

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Wednesday, February 25, 2015  
6:00 p.m.**

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

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

- I. Roll Call: Tina Rossmiller                      John Rasmussen                      Amanda Koenecke  
   Kathi Swanson                      Sandra Spanton Nelson  
   Eric Busse                              Melissa Hammann
  
- II. Approve Agenda.
  
- III. Educator Effectiveness Presentation by Alice Murphy, Interim Co-Director of Instruction.
  
- IV. Administrator Interview Process.
  
- V. Budget Finance – Chair, Tina Rossmiller
  - A. Discussion Items:
    - 1. Staffing Proposal.
    - 2. Fund 46 – Long Term Capital Improvement Trust Fund
    - 3. 2014-2015 Budget Update.
    - 4. 2015-2016 Budget Update.
    - 5. 4K Update.
    - 6. Employee Compensation Committees Update.
    - 7. Evansville Education Foundation Update.
    - 8. Insurance Committee Update.
  - B. Develop Budget Finance Agenda Items for March 25 Meeting.
  
- VI. Business (Action Item):
  - A. Approval of February 11, 2015, Minutes.
  
- VII. Policies – Chair, Tina Rossmiller:
  - A. First Reading of Policies:
    - 1. #353.1 – School Volunteers
    - 2. #353.1 Form – Volunteer Agreement
    - 3. #353.1 Form 1 – Background Check Information Form
    - 4. Appendix A, Employee Handbook Proposed Change.
    - 5. #453.4 – Administering Medications to Students
    - 6. #453.4 Form – Medication Consent Form

7. #453.4 Form 1 – Physician/Practitioner Medication Consent Form

- VIII. Employee Handbook Committee Suggested Changes First Reading – Chair, Amanda Koenecke:
1. Part 1, All Employees–Pg. 30; Section 8-Sick Leave; 8.02-Sick Leave Use.
  2. Throughout Book–Pg. 30, 54, 70; Remove Reference to Policy #529.4-Use of Sick Days.
  3. Part 2, Certified Staff–Pg. 54-55; Section 7.02; A. #13–Remove Sick Leave.
  4. Part 6, Subs/Seasonal–Pg. 82; Section 1 and pg. 83, Section 2–Combine into One Section.
  5. Part 2, Certified Staff–Pg. 42; Section 1, 1.01–Normal Hours of Work and 1.02–Administratively Called Meetings.
- IX. Board Development – Chair, Kathi Swanson
- A. First Reading of Policies:
1. #172 – Executive Sessions
  2. #181 – Rules of Order
- B. Develop Board Development Agenda for March 25 Regular Meeting.
- X. Future Agenda – Chair, Kathi Swanson
- A. Develop March 11, 2015, Regular Board Meeting Agenda.
- XI. Ten Minute Break.
- XII. Executive Session - Under Wisconsin State Statute 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of District Employees, to Review and Discuss Administrators Compensation.

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

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

Posted: 2/19/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Wednesday, February 25, 2015

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

- I. **Roll Call:** Tina Rossmiller      John Rasmussen      Amanda Koenecke  
                 Kathi Swanson      Sandra Spanton Nelson  
                 Eric Busse      Melissa Hammann

- II. **Approve Agenda.**

**Suggested Motion:** I move we approve the agenda as presented (OR ADD – after moving item(s) \_\_\_\_\_).

- III. **Educator Effectiveness Presentation by Alice Murphy, Interim Co-Director of Instruction** - *The Wisconsin Educator Effectiveness (EE) System is designed by and for Wisconsin educators to support the continuous improvement of educator practice that leads to improved student learning. The System is a performance-based evaluation system that balances an educator's professional practice (50%) with evidence of student outcomes (50%). Educator Effectiveness addresses Agenda 2017, State Superintendent Evers' vision for preparing all Wisconsin students to graduate high school college and career ready, by ensuring students have highly effective teachers and schools. The Evansville Community School District is fully implementing the EE System in 2014-15. Interim Co-Director of Instruction, Alice Murphy, will be presenting the enclosed power point.*

- IV. **Administrator Interview Process** – *Mr. Roth has enclosed information.*

- V. **Budget Finance – Chair, Tina Rossmiller**

A. Discussion Items:

1. Staffing Proposal – *Enclosed is the 2015-2016 staffing proposal information.*
2. Fund 46 – Long Term Capital Improvement Trust Fund - *Administration is looking for Board direction on whether or not to start the process of creating a Fund 46. Business Manager, Ms. Treuden, shared the purpose of a Fund 46 with the Board on August 27. The memo that she provided to the Board is included in your packet.*
3. 2014-2015 Budget Update – *Ms. Treuden, will present.*

4. 2015-2016 Budget Update – Ms. Treuden will present.
  5. 4K Update – Interim Co-Director of Instruction, Ms. Bernhardt, and Elementary Principal, Ms. Dobbs, has enclosed information.
  6. Employee Compensation Committees Update – Enclosed are the minutes of January 19, 2015, Teachers Compensation Committee meeting. Enclosed are the minutes of January 15, 2015, Support Staff Compensation Committee meeting. Both continue to move forward.
  7. Evansville Education Foundation Update – Ms. Swanson will present.
  8. Insurance Committee Update – Enclosed are the minutes of the November 19, 2015, meeting. The Committee meet on Wednesday, February 18.
- B. Develop Budget Finance Agenda Items for March 25 Meeting.

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

- A. Approval of February 11, 2015, Minutes – Enclosed are the minutes for your approval.

**Suggested Motion: I move we approve the February 11, 2015, Minutes, as presented.**

**VII. Policies – Chair, Tina Rossmiller:**

- A. First Reading of Policies: These policies come forward with Administration and Policy Committee suggested changes:
  1. #353.1 – School Volunteers
  2. #353.1 Form – Volunteer Agreement
  3. #353.1 Form 1 – Background Check Information Form
  4. Appendix A, Employee Handbook Proposed Change
  5. #453.4 – Administering Medications to Students
  6. #453.4 Form – Medication Consent Form
  7. #453.4 Form 1 – Physician/Practitioner Medication Consent Form

*Also enclosed are the minutes of January 12, 2015.*

**VIII. Employee Handbook Committee Suggested Changes First Reading – Chair, Amanda Koenecke**

*Enclosed are the suggested proposed changes:*

1. Part 1, All Employees – Pg. 30; Section 8-Sick Leave; 8.02-Sick Leave Use.
2. Throughout Book – Pg. 30, 54, 70; Remove Reference to Policy #529.4-Use of Sick Days.
3. Part 2, Certified Staff – Pg. 54-55; Section 7.02; A. #13 – Remove Sick Leave.
4. Part 6, Subs/Seasonal – Pg. 82; Section 1 and pg. 83, Section 2 – Combine into One Section.

5. Part 2, Certified Staff – Pg. 42; Section 1, 1.01 – Normal Hours of Work and 1.02 – Administratively Called Meetings.

*Also enclosed are the December 1, 2014, minutes.*

**IX. Board Development – Chair, Kathi Swanson**

A. First Reading of Policies: *These policies were reviewed by Ms. Hammann. She has made suggested changes.*

1. #172 – Executive Sessions
2. #181 – Rules of Order

B. Develop Board Development Agenda for March 25 Regular Meeting.

**X. Future Agenda – Chair, Kathi Swanson**

A. Develop March 11, 2015, Regular Board Meeting Agenda.

**XI. Ten Minute Break –**

**XII. Executive Session - Under Wisconsin State Statute 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of District Employees, to Review and Discuss Administrators Compensation.**

**Suggested Motion: I move we move into executive session, Under Wisconsin State Statute 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of District Employees, to Review and Discuss Administrators Compensation.**

**Roll Call Vote –**

**FOR YOUR INFORMATION**

**1. Upcoming Board Meetings:**

- March 11, 2015, Regular Meeting
- March 25, 2015, Regular Meeting
- April 15, 2015, Regular Meeting
- April 29, 2015, Regular Meeting
- May 13, 2015, Regular Meeting, Start Time of 5:00 pm
- May 27, 2015, Regular Meeting, Start Time of 5:00 pm

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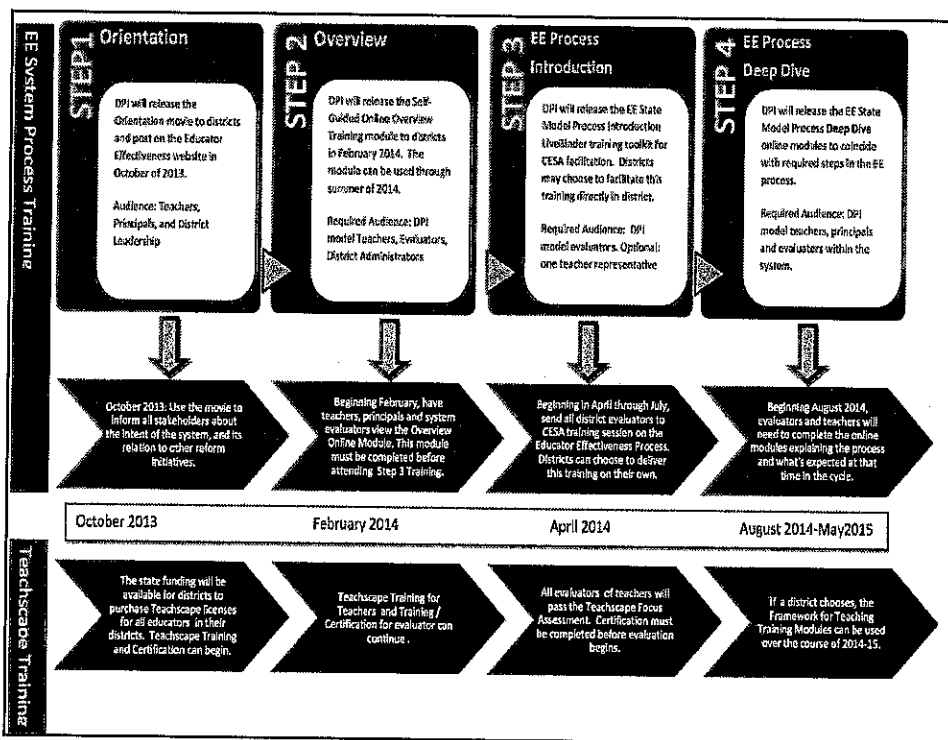
## The WI Educator Effectiveness System



# Educator Effectiveness SYSTEM

IMPROVE SUPPORT. IMPROVE PRACTICE. IMPROVE OUTCOMES.

The Wisconsin Educator Effectiveness System provides a performance-based evaluation that leads to improved student learning by supporting the continuous improvement of educator practice.



# Improve Student Learning

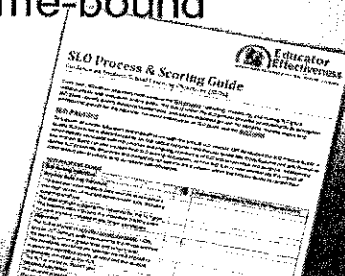
## Student Learning Objective (SLO)

Student Learning Objectives are **academic growth goals** focused on a learning need identified in your analysis of student data.

## Specific Measurable Attainable Results-based Time-bound

**Glossary**

- Student/School Learning Objectives
- SMART Goals
- Professional Development Plan



# Improve Educator Practice

Charlotte Danielson's FRAMEWORK FOR TEACHING

<p><b>DOMAIN 1: Planning and Preparation</b></p> <p><b>1a. Demonstrating Knowledge of Content and Pedagogy</b>              • Content knowledge • Pedagogical relationships • Content pedagogy</p> <p><b>1b. Demonstrating Knowledge of Students</b>              • Child development • Learning process • Social needs              • Student skills, knowledge, and proficiency              • Intests and cultural heritage</p> <p><b>1c. Setting Instructional Outcomes</b>              • Valid, rigorous, and aligned • Clarity • Balance              • Suitability for diverse learners</p> <p><b>1d. Demonstrating Knowledge of Resources</b>              • For classroom • To extend content knowledge • For students</p> <p><b>1e. Designing Cohesive Instruction</b>              • Learning activities • Instructional materials and resources              • Instructional groups • Lesson and unit structure</p> <p><b>1f. Designing Student Assessments</b>              • Congruence with outcomes • Criteria and standards              • Formative assessments • Use for planning</p>	<p><b>DOMAIN 2: The Classroom Environment</b></p> <p><b>2a. Creating an Environment of Respect and Rapport</b>              • Climate • Expectations • Procedures • Instructional materials and resources</p> <p><b>2b. Establishing a Culture of Learning</b>              • Instructional materials and resources • Instructional materials and resources</p> <p><b>2c. Managing Classroom Procedures</b>              • Clarity of expectations • Instructional materials and resources</p> <p><b>2d. Managing Student Behavior</b>              • Instructional materials and resources • Instructional materials and resources</p> <p><b>2e. Organizing Physical Space</b>              • Instructional materials and resources • Instructional materials and resources</p>
<p><b>DOMAIN 4: Professional Responsibilities</b></p> <p><b>4a. Reflecting on Teaching</b>              • Accuracy • Use in future teaching</p> <p><b>4b. Maintaining Accurate Records</b>              • Student completion of assignments              • Student progress in learning • Non-instructional records</p> <p><b>4c. Communicating with Families</b>              • About instructional programs • About individual students              • Expectations of families in instructional program</p> <p><b>4d. Participating in a Professional Community</b>              • Collaborating with colleagues • Participation in school projects              • Involvement in matters of professional equity • Service to school</p> <p><b>4e. Growing and Developing Professionally</b>              • Enhancement of content knowledge and pedagogical skill              • Reciprocity to feedback from colleagues • Service to the profession</p> <p><b>4f. Exercising Professionalism</b>              • Ethical/legal conduct • Service to students • Assessment              • Decision-making • Compliance with school/district regulations</p>	<p><b>DOMAIN 3: Instruction</b></p> <p><b>3a. Communicating With Students</b>              • Expectations for learning • Directions and procedures              • Explanations of content • Use of oral and written language</p> <p><b>3b. Using Questioning and Discussion Techniques</b>              • Quality of questions • Discussion techniques • Student participation</p> <p><b>3c. Engaging Students in Learning</b>              • Activities and assignments • Student groups              • Instructional materials and resources • Structure and pacing</p> <p><b>3d. Using Assessment in Instruction</b>              • Assessment criteria • Monitoring of student learning              • Feedback to students • Student self-assessment and monitoring</p> <p><b>3e. Demonstrating Flexibility and Responsiveness</b>              • Lesson adjustment • Response to students • Pacing</p>

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### Wisconsin Framework for Principal Leadership

Domain 1: Effective Educators	Domain 2: Leadership Actions
<b>1.1 Human Resource Leadership</b>	<b>2.1 Personal Behavior</b>
1.1.1 Recruiting and Selecting	2.1.1 Professionalism
1.1.2 Assignment of Teachers and Instructional Staff	2.1.2 Time Management and Priority
1.1.3 Observation and Performance Evaluation	2.1.3 Use of Feedback for Improvement
1.1.4 Professional Development and Learning	2.1.4 Initiative and Persistence
1.1.5 Distributed Leadership	
	<b>2.2 Intentional and Collaborative School Culture</b>
<b>1.2 Instructional Leadership</b>	2.2.1 School Climate
1.2.1 Mission and Vision	2.2.2 Communication
1.2.2 Student Achievement Focus	2.2.3 Conflict Management and Resolution
1.2.3 Staff Collaboration	2.2.4 Consensus Building
1.2.4 Schoolwide Use of Data	
1.2.5 Student Learning Objectives	<b>2.3 School Management</b>
	2.3.1 Learning Environment Management
	2.3.2 Financial Management
	2.3.3 Policy Management

	Required component for Assistant/Associate Principal (AP) Practice
	Also required for AP if they evaluate teachers

### Educator Tasks and Activities

**Educator Self-Review**

**Student Learning Outcome**  
Initial, Mid-Year Review, Final  
Self-score

**Professional Practice Goal**  
Initial, Mid-Year Review, Final


**Collect and Document Evidence of  
Teacher Practice**

**Observations and Conferences**






## Evaluator Tasks and Activities

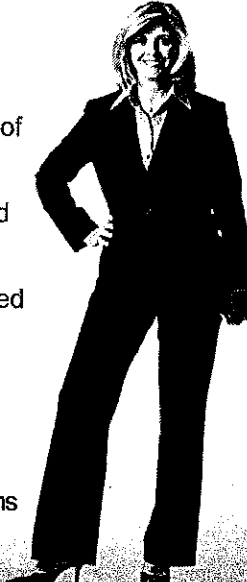


- Orientation Meeting
- Evaluation Planning Session
  - SLO
  - PPG
  - Observations
- Mid-Year Review
  - SLO and PPG
- Monitor Evidence Collection
- Mini-Observations and Feedback
- Announced Observation and Conferences
- Score SLO
- Final Evaluation and Scoring Teacher Practice

Evaluator of Teachers	Principal as Educator
Host Orientation	Attend Orientation
Ensure teachers complete Self-Review and Educator Effectiveness Plan (EEP) in Teachscape	Complete Self-Review and Educator Effectiveness Plan in Teachscape
Host Planning Sessions	Attend Planning Session
Collect evidence	Revise EEP, if necessary
Track evidence via Teachscape Summary Report	Collect evidence
Confirm access to Teachscape System	Prepare for School Visits



District Leader	Evaluator of Principals
Track completion of Focus Certification	Host Orientation
Coordinate roles of evaluators of principals	Ensure principals complete their Self-Review and Educator Effectiveness Plan (EEP) in Teachscape
Host leadership meeting related to implementation	Host Planning Sessions
Ensure principals have scheduled key meetings	Collect evidence
Use the Teachscape User Management System (UMS)	Track evidence collection via Teachscape Summary Report
Monitor EE implementation via Teachscape Reporting Functions	

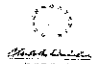



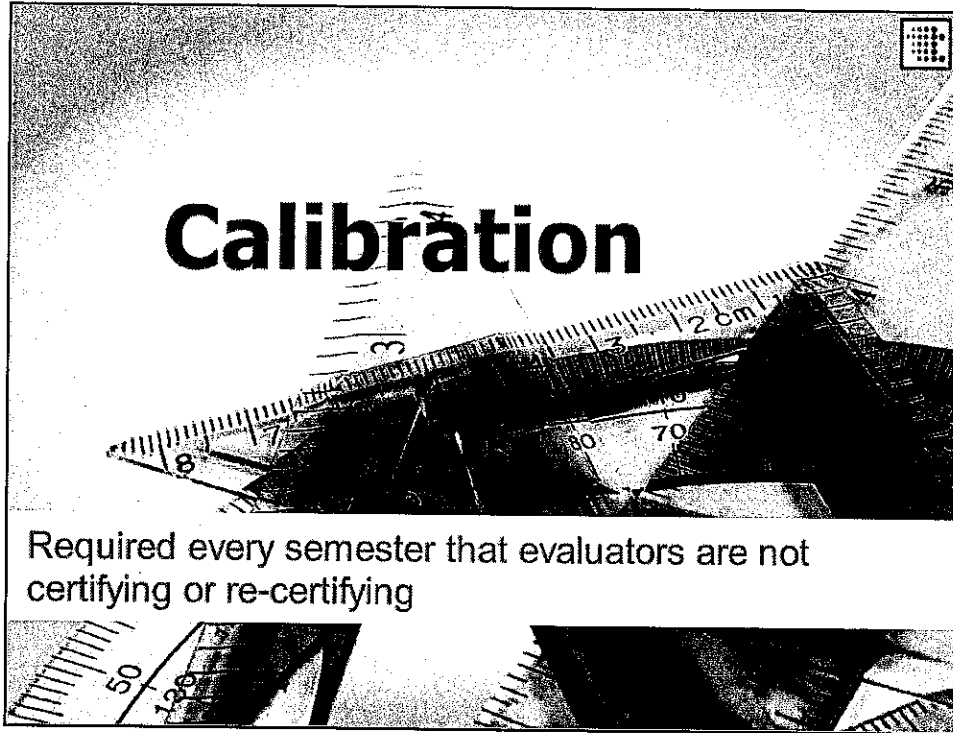
**Evaluation Certification**  
**25-30 hours of training**  
**2 Stage Proficiency Assessment**  
**Required every 4 years**

**FRAMEWORK FOR TEACHING  
 PROFICIENCY TEST**  
 CERTIFICATE OF ACHIEVEMENT

**Alice Murphy**  
This person has achieved the proficiency level  
 for every assessment and other criteria required of  
 Framework for Teaching Evaluators Instruction

April 3, 2014  
Signature of member of the Framework for Teaching



# Calibration

Required every semester that evaluators are not certifying or re-certifying

Lead Evaluator: Ann Franke  
**In Progress** | Last updated on 1/12/15 at 4:51 PM

Evaluation	Summary			
Evaluation Activity		In Progress	Owner	
Teacher Self-Review		In Progress	Ann Franke	<a href="#">View</a>
Educator Effectiveness Plan (EEP): SLO		In Progress	Ann Franke	<a href="#">View</a>
Educator Effectiveness Plan (EEP): PPG		In Progress	Ann Franke	<a href="#">View</a>
Teacher Practices		In Progress	Ann Franke	<a href="#">View</a>
End of Cycle Summary		Not Started	Ann Franke	<a href="#">View</a>

**In Progress** | Last updated on 8/27/14 at 4:59 PM

Evaluation	Summary
Task	
Principal Self-Review	In Progress
Principal Educator Effectiveness Plan (EEP): SLO	In Progress
Principal Educator Effectiveness Plan (EEP): PPG	In Progress
Principal Practices	Not Started
End of Cycle Summary	Not Started

## Summary Year and Supporting Years

### Overview of the Educator Effectiveness System: Summary Year

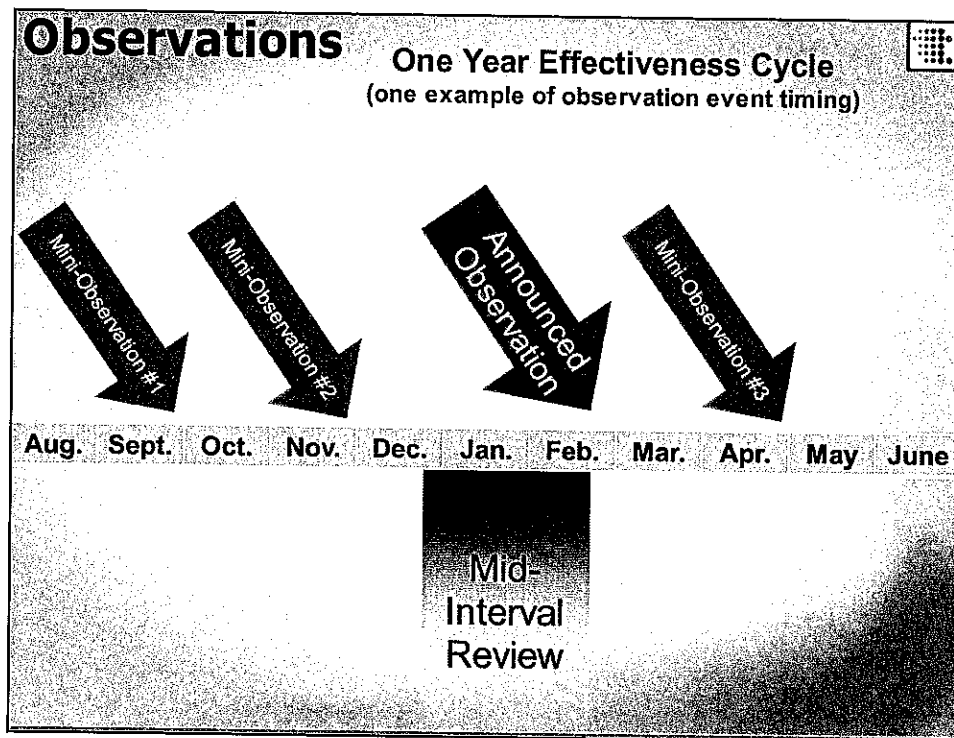
Gathering Evidence

Educator gathers evidence of progress towards EEP goals

Evaluator gathers evidence of educator practice from Observations and Mini-Observations


Meetings


Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
School leaders host Orientation Meetings	Evaluator hosts Planning Session to plan for year					Evaluator hosts Mid-Interval Review to review progression on EEP goals				Evaluator hosts End of Cycle Summary Conference with educator
					Educator prepares/ Submits Mid-Interval Review in Teachescape prior to Mid-Interval Review. If educator is working on a goal with a shorter interval, it is important to conduct a mid-interval check.				After meeting, evaluator submits overall component and SLO scores in Teachescape.	




### System Requirements: Summary vs. Supporting Years

	Summary Year	Supporting Year
<b>Meetings</b>	1. Orientation	No meetings between evaluator and educator required.
<b>Documentation in Teachscape</b>	2. Planning Session	
<b>Scoring</b>	3. Mid-Interval Review Meeting	Educators hold meetings with peers, Effectiveness Coaches, or evaluators.
<b>Evidence Collected</b>	4. End-of-Cycle Summary Conference	

<b>System Requirements: Summary vs. Supporting Years</b>		
	<b>Summary Year</b>	<b>Supporting Year</b>
<b>Meetings</b>	<ol style="list-style-type: none"> <li>1. Self-Review</li> <li>2. Educator Effectiveness Plan</li> <li>3. Mid-Interval Review</li> <li>4. End-of-Interval Review</li> </ol>	<ol style="list-style-type: none"> <li>1. Educator Effectiveness Plan</li> <li>2. Mid-Interval Review</li> <li>3. End-of-Interval Review</li> </ol>
<b>Documentation in Teachscape</b>		
<b>Scoring</b>		
<b>Evidence Collected</b>		

<b>System Requirements: Summary vs. Supporting Years</b>		
	<b>Summary Year</b>	<b>Supporting Year</b>
<b>Meetings</b>	<ol style="list-style-type: none"> <li>1. Educators self-score SLO.</li> <li>2. Evaluators review all SLOs and evidence of SLO progress from Effectiveness Cycle to assign final, holistic SLO score.</li> <li>3. Evaluators review all evidence of professional practice from Effectiveness Cycle to assign final score to each component.</li> </ol>	<ol style="list-style-type: none"> <li>1. Educators self-score SLO.</li> </ol>
<b>Documentation in Teachscape</b>		
<b>Scoring</b>		
<b>Evidence Collected</b>		

## System Requirements: Summary vs. Supporting Years



**Meetings**

**Documentation in Teachscape**

**Scoring**

**Evidence Collected**

### Summary Year

1. Educators collect and upload evidence towards SLO progress and PPG progress.
2. Evaluators conduct Announced Observation and at least 2 School Sampling Visits/Mini-Observations.

### Supporting Year

1. Educators collect and upload evidence towards SLO progress and PPG progress.
2. Evaluators can spread the required Mini-Observations across the Effectiveness Cycle, as long as they conduct at least two School Sampling Visits/Mini-Observations during the Summary Year.

# Improve Educator Practice

## Charlotte Danielson's FRAMEWORK FOR TEACHING

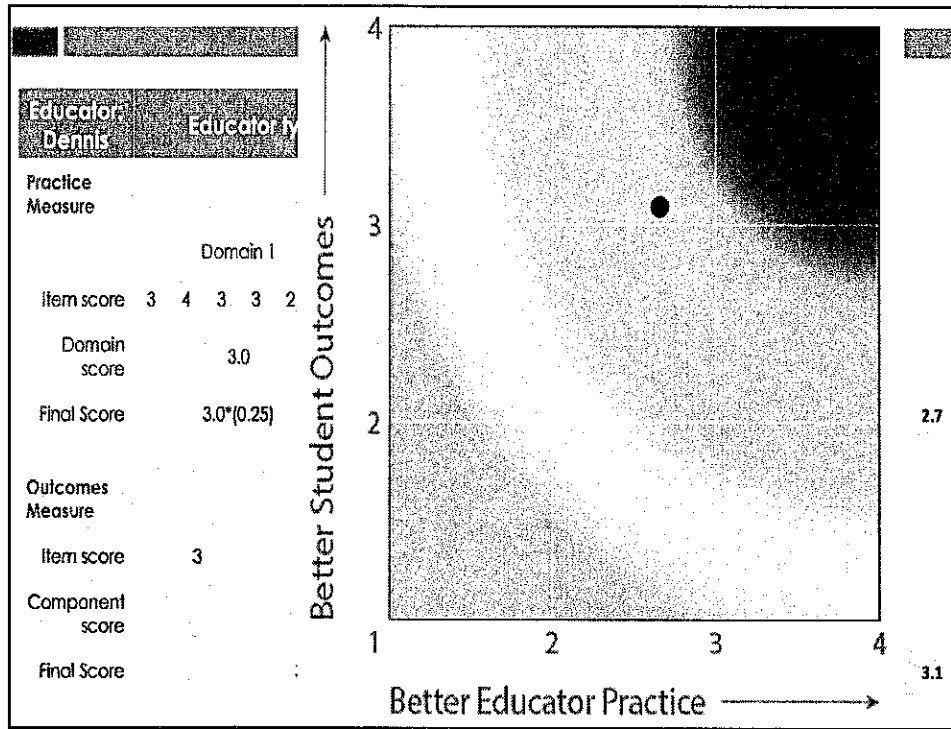
<p><b>DOMAIN 1: Planning and Preparation</b></p> <p><b>1a</b> Demonstrating Knowledge of Content and Pedagogy              • Content knowledge • Prerequisite relationships • Content pedagogy</p> <p><b>1b</b> Demonstrating Knowledge of Students              • Child development • Learning process • Special needs              • Student skills, knowledge, and proficiency              • Interests and cultural heritage</p> <p><b>1c</b> Setting Instructional Outcomes              • Valid, accurate, and appropriate • Clearly • Balance              • Suitability for diverse learners</p> <p><b>1d</b> Demonstrating Knowledge of Resources              • For classroom • To extend content knowledge • For students</p> <p><b>1e</b> Designing Coherent Instruction              • Learning activities • Instructional materials and resources              • Instructional groups • Lesson and unit structure</p> <p><b>1f</b> Designing Student Assessments              • Consistent with outcomes • Criteria and standards              • Formative assessments • Use for planning</p>	<p><b>DOMAIN 2: The Classroom Environment</b></p> <p><b>2a</b> Creating an Environment of Respect and Rapport              • Positive relationships • Classroom climate • Social and emotional learning</p> <p><b>2b</b> Establishing a Culture of Learning              • Instructional materials and resources • Instructional groups • Learning activities</p> <p><b>2c</b> Managing Classroom Management              • Instructional materials and resources • Instructional groups • Learning activities</p> <p><b>2d</b> Monitoring Student Learning              • Instructional materials and resources • Instructional groups • Learning activities</p> <p><b>2e</b> Organizing Physical Space              • Instructional materials and resources • Instructional groups • Learning activities</p>
<p><b>DOMAIN 4: Professional Responsibilities</b></p> <p><b>4a</b> Reflecting on Teaching              • Accuracy • Use in future teaching</p> <p><b>4b</b> Maintaining Accurate Records              • Student completion of assignments              • Student progress in learning • Non-instructional records</p> <p><b>4c</b> Communicating with Families              • About instructional program • About individual students              • Engagement of families in instructional program</p> <p><b>4d</b> Participating in a Professional Community              • Collaborating with colleagues • Participation in school projects              • Involvement in building of professional faculty • Service to school</p> <p><b>4e</b> Growing and Developing Professionally              • Enhancement of content knowledge and pedagogical skill              • receptivity to feedback from colleagues • Service to the profession</p> <p><b>4f</b> Showing Professionalism              • Integrity and ethical conduct • Service to students • Advocacy              • Decision-making • Compliance with school/district regulations</p>	<p><b>DOMAIN 3: Instruction</b></p> <p><b>3a</b> Communicating With Students              • Expectations for learning • Directions and procedures              • Explanations of content • Use of oral and written language</p> <p><b>3b</b> Using Questioning and Discussion Techniques              • Quality of questions • Discussion techniques • Student participation</p> <p><b>3c</b> Engaging Students in Learning              • Activities and assignments • Student groups              • Instructional materials and resources • Structure and pacing</p> <p><b>3d</b> Using Assessment in Instruction              • Assessment criteria • Monitoring of student learning              • Feedback to students • Student self-assessment and monitoring</p> <p><b>3e</b> Demonstrating Flexibility and Responsiveness              • Lesson adjustments • Response to students • Persistence</p>

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Wisconsin Framework for Principal Leadership	
Domain 1: Effective Educators	Domain 2: Leadership Actions
<b>1.1 Human Resource Leadership</b>	<b>2.1 Personal Behavior</b>
1.1.1 Recruiting and Selecting	2.1.1 Professionalism
1.1.2 Assignment of Teachers and Instructional Staff	2.1.2 Time Management and Priority
1.1.3 Observation and Performance Evaluation	2.1.3 Use of Feedback for Improvement
1.1.4 Professional Development and Learning	2.1.4 Initiative and Persistence
1.1.5 Distributed Leadership	
	<b>2.2 Intentional and Collaborative School Culture</b>
<b>1.2 Instructional Leadership</b>	2.2.1 School Climate
1.2.1 Mission and Vision	2.2.2 Communication
1.2.2 Student Achievement Focus	2.2.3 Conflict Management and Resolution
1.2.3 Staff Collaboration	2.2.4 Consensus Building
1.2.4 Schoolwide Use of Data	
1.2.5 Student Learning Objectives	<b>2.3 School Management</b>
	2.3.1 Learning Environment Management
	2.3.2 Financial Management
	2.3.3 Policy Management
Required component for Assistant/Associate Principal (AP) Practice Also required for AP if they evaluate teachers	

Educator Title	Educator type: Teacher in an elementary or middle school															
This educator has an Educator Practice Summary of 3.4 and an Student Outcomes Summary of 3.0.	Danielson framework															
	Domain 2				Domain 3				Domain 4							
	4	3	3	4	4	3	3	3	2	4	3	3	4	3	4	3
Domain score	3.5			3.6			3.0			3.3						
Final Score	$3.5 \times (0.25)$			+	$3.6 \times (0.25)$			+	$3.0 \times (0.25)$			+	$3.3 \times (0.25)$			= 3.4
Outcomes Measure	SLOs						School-Wide Reading Value-Added									
Item score	3		2		3		3		4		4					
Component score	3.0						3.7									
Final Score	$3.0 \times (0.95)$						+	$3.7 \times (0.05)$						= 3.0		





### Educator Effectiveness in ECSD

	Elementary School	Intermediate School	Middle School	High School
Total Number of Educators	40	30	45	49
Educators Included in EE	32	23	33	38
EE Educators in Summary Year	15	13	12	20

## Educator Effectiveness Coaches

- ES - Terrie Schmoltdt
- IS - Cindy Zblewski
- MS - Rya Counes
- HS - Kim Katzenmeyer

## EE Professional Development

January 18, 2015 - full day

### EE STEP 4.2 - Middle of the Year

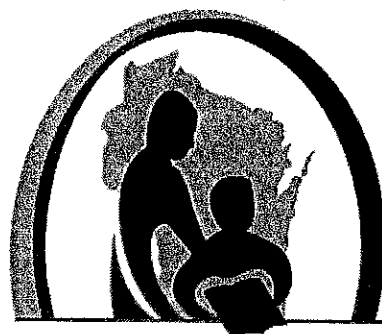
• EE Data #1's Review  
• Understanding Evidence of Learning

February 19, 2015 - full day

### EE STEP 4.3 - End of the Year

• EE Data #2's Review  
• Understanding Evidence of Learning

The WI Educator Effectiveness System



# Educator Effectiveness SYSTEM

IMPROVE SUPPORT. IMPROVE PRACTICE. IMPROVE OUTCOMES.

The Wisconsin Educator Effectiveness System provides a performance-based evaluation that leads to improved student learning by supporting the continuous improvement of educator practice.

## Administrator Interview Process

1. Post vacant position on WECAN.
2. Administrators review applications and select 6-10 candidates to interview.
3. District Administrator contacts references.
4. District Administrator conducts phone interview with each candidate.
5. Interview teams conduct two on-site interviews with each candidate:
  - a. Two interview groups with a mix of parents/community members/staff/board members/administration.
  - b. Writing sample.
6. Each committee ranks candidates after the interviews are complete. Both interview groups meet to share candidate rankings. Top 3-4 candidates forwarded to the administrative team for final interviews.
7. Final interviews are conducted by administrative team.
8. District Administrator selects the candidate to recommend for hire.
9. District Administrator forwards the recommended candidate to the Board.

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: 2015-2016 Staff Proposal  
Date: February 20, 2015

Attached you will find two documents showing current staff levels for 2014-15 and proposed staffing levels for 2015-16. There are no changes proposed to the co/extra-curricular positions. The staff proposal for teachers includes a .5 FTE increase for the Levi Leonard school counselor position. The Board of Education will be asked to approve both staffing proposals at the next board meeting. Following Board approval, all positions will be included in the budget for 2015-16.

CO/EXTRA CURRICULAR STAFFING POSITIONS

ACTIVITY	2015-2016	BUILDING	2015-2016	ACTIVITY	2015-2016	BUILDING	2015-2016
			CHANGES				CHANGES
ES MUSIC	1	ELEM		POM PON JV COACH - 50%	2	HS	
BAND DIRECTOR HS	1	HS		POM PON VARSITY COACH-50%	2	HS	
BASEBALL ASSISTANT COACH	1	HS		ROBOTICS CLUB	1	HS	
BASEBALL VARSITY COACH	1	HS		SOCCER BOYS VARSITY COACH	1	HS	
BASKETBALL CHEERLEADER COACH - 55%	1	HS		SOCCER GIRLS VARSITY COACH	1	HS	
BASKETBALL GIRLS JV COACH	1	HS		SOCCER JV BOYS	1	HS	
BASKETBALL GIRLS VARSITY COACH	1	HS		SOCCER JV GIRLS	1	HS	
BASKETBALL ASSISTANT BOYS COACH	1	HS		SOFTBALL HEAD	1	HS	
BASKETBALL BOYS FRESHMAN COACH	1	HS		SOFTBALL JV COACH	1	HS	
BASKETBALL GIRLS FRESHMAN COACH	1	HS		TRACK ASSISTANT COACH - 50%	2	HS	
BASKETBALL VARSITY BOYS COACH	1	HS		TRACK HEAD COACH	1	HS	
CHOIR-HS	1	HS		VOLLEYBALL ASSISTANT COACH	1	HS	
CROSS COUNTRY ASSISTANT COACH	1	HS		VOLLEYBALL GIRLS FRESHMAN COACH	1	HS	
CROSS COUNTRY VARSITY COACH	1	HS		VOLLEYBALL VARSITY GIRLS	1	HS	
DRAMA ASSISTANT	1	HS		WRESTLING ASSISTANT COACH	1	HS	
DRAMA COACH	1	HS		WRESTLING HEAD COACH	1	HS	
FOOTBALL ASSISTANT COACH	4	HS		4TH GRADE HISTORY HUNTERS	1	INT	
FOOTBALL ASSISTANT COACH - 50%	2	HS		MUSIC	1	INT	
FOOTBALL CHEERLEADER COACH - 45%	1	HS		PERCUSSION	1	INT	
FOOTBALL FRESHMAN COACH	1	HS		TRIS SCIENCE CLUB ADVISOR	1	INT	
FOOTBALL HEAD COACH	1	HS		BAND MS	1	MS	
FORENSICS ADVISOR-HS	1	HS		BASKETBALL BOYS MS COACH -50%	2	MS	
FUTURE BUSINESS LEADERS OF AMERICA	1	HS		BASKETBALL BOYS MS COACH	1	MS	
HIGH MILEAGE CLUB	1	HS		BASKETBALL GIRLS MS COACH	2	MS	
GLOBAL COMMUNITY PROJECT	1	HS		CHOIR-MS	1	MS	
STUDENT COUNCIL ADVISOR	1	HS		FOOTBALL MS COACH	2	MS	
PROM/JUNIOR CLASS ADVISOR	1	HS		FORENSICS ADVISOR-MS - 50%	2	MS	
MUSICAL DIRECTOR	1	HS		GLOBAL COMMUNITY PROJECT - 50%	2	MS	
MUSICAL ORCHESTRAL DIRECTOR HS	1	HS		MS QUIZ BOWL COACH	1	MS	
MUSICAL TECHNICAL DIRECTOR	1	HS		MS STUDENT COUNCIL ADVISOR - 50%	2	MS	
MUSICAL VOCAL DIRECTOR-HS	1	HS		TRACK MS COACH	3	MS	
NATIONAL HONOR SOCIETY ADVISOR	1	HS		VOLLEYBALL MS COACH	2	MS	
MATH TEAM	1	HS		WRESTLING-MS	2	MS	
				ATHLETIC DIRECTOR	1	DIST	

TEACHING STAFF PROPOSAL

	Current	Proposed	
	2014-2015	2015-2016	Change
	FTE	FTE	FTE
<u>Agriculture Teacher</u>	1.00	1.00	
<u>Alternative Education Teacher</u>	1.00	1.00	
<u>Art Teacher</u>	4.00	4.00	
<u>Business Education Teacher</u>	3.00	3.00	
<u>Early Childhood Teacher</u>	1.50	1.50	
<u>English Teacher</u>	4.00	4.00	
<u>ESL Teacher</u>	2.00	2.00	
<u>FACE Education Teacher</u>	2.00	2.00	
<u>G/T Teacher</u>	1.00	1.00	
<u>G/T/Resource/Reading Teacher</u>	1.00	1.00	
<u>HS/MS Literacy/Technology Learning Integration Teacher</u>	1.00	1.00	
<u>Instrumental Music Teacher</u>	1.00	1.00	
<u>K-12 Social Worker</u>	1.00	1.00	
<u>Language Arts Teacher</u>	3.00	3.00	
<u>Language Arts Teacher/Literacy Coach</u>	1.00	1.00	
<u>Library Media Specialist</u>	2.00	2.00	
<u>Mathematics Teacher</u>	8.00	8.00	
<u>Music Teacher</u>	4.68	4.68	
<u>Physical Education Teacher</u>	3.00	3.00	
<u>Physical Education/Health Teacher</u>	5.00	5.00	
<u>Reading Specialist</u>	2.00	2.00	
<u>Reading/G&amp;T Teacher</u>	1.00	1.00	
<u>Resource/Reading Teacher</u>	1.00	1.00	
<u>School Counselor</u>	4.00	4.50	0.50
<u>School Psychologist</u>	2.00	2.00	
<u>Science Teacher</u>	7.00	7.00	
<u>Social Studies Teacher</u>	6.50	6.50	
<u>Spanish Teacher</u>	4.00	4.00	
<u>Special Education Teacher</u>	14.50	14.50	
<u>Speech/Language Pathologist</u>	4.00	4.00	
<u>Teacher</u>	40.00	40.00	
<u>Technology Education Teacher</u>	3.00	3.00	
<u>School Nurse</u>	1.00	1.00	
<u>Physical Therapist</u>	1.20	1.20	
<u>Occupational Therapist</u>	2.00	2.00	
	143.38	143.88	0.50

## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: Fund 46  
Date: June 17, 2014

Below is information from DPI regarding the creation of a new Fund for purposes of capital expansion or capital improvements. The BOE may consider researching this option further for possible action at the end of fiscal year 2014-2015.

*LONG TERM CAPITAL IMPROVEMENT TRUST FUND (FUND 46): A school board with an approved long-term capital improvement plan (minimum of 10 years) may establish a "trust" that is funded with a transfer from the general fund. The contribution from Fund 10 to Fund 46 (Long-term Capital Improvement Trust Fund) is recorded as the expenditure for shared cost and equalization aid purposes. Future expenditures from Fund 46 are not part of shared costs. A school board is prohibited from removing money deposited into Fund 46 for a period of five years after the fund is created. After the initial five year wait period is over, funds may only be used for the purposes identified in the approved long-term capital improvement plan. Fund 46 assets may not be transferred to any other school district fund.*

*The resources in Fund 46 may not be used for any purpose other than that for which the "trust" was established. For this reason a separate checking and/or investment account for these funds is required.*

*Board actions required by June 30th of fiscal year in which Fund 46 is established:*

- 1. Approve the long-term capital improvement plan (minimum of 10 years).*
- 2. Pass the resolution creating the Long-term Capital Improvement Trust Fund.*

*To utilize DPI accounts to record the Fund 10 transfer, provide copies of the following documents:*

- 1. Official Board minutes approving the long-term capital improvement plan.*
- 2. Signed resolution creating the Long-term Capital Improvement Trust Fund.*
- 3. Documentation that confirms the existence of a segregated bank/investment account.*

*Limitations regarding Fund 46 activities and access to funds:*

- 1. Funds may only be accessed five years after the establishment of the "trust" fund.*
- 2. Fund balance may not be used for general fund cash flow purposes.*
- 3. Funds may not be transferred to another fund or liquidated.*
- 4. Loaning of money for other purposes or to other funds is not allowed.*
- 5. Funds must be physically deposited and held in a segregated bank/investment (separate and distinct from other district accounts) until they are expended for capital improvement projects per the district's plan.*
- 6. Funds invested as per sec. 66.0603, Wis. Stats.*



# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: 2014-2015 Budget  
Date: February 20, 2015

Attached is a summary budget report for 2014-2015 as of January 31, 2015. Each Fund listed shows revenues first followed by expenses. For comparison purposes, the same information for 2013-2014 is also included on this report. At this time, I do not have any concerns regarding the percentage of revenues received or the percentage of expenses incurred as of January 31. For the General Fund, revenues are higher than last year due to the referendum and expenses are less than last year due to the change in payroll cycles. Please let me know if you have any questions.

Fd	T	Loc	Obj	Func	Prj	Obj	2013-14	2013-14	2014-15	2014-15	2014-15
							Revised Budget	FYTD Activity	Original Budget	FYTD Activity	FY %
10	R	---	2--	-----	---	REVENUE FROM LOCAL S	5,363,370.00	2,670,381.76	6,174,579.00	4,164,425.29	67.43
10	R	---	3--	-----	---	INTER-DISTRICT TRANS	331,822.00	0.00	407,200.00	0.00	0.00
10	R	---	5--	-----	---	REV FROM INTERMEDIAT	1,000.00	0.00	1,000.00	0.00	0.00
10	R	---	6--	-----	---	REVENUE FROM STATE S	12,509,409.00	4,848,334.11	12,515,519.74	4,858,454.70	38.82
10	R	---	7--	-----	---	REVENUE FROM FEDERAL	205,758.00	0.00	190,667.55	0.00	0.00
10	R	---	9--	-----	---	OTHER SOURCES OF REV	73,664.12	72,283.45	66,183.79	43,599.52	65.88
10	R	---	---	-----	---	Revenue	18,485,023.12	7,590,999.32	19,355,150.08	9,066,479.51	46.84
10	E	---	1--	-----	---	SALARIES	8,599,810.68	4,659,907.66	8,822,572.26	4,025,425.41	49.83
10	E	---	2--	-----	---	EMPLOYEE BENEFITS	3,885,606.98	2,077,228.75	3,784,687.22	1,937,022.78	55.23
10	E	---	3--	-----	---	PURCHASED SERVICES	2,737,307.42	987,955.94	3,114,069.22	1,167,844.35	43.17
10	E	---	4--	-----	---	NON-CAPITAL OBJECTS	766,063.59	481,748.60	893,685.50	481,185.08	55.48
10	E	---	5--	-----	---	CAPITAL OBJECTS	31,400.00	13,542.17	304,000.00	7,248.02	2.66
10	E	---	6--	-----	---	DEBT RETIREMENT	65,067.98	18,381.21	171,185.62	122,131.86	73.14
10	E	---	7--	-----	---	INSURANCE	153,464.00	141,845.24	160,806.00	150,511.20	93.60
10	E	---	8--	-----	---	OPERATING TRANSFERS	2,045,261.34	0.00	2,140,805.02	0.00	0.00
10	E	---	9--	-----	---	OTHER OBJECTS	35,558.00	30,283.31	58,990.00	24,831.08	48.09
10	E	---	---	-----	---	Expense	18,319,539.99	8,410,892.88	19,450,800.84	7,916,199.78	44.42
21	R	---	2--	-----	---	REVENUE FROM LOCAL S	0.00	5,412.44	0.00	5,132.05	0.00
21	R	---	---	-----	---	Revenue	0.00	5,412.44	0.00	5,132.05	0.00
21	E	---	1--	-----	---	SALARIES	0.00	0.00	0.00	1,600.00	0.00
21	E	---	2--	-----	---	EMPLOYEE BENEFITS	0.00	0.00	0.00	185.41	0.00
21	E	---	3--	-----	---	PURCHASED SERVICES	0.00	0.00	0.00	15,314.98	0.00
21	E	---	4--	-----	---	NON-CAPITAL OBJECTS	0.00	5,604.32	0.00	2,650.88	0.00
21	E	---	---	-----	---	Expense	0.00	5,604.32	0.00	19,751.27	0.00
27	R	---	1--	-----	---	INTERFUND TRANSFERS	2,045,261.34	0.00	2,140,805.02	0.00	0.00
27	R	---	3--	-----	---	INTER-DISTRICT TRANS	10,005.58	0.00	10,084.00	0.00	0.00
27	R	---	6--	-----	---	REVENUE FROM STATE S	784,128.15	345,884.00	833,292.18	266,894.00	32.03
27	R	---	7--	-----	---	REVENUE FROM FEDERAL	516,392.15	81,458.63	532,921.07	59,619.30	11.19
27	R	---	---	-----	---	Revenue	3,355,787.22	427,342.63	3,517,102.27	326,513.30	9.28
27	E	---	1--	-----	---	SALARIES	2,053,418.05	1,077,982.60	2,121,126.32	950,971.75	49.04
27	E	---	2--	-----	---	EMPLOYEE BENEFITS	958,635.17	442,978.14	950,162.53	460,091.39	52.62
27	E	---	3--	-----	---	PURCHASED SERVICES	309,465.00	158,109.46	367,675.00	201,786.83	60.16
27	E	---	4--	-----	---	NON-CAPITAL OBJECTS	27,269.00	20,635.40	76,338.42	55,834.20	74.12
27	E	---	5--	-----	---	CAPITAL OBJECTS	0.00	0.00	0.00	16,711.75	0.00
27	E	---	9--	-----	---	OTHER OBJECTS	7,000.00	5,585.16	1,800.00	8,295.74	471.99
27	E	---	---	-----	---	Expense	3,355,787.22	1,705,290.76	3,517,102.27	1,693,691.66	52.41
50	R	---	2--	-----	---	REVENUE FROM LOCAL S	421,997.40	214,877.18	414,967.25	196,309.68	47.31
50	R	---	6--	-----	---	REVENUE FROM STATE S	10,663.01	0.00	11,498.91	0.00	0.00
50	R	---	7--	-----	---	REVENUE FROM FEDERAL	261,853.65	78,450.87	255,048.08	90,934.98	35.65
50	R	---	---	-----	---	Revenue	694,514.06	293,328.05	681,514.24	287,244.66	42.15
50	E	---	1--	-----	---	SALARIES	193,549.76	100,330.44	185,158.74	88,089.76	52.67
50	E	---	2--	-----	---	EMPLOYEE BENEFITS	82,058.54	38,085.52	71,115.10	37,320.71	57.14
50	E	---	3--	-----	---	PURCHASED SERVICES	368,742.67	227,991.59	358,667.12	222,840.73	70.42
50	E	---	4--	-----	---	NON-CAPITAL OBJECTS	74,604.13	5,453.04	66,573.28	5,403.80	8.40
50	E	---	9--	-----	---	OTHER OBJECTS	0.00	144.00	0.00	10.00	0.00
50	E	---	---	-----	---	Expense	718,955.10	372,004.59	681,514.24	353,665.00	58.15

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: 2015-2016 Budget Update  
Date: February 20, 2015

Attached are several documents for your review related to the 2015-2016 Budget:

- Baird Budget Forecast Model dated January 31, 2015
- Baird Budget Forecast Model – Governor’s proposed Budget - \$150 out/\$165 in/\$150 out
- Baird Budget Forecast Model – “Stay the Course”
- Baird Model “Levy and Misc.” adjustment worksheet for “Stay the Course” output summary
- Proposed Student Fee Schedule for 2015-2016
- Current Student Fee Policy and Schedule

The Governor’s proposed budget eliminates a \$150 per pupil categorical aid for the 2015-16 budget year and then gives the per pupil aid back for 2016-17 at a rate of \$165 per pupil. This loss of revenue increases the projected budget deficit to \$675,911 for 2015-16. A review of options available to reduce budget deficits include:

- Increasing revenues
- Reducing expenses
  - Eliminate programs
  - Reduce staffing
  - Freeze salaries and benefits
- Use of General Fund Balance

Another option for the Board to consider is to supplant budget dollars with referendum dollars. Prior to the Governor’s budget announcement, this was not a popular budget reduction option, but the school funding landscape has changed. Over the past 4 years, state funding for schools has been inconsistent and it appears that schools may expect more inconsistency of school funding in the future.

I am proposing that the Board consider “staying the course” regarding decisions that have already been considered to build the 2015-16 school budget. The decisions/options include:

- Fund the new 4K program in the first year with the General Fund balance - \$300,000
- Pay for the last year of the telephone lease with the General Fund balance - \$96,000

- Eliminate the student materials fee and set flat rates for all other student fees to no longer overtly identify low income students – revenue decrease of \$30,000
- Provide employee pay increases of 1.5%
- Freeze the cost of employee benefits
- Remove the one-time expenditures as proposed at the Board budget retreat - \$148,598
- Supplant technology and capital project budget dollars with referendum dollars for 2015-16 only - \$89,000
- Use General Fund balance for the remaining projected budget deficit for 2015-16 - \$120,911

In the coming months, the budget will continue to change. The Governor's proposed budget will change. The 4K grant may provide additional revenue. Expenses will continue to be adjusted. Should any of the changes reduce the projected budget deficit, the Board should consider what budget reduction options to eliminate first. For example, if the final state budget includes a per pupil increase, the extra revenue should be used to eliminate supplanting with referendum funds first (if the Board decides to do this) and then eliminate the use of General Fund balance second, etc.

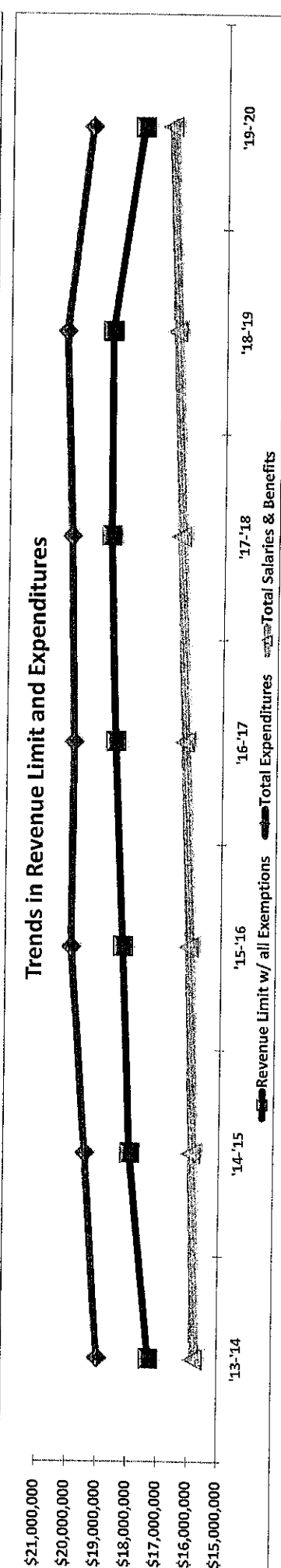
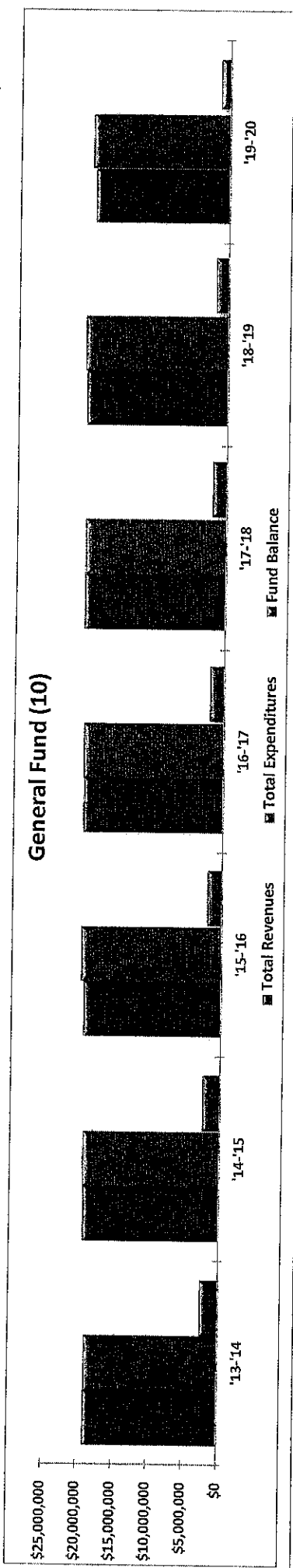
Please let me know if you have questions. I would be happy to provide more information prior to the Board meeting if requested.

# School District of Evansville Community

31-Jan-15

## Forecast Model Scenario: Current Scenario

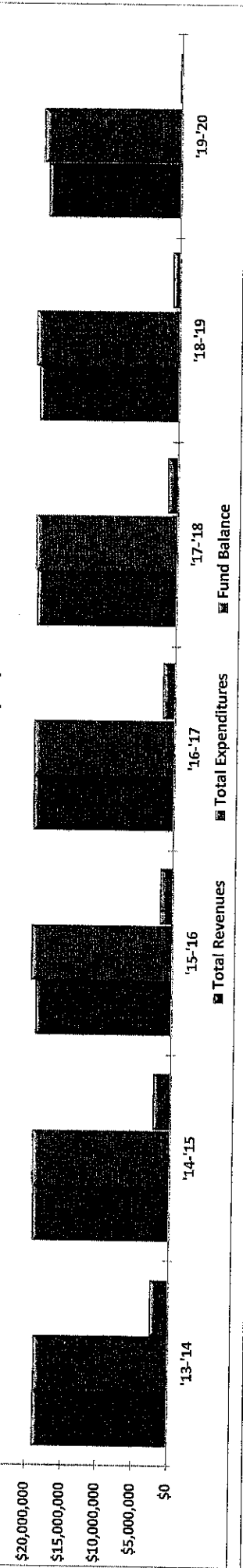
	'13-'14	'14-'15	'15-'16	'16-'17	'17-'18	'18-'19	'19-'20
Sept Membership (FTE) Growth:	-1.73%	0.63%	3.33%	0.00%	0.00%	0.00%	0.00%
Per Pupil Increase:	\$75	\$75	\$0	\$0	\$0	\$0	\$0
Equalized Valuation Growth:	0.84%	0.71%	0.00%	0.00%	0.00%	0.00%	0.00%
Fund 10 Revenues	\$19,050,257	\$19,355,151	\$19,547,333	\$19,847,717	\$20,051,299	\$20,059,680	\$19,054,577
Fund 10 Expenditures	\$18,979,861	\$19,450,801	\$19,955,044	\$19,915,128	\$20,052,521	\$20,276,999	\$19,474,244
Surplus (Deficit)	\$70,396	(\$95,650)	(\$407,711)	(\$67,412)	(\$1,223)	(\$217,319)	(\$419,667)
Fund Balance	\$2,578,322	\$2,482,672	\$2,074,961	\$2,007,549	\$2,006,326	\$1,789,007	\$1,369,341
Fund Balance as % of Expenditures	13.58%	12.76%	10.40%	10.08%	10.01%	8.82%	7.03%
Total School-Based Tax Levy % change	\$8,129,843	\$9,067,471	\$9,142,911	\$8,891,785	\$9,214,037	\$9,306,377	\$8,347,793
Total Tax Rate per \$1,000 Equalized Valuation % change	\$12.30	11.53%	0.83%	-2.75%	3.62%	1.00%	-10.30%
Non-Recurring Referendum \$	\$0	\$1362	\$13.73	\$13.36	\$13.84	\$13.98	\$12.54
Recurring Referendum \$	\$0	10.73%	0.81%	-2.69%	3.59%	1.01%	-10.30%
Total Expenditures	\$0	\$690,000	\$905,000	\$978,897	\$990,000	\$1,002,200	\$0
Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0



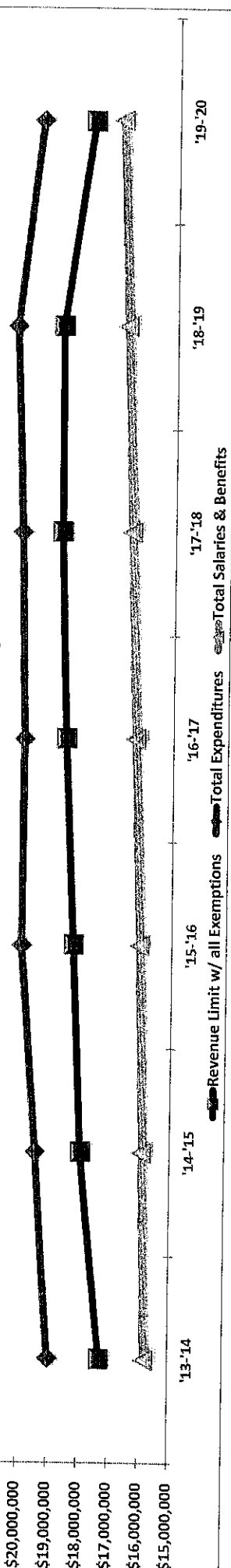
# School District of Evansville Community

	Forecast Model Scenario					Current Scenario								
	'13-'14	'14-'15	'15-'16	'16-'17	'17-'18	'18-'19	'19-'20	'13-'14	'14-'15	'15-'16	'16-'17	'17-'18	'18-'19	'19-'20
Sept Membership (FTE) Growth:	-1.73%	0.63%	3.33%	0.00%	0.00%	0.00%	0.00%							
Per Pupil Increase:	\$75	\$75	\$0	\$0	\$0	\$0	\$0							
Equalized Valuation Growth:	0.84%	0.71%	0.00%	0.00%	0.00%	0.00%	0.00%							
Fund 10 Revenues	\$19,050,257	\$19,355,151	\$19,279,133	\$19,874,882	\$19,776,649	\$19,785,030	\$18,779,927							
Fund 10 Expenditures	\$18,979,861	\$19,450,801	\$19,955,044	\$19,915,128	\$20,052,521	\$20,276,999	\$19,474,244							
Surplus (Deficit)	\$70,396	(\$95,650)	(\$675,911)	(\$40,247)	(\$275,873)	(\$491,969)	(\$694,317)							
Fund Balance	\$2,578,322	\$2,482,672	\$1,806,761	\$1,766,514	\$1,490,641	\$998,672	\$304,356							
Fund Balance as % of Expenditures	13.58%	12.76%	9.05%	8.87%	7.43%	4.93%	1.56%							
Total School-Based Tax Levy % change	\$8,129,843	\$9,067,471	\$9,142,911	\$8,808,522	\$9,222,469	\$9,221,111	\$8,262,530							
Total Tax Rate per \$1,000 Equalized Valuation % change	\$12.30	11.53%	0.83%	-3.66%	4.70%	-0.01%	-10.40%							
Non-Recurring Referendum \$	\$0	\$13.62	\$13.73	\$13.23	\$13.85	\$13.85	\$12.41							
Recurring Referendum \$	\$0	10.73%	0.81%	-3.64%	4.69%	0.00%	-10.40%							
	\$0	\$690,000	\$905,000	\$978,897	\$990,000	\$1,002,200	\$0							
	\$0	\$0	\$0	\$0	\$0	\$0	\$0							

General Fund (10)



Trends in Revenue Limit and Expenditures

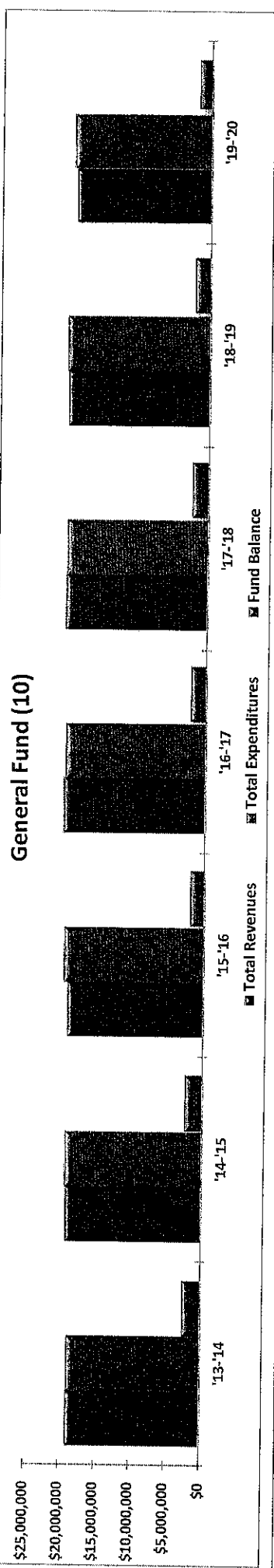


# School District of Evansville Community

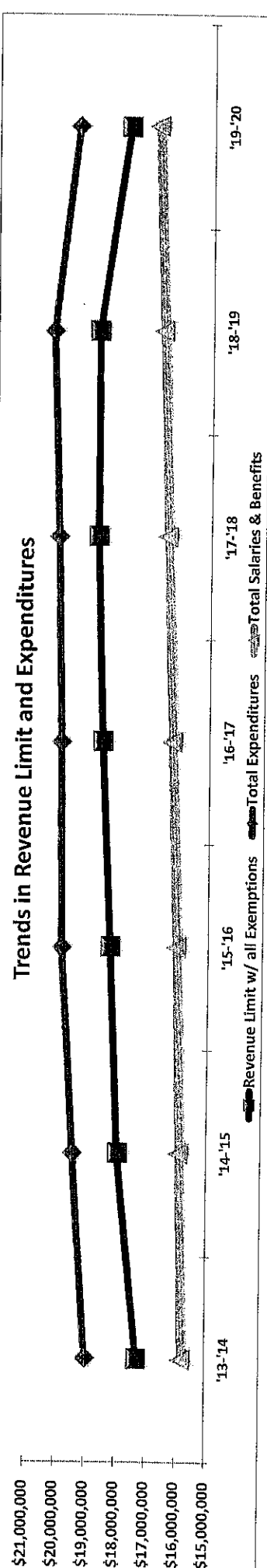
"Stay the Course"

	'13-14	'14-15	'15-16	'16-17	'17-18	'18-19	'19-20
Sept Membership (FTE) Growth:	-1.73%	0.63%	3.33%	0.00%	0.00%	0.00%	0.00%
Per Pupil Increase:	\$75	\$75	\$0	\$0	\$0	\$0	\$0
Equalized Valuation Growth:	0.84%	0.71%	0.00%	0.00%	0.00%	0.00%	0.00%
Fund 10 Revenues	\$19,050,257	\$19,355,151	\$19,349,133	\$20,143,442	\$20,165,240	\$20,129,680	\$19,124,577
Fund 10 Expenditures	\$18,979,881	\$19,450,801	\$19,866,044	\$19,915,128	\$20,052,521	\$20,276,999	\$19,474,244
Surplus (Deficit)	\$70,396	(\$95,650)	(\$516,911)	\$228,313	\$112,718	(\$147,319)	(\$349,667)
Fund Balance	\$2,578,322	\$2,482,672	\$1,965,761	\$2,194,074	\$2,306,792	\$2,159,473	\$1,809,807
Fund Balance as % of Expenditures	13.58%	12.76%	9.90%	11.02%	11.50%	10.65%	9.29%
Total School-Based Tax Levy	\$8,129,843	\$9,067,471	\$9,142,911	\$8,857,884	\$9,305,845	\$9,341,749	\$8,369,524
% change		11.53%	0.83%	-3.12%	5.06%	0.39%	-10.41%
Total Tax Rate per \$1,000 Equalized Valuation	\$12.30	\$13.62	\$13.73	\$13.30	\$13.98	\$14.03	\$12.57
% change		10.73%	0.81%	-3.13%	5.11%	0.36%	-10.41%
Non-Recurring Referendum \$	\$0	\$690,000	\$905,000	\$978,897	\$990,000	\$1,002,200	\$0
Recurring Referendum \$	\$0	\$0	\$0	\$0	\$0	\$0	\$0

General Fund (10)



Trends in Revenue Limit and Expenditures



# School District of Evansville

## TAX LEVY:

TOTAL FUND 10 LEVY	\$5,981,177			
Plus: FUND 39 LEVY	\$2,848,948			
Less: FUND 39 LEVY OFFSET	\$0			
Less: FUND 39 LEVY OFFSET	\$0			
Plus: NEW FUND 39 LEVY	\$0			
Plus: FUND 38 LEVY	\$135,944			
Less: FUND 38 LEVY OFFSET	\$0			
Plus: NEW FUND 38 LEVY	\$0			
Plus: FUND 41 LEVY	\$0			
Plus: FUND 80 LEVY	\$0			
Chargeback Levy	\$0			
TOTAL LEVY	\$9,067,471			
% Increase (decrease) over previous FY	11.53%			

TOTAL TAX RATE PER \$1,000 EQUALIZED VALUE	\$13.73
Revenue Limit Tax Rate	\$9.19
Community Service Tax Rate (Fund 80)	\$0.00
Referendum Approved Debt Tax Rate (Fund 39)	\$4.43
Chargeback Levy Rate	\$0.00

## One-time/ongoing Fund 10 Adjustments

Fund 10 Expenditures	
Referendum	
4K	
Telephone lease terminates	
Cost of Referendum marketing and election	
Extra \$\$ added to furniture and capital prof	
One-time tuition reimb	
Supplant Referendum - 1 year only	
Extra \$\$ added to technology telephone plan switch	
Savings from retiree obligation	
Total Expenditures	\$277,403

Fund 10 Revenues	
Eliminate student fees	
E-Rate Funding	
Label Revenue Reduction / Enhancement Here	
Label Revenue Reduction / Enhancement Here	
Total Revenues	\$168,560

	FORECAST					
	Current Budget '14-'15	Working Budget '15-'16	Projected '16-'17	Projected '17-'18	Projected '18-'19	Projected '19-'20
TOTAL FUND 10 LEVY	\$5,981,177	\$5,908,920	\$5,452,401	\$5,741,242	\$5,599,771	\$4,449,643
Plus: FUND 39 LEVY	\$2,848,948	\$3,092,448	\$3,263,793	\$3,418,319	\$3,591,875	\$3,766,875
Less: FUND 39 LEVY OFFSET	\$0	\$0	\$0	\$0	\$0	\$0
Less: FUND 39 LEVY OFFSET	\$0	\$0	\$0	\$0	\$0	\$0
Plus: NEW FUND 39 LEVY	\$0	\$0	\$0	\$0	\$0	\$0
Plus: FUND 38 LEVY	\$135,944	\$141,544	\$141,691	\$146,284	\$150,103	\$153,006
Less: FUND 38 LEVY OFFSET	\$0	\$0	\$0	\$0	\$0	\$0
Plus: NEW FUND 38 LEVY	\$0	\$0	\$0	\$0	\$0	\$0
Plus: FUND 41 LEVY	\$0	\$0	\$0	\$0	\$0	\$0
Plus: FUND 80 LEVY	\$0	\$0	\$0	\$0	\$0	\$0
Chargeback Levy	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LEVY	\$9,067,471	\$9,142,911	\$8,857,884	\$9,305,845	\$9,341,749	\$8,369,524
% Increase (decrease) over previous FY	11.53%	0.83%	-3.12%	5.06%	0.39%	-10.41%

	FORECAST					
	Current Budget '14-'15	Working Budget '15-'16	Projected '16-'17	Projected '17-'18	Projected '18-'19	Projected '19-'20
TOTAL TAX RATE PER \$1,000 EQUALIZED VALUE	\$13.73	\$13.73	\$13.30	\$13.38	\$14.03	\$12.57
Revenue Limit Tax Rate	\$9.19	\$9.09	\$8.40	\$8.85	\$8.64	\$6.91
Community Service Tax Rate (Fund 80)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Referendum Approved Debt Tax Rate (Fund 39)	\$4.43	\$4.64	\$4.90	\$5.13	\$5.39	\$5.66
Chargeback Levy Rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fund 10 Expenditures	
Referendum	
4K	
Telephone lease terminates	
Cost of Referendum marketing and election	
Extra \$\$ added to furniture and capital prof	
One-time tuition reimb	
Supplant Referendum - 1 year only	
Extra \$\$ added to technology telephone plan switch	
Savings from retiree obligation	
Total Expenditures	\$277,403

Fund 10 Revenues	
Eliminate student fees	
E-Rate Funding	
Label Revenue Reduction / Enhancement Here	
Label Revenue Reduction / Enhancement Here	
Total Revenues	\$168,560



## PROPOSED FEE SCHEDULE FOR 2015-2016

<u>Activity/Sport</u>	<u>*Students</u>	<u>Revenue</u>
HIGH SCHOOL SPORTS - \$55		
BASEBALL	23	\$ 1,265.00
BASKETBALL BOYS	42	\$ 2,310.00
BASKETBALL GIRLS	41	\$ 2,255.00
CHEERLEADING	15	\$ 825.00
CROSS COUNTRY	25	\$ 1,375.00
FOOTBALL	58	\$ 3,190.00
GOLF	22	\$ 1,210.00
POM PON	38	\$ 2,090.00
SOCCER BOYS	42	\$ 2,310.00
SOCCER GIRLS	27	\$ 1,485.00
SOFTBALL	25	\$ 1,375.00
TRACK	67	\$ 3,685.00
VOLLEYBALL	43	\$ 2,365.00
WRESTLING	31	\$ 1,705.00
		<u>\$ 27,445.00</u>
MS SPORTS - \$30		
BASKETBALL BOYS	47	\$ 1,410.00
BASKETBALL GIRLS	32	\$ 960.00
CROSS COUNTRY	10	\$ 300.00
FOOTBALL	44	\$ 1,320.00
TRACK	102	\$ 3,060.00
VOLLEYBALL	63	\$ 1,890.00
WRESTLING	15	\$ 450.00
		<u>\$ 9,390.00</u>
HS CO-CURRICULARS - \$20		
HS FALL PLAY	23	\$ 460.00
HS FORENSICS	10	\$ 200.00
HS JAZZ BAND	42	\$ 840.00
HS MUSICAL	25	\$ 500.00
HS VOCAL JAZZ	20	\$ 400.00
HS STUDENT COUNCIL	60	\$ 1,200.00
HS NATIONAL HONOR	46	\$ 920.00
HS MIIE HIGH CLUB	6	\$ 120.00
HS FBLA	32	\$ 640.00
		<u>\$ 5,280.00</u>
MS CO-CURRICULARS - \$15		
MS FORENSICS	17	\$ 255.00
MS JAZZ BAND	37	\$ 555.00
MS QUIZ BOWL	10	\$ 150.00
MS STUDENT COUNCIL	114	\$ 1,710.00
MS HISPANIC CLUB	25	\$ 375.00
		<u>\$ 13,605.00</u>
HS Parking - \$80	165	\$ 13,200.00
Instrument Rental Fee - \$80	30	\$ 2,400.00
		<u>\$ 71,320.00</u>

\*2013-2014 participants

Revised: April 13, 1998  
Revised: June 13, 2005  
Revised: July 16, 2007  
Revised: March 9, 2009

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## STUDENT FEES, FINES AND CHARGES

The Evansville Board of Education wishes to provide a complete and effective educational program for all students. During the process of schooling, certain activities, courses and services may require additional funding. Therefore, the Board will charge those students who choose to participate according to an approved schedule of fees.

The fees charged shall be reviewed annually and adjustments shall be published in the official school newspaper and/or distributed prior to the beginning of the school year. A schedule of Student Fees will include payment for general instructional materials, school meals, additional cost for special classes or programs, athletic participation and extra or co-curricular activities. Fees will not be pro-rated for any student regardless of instructional hours or setting, and/or enrollment starting/ending dates.

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

Music instrument rental, and parking fees are set aside into separate accounts for repair, replacement or purchases.

Individual fines and other appropriate charges will be assessed when students intentionally, or through neglect, abuse and destroy school property. Fines will be in direct relation to the damage, taking into consideration the normal life of the property.

Economic hardship may qualify families for free or reduced school meals. If qualified, other district fees will also be reduced. To determine if a family qualifies, they must complete an application for free or reduced meals.

Legal Ref.: Sections 118.001 Wisconsin Statutes

118.03(2)  
118.04(4)  
120.12(11)(22)  
120.13(5)  
121.54(7)(b)(2)

Local Ref.: Policy #657.1-Student Fee Schedule  
Policy #760.1-Breakfast/Lunch Fee Schedule

Revised: July 12, 2010  
 Revised: June 27, 2011  
 Reviewed: June 6, 2012  
 Reviewed: April 29, 2013

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
 2013-2014 STUDENT FEE SCHEDULE

The Materials Fee helps defray the cost of textbooks, workbooks, periodicals, etc., as follows:

		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
High School	\$52.00	\$16.00	\$ 5.00
Middle School	\$37.00	\$11.00	\$ 4.00
Intermediate School	\$27.00	\$ 8.00	\$ 3.00
Elementary School	\$27.00	\$ 8.00	\$ 3.00

<b>** Athletic Fees</b>	<u>Per Sport / Per Season</u>	<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School	\$34.00	\$17.00	\$8.50
High School	\$62.00	\$31.00	\$15.50

<b>** Extra or Co-Curricular Activities Fees</b>		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School Forensics	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Jazz Band	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Swing Choir	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Quiz Bowl	\$ 7.00	\$ 3.50	\$ 1.75
High School Forensics	\$24.00	\$12.00	\$ 6.00
High School Jazz Band	\$24.00	\$12.00	\$ 6.00
High School Vocal Jazz	\$24.00	\$12.00	\$ 6.00
High School Three Act Play	\$24.00	\$12.00	\$ 6.00
High School Musical Cast/Major Crew	\$24.00	\$12.00	\$ 6.00

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

Musical Instrument Rental (Excludes percussion)		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
	\$100.00/annually, \$50.00/semester	\$50.00/annually, \$25.00/semester	\$25.00/annually, \$12.50/semester

Parking Fees		
Parking Permit – will only be issued after all other fees have been paid		\$80.00/annually, \$40.00/semester, or \$20.00/term–no refunds.

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

## **4K Update**

### **Family Communications:**

The Family Informational Night on February 17<sup>th</sup> was well attended. Jo Bernhardt and Joanie Dobbs presented information on mission, guiding principles and logistics.

The next opportunity for families to learn about the program will happen at two "See the Sites" evenings on March 5<sup>th</sup> and March 10<sup>th</sup> from 5:30-7:00 p.m. Families have the opportunity to visit each of the sites and talk with the staff.

Formal registration takes place on Thursday, March 19<sup>th</sup>. Families were told that they will have an opportunity to request first, second and third choice of sites, but depending on enrollment numbers and busing, we may not be able to honor first choice. Every effort will be made to give families their first choice of site.

### **Implementation Logistics:**

The approved contract will be personalized for each site and should be signed by the end of the month.

The Steering Committee has developed a handbook which should be available for families at registration.

After registration, families will be assigned to sites, busing routes will be finalized, and we should be ready to inform families of their placement by mid-April.

## EVANSVILLE COMMUNITY SCHOOL DISTRICT

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

The Teachers Employee Compensation Committee meeting was held on Monday, January 19, 2015, at 5:30 pm in the District Board and Training Room.

#### **Attendance**

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

#### **Approve Minutes**

Motion by Ms. Rossmiller, seconded by Ms. Fritz, moved to approve the December 17, 2014, minutes as presented. Motion carried, voice vote.

#### **Compensation Model Components Order of Board of Education Discussion**

The Teacher Compensation Components to Consider document created by Mr. Roth and Ms. Swanson is to be used as a tool to get feedback/direction from the Board of Education. This group is to look at the list of items on the document and revise/add to it and prioritize. As the Committee is working on topics, the Board can discuss issues at the same time.

#### **Share/Discuss/Decide Sample Base Models and Discuss Advancement**

Mr. Feldt handed out a document that included a salary schedule example. Discussion:

- Many districts are looking at increasing the starting salary for teachers
- \$40,000 is becoming more common

Ms. Treuden handed out a document showing three levels of comparable data for teacher starting salary. This document will be included in the next Board packet. Discussion:

- Conversations in other districts, starting salary is going up but the increases for the new teacher over the first five years are less than the increases in the past
- Don't allow leap frogging in the first five years
- The ECSD average teacher salary will always be high because we have 64 teachers in the top range of the pay schedule
- We won't be able to increase the base pay significantly at the expense of the 64 teachers at the top of the schedule
- Other ideas to look at:
  - Tuition reimbursement
  - Important to figure what the mechanisms will be to address the structural issue
  - The structural issue will not be "fixed" until the majority of highest paid teachers retire
- One of the goals of this Committee was to set up a pay schedule that will work for the long term; that doesn't seem possible at this time
- There is merit to the discussion happening at these meetings as far as what makes a good teacher, etc., but it is difficult to get to a pay structure that is affordable. We need to face realities regarding the cost of the model
- How do we get teachers in at a lower rate but offer the support that will get them to stay?
- Master's degree – one time stipend?

- Employees value consistency above most other issues
- We seem to be on the hamster wheel
- We need to pick our top three non-negotiable principles and cost it out
- The District is offering the support to new teachers through the mentor program now
- Other districts have one to one mentor/mentee. Teacher mentor has only one mentee for the year
- The highest paid senior teachers may have to be mentors in the future
- Informal mentoring happens – “building buddy”. It is not the same as what DCNTP offers – this is more instructional coaching. Summary, every new teacher needs high level mentoring. The DCNTP also will re-invigorate the senior teacher when they go through the training. We need to invest in the new teacher and get them up to speed faster than before.
- Ms. Pickering discussed a chart that she created with M. Sperandio-Wehner that is similar to what the Committee has been discussing
- Are good teachers leaving the classroom to do other administrative duties? There are good teachers that will not want to leave the classroom.
- If the high earners do have extra duties that allows them to earn higher pay, there is not enough time in the work day
- We don’t want to lose sight of the people in the middle of the pay schedule either
- There is not guarantee that the teachers 1-5 years are going to stay
- 15+ year teachers are getting paid well
- If we alienate the middle and then they leave, we will have wasted training resources
- Reading specialists have administrative licenses; maybe they could do additional administrative duties outside of the regular contract year
- For the teachers in the middle, they should be getting movement for taking credits and possibly a larger bump for earning the master’s degree. Not all teachers want to earn a master’s degree because other classes/experiences have more value to them.

Mr. Roth met with Rock County superintendents a week ago at UWW to discuss regional professional development. Regional trainings coordinated with regional calendars, creating a consortium of sorts would provide more resources for PD. We need to take one of the pay structures we have talked about and start costing out the budget impact so that we can move forward with identifying the mechanisms. Does it make sense for superintendents to be working toward regional training opportunities and coordinating their school calendars? Consensus is that this is a good idea.

Where do we go from here? Mr. Kostroun is interested in looking more into the schedule that Mr. Feldt handed out. Thumbs up in looking seriously at this model – yes, majority. Majority agreed with starting salary of \$40,000 with the salary going up only to \$41,000-\$42,000. 10 people picked \$40,000 and 4 people picked \$38,000.

#### **Set Next Meeting Date and Agenda**

Next meeting is Wednesday, February 4, 2015, at 5:30 pm.

#### **Adjourn**

Motion by Mr. Redders, seconded by Ms. Katzenmeyer, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 7:15 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 2/4/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Support Staff Employee Compensation Committee Minutes

The Support Staff Employee Compensation Committee meeting was held on Thursday, January 15, 2015, at 4:20 pm in the District Office Conference Room.

**Attendance**

Members in attendance: Eric Busse, Barb Krumwiede, Kelly Mosher, Sue Parsons, Tina Rossmiller, Jerry Roth, Jane Sperry, Tina Thornton, Doreen Treuden, and Ivy Otto arrived at 4:31 pm. Absent: Mary Beth Anderson, Linda Gard, Mindy Larson, and Kathi Swanson.

**Approve Minutes**

Motion by Ms. Rossmiller, seconded by Ms. Thornton, moved to approve the November 19, 2015, minutes. Discussion. Motion carried, voice vote, with minutes approved as revised.

**Review District Office Administrative Assistant Job Description**

District Office Administrative Assistant job description came forward with no changes. Consensus that job description is good as is.

**Board/Administration – Suggested Compensation Models**

Ms. Treuden shared and explained proposed compensation models for all to consider. Discussion. Pros to the first model: front loading (percent increase) and some predictability. Con to the first model: individuals who are already over the anniversary benchmark.

Ms. Treuden will send the excel document to Committee staff members. Members to come back at next meeting with pros/cons for the suggested models and suggested perks for individuals who are over the anniversary benchmark.

**Set Next Meeting Date and Agenda**

The next meeting is Thursday, February 5, 2015, at 4:15 pm. Agenda item, Review/Discuss Suggested Compensation Models.

**Adjourn**

Motion by Ms. Sperry, seconded by Ms. Mosher, moved to adjourn. Motion carried, voice vote. Meeting adjourned at 5:22 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 2/5/15

## EVANSVILLE COMMUNITY SCHOOL DISTRICT

### Insurance Committee Minutes

The Insurance Committee meeting was held on Wednesday, November 19, 2014, at 5:30 pm in the District Board and Training Room.

#### **Attendance**

Members in attendance: Deb Fritz, Kelly Mosher, Tina Rossmiller, Jerry Roth, Sandi Spanton Nelson, Doreen Treuden, and Kevin Wells. Absent: Jolene Hammond. Others in attendance for Wellness Committee: Charity Kostroun, Cathy Schuett, Deb Arnold, and Doug Schwenn.

#### **Appoint Notetaker**

Ms. Mosher volunteered to take the minutes.

#### **Approve Minutes**

Motion by Ms. Rossmiller, seconded by Ms. Treuden, moved to approve the October 15, 2014, minutes as presented. Motion carried, 7-0 (voice vote).

#### **Insurance Wellness Committee Creation**

AFG Consultant, Mr. Kuelz, shared a brief background of the Insurance Committee's work, the Affordable Care Act, and the staff wellness program survey sent last spring. He introduced Kelly Nemo, Dean Care Health Care Prevention Coordinator, who is volunteering to help the District start a staff Wellness Committee. Staff members who have stepped forward to participate on this Committee were introduced. Ms. Nemo shared the work of the Wellness Committee to be done: have standing monthly meetings; define a mission statement and purpose; data collection; and put together a strategic plan for each month.

#### **Dean Claims Report/AFG ACA Audit**

Mr. Kuelz shared that the District gets a detailed claims report and AFG ACA Audit report, which is protected by HIPPA, on the District's staff and how insurance money is spent. With the Affordable Care Act, there are a lot of requirements the District needs to follow and there are tools to help. Some districts are tying wellness participation into the staff's insurance premiums. The Wellness Committee will meet separately from the Insurance Committee, but will report back periodically.

#### **Set Date of Next Meeting and Agenda**

The next meeting will be Tuesday, January 13, 2015, at 4:30 pm. Agenda: will have direction from the Board of Education, the direction of the Committee and set future meeting dates.

#### **Adjourn**

Motion by Ms. Spanton Nelson, seconded by Ms. Treuden, moved to adjourn the meeting. Meeting adjourned at 6:10 pm.



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, February 11, 2015, at 6:00 pm in the District Board and Training Center.

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

**APPROVE AGENDA**

Motion by Mr. Busse, seconded by Ms. Hammann, moved to approve the agenda as presented. Motion carried, 5-0 (voice vote).

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

- Open Enrollment – February 3 – April 30, 2015
- School Bus Drivers Week – Week of February 16, 2015
- Energy Fair – April 24, 2015
- Back To School Days – August 4, 3:00-7:00 pm; August 12, 10:00 am-2:00 pm
- High School Board Representatives Report of Events
- Matt Harris, Developer of EduClimber, publicly recognized

**PUBLIC PRESENTATIONS**

Parent, Jenny Baierl, spoke in favor of JEDI, presented promotional ideas, and asked the Board to review current policy.

**INFORMATION & DISCUSSION**

Lead Teacher, Matt Smith, presented on the Alternative Education Program. Discussion.

District Administrator, Mr. Roth, and High School Principal, Mr. Everson, presented an update on the JEDI program. Ms. Hammann provided handouts. Discussion.

Mr. Roth presented the second Friday January Attendance Reports. Discussion.

Ms. Swanson started conversation on the May Board meeting days. Discussion. The May Board meetings will be May 13 and 27 at 5:00 pm.

Mr. Roth provided a brief update on the 4K program.

Ms. Swanson presented the Continuous System Improvement Plan sub-committees dates of upcoming meetings of Teaching and Learning, Workforce Engagement and Development, Communication and Community Engagement, Technology, Facilities and Operations, and Climate and Culture.

Ms. Swanson presented for a second reading, policies: #171.1-Public Notice; #184-Board Minutes; #345-Recognition of Student Achievements; #345.11-Awards; #345.2-Progress Reports to Parents/Guardians; #345.4-Promotion and Retention; #345.5-National Honor Society; #345.51-Academic Honors; #345.61-Early Graduation; #345.62-Graduation Exercises; #345.63-Administrative Rule-Adult Diploma Requirements; #422-Early Admission to School; #461-Wisconsin Technical Excellence Scholarship. Discussion.

Ms. Swanson presented for a second reading, proposed Employee Handbook Changes: #1-All Employees-Pg. 14, 3.04, Remove Reference to Policies 454.1 and 454.1 Form; #2-All Employees-Pg. 32, 10, 10.02 and 10.03, Bereavement Leave Updated; #3-Certified Staff-Pg. 42, 1, 1.01, Professional Hours/Workday, Removed, No Action; #4-Certified Staff-Pg. 55, 7, 7.02, Insurance and Leave, Sick, Removed, No Action; #5-Support Staff-Pg. 59, 1.02, Job Descriptions Updated; #6-Support Staff-Pg. 60, 1.08, Job Titles Updated; #7-Support Staff-Pg. 66, 7, Paid Vacations Updated; #8-Support Staff-Pg. 68, 8, C, 4, Holidays, Job Title Updated; #9, #10, #11-Support Staff-Pg. 70-71, 9, 9.01, C, Sick, Personal, Bereavement, Leave Benefits Updated; #12-Support Staff, Pg. 73, 11, 11.02 and 11.03, Job Titles Updated.

## **PUBLIC PRESENTATIONS**

None.

## **BUSINESS (Action Items)**

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to accept the resignations of Shawn Simmons, as a crossing guard, effective 1/20/15; Robert DeMeuse, High School Cross Country Coach, effective 1/23/15; and Ron Thornton, High School Head Track Coach, effective 1/21/15, and thanked him. Discussion. Motion carried, 5-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Spanton Nelson, moved to approve the Memorandum of Agreement for Job Sharing Between Nancy Greve-Shannon and person to be determined for the 2015-2016 school year as presented. Discussion. Motion carried, 5-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Busse, moved to approve the hiring of Amy Faldet, Educational Assistant, at \$11.87/hour. Motion carried, 5-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Busse, moved to approve the 4K Site Contracts for the sites: Kids Korner, Magic Moments, Pathway Preschool, and Wee Ones, as presented. Motion carried, 5-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to approve moving the Kindergarten parent/teacher conferences from April 8 and 9 to February 26 and March 3 as presented. Discussion. Board gave permission to give Administrative Team to set parent/teacher conferences. Motion carried, 5-0 (voice vote).

## **CONSENT (Action Items)**

Item A, Approval of January 28 Regular Meeting Minutes, removed from the consent agenda items.

Motion by Mr. Rasmussen, seconded by Ms. Hammann, moved to approve the consent agenda items: the January 31 Budget Retreat Meeting Minutes and the January Bills and Reconciliation as presented. Motion carried, 5-0 (roll call vote).

Motion by Ms. Hammann, seconded by Ms. Busse, moved to approve the January 28 Regular Meeting Minutes with one change. Discussion. Motion carried, 5-0 (voice vote).

**FUTURE AGENDA**

February 25, 2015, Regular Meeting agenda discussed.

**BREAK**

A ten minute break taken.

**EXECUTIVE SESSION**

Motion by Mr. Busse, seconded by Ms. Hammann, moved to move into executive session, under Wisconsin State Statute 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of District Employees, to Review and Discuss Teacher Compensation. Motion carried, 5-0 (roll call vote).

**ADJOURN**

Meeting adjourned from executive session at 8:48 pm.

Submitted by John Rasmussen, Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: 2/25/15  
Kathi Swanson, President

Unapproved minutes

Approved: April 10, 2000  
Revised: March 10, 2003  
Revised:  
1<sup>st</sup> Reading: 2/25/15

353.1

## SCHOOL VOLUNTEERS

~~Volunteerism is deeply rooted in American education and in the philosophy and goals of the Evansville School District.~~ It is the intent of the **Evansville Community School District** Board of Education to foster, support, and encourage volunteer activities throughout school district programs. It also is the intent of the Board of Education to ensure protection of the school district and volunteers from liability concerns and other matters that could arise as a result of voluntary efforts.

~~Volunteers provide significant services to students, employees, school, and community programs by supplementing the work of employees.~~ Volunteer assignments for school programs involve assisting employees with assigned instructional, co-curricular, and extra-curricular programs. Examples of such assignments are classroom helpers, field trip chaperone, conducting a practice in the absence of a coach, and overnight chaperones. Volunteers for community programs operate with considerable autonomy and handle a broad range of responsibilities.

All of the voluntary activities in the school district are to be approved by the respective administrative staff to ensure compliance with the philosophy, policies and procedures of the school district.

Volunteers will be accepted ~~on the basis of sound moral character, competence, and sincerity~~ **based on review of completed background checks.** For both school and community volunteers, the nature of the volunteer assignment and the amount of responsibility inherent in it, determine volunteer placement and the need for background checks, training, and other expectations. **If volunteers do not understand the expectations in their roles and areas of responsibility, they should ask teachers and/or principals for clarification. All volunteers will complete the “Volunteer Agreement” form and the “Background Check Information Form” and be approved by the building principal or Community Volunteer Coordinator prior to volunteering in the District. These forms are available on the web site, in each school office and the District Office.**

Volunteers are not considered to be employees of the school district, therefore they do not receive any kind of pay for their services, including “in-kind” payment. Therefore, volunteers are not eligible for workers compensation coverage. A volunteer who is injured or who causes injury to others while performing approved services for the school district are covered under the District’s liability insurance plan:

- a. Volunteers are directly responsible to the staff member or community supervisor in charge of the scheduled activity.
- b. Volunteers will assume only those responsibilities as designated by the staff member or community supervisor in charge.
- c. Volunteers will abstain from use of alcohol, controlled substances or tobacco during the time they are responsible for supervision of the students or community programs.
- d. In cases of emergency, volunteers will follow procedures outlined by the staff member or community supervisor.

- e. Volunteers will not transfer their role of a volunteer to another person during the time they are responsible for supervision of students or community programs.
- f. Volunteers should inform the staff member or community supervisor in charge of successes and problems to provide for appropriate program adjustment.
- g. Volunteers shall be expected to abide by all school rules and regulations when performing their assigned responsibilities.
- h. Volunteers will be restricted from access to confidential information
- i. Volunteers will maintain confidentiality regarding information pertaining to their responsibilities.
- j. School volunteers will ride with the students if travel is involved, unless otherwise approved.

It is the policy of the School District that no person may be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other basis protected by law.

Legal Ref.: Sections 118.13 Wisconsin Statutes  
118.295

Approved: April 10, 2000  
Revised: March 10, 2003  
First Reading: 2/25/15

353.1 Form

## RECOMMEND FOR REMOVAL

### VOLUNTEER AGREEMENT

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

I have read and understand the volunteer agreement.

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Emergency Contact: \_\_\_\_\_

Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Approved: April 10, 2000  
Revised: March 10, 2003  
Revised: April 10, 2006  
First Reading: 2/25/15

353.1 Form 1

## RECOMMEND FOR REMOVAL

### BACKGROUND CHECK INFORMATION FORM

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

Legal Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\_\_\_\_\_ SS#: \_\_\_\_\_

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

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

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

FYI-

VOLUNTEER AGREEMENT

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

I have read and understand the volunteer agreement.

Print Name: \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Name

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please check all that apply

Assignment	Building
<input type="checkbox"/> Classroom helper	<input type="checkbox"/> Levi Leonard Elementary
<input type="checkbox"/> Chaperon	<input type="checkbox"/> Theodore Robinson Intermediate
<input type="checkbox"/> Tutor	<input type="checkbox"/> JC McKenna Middle
<input type="checkbox"/> Other-	<input type="checkbox"/> Evansville High School

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Completed form to District Office

Copies of form to Volunteer Coordinator and Building Office(s)

Office Use Only:

Background check date \_\_\_\_\_

Volunteer approved date \_\_\_\_\_

By \_\_\_\_\_



FYI-

BACKGROUND CHECK INFORMATION FORM

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

Legal Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\_\_\_\_\_ SS#: \_\_\_\_\_

Purpose of Background Check -Volunteer\_\_\_ Facility User\_\_\_ Other\_\_\_\_\_

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

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

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

\*\*\*\*\*COMPLETED FORMS INCLUDE CONFIDENTIAL INFORMATION\*\*\*\*\*

Send completed forms in sealed envelope to the District Office or mail directly to:

Evansville Community School District  
Attn: Business Office  
340 Fair Street  
Evansville, WI 53536

Office Use Only: Background Check Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Building Notified \_\_\_\_\_

Letter sent \_\_\_\_\_

Signed \_\_\_\_\_

# Evansville

*Community School District*

---

Amanda Koenecke  
Volunteer Coordinator  
KoeneckeA@evansville.k12.wi.us  
(608)490-0061

August 27, 2014

Dear School District Advocate,

The Evansville School District takes pride in providing the best opportunities for our children. The academic expectations of our youth continue to be demanding on both the students and staff of our District. In order to make these opportunities happen, it requires many hands. Are you interested in contributing to the education experience of our youth by donating your time? We need volunteers in and out of the classroom to do reading, clerical work, organizing, and supervision, just to name a few. If you are interested, please contact me to discuss your interests and availability. If you have a student attending in our District, we will pair you with his or her classroom, if requested. As the volunteer coordinator it is my role to match you with where your interests and our needs most correlate.

Attached you will find a registration form and Background Check Information form; please fill it out and return to your student's teacher or the school office at your earliest convenience. Do not hesitate to contact me with any questions you may have. I look forward to hearing from you soon! Thank you for your time to help our youth and staff be as successful as they can be.

Sincerely,

*Amanda Koenecke*

Amanda Koenecke  
Volunteer Coordinator

**Volunteer Registration Form**

**Name** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Interested Frequency (1 or more):**

Daily          Weekly          Monthly          As Needed

**Specific classroom(s) requested (if any):**

**School Preference(s) (circle 1 or more):**

Grades K-2          Grades 3-5          Grades 6-8          Grades 9-12

**Comments/Special Requests:**

Please return this completed form and the attached Background check form to the school office, or your child's teacher.

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

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

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

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

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

Suggested Revision:

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

last sentence):

\*\*\*\*\*

DISTRICT OFFICE USE ONLY

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

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

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

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

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

Revised: ~~April 8, 2002~~

Revised: June 11, 2007

453.4

Revised: July 9, 2012

Revised:

1<sup>st</sup> Reading: 2-25-15

## ADMINISTERING MEDICATIONS TO STUDENTS

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

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

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

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

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

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

Procedures for Administering Medication to Students:

### 1. Definitions:

- Administer – Medications which are in the possession of the school and given to the student by designated school personnel.
- Health Care Practitioner (HCP) – Any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber or podiatrist.
- Medication – Medication includes any drug or remedy for illness. Prescription, non-prescription (Over the Counter – OTC), and herbal treatments are all considered medication.
- Medication Error – Medication errors include: administering the wrong medication or doses of medication, administering the medication at the wrong time, administering a medication by the wrong methods or route (i.e. orally instead of injection) or failing to administer the medication.

- Pupil – Any person who is enrolled in the Evansville Community School District as a student, on a full or part-time basis in an approved instructional or co-curricular activity.
- School – A pupil is in school when in attendance at an approved instructional or co-curricular activity, whether held on or off school premises.

## 2. Prescription Medications

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

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

### 3. Non-Prescription Medications and Herbal Treatments

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

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

### 4. Adverse Side Effects

Any school staff person who observes adverse side effects to a medication or has concerns with behavioral or physical changes of a student should report these concerns to the parent/guardian and building principal. ~~and~~ Appropriate medical contact **should be** made, if necessary. If a student is exhibiting side effects to a medication, the nurse will be contacted to follow-up on the

concerns. If a change in medication is made by the doctor, verbal orders can be taken by the nurse and followed up with written orders to both the doctor and parent/guardian. If the parent/guardian requests changes in the medication, the only change the school can make is to stop administering the medication. If this is the case, school staff will provide the parents/guardians with a new medication consent form to be completed by the HCP.

#### 5. Self-Medication of Non-Prescription Medications for High School Students

High school students may self-administer non-prescription medication in the school with prior permission (Medication Consent Form 453.4 Form). Current state law allows a student to carry an inhaler if the school receives a written request from the parent/guardian and doctor. Parents/guardians will be notified if the privilege to carry an inhaler and/or self-medicate is suspended or removed.

#### 6. Use of Epinephrine (via auto-injector)

- **Students may possess and use an epinephrine auto-injector while at school or at a school-sponsored activity.**
- **The student must obtain the written medication consent/approval of his/her health care practitioner and parent/guardian (Form 453.4).**
- **Auto-injectors must be kept in a secure place (on body, locker, backpack, purse etc.) by the individual student.**
- **Upon receipt of the medication consent/approval the school employee must:**
  1. **Inform the student that if he/she uses an epinephrine auto injector, he/she must notify a school employee immediately.**
  2. **If the student notifies a school employee, the school employee will immediately call “911”.**

#### 7. Disposing of Medication

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

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

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

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



MEDICATION CONSENT FORM  
Evansville Community School District

PARENT SECTION

**This section must be completed by the parent/guardian for the administration of BOTH prescription and non-prescription medication. This form must be completed in order for high school students to self-administer non-prescription medication.**

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_  
Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone (Home): \_\_\_\_\_  
City: \_\_\_\_\_ Phone (Other): \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Medication \_\_\_\_\_ Dosage \_\_\_\_\_

How often: \_\_\_\_\_

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

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

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

PHYSICIAN/PRACTITIONER SECTION

**This section must be completed by the physician/health care practitioner for the administration of prescription medication.**

Please administer to \_\_\_\_\_ the following medication at school.  
(Student's Name)

Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Administer Medication:

- At the following times: \_\_\_\_\_
- As needed for \_\_\_\_\_, but no more frequently than every \_\_\_\_\_.

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inhalers:

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

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_

\_\_\_\_\_  
(Physician/Health Care Practitioner Signature) Date Clinic/Facility

\_\_\_\_\_  
(Print Physician/Health Care Practitioner Name) (Phone Number)

MEDICATION CONSENT FORM  
Evansville Community School District

Prescription & Non-Prescription Medications

*Specify one medication per form*

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

**Non-prescription** medications may be administered by designated school staff only after the parent/guardian has provided written consent and instructions for dispensing the medication to the building principal and/or school nurse. If possible, these medications should be given at home.

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

**PARENT/GUARDIAN SECTION**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Medication: \_\_\_\_\_ Dose: \_\_\_\_\_  
Method of Administration: \_\_\_\_\_ Time/Frequency: \_\_\_\_\_  
Diagnosis: \_\_\_\_\_

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

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

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\***IMPORTANT INFORMATION**\*\*\*\*\*

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

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

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

PHYSICIAN/PRACTITIONER MEDICATION CONSENT FORM  
Evansville Community School District

Prescription Medications

Specify one medication per form

**PHYSICIAN/HEALTH PRACTITIONER SECTION**

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Medication: \_\_\_\_\_ Dose: \_\_\_\_\_  
Method of Administration: \_\_\_\_\_ Time/Frequency: \_\_\_\_\_  
Diagnosis: \_\_\_\_\_  
As needed for \_\_\_\_\_, but no more frequently than every \_\_\_\_\_  
Special Instructions:  
\_\_\_\_\_  
\_\_\_\_\_

Inhalers & EpiPen's:

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

\_\_\_\_\_  
Physician Name Phone Fax

\_\_\_\_\_  
Clinic/Facility

\_\_\_\_\_  
Physician/Health Care Practitioner Signature Date

EVANSVILLE COMMUNITY SCHOOL DISTRICT

POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Monday, January 12, 2015, at 4:35 pm in the District Office Front Conference Room.

**Committee Members Present:** Jerry Roth, Amanda Koenecke, and Tina Rossmiller. Others in attendance: Doreen Treuden.

**Approve November 6, 2014, Minutes:** Motion by Ms. Koenecke, seconded by Mr. Roth, moved to approve the November 6, 2014, minutes as presented. Motion carried, voice vote.

**Policies Reviewed:**

Due to attendance of Ms. Treuden, policies #529.4 - Use of Sick Days and #529.1 - Family & Medical Leave were reviewed first.

Policy #529.4 – Use of Sick Days - Policy came forward from the Employee Handbook Committee to consider making changes. Discussion. Policy will stand as is with no changes.

Policy #529.1 – Family & Medical Leave - Policy discussed. District to get sample policies and review. Policy to come back to Committee.

Policy #345 – Recognition of Student Achievements – Policy brought forward with suggested changes. Discussion. Policy to go before the Board for a first reading as presented.

Policy #345.11 – Awards – Policy brought forward for suggested removal. Discussion. Policy to go before the Board for a first reading for removal.

Policy #345.2 – Progress Reports to Parents – Policy brought forward with suggested changes. Discussion. Policy to go before the Board for a first reading with additional suggested changes.

Policy #345.4 – Promotion and Retention (Promotion of Students From 4<sup>th</sup> to 5<sup>th</sup> and 8<sup>th</sup> to 9<sup>th</sup> Grade) – Policy brought forward with suggested changes. Discussion. Policy to go before the Board for a first reading as presented.

Policy #345.5 – National Honor Society – Policy brought forward with suggested changes. Discussion. Policy to go before the Board for a first reading as presented.

Policy #345.51 – Academic Honors – Policy brought forward with suggested changes. Discussion. Policy to go before the Board for a first reading with additional suggested changes.

Policy #345.61 – Early Graduation – Policy brought forward with no suggested changes. Discussion. Policy to go before the Board for a first reading/reviewed.

Policy #345.62 – Graduation Exercises – Policy brought forward with no suggested changes. Discussion. Policy to go before the Board for a first reading as presented.

Policy #345.63 – Adult Diploma Requirements – Policy brought forward for removal. Discussion. Policy to go before the Board for a first reading for removal.

Policy #462 – Wisconsin Technical Excellence Scholarship – New policy brought forward due to law. Discussion. Policy to go before the Board for a first reading as presented.

Policy #422 – Early Admission to School – Policy brought forward with suggested changes. Discussion. Policy to go before the Board for a first reading with additional suggested changes.

**Set Date of Next Meeting and Agenda:** The next meeting will be Monday, February 2, 2015, at 5:00 pm in the District Board and Training Center. Will continue agenda items from this meeting.

**Adjourn:** Motion by Ms. Koenecke, seconded by Mr. Roth, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 5:55 pm.

Submitted by Tina Rossmiller, Chair

Approved: 2/2/15

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

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

1 27 15 proposed hb changes



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

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

Employee/School Board Member Name: Tina Rossmiller

Employee Handbook Part: 1 - All Employees

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

**Suggested Revision:**

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

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

last sentence):

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**DISTRICT OFFICE USE ONLY**

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

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

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

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

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



# Policy to be removed from Policy Manual.

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

529.4

## USE OF SICK DAYS

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

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

## USE OF PARTIAL SICK DAYS/PERSONAL DAYS

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

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

# All Employees

## Section 8 SICK LEAVE

### 8.01 Sick Leave Earned

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

### 8.02 Sick Leave Use

*Refer to Policy 529.4 – Use of Sick Days*

### 8.03 Sick Leave Accumulation

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

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

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

### 8.04 Sick Leave and Long-Term Disability

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

### 8.05 Sick Leave Bank

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

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

#### B. Request Process:

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

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

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Employee/School Board Member Name: Kelly Mosher

Employee Handbook Part: Throughout Handbook

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

Suggested Revision:

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

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

last sentence):

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DISTRICT OFFICE USE ONLY

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

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

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

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

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

# All Employees

## Section 8 SICK LEAVE

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

### 8.02 Sick Leave Use

*Refer to Policy 529.4 – Use of Sick Days*

### 8.03 Sick Leave Accumulation

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

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

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B. Request Process:

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

Section 7 INSURANCE AND LEAVE

7.01 Holidays

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

\* 7.02 Sick, Personal, Bereavement, and Leave Benefits

*Refer to Policies: 529.1 – Family & Medical Leave  
529.4 – Use of Sick Leave*

A. Sick/Personal/Business:

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

**Section 9 LEAVE BENEFITS**

**9.01 Sick, Personal, Bereavement, Leave Benefits**

*Refer to Policies: 529.4 – Use of Sick Days*

*529.1 – Family & Medical Leave*

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

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

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

- B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

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

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

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

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

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Employee/School Board Member Name: Tina Rossmiller

Employee Handbook Part: 2 - Certified Staff

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

Suggested Revision:

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

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

last sentence):

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DISTRICT OFFICE USE ONLY

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

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

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

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

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

Section 7 INSURANCE AND LEAVE

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*Refer to Policies: 529.1 – Family & Medical Leave*

*529.4 – Use of Sick Leave*

A. Sick/Personal/Business:

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



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

*Remove #*

~~13. Use of sick leave under this section will be allowed to care for a spouse/domestic partner, parent, child and other dependent members of household.~~

14. All requests for unpaid leave must be approved by the District Administrator or his/her designee.

B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

C. Family and Medical Leave Act:

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

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

Employee Handbook Part: 6 – Substitute and Seasonal Staff

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

Suggested Revision:

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

Consider combining Section 1 and Section 2 into one section.

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### DISTRICT OFFICE USE ONLY

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

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

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

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

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

## PART VI

## SUBSTITUTE and SEASONAL STAFF

### Section 1 ALL SUBSTITUTE EMPLOYEES

*Refer to Policy 523.1 – Employee Physical Examinations*

#### 1.01 Pre-Employment Requirements

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

#### 1.02 Training and Evaluation

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

#### 1.03 Dismissal/Removal From Substitute List

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

#### 1.04 Assignment and Professional Responsibilities

##### A. Assignments:

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

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

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

##### C. Professional Responsibilities:

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

~~Section 2~~      ~~SUBSTITUTE EMPLOYEES~~

~~2.01 Training and Evaluation~~

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

*under 1.02*

2.02 Assignment and Professional Responsibilities

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

*← under 1.04, A.*

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

*under 1.04, A*

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

*Under 1.04, A.*

*Add →*

2.03 Compensation - *Insert as 1.05*

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

2.04 Miscellaneous Provisions

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

*under 1.02*

*Add →*

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

*Insert as 1.04-D.*

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

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

**Section 1 PROFESSIONAL HOURS/WORKDAY**

**1.01 Normal Hours of Work**

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

**1.02 Administratively Called Meetings**

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

## PART II                      CERTIFIED STAFF

### Section 1                      PROFESSIONAL HOURS/WORKDAY

#### 1.01 Normal Hours of Work

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

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

#### 1.02 Administratively Called Meetings

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

#### 1.03 Attendance At All-School Events

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

#### 1.04 Emergency School Closures

*Refer to Policy 723.3 – Emergency Closings*

In the event the District is closed or an individual building(s) is closed, on a full or partial day basis for emergency reasons, closures may be made up at the discretion of the District. The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held Monday, December 1, 2014, at 4:00 pm in the District Board and Training Center.

**Attendance**

Members in attendance: Jerry Roth, Melissa Hammann, Amanda Koenecke, John Rasmussen, Kim Katzenmeyer, Liz Uher, and Holdin Worley. Absent: Kevin Wells. Others in attendance: Kelly Mosher and Doreen Treuden.

**Designate a Chairperson of the Committee**

Ms. Koenecke volunteered to chair the Committee.

**Appoint Someone to Take the Minutes**

Mr. Worley volunteered to take the minutes.

**Review Suggested Employee Handbook Changes From Each Employee Group Representative, District Office, and Policy Committee**

Ms. Mosher explained process used for Employee Handbook changes, using the form, Appendix A, and attaching the appropriate Employee Handbook pages.

Ms. Mosher presented Part 1, All Employees, page 14, 3.04 – asking to remove reference to policies #454.1 and #454.1 Form, as these policies were removed from the Policy Book. Discussion on policy #454. Consensus to proposed changes.

Ms. Mosher presented Part I, All Employees, page 32, Section 10 – Bereavement Leave, 10.02 and 10.03 – asking to remove 10.03, with no change in past practice, and re-writing 10.02. Discussion. Consensus to proposed changes and to renumber appropriately.

Ms. Katzenmeyer presented Part 2, Certified Staff, Section 1 – Professional Hours/Workday, 1.01 – asking to rewrite the language under Normal Hours of Work. Discussion. Section 1.02 languages needs to be updated and an IEP section added. Mr. Roth and Administrative Team are in full support and may be informally supported stating sooner than July 1. This has been tabled until the next meeting.

Ms. Mosher presented Part 2, Certified Staff, page 55, 7, 7.02 - Sick, Personal, Bereavement, and Leave Benefits, #13 – asking to rewrite #13 to be consistent with policy #529.4, Use of Sick Days. Discussion. Policy needs to be updated to include situations of guardianship and other dependents of the household by Policy Committee. Ms. Mosher withdrew proposed changes.

Ms. Mosher presented Part 3, Support Staff, page 59 – Job Descriptions, Section 1.02 – asking to replace current language under Job Descriptions. Discussion. Consensus to proposed changes and to put job descriptions on Shared Network Drive.

Ms. Mosher presented Part 3, Support Staff, page 60, Section 1.08, Emergency School Closings – adding new District Office personnel job description titles, Business Services

Assistant/Receptionist, Payroll/Benefit Specialist, Technology and Data Specialist, and Technology Assistant. Discussion. Consensus to proposed changes.

Ms. Mosher presented Part 3, Support Staff, page 66, Paid Vacations – under title, Educational Assistants, Clerks, Secretaries, Receptionist, and Technology Specialists – remove Receptionist and change to Technology Assistant. Under C. 1 – change the weeks of vacation from one to two, for the 12 month employees. Under title, Administrative Assistants, add Business Services Assistant/Receptionist, Payroll/Benefit Specialist, and Technology and Data Specialist. Under Administrative Assistants, B, add title, Technology and Data Specialist. Discussion. Consensus to proposed changes.

Ms. Mosher presented Part 3, Support Staff, page 68, Holidays Defined, C. 4. # - adding Technology and Data Specialist title. Consensus to proposed change.

Ms. Mosher presented Part 3, Support Staff, page 70, 9.01, C, Leave Benefits, Sick Days – changing 260 (12 month)(Administrative Assistants) to (All Others), in both boxes. Discussion. Consensus to the proposed changes, including changing the order listed, with (All Others) listed last in both boxes.

Ms. Mosher presented Part 3, Support Staff, page 70, Leave Benefits - to move the asterisk under C to after D. Discussion. Consensus to move letter D after C, then the two boxes and then the asterisk.

Ms. Mosher presented Part 3, Support Staff page 71, C, to remove the first sentence in 2<sup>nd</sup> paragraph. Discussion. Consensus to proposed changes.

Ms. Mosher presented Part 3, Support Staff, page 73, 11.02 and 11.03, Retirement Benefits – under 11.02, remove from title, Technology Specialists, and add Technology Assistant. Under 11.03, add Technology and Data Specialist after Administrative Assistants. Discussion. Consensus to remove Technology Assistant from 11.02 and add Technology Data Specialist to 11.03.

The Representatives of each group should communicate details to each group affected of any Employee Handbook changes. Discussion.

#### **Next Meeting Dates**

The next meetings are February 4, 2015, and April 7, 2015, at 4:30 pm.

#### **Adjourn**

Motion by Ms. Koenecke, seconded by Mr. Rasmussen, moved to adjourn the meeting. Motion carried, voice vote.

Meeting adjourned at 5:10 pm.

Submitted by Holdin Worley, Support Staff Representative

Approved: 2/4/15



The rest of Wisconsin numbers the policy referring to Executive sessions as 173, hence the proposed number change. Those that have a 172 policy call it "Special Board Meetings." So question 1 is should we renumber to get in step with the state and question 2 is should we have a policy 172 regarding Special Board Meetings? Our 171 outlines all kinds of meetings including special meetings, with 171.1 Public Notice and 171.2 Meeting Agendas.

## EXECUTIVE SESSIONS

The Evansville Community School District Board of Education shall convene all meetings of the Board and its committees in open session except during consideration of certain confidential business items as specified in Wisconsin State Statutes 19.85 for which the Board may convene in executive (closed) session. ~~All meetings of the Board and its committees will be open to the public except that a meeting of the Board may be convened in a closed session under one or more of the exemptions provided for by state statute 19.85 as listed below:~~

- ~~a) Deliberating after any judicial or quasi-judicial trial or hearing.~~
- ~~b) Considering dismissal, demotion, licensing, or disciplining of any Board employee provided the employee is given notice of any evidentiary hearing which may be held prior to final action being taken and of the meeting at which final action may be taken. The notice will contain a statement that the employee has the right to demand that the evidentiary hearing or meeting be held in open session.~~
- ~~e) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.~~
- ~~d) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.~~
- ~~e) Considering employment, promotion, compensation, or performance evaluation data of any District employee.~~
- ~~f) Considering specific applications of probation or parole, or considering strategy for crime detection or prevention.~~
- ~~g) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons requires a closed session.~~
- ~~h) Considering financial, medical, or personal histories, or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the~~

~~reputation of any person referred to in such histories or data, or involved in such problems or investigations.~~

- ~~i) Conferring with legal counsel for the Board, or one of its committees, who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved.~~
- ~~j) Consideration of requests for confidential written advice from state ethics board under Wisconsin Statutes 19.46(2), or from any local government ethics board.~~

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

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

Meeting minutes shall reflect that the Board convened in closed session and the statutory exemption(s) cited. ~~That a closed session will be, or was, held will be recorded in the preceding or subsequent regular meeting.~~

Legal Ref.: ~~Chapter 19, Sub Chapter V Wisconsin Statutes~~  
Section 19.85 Wisconsin Statutes

Approved: June 10, 1985  
Reviewed: August 13, 2001  
Revised:  
1<sup>st</sup> Reading: 2/25/15

181

## RULES OF ORDER

This policy language is dropped directly from Altoona's Policy 181 from the WASB provided example policies. It specifies that they use small board flexibilities in Robert's Rules and notes the caveat that if exact adherence to locally established rules of order were violated in ignorance, this in and of itself does not give grounds for nullification of a board action, as recommended by WASB. It was a recently (2012) reviewed and affirmed policy.

We will have to decide what to do with the numbering and/or addition of policy 172 to complete local references.

~~Except as otherwise provided by law, by regulation of the Wisconsin Department of Public Instruction, or by the Board, meetings of the Board shall be conducted in accordance with Robert's Rules of Order, Revised.~~

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

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

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

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

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

**Robert's Rules of Order**

**Local Ref.: Policy #171-Board Meetings**

**Policy #171.1-Public Notice**

**Policy #171.2-Meeting Agendas**

**Policy #173-Executive Sessions**

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda  
Wednesday, March 11, 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](http://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:
- Open Enrollment – February 3 – April 30, 2015
  - Energy Fair – April 24, 2015
  - Back To School Days – August 4, 3:00-7:00 pm; August 12, 10:00 am-2:00 pm
  - High School Board Representatives Report of Events
- IV. Public Presentations.
- V. Information & Discussion:
- A. 4K Update.
- B. Continuous System Improvement (CSI) Plan Update.
- C. Second Reading of Policies: #172-Executive Session; #181-Rules of Order; #353.1– School Volunteers; #353.1 Form–Volunteer Agreement; #353.1 Form 1–Background Check Information Form; Appendix A, Employee Handbook Proposed Change; #453.4– Administering Medications to Students; #453.4 Form–Medication Consent Form; #453.4 Form 1–Physician/Practitioner Medication Consent Form.
- D. Second Reading of Proposed Employee Handbook Changes: Part 1, All Employees–Pg. 30; Section 8-Sick Leave; 8.02-Sick Leave Use; Throughout Book–Pg. 30, 54, 70; Remove Reference to Policy #529.4-Use of Sick Days; Part 2, Certified Staff–Pg. 54-55; Section 7.02; A. #13–Remove Sick Leave; Part 6, Subs/Seasonal–Pg. 82; Section 1 and pg. 83, Section 2–Combine into One Section; and Part 2, Certified Staff–Pg. 42; Section 1, 1.01– Normal Hours of Work and 1.02–Administratively Called Meetings.
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval of Staff Changes: Hiring of Crossing Guards;
- B. Approval of Employee Handbook Changes Relating to Budget.
- C. Approval of Staffing Proposal.
- VIII. Consent (Action Items):
- A. Approval of February 25 Regular Meeting Minutes.
- B. Approval of February Bills and Reconciliation.
- C. Approval of Proposed Employee Handbook Changes: #1-All Employees-Pg. 14, 3.04, Remove Reference to Policies 454.1 and 454.1 Form; #2-All Employees-Pg. 32, 10, 10.02 and 10.03, Bereavement Leave Updated; #3-Certified Staff-Pg. 42, 1, 1.01, Professional Hours/Workday, Removed, No Action; #4-Certified Staff-Pg. 55, 7, 7.02,

Insurance and Leave, Sick, Removed, No Action; #5-Support Staff-Pg. 59, 1.02, Job Descriptions Updated; #6-Support Staff-Pg. 60, 1.08, Job Titles Updated; #7-Support Staff-Pg. 66, 7, Paid Vacations Updated; #8-Support Staff-Pg. 68, 8, C, 4, Holidays, Job Title Updated; #9, #10, #11-Support Staff-Pg. 70-71, 9, 9.01, C, Sick, Personal, Bereavement, Leave Benefits Updated; #12-Support Staff, Pg. 73, 11, 11.02 and 11.03, Job Titles Updated.

D. Approval of Policies: #171.1-Public Notice; #184-Board Minutes; #345–Recognition of Student Achievements; #345.11–Awards; #345.2–Progress Reports to Parents/Guardians; #345.4–Promotion and Retention; #345.5–National Honor Society; #345.51–Academic Honors; #345.61–Early Graduation; #345.62–Graduation Exercises; #345.63–Administrative Rule–Adult Diploma Requirements; #422–Early Admission to School; #462–Wisconsin Technical Excellence Scholarship.

IX. March 25, 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: