

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, March 11, 2015

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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

- I. Roll Call: Tina Rossmiller John Rasmussen Amanda Koenecke
 Kathi Swanson Sandra Spanton Nelson HS Rep Aliye Gallagher
 Eric Busse Melissa Hammann HS Rep Sydney Michael
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- March – Art/Music Education Month
 - 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. Employee Handbook Changes Relating to Budget.
 - B. Continuous System Improvement (CSI) Plan Update.
 - C. Second Reading of Policies: #172-Executive Session; #181-Rules of Order; #353.1–School Volunteers; #353.1 Form–Volunteer Agreement; #353.1 Form 1–Background Check Information Form; #453.4–Administering Medications to Students; #453.4 Form–Medication Consent Form; #453.4 Form 1–Physician/Practitioner Medication Consent Form.
 - D. Second Reading of Proposed Employee Handbook Changes: Part 1, All Employees–Pg. 30; Section 8-Sick Leave; 8.02-Sick Leave Use; Throughout Book–Pg. 30, 54, 70; Remove Reference to Policy #529.4-Use of Sick Days; Part 2, Certified Staff–Pg. 54-55; Section 7.02; A. #13–Remove Sick Leave; Part 6, Subs/Seasonal–Pg. 82; Section 1 and pg. 83, Section 2–Combine into One Section; and Part 2, Certified Staff–Pg. 42; Section 1, 1.01–Normal Hours of Work and 1.02–Administratively Called Meetings.
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval of Staff Changes: Hiring of Crossing Guards, Head Boys/Girls Track Coach, and Assistant Boys/Girls Track Coach.
 - B. Approval of Staffing Proposal.

- C. Approval of 2015-2017 Administrative Contracts for Business Manager and Levi Elementary Principal.
- D. Approval of Technology Request for Proposals (RFPs) for Classroom Projectors and Wired & Wireless Infrastructure.

VIII. Consent (Action Items):

- A. Approval of February 25 Regular Meeting Minutes.
- B. Approval of February Bills and Reconciliation.
- C. Approval of Proposed Employee Handbook Changes: #1-All Employees-Pg. 14, 3.04, Remove Reference to Policies 454.1 and 454.1 Form; #2-All Employees-Pg. 32, 10, 10.02 and 10.03, Bereavement Leave Updated; #3-Certified Staff-Pg. 42, 1, 1.01, Professional Hours/Workday, Removed, No Action; #4-Certified Staff-Pg. 55, 7, 7.02, Insurance and Leave, Sick, Removed, No Action; #5-Support Staff-Pg. 59, 1.02, Job Descriptions Updated; #6-Support Staff-Pg. 60, 1.08, Job Titles Updated; #7-Support Staff-Pg. 66, 7, Paid Vacations Updated; #8-Support Staff-Pg. 68, 8, C, 4, Holidays, Job Title Updated; #9, #10, #11-Support Staff-Pg. 70-71, 9, 9.01, C, Sick, Personal, Bereavement, Leave Benefits Updated; #12-Support Staff, Pg. 73, 11, 11.02 and 11.03, Job Titles Updated.
- D. Approval of Policies: #171.1-Public Notice; #184-Board Minutes; #345--Recognition of Student Achievements; #345.11--Awards; #345.2--Progress Reports to Parents/Guardians; #345.4--Promotion and Retention; #345.5--National Honor Society; #345.51--Academic Honors; #345.61--Early Graduation; #345.62--Graduation Exercises; #345.63--Administrative Rule--Adult Diploma Requirements; #422--Early Admission to School; #461--Wisconsin Technical Excellence Scholarship.

IX. March 25, 2015, Regular Meeting Agenda.

X. Adjourn.

Mission Statement:

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

Vision Statement:

Creating a culture of excellence in:

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

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

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

Posted: 3/5/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs
Wednesday, March 11, 2015
6:00 p.m.

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

PLEASE ARRIVE 15 MINUTES EARLY, IF POSSIBLE, SO THAT WE CAN TAKE A SCHOOL BOARD PICTURE FOR THE YEARBOOK – Thank you!

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

II. Approve Agenda.

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

III. Public Announcements/Recognition/Upcoming Events:

- March – Art/Music Education Month
- 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. Employee Handbook Changes Relating to Budget – Ms. Treuden has enclosed information.
- B. Continuous System Improvement (CSI) Plan Update - The upcoming meeting dates for the sub-committees:
- Teaching and Learning – March 18 and April 28
 - Workforce Engagement and Development – March 5
 - Communication and Community Engagement – March 9
 - Technology – March 25
 - Facilities and Operations – March 9
 - Climate & Culture – March 10

- C. Second Reading of Policies: #172-Executive Session; #181-Rules of Order; #353.1-School Volunteers; #353.1 Form-Volunteer Agreement; #353.1 Form 1-Background Check Information Form; #453.4-Administering Medications to Students; #453.4 Form-Medication Consent Form; #453.4 Form 1-Physician/Practitioner Medication Consent Form.
- D. Second Reading of Proposed Employee Handbook Changes: Part 1, All Employees-Pg. 30; Section 8-Sick Leave; 8.02-Sick Leave Use; Throughout Book-Pg. 30, 54, 70; Remove Reference to Policy #529.4-Use of Sick Days; Part 2, Certified Staff-Pg. 54-55; Section 7.02; A. #13-Remove Sick Leave; Part 6, Subs/Seasonal-Pg. 82; Section 1 and pg. 83, Section 2-Combine into One Section; and Part 2, Certified Staff-Pg. 42; Section 1, 1.01-Normal Hours of Work and 1.02-Administratively Called Meetings – Information enclosed.

VI. Public Presentations.

VII. Business (Action Items):

- A. Approval of Staff Changes: Hiring of Crossing Guards, Head Boys/Girls Track Coach, and Assistant Boys/Girls Track Coach – Please approve the hiring of:
1. Jenny Baierl, Crossing Guard – Jenny has worked with kids all of her adult life in a variety of settings. Most recently with students that are enrolled in JEDI Virtual School as a student learning coach. She loves working with kids and often volunteers in classrooms. Her post is 4th Street and Badger Drive. Jenny will be paid \$9.00 per shift and started on 2/10/15.
 2. Denise Heydn, Crossing Guard – Denise enjoys volunteering in her own childrens' classroom often and is also involved in 4H. She is very "safety minded" and excited to help children. Her post is at 2nd Street and Liberty Street. Denise will be paid \$9.00 per shift and started on 2/10/15.
 3. Megan O'Brien, Head Boys/Girls Track Coach – Megan is a former EHS and Edgewood College track athlete, with seven years of coaching experience as an assistant cross-country coach at Belleville High School. Megan currently works in Madison as a CPA. Megan replaces Ron Thornton and will be paid \$2,624.
 4. David Rossmiller, 50% Assistant Boys/Girls Track Coach – Dave joins the Evansville High School track coaching staff after serving as a high school volunteer track coach for the past five years. Dave will be 50% coach, replacing Tina Thornton, and will be paid \$984.

Suggested Motion: I move we hire Jenny Baierl and Denise Heydn, Crossing Guards, for \$9.00 per shift; Megan O'Brien, Head Boys/Girls Track Coach, for a stipend of \$2,624; and David Rossmiller, 50% Assistant Boys/Girls Track Coach, for a stipend of \$984.

- B. Approval of Staffing Proposal – Ms. Treuden has enclosed updated information.

Suggested Motion: I move we approve the 2015-2016 teaching staffing and co/extra curricular staffing proposal as presented.

- C. Approval of 2015-2017 Administrative Contracts for Business Manager and Levi Elementary Principal – *Please approve the contracts for Doreen Treuden, Business Manager, and Joanie Dobbs, Levi Elementary Principal.*

Suggested Motion: I move we approve the 2015-2017 administrative contracts for Doreen Treuden, Business Manager, for a salary of \$95,312, and Joanie Dobbs, Levi Elementary Principal, for a salary of \$89,500.

- D. Approval of Technology Request for Proposals (RFPs) for Classroom Projectors and Wired & Wireless Infrastructure - *Technology Manager, Mr. Martin, has enclosed information.*

Suggested Motion: I move we approve the Request for Proposal submitted by Heartland Business Systems for Classroom Projectors

Suggested Motion: I move we approve the Request for Proposal submitted by Heartland Business Systems for Wired & Wireless Infrastructure Upgrades.

VIII. Consent (Action Items):

- A. Approval of February 25 Regular Meeting Minutes – *Enclosed are the unapproved minutes.*
- B. Approval of February Bills and Reconciliation – *Enclosed.*
- C. Approval of Proposed Employee Handbook Changes: #1-All Employees-Pg. 14, 3.04, Remove Reference to Policies 454.1 and 454.1 Form; #2-All Employees-Pg. 32, 10, 10.02 and 10.03, Bereavement Leave Updated; #3-Certified Staff-Pg. 42, 1, 1.01, Professional Hours/Workday, Removed, No Action; #4-Certified Staff-Pg. 55, 7, 7.02, Insurance and Leave, Sick, Removed, No Action; #5-Support Staff-Pg. 59, 1.02, Job Descriptions Updated; #6-Support Staff-Pg. 60, 1.08, Job Titles Updated; #7-Support Staff-Pg. 66, 7, Paid Vacations Updated; #8-Support Staff-Pg. 68, 8, C, 4, Holidays, Job Title Updated; #9, #10, #11-Support Staff-Pg. 70-71, 9, 9.01, C, Sick, Personal, Bereavement, Leave Benefits Updated; #12-Support Staff, Pg. 73, 11, 11.02 and 11.03, Job Titles Updated – *Information enclosed.*
- D. Approval of Policies: #171.1-Public Notice; #184-Board Minutes; #345–Recognition of Student Achievements; #345.11–Awards; #345.2–Progress Reports to Parents/Guardians; #345.4–Promotion and Retention; #345.5–National Honor Society; #345.51–Academic Honors; #345.61–Early Graduation; #345.62–Graduation Exercises; #345.63–Administrative Rule–Adult Diploma Requirements; #422–Early Admission to School; #461–Wisconsin Technical Excellence Scholarship.

Suggested Motion: I move to approve the consent agenda items: Approval of February 25 Regular Meeting Minutes; Approval of February Bills and Reconciliation; Approval of

Proposed Employee Handbook Changes: #1-All Employees-Pg. 14, 3.04, Remove Reference to Policies 454.1 and 454.1 Form; #2-All Employees-Pg. 32, 10, 10.02 and 10.03, Bereavement Leave Updated; #3-Certified Staff-Pg. 42, 1, 1.01, Professional Hours/Workday, Removed, No Action; #4-Certified Staff-Pg. 55, 7, 7.02, Insurance and Leave, Sick, Removed, No Action; #5-Support Staff-Pg. 59, 1.02, Job Descriptions Updated; #6-Support Staff-Pg. 60, 1.08, Job Titles Updated; #7-Support Staff-Pg. 66, 7, Paid Vacations Updated; #8-Support Staff-Pg. 68, 8, C, 4, Holidays, Job Title Updated; #9, #10, #11-Support Staff-Pg. 70-71, 9, 9.01, C, Sick, Personal, Bereavement, Leave Benefits Updated; #12-Support Staff, Pg. 73, 11, 11.02 and 11.03, Job Titles Updated; and Approval of Policies: #171.1-Public Notice; #184-Board Minutes; #345–Recognition of Student Achievements; #345.11–Awards; #345.2–Progress Reports to Parents/Guardians; #345.4–Promotion and Retention; #345.5–National Honor Society; #345.51–Academic Honors; #345.61–Early Graduation; #345.62–Graduation Exercises; #345.63–Administrative Rule–Adult Diploma Requirements; #422–Early Admission to School; #461–Wisconsin Technical Excellence Scholarship, as presented.

IX. March 25, 2015, Regular Meeting Agenda – *Enclosed is a draft of the agenda.*

X. Adjourn.

Suggested Motion: I move to adjourn the meeting.

FOR YOUR INFORMATION

1. Upcoming Board Meetings:

- March 25, 2015, Regular Meeting
- April 8, 2015, Regular Meeting
- April 29, 2015, Regular Meeting
- May 13, 2015, Regular Meeting, Start Time of 5:00 pm
- May 27, 2015, Regular Meeting, Start Time of 5:00 pm

High School Board Report

March 11th, 2015

Sydney Michael

Aliye Gallagher

- EHS Poms and Dance Team received 9th place at State – February 7th
- E/A Wrestling won RVC Meet – February 7th
- Student Production – February 13th, 14th and 15th
- Wisconsin Scholastic Art Competition – Awards Ceremony February 14th
- E/A Wrestling won Regionals – February 14th
- Winter Spirit Week – February 16th-20th
- RVC Student Council- February 17th
- Vocal Jazz performed the National Anthem at Madison Capitals Game – February 21st
- E/A Wrestling Sectionals, six individual state qualifiers- February 21st
- First Forensics Meet – February 23rd
- Gabe Hurley, SADD Distracted Driving Presentation – February 24th
- Solo and Ensemble – March 14th

Evansville

Community School District

MEMORANDUM

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

Handbook changes related to retirees:

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

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

Handbook changes related to employee benefits:

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

Section 8

RETIREMENT BENEFITS

8.01 Wisconsin Retirement System (WRS) Contributions

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

A. Retirement Notification:

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

B. Retiree – Benefits:

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

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

1. The Board of Education of the Evansville Community School District and the Evansville Education Association agree to establish a Health Reimbursement Arrangement (HRA) for teachers who choose to retire.

