instructional staff and/or the District as appropriate may provide suitable programs of training, orienting and evaluating the work of substitutes.~~

Under 1.02

2.02 Assignment and Professional Responsibilities

A. Assignments: Substitutes shall be assigned at the discretion of the building principal and/or Director of Pupil Services.

← Under 1.04, A.

~~B. Board Policies: Board policies are available to the substitute online at www.ecsdnet.org/School-Board/Policies/index.html.~~

- Under 1.04, A

C. Substitute Day: Administrator will determine the support staff substitutes's workday/schedule.

- Under 1.04, A.

Add →

2.03 Compensation - *insert as 1.05*

Substitutes shall receive an hourly rate to be determined by the Board on an annual basis.

2.04 Miscellaneous Provisions

A. In-Service: Each substitute may be required to participate in new employee orientation or in-service day programs in the schools. Substitutes shall be paid at their applicable hourly rate for in-service participation if required to attend.

- Under 1.02

Add →

B. Duty Free Lunch: All substitutes shall be provided breaks and lunch periods consistent with the staff person that the substitute is replacing.

Insert as 1.04-D.

TO: SCHOOL BOARD, JERRY ROTH AND ADMINISTRATIVE TEAM
FROM: DEE JAY REDDERS AND KIM KATZENMEYER
SUBJECT: PROPOSAL FOR A PROFESSIONAL WORK DAY
DATE: FEBRUARY 3, 2015

After discussion with members of the EEA and Executive Council, the following is proposed for consideration of a professional work day:

Section 1 PROFESSIONAL HOURS/WORKDAY

1.01 Normal Hours of Work

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats. All teachers must be on duty at 7:45 am and continue on duty until 3:15 pm Monday through Friday. Two days a week (Monday and Wednesday), principals may hold a meeting until 4:15 pm. Teachers may leave the school at noon hour. Teachers may leave the school at other times, including during the preparation period, only with principal or designee approval.

1.02 Administratively Called Meetings

All meetings, except IEP (individual educational plans) meetings, will be held on Monday through Thursday Mondays and Wednesdays only and last no later than 4:00pm 4:15pm. IEP meetings will be held by mutual agreement. IEP meetings may be held Monday through Thursday and teachers will be paid for time spent after 4:00pm for IEP meetings. Teachers will be notified of their obligation to participate in individual or group meetings before 3:15pm. Teachers can be excused from such duty at the principal's or designee's discretion. Head coaches and head advisors will be excused at 3:15pm on each school day during their coaching season.

Cost impact: lowers the District employee post employment benefit liability.

Legal impact: not aware of any legal impact

PART II CERTIFIED STAFF

Section 1 PROFESSIONAL HOURS/WORKDAY

1.01 Normal Hours of Work

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

All teachers must be on duty at 7:45 am and continue on duty until 3:45 pm Monday through Thursday and 7:45 am – 3:25 pm on Fridays. One day a week, principals may hold a meeting until 4:00 pm. Teachers may leave the school at noon hour. Teachers may leave the school at other times, including during the preparation period, only with principal or designee approval.

1.02 Administratively Called Meetings

All meetings, except IEP (individual educational plans) meetings, will be held on Monday through Thursday only and last no later than 4:00 pm. IEP meetings will be held by mutual agreement. Teachers will be paid for time spent after 4:00 pm for IEP meetings. Teachers will be notified of their obligation to participate in individual or group meetings before 3:15 pm. Teachers can be excused from such duty at the principal's or designee's discretion. Head coaches and head advisors will be excused at 3:15 pm on each school day during their coaching season.

1.03 Attendance At All-School Events

Teachers will attend all-school events required by their administrator. These events include but are not limited to: K-8 open houses, K-12 student orientations, and school graduations. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the District Administrator or designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the event.

1.04 Emergency School Closures

Refer to Policy 723.3 – Emergency Closings

In the event the District is closed or an individual building(s) is closed, on a full or partial day basis for emergency reasons, closures may be made up at the discretion of the District. 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.

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

172

1st Reading: 2/25/15; 2nd Reading: 3/11/15; 3rd Reading: 4/8/15

EXECUTIVE SESSIONS

The Evansville Community School District Board of Education shall convene all meetings of the Board and its committees in open session except during consideration of certain confidential business items as specified in Wisconsin State Statutes for which the Board may convene in executive (closed) session.

Executive sessions must be convened from within the structure of an open meeting. The Board President must announce to those present at the meeting the general nature of the business to be considered at the closed session. No other business will be taken up during that session. The motion to convene an executive session shall reference the specific statutory exemption(s) authorizing the closed session and must be approved by a majority vote recorded via the roll call process.

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

Meeting minutes shall reflect that the Board convened in closed session and the statutory exemption(s) cited.

Legal Ref.: Sections 19.59 Wisconsin Statutes (Codes of Ethics for local government officials, employees and candidates)

19.85 (Exemptions)

120.11(4) (School Board Meetings and Reports)

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

181

1st Reading: 2/25/15; 2nd Reading: 3/11/15; 3rd Reading: 4/8/15

RULES OF ORDER

The President of the Evansville Community School District Board of Education, or in his/her absence the Vice-President, shall preside at all regular and special School Board meetings and call the meetings to order. The Board President, like any other Board member, has a duty to vote on all matters coming before the Board in the absence of an appropriate reason to abstain from voting (e.g., a conflict of interest).

A majority of the members of the Board shall constitute a quorum for the purpose of conducting Board business, except that a larger number of Board members may need to vote in favor of a motion in order for the Board to take action on those limited items of business which, by statute or policy, require approval by other than a standard majority vote. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

Action on any item of business will be taken by motion. In this policy, the term "motion" is intended to include any "resolution" of the Board.

Business shall be conducted at regular and special Board meetings according to *Robert's Rules of Order* applying to small boards, except as otherwise provided by law or the Board. However, the failure to follow *Robert's* or any other local procedural rules that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

Legal Ref.: Sections 19.88 Wisconsin Statutes (Ballots, Votes and Records)
65.90(3)(a) (Municipal Budgets)
120.11 (School Board Meetings and Reports)

Robert's Rules of Order

Local Ref.: Policy #171-Board Meetings
Policy #171.1-Public Notice
Policy #171.2-Meeting Agendas
Policy #172-Executive Sessions

Approved: April 10, 2000

353.1 Form

Revised: March 10, 2003

First Reading: 2/25/15; 2nd Reading: 3/11/15; 3rd Reading: 4/8/15

RECOMMEND FOR REMOVAL

VOLUNTEER AGREEMENT

I, as a volunteer working in the Evansville School District, fully understand that this position is, as stated, on a volunteer basis, which inherent in its meaning, entitles me to no pay or wages for my service from the Evansville School District. I further understand that I am expected to follow the rules of behavior that are expected of the Evansville School District staff and other rules as they pertain to my duties. I do understand that this volunteer agreement can be terminated without notice at any time by either the school district or the volunteer.

I have read and understand the volunteer agreement.

Print Name: _____

Address

Phone

Emergency Contact: _____

Name

Phone

Signed

Date

Principal

Date

Approved: April 10, 2000

353.1 Form 1

Revised: March 10, 2003

Revised: April 10, 2006

First Reading: 2/25/15; 2nd Reading: 3/11/15; 3rd Reading: 4/8/15

RECOMMEND FOR REMOVAL

BACKGROUND CHECK INFORMATION FORM

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

Legal Name: _____ Phone: () _____
Please Print

Address: _____ Date of Birth: _____

_____ SS#: _____

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

Signed: _____ Date: _____

Thank you so much for your interest in being a volunteer!

ADMINISTERING MEDICATIONS TO STUDENTS

It is the policy of the Evansville Community School District that medication should be administered to school children by parents/guardians at home whenever possible. However, when requested by parents/guardians, medications prescribed by a health care practitioner and nonprescription medications may be administered by school staff under the following established conditions.

School personnel must receive a written parental/guardian consent and written instructions from the students' health care practitioner before any prescription medication can be administered to a student. A form is available from the District website and school offices for this purpose. A form from a clinic is allowable if it has all of the information on the District form.

Non-prescription medications may be administered with written parental/guardian consent only unless the dosage requested is greater than the recommended dose for the student's age/size in which case written consent is required from the health care practitioner.

Any student possessing prescription or non-prescription medication without following the procedures set forth in this policy may be subject to disciplinary action. Sharing/dispersing of prescription or non-prescription medications may result in immediate suspension. Sale of medications will result in a recommendation for expulsion.

All written instructions and consent forms will be filed in the school office. The school nurse shall be responsible for reviewing the written medication instructions. The building principal and his/her designees will be responsible for maintaining complete and accurate medication records, and storing all prescription and non-prescription medications in a safe and secure place. School personnel authorized to administer medications to students will be provided appropriate instruction and training by the school nurse.

The following procedures shall be adhered to when administering medication to students in grades PreK-12.

Procedures for Administering Medication to Students:

1. Definitions:

- Administer – Medications which are in the possession of the school and given to the student by designated school personnel.
- Health Care Practitioner (HCP) – Any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber or podiatrist.
- Medication – Medication includes any drug or remedy for illness. Prescription, non-prescription (Over the Counter – OTC), and herbal treatments are all considered medication.
- Medication Error – Medication errors include: administering the wrong medication or doses of medication, administering the medication at the wrong time, administering a medication by the wrong methods or route (i.e. orally instead of injection) or failing to administer the medication.
- Pupil – Any person who is enrolled in the Evansville Community School District as a student, on a full or part-time basis in an approved instructional or co-curricular activity.

- School – A pupil is in school when in attendance at an approved instructional or co-curricular activity, whether held on or off school premises.

2. Prescription Medications

- a. Prescription medications will not be administered to a student until the following steps are completed:
 1. The parent/guardian provides the school with a completed parent/guardian consent form.
 2. The school receives a completed physician order form for administering medications.
 3. Designated staff have been trained to administer medications.
- b. Prescription medications must be in the original container from the pharmacy. Information printed on the container must include:
 - Student's full name
 - Name of medication and dosage
 - Time medication is to be administered
 - HCP name
- c. Prescription medication will be stored according to manufacturer's guidelines. Prescription medications will be kept in a secured cabinet or drawer that is not accessible to students or where food is stored. Only a limited quantity of the prescription medication is to be kept at school.
- d. Only District employees who are designated by the principal of each school will be able to administer prescription medications. Except in an emergency, the only other people who may administer prescription medications to a student include:
 - Student's parent/guardian
 - School nurse
 - Emergency response worker
- e. The length of time for which a prescription medication is to be administered will be specified in the written instructions from the prescribing HCP. The maximum length of any written instruction will be until the end of the current school year. Any time there is a change in dosage, number of doses, or time of administration a new written statement from the prescribing HCP is necessary.
- f. School personnel will communicate with parents/guardians when the supply of medication at school needs to be refilled. The current medication container will not be sent home for the parent/guardian to refill.
- g. With medications that are to be given at a specific time during the day, there is a leeway of 60 minutes before to 60 minutes after this specific time within which the medication can be given.
- h. The District will have the school nurse review and consult with the building principal and school district medical advisor if necessary, all requests for the administration/dispensing of injectable medications by school personnel in order to maintain the physical, emotional, and mental health of pupils and staff members while they are at school or at school sponsored activities. If it is determined acceptable, the school nurse will train and supervise the administration/dispensing of the medication by the school personnel. This policy does not preclude students who self-administer prescription medications from continuing this practice.
- i. The following non-emergency situations should be reported to the school nurse who will follow-up with parents/guardians and/or HCP:

- The color or shape of a refill medication is different from the last prescription.
 - Information on the medication permission form from the practitioner is different from the information on the label of the medication container.
 - A parent/guardian gives permission for school personnel to give a medication at a time other than the scheduled time. Do not give the medication; this situation requires a change by the HCP on the medication consent form.
 - Parent/guardian calls the school or sends a permission slip to school requesting the dose of medication be changed. Do not give the medication; this situation requires a change by the HCP on the medication consent form.
 - The label on the front of the medication container requires a tablet to be cut. Do not give the medication. The District is not responsible for the cutting or breaking of pills. If pills are already split, they may be administered.
- j. It is the responsibility of the school to insure that prescription and non-prescription medications, which are administered by school personnel, be provided to the correct student, at the designated time. The only exceptions would be if the student refuses the medication, or is absent from school. A student's refusal to take medication should be documented and the parent/guardian informed as soon as possible. Notification of parent/guardian will also be documented. It is also the responsibility of the school employee administering medications to witness the student taking the medication in his/her presence.
- k. When a school staff person identifies that medication the school is administering is missing, the building principal and school nurse will be notified. The school staff person will document on the medication log the date, time, amount, and medication name that is missing. The principal, or designee, will contact the student's parent/guardian to inform them of the missing medications. If the medication is a controlled substance (i.e. Ritalin, Adderall, Methylphenidate, etc.), a report must be filed with the Director of Pupil Services and the Evansville Police Department.
- l. When a medication error is noted by school staff, it must be documented with the school building principal and school nurse. Appropriate medical contacts will be consulted and such contacts documented.

3. Non-Prescription Medications and Herbal Treatments

Designated personnel will administer non-prescription (over-the-counter) medication and herbal treatments only with parental approval as indicated by written consent on the Medication Consent Form. Non-prescription or herbal treatments must be in an original container and labeled with the child's name, why the medication is needed, when to use the medication/treatment and amount of medication/treatment to give.

If the dosage for non-prescription medications or herbal treatments is higher than the recommended dose for the student's age/size, written consent is required from the HCP.

4. Adverse Side Effects

Any school staff person who observes adverse side effects to a medication or has concerns with behavioral or physical changes of a student should report these concerns to the parent/guardian and building principal. Appropriate medical contact should be made, if necessary. If a student is exhibiting side effects to a medication, the nurse will be contacted to follow-up on the concerns. If a change in medication is made by the doctor, verbal orders can be taken by the nurse and followed up with written orders to both the doctor and parent/guardian. If the parent/guardian requests changes in the medication, the only change the school can make is to stop administering the medication. If this is the case, school staff will provide the parents/guardians with a new medication consent form to be completed by the HCP.

5. Possession and Self-Administration by Students:
 - Non prescription
 - High school students may carry and self-administer non-prescription medication in the school with prior permission on Medication Consent Form.
 - Prescription
 - Current state law allows a student to carry an inhaler and epinephrine (auto-injector, epi-pen) if the school receives a written request from the parent/guardian and doctor.

Parents/guardians will be notified if the privilege to carry an inhaler and/or self-medicate is suspended or removed.

6. Use of Epinephrine (via auto-injector, epi-pen)
 - Students may possess and use an epinephrine auto-injector while at school or at a school-sponsored activity.
 - The student must obtain the written medication consent/approval of his/her health care practitioner and parent/guardian.
 - Auto-injectors must be kept in a secure place (on body, locker, backpack, purse etc.) by the individual student.
 - Upon receipt of the medication consent/approval the school employee must:
 1. Inform the student that if he/she uses an epinephrine auto injector, he/she must notify a school employee immediately.
 2. If the student notifies a school employee, the school employee will immediately call “911”.

7. Disposing of Medication

Before the end of the school year, the District health clerk will send a letter home to parents/guardians indicating they are responsible for coming and picking up remaining medications at school. Medications, with the exception of inhalers, will not be sent home with students. Medications that are not picked up by parents/guardians will be collected by designated staff. Each medication (both prescription and non-prescription) will be listed on a manifest along with the student’s name. For prescription medications, the number of pills will also be added to the manifest. A manifest will be completed for each school. Two persons must sign off on the completed manifest. Prescriptions and nonprescription medications will be collected and disposed of in the Drug Drop-Off Box at the Evansville Police Station.

The Emergency Nursing Manual (Appendix A) will provide direction and more detailed process information. School personnel should under no circumstances provide aspirin or any other medicine to students without meeting stated criteria. An accurate and confidential system of record keeping shall be established for each student receiving medication.

Legal Ref.: Sections 118.25 Wisconsin Statutes (Pupil Records)
 118.29 (Administration of Drugs to Pupils and Emergency Care)
 118.291 (Asthmatic Pupils: Possession and Use of Inhalers)
 118.292 (Possession and Use of Epinephrine Auto-Injectors)
 121.02(1)(g) (School District Standards)
 146.82 (Confidentiality of Patient Health Care Records)
 146.83 (Access to Patient Health Care Records)
 N 6.03(3) Wisconsin Administrative Code (Supervision and Delegation of Nursing Acts)
 PI 8.01(2)(g) Wisconsin Administrative Code (School District Standards)

Local Ref.: Appendix A, Emergency Nursing Manual
 Policy #453.4 Form - Medication Consent Form
 Policy #453.4 Form 1 – Physician/Practitioner Medication Consent Form

MEDICATION CONSENT FORM
Evansville Community School District

Prescription & Non-Prescription Medications

Specify one medication per form

For **prescription** medications, ask your pharmacist to prepare two labeled containers, one for school and one for home.

Non-prescription medications may be administered by designated school staff only after the parent/guardian has provided written consent and instructions for dispensing the medication to the building principal and/or school nurse. **High school students may carry and self-administer non-prescription medication in the school with prior permission on Medication Consent Form.** If possible, these medications should be given at home.

All medications (prescription and non-prescription) must be supplied in the original packaging or container and brought in by the parent/guardian. The medication must be clearly marked with the child's name. A separate form must be filled out for each medication.

PARENT/GUARDIAN SECTION

Student: _____
Medication _____ Dose: _____
Start Date: _____ End Date: _____
Method of Administration: _____ Time/Frequency: _____
Diagnosis: _____
School: _____ Grade: _____

I agree with the medication requested and will be responsible for the following:

- Delivery of medication in pharmacy-labeled container or original manufacturer's container to school office
- Maintain a sufficient supply of medication
- Keep school personnel informed of changes in the dosage or time medication is to be given
- Obtain a new form from the doctor for any changes in this medication

With physician permission, I too, allow my student to carry and self-administer his/her epinephrine (auto-injector, epi-pen) and inhaler.

For my high school student, I give he/she permission to carry and self-administer this non-prescription medication.

In the event more information is needed regarding this medication or its administration, I authorize school personnel to contact the student's physician/health care practitioner.

Parent/Guardian Signature: _____ Date: _____

*******IMPORTANT INFORMATION*******

Any student possessing prescription or non-prescription medication without following the procedures set forth in this policy may be subject to disciplinary action.

Sharing/dispersing of prescription or non-prescription medications may result in immediate suspension. Sale of medications will result in a recommendation for expulsion.

Before the end of the school year, the District health clerk will send a letter home to parents/guardians indicating they are responsible for coming and picking up remaining medications at school. Medications, with the exception of inhalers, will not be sent home with students. Medications that are not picked up by parents/guardians will be collected by designated staff. Each medication (both prescription and non-prescription) will be listed on a manifest along with the student's name. For prescription medications, the number of pills will also be added to the manifest. A manifest will be completed for each school. Two persons must sign off on the completed manifest. Prescription and Nonprescription medications will be collected and taken to the Drug Drop-Off Box located at the Evansville Police Station.

PHYSICIAN/PRACTITIONER MEDICATION CONSENT FORM
Evansville Community School District

Prescription Medications

Specify one medication per form

PHYSICIAN/HEALTH PRACTITIONER SECTION

Please administer to _____ the following medication at school:
(Student's Name)

Medication: _____ Dose: _____

Start Date: _____ End Date: _____

Method of Administration: _____ Time/Frequency: _____

Diagnosis: _____

As needed for _____, but no more frequently than every _____

Special Instructions: _____

Inhalers & EpiPen's:

- May carry on his/her person. This student has been instructed in the proper use of this medication and is sufficiently responsible to self-administer.
- May not carry inhaler or EpiPen on his/her person

Physician Name _____ Phone _____ Fax _____

Clinic/Facility _____

Physician/Health Care Practitioner Signature _____ Date _____

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, April 29, 2015

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, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

- I. Roll Call: Kathi Swanson Sandra Spanton Nelson Mason Braunschweig
 Eric Busse Melissa Hammann
 John Rasmussen Amanda Koenecke
- II. Approve Agenda.
- III. Annual Board Reorganization.
- A. Election of Officers.
- B. Discussion of Committees, Determine Committee Structure, and Make Assignments.
- C. Determine Meeting Times and Dates.
 1. Set June and July Board Meeting Dates.
- D. What Every New Board Member Needs to Know, About the District.
- E. Review of Board Binder and:
 1. Legal Authority and Duties of Board Members (Policy #150)
 2. Open Meetings Law (Brochure)
 3. How Agendas are Set (Policy #171.2)
 4. How Board Meetings are Conducted (Policies #171 and #172)
 5. Purpose and Structure of Minutes (Policy #184)
- F. Appoint a Board Member as Evansville Education Foundation Representative.
- G. Appoint Delegate Representative to CESA 2.
- IV. Presentation on Laude System – Mr. Everson.
- V. JC McKenna Middle School and High School Student Handbook Proposed Changes.
- VI. Budget Finance – Chair, _____
- A. Discussion Items:
 1. 2015-2016 Staffing Update.
 2. 2015-2016 Budget Update.
 3. Food Service Report.
 4. Fund 46.
 5. 4K Update.
 6. Employee Compensation Committees Update.
 7. Evansville Education Foundation Update.
 8. Insurance Committee Update.
- B. Develop Budget Finance Agenda Items for May 27 Meeting.
- VII. Business (Action Item):
- A. Approval of Technology Request for Proposals, Server.
- B. Approval of April 8, 2015, Minutes.

- C. Approval of Staff Changes: Teacher's Nonrenewal;
- VIII. Policies – Chair, _____:
 - A. First Reading of Policies:
 - 1. #322-Student School Day
 - 2. #525-Staff Solicitations
 - 3. #545-Support Staff Assignments and Transfers
 - 4. #545.1-Resignation of Support Staff
 - 5. #546.2-Retirement of Support Staff
 - 6. #546.4-Reduction in Support Staff Workforce
 - 7. #547-Staff Development Opportunities for Support Staff
- IX. Board Development – Chair, _____
 - A. Board Development Suggestions.
 - B. Board Goals.
 - C. Develop Board Development Agenda for May 27 Regular Meeting.
- X. Future Agenda – Chair, _____
 - A. Develop May 13, 2015, Regular Board Meeting Agenda.
- XI. Adjourn.

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.

Upon reasonable notice, effort will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386.

Posted: