EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, January 28, 2015 6:00 p.m.

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

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

I. Roll Call: Tina Rossmiller

John Rasmussen

Amanda Koenecke

Kathi Swanson

Sandra Spanton Nelson Melissa Hammann

Eric Busse

- Wichssa Hairina
- II. Approve Agenda.
- III. Presentation of Continuous System Improvement Goals.
- IV. School Learning Outcome (SLO/School Goals).
- V. Budget Finance Chair, Tina Rossmiller
 - A. Discussion Items:
 - 1. Teacher Compensation Model.
 - 2. 4K Site Contract.
 - 3. Employee Compensation Committees Update.
 - 4. Evansville Education Foundation Update.
 - 5. Insurance Committee Update.
 - B. Develop Budget Finance Agenda Items for February 25 Meeting.
- VI. Business (Action Items):
 - A. Approval of January 14, 2015, Minutes.
 - B. Approval of Interim Director of Student Services.
 - C. Approval of Extending District Auditing Contract.
 - D. Approval of Beginning Teacher Salary.
- VII. Policies:
 - A. First Reading of Policies:
 - 1. #345 Recognition of Student Achievements
 - 2. #345.11 Awards
 - 3. #345.2 Progress Reports to Parents/Guardians
 - 4. #345.4 Promotion and Retention (Of Students From 4^{th} to 5^{th} and 8^{th} to 9^{th} Grade)
 - 5. #345.5 National Honor Society

- 6. #345.51 Academic Honors
- 7. #345.61 Early Graduation
- 8. #345.62 Graduation Exercises
- 9. #345.63 Administrative Rule Adult Diploma Requirements
- 10. #422 Early Admission to School
- 11. #462 Wisconsin Technical Excellence Scholarship
- VIII. Employee Handbook Committee Suggested Changes, First Reading:
 - A. #1-All Employees-Pg. 14, 3.04, Remove Reference to Policies 454.1 and 454.1 Form
 - B. #2-All Employees-Pg. 32, 10, 10.02 and 10.03, Bereavement Leave Updated
 - C. #3-Certified Staff-Pg. 42, 1, 1.01, Professional Hours/Workday, Removed, No Action
 - D. #4-Certified Staff-Pg. 55, 7, 7.02, Insurance and Leave, Sick, Removed, No Action
 - E. #5-Support Staff-Pg. 59, 1.02, Job Descriptions Updated
 - F. #6-Support Staff-Pg. 60, 1.08, Job Titles Updated
 - G. #7-Support Staff-Pg. 66, 7, Paid Vacations Updated
 - H. #8-Support Staff-Pg. 68, 8, C, 4, Holidays, Job Title Updated
 - I. #9, #10, #11-Support Staff-Pg. 70-71, 9, 9.01, C, Sick, Personal, Bereavement, Leave Benefits Updated
 - J. #12-Support Staff, Pg. 73, 11, 11.02 and 11.03, Job Titles Updated
- IX. Ten Minute Break.
- X. Board Development Chair, Kathi Swanson
 - A. First Reading of Policies:
 - 1. #171.1 Public Notice.
 - 2. #184 Board Minutes.
 - B. WASB (Wisconsin Association of School Boards) Convention Feedback.
 - C. Develop Board Development Agenda for February 25 Regular Meeting.
- XI. Future Agenda Chair, Kathi Swanson
 - A. Develop February 11, 2015, Regular Board Meeting Agenda.
- XII. Executive Session Under Wisconsin State Statute 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of District Employees, to Discuss District Administrator Evaluation and to Review and Discuss All Administrative Contracts.

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: 1/20/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda / Briefs

Wednesday, January 28, 2015 6:00 p.m.

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

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

ſ.	Roll Call:	Tina Rossmiller Kathi Swanson Eric Busse	John Rasmussen Sandra Spanton Nelson Melissa Hammann	Amanda Koenecke
II.	Approve	Agenda.		
		ed Motion: I move w tem(s)	e approve the agenda as pre	sented (OR ADD – after
III.	committe Commun	ee's: Teaching and Le ications and Commu	System Improvement Goals – earning; Workforce Engageme nity Engagement; Technology share and present their goals	ent and Development; i; Facilities and Operations;
IV.	Learning		.O/School Goals) - Enclosed a ling Goals). The principals will nese goals.	

- V. Budget Finance Chair, Tina Rossmiller
 - A. Discussion Items:
 - 1. <u>Teacher Compensation Model</u> *Enclosed is information*.
 - 2. 4K Site Contract Enclosed is a draft of the 4K site contract.

- 3. <u>Employee Compensation Committees Update</u> Enclosed are the approved minutes of November 17 and December 17, 2014, for the Teachers Compensation Committee. Their next meeting is February 4, 2015. Enclosed are the November 19, 2014, Support Staff Compensation Committee minutes. Their next meeting is February 5. Both are making progress.
- 4. Evansville Education Foundation Update Ms. Swanson will present.
- 5. <u>Insurance Committee Update</u> *The Insurance Committee last met on November 19, 2014, and will meet again on February 18.*
- B. <u>Develop Budget Finance Agenda Items for February 25 Meeting.</u>
- VI. Business (Action Items):
 - A. <u>Approval of January 14, 2015, Minutes</u> *Please approve these minutes*

Suggested Motion: I move we approve the January 14, 2015, minutes as presented.

B. Approval of Interim Director of Student Services — Please approve the interim Director of Student Services contract for Tessa Nelson. Tessa holds a Masters of Education in Professional Development Degree from the UW-LaCrosse, a Bachelor of Science Degree in Special Education from UW-Madison and is currently completing certification as a Director of Student Services from Saint Mary's University of Minnesota. She has five years of teaching experience as a special education teacher and currently serves as a special education teacher at JC McKenna Middle School in Evansville. Tessa will start work on 1/29/15 and end 6/30/15, for a salary of \$29,832.

Suggested Motion: I move we approve the Interim Director of Student Services contract for Tessa Nelson, for a salary of \$29,832.

C. <u>Approval of Extending District Auditing Contract</u> – *Please approve extending the current audit services from Wegner CPA as presented at the last meeting.*

Suggested Motion: I move we extend the 3-year agreement for auditing services with Wegner, CPA, for two additional years, as presented.

D.	Approval of Beginning Teacher Salary – Please approve a beginning teacher salary.
Sug Ś	gested Motion: I move we approve a beginning teacher salary, in the amount of

VII. Policies:

- A. <u>First Reading of Policies</u>: Enclosed are the approved November 6, 2014, minutes. The attached policies come forward with suggestions from the Administrative Team and the Policy Committee:
 - 1. #345 Recognition of Student Achievements
 - 2. #345.11 Awards
 - 3. #345.2 Progress Reports to Parents/Guardians
 - 4. #345.4 Promotion and Retention (Of Students From 4th to 5th and 8th to 9th Grade)
 - 5. #345.5 National Honor Society
 - 6. #345.51 Academic Honors
 - 7. #345.61 Early Graduation
 - 8. #345.62 Graduation Exercises
 - 9. #345.63 Administrative Rule Adult Diploma Requirements
 - 10. #422 Early Admission to School
 - 11. #462 Wisconsin Technical Excellence Scholarship
- VIII. Employee Handbook Committee Suggested Changes, First Reading Enclosed is policy #152-Employee Handbook. The Employee Handbook Committee met on December 1st and bring forward the proposed changes:
 - A. #1-All Employees-Pg. 14, 3.04, Remove Reference to Policies 454.1 and 454.1 Form
 - B. #2-All Employees-Pg. 32, 10, 10.02 and 10.03, Bereavement Leave Updated
 - C. #3-Certified Staff-Pg. 42, 1, 1.01, Professional Hours/Workday, Removed, No Action this was tabled until the next meeting
 - D. #4-Certified Staff-Pg. 55, 7, 7.02, Insurance and Leave, Sick, Removed, No Action this was withdrawn during the meeting
 - E. #5-Support Staff-Pg. 59, 1.02, Job Descriptions Updated
 - F. #6-Support Staff-Pg. 60, 1.08, Job Titles Updated
 - G. #7-Support Staff-Pg. 66, 7, Paid Vacations Updated

- H. #8-Support Staff-Pg. 68, 8, C, 4, Holidays, Job Title Updated
- I. #9, #10, #11-Support Staff-Pg. 70-71, 9, 9.01, C, Sick, Personal, Bereavement, Leave Benefits Updated
- J. #12-Support Staff, Pg. 73, 11, 11.02 and 11.03, Job Titles Updated

IX. Ten Minute Break

X. Board Development – Chair, Kathi Swanson

- A. <u>First Reading of Policies</u>:
 - 1. #171.1 Public Notice *Mr. Rasmussen has suggested proposed changes to this policy.*
 - 2. #184 Board Minutes Mr. Rasmussen has suggested proposed changes to this policy.
- B. <u>WASB (Wisconsin Association of School Boards) Convention Feedback</u> *All attendees are to share feedback on their sessions attendance to the WASB Convention.*
- C. Develop Board Development Agenda for February 25 Regular Meeting.

XI. Future Agenda – Chair, Kathi Swanson

- A. <u>Develop February 11, 2015, Regular Board Meeting Agenda</u> *Enclosed is a draft agenda*.
- XII. Executive Session Under Wisconsin State Statute 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of District Employees, to Discuss District Administrator Evaluation and to Review and Discuss All Administrative Contracts.

Suggested Motion: I move 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 Discuss District Administrator Evaluation and to Review and Discuss All Administrative Contracts.

FOR YOUR INFORMATION

- 1. Upcoming Board Meetings:
 - January 31, 2015, Budget Retreat Meeting
 - February 11, 2015, Regular Meeting
 - February 25, 2015, Regular Meeting
 - March 11, 2015, Regular Meeting
 - March 25, 2015, Regular Meeting
 - April 15, 2015, Regular Meeting
 - April 29, 2015, Regular Meeting

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

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2014-2015 School Learning Outcome (SLO/Building Goals)

LEVI ELEMENTARY SCHOOL

Levi Leonard will increase College & Career Readiness (CCR) as measured by the STAR assessment by 5% in first and second grades while sustaining the 82% CCR at the kindergarten level for the 2014-2015 school year.

THEODORE ROBINSON INTERMEDIATE SCHOOL

50% of 3rd grade students, 65% of 4th grade students and 53% of 5th grade students will be at the 65% or above on the Spring STAR assessment in May 2015 making them college and career ready.

JC McKENNA MIDDLE SCHOOL

Upon conclusion of the 2014-15 School Year, 45% of our students at JC McKenna Middle School will meet proficiency targets under the parameters of the STAR Test and Badger Exam.

HIGH SCHOOL

By the end of the 2014-2015, we will have 45% of our students meet the state proficiency targets for reading as measured by the state test (Aspire: ACT).

Teacher Compensation Components to Consider

- 1. Entry level salary
- 2. Number of steps on salary schedule
- 3. Distribution of money in each salary lane/cell
 - Equal increments
 - Larger increases in beginning teacher lanes/cells
 - Larger increases in more experienced teacher lanes/cells
- 4. Flat rate salary increase or a percentage increase
- 5. Hard to fill positions
- 6. Sliding salary scale
 - Salary increase based on revenue limit increase/decrease and available money
 - Making teachers whole in the first year of a new compensation model. (Provide pay increase for current staff who did not get the old lane increase prior to Act 10.) After paying lane movement for those staff who qualify, the remainder of the money may be utilized to increase dollars in each step.
- 7. Determine when staff receive a salary increase
 - Annual
 - Based on performance
 - i. What criteria is to be used
 - 1. Educator Effectiveness levels
 - 2. Teachers that are not on a plan of remediation/improvement
 - Based on professional development
 - Based on college credits
- 8. When should a salary increase be provided?
 - Start of school year
 - November after final budget is known
- 9. Extra duty pay

DRAFT (1-17-15)

Evansville Community School District Strong Start 4Kids

2015-16 Site Agreement (Name of Site)

Evansville Community School District Strong Start 4Kids will provide quality, developmentally appropriate, play based learning experiences to all four year olds, through collaboration with community, family, and school partnerships. It is agreed as follows:

I. OPERATIONS

- A. The PS/CCP (Preschool/Child Care Provider) partner is: Name
- B. PS/CCP shall provide a DPI licensed kindergarten teacher, teacher's assistant, and Site for Preschool/Four Year Old Kindergarten Services under this Agreement (Hereinafter "Program")
- C. The minimum student contact time shall be 437 hours per year. In addition there will be 87.5 hours per year for an outreach program (e.g. home visits, training, team planning, parent outreach, etc.), which will be mutually agreed to by ECSD. Total time for the program will be 524.5 hours per year.
- D. The (Name of Center) 4-K hours are from 8:00 am 11:00 pm, and 12:00 p.m to 3:00 p.m. The parties to this Agreement shall engage in monthly meetings of the District Collaboration Team. The Collaboration Team includes, at a minimum, an administrator and staff member from each party.
- E. Daily attendance records will be kept by the site and shall be entered into ECSD student management software weekly by ECSD. Weekly attendance must be reported to ECSD on Friday of each week. Immediate follow-up with absences on a daily basis is expected. ECSD confidentiality policies regarding student data will apply to site staff.
- F. Registration, health and developmental records shall be maintained by ECSD in accordance with state and federal requirements.
- G. The PS/CCP will provide the ECSD with a verified list of students:
 - Enrolled on the third Friday of September 2015 and
 - Enrolled on the second Friday of January 2016.

- H. Children are eligible for enrollment in the 4-K program as long as the child is 4 years old by September 1 of that school year.
- I. Exceptions to these contract requirements must be submitted to and approved by both parties to this contract.

II. LOCATION/FACILITIES

A. The facilities at which the services to be provided pursuant to this Agreement are located at Address of Site (Herein "Site").

The PS/CCP shall maintain an appropriate environment, approved by both parties, for four-year-olds including but not limited to:

- State required building codes and regulations
- State required classroom space
- Mutually agreed upon storage space
- · Indoor play space and equipment appropriate for early childhood
- Space which complies with the First Amendment to the United States Constitution
 regarding separation of church and State (Religious pictures, icons, and books may
 remain in 4K classrooms as long as religion in not taught or addressed during class time.
 Any bulletin board in the 4K classroom used for religious education must be covered
 during 4K class time and other 4K activities.)
- Appropriate space for support services and parent/guardian meetings or other similar activities
- Site must be accessible to persons with disabilities
- Maintenance of classroom and materials as appropriate
- Repairs of materials and equipment as needed
- B. Custodial services will be provided daily by the PS/CCP.
- C. The 4K center will comply with the District's schedule of fire, tornado and lockdown drills and events.
- D. 4K center doors will be secured from 8:00-11:00 a.m. and 12:00-3:00 p.m.

III. STAFF

- A. The ECSD Early Childhood/4-K Coordinator is (Name)
- B. The PS/CCP Site Coordinator is (Name).
- C. A teacher with one of the following Department of Public Instruction licenses shall be provided by the PS/CCP for the Program:

71-777: Early Childhood to Middle School (birth - age 11)
080: Pre-Kindergarten
102: Kindergarten - Grade 2
083: Pre-Kindergarten - Grade 3
103: Kindergarten - Grade 3
086: Pre-Kindergarten - Grade 6
104: Kindergarten - Grade 4
088: Pre-Kindergarten - Grade 8
105: Kindergarten - Grade 5
090: Pre-Kindergarten/Kindergarten
106: Kindergarten - Grade 6
107: Kindergarten - Grade 7
101: Kindergarten - Grade 1
108: Kindergarten - Grade 8

- D. The teacher assistant is required to have a high school diploma and early childhood certification as required by the state.
- E. The Partner and the District agree that the "Minimum Enrollment" under this Agreement shall be 12. The Partner may decline to provide services if the Minimum Enrollment does not equal at least 12 students at the time of the Third Friday in September count. The "Maximum Enrollment" must not exceed 20 students. The target Program enrollment is 18 four-year-olds to one teacher and one teacher assistant. Maximum child to teacher ratio will not exceed 10:1.
- F. The ECSD Early Learning Coordinator shall be provided with current enrollments, attendance reports, and all other reports required by the District.
- G. Participation in joint training and professional development shall occur for all PS/CCP staff providing services pursuant to this Agreement. It is expected that all PS/CCP staff will be available for 9 meeting times outside of school hours.
- H. ECSD will pay substitute teachers for teacher time during Program hours when teacher is participating in required District training/meetings. Cost of substitutes is the responsibility of the PS/CCP at all other times. Substitutes shall meet the DPI requirements for substitute licenses.
- I. CPR and First Aid trained staff shall be available during the scheduled preschool Program hours.

IV. ACTIVITIES/CURRICULUM

- A. A basic set of classroom instructional materials shall be the joint responsibility of the PS/CCP and ECSD. ECSD will provide funding for the site district approved curriculum up to an amount of \$2,149 in the first year.
- B. PS/CCP classrooms shall not be segregated by program type, family income, or child's ability/disability.

- C. Diversity shall be incorporated into the Program.
- D. Supplemental materials and supplies for the PS/CCP Early Learning Program shall be provided by ECSD. Each class is allocated \$625 per year supplemental materials and supplies. Basic consumables are the responsibility of the PS/CCP. The child will not be assessed any fee for materials or supplies under the Program. Individual supplies may be requested from parents using a school supply list.
- E. Sites will use a common assessment document. A copy of the assessment document will be filed with the district at the end of the school year.
- F. Both parties are prohibited from impermissibly advancing or inhibiting religion in the performance of this Agreement and, further, shall comply with the Establishment Clause of the First Amendment of the U.S. Constitution.

V. FUNDING

- A. Non-Evansville residents may enroll in the Evansville 4-K program under the open-enrollment provision.
- B. The PS/CCP shall provide appropriate notification to parent(s) or guardian(s) of all fees for which parent(s) or guardian(s) will be responsible. Collection of fees and childcare subsidies for all services rendered by the PS/CCP pursuant to the Agreement shall be the responsibility of the PS/CCP. The PS/CCP acknowledges that the ECSD is making no representation of warranties regarding the collectability of fees and childcare subsidies and, further disclaims any liability therefore for childcare services rendered by the PS/CCP.

VI. FAMILY OUTREACH PROGRAM

- A. The Family Outreach Program will be developed and conducted through joint cooperation among ECSD and the sites. The Family Outreach Program includes such events as:
 - Workshops
 - Home Visits

Community Programs

- Family Nights
- B. Parents are encouraged to participate in their child's education.
- C. Parents are to be involved in an advisory role.
- D. Community members may serve as volunteers. Background checks will be required of any volunteer in the classroom. The ECSD reserves the right to determine whether volunteers are suitable for the intended purpose of the Program.

VII. SUPPORT SERVICES

- A. The following support services shall be provided. Services may be provided by either the ECSD and/or the PS/CCP, as indicated below.
 - 1. Information on health and development provided by PS/CCP.
 - 2. Integration of special education students when appropriate provided by ECSD.
- B. Food service (USDA) snack will be provided by the PS/CCP.
- C. Facility and equipment maintenance will be provided by the PS/CCP.

VIII. STANDARDS

A. The following Standards apply: To ECSD and PS/CCP: DPI Standards, Federal and State Statutes, ECSD Board Policies and Procedures and PS/CCP policies and procedures, where not in conflict with the other party's policies and procedures.

IX. EVALUATION

- A. Program: An evaluation of the Program will be conducted annually with coordination and supervision by the ECSD Early Learning Coordinator.
- B. Staff: Evaluation of staff shall be conducted as required by teacher (and teacher assistant) provider contracts. Primary responsibility for teacher and assistant evaluations shall be the PS/CCP with provisions for input and review from the ECSD Early Learning Coordinator.
 PS/CCP shall notify the Early Learning Coordinator of all non-district employee staff changes.

X. INSURANCE

A. Prior to the commencement of services under this Agreement, each party shall furnish the other with evidence of a required level of current liability coverage for negligence by their respective officers, employees, and agents. This coverage shall be required to remain in effect for the duration of this Agreement.

XI. FINANCIAL REIMBURSMENT TO PS/CCP BY ECSD

A. The ECSD will reimburse the PS/CCP a total of \$2,225 per year for each enrolled student during the 2015-2016 school year. An initial reimbursement of \$1,112.50 per student will be

provided to the PS/CCP on October 1, 2015, based on the third Friday of September enrollment. A second reimbursement of \$1,125.00 per student will be provided to the PS/CCP on February 1, 2016, based on the second Friday of January enrollment. While this Agreement remains in effect, the Parties shall review and, if necessary, mutually agree to amend the payment schedule by May 1 of each year.

- B. The ECSD will provide compensation for 4K students who arrive at the 4K center before the start of the 4K school day. The compensation of \$360 per semester, not to exceed \$720 per year will be paid on the same schedule as outlined in item XI. A.
- C. The ECSD will provide compensation for professional teaching staff who are required to provide Parent Outreach hours outside the school day. The district will pay one teacher from each center \$19.00 per hour, not to exceed two hours, for attending outreach activities. The number of Outreach activities is limited to three per school year with dates and times to be mutually agreed upon between the sites and ECSD. Teachers will need to submit time sheets to be eligible for this reimbursement.

XII. MISCELLANEOUS

- A. This Agreement shall be for the 2015-2016 school year. Annually, this Agreement shall be reviewed for the next school year and requires both parties to agree. If the parties are unable to reach agreement by July 30, this Agreement shall be terminated.
- B. All notices or communications by PS/CCP under this Agreement shall be in writing to the Early Learning Coordinator.
- C. All notices or communications by ECSD under this Agreement shall be in writing to the PS/CCP Coordinator.
- D. Notice shall be deemed to have been received on the date of mailing if sent by registered or certified mail. For all other forms of transmission, notice shall be deemed received on the date of actual receipt.
- E. The laws of the State of Wisconsin shall govern this Agreement and any dispute arising from or related to this Agreement.
- F. The parties agree that any claim or dispute between them, or any successor(s) or assign(s) of other, related to this Agreement, including the validity of this arbitration clause, shall be resolved by binding arbitration by the National Arbitration Forum, under the Code of Procedure then in effect. Any award of the arbitrator(s) may be entered as a judgment in any court of competent jurisdiction. Information may be obtained and claims may be filed at any office of

The Forum, or at PO Box 50191, Minneapolis, MN 55405. This section XII.E. shall be interpreted under the Federal Arbitration Act. Allocation of the costs of arbitrator shall be an issue to be fully and finally resolved by the arbitration. Any award of the arbitrator shall be final, binding upon the parties and enforceable in any court having jurisdiction.

- G. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- H. If either party shall breach any term, covenant, or condition of this Agreement so that the Program is no longer in compliance with the standards in Section VIII of this agreement, this Agreement may be terminated by the non-breaching party, or a reasonable time may be given to permit compliance at the option of the non-breaching party. Notwithstanding anything to the contrary in this Agreement, the Evansville Community School District reserves the right to terminate this Agreement immediately if it reasonably determines that the health and safety of participants is at risk.
- No breach shall be deemed to continue as long as the notified party shall be proceeding to cure the same in good faith or be delayed in, or prevented from curing the same by facts or circumstances beyond its control. This provision is no way limits the right of a party to act under the preceding paragraph.
- J. Each party to this Agreement shall be solely responsible for any and all actions, suits, damages, liability or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its employees, officers, or agents. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims; and each shall continue to enjoy all rights, claims and defenses available to it under law.
- K. This Agreement constitutes the entire agreement between the parties and shall supersede all previous communications and commitments, whether written or verbal, between the parties regarding the subject matter of this Agreement. No agreement or understanding changing, modifying, or extending this Agreement, shall be binding on either party unless in writing and signed by both parties' authorized representatives.

IN WITNESS WHEREOF, the Parties has constituting an original, by their duly at	have caused this Agreement to be executed in duplicates, each athorized representatives.
Dated this da	y of
SITE NAME	EVANSVILLE COMMUNITY SCHOOL DISTRICT
Name and Title	Jerry Roth, District Administrator
	Doreen Treuden Business Manager

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Teachers (EEA) Employee Compensation Committee Meeting Minutes

The Teachers Employee Compensation Committee meeting was held on Monday, November 17, 2014, at 5:30 pm in the District Board and Training Room.

Attendance

Members in attendance: Eric Busse, Gary Feldt, Deb Fritz, Dave Kopf, Rob Kostroun, Kyle McDonald, Dee Jay Redders, Jerry Roth, Doreen Treuden, Jon Wopat, and Kathi Swanson arrived at 6:25 pm. Absent: Julie Creek-Hessler, Jolene Hammond, Kim Katzenmeyer, Jim Kvalheim, Deanna Pickering, Tina Rossmiller, Chris Schullo, and Kim Sperandeo-Wehner.

Approve Minutes

Motion by Mr. Redders, seconded by Mr. Feldt, moved to approve the October 6, 2014, minutes as presented. Motion carried, voice vote.

Cost of Making Lane Movement Whole

Mr. Roth shared an excel spreadsheet. Comment: basic fairness to make people whole on lane movement.

Broad Banding Criteria Discussion/Discuss Compensation Model Ideas

The high school group had met several times to discuss the draft model that they handed out. Mr. Kostroun explained. Comments/questions:

- Vertical advancement not if on plan of improvement
- Three (3) credit course would count for three (3) years; bank for two (2) years
- Three (3) lanes vs. two (2) lanes education to get to the third lane
- Have to honor the PI-34 process
- Master Educator (10 year license) = Master's Degree?
- Credits earned works towards a Master's Degree
- PI-34 does not necessarily work towards a Master's Degree
- Intent is to enhance one's classroom experience
- Flat rate is preferred by the teachers vs percent
- Tried to not "short change" one group at the expense of the others
- The top would remain the same from year to year with no increase
- "Hard to find" administration decision

Base Pay/Entry Level Pay

Several sheets were included with the agenda of districts New Teacher Salary and the Average Teacher Salary.

Discuss Percentage Versus Flat Rate Pay Increases

Mr. Roth shared a list of talking points:

- Sliding salary schedule
- Alter paying lane movement; what's left goes to steps
- \$38,000 beginning salary
- 20+ years to get to the top

- First third may need to receive higher increase then last third incentive to stay in the profession
- No salary increases until after November 1st, but would be retro-active to July 1st Mr. Roth will send this to all members.

Climate and Culture

No discussion.

Set Next Meeting Date and Agenda

Next meeting is scheduled for Wednesday, December 17 at 5:30 pm. Ms. Treuden will try and place people on teachers schedule and make it interactive.

Adjourn

Motion by Mr. Wopat, seconded by Ms. Fritz, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 7:03 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 12/17/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Teachers (EEA) Employee Compensation Committee Meeting Minutes

The Teaches Employee Compensation Committee meeting was held on Wednesday, December 17, 2014, at 5:30 pm in the District Board and Training Room.

Attendance

Members in attendance: Feldt, Fritz, Hammond, Katzenmeyer, Kopf, McDonald, Pickering, Redders, Rossmiller, Roth, Schullo, Sperandeo-Wehner, Swanson, Treuden, and Kostroun arrived after approval of minutes. Absent: Busse, Creek-Hessler, Kvalheim, and Wopat.

Approve Minutes

Motion by Mr. Roth, seconded by Ms. Katzenmeyer, moved to approve the November 17, 2014, minutes as presented. Motion carried, voice vote (Rossmiller abstained).

How Does EEA Certification Impact This Committee's Work?

Mr. Redders shared that he did not think there would be any impact and the Committee should continue to work collaboratively. Mr. Roth shared that the membership of this group will stay the same. He talked with other districts at a Rock Valley meeting, and most are conducting compensation committees at the same time that negotiations is happening and feels we should continue.

What Makes a Good Educator?

Ms. Katzenmeyer shared that no matter what the pay schedule looks like in the end, number of lanes, points, no points, etc., teachers who are good at educating students need to be compensated accordingly.

Committee members were asked to take a few minutes and individually write down thoughts on this topic. Thoughts shared:

- Lifelong learner that has licensing and does ongoing professional development in field of expertise
- Positive communication with staff, student, administration, and parents
- Good classroom management
- Goes above and beyond the basic requirements of the position
- High standards and expectations for students, self, and others
- Always raises the bar for all students
- Having the "can do" attitude so that no one is left behind
- Makes positive connections with each and every student each and every day
- Team player
- Embraces change that is based on best practices open to new ideas
- · Person who knows what to teach and how to teach it
- Flexibility
- Collaborative in nature
- Overall experience working with children
- Up with current trends like technology

- Good classroom management
- Motivate
- Consistency
- Treats students with dignity
- See individuals in the classroom
- Willingness to see your teaching through your students eyes
- Self-motivated
- Basing lessons on the common core
- Being a self-evaluator to improve yourself
- Good sense of humor with everyone
- Clear written objectives
- Prepared and organized
- Engages students to see multiple perspectives
- Masters subjects/curriculum/content/standards
- Ability to connect with students on a level to engage them
- Important to have mission goals and pathways to reach the goals to satisfy mission
- Able to adapt and overcome
- Knowledge of how children grow and be cognizant of it
- Knows when a lesson is not working and is able to shift gears
- Is able to differentiate

Group Discussion:

- Difficulty of this work is now what do we do? How do we design a model that moves people through based on what we want?
- We are at a crossroads of what is tangible and what is not. The tangibles versus the intangibles.
- Some of the items on the list don't equate to having a master's degree. Who is the measuring stick? Who gets to decide? What makes a teacher a kid magnet? One of the most difficult to measure will be connecting to the child. Some of the criteria are yes/no and some cannot be defined.
- Reflect back to the educator effectiveness videos. Most of you have reviewed the videos? Yes. Was it easy to see what is not working? The administrative team is rolling out educator effectiveness as a "let's do this together" activity. Not a gotcha. Being observed by other teachers some are comfortable with this and some are very nervous. Everybody rates people differently. The team approach is a good idea. Of the educator effectiveness videos, how many were difficult to see if there was good teaching going on? Someone getting a 2 in the videos was not a very good teacher. Focus on a growth model to assist the 2's. How do we get past the fear? Administrators are just as nervous as teachers. Feedback from teachers is going to be needed. There has to theoretically determine a good teacher from a bad teacher.
- However, whatever we incentivize, will happen and everything else will not happen.
 Way back when we started the meetings, it was discussed that those who are doing
 their job will advance and those that aren't won't and should be on a plan of
 improvement. What about the cream of the crop? The elite? What is the definition of
 the elite group?
- Pay for performance frightening. And it's dangerous because as soon as you define it, you limit it. Annual principal evaluation can be a factor in the process, but not the sole

- measure. Other things that are of value need to be included. Be careful about shaming people and disincentiving people.
- If you're tied to the educator effectiveness model, it is problematic because of the three year cycle? Those not up for full evaluation, will have two quick walk-throughs. Red/green light or pass/fail........
- Can we review the template that Mr. Kostroun created which is really a modified salary schedule that includes the on/off switch? What about the teachers who are 3s and have the potential to be a 4? What about the person who is not willing to go to a 4?
- Incentivizing through Workforce Development/Strategic Plan (CSI)
 - o If you want to go above and beyond this is what you can do
 - o Items that don't cost the District
 - O What are the incentives?
 - o Availability to all staff
- Flexibility of administration to distribute merit pay?
 - Stipends versus merit pay
 - Stipends/alternate compensation for extra duties not included in compensation model
- If develop fair/predictable model staff will tolerate merit pay
- What is the base model? Components of:
 - o Experience
 - Band(s)/Lane
 - Movement Pt. A to Pt. B
 - o Evaluation piece, Teacher Effectiveness Component
 - Licensing
- Number of years from beginning to end (0-20 years)
- Requirement for models? 20 years for movement

Set Next Meeting Date and Agenda

Next meeting is Monday, January 19 at 5:30 pm. Agenda items: bring sample base models to discuss and decide and discuss advancement.

Please forward your sample base compensation models to Committee members one week prior to the January $19^{\rm th}$ meeting.

Adjourn

Meeting adjourned at 7:00 pm.

Submitted by Doreen Treuden, Business Manager and Kathi Swanson, Board President

Approved: 1/19/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Support Staff Employee Compensation Committee Minutes

The Support Staff Employee Compensation Committee meeting was held on Wednesday, November 19, 2014, at 4:15 pm in the District Board and Training Room.

Attendance

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

Approve Minutes

Motion by Ms. Rossmiller, seconded by Ms. Sperry, moved to approve the October 15, 2014, minutes as presented. Motion carried, 10-0 (voice vote).

Review District Office Administrative Assistant and Lunch Room Supervisor Job Description The District Office Administrative Assistant job description had not been returned, after reviewing, by the supervisors of that position. Will bring back at next meeting.

Lunch Room Supervisor position came forward with no changes from the last meeting. Job description is good as is.

Support Staff – Suggested Compensation

The Support Staff Employees met a few times, discussed thoughts and ideas, and came up with two documents, that were shared. First document showed the current wages and number of years in the District of the entire support staff group. Second document showed the classifications, 1-Educational Assistants and 2-Clerical and a percent increase for longevity. Discussion/questions:

- Longevity percent increase is on the hourly wage or on the wage increase? It is on the new hourly wage.
- Holdin's position and why it is in the clerical group? Should it be in the clerical? His number of years of service were not correct.
- What is different from what we were doing? Non-represented group of administrative assistants never received longevity or steps.
- Mr. Roth explained that increases need to be tied to increases from the state.
- Mr. Roth explained what the teacher's employee group has been discussing.
- Are stipends still an option?
- Raises for all employee groups will not be awarded until after the District budget is complete, after November 1.
- What about the discrepancies between positons? Ms. Thornton's versus other 12 month employees.
- Step system or longevity increases was most important among the support staff.
- Percentage increases would be preferable for annual increases.
- Are you requesting a maximum number of years on the step system?

- Maybe look at the employee categories that are used for vacation time in the Employee Handbook.
- We want to continue to have this discussion and be collaborative. Mr. Roth and Ms. Treuden will create 2-3 different examples to bring back to the next meeting.

Set Next Meeting Date and Agenda

The next meeting is Wednesday, January 7, 2015, at 4:15 pm.

Adjourn

Motion by Ms. Mosher, seconded by Ms. Sperry, moved to adjourn the meeting. Motion carried, 10-0 (voice vote). Meeting adjourned at 5:11 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 1/15/15

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, January 14, 2015, at 6:01 pm in the District Board and Training Center.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Rossmiller, Swanson, Busse, Rasmussen, Spanton Nelson, Hammann, and HS Rep. Gallagher and Michael. Koenecke arrived at 6:10 pm.

APPROVE AGENDA

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

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Adult School Crossing Guard Recognition Week January 12 16, 2015
- Wisconsin Association of School Board Convention (WASB) January 20-22, 2015
- Open Enrollment February 3 April 30, 2015
- Energy Fair April 24, 2015
- 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

PUBLIC PRESENTATIONS

Teacher, Rob DeMuese, representing himself, spoke on the alternate compensation model.

INFORMATION & DISCUSSION

Ms. Julie Whelan Capell, Director of Planning and Development, IMPACT Planning Council, presented on our high school participation in the implementation of a Screening, Brief Intervention and Referral to Treatment (SBIRT) project. Discussion.

Ms. Swanson opened discussion on the teacher compensation work, looking for direction from the Board moving forward. Discussion.

District Administrator, Mr. Roth, gave an update on the upcoming 4K program. Discussion.

Ms. Swanson shared an update of the Continuous System Improvement Plan and the upcoming subcommittee's meetings. Discussion.

Ms. Swanson shared school board election candidates for the April 7, 2015, spring election. Discussion.

Ms. Swanson presented the Wisconsin Association of School Boards Convention Resolutions and attendance to the convention sessions. Discussion.

Business Manager, Ms. Treuden, presented a proposal to extend the District auditing contract. Discussion.

PUBLIC PRESENTATIONS

None.

BUSINESS (Action Items)

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to deny any open enrolled applications for grades 4K, KG, 1^{st} , 2^{nd} , 3^{rd} , and 4^{th} , due to class size limits and space. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Koenecke, moved that in grades 5-12 we will not consider the availability of space (we will accept applications). Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved that in grades 4K-12, we deny applications of students who qualify to receive special education services due to space and caseload. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved that in grades 4K-12, we deny applications for student who qualify to receive special education related services due to space and caseload. Motion carried, 7-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Ms. Spanton Nelson, moved to approve the 2015-2017 administrative contracts for Brian Cashore, High School Associate Principal; Paula Landers, Director of Student Services; and Doreen Treuden, Business Manager, as presented. Motion carried, 7-0 (voice vote).

CONSENT (Action Items)

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the consent agenda items: December 8, December 22, and December 26, 2014, Special Meeting Minutes and the December 10, 2014, Regular Meeting Minutes; Policy #428-Full-Time Public Open Enrollment; and the November and December Bills and Reconciliation, as presented. Motion carried, 7-0 (roll call vote).

FUTURE AGENDA

January 28, 2015, Regular Meeting agenda discussed.

BREAK

A ten minute break taken.

EXECUTIVE SESSION

Motion by Ms. Rossmiller, seconded by Ms. Koenecke, moved to move into executive session, under Wisconsin State Statute 19.85(1)(c) to Discuss District Administrator Evaluation. Motion carried, 7-0 (roll call vote).

ADJOURN

Approved.	Kathi Swanson President	Dated:	Approved:
Approved:		Datada	A
Submitted	by Kelly Mosher, Deputy Clerk		
ivieeting a	djourned from executive session	at 8:51.	

Evansville Community School District Interim Administrative Contract

IT IS HEREBY AGREED by and between the Board of Education of the Evansville Community School District (hereinafter designated as the "Board") and Tessa Nelson (hereinafter designated as the "Administrator"), that the Board does hereby employ the Administrator in the position of Interim Director of Student Services. The Board hereby reserves the right to reassign or transfer the Administrator during the term of this contract to another administrative position or a teaching position for which the Administrator is certified or certifiable if the Board, in its sole discretion, determines that it is in the District's best interest to do so. The Administrator shall perform all services, duties, and obligations incident to the position to which the Administrator is reassigned. The Administrator's title shall also be changed to that of the position to which the Administrator is reassigned. Salary and other benefits of the Administrator shall not, however, be reduced during the term of this contract. The Administrator shall be given five (5) days' notice regarding any reassignment or transfer pursuant to this provision.

TERM/TERMINATION

This contract shall cover a period to begin on January 29, 2015, and end on June 30, 2015. By signing this Contract, the Administrator resigns her teaching contract with the Board and the Board accepts her resignation. The parties expressly agree and understand that this contract shall not be renewed upon its expiration and is not subject to the renewal/nonrenewal provisions of Wis. Stat. § 118.24. In the event the Administrator is not offered an administrative position by the Board for the 2015-2016 school year, or the Administrator declines to accept an administrative position offered by the Board for the 2015-2016 school year, the Board shall offer the Administrator a teaching contract for the 2015-2016 school year at not less than the salary and benefits she was receiving in her teaching position as of January 28, 2015, and the Administrator shall also be entitled to any increases in salary or benefits for the 2015-2016 school year that she would have been entitled to had she not resigned her teaching contract to accept this Administrative Contract.

SALARY

In consideration for the services rendered, the Board will pay the Administrator a salary of Twenty Nine Thousand, Eight Hundred Thirty Two Dollars (\$29,832.00). The salary shall be paid in equal installments bimonthly, less deductions required by federal and state law, or deductions authorized by the Administrator and permitted by Board policy.

CONTRACT PROVISIONS

______, 20_____

This contract also incorporates additional Evansville Community School District Administrative Contract Provisions, attached hereto, and incorporated herein by reference.

Dated this ______ day of ______, 20____.

Board of Education Administrator

Clerk, Board of Education

Action by the School Board in adopting this contract is recorded in the Board minutes of

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Evansville Community School District Administrative Contract Provisions

RESPONSIBILITIES

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

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

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

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

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

INDIRECT COMPENSATION

- a) The Administrator shall earn one (1) sick day per month. Up to one (1) sick leave day may be used as a personal day. If this contract is terminated for any reason prior to June 30 of any year, sick days for that year shall be prorated, and the Administrator's sick leave balance adjusted accordingly. The Administrator shall reimburse the District for any sick days used but not earned. The Administrator shall also be permitted to use any sick days earned and available from her prior position with the District.
- b) The Board shall continue the long-term disability income policy in effect, and the Administrator acknowledges receipt of a copy of the terms of the policy. The long term disability policy will provide coverage at 90% of the administrator's salary after 60 calendar days of disability. The short term disability plan will, contingent on approval of the underwriter, provide a weekly benefit of \$224 beginning on the first day for injury or the fourth day for illness. These amounts are subject to change based on changes from the provider.
- c) Administrator shall be entitled to eight (8) days of vacation. Vacation time shall not be cumulative. In the event that Administrator returns to a teaching position at the conclusion of the term of this Contract, and the full allotment of vacation days has not been used, the Administrator shall receive full reimbursement for unused days at the same salary rate as for the contract year in which they were earned. In the event this contract is terminated for any reason prior to June 30, 2015, the number of vacation days shall be prorated based upon the percentage of the term of the contract worked. The Administrator shall reimburse the District for any vacation days used in excess of the prorated days, and the District shall compensate the Administrator for earned but unused vacation days.
- d) Administrators shall be entitled to the following paid holiday: Memorial Day.
- e) Authorized use of the Administrator's personal car in the conduct of business for the school district will be reimbursed at the current State rate.

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- f) The Board shall pay 88.25 percent toward the premium for a policy of single or dependent coverage for health insurance selected by the Board. The amount will be adjusted annually to reflect the amount paid toward the premium on behalf of a teacher. The Administrator may choose cash in lieu of insurance equivalent to the amount provided to certified staff. However, if two employees who both work for the District are eligible to be covered by one family insurance plan, one will be eligible for family insurance or each eligible for single coverage, but neither will be eligible for cash in lieu of insurance.
- g) The Board shall pay 88.25 percent toward the premium for a policy of single or dependent coverage for dental insurance selected by the Board. The amount will be adjusted annually to reflect the amount paid toward the premium on behalf of a teacher.
- h) The Board shall pay the full Employer's contribution to the Wisconsin Retirement System, as approved by the Employee Trust Fund Board. Administrator shall pay the full Employee's contribution to the Wisconsin Retirement System, as approved by the Employee Trust Fund Board.
- i) The Board shall pay 50 percent toward the premium for a policy of term life, accidental death and dismemberment insurance selected by the Board. The benefit shall be equal to one time annual salary, contingent on approval of the underwriter.
- j) The Board shall allow up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. The term "immediate family" shall be construed to mean spouse, children, parents, grandparents, grandchildren, brothers and sisters, in-laws and members of household. Up to two (2) days of the above leave per year shall be allowed for individuals not listed above. Employees who have exhausted their funeral/bereavement leave may request in writing from the District Administrator use of up to five (5) of their sick days as needed for funeral/bereavement leave.
- k) The Board shall pay legitimate expenses incurred and release time necessary for attendance at the following professional state meetings: Wisconsin Federal Funding Conference and the 2015 WCASS Spring Conference, which must be pre-approved by the District Administrator.
- 1) In the event school is not held due to weather conditions, the Administrator will make every effort to get to the school and shall perform all needed duties.

TERMINATION BY MUTUAL CONSENT

Upon mutual written agreement of the Board and the Administrator, this contract and the employment of the Administrator may be terminated without penalty or prejudice against either the Board or the Administrator. In this event, the Board shall pay the Administrator all remuneration and benefits accrued but unpaid during the period of employment immediately prior to such termination.

CONTRACT TERMINATION

Upon five days' written notice, the Board may terminate this contract and return the Administrator to the teaching position she resigned to accept this contract. In addition, the Board may terminate this contract and discharge the Administrator from employment for just cause provided that the Administrator has received prior notice in writing from the Board of its intent and the alleged reason or reasons for such discharge. Upon written request, a hearing shall be conducted with full regard for due process.

INVALID PROVISIONS

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

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PRIOR CONTRACTS SUPERCEDED

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

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340 Fair Street

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

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education From: Doreen Treuden, Business Manager

Re: Proposal for Continued Audit Services from Wegner CPA

Date: January 8, 2015

For BOE consideration, I am proposing that we extend the 3-year agreement for auditing services with Wegner, CPA for two additional years. The cost increase for auditing services would increase \$200 from \$12,800 to \$13,000 for the 2014-2015 financial audit and the 2015-2016 financial audit. There would be no increase in the cost of the membership audit. Rationale for continuing with Wegner includes:

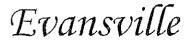
- The increased annual cost of the audit will still be less than the proposals from other firms provided in 2012 (see attached memo).
- We have developed a good audit process with Wegner and have a good professional working relationship with Natalie and her staff.
- Changing auditing firms causes the auditing process to take many more hours due to lack of auditor familiarity with District specific financial information. Prior to working with Wegner, the District worked with the same auditing firm for 16+ years.

Approval of the requested 2-year extension will be on the next BOE meeting agenda. Thank you.

340 Fair Street

Evansville, WI 53536 Phone: (608) 882-5224

(608) 882-6564



Community School District

MEMORANDUM

To: Evansville Board of Education

From: Doreen Treuden, Business Manager

Re: Proposal for Audit Services

Date: April 9th, 2012

Requests for Proposals for auditing services were sent to 10 auditing firms selected from the DPI list of approved auditors. The proposal term requested was for three years. The District received responses from six firms. Included is a table that includes specific information from the audit proposals.

The selection process included reviewing proposed auditing costs, interviewing contacts provided in the proposal; and checking references. Based on the proposed cost for services, three auditing firms were selected for interviews. Telephone interviews were conducted on April 3rd using the following questions:

- 1. Evansville has engaged the same auditing firm for the past several years. Discuss how you would handle the transition plan should the District choose your firm. Who, what, when and how?
- 2. Describe the scope of consultation services that would be provided during the year outside of the regular audit work. When is there a cost for consultation services?
- 3. Describe a general audit presentation to the Board of Education.
- 4. The Evansville Business Office staff works hard to be as efficient as possible because there is never enough time. Do you have an example of a time-saying practice or procedure that you were able to recommend to business office staff regarding the work related to the audit or any general business office work?

Following the interviews, two firms were selected for references checks. Brad Boll, Business Manager from Beloit Turner School District provided a very good reference for the contacts at Wegner, CPAs. Kathy Davis, Business Manager from Cambridge School District provided a very good reference for Johnson Block.

My recommendation to the Board is to accept the auditing proposal from Wegner, CPAs based on the following information. The all-inclusive three-year proposed cost for auditing services from Wegner, CPAs is the lowest of the six proposals and will save the District \$5,200-\$6,650 per year for the next three years in auditing expense. Natalie Rew, Senior Manager for Wegner, is a very well respected auditor who worked at DPI for many years and is considered an expert in public school finance.

	AUDITING FIRMS SUBMITTING PROPOSALS					
	Wegner, CPAs	Johnson Block and	Reilly, Penner &	Clifton Larson	WIPFLI CPAs	Smith & Gesteland,
		Co.	Benton, LLP	Allen LLP		LLP
3-Year	\$12,800	\$14,300	\$13,900	\$15,970	\$17,950	\$18,000
Proposed Cost of	\$12,800	\$14,700	\$14,300	\$16,300	\$18,450	\$18,000
Financial Audit	\$12,800	\$15,100	\$14,700	\$16,600	\$18,950	\$18,000
3-Year	\$2,500	\$1,750	\$1,300	\$2,500	\$2,500	\$3,950
Proposed Cost of	\$2,500	\$1,750	\$1,350	\$2,550	\$2,600	\$3,950
Membership Audit	\$2,500	\$1,750	\$1,400	\$2,600	\$2,700	\$3,950
3-Year Total	\$45,900	\$49,350	\$46,950	\$56,520	\$63,150	\$65,850

Rock County Districts

District	New Teacher Salary	Average Teacher Salary
School District of Beloit	\$35,000.00	\$58,000.00
School District of Beloit-Turner	\$37,500.00	\$52,056.81
School District of Clinton	\$35,000.00	\$47,500.00
School District of Evansville	\$34,612.00	\$56,686.00
School District of Edgerton	\$37,165.00	\$54,568.00
School District of Janesville	\$36,155.55	\$55,172.77
School District of Milton	\$38,334.14	\$52,424.93
School District of Parkview	\$33,698.85	\$51,050.59
Average	\$35,933.19	\$53,432.39

Rock Valley Conference - North

District	New Teacher Salary	Average Teacher Salary	High Teacher Salary
School District of Edgerton	\$37,165.00	\$54,568.00	right reacher balary
School District of Evansville	\$34,612.00	\$56,686.00	
School District of East Troy	\$36,023.00	\$53,026.00	
School District of Jefferson		Ψ33,020.00	
School District of McFarland	\$35,940.00		\$70.286.00
School District of Whitewater	\$36,958.00	\$51,479.00	\$70,386.00 \$64,342.00
Average	\$36,139.60	\$53,939.75	\$67,364.00

Dane County

District	New Teacher Salary	Average Teacher Salary	High Teacher Salary
School District of Belleville	\$35,679.00	\$49,800.00	\$62,140.00
School District of Cambridge	\$33,443.00	\$44,155.00	\$62,454.00
School District of Columbus		+ 1,7200100	Ψ02,434.00
School District of Deerfield	\$33,225.00	\$45,950.00	\$63,350.00
School District of DeForest	\$37,000.00	\$51,700.00	\$65,600.00
School District of Edgerton	\$37,165.00	\$54,568.00	\$03,000.00
School District of Madison	\$37,170.00	\$54,805.00	
School District of Marshall	\$36,311.00	40 1,000.00	\$65,306.00
School District of McFarland	\$35,940.00		
School District of Middleton-Cross I		\$53,737.00	\$70,386.00
School District of Monona Grove	\$38,000.00	\$45,811.00	\$80,162.00
School District of Mount Horeb	\$37,500.00	\$50,000.00	\$65,372.00
School District of Oregon	\$36,745.00	\$49,652.00	\$65,000.00
School District of Stoughton	\$37,967.00	\$53,700.00	\$76,457.00
School District of Sun Prairie	\$38,000.00	\$50,234.00	\$68,808.00
School District of Verona	\$41,208.00	\$56,116.00	\$73,700.00
School District of Waterloo	\$35,200.00	\$46,106.00	\$86,756.00
School District of Waunakee	\$36,635.00		\$64,100.00
School District of Wisconsin Height:	\$34,043.00	\$49,156.00	\$68,635.00
Average	\$36,557.50	\$45,305.00	\$57,745.00
Average	φ30,33/.30	\$50,049.69	\$68,498.19

Analysis of Teacher Base Pay Increase Options

Current teacher FTE	140.18			
Current Total Teacher Salaries	\$8,042,112.26			
Average teacher pay	57,369.90			
		lu ausass	D	40,000.00
Tanchar 1	20 705 00	Increase	Percentage Increase	New Base
Teacher 1 Teacher 2	39,795.00	205.00	0.52%	40,000.00
Teacher 3	39,795.00	205.00	0.52%	40,000.00
Teacher 4	39,784.50	215.50	0.54%	40,000.00
Teacher 5	38,239.26	1,760.74	4.60%	40,000.00
Teacher 6	37,761.38	2,238.62	5.93%	40,000.00
Teacher 7	37,218.00	2,782.00	7.47%	40,000.00
Teacher 8	35,399.39 35,399.39	4,600.61 4,600.61	13.00%	40,000.00
Teacher 9	34,612.06	5,387.94	13.00%	40,000.00
Teacher 10	34,612.06	5,387.94	15.57% 15.57%	40,000.00 40,000.00
Teacher 11	34,612.06	5,387.94	15.57%	40,000.00
Teacher 12	34,612.06	5,387.94	15.57%	40,000.00
Teacher 13	34,612.06	5,387.94	15.57%	40,000.00
Teacher 14	34,114.00	5,886.00	17.25%	40,000.00
7 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5	5 1/2 II 1100		1712570	40,000.00
		49,433.78	MDC and Daynell torre	
			WRS and Payroll taxes	
			Total Budget Impact	
		57,722.54	New average teacher pay	
				38,000.00
T . I 4	ON NO	Increase	Percentage Increase	New Base
Teacher 1	37,761.38	238.62	0.63%	38,000.00
Teacher 2	37,218.00	782.00	2.10%	38,000.00
Teacher 3	35,399.39	2,600.61	7.35%	38,000.00
Teacher 4	35,399.39	2,600.61	7.35%	38,000.00
Teacher 5	34,612.06	3,387.94	9.79%	38,000.00
Teacher 6	34,612.06	3,387.94	9.79%	38,000.00
Teacher 7	34,612.06	3,387,94	9.79%	38,000.00
Teacher 8	34,612.06	3,387.94	9.79%	38,000.00
Teacher 9 Teacher 10	34,612.06	3,387.94	9.79%	38,000.00
reacher 10	34,114.00	3,886.00	11.39%	38,000.00
		27,047.54		
			WRS and Payroll taxes	
			Total Budget Impact	
		57,562.85	New average teacher pay	
				37,165.00
		Increase	Percentage Increase	New Base
Teacher 1	35,399.39	1,765.61	4.99%	37,165.00
Teacher 2	35,399.39	1,765.61	4.99%	37,165.00
Teacher 3	34,612.06	2,552.94	7.38%	37,165.00
Teacher 4	34,612.06	2,552.94	7.38%	37,165.00
Teacher 5	34,612.06	2,552.94	7.38%	37,165.00
Teacher 6	34,612.06	2,552.94	7.38%	37,165.00
Teacher 7	34,612.06	2,552.94	7.38%	37,165.00
Teacher 8	34,114.00	3,051.00	8.94%	37,165.00
		19,346.92		
			WRS and Payroll taxes	
			Total Budget Impact	
		57,507.91	New average teacher pay	
				36,140.00
		Increase	Percentage Increase	New Base
Teacher 1	35,399.39	740.61	2.09%	36,140.00
Teacher 2	35,399,39	740.61	2.09%	36,140.00
Teacher 3	34,612.06	1,527.94	4.41%	36,140.00
Teacher 4	34,612.06	1,527.94	4.41%	36,140.00
Teacher 5	34,612.06	1,527.94	4.41%	36,140.00
Teacher 6	34,612.06	1,527.94	4.41%	36,140.00
Teacher 7	34,612.06	1,527.94	4.41%	36,140.00
Teacher 8	34,114.00	2,026.00	5.94%	36,140.00
		11,146.92		
		-	WRS and Payroll taxes	
			Total Budget Impact	
			New average teacher pay	
			arelage teacher pay	

District	Star	ting Salary 13-14	Star	rting Salary 14-15	Salary Max 13-14	Salary Max 14
Belleville	\$	35,679.00		N/S	62,140.00 (14 years to max)	N/S
DeForest	\$	35,100,00	\$	37,000.00	64,823.00 (15 years to max)	65,769.00 (15 years to ma
Madison*	\$	36,528.00	\$	36,528.00	90,579,00 (29 years to max)	90,579.00 (29 years to ma
Middleton	\$	35,076.00	\$	36,803,80	78,434.00 (27 years to max)	80,161.93 (27 years to ma
Monona Grove	\$	38,000.00		N/S	66,550.00 (25 years to max)	N/S
Oregon	\$	38,000.00		N/S	64,350.00 (15 years to max)	. N/S
Sun Prairle	\$	36,000.00	\$	38,000.00	73,050.00 (23 years to max)	73,700.00 (23 years to ma)
Stoughton	\$	37,967.00	\$	39,097.00	63,298,00 (14 years to max)	64,798.00 (14 years to max
'erona	\$	40,615.00	\$	41,208.00	83,536,00 (23 years to max)	84,756.00 (23 years to max
Vaunakee	\$	36,205.00			63,205.00 (19 years to max)	

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District	Starting Salary
Belleville	\$35,679.00
Beloit	
	\$35,000.00
Beloit Turner	
Clinton	*
Clinton	\$35,000.00
	\$33,000.00
DeForest	
	\$37,000.00
Evansville	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Janesville	\$36,142.00
Middleton	\$36,803.00
.	
Milton	695 950 00
Managa Crayo	\$35,350.00
Monona Grove Mt. Horeb	\$38,000.00
Oregon	\$38,000.00
Parkview	700,000.00
Sun Prairie	,
	\$38,000.00
Stoughton	
Stoughton	¢20,007,00
Stoughton	\$39,097.00
· .	\$39,097.00
Stoughton Verona	\$39,097.00
· .	\$39,097.00 \$41,208.00

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	District	MA+10	MA+15
,	Belleville	\$ 52,833.00	\$ 57,927.00
	DeForest (14-15)	\$ 52,590.00	\$ 59,656.00
	Madison (14-15)	\$ 50,518.00	\$ 57,206.00
	Middleton (14-15)	\$ 51,337.71	\$ 59,051.23
	Monona Grove (13-14)	\$ 48,962.00	\$ 56,560.00
	Oregon (13-14)	\$ 51,730.00	\$ 58,350.00
	Sun Prairie (14-15)	\$ 54,150.00	\$ 60,900.00
	Stoughton (14-15)	\$ 53,847.00	\$ 60,816.00
	Verona (14-15)	\$ 56,983.00	\$ 56,983.00
	Waunakee		
	Salary Average	 52,550	 58,605

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EVANSVILLE COMMUNITY SCHOOL DISTRICT

POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Thursday, November 6, 2014, at 6:15 pm in the District Board and Training Center.

Committee Members Present: Jerry Roth, Tina Rossmiller, and Amanda Koenecke. Others in attendance: Scott Everson and Linda Gard.

Approve September 11, 2014, Minutes: Motion by Ms. Koenecke, seconded by Mr. Roth, moved to approve the September 11, 2014, minutes as presented.

Policies Reviewed:

Policy: 342.4 - Students At Risk Program - High School Principal, Mr. Everson, presented suggested changes to policy since its first reading. Discussion. Policy to go before the Board for a second reading.

Policy #428 – Full-Time Public School Open Enrollment – District Registrar, Ms. Gard, presented suggested changes to this policy that she and Ms. Hammann suggested and explained the policy in detail. Discussion. Policy to go before the Board for a first reading.

Due to changes to policy #428, that affect policy #430 – School Attendance, suggested changes made to #430. This policy is up for approval at the November 12 Board meeting.

Set Date of Next Meeting: No meeting date set.

Adjourn: Motion by Mr. Roth, seconded by Ms. Koenecke, moved to adjourn the meeting. Motion carried (voice vote). Meeting adjourned at 7:25 pm.

Submitted by Tina Rossmiller, Chair

Approved: 1/12/15

Approved:

February 13, 1995

Revised:

December 13, 1999

Revised:

1st Reading: 1/28/15

RECOGNITION OF STUDENT ACHIEVEMENTS

The Evansville Community School District Board of Education wishes to recognize excellence and believes in recognizing individuals, groups and teams for outstanding achievement. by individuals or groups in all areas of the school program. To this end, The Board directs principals to commend and publicly display outstanding accomplishments in the following categories as deemed appropriate by the Board, achievements in academics, athletics, cocurricular activities, citizenship, community service and volunteer activities and support.

- 1. Academic achievement.
- 2. Citizenship and positive attitude.
- 3. Interscholastic academic competition.
- 4. Interscholastic athletic competition.
- 5. Music, drama, and art competition.
- 6. Vocational-skill fairs.
- 7. F.F.A. and 4-H competition.
- 8. Performance in non-athletic clubs or co-curricular activities.

The school administration, staff, students, public or board members may make recommendations for recognition and commendation of individuals or groups of students who have brought recognition and acclaim to themselves, their school and their community. All recommendations are to be reviewed by submitted in writing to the building principal.

345

Revised: January 9, 2006

1st Reading: 1/28/15

Recommend to remove this policy as it pertains to recognition of student achievements policy 345.

AWARDS

The District believes that excellence should be recognized and held up as a model to others. Therefore, awards may be given at annual awards ceremonies or other appropriate times. The school faculty should work together to develop, publicize criteria, and present awards as appropriate for the age of students under their care.

Every effort should be made to promote and recognize outstanding student achievement in all aspects of the K-12 school program, for all types of students. Awards should be broadly and fairly distributed to include as many eligible students as possible.

Criteria for school district awards shall be developed consistent with school district policy and objectives. An award may or may not be given in a particular year pending qualified candidates. Additional awards opportunities shall be actively pursued.

Approved: May 11, 1987 Revised: January 9, 2006

Revised:

1st Reading: 1/28/15

PROGRESS REPORTS TO PARENTS/GUARDIANS

The Evansville Community School Board of Education believes that parents/guardians should be made aware of the scholastic and behavioral progress of their children. Therefore, a program of documented parental/guardian contact shall be established in the District.

High school and middle school teachers will issue special reports to parents as preliminary notice of student academic problems and a potential failing grade. In addition to regular report cards, progress reports may be issued in the middle school and high school. Such reports shall be sent out as necessary mid-way through the grading period.

Personal contacts to parents/guardians by phone, email, written report, or in person shall be used in the elementary and intermediate schools to report student progress.

Documentation of contact will be saved by the teacher for the remainder of the school year.

In addition to regular report cards, progress reports may be issued in the middle school and senior high school. Such reports shall be sent out as necessary mid-way through the grading period. Personal contacts to parents/guardians by phone, email or written report shall be used in the elementary and intermediate schools to report student progress. If a phone calls is used without a written report it should be logged and should be printed out. Either should be placed in the teacher's file for the remainder of the school year. High school and middle school teachers will issue special reports to parents as preliminary notice of student academic problems and a potential failing grade.

Parent Conferences

Parent conferences shall be held at least twice a year. The purposes of such conferences are:

- 1. To supplement the report card and to serve as another means of reporting to parents/guardians.
- 2. To promote good relations between the home and the school through an interpretation of the school's program.
- 3. To share information about student's success and accomplishments, problems and vital information.
- 4. To seek the input, comments, and questions of the parent/guardians, and to provide timely response to such input, comments, and questions.

Students With Disabilities

For students with disabilities, the Individualized Education Program (IEP) must contain statements regarding how and when parents/guardians will be informed of their child's progress, and the extent to which that progress is sufficient to enable the child to achieve the goals by the end of the year. Parents/guardians of children with disabilities must be informed of progress at least as often as parents/guardians of nondisabled children.

Revised: October 8, 2001

Revised: November 10, 2003

Revised: September 8, 2008

Revised:

1st Reading: 1/28/15

PROMOTION AND RETENTION OF STUDENTS FROM 4TH TO 5TH AND 8TH TO 9TH GRADE

345.4

Every effort is made for each student to receive appropriate educational opportunities at all grade levels. When a student is unsuccessful in a class or grade level, school personnel contact the student's parent/guardian and meet with appropriate staff to determine the cause and develop intervention methods in order to assist the student. Interventions may include, but are not limited to resource teacher assistance, At-Risk Program assistance, summer session classes, or referral to special education. If a student continues to be unsuccessful, s/he may be required to repeat that grade.

One of the following criteria must be met for advancement from fourth to fifth grade and eighth to ninth grade:

- 1. Satisfactory academic performance as reflected on the trimester and end of year report card, with passing work defined as a minimum of a D in all subjects in which letter grades are given. Satisfactory progress may also be indicated through non-letter grades or a skills checklist.
- 2. Achievement of a minimum score of "Basic" on all five sub-tests of the Wisconsin Knowledge and Concepts Examination (WKCE). Pursuant to Wisconsin statute. parents/guardians shall have the right to withhold the student from taking the WKCE for purposes of determining grade advancement.
- 2. A recommendation that indicates the student's best educational interests are served by grade advancement. The recommendation will be based upon performance indicators showing progress in the areas of the school curriculum deemed appropriate by the team. The team shall be appointed by the building principal and shall include the parent/guardian, the student's teacher(s), the counselor or school psychologist, the building principal, and other appropriate staff. Performance can be evidenced by:
 - a. A portfolio of academic progress.
 - b. Progress toward an Individual Education Plan (IEP), 504 Plan, or an English Language Learner (ELL) plan.
 - c. Successful completion of specific plans for students considered "At-Risk" or who have special gifts or talents.

If the student does not meet one of the above criteria and must repeat a grade, the building principal or his/her designees, shall develop and provide remedial programming to assist the student both during the current school year and during the following summer. Upon completion of the remediation plan, the Team will reconvene to reconsider advancement.

If the parent/guardian believe(s) proper policies and procedures have not been followed, the parent/guardian may appeal in writing to the District Administrator to determine if proper policies and procedures have been followed.

Approved: May 11, 1987

Revised: January 9, 2006 Revised: June 14, 2010

Revised:

1st Reading: 1/28/15

345.5

NATIONAL HONOR SOCIETY

The Evansville Community School District Public Schools shall provide high school students with an opportunity to become members of the National Honor Society. The object of the National Honor Society is to create an enthusiasm for scholarship; to promote worthy leadership and service; and to encourage the development of character in students in the high school.

Membership shall be based on scholarship, service, leadership and character. Only those students who maintain at least a 3.6 grade point average and are juniors or seniors are eligible for membership. Possession of these qualities must be verified by all of the student's teachers.

Selection for membership will be determined by a faculty council. An induction ceremony will be held in the fall of the school year. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character.

Amended: February 10, 2003

Revised: July 14, 2003 Revised: April 9, 2007

Revised:

1st Reading: 1/28/15

ACADEMIC HONORS

High School Honor Rolls

The Evansville Community School District shall maintain an honor roll for high school students who demonstrate high academic achievement. There shall be high honor roll and honor roll categories, which is established accordingly.

Each quarter, student grade of an honor roll will be calculated and honor rolls established and published according to the following ranges:

High Honor Roll = 3.60 - 4.00Honor Roll = 3.00 - 3.59

Academic Awards

Students will receive academic honors based on the accumulation of points and names of students on honor rolls shall be published, each quarter, throughout high school as follows:

3.00 - 3.24 = 1 point 3.25 - 3.74 = 2 points 3.75 - 4.00 = 3 points

Students will receive awards for accumulated points as follows. For transfer students, grades earned in schools other than Evansville will be converted if necessary and included in the total accumulation of points.

21 points = Letter (or pin if already a letter winner)
33 points = Academic Medal
45 points = Academic Plague (must be earned by the end of a

45 points = Academic Plaque (must be earned by the end of a senior's third quarter)

All students who have met the above criteria will receive an award at the spring awards night ceremony. Senior honors and high honors students will be recognized at the graduation and awards night ceremonies.

Valedictorian and Salutatorian Awards

Students selected for Valedictorian and Salutatorian honors shall be chosen from the graduating class membership on the basis of their accumulated grade point average (G.P.A.), calculated to the third decimal place, after the conclusion of the 14th quarter of a sequence of 16 quarters, as shown on the official high school transcript. The student(s) ranked first in G.P.A. will be named valedictorian and the student(s) ranked second in G.P.A. will be named salutatorian.

To become eligible for the Valedictorian and Salutatorian awards a student must have been enrolled at Evansville High School on a full-time basis for six consecutive complete quarters, including the conclusion of the 14th quarter of schooling for the senior class. The student must have earned enough credits to qualify as a member of the senior class and may be considered as a candidate for an award one time.

345.51

A student who joins a graduating class as a result of satisfying the District's early graduation policy and rules is also eligible for Valedictorian or Salutatorian honors.

Wisconsin Academic Excellence Scholarship

The class Valedictorian shall be awarded the State of Wisconsin Academic Excellence Scholarship according to the conditions of WIS STATS 39.41, Chapter HEA 9 of the Wisconsin Higher Education Board Rules and local policy or rules. The scholarship is awarded to the top two students in a class attending an in state school provided our current high school enrollment is at least 500 students. We will receive one scholarship if our enrollment is below 500 students.

If more than two students are named as class Valedictorian, the student with the highest ACT test score recorded, at the conclusion of the 14th quarter, will receive the scholarships. If there is only one valedictorian, the salutatorian will receive the scholarship. If the valedictorian or salutatorian are not attending a state school, the scholarship will go to the next eligible student.

Breaking a Tie

The following tie breaker criteria will be in effect:

If the highest ACT scores are of equal value, the student with the highest-SAT test score recorded, at the conclusion of the 14th-quarter, will receive the scholarship. If the highest SAT scores are of equal value at the conclusion of the 14th-quarter, the scholarship winner will be determined by the flip of a coin.

For the class of 2007 and beyond, the following tie breaker criteria will be in effect:

- 1. If the highest ACT scores are of equal value, the student with the greatest number of academic course credits at the conclusion of the 14th quarter will receive the scholarship. Academic courses completed at accredited post-secondary institutions will count as academic credit if the student earns a grade of B- or higher. For every 3 or 4 post secondary credits completed with a grade of B- or above, a student will earn 1 high school credit. The exact determination will be made by the high school based on the rigor of the post secondary course. Students will be informed in advance of enrollment in the post secondary class whether it will count as an academic course and the number of high school credits that will be earned. Students are responsible to present their post-secondary transcripts to the high school guidance office when the class is completed.
- 2. If the number of academic course credits is of equal value, the student with the greatest G.P.A. of academic courses taken at the end of the 14th quarter will receive the scholarship. Courses are noted in the registration handbook.
- 3. If the student with the highest SAT test score recorded, at the conclusion of the 14th quarter, will receive the scholarship.
- 4. Coin flip.

Legal Ref.: Sections 39.41, 118.13 Wisconsin Statutes GET UPDATES

PI 9

HEA9

Revised: April 2, 2001

Revised: June 13, 2005

Revised: March 13, 2006

Revised:

1st Reading: 1/28/15

NO SUGGESTED CHANGES

345.61

EARLY GRADUATION

All students at Evansville High School enroll for 16 quarters of full-time course work unless provisions are made for early graduation. Students interested in graduating early must arrange to meet with a guidance counselor and their parents/guardians to develop a plan to complete requirements for graduation in less than 16 quarters. Also, the student must submit a written request for early graduation to a high school guidance counselor or the principal. Written requests must be submitted by the following deadlines:

- 1. Students requesting to graduate early during their fourth year of high school must submit a written request to a guidance counselor or principal no later than the fifth day of the quarter in which they intend to graduate.
- 2. Students requesting to graduate prior to their fourth year must submit a written request to the guidance counselor or principal one year prior to their anticipated date of graduation.

Students who graduate early are eligible for academic awards such as honors, high honors, salutatorian or valedictorian in the next regularly scheduled spring commencement ceremony following completion of the graduation requirements. Fees will not be pro-rated or refunded in the early graduation year because the cost of materials actually used by students is only minimally covered by the yearly materials fee.

Because students graduating early are no longer in regular attendance, their student status has ended. Students who have completed graduation requirements and are no longer attending may not participate in co-curricular or extra curricular activities. They will, however, be allowed to participate in the graduation ceremony should they so desire.

Legal Ref.: Sections 118.33 Wisconsin Statutes (High School Graduation Standards)

121.02(1)(p) (School District Standards)
PI 18 Wisconsin Administrative Code

Approved: May 11, 1987

Revised: April 12, 1993

Revised: October 13, 2003

Revised: June 27, 2011

Revised:

1st Reading: 1/28/15

GRADUATION EXERCISES

345.62

Completion of the requirements for an Evansville High School diploma is viewed as the minimum academic achievement for all students in the school district. The Evansville Board of Education wishes to recognize this important accomplishment in a publicly celebrated graduation ceremony. The exercises shall focus on all members of the graduating class and include active student participation. Individual recognition will be given to the academic honor students of the class and to foreign exchange students.

Graduation exercises shall be held the Sunday following the last day of school. Students shall be monitored for their progress toward graduation beginning in their freshman year. All efforts will be made to assist the students to graduate. Students who have satisfactorily completed all requirements for graduation may participate in the graduation exercises. Students who graduate early may participate in the next scheduled graduation ceremony. All students participating in graduation exercises shall be expected to maintain proper conduct and abide by all school rules and regulations. Students participating in the graduation ceremony will be seated alphabetically by last name. The practice of including an invocation and benediction as part of the official graduation ceremony is not permitted.

The graduation status of all students shall be reviewed by the guidance counselor after completion of the junior year. If graduation status is questionable, students and their parents/guardians shall be notified by letter before the beginning of the school year and again at the end of the first semester of the senior year. If it becomes apparent that successful completion is not possible, the parents/guardians of the students who do not meet the requirements for graduation will be informed that the student in question is not eligible to participate in the graduation ceremony.

Legal Ref: Section 118.33 Wisconsin Statutes (High School Graduation Standards)
PI 18 of the Wisconsin Administrative Code

Revised: May 9, 1994 345.63

Revised: May 8, 2000 Revised: May 8, 2006

1st Reading:1/28/15 **FOR REMOVAL**

ADMINISTRATIVE RULE -- ADULT DIPLOMA REQUIREMENTS

Except for adult diplomas awarded to military veterans age 65 or older, the following requirements shall be used by the high school counselor and principal in determining the eligibility of adults for the high school diploma.

- 1. <u>Previous Enrollment</u>: A candidate must have attended Evansville High School for a minimum of two complete semesters.
- 2. <u>Minimum Age</u>: Any adult who has reached 19 years of age and who was a member of a high school class which has already graduated, shall be considered eligible to apply for a diploma.
- 3. Method of Applying: Candidates shall apply, in writing, to the principal of the high school.
- 4. Evaluation of Credits: The high school counselor and principal shall evaluate all previous educational credits and determine work needed to complete the requirements for a diploma. The applicant shall fulfill the requirements for graduation, exclusive of physical education, required for a diploma at the time his/her original class graduated. If that number of credits cannot be ascertained, current credit requirements shall apply.

Fulfillment of these requirements may be based on any or a combination of the following:

- a. High school credits earned previously that are properly documented.
- b. High school credits earned through approved extension/correspondence work.
- c. Credits earned on the basis of approved courses taken within the Wisconsin Vocational, Technical and Adult Education system.
- d. Credits awarded for secondary school level work on a college or university campus.

For adult diplomas awarded to military veterans age 65 or older, the following requirements shall be used by the high school counselor and principal in determining the eligibility of such persons for the high school diploma.

- 1. <u>Previous Enrollment</u>: A candidate must have attended a public school located in the Evansville Community School District for at least one year; this could include attendance at any rural country school district that consolidated with the Evansville Community School District.
- 2. <u>Military Service</u>: A candidate must have served on active duty in the United States military and must have been honorably discharged or must have died as a result of injury or illness suffered while serving on active duty.
- 3. Minimum Age: Except for candidates who died as a result of injury or illness suffered while serving on active duty, the candidate must be age 65 or older.
- 4. <u>Method of Applying</u>: Representatives of candidates who died as a result of injury or illness suffered while serving on active duty shall apply, in writing, to the principal of the high school. Candidates age 65 or older shall apply, in writing, to the principal of the high school.

Approved: January 11, 1988

Revised: February 13, 2006
Revised: October 8, 2007

Revised:

October 8, 2007 April 9, 2014

Revised:

1st Reading: 1/28/15

EARLY ADMISSION TO SCHOOL

The Evansville Community School District Board of Education allows for early admission into 5 year old kindergarten (5K). Early admission is not permitted for 4 year old kindergarten (4K). The Board has developed the following procedure for 5K early admission to school:

- 1. The parent/guardian shall submit a written request application for early admission to 5K to the school principal prior to April 1. If the child moves into the district after April 1, the application shall be on file at least three weeks prior to the beginning of the school year. Early admission applications from nonresident open enrollment students shall be submitted and acted upon in accordance with the timelines outlined in the district's procedures for dealing with open enrollment students and the criteria outlined below.
- 2. The criteria for early admission will be based on space availability, the ability of the child to demonstrate a potential for success and an ability to cope intellectually, socially, physically and emotionally within the school environment. The school will conduct an evaluation of the child using the following procedure:
 - a. <u>Children born after September 1 and before November 1</u>: Children with September and October birthdates will be given preliminary approval based on positive results of an individual screening if the above criteria are also met. They must also successfully complete at least one summer school session if available.
 - b. <u>Children born on or after November 1 and before December 1:</u> Children with November birthdates must exhibit gifted characteristics and be socially and emotionally comparable to an advanced child in order to be accepted for early admission. Criteria that would support this include:
 - i. Reads at the pre-primer level (5K Kindergarten), end of 1st grade level (for grade 1).
 - ii. Carries on a confident conversation with an unfamiliar adult such as a teacher, school psychologist or principal.
 - iii. Separates easily from parents.
 - iv. Interacts appropriately with age peers.
 - v. Works independently for at least 30 minutes at a time.

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- c. Parents/guardians interested in early admission for children with November birthdates should provide support for the above criteria, along with a written early admission application. Upon receipt of this information, the building principal with the school psychologist will conduct a follow-up conference with the parent/guardian and child. If preliminary approval is given, the child must also successfully complete at least one summer school session if available.
- d. Children born after November 30 will not be considered for early admission.
- 3. The building team will make the decision regarding early admission. The elementary building principal shall coordinate all necessary procedures and shall process applications on a first come, first served basis. 5K Kindergarten admission will be denied if enrollment is within two students of the total grade level capacity to achieve the building grade level target class size given approved staffing levels. This decision may be appealed to the district administrator.
- 4. The district administrator will make a decision regarding early admission. The district administrator's decision will be made in accordance with the results of the evaluation. The decision of the district administrator will be final.

As a final criteria for early admission, all children granted preliminary early admission must attend the summer pre-kindergarten program. The child's parent/guardian may decide to withdraw the child during summer school if the child experiences difficulty. Upon completion of the summer program, the building team will make its final decision on early admission.

Legal Ref.: Sections 118.14 Wisconsin State Statutes (Age of Pupils) 120.12(25) (School Board Duties)

1st Reading: 1/28/15

WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

Unless otherwise expressly determined by the Evansville Community School District Board of Education, these procedures for awarding the Wisconsin Technical Excellence Higher Education Scholarship shall apply exclusively to the scholars designated during the 2014-15 school year.

The number of seniors permitted by state law with a demonstrated exemplary level of proficiency in technical education subjects, as determined under these procedures, will be selected as the high school's designee(s) to receive the Wisconsin Technical Excellence Scholarship. Any ties will be broken and alternates will be designated as further provided by law and in these procedures. A student who receives a Technical Excellence Scholarship is not eligible to receive a Wisconsin Academic Excellence Higher Education Scholarship, and vice versa.

The District's designation of its scholar(s) and alternates is not a final determination that the student has met, or will meet, all applicable requirements for receipt of the scholarship funds.

Designating Scholars and Alternates

The District shall identify its Technical Excellence Scholarship designee(s) and alternate(s) using the following procedures:

- 1. Any high school senior who is eligible to compete for the scholarship shall declare his/her interest in being considered as a candidate by submitting, on a timely basis, a form or other means of notice as directed by the administration.
- 2. Members of the District's high school staff shall verify that each student who has submitted a timely declaration of interest meets the minimum eligibility requirements that are to be verified at the school level, including all such requirements established under these procedures or by the Wisconsin Higher Educational Aids Board (HEAB) or by the scholarship program's authorizing statute.
- 3. For purposes of ranking the qualified scholarship candidate s and designating scholars and alternates, the District adopts the points-based ranking system established by the HEAB, under which students' grade-point average in their Career and Technical Education (CTE) courses serves as the initial tie-breaker if two or more relevant students have acquired the identical number of points. If there are any remaining relevant ties, those remaining ties shall be resolved through the further tie-breaking procedures that have been developed and approved by representatives of the high school administration and staff.
- 4. The high school will designate and rank a group of alternates that is at least equal in number to the number of scholarships that the high school is permitted to award under these procedures.

Additional Requirements/Procedures for Awarding Points in the Points-Based Ranking System Points associated with Career and Technical Education (CTE) courses will be awarded based upon a standard of each 0.5 high school credit earned toward high school graduation earning 0.5

of a point. CTE courses that are in progress during the grading period in which the District designates its scholars and alternates shall be counted in the point total based on the high school credit expected to be earned.

The District will use the definition of CTE courses identified by the HEAB. For points earned for participation during high school in a Career and Technical Student Organization (CTSO) that is offered in the District, the burden is on the student to demonstrate for each participation point claimed that he/she actively and regularly participated in a qualifying CTSO for substantially all of the school year in question. "Substantially all of the school year" means at least ¾ of the full school term in grades 9, 10 and 11, and beginning prior to November and continuing through February in grade 12.

Students who are attending a technical college/school pursuing a liberal arts or transfer program are not eligible for this scholarship.

Assignment of Responsibilities

A work team comprised of at least one high school administrator and at least one high school counselor or CTE teacher shall be responsible for reviewing the relevant records and ranking and ordering the designated scholars and alternates, including defining and applying written tiebreaking procedures to the extent necessary. The staff members working on the designations shall submit their work to the High School Principal for final review.

The High School Principal shall be responsible for ensuring that the District timely designates and notifies the HEAB of the District's scholars and alternates.

District Requirements Determining When a Student May Compete for the Scholarship
As far as (1) determining when a student acquires senior status and the year in which he/she may
otherwise compete for the Technical Excellence Scholarship; and (2) defining the length of time
the student must have attended high school in the District in order to compete for the Technical
Excellence Scholarship, the District will use the same standards that apply to the process for
designating scholars and alternates for the Academic Excellence Scholarship.

High School Grading Policy

The District has a written high school grading system that shall be applied to the process of designating scholars and alternates for a Technical Excellence Scholarship. To the extent it is necessary to calculate a student's overall grade point average, or grade point average in a subset of courses especially relevant to the Technical Excellence Scholarship, the high school grading system shall be applied, so far as practical, in the same manner as it is applied to calculate the student's cumulative grade-point average as reported on the student's high school transcript (including to the same number of decimal places).

Legal Ref.: Sections 39.41 Wisconsin Statutes (Technical Excellence Higher Education Scholarships)

118.13 (Pupil Discrimination Prohibited) 118.27 (Gifts and Grants) PI 9.03(1), Wisconsin Administrative Code HEA 9 Revised: November 12, 2014

EMPLOYEE HANDBOOK

152

The Evansville Community School District Employee Handbook is set by statutes and District policies. In case of a direct conflict between the Employee Handbook, and any specific provisions of an individual contract, the individual contract shall control.

An Employee Handbook Committee shall be established consisting of the three (3) Board members, District Administrator, and one (1) employee representative from each employee group. The Committee will meet one time during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the entire Board during the Board's second meeting of the month. The Board will approve suggested changes quarterly, after three readings, with implementation of approved changes effective July 1 of each year.

The Committee will discuss and review all proposals regarding the Employee Handbook and forward recommendations to the Board for review and approval. Proposals may originate from administration, the Board and/or employees. In all cases, proposed new or revised Employee Handbook sections shall state their potential contribution in furthering the mission of the District. An Employee Handbook section shall be adopted or amended after the Board has had three opportunities to read and discuss the proposals at successive Board meetings. Where implementation of a new or revised Employee Handbook section needs to occur prior to the next board meeting, the Board may approve the section of the Employee Handbook at the meeting where the first or second readings occur.

The Employee Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, the Employee Handbook should not be considered all inclusive. Copies of Board Policies and the Employee Handbook are available in each administrative office to all personnel and are on the District website at www.ecsdnet.org/. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Evansville Community School District Board of Education.

Legal Ref.: Section 120.12(2) Wisconsin Statutes (School Board Duties)

Local Ref.: Policy #151- Board Policy Development Employee Handbook, Appendix A

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM DECEMBER 1, COMMITTEE MEETING

1 Kelly Mosher 1-All Employees Policies removed from Policy Manual 2 Kelly/Doreen 1-All Employees Policies removed from Policy Manual 2 Kelly/Doreen 1-All Employees 10.02, and renumber appropriately 2 Kelly/Doreen 1-All Employees 10.02, and renumber appropriately 3 Beelaby/Kim 2 Certified Staff Per 23/10/10.02 and 10.03 - Bereavement Leave - consolidate, rewrite 4 Beelaby/Kim 2 Certified Staff Per 25/17/10.2 - Siek, Per sonal, Bereavement, and Leave Benefits - make ensistent with pelicy-risonal, Bereavement, and Leave Benefits - make ensistent with pelicy-risonal, Bereavement, and Leave Benefits - make ensistent with pelicy-risonal, Bereavement, and Leave Benefits - make ensistent with pelicy-risonal, Bereavement, and Leave Benefits - make ensistent with pelicy-risonal, Bereavement, and Leave Benefits - make ensistent with pelicy-risonal, Bereavement Leave Benefits - remove Per 55/17/10. Job Descriptions insert new language and put job descriptions on Shared Network Drive Be 56/1.08 - Emergency School Closings - add job titles on Shared Network Drive Be 66/7 - Paid Vacations - job title changes and add one week vacation and Administrative Assistants and add All Other; moving All Other to last in Administrative Assistants and add All Other; moving All Other; remove First Per 20/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - * should go Per 70/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - remove First Per 20/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - remove First Per 20/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - remove First Per 20/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - remove First Per 20/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - remove First Per 20/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - remove First Per 20/9/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - remove First Per 20/9/9/9/9/01 C - Sick, Personal, Bereavement Leave Benefits - remove First Personal Administrative Assistant Personal Administrative Assistan	#	Name on Form	n EHB Part	EHB Page/Section/Section #	Board Action	ion	Date
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Kelly/Doreen L-All Employees Kelly/Doreen 2-Certified Staff Boreen/Kelly 2-Certified Staff Boreen/Kelly 3-Support Staff Doreen/Kelly 3-Support Staff		·· · · · · · · ·		Pg 14/3.04 - Remove Policies 454.1-Reporting Child Abuse and 454.1 Form -			
Kelly/Doreen 1-All Employees DecJay/Kim 2-Certified Staff Boreen/Kelly 2-Certified Staff Doreen/Kelly 3-Support Staff	1	Kelly Mosher	1-All Employees	Policies removed from Policy Manual			
Kelly/Doreen 1-All Employees DeeJay/Kim 2-Certified Staff Boreen/Kelly 2-Certified Staff Coreen/Kelly 3-Support Staff Doreen/Kelly 3-Support Staff				Pg 32/10/10.02 and 10.03 - Bereavement Leave - consolidate, rewrite			
DecJay/Kim 2 Certified Staff Doreen/Kelly 3-Support Staff	7	Kelly/Doreen	1-All Employees	10.02, and renumber appropriately			
DeeJay/Kim 2 Certified Staff Doreen/Kelly 3-Support Staff		•		Pg 42/1/1.01—Professional Hours/Workday - Normal Hours of Work -	:		
Doreen/Kelly 2-Certified Staff Kelly/Doreen 3-Support Staff Doreen/Kelly 3-Support Staff	ch	DeeJay/Kim	2 Certified Staff				
Doreen/Kelly 2-Certified Staff Kelly/Doreen 3-Support Staff Doreen/Kelly 3-Support Staff				Pg 55/7/7.02 Sick, Personal, Bereavement, and Leave Benefits - make			
Poreen/Kelly 2-Certified Staff Kelly/Doreen 3-Support Staff Doreen/Kelly 3-Support Staff				consistent with policy-#529.4 Use of Sick Days - Proposal-withdrawn, Policy			
Kelly/Doreen 3-Support Staff Doreen/Kelly 3-Support Staff	4	Doreen/Kelly	2 Certified Staff	to Policy Committee			
Kelly/Doreen 3-Support Staff Doreen/Kelly 3-Support Staff				Pg 59/1.02 - Job Descriptions - insert new language and put job descriptions			i
Doreen/Kelly 3-Support Staff Pg 60/1.08 - Em Doreen/Kelly 3-Support Staff under C Doreen/Kelly 3-Support Staff Pg 68/8/C. 4. # Pg 70/9/9.01 C Administrative Administra	5	Kelly/Doreen	3-Support Staff	on Shared Network Drive			
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Doreen/Kelly 3- Support Staff from 11.02 and				Pg 73/11/11.02 and 11.03 - Job Titlte Change; remove Technology Assistant			
	17		3- Support Staff	from 11.02 and add Technology Data Specilaist to 11.03			

Board Approved: 2/26/14

Revised: 11/12/14

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

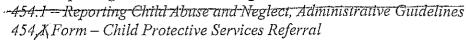
If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee 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: <u>Kelly Mosner – Due to Removal of Policy</u>
Employee Handbook Part: <u>Part 1- All Employees</u> Employee Handbook Page/Section/Section #: <u>Page 14, 3.04</u> Suggested Revision: How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph,
Remove 454.1 Language (policy removed in 8/14) Replace 454.1 Form with new language 454 Form (policy updated 8/14)
last sentence): ********************** DISTRICT OFFICE USE ONLY Form received: 12-1-14

Form reviewed by Policy Committee:	
Board of Education Approval of Change: YES or NO; Action Date	-
Cost Impact and Amount:	
Legal Impact:n a	

3.04 Child Abuse Reporting

Refer to Policies: 454 – Reporting Child Abuse and Neglect



3.05 Communication

Refer to Policies: 347 - Student Records for additional information

347.1 – Procedures for the Maintenance and Confidentiality of Student Records for additional information

363.2/554 – Acceptable Use and Internet Safety Policy for students, Staff and Guests for additional information

522 - Staff Conduct for additional information

522.1 – Alcohol and Drug Free Workplace for additional information

526 - Personnel Records for additional information

823.1 – Records Retention

The District is committed to providing technology resources that allow employees to communicate effectively with all employees in the District. In the District's effort to maintain current technology practices, more responsibility and cooperation is required of employees to use the following technology resources.

A. Electronic Communications:

- 1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when communicating confidential information via electronic methods, as confidentiality cannot be guaranteed.
- 2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the Board, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications, e.g. voicemail, TwitterTM, FacebookTM, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.
- 3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by District administration. External electronic storage devices are subject to monitoring if used with District resources.

Removed 8-13-14

Revised: December 9, 1991

Revised: August 15, 2005 Revised: November 8, 2010 454.1

REPORTING CHILD ABUSE AND NEGLECT ADMINISTRATIVE GUIDELINES

When physical abuse, physical neglect, sexual abuse or emotional/psychological abuse is suspected, the referring person should first report the suspected abuse/neglect to any building principal or his/her designee, which will usually be pupil services staff. If no one is available, the staff member should make the contact to social services directly.

Reports of child abuse or neglect should be addressed to the Rock County Human Service Department (RCHSD). Calls should be placed to RCHSD immediately after discovery of the suspected abuse or neglect. When a call is made, information requested by Rock County should be provided to the greatest extent possible. Rock County supplies the Evansville School District with a written report of findings of the suspected abuse or neglect.

The reporter does not have to prove that child abuse has occurred. Child abuse is to be reported as soon as it is suspected. Waiting for proof may mean further risk to the child. Reports are made in terms of the child's "possible condition". Getting proof that child abuse has occurred usually takes time. Proving child abuse should be left to trained investigators.

The reporting person will be asked their name and position which will be kept confidential when reporting suspected child abuse, but does not have to provide that information. It is better for the child and the agency when you do identify yourself. More information may be needed that will better enable the agency to help the child and the family. Persons who report in good faith are not held legally liable, even if the report cannot be proven. Many people fear that if they identify themselves when reporting suspected child abuse, the child's parents can sue. Wisconsin has a child abuse law that protects the reporter from civil and criminal liability.

The District shall provide a format for collecting necessary information for in-take of suspected/known abuse.

Local: Policy #454.1 Form, Child Protective Services Referral

Approved. November 8, 2010

454.1 Form

EVANSVILLE COMMUNITY SCHOOL DISTRICT CHILD PROTECTIVE SERVICES REFERRAL

CONFIDENTIAL

Child's Nam	e:		Age	»:	DOB:
	Grade:				
Special Need	ls of Child/Family (S/L,	, ESL, cognitive, d	isabilities, s _ī	ecial e	ed):
	sors (AODA, financial,	marital, family vic	lence, legal,	menta	l health):
Describe Abu	ise and Neglect Regard	ing Student Conce	rn of Injurie	s or Co	
1					
Family Inform	nation (including all pe orimary caregiver, siblin	ople in the home, o	custodial/nor	1-custo	dial parents
Name	Relationship	School	DOB	Hon	ne Phone/Work Phone
Previous DCF	IS Referrals/Intervention				
	er:				
Action Taken:	:				
	TO: Name: Phone:				·· ·
	FROM: Name:				

Board Approved: 2/26/14

Revised: 11/12/14

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: <u>Kelly Mosher/Doreen Treuden – for clarification, no change to past practice.</u>

Employee Handbook Part: Part 1 – All Employees
Employee Handbook Page/Section/Section #: Pg. 32, Section 10, 10.02 and 10.03
Suggested Revision: How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph,
Strike 10.03-Friend. New 10.02 – Employee may use two (2) of the allotted five (5) leave days to attend the funeral of a person not specified above.
last sentence): ***********************************
Form received: 12-1-14 DISTRICT OFFICE USE ONLY
Form reviewed by Policy Committee:
Board of Education Approval of Change: YES or NO; Action Date
Cost Impact and Amount:
Legal Impact: N/Q

Section 9 JURY DUTY LEAVE

9.01 Jury Duty

Refer to Policy 529.2 - Jury Duty Leave

9.02 Employee Notice

An employee must notify his/her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his/her supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

9.03 Payment for Time Out on Jury Duty

Refer to Policy 529.2 – Jury Duty Leave

Section 10 BEREAVEMENT LEAVE

10.01 Immediate Family

Employees of the District, hired after July 1, 2003, shall be allowed up to four (4) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. Employees hired prior to July 1, 2003, shall be allowed up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. The term "immediate family" shall be construed to mean spouse/domestic partner, children, parents, grandparents, grandchildren, brothers and sisters, in-laws and members of household.

10.02 Outside of the Immediate Family

Up to two (2) days of the above leave per year shall be allowed for individuals not listed above.

¥-10.03-Friend

Up to two (2) days of the above leave per year shall be allowed for individuals not listed above.

10.04 Additional Bereavement Leave

Employees who have exhausted their funeral/bereavement leave may request in writing from the District Administrator use of up to five (5) of their sick days as needed for funeral/bereavement leave.

10.05 Bereavement Leave Increments

Bereavement leave may be allowed in increments of quarter-hours (15 minutes).



TO:

SCHOOL BOARD, JERRY ROTH AND ADMINISTRATIVE TEAM

FROM:

DEE JAY REDDERS AND KIM KATZENMEYER

SUBJECT: PROPOSAL FOR A PROFESSIONAL WORK DAY

DATE:

DECEMBER 1, 2014

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.

Read 12-1-14

12-1-14-

Tabled until next meeting.

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.

Board Approved: 2/26/14

Revised: 11/12/14

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 g

Section 7 INSURANCE AND LEAVE

7.01 Holidays

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



7.02 Sick, Personal, Bereavement, and Leave Benefits

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

A. Sick/Personal/Business:

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

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



- 13. Use of sick leave under this section will be allowed to care for a spouse/domestic partner, parent, child and other dependent members of household.
- 14. All requests for unpaid leave must be approved by the District Administrator or his/her designee.
- 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.

Revised: December 14, 2009 Revised: July 30, 2012

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

Legal Impact: _____

Board Approved: 2/26/14

Revised: 11/12/14

Revise EVANSVILLE COMMUNITY SCHOOL DISTRICT

EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

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

Employee/School Board Member Name: Kelly Mosher/Doreen Treuden - update Handbook Employee Handbook Part: Part 3 – Support Staff Employee Handbook Page/Section/Section #: Pg. 59, Section 1.02 Suggested Revision: How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, Job Descriptions – replace current – This area will be worked on at a later date. With – A copy of all job descriptions are in the District Office and on the District network Shared Drive. last sentence): DISTRICT OFFICE USE ONLY Form received: 12-1-14 Form reviewed by Policy Committee: _____ Board of Education Approval of Change: YES ____ or NO ____; Action Date _____ Cost Impact and Amount: _____

PART III

SUPPORT STAFF

Section 1

HOURS OF WORK, WORK SCHEDULE, AND JOB DESCRIPTIONS

1.01 Notice of Assignment

Refer to Policy 545 – Support Staff Assignment for additional information

Each school year employee shall be issued an annual Notice of Assignment that shall be consistent with, but subservient to, this Handbook by June 1. The Notice of Assignment shall identify the employee, the position(s) that the employee is employed for, the length of the work year, and the length of the work day. This section shall not be construed as a guarantee or limitation on the number of work days, the number of hours per day or hours in a work week which may be scheduled or required by the District.

A new Notice of Assignment shall be issued to all hourly employees upon hire and in cases of transfers, promotions, demotions, and partial or full layoff/reduction in force. In the case of a change of assignment the employee shall be provided with at least five (5) calendar days' notice of the change of assignment, if practicable, as determined by the administration.



1.02 Job Descriptions

This area will be worked on at a later date.

1.03 Regular Workday and Starting and Ending Times

Refer to Policies: 545 – Support Staff Assignment for additional information
545.1 – Support Staff Work Schedule for additional information
546.4 – Reduction in Support Staff Workforce for additional
information

A regular full-time workday is a minimum of seven (7) hours, excluding lunch time. Because of different schedule requirements, employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

1.04 Regular Work Week

Refer to Policies: 545 – Support Staff Assignment for additional information
545.1 – Support Staff Work Schedule for additional information
546.4 – Reduction in Support Staff Workforce for additional
information

A regular full-time work week is a minimum of thirty-five (35) hours. The regular work week is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

1.05 Part-Time Employees

Refer to Policies: 545 – Support Staff Assignment for additional information 545.1 – Support Staff Work Schedule for additional information

Board Approved: 2/26/14

Revised: 11/12/14



EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

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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: <u>Doreen/Kelly - clarification</u>
Employee Handbook Part: Part 3 - Support Staff
Employee Handbook Page/Section/Section #: Pg. 60, 1.08 – Emergency School Closings
Suggested Revision: How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph
Add new District Office personnel job titles (not names) and update job titles—Business Services Assistant/Receptionist (vacant), Payroll/Benefit Specialist (LChristensen), Technology and Data Specialist (LGard), and Technology Assistant (HWorley), under 1.08—Administrative Assistants, etc.
last sentence): ***********************************
DISTRICT OFFICE USE ONLY
Form received: 12-1-14
•
Form reviewed by Policy Committee:
Board of Education Approval of Change: YES or NO; Action Date
Cost Impact and Amount:
Legal Impact: n a

546.4 - Reduction in Support Staff Workforce for additional information

A schedule of hours shall be prepared for part-time employees. Such schedule shall be made known to the affected employees.

Additional Hours and Overtime - Approval and Assignment

Refer to Policy 545.1 - Support Staff Work Schedule for additional information

- A. Approval: In order for an employee to work beyond his/her assigned hours in any week, prior approval must be obtained from the immediate supervisor.
- B. Assignment: Overtime shall be approved at the discretion of administration.
- C. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, holiday, or personal leave time. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

1.07Lunch Period

Refer to Policy 545.1 - Support Staff Work Schedule for additional information All support staff who work more than six (6) consecutive hours are entitled to a thirty (30) minute unpaid duty free lunch as scheduled by their immediate supervisors.



1.08**Emergency School Closings**

Refer to Policy 723.3 - Emergency Closings for additional information Food Service, Education Assistants, Attendance/Health Clerks, and Media Clerks: Employees will not be required to report for work when school is closed to students due to inclement weather or other emergencies or if the school is closed by the state or other agency. If students are dismissed early or if school has a delayed start, employees may, at their option, leave early or arrive late.

Snow emergency days will not be made up unless required to meet DPI requirements for hours and days of instruction. If school is cancelled due to adverse conditions employees will be paid for the first day of school cancellation due to such adverse conditions. If there are additional such days that are not required to be made up, employees have the option to use sick leave or personal leave, if available, to keep the days in paid status. If days are to be made up, the use of personal and sick leave is not permitted.

Employees not required to work may use paid leave in fifteen (15) minute increments to preserve said time in paid status. Employees leaving early or arriving late who do not choose to use paid Paymin Specialist
Technolosy specialist
Technolosy specialist leave will be paid only for hours worked.

Administrative Assistants, Guidance Secretary, Athletic Secretary, Receptionists, and Technology-Specialists:

Assistant

Evansville Community School District Employee Handbook

Page 60

Board Approved: 2/26/14

Revised: 11/12/14

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: <u>Doreen/Kelly – Clarification/update job titles</u>

Employee Handbook Part: Part 3 – Support Staff

Employee Handbook Page/Section/Section #: Pg. 66 - Paid Vacations

Suggested Revision:

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

- 1. List Under Title Educational Assistants, Clerks, Secretaries, and Technology Assistant.
- 2. C. 1. Change one (1) week to two (2) weeks.
- 3. List Under Title Administrative Assistants, Business Services Assistant/Receptionist, Payroll/Benefit Specialist, and Technology and Data Specialist.

4. add Technology and Data Specialist.

last sentence): ***********************************
Form received: 12-1-14
Form reviewed by Policy Committee: Board of Education Approval of Change: YES or NO; Action Date
Cost Impact and Amount: 0 - No sub needed
Legal Impact: Consistant language

Section 7

PAID VACATIONS



Educational Assistants, Clerks, Secretaries, Receptionists, and Technology

- A. All employees who work 197-229 days (10 month employees) are allowed paid vacations under the following plan:
 - 1. two (2) days after one (1) year; and one (1) day for each additional year of service, and
 - 2. vacation shall not exceed five (5) days per year.
- B. All employees who work 230-259 days (11 month employees) are allowed paid vacations under the following plan:
 - 1. one (1) week after one (1) year; and one (1) day for each additional year of service, and
 - 2. vacation shall not exceed three (3) weeks per year.
- C. All employees who work 260 days (12 month employees) are allowed paid vacations under the following plan:

2 *

- 1. one (1) weeksafter one (1) year; and one (1) day for each additional year of service, and
- 2. vacation shall not exceed four (4) weeks per year.
- D. Employees are encouraged to use their vacation in the year earned. Five (5) days of vacation may be carried over into the next school year upon request.
- E. Vacations will be arranged with the cooperation of the employee's immediate supervisor, or in the absence of the immediate supervisor, the District Administrator.

Administrative Assistants: Business Services Assistant / Receptionist, Paywil Benefit
A. Two (2) weeks paid vacation after one year of service; and one day for each

- additional year of service not to exceed twenty (20) days.
- B. For Administrative Assistants hired before July 1, 2003 two (2) additional days of vacation during Spring Break.

Custodians:

Custodians hired before July 1, 2003, will earn vacation according to the following schedule, to a maximum of 25 total vacation days.

Custodians hired after July 1, 2003, will earn vacation according to the following schedule, to a

Revised: 11/12/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

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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: <u>Doreen/Kelly - Clarification/update</u> job titles Employee Handbook Part: Part 3 – Support Staff Employee Handbook Page/Section/Section #: Pg. 68, C, 4 # - Holidays Suggested Revision: How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, List - Under C. 4. # - After Administrative assistants, add Technology and Data Specialist. (Change in job title) last sentence): *********************************** DISTRICT OFFICE USE ONLY Form received: 12-1-14 Form reviewed by Policy Committee: _____ Board of Education Approval of Change: YES ____ or NO ____; Action Date _____ Cost Impact and Amount:

Section 8

HOLIDAYS

8.01 Holidays Defined

A. Employees hired for the number of days indicated in the table below shall be compensated for holidays.

Number of Days Worked in a School Year	Holidays* Hired Prior to July 1, 2003	Holidays* Hired After July 1, 2003
180-196 (9 month)	5 Holidays	5 Holidays
197-229 (10 month)	6 Holidays	6 Holidays
230 -259 (11 month)	9 Holidays **	8 Holidays
260 (12 month)	9 Holidays #, ^	10 Holidays



- * Holidays are specified in Section C below.
- B. Holidays as granted are paid for but not worked. In the case of an employee on vacation or sick leave, the time shall not be deducted from vacation or sick leave. To be paid for these days, the employee must work, be on sick leave, or vacation, both the work day before the holiday and the work day after the holiday. The exception to this shall be Labor Day and Memorial Day if those days occur before the first work day of the employee's assignment or after the last work day of the employee's assignment. Holidays falling on week-ends will be celebrated the work day before or the work day after unless school classes are held.
- C. Holidays according to the table in Section A are granted as follows:
 - 1. 180-196 days (9 month 5 days) Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day.
 - 2. 197-229 days (10 month 6 days) Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, New Year's Day and Memorial Day.
 - 3. 230-259 (11 month 8 days) Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day. **Day After Christmas
 - 4. 260 days (12 month 10 days) Independence Day, Day after Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day.

- Administrative assistants hired before July 1, 2003, shall retain twelve (12) holidays - Independence Day, Day after Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas

Day, Day After Christmas, the day before New Year's Eve Day, New Year's Eve Day, New Year's Day, and Memorial Day.

- ^ Custodians hired before July 1, 2003, shall retain eleven (11) holidays Independence Day, Day after Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, Day After Christmas, New Year's Eve Day, New Year's Day, and Memorial Day.
- 5. All part-time employees will receive holidays on a prorated basis.

8.02 Holidays Falling on Weekends

If any of the holidays listed above, fall on a Saturday, the preceding workday shall be observed as the holiday. If any of the above named holidays falls on a Sunday, the following workday shall be observed as the holiday. If January 1st falls on a Sunday and school is scheduled to begin on the following Monday, the preceding Thursday shall be observed as the December 31st holiday and the preceding Friday shall be observed as the January 1st holiday. If December 24 and December 31 fall on a Sunday, the preceding Friday shall be declared the holiday unless the preceding Friday is a student contact day. If the preceding Friday is a student contact day, section 8.03 will apply.

8.03 Holidays Falling on Student Contact Days

If any of the holidays listed in section 8.01, above, fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a paid holiday on a date determined by the Administration.

8.04 Work on a Holiday

Except as provided in section 8.03, above, employees who work on any of the above-mentioned holidays shall be paid time and one-half for all hours worked in addition to the holiday pay.

8.05 Holidays During Vacation

If any of the above holidays fall within an employee's vacation period, the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

8.06 Eligibility for Holiday

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the District Administrator and/or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

Board Approved: 2/26/14 Revised: 11/12/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

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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: <u>Doreen/Kelly – Clarification/update job titles</u>
Employee Handbook Part: Part 3 – Support Staff
Employee Handbook Page/Section/Section #: Pg. 70 – 9.01, C – Leave Benefits, Sick Days
Suggested Revision: How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph
List – Under 260 (12 month) (Administrative Assistants) (All Others). In both boxes. (This would include Business Services Assistant/Receptionist (vacant), Payroll/Benefit Specialist (LChristensen), Technology and Data Specialist (LGard), Technology Assistant, and Administrative Assistants.)
last sentence): ***********************************
DISTRICT OFFICE USE ONLY Form received: 12-1-14
Form reviewed by Policy Committee:
Board of Education Approval of Change: YES or NO; Action Date
Cost Impact and Amount:
Legal Impact: N Q

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. <u>Personal</u>: 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. <u>Sick Days</u>: 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	Sick Days
	Hired Prior to	Hired After
	July 1, 2003	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) (All all all all all all all all all all	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	Maximum
	Accumulation	Accumulation
	of Sick Hours	of Sick Hours
	Hired Prior to	Hired After
	July 1, 2003	July 1, 2003
180-196 (9 month)	825	880
197-229 (10 month)	825	880
230 -259 (11 month) M W	825	880
230 -259 (11 month) (Administrative Assistants)	825*	880
260 (12 month) (Custodian/Cleaner)	960	880



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

Revised: 11/12/14

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: <u>Doreen/Kelly – Clarification</u>
Employee Handbook Part: Part 3 – Support Staff
Employee Handbook Page/Section/Section #: Pg. 70 – Leave Benefits
Suggested Revision: How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph
*Administrative Assistants hired before July 1, 1993, maximum accumulated sick hours is 907.5.
This should go after D.
last sentence): ***********************************
Form received: 12-1-14
Form reviewed by Policy Committee:
Board of Education Approval of Change: YES or NO; Action Date
Cost Impact and Amount:

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. <u>Personal</u>: 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. <u>Sick Days</u>: 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	Sick Days
	Hired Prior to	Hired After
	July 1, 2003	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

Whi why

Number of Days Worked in a School Year	Maximum Accumulation of Sick Hours Hired Prior to	Maximum Accumulation of Sick Hours Hired After
	July 1, 2003	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

Moul nd

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

hours is 907.5

Sick days will be allowed for use when an employee must be absent for medical reasons. It is the employee's responsibility to inform his/her administrator or their designee of their need to use sick time. In the event an employee is going to be out for three (3) or more consecutive days, they need to contact the District Office regarding FMLA.

D. Allocations: If an employee fails to complete the full school year for reasons other than illness, such leave may be pro-rated on the basis of one (1) day per month based upon the percentage of student contact days completed. Sick and personal leave will be deducted based on actual time off in fifteen (15) minute intervals.

Revised: 11/12/14



EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

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Employee/School Board Member Name: <u>Doreen/Kelly – Clarification</u>
Employee Handbook Part: Part 3 – Support Staff
Employee Handbook Page/Section/Section #: Pg. 71 – Leave Benefits
Suggested Revision: How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph
Remove first sentence from C. 2 nd paragraph.
last sentence): ***********************************
Form received: 12-1-14
Form reviewed by Policy Committee:
Board of Education Approval of Change: YES or NO; Action Date
Cost Impact and Amount:
Legal Impact:

Section 9 LEAVE BENEFITS

9.01 Sick, Personal, Bereavement, Leave Benefits

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529.1 - Family & Medical Leave

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A. <u>Personal</u>: 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. <u>Sick Days</u>: 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	Sick Days
	Hired Prior to	Hired After
	July 1, 2003	July 1, 2003
180-196 (9 month)	6 Sick days	6 Sick days
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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	Maximum
	Accumulation	Accumulation
	of Sick Hours	of Sick Hours
	Hired Prior to	Hired After
	July 1, 2003	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

hours is 907.5

Sick days will be allowed for use when an employee must be absent for medical reasons. It is the employee's responsibility to inform his/her administrator or their designee of their need to use sick time. In the event an employee is going to be out for three (3) or more consecutive days, they need to contact the District Office regarding FMLA.

D. <u>Allocations</u>: If an employee fails to complete the full school year for reasons other than illness, such leave may be pro-rated on the basis of one (1) day per month based upon the percentage of student contact days completed. Sick and personal leave will be deducted based on actual time off in fifteen (15) minute intervals.

Revised: 11/12/14



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: <u>Doreen/Kelly – Updated job titltes</u>
Employee Handbook Part: Part 3 – Support Staff
Employee Handbook Page/Section/Section #: Pg. 73 – 11.02 and 11.03 - Retirement Benefits
Suggested Revision: How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph
11.02 — Remove Technology Specialists and Add Technology Assistant. (Job title change) 11.03 — Add, Technology and Data Specialist (Job title change) after Administrative Assistants.
last sentence): ***********************************
DISTRICT OFFICE USE ONLY
Form received: 12-1-14
Form reviewed by Policy Committee:
Board of Education Approval of Change: YES or NO; Action Date
Cost Impact and Amount:
Legal Impact: \(\lambda\)

Section 11 RETIREMENT BENEFITS

11.01 Wisconsin Retirement System (WRS) Contributions

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



- 11.02 Retirement Benefits for Educational Assistants, Secretaries, Clerks, and Technology Specialists and Food Service Hired Before July 1, 2013
 - A. Employees, who retire from the District after fifteen (15) years or more of District employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.
 - B. Employees, who have reached the age fifty-five (55) and have been employed full-time by the District for fifteen (15) years, shall be entitled to receive \$5,852.88 per year for three (3) years (or until eligible for Medicare) deposited into their HRA account. These HRA funds are fully vested from the initial payment.



- 11.03 Retirement Benefits for Administrative Assistants Hired Before July 1, 2012 Employees, who retire from the District after fifteen (15) years or more of District employment and are age 55, shall be paid \$12.50 per hour for up to 880 hours of accumulated unpaid sick leave into a non-elective TSA after the employee's retirement. (This amount is not to exceed a total of \$11,000.) This severance benefit is not subject to WRS contributions.
 - A. The Board of Education of the Evansville Community School District on behalf of those classified as administrative assistants in the District agree to establish a Health Reimbursement Arrangement (HRA) for administrative assistants as a retirement benefit.
 - B. An administrative assistant may elect to retire at the conclusion of a school year provided that person has reached age fifty-five (55) no later than September 1st of the next school year.
 - C. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of administrative assistants as follows:
 - 1. an administrative assistant who currently has at least 10 full-time equivalent years in the District is entitled to receive \$13,754 per year for three (3) years (or until eligible for Medicare) deposited into an HRA by August 20 of the year of retirement. These HRA funds are fully vested upon the initial payment, and
 - an administrative assistant who currently has at least 15 full-time equivalent years in the District is entitled to receive \$13,754 per year for four (4) years (or until eligible for Medicare) deposited into an HRA by August 20 of the year of retirement. These HRA funds are fully vested upon the initial payment.

Approved: June 10, 1985

Revised: August 13, 2001 Revised: September 8, 2003

Revised:

1st Reading: 1/28/15

171.1

PUBLIC NOTICE OF BOARD MEETINGS

The Evansville **Community School District** Board of Education recognizes that the public is entitled to the fullest and most complete information regarding the affairs of the Board as is compatible with the conduct of Board affairs and the transaction of Board business.

The Board endorses the Open Meeting Law and hereby appoints the district administrator as the person responsible to properly notice all regular and special Board meetings.

Public notice must be given at least 24 hours prior to meeting. <u>Exception</u>: notice of not less than 2 hours is sufficient if for good cause 24-hour notice is impossible or impractical.

Notice shall be given to the official school district newspaper, posted on the District web site, and shall be physically posted at locations designated by the Board and/or district administrator.

Notice must contain time, date, place and subject matter of meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to inform the public and news media.

Legal Ref.: Sections 19.84 Wisconsin Statutes (Public Notice)
19.85 (Exemptions)
120.11 (School Board Meetings and Reports)

Revised: August 13, 2001

Revised:

1st Reading: 1/28/15

BOARD MINUTES

A complete and accurate set of minutes of each Evansville Community School District Board of Education meeting shall be kept by the Board clerk or designee. The Board minutes are the responsibility of the Board clerk. They shall constitute the official record of proceedings of the Board including:

- A record of all action taken by the Board, with the vote of each member.
- A record of all resolutions, orders, procedures and motions.

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved.

The minutes on motions and voting (including minutes of closed session) are subject to public inspection to the extent authorized by the Public Records Law.

The minutes of any regular or special Board meeting shall be submitted for publication within forty-five days after the meeting. The minutes shall include a statement of each receipt and expenditure except salaries which may be listed in the aggregate. The minutes shall become permanent records of the Board and shall be filed in the District Office with the district administrator and posted on the District web site. Administrative Offices and made available to interested citizens during regular office hours.

Each committee chair shall be responsible for making sure that minutes are recorded for each committee meeting and for submitting a copy of the minutes to the District Office with the district administrator and to each Board member.

Legal Ref.: Sections 19.21(6) Wisconsin Statutes (Custody and Delivery of Official Propery and Records)

19.35(1) (Access to Records; Fees)

19.85 (Exemptions)

19.88 (Ballots, Votes and Records)

120.11(4) (School Board Meetings and Reports)

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda Wednesday, February 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, 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 Eric Busse Sandra Spanton Nelson Melissa Hammann

HS Rep Aliye Gallagher 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. Alternative Education Program Presentation.
 - B. Second Friday January Attendance Report.
 - C. 4K Update.
 - D. Continuous System Improvement Plan Update.
 - E. Second Reading of Policies:
 - F. Second Reading of Proposed Employee Handbook Changes:
- VI. Public Presentations.
- VII. Business (Action Items):
 - A. Approval of Staff Changes: Teacher Job Share Agreements; Educational Assistant
 - B. Approval of 4K Site Contract.
- VIII. Consent (Action Items):
 - A. Approval of January 28 Regular Meeting Minutes.
 - B. Approval of January Bills and Reconciliation.
 - IX. February 25, 2015, Regular Meeting Agenda.
 - X. Adjourn.