

EVANSVILLE COMMUNITY SCHOOL DISTRICT

**Board of Education Regular Meeting Agenda
Wednesday, December 10, 2014
6:00 p.m.**

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

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, 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:
- Adult School Crossing Guard Recognition Week – January 12 – 16, 2015
 - Wisconsin Association of School Board Convention (WASB) – January 20-22, 2015
 - Open Enrollment – February 3 – April 30, 2015
 - High School Board Representatives Report of Events
- IV. Public Presentations.
- V. Information & Discussion:
- A. 2013-2014 Audited Financial Statements.
 - B. Set Date for 2015-2016 Budget Retreat.
 - C. Open Enrollment Class Limits.
 - D. 4K Update.
 - E. Continuous System Improvement Plan Update.
 - F. Update on 111 Liberty Street and 660 Hillside Properties.
 - G. Insurance Committee Update.
 - H. School Board Election Update.
 - I. Referendum Update.
 - J. Curriculum and Instruction Update.
 - K. Second Reading of Policy: #428-Full-Time Public Open Enrollment.
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval of High School English 11 and 12 Courses and Art Courses.
 - B. Approval of 2015-2016 Budget Process and Calendar.
 - C. Approval of Staff Changes: Resignation of Support Staff; Approval of Co-Curricular - EHS Forensics Advisor and JV Poms Advisor; and Approval of District Office Support Staff and High School Counselor.
 - D. Approval of Policy: #165-School Board Conduct/Ethics.

- E. Approval of Rolling Contract Extension, 2015-2016 to 2016-2017, For District Administrator.
- F. Approval of CESA2 Contract for Curriculum & Instruction Services.
- G. Approval of 2015-2016 Girls Co-Op Swim Team With Janesville Parker School.

VIII. Consent (Action Items):

- A. Approval of November 12, 2014, Regular Meeting Minutes.
- B. Approval of Policies: #166-Conflict of Interest, and #342.4-Children At Risk of Not Graduating.
- C. Approval of October Bills and Reconciliation.

IX. January 14, 2015, Regular Meeting Agenda.

X. 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: 12/5/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs
Wednesday, December 10, 2014
6:00 p.m.

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

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, 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.

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

III. Public Announcements/Recognition/Upcoming Events:

- Adult School Crossing Guard Recognition Week – January 12 – 16, 2015
- Wisconsin Association of School Board Convention (WASB) – January 20-22, 2015
- Open Enrollment – February 3 – April 30, 2015
- High School Board Representatives Report of Events

IV. Public Presentations.

V. Information & Discussion:

- A. 2013-2014 Audited Financial Statements – Enclosed is a memo from Ms. Treuden, a couple of letters to the Board from our auditors, Wegner CPAs, and the financial statements.
- B. Set Date for 2015-2016 Budget Retreat – Saturday, January 31st, appears to be the best date for the Board 2015-2016 budget retreat. Please check your calendar to see if this date works for you.
- C. Open Enrollment Class Limits – The Board will need to vote at the January meeting, whether to set enrollment number limits, per policy #438-Full-Time Public School Open

Enrollment. Enclosed is information and a copy of the policy is in your packet under Second Reading of Policy.

- D. 4K Update – *Ms. Dobbs shares: the Curriculum Committee has met to discuss the non-negotiable items for each site as well as the degree of individuality allowed at each 4K site. The next meeting is scheduled for December 4 and each of the site providers have been invited to attend. The Committee will be discussing the approved curriculum options and determining which resources the 4K partner sites will use.*
- E. Continuous System Improvement Plan Update – *The Sub-Committee’s meetings are scheduled for:*
- Teaching and Learning - 12/10/14
 - Workforce Engagement and Development – 12/10/14
 - Communications and Community Engagement – 12/15/14
 - Technology – 12/17/14
 - Facilities and Operations – 12/17/14
 - Climate and Culture – 12/9/14
- F. Update on 111 Liberty Street and 660 Hillside Properties – *The swap for the two properties is complete as of November 24. We now own the property at 111 Liberty Street. All structures, trash and dead trees have been removed and the property has been back filled with clean soil.*
- G. Insurance Committee Update – *Enclosed are the approved minutes of the October 15 meeting. The Committee met on November 19 and will not meet again until January. An Insurance Wellness Committee has been formed and will be sharing information with staff in the near future.*
- H. School Board Election Update – *Mr. Roth, Ms. Swanson, and Ms. Mosher were planning on holding a “Prospective School Board Member Information Session” on Tuesday, December 2. As no one RSVP Ms. Mosher so the meeting was cancelled on 12/2/14. As of this writing, no papers have been turned in to run for school board.*
- I. Referendum Update – *Ms. Treuden has enclosed information. We are looking for consensus to move forward with the revised purchasing plan for curriculum and technology.*
- J. Curriculum and Instruction Update – *Mr. Roth shares: **Director of Instruction coordination of three (3) major initiatives in district-textbook adoptions (three (3) areas), final implementation activities of Four-Year Old Kindergarten Program for***

2015-16 and facilitation of professional development (PD) surrounding Educator Effectiveness (EE) implementation plus general coordination.

- *CESA 2 will provide leadership and facilitation in each of these initiatives plus general coordination and communication between and among the initiatives and the District leadership. This will require an onsite presence three (3) days per week for 24 weeks for textbook adoption and 4-K, plus eight (8) days for EE implementation facilitation and PD and coordination oversight of six (6) days. Additional specialist expertise in the mathematics area and ELA area may be added to the adoption process with the approval of the District —the cost is TBD.*
- *Estimated timeframe is December 15, 2014 – June 30, 2015. Dates and dates contingent upon return of Director of Instruction.* Dates may be adjusted at the request of either party and approval of both. Estimated total days—90.*
- *Evansville will provide access to administrative assistant, access to District leadership and administrators, budget parameters and breakdown of each initiative, access to District materials, emails, supplies, work space and regularly planned meeting with the District Administrator. This includes a collaboratively (between CESA 2 and the District) developed time/task calendar for all initiatives.*

K. Second Reading of Policy: #428-Full-Time Public School Open Enrollment – *Enclosed is the policy with no changes since the last Board meeting.*

VI. Public Presentations.

VII. Business (Action Items):

A. Approval of High School English 11 and 12 Courses and Art Courses – *This was presented at the November meeting.*

Suggested Motion: I move we approve the High School English 11 and 12 Courses and Art Courses as presented.

B. Approval of 2015-2016 Budget Process and Calendar – *Enclosed is the outline for this process.*

Suggested Motion: I move we approve the 2015-2016 budget process and calendar as presented.

C. Approval of Staff Changes: Resignation of Support Staff; Approval of Co-Curricular - EHS Forensics Advisor and JV Poms Advisor; and Approval of District Office Support Staff and High School Counselor – *Please approve the following:*

1. Kim Mullett – *Resignation as special educational assistant, effective November 25.*

Suggested Motion: I move we approve the resignation of Kim Mullett, as a special educational assistant, effective November 25.

2. _____ – EHS Forensics Advisor, replacing Dee Jay Redders, for a salary of \$_____.
3. Taylor Mack – High School JV Poms, replacing Angela Waidley, and job sharing with Alyssa Widmyer, for a salary of \$984.
4. Alyssa Widmyer – High School JV Poms, replacing Angela Waidley, and job sharing with Taylor Mack, for a salary of \$984.

Suggested Motion: I move we approve the co-curriculars of EHS Forensics Advisor, _____, for a stipend of \$_____; and High School JV Poms, Taylor Mack and Alyssa Widmyer, job sharing, for a stipend of \$984 each.

5. Jessica Backes – District Office Business Services Assistant/Receptionist. Jessie is the top candidate from a pool of 31 applicants. She comes highly recommended by her previous employers. She has work experience in customer service and accounts payable. She has very strong computer skills in Microsoft Excel and Microsoft Word. She will be a great addition to the District Office team. Jessie replaces Hillary Peterson and will be paid \$16.00/hour. She will begin December 15.
6. Aimee Swartwout – High School Counselor. Aimee has been a School Counselor at Columbus High School since the 2013-2014 school year. In addition to Wisconsin Comprehensive School Counseling training, she has had additional training in AODA intervention, suicide prevention training, and Gender Spectrum 101 training. She also has experience with implementing classroom lessons and counseling groups. Aimee is excited to become part of our counseling team here at the Evansville Community School District. Aimee is replacing Janie Sutherland and will be paid a prorated salary of \$23,589. She will begin January 5.

Suggested Motion: I move we approve the hiring of Jessica Backes, District Office Business Services Assistant/Receptionist, for \$16.00/hour, and Aimee Swartwout, High School Counselor, for a prorated salary of \$23,589.

D. Approval of Policy: #165-School Board Conduct/Ethics – Enclosed is the policy with suggested changes from the last Board meeting.

Suggested Motion: I move we approve policy #165, School Board Conduct/Ethics, as presented.

E. Approval of Rolling Contract Extension, 2015-2016 to 2016-2017, For District Administrator – Mr. Roth is asking for a rolling contract. Enclosed is his contract.

Suggested Motion: I move we approve the rolling contract extension, 2015-2016 to 2016-2017, for District Administrator, Jerry Roth.

- F. Approval of CESA2 Contract for Curriculum & Instruction Services – *Mr. Roth had shared earlier in the meeting, services for this position in the absence of Ms. Landers.*

Suggested Motion: I move we approve the CESA2 contract for the Curriculum & Instruction Services, as presented.

- G. Approval of 2015-2016 Girls Co-Op Swim Team With Janesville Parker School – *Enclosed is information from Mr. Cashore.*

Suggested Motion: I move we approve the 2015-2016 Girls Co-Op Swim Team with Janesville Parker School as presented.

VIII. Consent (Action Items): Do You Want Anything Removed From The Consent Agenda Items?

- A. Approval of November 12, 2014, Regular Meeting Minutes.
B. Approval of Policies: #166-Conflict of Interest, and #342.4-Children At Risk of Not Graduating.
C. Approval of October Bills and Reconciliation.

Suggested Motion: I move to approve the November 12, 2014, Regular Meeting Minutes; policies: #166-Conflict of Interest, and #342.4-Children At Risk of Not Graduating; and the October Bills and Reconciliation, as presented.

Roll Call Vote.

- IX. January 14, 2015, Regular Meeting Agenda** – *Enclosed is a draft of the January 14 meeting agenda.*

X. Adjourn.

Suggested Motion: I move we adjourn the meeting.

FOR YOUR INFORMATION

1. Upcoming Board Meetings:
- January 14, 2015, Regular Meeting
 - January 28, 2015, Regular Meeting
 - January 31, 2015, Budget Retreat Meeting
 - February 11, 2015, Regular Meeting
 - February 25, 2015, Regular Meeting
 - March 11, 2015, Regular Meeting
 - March 25, 2015, Regular Meeting
 - April 15, 2015, Regular Meeting

2. Enclosed are the approved minutes from the Teachers Employee Compensation Committee meeting of October 6. The Committee met on November 17 and their next meeting is scheduled for December 17.
3. Enclosed are the approved minutes from the Support Staff Employee Compensation Committee meeting of October 15. The Committee met on November 19 and their next meeting is January 7.
4. Enclosed are the approved minutes from the Policy Committee meeting of September 11. Next meeting will be in January. No date set yet.
5. Enclosed are the approved minutes from the Open Enrollment Committee meeting of June 19. No date set for the next meeting.
6. Enclosed is the District Administrator evaluation form. Please fill out and return to Kathi Swanson.

High School Board Report

December 10th, 2014

Sydney Michael

Aliye Gallagher

- Vocal Jazz Caroling at Grange Mall – November 22nd
- Big Band Bash – November 22nd
- Operation Click Kickoff – November 26th
- 7th Grade Courage Retreat, NHS – December 2nd
- Operation Click Boys BB VS Edgerton at Edgerton - December 2nd
- Band Concert – December 8th
- Vocal Jazz Caroling at Rotary Gardens – December 14th
- December for Darfur Fundraiser- Week of the 15th
- Choir Concert – December 15th
- SADD students presenting to Youth Center, Prescription Drug abuse- December 18th

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: Audited Financial Statements
Date: December 1, 2014

Attached are the Audited Financial Statements dated June 30, 2014. This concludes our third year of working with Natalie Rew and the crew from Wegner CPAs. The audit process begins in June each year and concludes at the end of November. The District Office staff devotes many hours during the summer to closing the fiscal year financial accounts and providing accurate information to the auditors in the most efficient manner possible. The process concludes with the filing and publication of the District Financial Statements to the Board of Education and the Department of Public Instruction.

The audit findings did not include any concerns. The material weakness identified during the 2012-2013 audit regarding internal control over disbursements have been resolved (see page 55).

Typically, the audit report will also include a listing of adjusting entries based on findings during the review of detailed account transactions. The auditors did not find any transactions that were posted incorrectly or in violation of program regulations and therefore, no adjusting entries are included in the audit report again this year.

Please contact me if you have any questions about the audit documents.



November 1, 2014

To the School Board
Evansville Community School District
Evansville, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activity, each major fund, and the aggregate remaining fund information of Evansville Community School District for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, OMB Circular A-133, and the *State Single Audit Guidelines*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 23, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Evansville Community School District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2014. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the other post employment benefits (OPEB) liability is based on the unit credit actuarial cost method. We evaluated the key factors and assumptions used to develop the OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Janesville Office:
101 E. Milwaukee Street
Suite 425
Janesville, WI 53545
P: (608) 756-4020

Baraboo Office:
123 Second Street
P.O. Box 150
Baraboo, WI 53913
P: (608) 356-3966
F: (608) 356-2966

Pewaukee Office:
W239 N3490 Pewaukee Road
Suite 200
Pewaukee, WI 53072
P: (262) 522-7555
F: (262) 522-7550

Madison Office:
2110 Luann Lane
Madison, WI 53713
P: (608) 274-4020
F: (608) 274-0775

www.wegnercpas.com
info@wegnercpas.com
(888) 204-7665

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 1, 2013. Attached is a copy of management's written representations.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the requirements of OMB Circular A-133 §310.b, the *State Single Audit Guidelines*, and accounting principles generally accepted in the United States of America; the method of preparing it has not changed from the prior period; and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the school board and management of Evansville Community School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP



Scott R. Haumersen, CPA
Partner

Evansville

Community School District

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

Jerry Roth
District Administrator
rothj@evansville.k12.wi.us

Kelly Mosher
Administrative Assistant
mosherk@evansville.k12.wi.us

November 1, 2014

To Wegner CPAs, LLP:

This representation letter is provided in connection with your audit of the financial statements of Evansville Community School District, which comprise the respective financial position of the governmental activities, the business-type activity, each major fund, and the aggregate remaining fund information as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of November 1, 2014, the following representations made to you during your audit.

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 23, 2014, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions we used in making accounting estimates are reasonable.
- Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to

related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.
- The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - Additional Information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - Minutes of the meetings of the school board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

- We have made available to you all financial records and related data and all audit or relevant monitoring reports, if any, received from funding sources.
- There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- We have a process to track the status of audit findings and recommendations.
- We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal and state awards. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal and state awards.
- The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- The financial statements properly classify all funds and activities.
- All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- Investments, derivative instruments, and land and other real estate held by endowments are properly valued.

- Provisions for uncollectible receivables have been properly identified and recorded.
- Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- With respect to the combining general fund financial statements, the combining non-major fund financial statements, the agency fund schedule of changes in assets and liabilities and the schedule of expenditures of federal and state awards
 - We acknowledge our responsibility for presenting the combining non-major fund financial statements, the agency fund schedule of changes in assets and liabilities and the schedule of expenditures of federal and state awards in accordance with accounting principles generally accepted in the United States of America, and we believe combining non-major fund financial statements, the agency fund schedule of changes in assets and liabilities and the schedule of expenditures of federal and state awards, including their form and content, are fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement or presentation of the combining non-major fund financial statements, the agency fund schedule of changes in assets and liabilities and the schedule of expenditures of federal and state awards have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.
- With respect to federal and state award programs:
 - We are responsible for understanding and complying with and have complied with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the *State Single Audit Guidelines*, including requirements relating to preparation of the schedule of expenditures of federal and state awards.
 - We acknowledge our responsibility for presenting the schedule of expenditures of federal and state awards (SEFSA) in accordance with the requirements of OMB Circular A-133 §310.b and the *State Single Audit Guidelines*, and we believe the SEFSA, including its form and content, is fairly presented in accordance with OMB Circular A-133 §310.b and the *State Single Audit Guidelines*. The methods of measurement or presentation of the SEFSA have not changed from those used in the prior period, and we have disclosed to

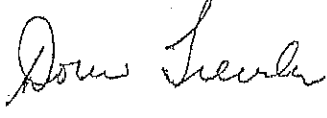
you any significant assumptions or interpretations underlying the measurement or presentation of the SEFSA.

- If the SEFSA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFSA no later than the date we issue the SEFSA and the auditor's report thereon.
- We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133 and the *State Single Audit Guidelines* and included in the SEFSA made during the audit period for all awards provided by federal and state agencies in the form of grants, cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- We are responsible for understanding and complying with, and have complied with, the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal and state programs and have identified and disclosed to you the requirements of laws, regulations and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal and major state program.
- We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal and state programs that provides reasonable assurance that we are managing our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.
- We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relevant to federal and state programs and related activities.
- We have received no requests from a federal agency to audit one or more specific programs as a major program.
- We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Circular A-133 Compliance Supplement* and the appendices to the *State Single Audit Guidelines*, relating to federal and state awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal and state awards.
- We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*; OMB's *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*; and the appendices to the *State Single Audit Guidelines*.
- We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.

- We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies in internal control over compliance (including material weaknesses in internal control over compliance), have occurred subsequent to the date as of which compliance was audited.
- Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- The copies of federal and state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal or state agency or pass-through entity, as applicable.
- We have charged costs to federal and state awards in accordance with applicable cost principles.
- We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by OMB Circular A-133 and the *State Single Audit Guidelines* and we have provided you with all information on the status of the follow-up on prior audit findings by federal and state awarding agencies and pass-through entities, including all management decisions.
- We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.
- We are responsible for preparing and implementing a corrective action plan for each audit finding.

We have carefully read this letter before signing it and understand, while you have provided the language of this letter to us, we are making these representations to you. We understand our obligation to carefully consider the possibility that any of the representations are not accurate. We have inquired of other members of management or employees of Evansville Community School District to the extent necessary to obtain a high degree of assurance that these representations are true. We know that you will be relying on them in the issuance of your report.


 Jerry Roth
 District Administrator


 Doreen Treuden
 Business Manager

Is there a cost to parents for open enrollment?

There is no tuition cost to parents for participation in open enrollment. Parents of open enrolled pupils may be charged the same fees as resident pupils.

Who is responsible for transporting their children to and from school?

Parents are *responsible for transporting their children to and from school.*

If transportation is required in the individualized education program (IEP) for a child with a disability, it must be provided by the nonresident district.

School districts *may* provide transportation to open enrollment pupils if they wish. Usually, if transportation is provided, parents must transport the pupil to a location in the nonresident district.

Low-income parents may apply to the DPI for partial reimbursement of their transportation costs.

Can a parent select a specific school in the pupil's resident school district?

The state's open enrollment program applies only to transfers from one school district to another school district. It is up to each individual school board to decide whether or not to allow transfers from one attendance area to another attendance area in the same school district.

Can an open enrolled pupil participate in sports and other extra-curricular activities in the nonresident school district?

Open enrolled pupils have the same rights and responsibilities as resident pupils.

Inter-scholastic athletics are governed by the Wisconsin Interscholastic Athletic Association (WIAA), which has rules concerning transfer pupils. Parents should check with the school district's athletic director about eligibility.

Important open enrollment dates

February 2 – April 30, 2015 – Parents must submit applications online or directly to the nonresident school district.

June 5, 2015 – Nonresident school districts must mail notices of approval or denial. If the application is approved, the school district must notify the parents of the specific school or program to which the pupil is assigned. If the application is denied, parents have 30 days to file an appeal.

June 12, 2015 – Resident districts must notify applicants if the application is denied. If the application is denied, parents have 30 days to file an appeal.

June 26, 2015 – Parents of accepted applicants must notify the nonresident district if the pupil will attend the nonresident district in the 2015-16 school year. If the parent fails to make this notification, the nonresident district may refuse to allow the pupil to attend the district.

For more information contact:

Public School Open Enrollment Program
Wisconsin Department of Public Instruction
P.O. Box 7841, Madison, WI 53707-7841
Toll-free: 888-245-2732

Email: openenrollment@dpi.wi.gov

Web site: <http://oe.dpi.wi.gov>



2015-16

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.



2015-16 School Year

Full-Time

Inter-District

Open Enrollment

In Wisconsin Public Schools

(Information for Parents)

Wisconsin Department of Public Instruction
Tony Evers, PhD, State Superintendent

You may apply for **open enrollment** from **February 2-April 30, 2015**

What is Public School Open Enrollment?

Wisconsin's inter-district public school open enrollment program allows parents to apply for their children to attend school districts other than the one in which they live. Applications may be submitted to up to three nonresident school districts.

Who may participate in open enrollment?

Pupils in 5-year-old kindergarten to grade 12 may apply to participate in open enrollment.

Open enrollment for prekindergarten, 4-year-old

kindergarten and early childhood education is limited.

Parents should call their resident school districts to find out if their preschool-aged children qualify for open enrollment.

How and when may parents apply?

The open enrollment application period for the 2015-16 school year is from February 2-April 30, 2015. The application period closes at 4:00 p.m. on April 30, 2015. *Late applications will not be accepted for any reason.*

Parents may apply in one of two ways:

- Online (recommended) at <http://oe.dpi.wi.gov>.
- Although online application is recommended, paper applications may be obtained from the Department of Public Instruction and must be delivered (hand-delivery is recommended) to the nonresident school district.

Can I apply to a virtual charter school under open enrollment?

A pupil may only open enroll to an online/virtual school if: (1) the school has been created as a virtual charter school that meets the requirements of the charter school law [Wis. Stats. 118.40 (8)] or (2) the pupil is required to physically attend school in the nonresident school district every day

that school is in session. Other important things to know about applying to virtual charter schools:

- A virtual charter school is not home-schooling. Pupils attending virtual charter schools are public school pupils.
- You must know the nonresident school district in which the virtual charter school is located. If you have any questions about this, call the virtual charter school.
- You must know your resident school district in order to apply.
- A list of 2014-15 virtual charter schools may be found at <http://oe.dpi.wi.gov/virtual-schools>.

Can an application be rejected?

Yes. Nonresident school districts may deny an application if regular or special education space is *not available* for the pupil or if the pupil has been *referred for a special education evaluation* but has not yet been evaluated. Nonresident school districts may also deny an application if the pupil has been *expelled* during the current or preceding two years for certain violent conduct or if the pupil was *habitually truant* from the nonresident school district during any semester in the current or previous school year.

If there are more applications than spaces, pupils must be selected randomly, after giving preference to pupils already attending school in the nonresident school district and siblings of currently-attending pupils.

Some school districts establish waiting lists to fill unused spaces, but others do not.

Can a resident district prevent a pupil from leaving?

A resident school district may prevent a pupil from leaving the district if the tuition charge for the pupil's special education in the nonresident school district is an undue financial burden for the resident school district.

If you have further questions about open enrollment for children with disabilities, contact the resident or nonresident school district or the DPI.

Can parents appeal if an application is denied?

Parents whose applications are denied may appeal to the DPI within 30 days of the denial. State law requires the DPI to uphold the school district's decision unless DPI finds that the decision was arbitrary or unreasonable. The DPI's decision may be appealed to circuit court.

Must pupils reapply every year?

Once a pupil is accepted into a nonresident school district, the pupil may continue to attend that district without reapplication except that:

- The nonresident district may require a pupil to reapply one time—at the beginning of middle school, junior high or high school.
- A pupil may be returned to the resident school district if the special education required in a new or revised IEP is not available in the nonresident district or there is no space or if the cost of the special education is an undue financial burden to the resident district.
- A pupil who has become habitually truant in the nonresident district may be returned to the resident district.

Board Criteria for Open Enrollment for the 2015-2016 Application Period

For regular education spaces:

We set the class size limits by grade to allow for resident students to move into the District.

Grade Level	Class Size Limit	X the Number of Sections	= Capacity	ECSD Projected	Class Size	Spaces Available
4K	14	6	84	109	18.17	No space
K	14	7	84	115	16.43	No space
1	14	7	84	128	18.29	No space
2	14	6	84	95	15.84	No space
3	14	8	112	143	17.88	No space
4	22	5	110	126	25.20	No space
5	22	6	132	127	21.17	5 spaces

Making these motions does not mean we will not accept open enrollment students. These motions give the Board the ability to deny an application because of space that cannot be won on an appeal. If we don't have this criteria and motions on record, and we deny an application because of space concerns, we would lose the appeal. The result of this motion is that students applying through open enrollment would be put on a wait list per grade level. The students would be able to move off the list at any time if space is available, up to the third Friday count.

Suggested Motion: I move that we deny any open enrolled applications for grades 4K, KG, 1ST, 2ND, 3RD, and 4TH due to class size limits and space.

Suggested Motion: I move that in grades 5-12 we will not consider the availability of space (we will accept applications).

For special education spaces:

We set the limits by building based on caseloads which allow for resident students to move into the District:

Building	Caseload	X Teachers (special ed)	= Capacity	ECSD Projected	Spaces Available
Levi	8	2.5	20	20	No space
TRIS	9	3	27	32	No space
JC McKenna	13	4	52	51	No space
High School	15	5	75	76	No space

The caseloads are based on the *services* and *supports* a student with a disability requires to appropriately implement his/her IEP (Individualized Education Plan). Our current staffing patterns are based on the projected enrollment of the total specialized services and supports needed to appropriately implement the IEPs of special education students. These patterns do take into account the chances of students being newly identified as needing special education services along with student with special education needs moving into our school district.

Related Services	Caseload	X staff	= Capacity	ECSD Projected	Spaces Available
Speech/ Language	25	4.0	100	106	No space
Occupational Therapist	30	2.0	60	61	No space
Physical Therapist	45	1PT 1PTA	45	44	No space

Making this motion means we will not accept open enrollment students who qualify to receive special education services in grades 4K-12. Additionally, we will not accept students who qualify to receive special education related services in grades 4K-12. This motion gives the Board the ability to deny an application due to space and caseload that cannot be won on an appeal. If we don't have this criteria and motions on record, and we deny an application because of space and/or caseloads, we would lose the appeal.

Suggested Motion: I move that in grades 4K-12 we deny applications of students who qualify to receive special education services due to space and caseload.

Suggested Motion: I move that in grades 4K-12 we deny applications of students who qualify to receive special education related services due to space and caseload.

2014-2015 Enrollment

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>
	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Average Class Size	Average Class Size
	<u>12-Sep</u>	<u>18-Sep</u>	<u>10-Sep</u>	<u>16-Sep</u>	<u>21-Sep</u>	<u>20-Sep</u>	<u>10-Jan</u>	<u>19-Sep</u>	<u>2014-15</u>	<u>2015-16</u>
	Sections	Sections	Sections	Sections	Sections	Sections	Sections	Sections	Sections	Sections
	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
4K										
S/L Only	4	5		5	2					
ECH	13	12	17	15	14	12	11	10	5.00	2.50
K	146	148	131	124	145	104	95	106	17.67	16.67
K-1								36	18.00	18.00
1	130	154	148	126	122	145	141	81	16.20	17.83
2	<u>139</u>	<u>130</u>	<u>144</u>	<u>143</u>	<u>122</u>	<u>118</u>	<u>117</u>	<u>143</u>	<u>17.88</u>	<u>15.83</u>
	432	449	440	413	405	379	364	376	16.35	15.59
3	156	141	138	142	152	121	120	126	18.00	17.88
4	147	151	134	136	140	147	147	127	25.40	25.20
5	<u>130</u>	<u>144</u>	<u>144</u>	<u>138</u>	<u>138</u>	<u>144</u>	<u>145</u>	<u>139</u>	<u>23.17</u>	<u>21.17</u>
	433	436	416	416	430	412	412	392	21.78	20.84
6	146	126	144	143	139	138	137	148	24.67	23.17
7	112	146	133	140	144	134	136	137	22.83	24.67
8	<u>135</u>	<u>107</u>	<u>146</u>	<u>136</u>	<u>141</u>	<u>142</u>	<u>142</u>	<u>135</u>	<u>22.50</u>	<u>22.83</u>
	393	379	423	419	424	414	415	420	23.33	23.56
9	161	134	115	151	137	144	139	147	135	135
10	134	154	126	105	144	130	131	133	147	147
11	133	123	141	128	99	138	139	128	133	133
12	<u>145</u>	<u>131</u>	<u>127</u>	<u>143</u>	<u>118</u>	<u>100</u>	<u>100</u>	<u>139</u>	<u>128</u>	<u>128</u>
	573	542	509	527	498	512	509	547	543	543
District	<u>1,831</u>	<u>1,806</u>	<u>1,788</u>	<u>1,775</u>	<u>1,757</u>	<u>1,717</u>	<u>1,700</u>	<u>1,735</u>	<u>1,815</u>	<u>1,815</u>

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Insurance Committee Minutes

Wednesday, October 15, 2014, 5:30 p.m.

A regular monthly meeting of the Insurance Committee was called to order at 5:30 p.m. on Wednesday, October 15, 2014, in the District Board and Training Center by District Administrator Jerry Roth.

Attendance

Members in attendance: Jerry Roth, Kelly Mosher, Doreen Treuden, Tina Rossmiller, Sandi Spanton-Nelson, Jolene Hammond, Kevin Wells, Greg Kuelz, and Deb Fritz (recorder).

Appoint Notetaker

No one volunteered to take notes; consequently, Deb Fritz volunteered so that Greg Kuelz did not have to talk and take notes simultaneously.

Introductions

Members took turns introducing themselves and sharing their connections to the District. Greg shared that the committee should use parliamentary procedure and that he would not have a vote as the facilitator.

Approve May 5, 2014, Minutes:

Motion by Ms. Treuden, seconded by Ms. Spanton Nelson, moved to approve the May 5, 2014, minutes as presented. Motion carried 8-0 (voice vote).

Review Purpose of Committee

Ms. Treuden Doreen listed six (6) key purposes of the Insurance Committee:

1. Educate employees on different plan designs (health, dental, disability, etc.).
2. Strategize as employer requirements come down from the Affordable Health Care Act (Full implementation in 2018).
3. Engage in cost recommendations to the ECSD School Board.
4. Create policy (HRA).
5. Establish wellness program (survey).
6. Communicate back out to peers and employee groups. Members are the spokespeople.

Mr. Kuelz indicated that most of the Committee discussions will be collective win-win discussions. Through more collegial, professional, above-the-table discussions, we will discuss what the Affordable Health Care Act really means.

Review Timeline

The timeline will be two-fold.

1. The Committee can make seasonal recommendations at renewal. The District is not locked in and can change at any time. Most of the time, the District goes from July to July. What makes sense for next July 1st? We need a recommendation for the School Board by March.

2. The Committee will find positive ways to become more cost-efficient. Mr. Kuelz encouraged the members to look at this as a co-op with a kitty of dollars and find ways to protect each other with the kitty of dollars. What can we do to use the kitty of dollars more effectively? Mr. Kuelz reviewed the positive impacts of having a wellness plan in any district and reminded the Committee that getting people moving has a significant impact. What would get people moving in the ECSD? (Wellness Committee)

Discuss Survey Results from June, 2014

Ms. Treuden shared the results of the survey that was sent out to staff last spring. Some of the highlights:

1. After work is a good time to participate in wellness activities.
2. Many staff members would be willing to devote 60-90 minutes/week for wellness.
3. Many staff members would be willing to participate in confidential health screenings at work.
4. Many staff members would be willing to get flu vaccines at work.
5. A lot of staff members showed interest in a walking event which would be easy to organize.
6. Lower employee health contribution was the top incentive choice.
7. Some *loved* the dancing comment!

Discussion on:

- The \$150 incentive.
- What other school districts are doing based on biometric screenings.
- The importance of a wellness champion per building (should not be one of the Committee members).
- Insured individuals can get a \$150 gift card online; more people may do it if it is done onsite.
- Before the next insurance meeting, Kelly (Dean) will draft and send official letters to suggested employees about starting a wellness committee.
- AFG can do building competitions.
- Wellness used to be thought of as a warm fuzzy which proved to be the biggest disservice.
- With all of the advantages from having a wellness plan, is it worth dollars from the School Board?

Discuss Vendor Change for Flex Accounts

Ms. Treuden shared a memo that was given to the ECSD School Board on October 2nd, suggesting changing flex benefit vendor. She asked the Committee if it makes sense for the same carrier to do both the HRA and the Flex Benefit Plan. The benefits to moving the District Flex Benefit plan to EBC (Employee Benefits Corporation) are the following:

1. Employee mobile phone app is available.
2. Bridge option for employees allows coordination of reimbursable health claims between the HRA account and the Flex account. Employees can choose the bridge or not choose the bridge if they want to hoard receipts.
3. More regulatory compliance exists due to one vendor handling both the HRA and the Flex accounts. This will prevent people from using the same receipt for both.
4. Less claims to submit for employees.

5. Employees will have one point of contact for two services.
6. The cost to the District is approximately the same (depending on number of participants).

The Committee voted unanimously to accept the new vendor, EBC, for the Flex Benefit plan.

Set Date of Next Meeting and Agenda

The next meeting will be Wednesday, November 19th, at 5:30 p.m. All Committee members should bring a calendar to the next meeting so that they can decide on future meeting dates.

Adjourn

Motion by Ms. Spanton Nelson, seconded by Ms. Mosher, moved to adjourn the meeting. Motion carried 7-0 (voice vote)(Mr. Roth left three minutes beforehand and did not vote). The meeting adjourned at 6:51 p.m.

Submitted by Deb Fritz, K-2 Reading Specialist

Approved: 11/19/14

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: Referendum Update
Date: December 1, 2014

Attached are several worksheets with referendum data. Due to Federal E-Rate funding changes announced last month for schools, we are proposing a slight change to the spending plan for technology and curriculum purchases to take advantage of the possibility of receiving additional funding. Also attached are Board policies regarding curriculum adoptions for your reference.

1. Referendum 2015-2019 Worksheet - shows the original spending plan for technology/curriculum in column 1 and a revised spending plan for technology/curriculum in column 2. We are proposing to move the curriculum expenditures originally planned for 2015-2016 to 2016-2017. This would allow for an increase in technology expenditures for 2015-2016. The highlighted areas of the worksheet shows the change.
2. Technology Projects List Worksheet – shows the impact of the E-Rate funding that is available for specific technology purchases. Specifically, the new E-Rate funding law will reimburse school districts 46% of expenditures for technology up to a maximum of \$150 per student or \$250,000. We are fortunate to be in a position to take advantage of the additional E-Rate funding because of the referendum and the planned technology expenses for wired/wireless upgrades qualify for E-Rate reimbursement.
3. Curriculum Plan Worksheet – shows the original curriculum purchase plan in Table 1 and the revised curriculum purchase plan in Table 2. The only change is to move the purchase of curriculum for K-12 ELA, 6-12 Spanish and 6-12 Math from February 1, 2016 to July 1, 2016. For additional information, Table 3 shows future planned curriculum purchases through 2022-2023.
4. Board of Education Policies related to curriculum adoptions.
5. Security Projects List Worksheet – a formal Request for Proposal process will be used to select a vendor(s) to do the security upgrades before June 30, 2015.
6. Capital Projects List Worksheet – has been revised to allow for the proper expensing of referendum funds by year received. The purchase of additional intruder lock sets will not happen until closer to the end of the year to allow for the security projects to finish first.

Referendum updates will be provided to the Board as needed over the next five years. At this time we are looking for Board consensus to move forward with the revised purchasing plan for curriculum and technology.

REFERENDUM 2015-2019

SUMMARY

ORIGINAL PLAN		REVISED PLAN		ORIGINAL PLAN	
Question 1		Question 1		Question 2	
Curriculum and Technology		Curriculum and Technology		Security and Facilities	
2014-15	340,000.00	2014-15	340,000.00	2014-15	350,000.00
2015-16	445,000.00	2015-16	445,000.00	2015-16	460,000.00
2016-17	480,000.00	2016-17	480,000.00	2016-17	498,897.00
2017-18	490,000.00	2017-18	490,000.00	2017-18	500,000.00
2018-19	496,200.00	2018-19	496,200.00	2018-19	506,200.00
	2,251,200.00		2,251,200.00		2,315,097.00

DETAIL

Curriculum		Curriculum		Security	
2014-15	-	2014-15	-	2014-15	302,000.00
2015-16	225,000.00	2015-16	-	2015-16	-
2016-17	-	2016-17	225,000.00	2016-17	-
2017-18	300,000.00	2017-18	300,000.00	2017-18	-
2018-19	375,000.00	2018-19	375,000.00	2018-19	-
	900,000.00		900,000.00		302,000.00

Technology		Technology		Facilities	
2014-15	340,000.00	2014-15	340,000.00	2014-15	48,000.00
2015-16	220,000.00	2015-16	445,000.00	2015-16	460,000.00
2016-17	480,000.00	2016-17	255,000.00	2016-17	498,897.00
2017-18	190,000.00	2017-18	190,000.00	2017-18	500,000.00
2018-19	121,200.00	2018-19	121,200.00	2018-19	506,200.00
	1,351,200.00		1,351,200.00		2,013,097.00
	2,251,200.00		2,251,200.00		2,315,097.00

TECHNOLOGY PROJECTS LIST (original 4 year plan without equalizing tax impact)

Project	Cost	Scheduled	Total
Upgrade wired infrastructure	\$ 220,000.00	2014-2015	\$ 972,000.00
Upgrade wireless infrastructure	\$ 262,000.00		
Upgrade server infrastructure	\$ 200,000.00		
Install room mounted projectors - 78 classrooms	\$ 220,000.00		
Install projector in PAC	\$ 25,000.00		
Create a district training lab	\$ 45,000.00		
Additional Labs - 210 devices per year @ \$600 each	\$ 126,400.00	2015-2016	\$ 126,400.00
Additional Labs - 210 devices per year @ \$600 each	\$ 126,400.00	2016-2017	\$ 126,400.00
Additional Labs - 210 devices per year @ \$600 each	\$ 126,400.00	2017-2018	\$ 126,400.00
		TOTAL	\$ 1,351,200.00

TECHNOLOGY PROJECTS LIST - OPTION 1

Project	Cost	Scheduled	Total	E-Rate
Upgrade wired infrastructure	\$ 220,000.00	2014-2015	\$ 340,000.00	
Upgrade wireless infrastructure	\$ 120,000.00			
Upgrade wireless infrastructure	\$ 142,000.00	2015-2016	\$ 220,000.00	
Upgrade server infrastructure	\$ 78,000.00			
Upgrade server infrastructure	\$ 122,000.00	2016-2017	\$ 480,000.00	\$ 101,200.00
Install room mounted projectors - 78 classrooms	\$ 220,000.00			
Install projector in PAC	\$ 25,000.00			
Create a district training lab	\$ 45,000.00			
Additional Labs - 210 devices per year @ \$600 each	\$ 68,000.00			
Additional Labs - 210 devices per year @ \$600 each	\$ 190,000.00	2017-2018	\$ 190,000.00	\$ 148,800.00
Additional Labs - 210 devices per year @ \$600 each	\$ 121,200.00	2018-2019	\$ 121,200.00	
		TOTAL	\$ 1,351,200.00	\$ 250,000.00

With this option we would not receive any E-Rate Category 2 funding. Because we would start and pay for the work prior to the funding year.

TECHNOLOGY PROJECTS LIST - OPTION 2

Project	Cost	Scheduled	Total	E-Rate
Upgrade server infrastructure	\$ 200,000.00	2014-2015	\$ 340,000.00	
Create a district training lab	\$ 45,000.00			
Install room mounted projectors - 78 classrooms	\$ 95,000.00			
Upgrade wired infrastructure	\$ 220,000.00	2015-2016	\$ 445,000.00	
Upgrade wireless infrastructure	\$ 225,000.00			
Upgrade wireless infrastructure	\$ 37,000.00	2016-2017	\$ 255,000.00	\$ 204,700.00
Install room mounted projectors - 78 classrooms	\$ 125,000.00			
Install projector in PAC	\$ 25,000.00			
Additional Labs - 210 devices per year @ \$600 each	\$ 68,000.00			
Additional Labs - 210 devices per year @ \$600 each	\$ 190,000.00	2017-2018	\$ 190,000.00	\$ 45,300.00
Additional Labs - 210 devices per year @ \$600 each	\$ 121,200.00	2018-2019	\$ 121,200.00	
		TOTAL	\$ 1,351,200.00	\$ 250,000.00

Option 2 has my vote. This option would allow for the referendum to pay for every classroom at the MS to have a mounted interactive projector. This summer the Middle school will have a huge boost in technology. It is their year to get replaced on top of the new wired and wireless upgrade from the referendum. The benefit of placing the projectors in the MS so early is that the projectors have a 3-5 year life expectancy on the bulbs. If the district is thinking of a new MS in 5-6 years if the projectors are moved to the new building or if they get new ones the bulbs will be pretty close to end of life either way.

CURRICULUM PLAN

ORIGINAL - Projected Plan for Referendum Supported Curriculum Expenditures – 5 years
2014-15 through 2018-19

ECSD
29-Jul-14

Action	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Develop*/Review Scope and Sequence of Standards	K-12 ELA K-12 Spanish K-12 Mathematics	K-12 Science* K-12 Health/PE*	K-12 Social Studies* K-12 Art*	K-12 Music* K-12 Career/Tech Ed (CTE)	
Materials Selection	K-12 ELA K-12 Spanish K-12 Mathematics		K-12 Science K-12 Health/PE	K-12 Social Studies K-12 Art	K-12 Music K-12 CTE
Materials Purchase/Budget Estimate		K-12 ELA: \$75,000 K-12 Spanish: \$75,000 K-12 Math: \$75,000 July 1, 2016 Purchase		K-5 Science: \$125,000 6-12 Science: \$100,000 K-12 Health: \$75,000 July 1, 2017 Purchase	K-12 Soc.St.: \$190,000 K-12 Art: \$45,000 July 1, 2018 Purchase
Budget Rationale		Developing scope and sequence in science and PE will set the foundation for course content and course revision. Waiting for materials adoption will support course development considerations and materials availability from publishers.	Some content areas have supplies and equipment as part of instructional resource packages (e.g. science) which typically increases the cost or instructional resources.	Some content areas are more text-based than others (e.g. social studies vs. art, music) which reduces cost.	Some content areas are supported by grant funding (e.g. CTE by Carl Perkins) which means supplemental funds are available for program improvements, but not textbooks.
Cost		\$0	\$225,000	\$0	\$300,000
Total Running Cost		\$0	\$225,000	\$225,000	\$525,000

OPTIONAL - Projected Plan for Referendum Supported Curriculum Expenditures – 5 years
2014-15 through 2018-19

ECSD
19-Nov-14

Action	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Develop*/Review Scope and Sequence of Standards	K-12 ELA K-12 Spanish K-12 Mathematics	K-12 Science* K-12 Health/PE*	K-12 Social Studies* K-12 Art*	K-12 Music* K-12 Career/Tech Ed (CTE)	
Materials Selection	K-12 ELA K-12 Spanish K-12 Mathematics	K-12 Science K-12 Health/PE	K-12 Social Studies K-12 Art	K-12 Music K-12 CTE	
Materials Purchase/Budget Estimate		K-12 ELA: \$75,000 K-12 Spanish: \$75,000 K-12 Math: \$75,000 July 1, 2016 Purchase		K-5 Science: \$125,000 6-12 Science: \$100,000 K-12 Health: \$75,000 July 1, 2017 Purchase	K-12 Soc.St.: \$190,000 K-12 Art: \$45,000 July 1, 2018 Purchase
Budget Rationale		Developing scope and sequence in science and PE will set the foundation for course content and course revision. Waiting for materials adoption will support course development considerations and materials availability from publishers.	Some content areas have supplies and equipment as part of instructional resource packages (e.g. science) which typically increases the cost or instructional resources.	Some content areas are more text-based than others (e.g. social studies vs. art, music) which reduces cost.	Some content areas are supported by grant funding (e.g. CTE by Carl Perkins) which means supplemental funds are available for program improvements, but not textbooks.
Cost		\$0	\$0	\$225,000	\$300,000
Total Running Cost		\$0	\$0	\$225,000	\$525,000

5 year Curriculum Cycle

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Review and Selection	K-6 Mathematics (Go Math Subscription expires at end of 2017-18)	K-12 ELA 6-12 Spanish 6-12 Mathematics	K-12 Science K-12 Health/PE	K-12 Social Studies K-12 Art	K-12 Music 6-8 Career/Tech Ed (CTE)	(Begin again with K-6 math)
Purchase		K-6 Mathematics 7/1/18 Purchase	K-12 ELA 6-12 Spanish 6-12 Mathematics 7/1/19 Purchase	K-12 Science K-12 Health/PE 7/1/20 Purchase	K-12 Social Studies K-12 Art 7/1/21 Purchase	K-12 Music 6-8 Career/Tech Ed (CTE) 7/1/22 Purchase

In the 5 year cycle illustrated above, all content areas are reviewed with materials purchased after July 1 for the following school year.

State or national revision of content area standards will play a large role in the local review and selection process for materials. A significant change in standards will

- Affect the availability of aligned materials from publishers
- Affect the cost of materials (some content areas cost more than others)
- Slow down the review and selection process as teachers learn the standards and work toward alignment
- Alter course design, offerings or sequence based upon the relevance of existing courses as they align to new standards
- Redefine learning targets thus changing assessments and reporting elements of standards-based report cards

Approved: May 11, 1987
Revised: February 11, 2002
Revised: October 9, 2006

330

CURRICULUM DEVELOPMENT

The curriculum of the Evansville Community School District is based on the Wisconsin Model Academic Standards in all subject areas. The Board of Education adopted Wisconsin's Model Academic Standards for English Language Arts, Mathematics, Science and Social Studies on June 8, 1998. Standards in Foreign Language, Art, Music, Physical Education, Health, Agriculture, Vocational Technical Education, Business Education, Family and Consumer Education, adapted from the State's standards, were approved by the Board on December 13, 1999.

District faculty will continue to review and update performance standards for each grade level and course that are aligned to the standards adopted by the Board and state frameworks in reading, math and science. All professional staff will teach the curriculum approved by the Board for each subject area. This curriculum shall be designed to engage students in active learning, to provide opportunities for students to meet challenging content and performance standards, and to meet diverse learner needs.

Teachers and other professional staff shall be responsible for proposing and developing curriculum changes and additions. Curriculum changes shall be made in accordance with State Standards and Frameworks and procedures established by the administrators in consultation with faculty and staff. Deletions or additions to the curriculum that add or drop courses or units of instruction or require new textbook/materials or equipment adoptions of over \$10,000 shall be reviewed by the Curriculum Coordinating Council. Board approval is required for major textbook adoptions before they are initiated into the program of instruction for adding or dropping courses.

It is the responsibility of the district administrator to see that all aspects of the curriculum are taught, assessed, and revised using procedures set by the district.

Legal Ref.: Section 118.01 Wisconsin Statutes

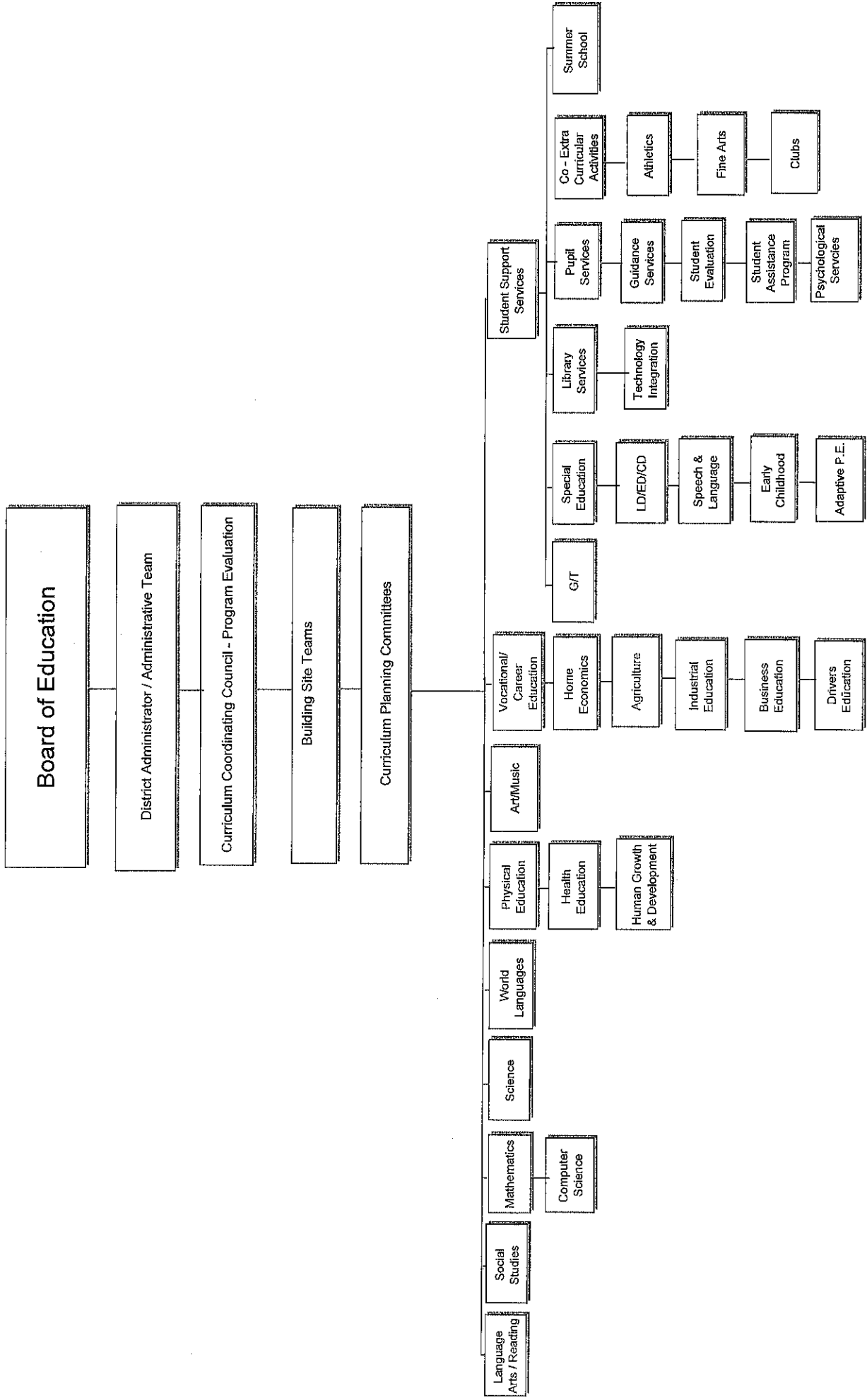
118.015

118.30 (1g)

120.12(14)

121.02(1k)

PI 8.01(2)(k) Wisconsin Administrative Code



Approved: May 11, 1987
Revised: March 11, 2002
Revised: October 9, 2006

331

CURRICULUM DOCUMENTS

District curriculum is represented in a series of documents that come before the Evansville Board of Education. Curriculum documents shall describe content and performance standards and shall be prepared by professional staff for all courses and grade level subjects. Curriculum documents:

1. Provide information to staff, students, and parents concerning grade and course level expectations.
2. Provide a clear set of performance standards, aligned to the State's standards and Frameworks, which serve as a guide for the expected achievement of students.
3. Serve as a source of information for the Board and community, promoting a greater awareness of and participation in the learning mission of the school.

The format and criteria for curriculum documents will be determined by the Curriculum Coordinating Council. The director of instruction, under the supervision of the district administrator, shall have general coordinating authority and supervision over the formation of all courses of study.

Legal Ref.: Sections 118.01 Wisconsin Statutes

118.015

118.30(1)(g)

120.12(14)

121.02(1)(k)

PI 8.01(2)(k) Wisconsin Administrative Code

K-12 CRITERIA FOR CURRICULUM DEVELOPMENT

A high quality curriculum allows students to achieve or exceed the Evansville Community School District's performance standards. Proficiency in standards is best achieved when the curriculum is appropriate, equitable, feasible, research-based, rigorous and worthwhile.

- ❑ Items preceded by this box represent minimal requirements and must be addressed in all curriculum documents presented for approval.

Rigorous Curriculum:

- ❑ Develops large concepts, essential knowledge, skills and attitudes
- ❑ Is driven by Wisconsin's Model Academic Standards as referenced by the Evansville School District's content, performance and assessment standards
- Builds connections within and across content areas and between levels
- Provides breadth and depth of content
- Challenges all students to excel

Appropriate Curriculum:

- ❑ Includes a repertoire of instruction and assessment strategies
- ❑ Differentiates for students' needs, abilities, strengths and interests
- Accommodates a variety of learning styles
- Provides for age and developmental stages of learning

Research-Based Curriculum:

- Reflects current research on content knowledge and how children learn
- Utilizes students' background knowledge and addresses suppositions and misconceptions
- ❑ Integrates current technology

Worthwhile Curriculum:

- Allows students to create meaning and make relevant connections to other knowledge and experience
- Actively engages and motivates students and teachers
- Facilitates learning that has long-term significance

Equitable Curriculum:

- Respects culture, gender, ethnic and race uniqueness, similarities and interdependence
- Supports an infusion of multiple perspectives, not isolation
- Includes a variety of resources that accurately represent different perspectives
- Structures opportunities for all students to succeed

Feasible Curriculum:

- Is supported by ongoing staff development at the district and site levels
- Has staff commitment
- Has community support
- Attends to time, space and resource needs

SECURITY PROJECTS LIST

<u>Project</u>	<u>Criteria</u>	<u>Identifying Information</u>	<u>Cost</u>	<u>Scheduled</u>	<u>Total</u>
Safe and Secure Front Office Entrance	Safety	LLE	\$ 12,500.00	2014-2015	\$ 302,000.00
Safe and Secure Front Office Entrance	Safety	TRIS	\$ 12,500.00		
Safe and Secure Front Office Entrance	Safety	MS	\$ 12,500.00		
Safe and Secure Front Office Entrance	Safety	HS	\$ 12,500.00		
Cameras - 15 cameras	Safety	LLE	\$ 45,000.00		
Cameras - 15 cameras	Safety	TRIS	\$ 45,000.00		
Cameras - 15 cameras	Safety	MS	\$ 45,000.00		
Cameras - 15 cameras	Safety	HS	\$ 45,000.00		
Electronic Entrance - additional - 6	Safety	LLE	\$ 18,000.00		
Electronic Entrance - additional - 6	Safety	TRIS	\$ 18,000.00		
Electronic Entrance - additional - 6	Safety	MS	\$ 18,000.00		
Electronic Entrance - additional - 6	Safety	HS	\$ 18,000.00		

CAPITAL PROJECTS LIST

Project	Criteria	Identifying Information	Cost	Scheduled	Total
Intruder lock sets	Safety	District wide	\$ 33,854.00	2014-2015	\$ 48,000.00
Courtyard, entryway windows - replace	Useful Life/ROI	TRIS	\$ 14,146.00		
Roofing	Preventative Maintenance	TR/LL B1	\$ 160,000.00	2015-2016	\$ 460,000.00
Roofing	Preventative Maintenance	TR/LL G	\$ 125,000.00		
HVAC - DDC controls	Preventative Maintenance/ROI	TRIS	\$ 140,000.00		
Intruder lock sets	Safety	District wide	\$ 2,000.00		
HS gym floor - sanding and repaint	Useful life	HS	\$ 33,000.00		
Roofing	Preventative Maintenance	TR/LL G1	\$ 60,000.00	2016-2017	\$ 499,946.00
Roofing	Preventative Maintenance	TR/LL A1	\$ 165,000.00		
Roofing	Preventative Maintenance	TR/LL H	\$ 215,000.00		
Intruder lock sets	Safety	District wide	\$ 446.00		
Paint Soffit	Preventative Maintenance	LLE	\$ 7,000.00		
Tuck Pointing, joint repair, caulking, etc.	Preventative Maintenance/ROI	LLE/TRIS	\$ 37,500.00		
Install univents		JC	\$ 15,000.00		
Concrete Flatwork	Useful Life/Safety	District wide	\$ 48,496.00	2017-2018	\$ 518,496.00
Roofing	Preventative Maintenance	TR/LL H1	\$ 50,000.00		
Roofing	Preventative Maintenance	TR/LL E	\$ 420,000.00		
Brick Column repair and eliminate moist	Preventative Maintenance	LLE	\$ 77,500.00	2018-2019	\$ 486,655.00
Roofing	Preventative Maintenance	TR/LL J	\$ 100,000.00		
Roofing	Preventative Maintenance	TR/LL J1	\$ 75,000.00		
Roofing	Preventative Maintenance	TR/LL J2	\$ 60,000.00		
Outdoor Lighting - Academic Drive	Safety	HS	\$ 50,200.00		
Windows - 29 for replacement	Useful Life/ROI	LLE	\$ 62,480.00		
Windows - 26 for replacement	Useful Life/ROI	TRIS	\$ 50,730.00		
Exterior Doors	Useful Life/ROI	TRIS	\$ 10,745.00		

TOTAL \$ 2,013,097.00

Revised:

1st Reading: 11/12/14; 2nd Reading: 12/10/14

FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT

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

Nonresident Students Coming Into the District

The parent(s)/guardian(s) of nonresident students who wish to attend school in the Evansville School District shall complete and submit the required application using the Department of Public Instruction (DPI's) online system. Parent(s)/guardian(s) may contact the District Office if they need assistance.

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

- a. Application is submitted during the required time period.
- b. Space in buildings is available.
- c. Space in the class is available.
- d. Impact on student-teacher ratios.
- e. Projection for future school growth.
- f. Status as an Evansville student during the current school year. Any applicant who is currently attending the Evansville Community School District will be included in the count of occupied spaces.
- g. Expulsion (current or prior two school years) or expulsion proceedings.
- h. Habitual truancy (current or prior two (2) school years).
- i. Ability to satisfy a student with disabilities individualized education program (IEP).
- j. Whether the student has been referred for a special education evaluation that has not been completed.
- k. Undue financial burden due to special education program or related services.

1. Space Availability

If space availability limits the District's ability to accept nonresident students, the Board will set the number of regular education spaces available for open enrollment by grade level and the number of special education spaces by program and/or related service no later than the regular January board meeting. The Board will hear preliminary recommendations on enrollment limits at the December board meeting.

If the Board has taken action at the January board meeting to limit the number of spaces that will be available for applications that are submitted under the regular application period for the following school year, the District shall not approve any alternate applications in the grades or programs

and/or related services with limited space that are submitted for the current school year after the date of the January school board meeting. Further, the District shall also deny any alternate applications for the current school year received on or before the date of the Board meeting in January seeking enrollment into grades or programs and/or related services that had been limited at the prior January board meeting due to space considerations for the current school year.

After setting the number of available spaces in January, the Board may not reduce the number of such spaces after the start of the regular application period; and except for any applications that are guaranteed space, may only increase the number of available spaces after the first Friday following the first Monday in June.

The District will create and administer waiting lists for applications received during the regular application period, but not for current-year open enrollment applications submitted under the alternative application procedure.

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

1. Continuing students (included in the count of occupied spaces).
2. Siblings of continuing students.

Remaining spaces will be filled by a random lottery. Any unassigned students will be placed on a waiting list created by a random lottery. If an opening occurs, the district administrator will review the waiting list by the grades or programs and/or related services with limited space of the opening and the next eligible student will be selected. Parent(s)/guardian(s) will be notified by phone and mail. They will have 10 calendar days to accept the opening. If they do not respond or if they decline, another applicant will be selected.

2. Students With Disabilities

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

3. Students Referred for a Special Education Evaluation

An Open Enrollment application shall be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. Assuming other acceptance criteria are and continue to be met, the District may reconsider a denial under this criteria if the completed IEP (or a finding of no disability) is forwarded to the District and reviewed by the District prior to the close of the period during which applications would normally continue to be reviewed or accepted from any waiting list.

4. "Best Interests" Determinations Under the Alternate Open Enrollment Application Criteria and Procedures

If a parent(s)/guardian(s) applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the “best interests of the student” criteria, the District shall review the information and rationale provided by the parent(s)/guardian(s) and make a determination as to whether the District agrees with the parent(s)/guardian(s) that attending school in the District pursuant to the application is in the student’s best interest. If the District determines that attendance would not be in the student’s best interest, the application shall be denied on that basis.

5. Other Criteria

A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment because the student does not meet the age requirements for school attendance or early admission, the resident district does not have a matching program as offered by the District, or the application is determined to be invalid or in excess of the number of allowable applications.

No criteria other than those outlined above may be considered by the District when acting on nonresident student full-time open enrollment applications.

Requests for Early Admission to Kindergarten

The District does not evaluate nonresident open enrollment applicants for early admission to 4 or 5 year old kindergarten.

No Reapplication Required

Once a nonresident student is accepted for open enrollment in the District and begins attending school in the District, no reapplication is required in order for the student to maintain continuous open enrollment.

Transportation

Student transportation and the costs thereof shall be the responsibility of the nonresident student’s parent(s)/guardian(s), subject to the following exceptions:

1. Low income parent(s)/guardian(s) may apply to the DPI for reimbursement of costs of transportation in accordance with DPI’s procedures.
2. The District shall provide transportation for nonresident students with disabilities attending school full-time in the District if it is required in the student’s IEP or otherwise required by law.

Wisconsin Interscholastic Athletic Association (WIAA)

To the extent required by state law, nonresident open enrollment students attending school in the District shall have all of the rights and privileges of similarly-situated resident students and shall be subject to the same rules and regulations as resident students. An open enrollment student’s eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

Termination Due to Habitual Truancy

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

Resident Students Going Out of the District

Evansville resident students may apply for full-time open enrollment in another public school district as a nonresident student under the State Open Enrollment Law and Program. When accepting or

rejecting a resident application for enrollment in another school district, the Evansville District shall consider the following criteria:

1. The application is submitted during the required time period.
2. A student IEP or a change in services required does not place an undue financial burden on the Evansville District. If a student with a disability has submitted an alternative application based upon a determination that the student has been a victim of a violent criminal offense, as further defined and addressed under state law, then the District may not deny the application based upon a finding of an undue financial burden.
3. If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may also deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. Prior to denying an alternative application on the basis that the parent(s)/guardian(s) did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent(s)/guardian(s) an opportunity to provide additional information.

A full-time open enrollment application can also be denied if the resident student is ineligible for open enrollment because the student does not meet the age requirements for school attendance or early admission, the nonresident district does not have a matching program as offered by the District, or the application is determined to be invalid or in excess of the number of allowable applications.

Transportation

The parent(s)/guardian(s) of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be denied.

Appeal of Rejection

If an application for full-time open enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI following the deadlines and other procedures established by the DPI.

APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA AND PROCEDURES

Eligibility Criteria

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

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

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

Application Review and Approval Process

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

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

Legal Ref.: Sections 115,787 Wisconsin Statutes (Individualized Educational Programs)

118.13 (Pupil Discrimination Prohibited)

118.16(1)(a) (School Attendance Enforcement)

118.51 (Full-Time Open Enrollment)

118.52 (Course Options)

118.53 (Attendance by Pupils in a Home-Based Private Educational Setting)

120.13(1)(f)(h) (School Board Powers)

121.54(3)(10) (Transportation by School Districts)

121.55 (Methods of Providing Transportation)

PI 36, Wisconsin Administrative Code (Public School Inter-District Open Enrollment)

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

EVANSVILLE HIGH SCHOOL

ENGLISH/LANGUAGE ARTS DEPARTMENT SEQUENCING

CURRENT COURSE SEQUENCING (credits)			PROPOSED COURSE SEQUENCING (credits)			
9 th grade:	English 9	1.0	9 th grade:	English 9	1.0	
	<i>OR</i>			<i>OR</i>		
	Pre-AP English 9	1.0		Pre-AP English 9	1.0	
10 th grade:	English 10	1.0	10 th grade:	English 10	1.0	
	<i>OR</i>			<i>OR</i>		
	Pre-AP English 10	1.0		Pre-AP English 10	1.0	
11 th grade:	Intro to Communication	.5	11 th grade:	Oral Communication/Literature (BHT articulation)	1.0	
	<i>AND</i>			<i>OR</i>		
	American Literature	.5			AP English Literature	1.0
	<i>OR</i>					
	World/British Literature	.5				
	<i>OR</i>					
	Modern Literature	.5				
	Advanced Lit Seminar	.5				
	<i>OR</i>					
	Writing Skills *	.5				
12 th grade:	Writing Skills	.5	12 th grade:	Written Communication (BHT articulation)	1.0	
	<i>OR</i>			<i>OR</i>		
	Practical English	.5			AP English Language	1.0
	<i>OR</i>					
	Creative Writing	.5				
	<i>OR</i>					
	Writing Workshop	.5				
	<u><i>AND</i></u>					
	English 12	.5				
	<i>OR</i>					
	AP English	.5				
	<i>OR</i>					
	Seminar Composition*	.5				
Electives:	Communication II	.5	Electives:	Mass Communications	.5	
	Drama Seminar	.5			Creative Writing	.5
	Mass Communications	.5			Advance Lit Seminar	.5

*Students taking Seminar Comp need pre-req Writing Skills

EVANSVILLE HIGH SCHOOL
ART DEPARTMENT OFFERINGS

CURRENT ELECTIVES (all .5 credits):

Basic Design

Drawing & Painting I

Drawing & Painting II

Sculpture I

Ceramics I

Sculpture/Ceramics II

Jewelry & Metalwork I

Jewelry & Metalwork II

Crafts & Glass

Photography

Computer Graphics I

Computer Graphics II

Digital Publication/Yearbook

AP Studio Art (1.0 credit)

PROPOSED ELECTIVES (all .5 credits):

Art Fundamentals

Creative Drawing & Painting A

Basic Drawing & Painting B

Applied Sculpture & Ceramics A

Basic Sculpture & Ceramics B

Media Arts (Video & Animation)

Illustration

Basic Photography

Advanced Digital Photography

Applied Digital Art & Design A

Basic Visual Art & Design B

Digital Publication/Yearbook

AP Studio Art (1.0 credit)

NOTE: *Italics* indicates course title change
Bold indicates new proposed course

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: ECSD Budget Development Process
Date: December 1, 2014

At the November Board meeting, you were provided with a copy of last year's ECSD Budget Development Process document. The intention of this document is to provide direction and guidance to all stakeholders during the development of the 2015-2016 Budget. The administrative team reviewed the same document at the recent Budget Retreat. Attached is a revised draft for your consideration. The only change is the addition of item number ten to the list of principles.

This document is to be approved by the Board of Education according to the Budget Calendar.

ECSD Budget Development Process 2015-2016 (DRAFT)

District 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.

District Vision Statement

Creating a culture of excellence in:

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

Budget Development Vision

The budget is the financial framework supporting the District's educational and philosophical mission.

Budget Development Principles

The Board of Education and the Administration have established a set of guiding principles that will shape options available to the District to prudently manage an operating budget for next year.

Budget Development Principles:

1. Act in alignment with District Mission/Vision/Goals
2. Address sustainability: both financial and programmatic
3. Consider attrition and realignment in staff reductions rather than layoffs
4. Staff in alignment with enrollment
5. Focus college and career ready instruction over other instruction
6. Implement program delivery efficiencies vs. program elimination
7. Reduce or freeze non-instruction budget centers before instructional
8. Reduce where trends/data warrant in large budget centers (e.g. salaries, benefits)
9. Engage in good faith decision making based on multiple data sources (e.g. enrollment, class selection, budget listening sessions, online comments, survey responses)
10. Forecast beyond the current proposed budget, program and staffing needs to support the district's mission, vision and goals.

Process for evaluating budget expenditures – The Administrative Team will review each expenditure using the principles from above for building the 2015-2016 Budget.

Approved:

2015-2016 Budget Calendar

Evansville Community School District

	v	Task	Responsibility
November		<ul style="list-style-type: none"> Create Budget Calendar for BOE approval Administrative Budget Retreat - November 25, 2014 	Business Manager District Administrator
December		<ul style="list-style-type: none"> State of the District Presentation to Staff – December 17, 2014 Principals gather budget input from staff at staff meetings Budget press release to public Open online web-site link for public input Review and revise budget process and philosophy Set date for BOE Budget Retreat 	District Administrator Principals Business Manager Business Manager Board of Education Board of Education
January		<ul style="list-style-type: none"> BOE Budget Retreat Approve administrative contracts 	Business Manager Board of Education
February		<ul style="list-style-type: none"> Staffing recommendation to Board Handbook changes related to budget presentation 	District Administrator Committee
March		<ul style="list-style-type: none"> Zero-based budget process begins at building level Zero-based budget process begins for Director budgets Insurance Committee recommendation to Board Staff compensation recommendations to Board Approve staffing recommendations (contracts) Approve Employee Handbook changes related to budget 	Principals Directors Business Manager Committees Board of Education Board of Education
April		<ul style="list-style-type: none"> Approve health insurance rates (committee) Approve compensation schedules Building and department budget presentations to JR, DT, PL Approve staff hiring (vacancy list) for 2015-16 <p>*Written notice of teacher layoff/non-renewal due by April 15</p>	Board of Education Board of Education Principals, Directors Board of Education
May		<ul style="list-style-type: none"> Review of open enrollment data <p>*Written notice of teacher contract renewal due on or before May 15</p>	District Administrator
June		<ul style="list-style-type: none"> First draft of 2015-16 budget presented to BOE 	Business Manager
August		<ul style="list-style-type: none"> Second draft of 2015-16 budget presented to BOE for approval Community Hearings on Proposed 2015-16 Budget 	Business Manager District Administrator
September		<ul style="list-style-type: none"> Annual meeting and budget hearing Third Friday pupil count 	Board of Education Business Manager
October		<ul style="list-style-type: none"> State aid and equalized property values are finalized Final budget is presented for approval Tax levy is certified 2016-17 budget process begins 	Business Manager Board of Education Board of Education

*Wis. Stats. 118.22

Board Approved:

Revised:

1st Reading – 10/29/14; 2nd Reading: 11/12/14; 3rd Reading: 12/10/14

SCHOOL BOARD CONDUCT/ETHICS

As representatives of all the citizens in the Evansville Community School District, the Board of Education is responsible for serving the best interests of the students and the community, utilizing all available resources toward that end. The oath of office requires that Board members uphold the laws and Constitutions of the United States and the State of Wisconsin.

Consequently, members of the Board subscribe to the following code:

1. A Board member ~~should~~ **shall** honor the high responsibility which ~~his/her~~ membership demands:
 - a. By thinking always in terms of children first;
 - b. By understanding that the basic function of the Board is policymaking and not administrative and by accepting the responsibility of learning to discriminate intelligently between these two functions;
 - c. By accepting the responsibility along with ~~his/her~~ fellow Board members **to maximize** ~~of seeing that maximum of facilities and~~ the resources is provided for the proper functioning of schools;
 - d. By refusing to play politics in either the traditional partisan, or in any other sense;
 - e. By representing at all times the entire school community;
 - f. By accepting and recognizing the responsibility of a school district official to seek the improvement of education throughout the school district and the state.

2. A Board member **shall conduct respectful** ~~should respect his/her~~ relationships with other members of the Board:
 - a. By recognizing that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings, unless he/she is a Board officer carrying out duties authorized by law.
 - b. By recognizing the integrity of his/her predecessors and associates, and the merit of their work;
 - c. By refusing to make statements or promises as to how he/she will vote on any matter which should properly come before the Board as a whole;
 - d. By making decisions only after all facts bearing on a question have been presented and discussed;
 - e. By respecting the opinion of others and by graciously conforming to the principle of majority rule;
 - f. By refusing to participate in irregular meetings which are not official and which all members do not have the opportunity to attend.

3. A Board member ~~should~~ **shall** meet his/her responsibility to his/her community:
 - a. By attempting to appraise fairly both the present and future educational needs of the community;
 - b. By regarding it as a major responsibility of the Board to interpret **the policies and procedures of the District** ~~the aims and the methods of the schools~~ to the community;
 - c. By insisting that all school business transactions be **conducted in an** ~~an~~ open, ethical, and above-board **manner**; ~~basis~~;
 - d. By vigorously seeking adequate financial support for the schools;

- e. By winning the community's confidence that all is being done in the best interest of school children;
 - f. By being fiscally responsible to the community.
4. A Board member ~~should~~ **shall** maintain a positive relationship with the District Administrator and his/her staff:
- a. By acting upon the recommendation of the District Administrator in matters of employment or dismissal of school personnel;
 - b. By following proper Board policy and procedure when dealing with complaints and discussing them only at a regular meeting in accordance with Board policy;
 - c. By presenting personal criticisms of any employee directly to the District Administrator.
5. A Board member ~~should~~ **shall** strive to improve public education and to that end:
- a. Remember always that his/her first and greatest concern must be for the educational welfare of the students attending the public schools;
 - b. Work under state and federal laws and communicate with state and federal legislators concerning the problems and needs involved in providing a quality education;
 - c. Attend all regularly scheduled Board/Committee meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
 - d. Recognize that he/she should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
 - e. Render all decisions based on the available facts and their independent judgments, and refuse to surrender such judgments to individuals or special interest group;
 - f. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board, students, staff and all members of the community;
 - g. Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs;
 - h. Keep informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;
 - i. Support the employment of those persons best qualified to serve as school staff and insist on a regular impartial evaluation of all staff;
 - j. Avoid being placed in a position of conflict of interest and refrain from using their Board positions for personal or partisan gain;
 - k. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable laws.

Legal Ref.: Chapter 19 Subchapter III Wisconsin Statutes (Code of Ethics for Public Officials and Employees)

- 120.12 (School Board Duties)
- 120.13 (School Board Powers)
- 946.10 (Bribery of Public Officers and Employees)
- 946.12 (Misconduct in Public Office)
- 946.13 (Private Interest in Public Contract Prohibited)

Evansville Community School District

Administrative Contract

IT IS HEREBY AGREED by and between the Board of Education of the Evansville Community School District (hereinafter designated as the "Board") and Mr. Jerry Roth (hereinafter designated as the "Administrator"), that the Board does hereby employ the Administrator in the position of District Administrator.

This contract shall cover a two year period to begin on July 1, 2015 and end on June 30, 2017. However, on July 1, 2016, and each July 1 thereafter, this contract may be extended for an additional one (1) year (July 1 - June 30) if on or before January 15, 2016, and each January 15 thereafter (if the contract has been extended), the Board advises the District Administrator, in writing, that the contract is to be extended at the end of the then current two-year term; except, the contract shall not be extended if the District Administrator declines such extension, in writing, delivered to the Board President on or before the January 31 immediately following receipt of the notice of extension. Any such extended contract shall be pursuant to the same terms and conditions, except as the parties may expressly agree otherwise, in writing and signed by both parties. The Board, in its sole discretion, and with or without cause, and with or without a hearing, may decline to extend this contract for an additional year, in which case the contract shall continue only for the term applicable (that is, the remaining portion of the current year and the remaining year of the term).

SALARY

In consideration for the services rendered, the Board will pay the Administrator a salary of One Hundred Thirty Thousand Five Hundred Twenty-Nine Dollars (\$130,529.00) in year one. The salary and fringe benefits for year two will be at least equal to the salary and fringe benefits for year one. The salary shall be paid in equal installments every other week, less deductions required by federal and state law, or deductions authorized by the Administrator and permitted by Board policy.

SPECIAL PROVISIONS

The Administrator and the Board agree that within 30 days of the issuance of a letter by the Board's legal counsel, advising the Board and the Administrator that one or more provisions in this Administrative Contract may subject the Board and/or the Evansville Community School District (District) to liability for penalties, fees, or excise tax payments, or the potential for same, under any provisions of the Patient Protection and Affordable Care Act ("PPACA") or the Health Care and Reconciliation Act ("Reconciliation Act"), or any regulations formulated pursuant to either such Act or otherwise, the parties will reopen this Administrative Contract for the purpose of renegotiating the contract to eliminate the potential liability for the Board and/or the District. If the Board and the Administrator are unable to reach agreement on new contract provisions within 90 days of the issuance of the letter by the Board's legal counsel, the parties agree that the Board may unilaterally modify the contract to address the potential liability. At that time, the Administrator may accept the modified contract or be released from the contract without penalty at the Administrator's option, without being subject to the liquidated damages penalty provided herein. The Administrator shall accept and sign the modified contract or notify the Board of the

decision to exercise the option to be released from the contract within fifteen days of the date the Board provides the Administrator with a written copy of the modified contract. The modified contract shall become effective on the date signed by the Administrator.

RESPONSIBILITIES

The Administrator agrees to perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin and the rules, regulations and policies of the Board which are now existing or which may be hereinafter enacted by the Board, and such other duties and obligations as may be assigned by the Board from time to time. The Board agrees to furnish the Administrator with a written copy of all applicable rules, regulations and policies now in effect or becoming effective during the term of this contract.

In case of direct conflict between any rules, regulations or policy of the Board and any specific provision of this contract, the contract shall control.

The Administrator agrees to devote full time to the duties and responsibilities normally expected of the Administrator's position during the term of this contract, and shall not engage in any pursuit which interferes with the proper discharge of such duties and responsibilities.

The Administrator agrees to participate in professional meetings and college level courses for the purpose of improving and stimulating the Administrator's professional growth. Participation shall be in accordance with Board rules, policies and statutory requirements. Necessary expenses will be paid for meetings as provided by Board policy.

The Board shall provide the Administrator with a written job description of the Administrator's services, duties and obligations.

INDIRECT COMPENSATION

- a) Effective on July 1, 2012, the Administrator shall be advanced sixty (60) days of sick leave which can be used pursuant to the District's policy on sick leave usage. The Administrator shall not earn any additional sick leave days until the start of a sixth year of employment with the District, at which point the Administrator shall earn one (1) additional sick leave day per month, cumulative to a total of one hundred ten (110) days. If the Administrator leaves the employment of the District for any reason prior to completing five years of employment, the Administrator will not be compensated for any unused sick leave days and will reimburse the District for any sick leave days taken in excess of the number of days that would have been earned at the rate of one day per month. The Board may waive this reimbursement requirement at its discretion.

Each July 1 after the fifth year of employment, the twelve (12) sick days to be earned in the upcoming year will be credited to the Administrator's sick leave account. If this contract is terminated for any reason prior to June 30 of any year after the fifth year of employment, sick days for that year shall be prorated, and the Administrator's sick leave balance adjusted accordingly, and the Administrator shall reimburse the District for any sick days used but not earned. After the first year of employment, up to three (3) sick leave days may be used as personal days in each year of the contract.

- b) The Board shall pay the premiums for coverage under short-term and long-term disability income policies, and the Administrator acknowledges receipt of a copy of the current policies. The long term disability policy will provide coverage at 90% of the administrator's salary after 60 calendar days of disability. The short term disability plan will, contingent on approval of the underwriter, provide a weekly benefit of \$224 beginning on the first day for injury or the fourth day for illness. These terms are subject to change based on changes in the policy selected by the Board.
- c) The Administrator shall be entitled to twenty-five (25) days of vacation. Vacation time shall not be cumulative. With the prior written approval of the Board President, the Administrator may carry over a maximum of five (5) vacation days, which are not cumulative from year to year, if the Administrator is unable to utilize all earned vacation during the contract year. The Board President may approve up to ten (10) days of vacation carryover in special circumstances. The Administrator should attempt to utilize all vacation time during the contract year. The scheduling of the vacation time shall be in accordance with policies of the Board.
- d) In the event the Administrator resigns effective at the conclusion of the contract year and the full allotment of vacation days has not been used, the Administrator shall receive full reimbursement for unused days at the same salary rate as for the contract year in which they were earned. In the event this contract is terminated for any reason during a school year, the number of vacation days shall be prorated based upon the percentage of the year the contract was in effect. The Administrator shall reimburse the District for any vacation days used in excess of the prorated share, and the District shall compensate the Administrator for earned but unused vacation days. Such reimbursement by the Administrator, if any, shall be in addition to any Liquidated Damages due for breach of this contract.
- e) The Administrator shall be entitled to the following twelve (12) holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, the working day before Christmas Eve, Christmas Eve, Christmas Day and the working day after Christmas Day. If New Year's Day, or Christmas Day fall on a weekend, the Administrator shall be entitled to time off on the following Monday.
- f) Authorized use of the Administrator's personal car in the conduct of business for the school district will be reimbursed at the current State rate.
- g) The Board shall pay 88.25 percent toward the premium for a policy of single or dependent coverage for health insurance selected by the Board.
- h) The Board shall pay 88.25 percent toward the premium for a policy of single or dependent coverage for dental insurance selected by the Board.
- i) The Board shall pay the full Employer's contribution to the Wisconsin Retirement System, as approved by the Employee Trust Fund Board. The Administrator shall pay the full Employee's contribution to the Wisconsin Retirement System, as approved by the Employee Trust Fund Board.

- j) The Board shall pay 100 percent toward the premium for a policy of term life, accidental death and dismemberment insurance selected by the Board. The benefit shall be equal to four times annual salary, contingent on approval of the underwriter.
- k) The Board shall allow up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. The term "immediate family" shall be construed to mean spouse, children, parents, grandparents, grandchildren, brothers and sisters, in-laws and members of household. Up to two (2) days of the above leave per year shall be allowed for individuals not listed above. If the Administrator has exhausted his funeral/bereavement leave, he may request in writing that the Board President approve use of up to five (5) sick days as needed for funeral/bereavement leave.
- l) The Board shall pay 100 percent of the professional dues for no more than 2 professional organization memberships, which shall be the Wisconsin Association of School District Administrators (WASDA) and the American Association of School Administrators (AASA).
- m) The Board may provide release time necessary for attendance of the Administrator at an annual national convention, on a rotating schedule with other Administrators of the District. The Administrator will be expected to share pertinent information with appropriate staff and other administrators. Approved convention housing, transportation to and from the convention and registration expenses for such meetings will be reimbursed by the Board up to \$ 2,500.00. In addition, the Board shall reimburse the Administrator for the legitimate expenses incurred and provide release time necessary for attendance at an annual professional state convention. The Administrator will advise the Board of the planned national and state convention attendance and obtain the approval of the Board prior to attendance. The Administrator will provide actual receipts for expenses incurred in attendance at national and state conventions.
- n) Meals will be reimbursed in accordance with current district policy.
- o) The District Administrator shall also request approval by the Board for attendance at other professional meetings of administrators where the anticipated expense to be reimbursed relating to the meeting will be more than \$200.00.
- p) The Board will provide tuition reimbursement equivalent to the state university graduate tuition rate up to a maximum of 6 credits every five years. Approval must be obtained before classes begin. Approval will be given for coursework relevant to the Administrator's current assignment or otherwise determined to be in the best interests of the District and shall be specified under special provisions.

RETIREMENT BENEFITS

The Board shall permit the Administrator to participate in the District's 403(b) plan, subject to the rules and restrictions of the plan. The Administrator shall complete any necessary paperwork to participate in the plan. In addition, in lieu of any other post retirement health benefit or other retirement benefit, the Board shall annually contribute an amount into the District's 403(b) plan

on behalf of the Administrator. The contribution shall be made on June 30 for the contract year then ended. The amount of the annual contribution shall be \$4,500 in 2015-2016 and \$4,500 in 2016-2017.

TERMINATION BY MUTUAL CONSENT

Upon mutual written agreement of the Board and the Administrator, this contract and the employment of the Administrator may be terminated without penalty or prejudice against either the Board or the Administrator. In this event, the Board shall pay the Administrator all remuneration and benefits accrued but unpaid during the period of employment immediately prior to such termination. If the Board does not vote to extend the District Administrator's contract on or before January 15th of any year, the District Administrator shall not be subject to the liquidated damages penalty described below. In this event, the District Administrator shall, upon written request to the Board, be released from this contract effective June 30th of that year and the District Administrator shall have no obligation to pay liquidated damages to the Board.

LIQUIDATED DAMAGES

IT IS FURTHER AGREED by the parties hereto that, in the event Administrator breaches this contract by termination of services during the term hereof, the Board may choose to recover liquidated damages from the Administrator in the sum of One Thousand Five Hundred Dollars (\$1,500). If notice is provided prior to June 1 and the last day of employment is not during the school year, the Board may choose to reduce the amount. The above amounts are determined to be the reasonable liquidated damages which the parties, looking forward, reasonably anticipate will follow from such a breach and the Board may, at its option, demand to recover from the Administrator such amount of liquidated damages; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the school district expected from such a breach is not the exclusive remedy or right of the Board but is, rather, an alternative right and remedy which the Board may elect. Therefore, if the Board elects to accept the liquidated damages amount of One Thousand Five Hundred Dollars (\$1,500), the Board shall be precluded from seeking and recovering the actual amount of damages resulting from such a breach by the Administrator.

EVALUATIONS

The Board shall provide the Administrator with a written evaluation at least once a year, per Board policy.

CONTRACT TERMINATION

The Board may terminate this contract and discharge the Administrator from employment for just cause provided that the Administrator has received prior notice in writing from the Board of its intent and the alleged reason or reasons for such discharge. Upon written request, a hearing shall be conducted with full regard for due process.

CONTRACT RENEWAL-NONRENEWAL

Renewal and nonrenewal of this contract shall be governed by Wis. Stat., Sec. 118.24.

INVALID PROVISIONS

If any article or part of this contract is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any part should be restrained by any tribunal, the remainder of the contract shall not be affected thereby.

PRIOR CONTRACTS SUPERCEDED

This contract supersedes any prior contract between these parties. To the extent that any provisions of this contract differ from any prior contract between the parties, the provisions of this contract shall prevail.

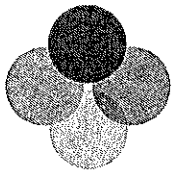
Dated this _____ day of _____, 20__.

Kathi Swanson
President, Board of Education

Jerry Roth
District Administrator

John Rasmussen
Clerk, Board of Education

Action by the School Board in adopting this contract is recorded in the Board minutes of _____, 20__.



CESA#2
INNOVATION. COLLABORATION. SERVICE.

Cooperative Educational Service Agency #2 Main Office
1221 Innovation Drive, Suite 205 • Whitewater, WI 53190
262.473.1473 main • 262.472.2269 fax • www.cesa2.org

DRAFT

Request for Services Draft

District or other entity: Evansville Community School District, 340 Fair Street, Evansville, WI 53536

Professional requesting service: Jerry Roth, District Administrator

Phone: 608-882-5224 X 3386

Fax: 608-882-6564

Email: RothJ@evansville.k12.wi.us

Professional services requested: ***Director of Instruction coordination of 3 major initiatives in district-textbook adoptions (3 areas), final implementation activities of Four-Year Old Kindergarten Program for 2015-16 and facilitation of professional development (PD) surrounding Educator Effectiveness (EE) implementation plus general coordination.***

- CESA 2 will provide leadership and facilitation in each of these initiatives plus general coordination, communication between and among the initiatives and the district leadership. This will require an onsite presence 3 days per week for 24 weeks for textbook adoption and 4-K, 8 days for EE implementation facilitation and PD, 4 days of planning in December and coordination oversight of 6 days. (Total 90 days x \$400.00 per day). CESA will also charge and administration fee of \$1620.00 (4.5% of total days). *Additional specialist expertise in the mathematics area and ELA area may be added to the adoption process with the approval of the district—the amount is TBD*
- Estimated timeframe is December, 2014 – June 30, 2015. Dates and dates contingent upon return of Director of Instruction. * Dates may be adjusted at the request of either party and approval of both. Estimated total days—90.
- Evansville will provide access to administrative assistant, access to district leadership and administrators, budget parameters and breakdown of each initiative, access to district materials, emails, supplies, work space and regularly planned meeting with the district administrator. This includes a collaboratively (between CESA 2 and the district) developed time/task calendar for all initiatives.

Dates of service: ***December- June (pending return of current Director of Instruction)***

Starting time: Week of December 15, 2014
return of D of I)

Ending time: June 30, 2015 (or

Location of service: Evansville Community School District.

Number of participants: District Administration and staff involved with each of the initiatives

CESA #2 personnel providing service: Leslie *Steinhaus*, *Coordination*, *Alice Murphy*, *Lead textbook adoption* and *Jo Bernhardt*, *Lead on 4-K implementation*.

Fees: \$400.00 X 90 days = \$36,000.00 plus CESA Administration fee of \$1620.00 (4.5% of total fee)
Total fee: \$37,620.00

Director of Programs and Operations signature:

Date:

CESA #2 personnel signature:

Date:

District signature:

Date:

2015-16 Janesville Parker Swim Co-op Proposal

2013-14 Edgerton Prorated Cost:

Edgerton 14 participants/Evansville participants 8 = 22

Edgerton operating cost of \$12,540.61/22 participants = **\$570.03 per participant**

Evansville cost = **\$4560.21 for 8 participants**

2015-16 Projected Janesville Prorated Cost:

Janesville Parker 30 participants/Evansville participants 10 = 40

Janesville Parker operating cost of \$13,172.32/40 participants = **\$329.31 per participant**

Evansville projected cost = **\$3,293.08 for 10 participants**

2014-15 Transportation Costs to/from Edgerton:

Total for practices and meets = **\$5584.09**

2015-16 Projected Transportation Costs to/from Janesville Parker:

Total for practices and meets = **\$5584.09**

Note: Distance, travel time and swim schedule are relatively the same as Edgerton

Process for Approval: Deadline February 2, 2015

Step 1: Evansville School Board Approval

Step 2: Janesville School Board Approval

Step 3: Big Eight Conference Approval

Step 4: WIAA Approval

**School District of Evansville
And
School District of Janesville
Girls Swim Co-Op Contract**

1. **Contact school:**
Janesville Parker
2. **This will be 9-12 program**
3. **All home contests and practices will be held at Janesville Parker High School**
4. **Budget Responsibility:**
Janesville School District will be the fiscal agent. Costs will be prorated by individual participants.
5. **Liability:**
Both districts hold liability.
6. **Transportation:**
Evansville will pay costs to transport Evansville swimmers to Janesville Parker for practices and events. Practices will approximately be held from 3:45-5:45. Janesville will transport all swimmers from Janesville Parker to away events at a prorated cost.
7. **Student Insurance:**
Both districts do not provide any type of health or accident insurance for injuries incurred at school. However, parents/guardians may purchase coverage from Student Assurance Services, Inc. offered through both districts.
8. **Name of Team:**
Janesville Parker/Evansville
9. **Conference Affiliation:**
Big Eight
10. **Athletic Code:**
Evansville's athletic code will be used for Evansville swimmers.
11. **Athletic Letters/Team Awards**
Coaches will follow Janesville's guidelines to award letters and team awards. Evansville will be financially responsible for providing letters and team awards to Evansville swimmers. Janesville will be financially responsible for providing letters and team awards to Janesville swimmers. Janesville will provide the awards program and Evansville swimmers will participate.

Evansville District Administrator

Janesville District Administrator

Date

Date

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, November 12, 2014, 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: Swanson, Busse, Rasmussen, Spanton Nelson, Hammann, Koenecke, and HS Rep. Gallagher. Absent: Rossmiller and HS Rep. Michael.

APPROVE AGENDA

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

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- American Education Week – November 17-21, 2014
- 7th Grade Courage Retreat Grant Received, \$3,400
- High School Board Representatives Report of Events
- Veteran's Day Program

PUBLIC PRESENTATIONS

None.

INFORMATION AND DISCUSSION

District Administrator, Mr. Roth, presented the official referendum results.

High School Principal, Mr. Everson, and Teacher, Courtney Guenther, presented changes to the High School English course offerings. Discussion. Mr. Everson and Teacher, Tony Riel, presented changes to the High School Art course offerings. Discussion.

Ms. Hammann presented on open enrollment. Discussion.

Mr. Roth presented the 2015-2016 budget process and calendar. Discussion.

Ms. Swanson shared the school board election timeline. Ms. Koenecke is planning on running.

Ms. Swanson asked for volunteers for the delegate and alternate to the January WASB convention. Discussion. Ms. Spanton Nelson will be the delegate and Ms. Swanson the alternate.

Ms. Swanson shared the quarterly nursing report from Nurse Ms. Tway. Discussion.

Ms. Swanson shared the seclusion/restraint report.

Mr. Roth gave an update on 4K. Discussion.

Mr. Roth gave an update on the Continuous System Improvement Plan and the dates of the sub-committee meetings. He proposed moving the presentation of goals from the December 10 meeting to the January 28 Board meeting. Discussion. Ms. Koenecke had consensus to send an email to all staff on taking upcoming surveys and it is not too late to be on a sub-committee.

Mr. Roth gave an update on the swap of 111 Liberty Street and 660 Hillside properties. Discussion.

Ms. Swanson presented for a first reading, policy #428-Full-Time Public School Open Enrollment. Discussion. Policy to come back for a second reading.

Ms. Swanson presented for second readings, policies: #165-School Board Conduct/Ethics; #166-Conflict of Interest, and #342.4-Students At Risk Program. Discussion. Policies to come back for approval. Policies with additional changes will not be on the consent agenda.

PUBLIC PRESENTATIONS

None.

BUSINESS (Action Items)

Motion by Mr. Rasmussen, seconded by Ms. Koenecke, moved to approve the Panama Trip, June 25-July 6, 2015, as presented. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to approve the resignations of Ron Grovesteen, Middle School 8th Grade Basketball Coach; Angela Waidley, JV Poms Coach; and Dee Jay Redders, High School Forensics Coach, effective immediately. Motion carried, 6-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Busse, moved to approve, with regrets, the resignation of Janie Sutherland, High School Counselor, effective December 31, 2014. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Spanton Nelson, moved to approve Levi School Counselor, Mark Simonson, from part-time to full-time status for the remainder of the 2014-2015 school year. Motion carried, 6-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Busse, moved to approve the 50% Middle School Boys Basketball Coaches, Garth Coats and Jordan Everson, for stipends of \$738 each. Motion carried, 6-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to approve the consent agenda items of: 2015-2016 School Calendar; October 29, 2014, regular and October 30 and November 6, 2014, special meeting minutes; policies: #152-Employee Handbook; Appendix A of the Employee Handbook-Proposed Change Form; #164-Board Member Compensation and Expenses; #171.2-Meeting Agendas; #346-Student Assessment System (Testing Programs); #346.1-Achievement Testing Program; #346.2-Testing and Counseling Services; #346.3-Assessment of Student Learning; #430-School Attendance; #430 Form-E-Mail Consent Form for

Student Absence; #431-Compulsory Student Attendance & Alternative Programs; and #491-Students of Divorced/Separated Parents; and September bills and reconciliation, as presented. Motion carried, 6-0 (roll call vote).

FUTURE AGENDA

December 10, 2014, Regular meeting agenda discussed. Dates for the Employee Handbook Committee meetings chosen.

ADJOURN

Motion by Ms. Hammann, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 7:58 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 12/10/14
Kathi Swanson, President

UNAPPROVED MINUTES

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

166

1st Reading: 10/29/14; 2nd Reading: 11/12/14; 3rd Reading: 12/10/14

CONFLICT OF INTEREST

The Evansville Community School District Board of Education shall avoid conflicts of interest related to their roles and responsibilities associated with the District. A conflict of interest is generally defined as a conflict between the private interests of a Board member and their official responsibilities or duties to the District.

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

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

Each individual Board member shall be responsible for identifying and taking appropriate action with respect to his/her own conflicts of interest. However, the presiding officer of any Board or committee meeting, or the Board or committee by motion, may request that an individual Board member avoid participating in a matter due to a belief that a conflict of interest exists that, either under applicable law or Board policy, requires the Board member to abstain from participation. If the Board member refuses to avoid participating in the matter notwithstanding the request, the request and the refusal shall be expressly identified and recorded in the minutes of the meeting.

Legal Reference: Sections 19.42 Wisconsin Statutes (Definitions)

19.59 (Codes of Ethics for Local Government Officials, Employees and Candidates)

946.12 (Misconduct in Public Office)

946.13 (Private Interest in Public Contract Prohibited)

Approved: January 11, 1988

342.4

Revised:

1st Reading: 9/24/14; Policy Committee: 11/6/14; 2nd Reading: 11/12/14; 3rd Reading: 12/10/14

CHILDREN AT RISK OF NOT GRADUATING

It is the expectation of the Evansville Community School District Board of Education to offer assistance to school children who experience problems that seriously interfere with their learning, school attendance, preparation for employment, or satisfactory progress toward graduation. "Children at risk" is defined by the state statute.

Although it is not solely the school's responsibility to alleviate the many social conditions that put children at risk, school programs and staff efforts are necessary to help children cope with health and social stresses that impair their ability to learn, progress through school, and graduate.

Therefore, the Board directs the district's administrative team to annually, by August 15th, ~~the High School Principal will~~ develop and implement a plan of action, to identify the "children at risk".

Legal Ref.: Sections 118.33 of the Wisconsin Statutes (High School Graduation Standards)
118.153 (Children At Risk of Not Graduating From High School)

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: October 2014 Reconciliation
Date: December 3, 2014

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – October \$ 125,033.20
- Check Register – October
Notes for check register:

Check total -	\$ 532,809.66
ACH total -	\$ 30,012.84
Manual check total -	<u>\$ 71,822.26</u>
Total	\$ 634,644.76

Void checks –
Payroll checks –

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

FOR THE MONTH OF	Oct-14		
BALANCE PER BANK:		96,000.00	
LESS OUTSTANDING CHECKS		-8,601.58	
LESS WRS POSTING		-139,300.34	
MMA ACCOUNT		2,197,794.04	
BALANCE PER BANK			2,145,892.12

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.	
FUND 10 General	269,985.23	819,830.90	1,089,816.13	
FUND 21 Donations	27,409.66	(522.38)	26,887.28	
FUND 27 Special Ed	(351,514.96)	(340,608.47)	(692,123.43)	
FUND 38 Debt	20,103.07	(19,003.14)	1,099.93	
FUND 39 Debt	(113,092.73)	(401,973.75)	(515,066.48)	
FUND 50 Food Service	82,926.42	(49,654.60)	33,271.82	
FUND 99 Voc Ed/ESL/Grants	4,212.83	-	4,212.83	
MMA ACCOUNT		-	2,197,794.04	
BALANCE PER GENERAL LEDGER				2,145,892.12
		8,068.56		

DIFFERENCE 0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	October 2014-15 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-418,003.93	819,830.90	1,089,816.13
10	-	---	---	---	---	GENERAL FUND	-418,003.93	819,830.90	1,089,816.13
21	A	000	000	711100	---	CASH ON DEPOSIT	14,544.21	-522.38	26,887.28
21	-	---	---	---	---	GIFTS/DONATIONS	14,544.21	-522.38	26,887.28
27	A	000	000	711100	---	CASH ON DEPOSIT	-100,255.98	-340,608.47	-692,123.43
27	-	---	---	---	---	SPECIAL EDUCATION FUND	-100,255.98	-340,608.47	-692,123.43
38	A	000	000	711100	---	CASH ON DEPOSIT	20,103.07	-19,003.14	1,099.93
38	-	---	---	---	---	NON-REFERENDUM DEBT	20,103.07	-19,003.14	1,099.93
39	A	000	000	711100	---	CASH ON DEPOSIT	-113,092.73	-401,973.75	-515,066.48
39	-	---	---	---	---	REFERENDUM APPROVED DEBT SERVI	-113,092.73	-401,973.75	-515,066.48
50	A	000	000	711100	---	CASH ON DEPOSIT	45,007.94	-49,654.60	33,271.82
50	-	---	---	---	---	FOOD SERVICE	45,007.94	-49,654.60	33,271.82
99	A	000	000	711100	---	CASH ON DEPOSIT	4,212.83		4,212.83
99	-	---	---	---	---	COOP. PROGRAM FUNDS-66:03	4,212.83		4,212.83
Grand Asset Totals							-547,484.59	8,068.56	-51,901.92

Number of Accounts: 7

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

Post Date	Func	Description	Amount
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	1144.50
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	757.50
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	885.60
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	935.00
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	R DENNIS - ADD'L HEALTH INS OCT	155.09
10/31/2014	DISTRICT WIDE	STUDENT FEES	216.00
10/31/2014	INDUSTRIAL ARTS	J ROTH - CAR REPAIR PARTS NAPA	178.69
10/31/2014	DISTRICT WIDE	VOLLEYBALL VS JEFFERSON	181.00
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	J ERICKSON - ADD'L HEALTH INS OCT	155.09
10/31/2014	DISTRICT WIDE	KID CONNECTION - FACILITY USE FOR OCT	283.02
10/31/2014	COMBINED COST REPORTING	DEPT OF HEALTH SERVICES	26.00
10/31/2014	DISTRICT WIDE	STUDENT FEES	5.00
10/31/2014	INDUSTRIAL ARTS	LAB FEES	50.00
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	850.00
10/31/2014	DISTRICT WIDE	STUDENT FEES	40.00
10/31/2014	FOOD SERVICES	RIDGEFIELD'S BRAND CORP	30.00
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	1014.00
10/31/2014	SCHOOL BUILDING ADMINISTRATION	HS - WORK PERMITS	50.00
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - P HAESE - OCT	2329.62
10/31/2014	INDUSTRIAL ARTS	K MCDONALD CAR REPAIR	129.00
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	1180.50
10/31/2014	DISTRICT WIDE	STUDENT FEES	239.00
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	R COLE - ADD'L HEALTH INS OCT	155.09
10/31/2014	DISTRICT WIDE	FORWARD HEALTH - MEDICAID	750.10
10/31/2014	DISTRICT WIDE	TOWN OF UNION - MOBILE HOME LOTTERY CREDIT QT	2014.34
10/31/2014	DISTRICT WIDE	FOOTBALL GATE VS WHITEWATER	1260.00
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	1239.00
10/31/2014	DISTRICT WIDE	STUDENT FEES	12.00
10/31/2014	OTHER DEP LIFE INS PAYABLE	LIFE INS - K CROCKER 7/1/140 - 6/30/15	381.36
10/31/2014	INFORMATION SERVICES	D.O.-REIMB. FOR POSTAGE	9.25
10/31/2014	DISTRICT ADMINISTRATION	D.O.-REIMB. FOR COFFEE	11.50
10/31/2014	DISTRICT ADMINISTRATION	D.O.-REIMB. FOR COPIES	2.50
10/31/2014	DISTRICT ADMINISTRATION	D.O.-REIMB. FOR POP	20.75
10/31/2014	DISTRICT WIDE	VOLLEYBALL GATE VS EDGERTON	293.80
10/31/2014	DISTRICT WIDE	STUDENT FEES	48.00
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	638.35
10/31/2014	SCHOOL BUILDING ADMINISTRATION	HS REIMB ACTIVITY ACCOUNT - CC	419.92
10/31/2014	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB ACTIVITY ACCOUNT - CC	109.34
10/31/2014	OTHER DEP LIFE INS PAYABLE	LIFE INS - R FLAHERTY 7/1/140 - 6/30/15	927.48
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	920.00
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	1738.20
10/31/2014	STATE TEACHERS RETIREMENT FUND	J MACPHERSON	1268.85
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	1355.00
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	1239.50
10/31/2014	DISTRICT ADMINISTRATION	REIMB FOR DO CC	54.95
10/31/2014	DISTRICT WIDE	DONATION	250.00
10/31/2014	OTHER DEP LIFE INS PAYABLE	LIFE INS - H BEEDLE 7/1/140 - 6/30/15	133.30
10/31/2014	DISTRICT WIDE	STUDENT FEES	36.50
10/31/2014	DEPOSITS PAYABLE	LUNCH PAYMENTS	920.01
10/31/2014	DISTRICT WIDE	FACILITY USE - A KOENECKE INVOICE #8121414	50.00
10/31/2014	DISTRICT WIDE	STUDENT FEES	163.00
10/31/2014	DISTRICT WIDE	SOCCER REGIONAL GATE VS. BELLEVILLE/NG	844.00
10/31/2014	DISTRICT ADMINISTRATION	D.O.-REIMB. FOR POP	16.00

Post Date	Func	Description	Amount
10/31/2014	SCHOOL BUILDING ADMINISTRATION	PSAT	700.00
10/31/2014	DISTRICT WIDE	REIMB OF MEDICAID COPIES	26.00
10/31/2014	DISTRICT ADMINISTRATION	D.O. - REIMB. FOR COFFEE	12.00
10/31/2014	DISTRICT WIDE	FORWARD HEALTH - MEDICAID FOR COPIES	26.00
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - K CROCKER - NOV	1319.90
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R FLAHERTY - NOV	1319.90
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - V ZHE - NOV	561.66
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - B BERG - NOV	1164.81
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA -S ERICKSON - NOV	1164.81
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R DENNIS - NOV	1095.24
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - L HAVLIK - NOV	1319.90
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - K VERKUILEN - NOV	1319.90
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - P HAESE - NOV	561.66
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - C BEEDLE - NOV.	561.66
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - H BEECLE - NOV.	561.66
10/31/2014	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R COLE	1164.81
10/31/2014	TERMINATION OF BENEFITS	EBC - COBRA DENTAL - FRANCIS FLAHERTY ERICKSO	228.60
10/31/2014	TERMINATION OF BENEFITS	EBC - COBRA HTL - FRANCIS PFAFF WAGNER	1120.92
10/31/2014	TERMINATION OF BENEFITS	EBC - COBRA HTL HRA - PFAFF WAGNER	237.60
10/31/2014	OPERATION OF BUILDINGS	LGPIF - PRESS BOX	35704.16
10/31/2014	DISTRICT WIDE	DEPT OF CORRECTIONS - RESTITUTION	89.93
10/31/2014	DISTRICT ADMINISTRATION	OPEN RECORDS PAYMENT	50.00
10/31/2014	DISTRICT WIDE	SOCCER REGINAL VS JEFFERSON	380.00
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	20.00
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	1064.00
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	1015.00
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	1455.70
10/31/2014	DISTRICT WIDE	STUDENT FEES	57.00
10/31/2014	DISTRICT WIDE	GATE RECEIPTS - VB RETIONAL VS CLINTON	640.00
10/31/2014	SCHOOL BUILDING ADMINISTRATION	TRIS VENDING	136.09
10/31/2014	SCHOOL BUILDING ADMINISTRATION	MS PTO DONATION FOR SCHOLASTIC - ADD TO EEF G	783.42
10/31/2014	DISTRICT WIDE	KIDS KORNER HOT LUNCHES - 9/8 TO 9/19	122.50
10/31/2014	DISTRICT WIDE	KIDS KORNER HOT LUNCHES 9/22 - 10/3	115.00
10/31/2014	DISTRICT WIDE	KIDS KORNER HOT LUNCHES 10/6-10/17	127.50
10/31/2014	SCIENCE	ROCK CO CONSERVATION GRANT - A. MARLIN	250.00
10/31/2014	BOARD OF ED LEGAL	BOARDMAN & CLARK INV. OVERPAYMENT	4769.26
10/31/2014	SCHOOL BUILDING ADMINISTRATION	P-CARD REIMB FROM LEVI	502.53
10/31/2014	SCHOOL BUILDING ADMINISTRATION	P-CARD REIMB FROM TRIS	416.04
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	1340.00
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	1059.00
10/31/2014	DISTRICT WIDE	HS ALT ED FALL FLORAL SALE	390.05
10/31/2014	DISTRICT WIDE	STUDENT FEES	436.00
10/31/2014	DISTRICT WIDE	GATE RECEIPTS - HS FOOTBALL VS MCFARLAND	1548.00
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	967.39
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	1150.01
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	1201.00
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	1357.00
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	1045.00
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	15.75
10/31/2014	OPERATION OF BUILDINGS	RESTROOM VENDING - FEMALE	6.50
10/31/2014	INDUSTRIAL ARTS	HS SHOP CAR REPAIR REIMB FROM J. LENTH	107.99
10/31/2014	SCIENCE	REIMB FROM NASCO FOR OVERPAYMENT	472.04
10/31/2014	INDUSTRIAL ARTS	HS SHOP CAR REPAIR REIMB FROM J. KVALHEIM	124.00

Post Date	Func	Description	Amount
10/31/2014	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	36.05
10/31/2014	DISTRICT WIDE	GATE RECEIPTS FB VS PALMYRA EAGLE	747.00
10/31/2014	DISTRICT WIDE	GATE RECEIPTS FOOTBALL VS BRODHEAD	1659.35
10/31/2014	DISTRICT WIDE	GATE RECEIPTS VB VS EAST TROY	264.00
10/31/2014	DEPOSITS PAYABLE	E-FUNDS FOR OCTOBER FOOD SERVICE	14299.56
10/31/2014	DISTRICT WIDE	E-FUNDS FOR OCTOBER FOR FEES	521.00
10/31/2014	DISTRICT WIDE	VENDING	143.80
10/31/2014	DISTRICT WIDE	VENDING	163.70
10/31/2014	DISTRICT WIDE	VENDING	83.80
10/31/2014	DISTRICT WIDE	VENDING	104.95
10/31/2014	DISTRICT WIDE	VENDING	76.00
10/31/2014	DISTRICT WIDE	INTEREST FOR OCTOBER	895.32
10/31/2014	DISTRICT WIDE	BAYLAKE BANK REIMB FOR SHORT TERM BORROWING	302.08
10/31/2014	DISTRICT WIDE	NSF CHECK - RESUBMITTED - STUDENT FEES	119.00
10/31/2014	DEPOSITS PAYABLE	NSF CHECK - RESUBMITTED - FOOD SERVICE	100.00
10/31/2014	DISTRICT WIDE	NSF CHECK - RESUBMITTED - STUDENT FEES	62.00
10/31/2014	DISTRICT WIDE	NSF CHECK - RESUBMITTED - STUDENT FEES	54.00
10/31/2014	DISTRICT WIDE	KIDS KORNER - OCT, NOV, DEC	3900.00
Total for Cash Receipts			125033.20

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
10/01/2014	76743	R	ABLENET INC	5,777.00
10/01/2014	76744	R	ADVANCED DISPOSAL	2,140.65
10/01/2014	76745	R	ALBANY HIGH SCHOOL	120.00
10/01/2014	76746	R	ALEKS CORPORATION	35.00
10/01/2014	76747	R	ALL 'N ONE	27.00
10/01/2014	76748	R	ANDERSON, TAMMY	14.90
10/01/2014	76749	R	APPLIANCE WORKS	101.20
10/01/2014	76750	R	BELLEVILLE HIGH SCHOOL	250.00
10/01/2014	76751	R	BLOWFISH ARCHITECTS LLC	411.31
10/01/2014	76752	R	BOB RAPP	60.00
10/01/2014	76753	R	BOUZIANE, ROBERT	90.00
10/01/2014	76754	R	BRODHEAD HIGH SCHOOL	230.00
10/01/2014	76755	R	BUTTCHEN ELECTRIC	4,399.92
10/01/2014	76756	R	CASH	822.00
10/01/2014	76757	R	CHARTER COMMUNICATIONS	1,887.62
10/01/2014	76758	R	COMMUNICATIONS ENGINEERING CO.	267.00
10/01/2014	76759	R	CONSTRUCTIVE PLAYTHINGS	1,164.87
10/01/2014	76760	R	DAVE CONWAY	90.00
10/01/2014	76761	R	CRM	4,029.10
10/01/2014	76762	R	LEE DAMMEN	50.00
10/01/2014	76763	R	DIVERSIFIED BENEFIT SERVICES	249.81
10/01/2014	76764	R	EAST TROY HIGH SCHOOL	160.00
10/01/2014	76765	R	EDGERTON HIGH SCHOOL	250.00
10/01/2014	76766	R	EQUAL RIGHTS DIVISION	15.00
10/01/2014	76767	R	EVANSVILLE REVIEW	994.00
10/01/2014	76768	R	FIDELITEC LLC	192.00
10/01/2014	76769	R	FOLLETT SCHOOL SOLUTIONS, INC.	38.25
10/01/2014	76770	R	GATEWAY TECHNICAL COLLEGE	6,000.00
10/01/2014	76771	R	GRAINGER PARTS	1,994.42
10/01/2014	76772	R	GREY HOUSE PUBLISHING	191.60
10/01/2014	76773	R	HAMILTON, MARC	60.00
10/01/2014	76774	R	IDEAL PRINTING WI LLC	748.87
10/01/2014	76775	R	JANESVILLE GAZETTE	651.70
10/01/2014	76776	R	JANESVILLE CRAIG HIGH SCHOOL	200.00
10/01/2014	76777	R	JENSEN, AMY	26.65
10/01/2014	76778	R	KAPLAN SCHOOL SUPPLY CORP.	848.53
10/01/2014	76779	R	DAN KOPP	90.00
10/01/2014	76780	R	LEGO EDUCATION	496.43
10/01/2014	76781	R	LRP PUBLICATIONS	334.50
10/01/2014	76782	R	MARY BETH ANDERSON	20.14
10/01/2014	76783	R	MARYN SOLUTIONS LLC	6,800.00
10/01/2014	76784	R	MENARDS	775.87
10/01/2014	76785	R	RAFFI MESDJIAN	60.00
10/01/2014	76786	R	JOHN MEYERS	60.00
10/01/2014	76787	R	MILTON HIGH SCHOOL	200.00
10/01/2014	76788	R	MJ CARE, INC.	82.50
10/01/2014	76789	R	NELSON-YOUNG LUMBER COMPANY	4,263.47
10/01/2014	76790	R	NOODLETOOLS, INC.	252.00
10/01/2014	76791	R	NORTH AMERICAN MECHANICAL INC	3,248.70
10/01/2014	76792	R	OCCUPATIONAL HEALTH CENTERS	1,432.50
10/01/2014	76793	R	PETTERSON PLUMBING INC	1,037.00
10/01/2014	76794	R	PIGGLY WIGGLY	45.88
10/01/2014	76795	R	PIONEER MANUFACTURING COMPANY	795.00
10/01/2014	76796	R	PLATTEVILLE HIGH SCHOOL	125.00
10/01/2014	76797	R	PORDES, CURT	90.00
10/01/2014	76798	R	PRO-ED	611.60

CHECK	CHECK CHE			
DATE	NUMBER	TYP	VENDOR	AMOUNT
10/01/2014	76799	R	R.A. HEATING & AIR COND., INC.	7,707.00
10/01/2014	76800	R	RAINBOW BOOK CO	240.00
10/01/2014	76801	R	REEDSBURG HIGH SCHOOL	125.00
10/01/2014	76802	R	RENAISSANCE LEARNING INC.	132.00
10/01/2014	76803	R	RHYME BUSINESS PRODUCTS	294.00
10/01/2014	76804	R	RHYME BUSINESS PRODUCTS LLC	3,076.71
10/01/2014	76805	R	SCHNELL, TIM	60.00
10/01/2014	76806	R	SPEECH CORNER	96.89
10/01/2014	76807	R	SPRINGSHARE, LLC	1,297.00
10/01/2014	76808	R	STALEY PLUMBING & HEATING CO	1,838.00
10/01/2014	76809	R	STOUGHTON HIGH SCHOOL	75.00
10/01/2014	76810	R	SUPER DUPER INC.	268.30
10/01/2014	76811	R	TAHER	11,453.12
10/01/2014	76812	R	TEACHERS ON CALL	12,278.77
10/01/2014	76813	R	THE OMNI GROUP	7.50
10/01/2014	76814	R	TURNING TECHNOLOGIES	916.00
10/01/2014	76815	R	UNITRENDS	3,239.00
10/01/2014	76816	R	WARD-BRODT MUSIC MALL	561.12
10/01/2014	76817	R	WAUNAKEE COMM SCHOOL DISTRICT	810.00
10/01/2014	76818	R	WELDERS SUPPLY COMPANY	6.65
10/01/2014	76819	R	ZIEGLER, KEN	60.00
10/01/2014	76820	R	DEAN HEALTH PLANS	182,488.34
10/01/2014	76821	R	DELTA DENTAL OF WISCONSIN	29,759.89
10/01/2014	76822	R	DELTA VISION	420.91
10/01/2014	76823	R	SUN LIFE FINANCIAL	2,837.22
10/01/2014	76824	R	WEA INSURANCE TRUST	4,434.76
10/06/2014	76825	R	MWITA BINAGI	60.00
10/06/2014	76826	R	BUSSE, ERIC	80.00
10/06/2014	76827	R	AL FARRAR	90.00
10/06/2014	76828	R	FERRERA, DOMINIC	90.00
10/06/2014	76829	R	LARSON, DARRELL	80.00
10/06/2014	76830	R	MILTON YOUTH FOOTBALL	125.00
10/06/2014	76831	R	MOVIE LICENSING USA	368.00
10/06/2014	76832	R	CHRIS NICHOLSON	80.00
10/06/2014	76833	R	PETERSON, MICHAEL	90.00
10/06/2014	76834	R	SEVERSON, DUANE	2,025.00
10/06/2014	76835	R	WEST, DANIEL	90.00
10/06/2014	76836	R	ZASTOUPIL, JOHN	50.00
10/10/2014	76837	R	AMERICOLLECT INC.	75.00
10/10/2014	76838	R	AMERIPRISE FINANCIAL SERVICES	370.00
10/10/2014	76839	R	FRANKLIN TEMPLETON BANK & TRUST	1,210.00
10/10/2014	76840	R	KOHN LAW FIRM S.C.	189.76
10/10/2014	76841	R	METLIFE	75.00
10/10/2014	76842	R	MG TRUST COMPANY	750.00
10/10/2014	76843	R	SBG-VAA	30.00
10/14/2014	76844	R	RINGHAND BROTHERS INC	56,451.18
10/15/2014	76845	R	BETLACH, MICHAEL	63.55
10/15/2014	76846	R	MOKTAR TAAMALLAH	63.55
10/15/2014	76847	R	SHABTAIE, SI	73.55
10/16/2014	76848	R	ACCELERATIONS EDUCATIONAL SOFT	223.08
10/16/2014	76849	R	ACUITY	1,776.00
10/16/2014	76850	R	ADVANCED DISPOSAL	2,040.25
10/16/2014	76851	R	ALL 'N ONE	269.91
10/16/2014	76852	R	AMERICAN IND STEEL & SUPPLY	148.80
10/16/2014	76853	R	AMSTERDAM	194.10
10/16/2014	76854	R	APPLE COMPUTER INC.	2,066.24

CHECK	CHECK CHE			
DATE	NUMBER	TYP	VENDOR	AMOUNT
10/16/2014	76855	R	ARCHAMBAULT ASPHALT SEALING &	5,150.00
10/16/2014	76856	R	AT & T	1,373.44
10/16/2014	76857	R	BALGORD, GARY	90.00
10/16/2014	76858	R	BEHLING, KELLY	90.00
10/16/2014	76859	R	BETLACH, MICHAEL	55.00
10/16/2014	76860	R	BRODHEAD SCHOOL DISTRICT	500.64
10/16/2014	76861	R	BUSSE, ERIC	96.00
10/16/2014	76862	R	BUTCHEN ELECTRIC	945.85
10/16/2014	76863	R	CARTER & GRUENEWALD CO., INC.	129.95
10/16/2014	76864	R	CHARTER COMMUNICATIONS	1,887.71
10/16/2014	76865	R	CRM	232.13
10/16/2014	76866	R	CURTIS BENSON	60.00
10/16/2014	76867	R	D & J SCALE SERVICE	130.00
10/16/2014	76868	R	MAHMOOD DARVISH	90.00
10/16/2014	76869	R	DELL INC.	1,277.90
10/16/2014	76870	R	DIVERSE NETWORK ASSOCIATES INC	4,740.00
10/16/2014	76871	R	DRECKMANN, GEORGE	96.50
10/16/2014	76872	R	DUDDLESTON, LUKAS	60.00
10/16/2014	76873	R	DWD-UNEMPLOYMENT INSURANCE	976.20
10/16/2014	76874	R	E & D WATER WORKS INC	82.50
10/16/2014	76875	R	EVANSVILLE HIGH SCHOOL	40.00
10/16/2014	76876	R	LEVI LEONARD ELEMENTARY SCHOOL	2,513.00
10/16/2014	76877	R	EQUAL RIGHTS DIVISION	37.50
10/16/2014	76878	R	FIDELITEC LLC	145.00
10/16/2014	76879	R	FOLLETT SCHOOL SOLUTIONS, INC.	398.00
10/16/2014	76880	R	GOPHER SPORT	2,143.89
10/16/2014	76881	R	GRAINGER PARTS	213.56
10/16/2014	76882	R	HANDWRITING WITHOUT TEARS	1,538.07
10/16/2014	76883	R	HEINEMANN	18,012.12
10/16/2014	76884	R	HELLENBRAND INC	213.44
10/16/2014	76885	R	HOUGHTON MIFFLIN HARCOURT PUB	414.47
10/16/2014	76886	R	INTERNATIONAL READING ASSOCIAT	203.00
10/16/2014	76887	R	IXL LEARNING	800.00
10/16/2014	76888	R	J.W. PEPPER & SON INC	591.97
10/16/2014	76889	R	JOHN DORMAN	60.00
10/16/2014	76890	R	JW INDUSTRIES, INC.	50.00
10/16/2014	76891	R	KROLL, JIM	90.00
10/16/2014	76892	R	LARSON, DARRELL	96.00
10/16/2014	76893	R	LEARNING A-Z	779.55
10/16/2014	76894	R	LITANIA SPORTS GROUP	22.40
10/16/2014	76895	R	MARK MCNALL	60.00
10/16/2014	76896	R	MARY BETH ANDERSON	80.77
10/16/2014	76897	R	MCI PLUMBING	334.54
10/16/2014	76898	R	PENWORTHY/MEDIA SOURCE	1,105.66
10/16/2014	76899	R	MIKE WARREN	60.00
10/16/2014	76900	R	MJ CARE, INC.	49.50
10/16/2014	76901	R	MOVIE LICENSING USA	394.00
10/16/2014	76902	R	NCS PEARSON INC	75.00
10/16/2014	76903	R	NELSON-YOUNG LUMBER COMPANY	3,230.48
10/16/2014	76904	R	CHRIS NICHOLSON	96.00
10/16/2014	76905	R	NORTH AMERICAN MECHANICAL INC	5,843.75
10/16/2014	76906	R	OCCUPATIONAL HEALTH CENTERS	417.00
10/16/2014	76907	R	OFFICE DEPOT	58.64
10/16/2014	76908	R	PEARSON, CLINICAL ASSESSMENT	284.00
10/16/2014	76909	R	PERSONS, JENNIFER	44.40
10/16/2014	76910	R	PIGGLY WIGGLY	139.00

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
10/16/2014	76911	R	REALLY GOOD STUFF	107.19
10/16/2014	76912	R	REINDERS INC	746.42
10/16/2014	76913	R	RHYME BUSINESS PRODUCTS	3,987.12
10/16/2014	76914	R	RHYME BUSINESS PRODUCTS LLC	3,076.71
10/16/2014	76915	R	ROTO ROOTER SEPTIC TANK SERVIC	420.00
10/16/2014	76916	R	SCHINDLER ELEVATOR CORP.	250.59
10/16/2014	76917	R	BOB SCHENCK	96.00
10/16/2014	76918	R	SCHOLASTIC INC.	208.34
10/16/2014	76919	R	SCHOOL DATEBOOKS INC	1,103.76
10/16/2014	76920	R	SCHOOL HEALTH CORPORATION	1,473.94
10/16/2014	76921	R	DARYL SCHULTZ	60.00
10/16/2014	76922	R	SERVICE REPRODUCTION CO	151.65
10/16/2014	76923	R	SKYWARD	560.50
10/16/2014	76924	R	SUPER DUPER INC.	281.45
10/16/2014	76925	R	TAHER	49,000.00
10/16/2014	76926	R	TEACHERS ON CALL	13,018.52
10/16/2014	76927	R	TEACHER'S DISCOVERY	63.68
10/16/2014	76928	R	THE LIBRARY STORE	79.89
10/16/2014	76929	R	THE OMNI GROUP	85.50
10/16/2014	76930	R	TRUGREEN	875.00
10/16/2014	76931	R	VOCABULARY SPELLING CITY	598.50
10/16/2014	76932	R	WARD-BRODT MUSIC MALL	72.53
10/16/2014	76933	R	WARD'S SCIENCE	38.36
10/16/2014	76934	R	WASCD	279.00
10/16/2014	76935	R	WE ENERGIES	2,067.17
10/16/2014	76936	R	WELDERS SUPPLY COMPANY	371.01
10/16/2014	76937	R	WHPE	170.00
10/16/2014	76938	R	WIRTZ, MARK	55.00
10/16/2014	76939	R	WISCONSIN LIBRARY SERVICES	199.00
10/16/2014	76940	R	ZASTOUPIL, JOHN	50.00
10/21/2014	76941	R	LOREN HOMB	80.75
10/21/2014	76942	R	RICHARD JONES	80.75
10/24/2014	76946	R	AMERICOLLECT INC.	75.00
10/24/2014	76947	R	AMERIPRISE FINANCIAL SERVICES	370.00
10/24/2014	76948	R	FRANKLIN TEMPLETON BANK &TRUST	1,210.00
10/24/2014	76949	R	KOHN LAW FIRM S.C.	200.67
10/24/2014	76950	R	METLIFE	75.00
10/24/2014	76951	R	MG TRUST COMPANY	750.00
10/24/2014	76952	R	SBG-VAA	30.00
10/23/2014	76953	R	BUSSE, ERIC	128.00
10/23/2014	76954	R	JAMES HUTCHINSON	90.00
10/23/2014	76955	R	LARSON, DARRELL	128.00
10/23/2014	76956	R	MC GOWAN, LARRY	60.00
10/23/2014	76957	R	MC GOWAN, ROBERT	60.00
10/23/2014	76958	R	MC GOWAN, TONY	60.00
10/23/2014	76959	R	BRIAN MCKAY	60.00
10/23/2014	76960	R	CHRIS NICHOLSON	128.00
10/23/2014	76961	R	POSTLER, STEVE	90.00
10/23/2014	76962	R	BOB SCHENCK	48.00
10/23/2014	76963	R	SHOEMAKER, BRENDON	90.00
10/23/2014	76964	R	STEINER, GARY	60.00
10/23/2014	76965	R	WAHL, JAMES	60.00
10/23/2014	76966	R	WILSON, MIKE	90.00
10/23/2014	76967	R	ZASTOUPIL, JOHN	50.00
10/31/2014	76973	R	S&S PAINTING	1,300.00
10/28/2014	2015003	M	EVANSVILLE WATER & LIGHT DEPT	33,410.40

CHECK	CHECK CHE			
DATE	NUMBER	TYP	VENDOR	AMOUNT
10/28/2014	2015004	M	EVANSVILLE WATER & LIGHT DEPT	38,120.27
10/28/2014	2015004	M	U.S. CELLULAR	73.27
10/28/2014	2015005	M	U.S. CELLULAR	218.32
10/01/2014	141500035	A	AIRGAS USA LLC DBA ENCOMPASS	215.00
10/01/2014	141500036	A	BENSON, BRIAN	72.54
10/01/2014	141500037	A	BOARDMAN & CLARK LLP	4,769.26
10/01/2014	141500038	A	BRUMMOND, NANCY	137.89
10/01/2014	141500039	A	CESA #2	200.00
10/01/2014	141500040	A	CZERWONKA, MIKE	46.62
10/01/2014	141500041	A	FORSTER, NICOLE	60.57
10/01/2014	141500042	A	HAMMOND, JOLENE	87.45
10/01/2014	141500043	A	JEREMIASON, BETH	150.00
10/01/2014	141500044	A	KAETHER, ALBERT	5.03
10/01/2014	141500045	A	KATZENMEYER, JENNY	50.00
10/01/2014	141500046	A	KVALHEIM, JAMES	86.93
10/01/2014	141500047	A	LANDMARK SERVICES COOPERATIVE	2,619.36
10/01/2014	141500048	A	MCDANIEL, KATIE	150.00
10/01/2014	141500049	A	OAKESON, JOMARIE	150.00
10/01/2014	141500050	A	PER MAR SECURITY SERVICES	637.32
10/01/2014	141500051	A	REUTER, KARI	30.52
10/01/2014	141500052	A	ROSS, CHRISTINA	134.15
10/01/2014	141500053	A	ROTH, JERRY	17.50
10/01/2014	141500054	A	VIKEN, PENNY	219.41
10/01/2014	141500055	A	WAHL, CARRIE	150.00
10/01/2014	141500056	A	WIL-KIL PEST CONTROL	272.00
10/06/2014	141500057	A	KATZENMEYER, JENNY	50.00
10/16/2014	141500058	A	ASCI	248.25
10/16/2014	141500059	A	BADGER SPORTING GOODS CO., INC	188.90
10/16/2014	141500060	A	BOARDMAN & CLARK LLP	7,641.26
10/16/2014	141500061	A	CESA #2	240.00
10/16/2014	141500062	A	CITY GLASS COMPANY	4,210.00
10/16/2014	141500063	A	CZERWONKA, MIKE	71.54
10/16/2014	141500064	A	DIETRICH, PATRICK	27.97
10/16/2014	141500065	A	EMPATHIA INC	238.00
10/16/2014	141500066	A	FETTIG, SHARI	6.48
10/16/2014	141500067	A	KATZENMEYER, JENNY	50.00
10/16/2014	141500068	A	KROHN, KIARA	38.85
10/16/2014	141500069	A	MARTY, RODNEY JR	134.09
10/16/2014	141500070	A	NASCO	3,772.81
10/16/2014	141500071	A	SCHOOL SPECIALTY	2,689.55
10/16/2014	141500072	A	TRAUT-EBERT, SARAH	93.58
10/23/2014	141500073	A	KATZENMEYER, JENNY	50.00

Totals for checks 634,644.76

EVANSVILLE COMMUNITY SCHOOL DISTRICT

**Board of Education Regular Meeting Agenda
Wednesday, January 14, 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:
- Adult School Crossing Guard Recognition Week – January 12 – 16, 2015
 - Wisconsin Association of School Board Convention (WASB) – January 20-22, 2015
 - Open Enrollment – February 3 – April 30, 2015
 - Energy Fair – April 24, 2015
 - High School Board Representatives Report of Events
- IV. Public Presentations.
- V. Information & Discussion:
- A. 4K Update.
 - B. Continuous System Improvement Plan Update.
 - C. School Board Election Update.
 - D. Wisconsin Association of School Boards Convention Resolutions.
 - E. First Reading of Policies:
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval of Open Enrollment Class Limits.
 - B. Approval of Staff Changes.
 - C. Approval of Administrative Contracts.
- VIII. Consent (Action Items):
- A. Approval of December 8, 2014, Special Meeting Minutes, and December 10, 2014, Regular Meeting Minutes.
 - B. Approval of Policy: #428-Full-Time Public Open Enrollment.
 - C. Approval of November Bills and Reconciliation.
- IX. January 28, 2015, Regular Meeting Agenda.
- X. Adjourn.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Teachers (EEA) Employee Compensation Committee Meeting Minutes

The Teachers Employee Compensation Committee meeting was held on Monday, October 6, 2014, at 5:30 pm in the District Board and Training Room.

Attendance

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

Approve Minutes

Motion by Mr. Kvalheim, seconded by Mr. Roth, moved to approve the September 15, 2014, minutes as presented. Motion carried, voice vote.

Broad Banding Pay/Grandfathering/Making People Whole

Mr. Roth explained broad banding; this would be moving to two (2) to three (3) columns (e.g. BA, MA, PhD) with steps. Discussion/Comments:

- Everything should be based on licensing.
- Additional degrees should not be compensated unless the degree pertains to the job assignment (e.g. we shouldn't pay for a teacher to have an administrative degree or a degree in Swahili, but should pay if a teacher has a reading license or a special ed license because the degree is useful to their teaching assignment).
- How do employees move under broad banding?

Extra Duties: What are they? Who Should Serve in These Roles? Rationale for Assigning Extra Duties

Discussion:

- Rationale for assigning extra duties? At times the six (6) credits that a teacher takes for license renewal does not benefit the District. Some would like to take credits that are outside the scope of education, e.g. course in marketing or project management.
- We have always focused on getting a Master's in the past and the expense got too expensive. The same could happen with licenses. Everyone focuses on getting additional licenses and we then compensate more and then it becomes too expensive.
- Is it possible for the broad band to include other certifications besides BA/MA?
- In past years we had a Credit Committee that reviewed/evaluated credit requests.
- Who will keep track of all the broad banding and points systems? It appears to take a lot of staffing to run this type of program.

Waunakee's model discussed, reviewed Appendix A. In this model, you cannot gain more than one (1) step per year and points are cumulative.

Question for the Committee – What does everyone think about broad banding? Does it make sense?

- It is at least a way to capture predictability for teachers, but the devil is in the details.

- Looking at Waunakee, what happens at Step 19?
- Is there only an increase if there is money leftover?

Making people whole? Does everyone think we need to make people whole before we move forward? For lane movement, step movement, both, what schedule are we going to compare to?

Discussion/comments:

- Figure the cost of making all the lane movement people whole according to the old language; no steps, no retro pay.
- Grandfathering – whatever the new plan is going forward, we honor the current pay of everyone. Consensus is to grandfather all current employees; no one goes backwards. Consensus to grandfather all; yes.
- If we continue to move people forward regardless of their “market value”, we are not going to be able to afford to replace people in hard to fill positions if/when they leave.

Back to broad banding discussion. Is everyone in agreement to look at broad banding?

- Before we decide, we need to talk about what we value and what we need/want.
- The value should be in whatever makes someone a better educator
- Not in favor of moving to a single band.
- Model needs to be feasible and affordable.
- The single band allows for the most flexibility.
- Advancement is not the same as credibility in the profession.
- What do we value?
- There is value to letting teachers decide what they need to better themselves.
- There is value in allowing the District to decide what the District needs.
- Master’s degrees don’t make you a better teacher, but Master’s degrees are recognized by the community as being a benchmark of professionalism.

Consensus for broad banding. The number of bands or multiple bands? The majority said yes, but many were undecided.

Elmbrook and Sun Prairie Compensation Models

Review these models on your own.

Set Next Meeting Date and Agenda

Next meeting is scheduled for Monday, November 17 at 5:30 pm.

Agenda items:

- Cost of making lane movement whole.
- Broad banding criteria discussion – review the other models and bring forth your ideas and be able to defend your ideas.
- Base Pay/Entry Level Pay.
- Discuss percentage versus flat rate pay increases.
- Climate and culture.

Adjourn

Motion by Mr. Kvalheim, seconded by Ms. Pickering, move to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 7:00 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 11/17/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Support Staff Employee Compensation Committee Minutes

The Support Staff Employee Compensation Committee meeting was held on Wednesday, October 15, 2015, at 4:15 pm in the District Board and Training Room.

Attendance

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

Approve Minutes

Motion by Ms. Rossmiller, seconded by Ms. Mosher, moved to approve the September 17, 2014, minutes as presented. Motion carried, 8-0 (voice vote).

Review Educational Assistant (Regular, Special Education, and Alternative Education) Job Description

Ms. Mosher reviewed the changes made from the last meeting for the Educational Assistant job description. Discussion. Job description is fine as is.

Review and Draft District Office Administrative Assistant and Lunch Room Supervisor

Committee members reviewed the District Office Administrative Assistant job description. Discussion. Committee agreed that the job description should be reviewed by Ms. Landers, Ms. Ashby, and Ms. Heissner.

Committee members reviewed the Lunch Room Supervisor job description. Discussion. Consensus that job description is good as is, relatively generic.

Next Steps

Mr. Roth led discussion asking: What is important to you? What do you want to do differently? What are your beliefs regarding compensation? Are we going to pay more in wages for another year of service? What attracts and retains support staff employees? Discussion:

- Believe in a step system over a percentage increase system. Percent increase widens the gap between lowest paid and highest paid.
- Keep in mind that all support staff are one group.
- The custodians/food service staff were not included in the make-up of this Committee.
- Do college degrees bring more pay?
- How to gather information from the employee groups?

Support Staff Committee members will bring back ideas concerning what is important.

Set Next Meeting Date and Agenda

The next meeting is Wednesday, November 19, 2014, at 4:15 pm.

Adjourn

Motion by Ms. Mosher, seconded by Ms. Treuden, moved to adjourn the meeting. Motion carried, 8-0 (voice vote). Meeting adjourned at 5:10 pm.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Thursday, September 11, 2014, at 5:30 pm in the District Office.

Committee Members Present: Jerry Roth and Tina Rossmiller. Absent: Amanda Koenecke. Also in attendance, Principal Scott Everson.

Approve August 20th Minutes: Motion by Mr. Roth, seconded by Ms. Rossmiller, moved to approve the minutes as presented. Motion carried (voice vote).

Policies Reviewed from September 10th Board Meeting:

Policy #152 – Employee Handbook – Discussion and revisions made. Policy will go before the Board for a second reading with changes, along with Appendix A.

Policies Reviewed:

Policy #342.4 – Students-At-Risk Program – Discussion with Principal Everson. Policy will go before the Board for a first reading with changes.

Policy #431 – Compulsory Student Attendance & Alternative Programs – Discussion with Principal Everson. Policy will go before the Board for first a reading with changes.

Policy #430 – School Attendance – Policy reviewed. No changes made at this time.

Policy #430 Form – E-mail Consent Form for Student Absence – Policy reviewed. No changes made at this time.

Policy #428 – Full-Time Public School Open Enrollment – Decision to request the Open Enrollment Committee review the new rules and sample policies from WASB, when available. Suggested they bring changes back to the Policy Committee for further review.

Set Date of Next Meeting: None set.

Adjourn: Motion by Ms. Rossmiller, seconded by Mr. Roth moved to adjourn. Motion approved (voice vote). Meeting adjourned at 6:30 pm.

Submitted by Tina Rossmiller, Chair

Approved: 11/6/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Open Enrollment Committee Meeting Minutes

The Open Enrollment Committee meeting was held on Thursday, June 19, 2014, at 11:00 am in the District Office Conference Room.

Attendance

Members in attendance were Amanda Koenecke and Melissa Hammann.

Minutes

The previous meeting was held as a joint meeting with the Communication Committee on May 21, 2014, in the District Board and Training Center. Those minutes were approved on June 11, 2014, and enclosed in the June 25 Board Packet.

PowerPoint Review

Committee members reviewed and made changes to a straw person proposal regarding the scope and magnitude of the Open Enrollment impact as a percent of District enrollment as well as its impact on the revenue flow. Data had been gathered from a variety of sources, including Ms. Treuden's open enrollment summary from previous years, current open enrollment figures (budget and numbers) and the survey done in the summer of 2013 of families open enrolling in and out of the District.

Goals

Some time was spent reviewing the goals of the Committee, including a **short term goal** of a comprehensive analysis and presentation of the scope and magnitude of the problem, presenting to the Board as a whole, including recommendations. A **mid-range goal** is continued monitoring of programs and initiatives implemented to help solve the problem to see if any effect has been made and recommend changes if need be. We will also continue to monitor survey results and OE statistics. The **long term goal** is to have Open Enrollment Out less than or equal to Open Enrollment In. An **ongoing goal** is to add information to the database as it becomes available.

Survey

The data from the summer 2013 open enrollment family survey was compiled, combining all years and like categories and focusing on those areas the District can realistically address. It was a useful compilation of data and at the joint meeting with the Communication Committee on May 21, it was agreed that an annual open enrollment family survey was a good use of District resources in light of the lost revenue over the years. On June 11, Mr. Roth emailed Ms. Koenecke that Mr. Czerwonka had agreed to do the surveys again, and will be ready to present in August. Amanda agreed to contact Mr. Czerwonka to let him know that the Committee will present at the Board meeting on June 25. One of the Committee recommendations is to focus equally on open enrollment in and to delve further into why families are coming to determine if particular programs are attracting students. We plan to help Mr. Czerwonka add to the current database so the format is consistent.

Recommendations

1. Continue the Open Enrollment annual survey to add to the database.
2. Focus equally on Open Enrollment Out and Open Enrollment In to establish if certain programs draw families to the District.
3. Establish budget and student achievement baseline data for the new programs added to help address the Open Enrollment problem. Monitor progress and make changes as needed.
4. Factor Open Enrollment into strategic planning and include other concerns such as lack of safety, lack of rigor and lack of program diversity.

Next Meeting

The Committee will set this meeting once Mr. Czerwonka has completed the 2014 Open Enrollment Survey in July.

The meeting ended at 11:25 am.

Submitted by Melissa Hammann, Chair

Approved: 10/27/14

Approved: October 9, 2006
 Revised: March 12, 2012
 Revised: May 28, 2014

225.1

**COLLEAGUE ASSESSMENT QUESTIONNAIRE
 DISTRICT ADMINISTRATOR'S POSITION**

TOTAL: _____

Please use the following definitions when evaluating the District Administrator's job performance.

- 5 – Excellent** - Extremely high performance level. Job performance far exceeds expectations. Job competencies were well developed and the individual develops and implements many successful programs on his/her own initiative.
- 4 – Commendable** - Consistently exceeds requirements. Job skills and accomplishments exceed expectations. Initiates and completes other programs in addition to specific objectives.
- 3 – Satisfactory** - Meets and sometimes exceeds job requirements and expectations. Performance is that which is expected of a fully qualified and experienced administrator.
- 2 – Needs Improvement** - Does not perform basic job requirements and expectations in a satisfactory manner. Needs improvement.
- 1 – Unsatisfactory** - Does not meet the minimum job responsibilities.
- N/A** - Use this for any item you do not have enough knowledge to evaluate, or if the item is not applicable.

Any item with 1 point should include the basis for the rating and a suggestion for improvement.

Category		Points: 1 2 3 4 5 (1 least; 5 most)				
Leadership	1. Work with the Board to refine the vision for the District.	1	2	3	4	5
	2. Articulate and demonstrate the District vision.	1	2	3	4	5
	3. Work collaboratively with staff, parents, and members of the community motivating and inspiring support for the District vision.	1	2	3	4	5
	4. Propose creative strategies to the Board for implementing the District's vision. Carry out the strategies once they have been endorsed by the Board.	1	2	3	4	5
	Total: _____					
Learning	1. Ensure the District's curriculum is of the highest quality and routinely seeks improvement and innovation.	1	2	3	4	5
	2. Use assessment of programs and services, and input of staff, students, and citizens to gauge student progress.	1	2	3	4	5
	3. Hire high quality professionals devoted to individualizing success for all students.	1	2	3	4	5
	4. Work with staff, the Board, District administration, and outside resources to provide staff training focused on improving student achievement and reaching building and District goals.	1	2	3	4	5
	5. Propose redesign of District plans and strategies, making adjustments based on assessments and input.	1	2	3	4	5
Total: _____						

Communications	<ol style="list-style-type: none"> 1. Create and disseminate communications on issues of interest and substance. 2. Communicate effectively with the Board, staff, students, administration, and community members. 3. In concert with the Board and others, develop and disseminate district-wide goals. 4. Publicize appropriate school programs and services to students and citizens. 5. Consider and discuss with the Board innovative communication channels and target audiences. 	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">1</td><td style="width: 10%;">2</td><td style="width: 10%;">3</td><td style="width: 10%;">4</td><td style="width: 10%;">5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="5" style="text-align: right;">Total: ____</td></tr> </table>	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	Total: ____									
1	2	3	4	5																																	
1	2	3	4	5																																	
1	2	3	4	5																																	
1	2	3	4	5																																	
1	2	3	4	5																																	
Total: ____																																					
Finance	<ol style="list-style-type: none"> 1. Support a responsible fiscal plan to reflect District-wide goals that enhance educational excellence. 2. In concert with the Business Manager and the Board, develop a budget in accordance with the budget calendar and priorities established by the Board. 	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">1</td><td style="width: 10%;">2</td><td style="width: 10%;">3</td><td style="width: 10%;">4</td><td style="width: 10%;">5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="5" style="text-align: right;">Total: ____</td></tr> </table>	1	2	3	4	5	1	2	3	4	5	Total: ____																								
1	2	3	4	5																																	
1	2	3	4	5																																	
Total: ____																																					
Personnel Administration	<ol style="list-style-type: none"> 1. Effectively monitor with the administrative staff the personnel policy and practices of the district, including the employee handbook. 2. Provide or cause to be made realistic and consistent evaluations of all school personnel. 3. Complete an annual performance evaluation of administrators or other supervisors as assigned. Share results with the Board as requested by the Board. 4. Propose to the Board a system to identify and recognize superior employee performance. The proposal must include estimation of the financial ramifications. 	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">1</td><td style="width: 10%;">2</td><td style="width: 10%;">3</td><td style="width: 10%;">4</td><td style="width: 10%;">5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="5" style="text-align: right;">Total: ____</td></tr> </table>	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	Total: ____														
1	2	3	4	5																																	
1	2	3	4	5																																	
1	2	3	4	5																																	
1	2	3	4	5																																	
Total: ____																																					
Facilities Management	<ol style="list-style-type: none"> 1. Be responsible for effective and efficient utilization of physical space and grounds. 2. Establish and oversee optimal systems to maintain buildings and grounds, working through other administrators. 3. Work cooperatively with other administrators to develop a long-range plan, including budget, to maintain and improve facilities. 4. Assist the Business Manager and the Facilities Director in an annual evaluation of buildings, equipment and service systems and make recommendations for repair/replacement, including budget. 5. Assist in the development of an annual plan to identify and pursue building efficiencies and improvements. 6. Monitor buildings to encourage community use for clubs, organizations, adult education, and recreational purposes, along with applicable budgets. 	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">1</td><td style="width: 10%;">2</td><td style="width: 10%;">3</td><td style="width: 10%;">4</td><td style="width: 10%;">5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="5" style="text-align: right;">Total: ____</td></tr> </table>	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	Total: ____				
1	2	3	4	5																																	
1	2	3	4	5																																	
1	2	3	4	5																																	
1	2	3	4	5																																	
1	2	3	4	5																																	
1	2	3	4	5																																	
Total: ____																																					

Staff Relationships	<ol style="list-style-type: none"> 1. Develop and maintain an atmosphere of trust, participation and involvement in the operation of the District. 2. Seek feedback from students, parents, staff, and the Board concerning their perception of the system and its strengths and areas in need of improvement. 3. Actively promote positive staff relations. 	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p>
Policy Administration	<ol style="list-style-type: none"> 1. Work in concert with the Board policy committee to systematically review Board and District policies. 2. Make recommendations through the Board policy committee to revise, add or delete policies. 3. Provide a general overview of policy effectiveness. 	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p>
Advocacy	<ol style="list-style-type: none"> 1. Represent the interests of the District in State and national legislative matters affecting local education. 2. Advocate for or against education legislation under consideration as directed by the Board. 3. Communicate the viewpoints of the Board and District with regard to educational issues and initiatives. 	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p>
Increasing District Revenue	<ol style="list-style-type: none"> 1. Work with the Evansville Education Foundation to identify funding needs and possible funding sources 2. Serve, or designate another qualified person, to serve on the Evansville Education Foundation Board of Directors. 3. Promote the efforts of the District and the Evansville Education Foundation to the community. 4. Present to the Board specific alternatives to increase net District revenue. Include in the presentations the potential overall financial consequences, both positive and negative, of the alternatives. 5. Actively engage local, State, and federal elected officials in discussions regarding the critical need for adequate District funding, in order to maintain and increase the educational excellence of the District. 	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p>
<p><u>Comments:</u></p>		