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

3. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of retiring employees as follows:

✓ a. participants who have taught at least ten (10) full-time equivalent years in the District shall receive an annual payment of \$13,754 for three (3) consecutive years (or until eligible for Medicare) to be deposited into their HRA account,

✓ b. participants who have taught at least fifteen (15) full-time equivalent years in the District shall receive an annual payment of \$13,754 for four (4) consecutive years (or until eligible for Medicare) to be deposited into their HRA account. The amount of the annual payment will be determined by the Board annually, based on insurance industry trends.

c. any payments into the HRA account will be 100% vested upon payment,

d. the District shall be responsible for payment of any HRA administrative fees.

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

Section 11

RETIREMENT BENEFITS

11.01 Wisconsin Retirement System (WRS) Contributions

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

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

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

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

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

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

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

11.04 Retirement Benefits for Custodians Hired Before June 30, 2013

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

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

172

Revised:
1st Reading: 2/25/15; 2nd Reading: 3/11/15

EXECUTIVE SESSIONS

The Evansville Community School District Board of Education shall convene all meetings of the Board and its committees in open session except during consideration of certain confidential business items as specified in Wisconsin State Statutes ~~19.85~~ for which the Board may convene in executive (closed) session.

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

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

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

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

19.85 (Exemptions)

120.11(4) (School Board Meetings and Reports)

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

181

Revised:

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

RULES OF ORDER

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

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

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

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

Legal Ref.: Sections 19.88 Wisconsin Statutes (Ballots, Votes and Records)

65.90(3)(a) (Municipal Budgets)

120.11 (School Board Meetings and Reports)

Robert's Rules of Order

Local Ref.: Policy #171-Board Meetings

Policy #171.1-Public Notice

Policy #171.2-Meeting Agendas

Policy #172-Executive Sessions

Approved: April 10, 2000

353.1

Revised: March 10, 2003

Revised:

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

SCHOOL VOLUNTEERS

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

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

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

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

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

- a. Volunteers are directly responsible to the staff member or community supervisor in charge of the scheduled activity.
- b. Volunteers will assume only those responsibilities as designated by the staff member or community supervisor in charge.
- c. Volunteers will abstain from use of alcohol, controlled substances or tobacco during the time they are responsible for supervision of the students or community programs.
- d. In cases of emergency, volunteers will follow procedures outlined by the staff member or community supervisor.
- e. Volunteers will not transfer their role of a volunteer to another person during the time they are responsible for supervision of students or community programs.
- f. Volunteers should inform the staff member or community supervisor in charge of successes and problems to provide for appropriate program adjustment.

- g. Volunteers shall be expected to abide by all school rules and regulations when performing their assigned responsibilities.
- h. Volunteers will be restricted from access to confidential information
- i. Volunteers will maintain confidentiality regarding information pertaining to their responsibilities.
- j. School volunteers will ride with the students if travel is involved, unless otherwise approved.

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

Legal Ref.: Sections 118.13 Wisconsin Statutes
118.295

Approved: April 10, 2000
Revised: March 10, 2003
First Reading: 2/25/15; 2nd Reading: 3/11/15

353.1 Form

RECOMMEND FOR REMOVAL

VOLUNTEER AGREEMENT

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

I have read and understand the volunteer agreement.

Print Name: _____

Address

Phone

Emergency Contact: _____

Name

Phone

Signed

Date

Principal

Date

ADMINISTERING MEDICATIONS TO STUDENTS

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

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

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

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

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

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

Procedures for Administering Medication to Students:

1. Definitions:

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

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

2. Prescription Medications

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

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

3. Non-Prescription Medications and Herbal Treatments

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

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

4. Adverse Side Effects

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

5. **Possession and Self-Administration by Students Self-Medication of Non-Prescription Medications for High School Students**

• **Non prescription**

- **High school students may carry and self-administer non-prescription medication in the school with prior permission on Medication Consent Form.**

• **Prescription**

- **Current state law allows a student to carry an inhaler and epinephrine (auto-injector, epi-pen) if the school receives a written request from the parent/guardian and doctor.**

~~High school students may self-administer non-prescription medication in the school with prior permission (Medication Consent Form 453.4 Form). Current state law allows a student to carry an inhaler if the school receives a written request from the parent/guardian and doctor.~~

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

6. **Use of Epinephrine (via auto-injector, epi-pen)**

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

7. **Disposing of Medication**

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

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

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

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

MEDICATION CONSENT FORM
Evansville Community School District

Prescription & Non-Prescription Medications

Specify one medication per form

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

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

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

PARENT/GUARDIAN SECTION

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

Student: _____ Birthdate: _____
Address: _____ Phone: _____
City: _____
School: _____ Grade: _____
Medication: _____ Dose: _____
Method of Administration: _____ Time/Frequency: _____
Diagnosis: _____

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

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

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

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

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

Parent/Guardian Signature: _____ Date: _____

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

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

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

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

PHYSICIAN/PRACTITIONER MEDICATION CONSENT FORM
Evansville Community School District

Prescription Medications

Specify one medication per form

PHYSICIAN/HEALTH PRACTITIONER SECTION

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

Medication: _____ **Dose:** _____

Start Date: _____ **End Date:** _____

Start Date: _____ End Date: _____

Medication: _____ **Dose:** _____

Method of Administration: _____ Time/Frequency: _____

Diagnosis: _____

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

Special Instructions: _____

Inhalers & EpiPen's:

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

Physician Name Phone Fax

Clinic/Facility

Physician/Health Care Practitioner Signature Date

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

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

1.27.15 proposed hb changes

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

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1 27 15 proposed hb changes



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

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

Employee/School Board Member Name: Tina Rossmiller

Employee Handbook Part: 1 - All Employees

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

Suggested Revision:

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

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

last sentence):

DISTRICT OFFICE USE ONLY

Form received: _____

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: _____

Legal Impact: _____

Policy to be removed from Policy Manual.

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

529.4

USE OF SICK DAYS

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

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

5. When it is necessary to care for a sick child or parent who does not live in the employee's home, up to five (5) sick days may be approved by the District Administrator.

USE OF PARTIAL SICK DAYS/PERSONAL DAYS

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

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

All Employees

Section 8 SICK LEAVE

8.01 Sick Leave Earned

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

8.02 Sick Leave Use

Refer to Policy 529.4 – Use of Sick Days

8.03 Sick Leave Accumulation

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

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

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

8.04 Sick Leave and Long-Term Disability

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

8.05 Sick Leave Bank

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

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

B. Request Process:

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



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

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Employee/School Board Member Name: Kelly Mosher

Employee Handbook Part: Throughout Handbook

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

Suggested Revision:

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

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

last sentence):

DISTRICT OFFICE USE ONLY

Form received: _____

[Empty rectangular box for 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: _____

All Employees

Section 8 SICK LEAVE

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Refer to Policy 529.4 – Use of Sick Days

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B. Request Process:

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

Section 7 INSURANCE AND LEAVE

7.01 Holidays

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

* 7.02 Sick, Personal, Bereavement, and Leave Benefits

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

A. Sick/Personal/Business:

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

Section 9 LEAVE BENEFITS

9.01 Sick, Personal, Bereavement, Leave Benefits

Refer to Policies: 529.4 – Use of Sick Days

529.1 – Family & Medical Leave

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

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

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

- B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

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

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

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

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

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

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Employee/School Board Member Name: Tina Rossmiller

Employee Handbook Part: 2 - Certified Staff

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

Suggested Revision:

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

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

last sentence):

DISTRICT OFFICE USE ONLY

Form received: _____

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: _____

Legal Impact: _____

Section 7 INSURANCE AND LEAVE

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Refer to Policies: 529.1 – Family & Medical Leave

529.4 – Use of Sick Leave

A. Sick/Personal/Business:

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

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

Remove #

B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

C. Family and Medical Leave Act:

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

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

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

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

Employee Handbook Part: 6 – Substitute and Seasonal Staff

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

Suggested Revision:

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

Consider combining Section 1 and Section 2 into one section.

DISTRICT OFFICE USE ONLY

Form received: _____

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: _____

Legal Impact: _____

PART VI

SUBSTITUTE and SEASONAL STAFF

Section 1 **ALL SUBSTITUTE EMPLOYEES**

Refer to Policy 523.1 – Employee Physical Examinations

1.01 Pre-Employment Requirements

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

1.02 Training and Evaluation

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

1.03 Dismissal/Removal From Substitute List

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

1.04 Assignment and Professional Responsibilities

A. Assignments:

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

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

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

C. Professional Responsibilities:

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

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

~~2.01 Training and Evaluation~~

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

Under 1.02

2.02 Assignment and Professional Responsibilities

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

← Under 1.04, A.

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

Under 1.04, A

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

Under 1.04, A.

Add →

2.03 Compensation

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

2.04 Miscellaneous Provisions

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

Under 1.02

Add →

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

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

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

Section 1 PROFESSIONAL HOURS/WORKDAY

1.01 Normal Hours of Work

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

1.02 Administratively Called Meetings

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

PART II

CERTIFIED STAFF

Section 1 PROFESSIONAL HOURS/WORKDAY

1.01 Normal Hours of Work

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

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

1.02 Administratively Called Meetings

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

1.03 Attendance At All-School Events

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

1.04 Emergency School Closures

Refer to Policy 723.3 – Emergency Closings

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

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: 2015-2016 Staff Proposal
Date: March 3, 2015

Attached you will find two documents showing current staff levels for 2014-15 and proposed staffing levels for 2015-16. Following Board approval, all positions will be included in the budget for 2015-16. There were no changes to the teaching staff list as presented at the last meeting.

The co/extra curricular staff list has been revised from the last meeting because there were two mistakes. I was missing a HS Track position and there was one too many HS Football positions. The net change in positions is zero and now correctly represents the current and proposed staffing levels. I also reordered the positions to be in alphabetical order by building.

TEACHING STAFF PROPOSAL

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

CO/EXTRA CURRICULAR STAFFING POSITIONS

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

Evansville Community School District
Administrative Contract

IT IS HEREBY AGREED by and between the Board of Education of the Evansville Community School District (hereinafter designated as the "Board") and Doreen Treuden (hereinafter designated as the "Administrator"), that the Board does hereby employ the Administrator in the position of Business Manager. The Board hereby reserves the right to reassign or transfer the Administrator during the term of this contract to another administrative 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 thirty (30) days' notice regarding any reassignment or transfer pursuant to this provision.

This contract shall cover a two year period to begin on July 1, 2015 and end on June 30, 2017.

SALARY

In consideration for the services rendered, the Board will pay the Administrator a salary of Ninety-Five Thousand, Three Hundred Twelve Dollars (\$95,312) in year one. The salary and fringe benefits for year two will be at least equal to the salary and fringe benefits for year one. The salary shall be paid in equal installments bi-monthly, less deductions required by federal and state law, or deductions authorized by the Administrator and permitted by Board policy.

VACATION DAYS

This Administrator is entitled to 20 vacation days.

CONTRACT PROVISIONS

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

SPECIAL PROVISIONS

The Administrator and the Board agree that within 30 days of the issuance of a letter by the Board's legal counsel, advising the Board and the Administrator that one or more provisions in this Administrative Contract may subject the Board and/or the Evansville Community School District (District) to liability for penalties, fees, or excise tax payments, or the potential for same, under any provisions of the Patient Protection and Affordable Care Act ("PPACA") or the Health Care and Reconciliation Act ("Reconciliation Act"), or any regulations formulated pursuant to either such Act or otherwise, the parties will reopen this Administrative Contract for the purpose of renegotiating the contract to eliminate the potential liability for the Board and/or the District. If the Board and the Administrator are unable to reach agreement on new contract provisions within 90 days of the issuance of the letter by the Board's legal counsel, the parties agree that the

Board may unilaterally modify the contract to address the potential liability. At that time, the Administrator may accept the modified contract or be released from the contract without penalty at the Administrator's option, without being subject to the liquidated damages penalty provided herein. The Administrator shall accept and sign the modified contract or notify the Board of the decision to exercise the option to be released from the contract within fifteen days of the date the Board provides the Administrator with a written copy of the modified contract. The modified contract shall become effective on the date signed by the Administrator.

Per the parties' agreement at the time of Administrator's initial hire, retirement benefit previous experience credit will be four (4) years on 2016 anniversary date.

This administrator is entitled to earn one additional vacation day per year up to twenty-five (25) days. Up to five days may be exchanged for salary each year.

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 _____, 20__.

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, cumulative to a total of one hundred ten (110) days. However, additional days will continue to accrue for Early Retirement benefit calculation purposes only. Up to three (3) sick leave days may be used as personal days in each year of the contract. Each July 1, the twelve (12) sick days to be earned in the upcoming year will be credited to the Administrator's sick leave account. If this contract is terminated for any reason prior to June 30 of any year, 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.
- b) The Board shall continue the short-term and 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) Full time Administrators shall be entitled to twenty (20) days of vacation. Administrators with less than a 260 day contract will earn one day of vacation for every 10 days contracted over 190 days plus one additional day for each year of administrative service in the district up to a maximum of twenty (20) days. Vacation time shall not be cumulative unless otherwise noted in the Special Provisions section of this contract. The Administrator may carry over a maximum of five (5) vacation days, which are not cumulative from year to year, if the Administrator is unable to utilize all earned vacation during the contract year. The carryover shall be done only with the written approval of the District Administrator, who may approve up to ten (10) days of vacation carryover in special circumstances. The Administrator should attempt to utilize all vacation time during the contract year. The scheduling of the vacation time shall be in accordance with policies of the Board.
- d) In the event the Administrator resigns effective at the conclusion of the contract year and the full allotment of vacation days has not been used, the Administrator shall receive full reimbursement for unused days at the same salary rate as for the contract year in which they were earned. In the event this contract is terminated for any reason, the number of vacation days shall be prorated based upon the percentage of the year the contract is in effect. The Administrator shall reimburse the District for any vacation days used in excess of the prorated share, and the District shall compensate the Administrator for earned but unused vacation days. Such reimbursement by the Administrator, if any, shall be in addition to any Liquidated Damages due for breach of this contract.
- e) Full time Administrators shall be entitled to the following twelve (12) holidays: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Day after Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, the working day before Christmas Eve, Christmas Eve, Christmas Day and the working day after Christmas Day. If New Year's Day, or Christmas Day fall on a weekend, the Administrator shall be entitled to time off on the following Monday. Administrators with less than a 260 day contract shall be entitled to Labor Day, Memorial Day, Good Friday, Thanksgiving and one additional day for every 10 days over 190 that fall within the Administrator's working schedule.
- f) Authorized use of the Administrator's personal car in the conduct of business for the school district will be reimbursed at the current State rate.
- g) The Board shall pay 88.75 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.
- h) The Board shall pay 88.75 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.

- i) 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.
- j) The Board shall pay 100 percent toward the premium for a policy of term life, accidental death and dismemberment insurance selected by the Board. The benefit shall be equal to four times annual salary, contingent on approval of the underwriter.
- k) The Board shall allow up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. The term "immediate family" shall be construed to mean spouse, children, parents, grandparents, grandchildren, brothers and sisters, in-laws and members of household. Up to two (2) days of the above leave per year shall be allowed for individuals not listed above. 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.
- l) The Board may provide release time necessary for attendance of two administrators at an annual national convention on a rotating schedule. Attendees will be expected to share pertinent information with appropriate staff and the District Administrator. Approved convention housing, transportation to and from the convention and registration expenses for such meetings will be reimbursed by the Board up to \$1,000. Meals will be reimbursed in accordance with current district policy. The District Administrator will approve requests for attendance at professional meetings of administrators. \$525 of the amount will come from the building or program budget. The remainder will be paid by district level funds.
- m) The Board shall pay 100 percent toward the professional dues for a state or national association.
- n) The Board shall pay legitimate expenses incurred and release time necessary for attendance at a professional state meeting, which shall be approved by the District Administrator.
- o) The Board will provide tuition reimbursement equivalent to the state university graduate tuition rate up to a maximum of 12 credits every six years. Approval must be obtained before classes begin. At the District Administrator's sole discretion, additional credits may be approved for Administrators in dissertational status. Approval will be given for coursework relevant to the Administrator's current assignment or otherwise determined to be in the best interests of the District and shall be specified under special provisions. The Board may limit approval of the total number of credits reimbursed to all Administrators in any given year.
- p) In recognition of additional time spent throughout the school year in fulfillment of the Administrator's duties such as attendance of meetings and other duties assigned by the Board or the District Administrator, the Administrator may work a flexible summer hour schedule equivalent to a six hour day. The specific schedule should be mutually agreed upon by the District Administrator and the Administrator.

- q) 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.

RETIREMENT BENEFITS

1. Administrator may elect to retire at the conclusion of a school year provided that Administrator has reached age fifty-five (55) no later than September 1st of the next school year. Administrator must give notice of Administrator's intent to retire no later than January 31 of the school year following which Administrator intends to retire. Board may elect to waive or extend the date for the notice of retirement required by this paragraph.
2. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of Administrator as follows:
 - a. The Board shall make annual payments of \$3000 into an HRA following each year of contracted full-time equivalent administrative service with the District. When Administrator completes five years of administrative service to the District, the account will become vested. At the time the account becomes vested, an additional \$1000 for each year of contracted full-time equivalent administrative service with another district will be credited to the HRA, up to a maximum of \$5000.
 - b. Upon retirement, Administrator may use proceeds from the HRA to buy into the District's insurance plan if Administrator requests and if allowed by the insurance carrier.
 - c. The District shall be responsible for payment of any HRA administrative fees until Administrator reaches Medicare eligibility.
3. If Administrator dies prior to exhausting the HRA benefit, the spouse and/or dependent(s) eligible for Administrator's health insurance benefit shall receive the remainder of the benefit per the terms of the HRA plan. If there is no surviving spouse or dependents eligible for the health insurance benefit, no payment will be made to an estate from the HRA account.
4. Subject to the requirements of Paragraph 1 above, upon retirement, accrued sick time up to a limit of one hundred ten (110) days shall be paid out at the beginning substitute teacher rate in effect at the time of retirement. Administrator shall also be reimbursed 0.5% of the teacher salary schedule base pay rate for each day over one hundred ten (110) accumulated sick days. These amounts will be paid into a non-elective tax sheltered annuity as a lump sum in the first year of retirement.

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.

LIQUIDATED DAMAGES

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

EVALUATIONS

The District Administrator shall provide the Administrator with a written evaluation at least once a year.

CONTRACT TERMINATION

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

CONTRACT RENEWAL-NONRENEWAL

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

INVALID PROVISIONS

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

PRIOR CONTRACTS SUPERCEDED

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

Evansville Community School District
Administrative Contract

IT IS HEREBY AGREED by and between the Board of Education of the Evansville Community School District (hereinafter designated as the "Board") and Joanie Dobbs (hereinafter designated as the "Administrator"), that the Board does hereby employ the Administrator in the position of Elementary Principal. The Board hereby reserves the right to reassign or transfer the Administrator during the term of this contract to another administrative 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 thirty (30) days notice regarding any reassignment or transfer pursuant to this provision.

TERM

This contract shall cover a two year period to begin on July 1, 2014 and end on June 30, 2016.

SALARY

In consideration for the services rendered, the Board will pay the Administrator a salary of Eighty-Nine Thousand, Five Hundred, and Dollars (\$89,500.00). The salary shall be paid in equal installments bi-monthly, less deductions required by federal and state law, or deductions authorized by the Administrator and permitted by Board policy.

VACATION DAYS

This Administrator is entitled to 20 vacation days.

CONTRACT PROVISIONS

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

SPECIAL PROVISIONS

The Administrator and the Board agree that within 30 days of the issuance of a letter by the Board's legal counsel, advising the Board and the Administrator that one or more provisions in this Administrative Contract may subject the Board and/or the Evansville Community School District (District) to liability for penalties, fees, or excise tax payments, or the potential for same, under any provisions of the Patient Protection and Affordable Care Act ("PPACA") or the Health Care and Reconciliation Act ("Reconciliation Act"), or any regulations formulated pursuant to either such Act or otherwise, the parties will reopen this Administrative Contract for the purpose of renegotiating the contract to eliminate the potential liability for the Board and/or the District.

If the Board and the Administrator are unable to reach agreement on new contract provisions within 90 days of the issuance of the letter by the Board's legal counsel, the parties agree that the Board may unilaterally modify the contract to address the potential liability. At that time, the Administrator may accept the modified contract or be released from the contract without penalty at the Administrator's option, without being subject to the liquidated damages penalty provided herein. The Administrator shall accept and sign the modified contract or notify the Board of the decision to exercise the option to be released from the contract within fifteen days of the date the Board provides the Administrator with a written copy of the modified contract. The modified contract shall become effective on the date signed by the Administrator.

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 _____, 20____.

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, cumulative to a total of one hundred ten (110) days. However, additional days will continue to accrue for Early Retirement benefit calculation purposes only. Up to three (3) sick leave days may be used as personal days in each year of the contract. Each July 1, the twelve (12) sick days to be earned in the upcoming year will be credited to the Administrator's sick leave account. If this contract is terminated for any reason prior to June 30 of any year, 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.
- b) The Board shall continue the short-term and 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) Full time Administrators shall be entitled to twenty (20) days of vacation. Administrators with less than a 260 day contract will earn one day of vacation for every 10 days contracted over 190 days plus one additional day for each year of administrative service in the district up to a maximum of twenty (20) days. Vacation time shall not be cumulative unless otherwise noted in the Special Provisions section of this contract. The Administrator may carry over a maximum of five (5) vacation days, which are not cumulative from year to year, if the Administrator is unable to utilize all earned vacation during the contract year. The carryover shall be done only with the written approval of the District Administrator, who may approve up to ten (10) days of vacation carryover in special circumstances. The Administrator should attempt to utilize all vacation time during the contract year. The scheduling of the vacation time shall be in accordance with policies of the Board.
- d) In the event the Administrator resigns effective at the conclusion of the contract year and the full allotment of vacation days has not been used, the Administrator shall receive full reimbursement for unused days at the same salary rate as for the contract year in which they were earned. In the event this contract is terminated for any reason, the number of vacation days shall be prorated based upon the percentage of the year the contract is in effect. The Administrator shall reimburse the District for any vacation days used in excess of the prorated share, and the District shall compensate the Administrator for earned but unused vacation days. Such reimbursement by the Administrator, if any, shall be in addition to any Liquidated Damages due for breach of this contract.
- e) Full time Administrators shall be entitled to the following twelve (12) holidays: the working day before New Year's Eve Day, New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Day after the Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, , Christmas Eve, Christmas Day and the working day after Christmas Day. If New Year's Day, or Christmas Day fall on a weekend, the Administrator shall be entitled to time off on the following Monday. Administrators with less than a 260 day contract shall be entitled to Labor Day, Memorial Day, Good Friday, Thanksgiving and one additional day for every 10 days over 190 that fall within the Administrator's working schedule.
- f) Authorized use of the Administrator's personal car in the conduct of business for the school district will be reimbursed at the current State rate.
- g) The Board shall pay 88.75 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.
- h) The Board shall pay 88.75 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.

- i) 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.
- j) The Board shall pay 100 percent toward the premium for a policy of term life, accidental death and dismemberment insurance selected by the Board. The benefit shall be equal to four times annual salary, contingent on approval of the underwriter.
- k) The Board shall allow up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. The term "immediate family" shall be construed to mean spouse, children, parents, grandparents, grandchildren, brothers and sisters, in-laws and members of household. Up to two (2) days of the above leave per year shall be allowed for individuals not listed above. 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.
- l) The Board may provide release time necessary for attendance of two administrators at an annual national convention on a rotating schedule. Attendees will be expected to share pertinent information with appropriate staff and the District Administrator. Approved convention housing, transportation to and from the convention and registration expenses for such meetings will be reimbursed by the Board up to \$1000. Meals will be reimbursed in accordance with current district policy. The District Administrator will approve requests for attendance at professional meetings of administrators. \$525 of the amount will come from the building or program budget. The remainder will be paid by district level funds.
- m) The Board shall pay 100 percent toward the professional dues for a state or national association.
- n) The Board shall pay legitimate expenses incurred and release time necessary for attendance at a professional state meeting, which shall be approved by the District Administrator.
- o) The Board will provide tuition reimbursement equivalent to the state university graduate tuition rate up to a maximum of 12 credits every six years. Approval must be obtained before classes begin. At the District Administrator's sole discretion, additional credits may be approved for Administrators in dissertational status. Approval will be given for coursework relevant to the Administrator's current assignment or otherwise determined to be in the best interests of the District and shall be specified under special provisions. The Board may limit approval of the total number of credits reimbursed to all Administrators in any given year.
- p) In recognition of additional time spent throughout the school year in fulfillment of the Administrator's duties such as attendance of meetings and other duties assigned by the Board or the District Administrator, the Administrator may work a flexible summer hour schedule equivalent to a six hour day. The specific schedule should be mutually agreed upon by the District Administrator and the Administrator.

- q) 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.

RETIREMENT BENEFITS

1. Administrator may elect to retire at the conclusion of a school year provided that Administrator has reached age fifty-five (55) no later than September 1st of the next school year. Administrator must give notice of Administrator's intent to retire no later than January 31 of the school year following which Administrator intends to retire. Board may elect to waive or extend the date for the notice of retirement required by this paragraph.
2. The Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of Administrator as follows:
 - a. The Board shall make annual payments of \$3000 into an HRA following each year of contracted full-time equivalent administrative service with the District. When Administrator completes five years of administrative service to the District, the account will become vested. At the time the account becomes vested, an additional \$1000 for each year of contracted full-time equivalent administrative service with another district will be credited to the HRA, up to a maximum of \$5000.
 - b. Upon retirement, Administrator may use proceeds from the HRA to buy into the District's insurance plan if Administrator requests and if allowed by the insurance carrier.
 - c. The District shall be responsible for payment of any HRA administrative fees until Administrator reaches Medicare eligibility.
3. If Administrator dies prior to exhausting the HRA benefit, the spouse and/or dependent(s) eligible for Administrator's health insurance benefit shall receive the remainder of the benefit per the terms of the HRA plan. If there is no surviving spouse or dependents eligible for the health insurance benefit, no payment will be made to an estate from the HRA account.
4. Subject to the requirements of Paragraph 1 above, upon retirement, accrued sick time up to a limit of one hundred ten (110) days shall be paid out at the beginning substitute teacher rate in effect at the time of retirement. Administrator shall also be reimbursed 0.5% of the teacher salary schedule base pay rate for each day over one hundred ten (110) accumulated sick days. These amounts will be paid into a non-elective tax sheltered annuity as a lump sum in the first year of retirement.

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.

LIQUIDATED DAMAGES

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

EVALUATIONS

The District Administrator shall provide the Administrator with a written evaluation at least once a year.

CONTRACT TERMINATION

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

CONTRACT RENEWAL-NONRENEWAL

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

INVALID PROVISIONS

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

PRIOR CONTRACTS SUPERCEDED

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

MEMO

To: Jerry Roth

From: Larry Martin

Subject: Projector Request for Proposals (RFPs)

Date: 03/04/2015

Evansville Community School District (ECSD) does not currently have mounted projectors in all classrooms. The technology portion of the referendum identified \$220,000 to put mounted projectors in all instructional classrooms. This project will be done in two phases the first phase will be completed by the end of the 2014-15 school year and phase two will be completed at the beginning of the 2016-17 school year. Phase one will use \$95,000 of the available funds to provide 33 classrooms with mounted projectors. Phase two will use the remaining \$125,000 to finish the remaining classrooms.

In order to receive comparable proposals, the RFP requested pricing on specific items and services for the purpose of selecting the vendor to then complete the ECSD specific work. We received four responses with total package pricing from \$83,994 to \$120,681. Additional criteria used to review the proposal included, level of engineering licensing/skill, and location of the vendor. After reviewing the responses, we would like to recommend that Heartland Business Systems (HBS) be awarded the projector project. Heartland's proposed price was \$83,994. We have worked with Heartland in the past. Specifically they installed the District telephone system and projection system in the high school Media room. We believe that HBS will be able to provide ECSD with the service and support that we need for this project at a price that is competitive.

MEMO

To: Jerry Roth

From: Larry Martin

Subject: Wired and Wireless Infrastructure Request for Proposals (RFPs)

Date: 03/04/2015

The wired and wireless infrastructure for Evansville Community School District (ECSD) is in need of upgrades and replacements as identified by the Tech Audit. Our current wired network is mainly comprised of out of warranty Cisco switches. Although our current wireless network works well it is not currently available throughout the District. The majority of the infrastructure upgrade is scheduled to be completed in the 2015-16 school year and some follow-up work will be done at the beginning of the 2016-17 school year. The referendum listed these projects at \$482,000. We are bringing this to the Board early because this project is tied to E-Rate and we have specific deadlines that we have to meet.

In order to receive comparable proposals, the RFP requested pricing on a "template" project for the purpose of selecting the vendor to then complete the ECSD specific work. We received four responses with total package pricing from \$342,227 to \$354,401. Additional criteria used to review the proposal included, interview process, level of engineering licensing/skill, and location of the vendor. After reviewing the responses, we would like to recommend that Heartland Business Systems (HBS) be awarded the wired and wireless infrastructure project. Heartland's proposed price was \$342,227. We have worked with Heartland in the past. Specifically they installed the District telephone system and projection system in the high school Media room. We believe that HBS will be able to provide ECSD with the service and support that we need for this project at a price that is competitive.

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

MINUTES OF REGULAR MEETING

The regular meeting of the Board of Education of the Evansville Community School District was held on Wednesday, February 25, 2015, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by Vice President Eric Busse. Roll call was taken. Members present: Rossmiller, Busse, Rasmussen, Spanton Nelson, Hammann, Koenecke, and Swanson arrived at 6:02 pm.

APPROVE AGENDA

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

EDUCATOR EFFECTIVENESS PRESENTATION

Interim Co-Director of Instruction, Ms. Murphy, presented the Wisconsin Educator Effectiveness (EE) System, a performance-based evaluation system and the District's expectations. Discussion.

ADMINISTRATOR INTERVIEW PROCESS

District Administrator, Mr. Roth, presented the administrator interview process steps. Discussion. Process updated and will be used immediately.

BUDGET FINANCE

Business Manager, Ms. Treuden, presented the 2015-2016 staffing proposal for co/extra curricular positions and teacher staff. Discussion.

Ms. Treuden presented information on Fund 46, Long Term Capital Improvement Trust Fund. Discussion. Consensus from Board to create a plan and resolution for Board approval by June 30.

Ms. Treuden gave an update on the 2014-2015 budget. Discussion.

Ms. Treuden gave an update on the 2015-2016 budget, including the Governor's proposed budget effect. Discussion. District will go with proposed "staying the course" budget option presented. Proposed student fee scheduled discussed. Policy #657.1-Student Fee Schedule, to be reworked and Policy Committee to review.

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

Mr. Busse gave an update on the Teachers and Support Staff Compensation Committee meetings. Discussion.

Ms. Swanson gave an update on the Evansville Education Foundation. Discussion.

Ms. Treuden gave an update on the Insurance Committee. Discussion. Committee will be bringing a recommendation to the Board.

Budget Finance agenda items discussed for March 25 meeting.

BUSINESS (Action Item)

Motion by Mr. Busse, seconded by Ms. Koenecke, moved to approve the February 11, 2015, minutes as presented. Discussion. Policy #321-School Year/School Calendar to go to the Policy Committee for review. Motion carried, 7-0 (voice vote).

POLICIES

Ms. Rossmiller presented for a first reading, policies: #353.1-School Volunteers; #353.1 Form-Volunteer Agreement; #353.1 Form 1-Background Check Information Form; Appendix A, Employee Handbook Proposed Change; #453.4-Administering Medications to Students; #453.4 Form-Medication Consent Form; and #453.4 Form 1-Physician/Practitioner Medication Consent Form. Discussion. Policies #453.4, #453.4 Form and #453.4 Form 1 to go back to Policy Committee. Appendix A, on hold until Employee Handbook Committee reviews in April. Policies to come back for a second reading with suggested revisions.

EMPLOYEE HANDBOOK COMMITTEE SUGGESTED CHANGES

Ms. Koenecke presented the Employee Handbook Committee suggested proposed changes for a first reading: 1-Part 1, All Employees, pg. 30, Section 8-Sick Leave; 8.02, Sick Leave Use; 2-throughout book, pg. 30, 54, 70, remove reference to policy #529.4-Use of Sick Days; 3-Part 2, Certified Staff, pg. 54-55, Section 7.02, A., #13, remove sick leave; 4-Part 6, Subs/Seasonal, pg. 82, Section 1 and pg. 83, Section 2, combine into one section; and Part 2, Certified Staff, pg. 42, Section-1, 1.01, Normal Hours of Work and 1.02, Administratively Called Meetings. Discussion. Proposed changes to come back for a second reading.

BOARD DEVELOPMENT

Ms. Hammann presented for a first reading, policies: #172-Executive Sessions and #181-Rules of Order. Discussion. Policies to come back for a second reading. Consensus, going forward, to add footers, as presented, on all policies, with a blue border.

Board Development agenda items discussed for March 25 meeting.

FUTURE AGENDA

March 11, 2015, regular meeting agenda discussed.

BREAK

A five minute break taken.

EXECUTIVE SESSION

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to move into executive session, Under Wisconsin State Statute 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of District Employees, to Review and Discuss Administrators Compensation. Motion carried, 7-0 (roll call vote).

ADJOURN

Meeting adjourned from executive session at 9:42 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved:

Kathi Swanson, President

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: February 2015 Reconciliation
Date: March 5, 2015

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – February \$2,413,896.76
- Check Register – February \$ 531,598.24

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

FOR THE MONTH OF	Feb-15	
BALANCE PER BANK:		96,000.00
LESS OUTSTANDING CHECKS		-30,792.19
LESS WRS POSTING		-125,767.96
MMA ACCOUNT		5,640,996.47
BALANCE PER BANK		5,580,436.32

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.
FUND 10 General	1699939.48	118,693.51	1818632.99
FUND 21 Donations	23613.42	(84.15)	23529.27
FUND 27 Special Ed	-1302270.98	(88,690.90)	-1390961.88
FUND 38 Debt	1099.93	-	1099.93
FUND 39 Debt	-515066.48	-	-515066.48
FUND 50 Food Service	-2996.2	989.39	-2006.81
FUND 99 Voc Ed/ESL/Grants	4212.83	-	4212.83
MMA ACCOUNT		-	5,640,996.47
BALANCE PER GENERAL LEDGER		30,907.85	5,580,436.32

DIFFERENCE 0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	February 2014-15 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-418,003.93	118,693.51	1,818,632.99
10	-	---	---	---	---	GENERAL FUND	-418,003.93	118,693.51	1,818,632.99
21	A	000	000	711100	---	CASH ON DEPOSIT	14,544.21	-84.15	23,529.27
21	-	---	---	---	---	GIFTS/DONATIONS	14,544.21	-84.15	23,529.27
27	A	000	000	711100	---	CASH ON DEPOSIT	-100,255.98	-88,690.90	-1,390,961.88
27	-	---	---	---	---	SPECIAL EDUCATION FUND	-100,255.98	-88,690.90	-1,390,961.88
38	A	000	000	711100	---	CASH ON DEPOSIT	20,103.07		1,099.93
38	-	---	---	---	---	NON-REFERENDUM DEBT	20,103.07		1,099.93
39	A	000	000	711100	---	CASH ON DEPOSIT	-113,092.73		-515,066.48
39	-	---	---	---	---	REFERENDUM APPROVED DEBT SERVI	-113,092.73		-515,066.48
50	A	000	000	711100	---	CASH ON DEPOSIT	45,007.94	989.39	-2,006.81
50	-	---	---	---	---	FOOD SERVICE	45,007.94	989.39	-2,006.81
99	A	000	000	711100	---	CASH ON DEPOSIT	4,212.83		4,212.83
99	-	---	---	---	---	COOP. PROGRAM FUNDS-66:03	4,212.83		4,212.83
Grand Asset Totals							-547,484.59	30,907.85	-60,560.15

Number of Accounts: 7

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

Post Date	Func	Description	Amount
02/28/2015	DISTRICT WIDE	KIDS KORNER MEALS 1/19-1/30	172.50
02/28/2015	SCHOOL BUILDING ADMINISTRATION	WORK PERMITS	40.00
02/28/2015	SCHOOL BUILDING ADMINISTRATION	MS CREDIT CARD REIMBURSEMENT	4125.95
02/28/2015	SCHOOL BUILDING ADMINISTRATION	LEVI CREDIT CARD REIMBURSEMENT	230.23
02/28/2015	SCHOOL BUILDING ADMINISTRATION	LEVI CREDIT CARD REIMBURSEMENT	790.30
02/28/2015	SCHOOL BUILDING ADMINISTRATION	MS CREDIT CARD REIMBURSEMENT	585.89
02/28/2015	SCHOOL BUILDING ADMINISTRATION	TRIS CREDIT CARD REIMBURSEMENT	303.29
02/28/2015	SCHOOL BUILDING ADMINISTRATION	LEVI CREDIT CARD REIMBURSEMENT	200.00
02/28/2015	SCHOOL BUILDING ADMINISTRATION	MS CREDIT CARD REIMBURSEMENT	1146.60
02/28/2015	DISTRICT WIDE	FACILITY USE - M PFEIL EVANSVILLE INFERNO	30.00
02/28/2015	SCHOOL BUILDING ADMINISTRATION	BLACKHAWK TECHNICAL CARL PERKINS	300.00
02/28/2015	DISTRICT WIDE	MEDICAID PAYMENT	13644.06
02/28/2015	LIBRARY	APPLE REFUND	2066.24
02/28/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - EDGERTON	125.00
02/28/2015	TRACK CO-ED	TRACK INVITE ENTRY FEE - EDGERTON	100.00
02/28/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - BIG FOOT	125.00
02/28/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - WHITEWATER	125.00
02/28/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - БЕЛОIT TURNER	125.00
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS FOR FEB - S ERICKSON	155.09
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS FOR FEB - R DENNIS	155.09
02/28/2015	DISTRICT WIDE	KID CONNECTION - FACILITY USE FOR FEB	411.70
02/28/2015	DISTRICT WIDE	GATE RECEIPTS BBB VS CLINTON 2/3/15	323.00
02/28/2015	DISTRICT WIDE	GATE RECEIPTS JV WRESTLING INVITE 2/2/15	442.00
02/28/2015	DISTRICT WIDE	STUDENT FEES	959.75
02/28/2015	DISTRICT WIDE	CATERING-COOKIE DOUGH	115.50
02/28/2015	DISTRICT WIDE	GATE RECEIPTS GBB VS MCFARLAND 2/5/15	398.00
02/28/2015	DISTRICT WIDE	GATE RECEIPTS BBB VS EDGERTON 2/6/15	954.00
02/28/2015	DISTRICT WIDE	GATE RECEIPTS GBB VS PARKVIEW 2/7/15	336.00
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS FOR DEC-MAR-B BERG	620.36
02/28/2015	HOME ECONOMICS	TAX REIMBURSEMENT FOR MS CC	1.27
02/28/2015	DISTRICT WIDE	RESTITUTION - GATH	89.93
02/28/2015	DISTRICT WIDE	FACILITY USE - M KLEIN INV 31115	30.00
02/28/2015	OPERATION OF BUILDINGS	BJ ELECTRIC/REVERE ELECTRIC-OVERPAYMENT	130.37
02/28/2015	DISTRICT WIDE	FACILITY USE - S EVERSON INV 12415	24.00
02/28/2015	INDUSTRIAL ARTS	C KLEISCH CAR REPAIR REIMBURSEMENT	54.00
02/28/2015	FOREIGN LANGUAGE	TANGO FIELD TRIP REIMBURSEMENT	136.00
02/28/2015	HOME ECONOMICS	STUDENT CLASS FEES	200.00
02/28/2015	INDUSTRIAL ARTS	K MCDONALD CAR REPAIR REIMBURSEMENT	129.00
02/28/2015	GIRLS HOCKEY	HOCKEY FEE	850.00
02/28/2015	DISTRICT WIDE	GATE RECEIPTS BBB VS BIG FOOT 2/9/15	345.00
02/28/2015	DISTRICT WIDE	GATE RECEIPTS GBB VS WHITEWATER 2/10/15	337.00
02/28/2015	DISTRICT WIDE	GATE RECEIPTS WRESTLING REGIONAL 2/14/15	2475.00
02/28/2015	WRESTLING	WRESTLING INVITE ENTRY FEE - WATERLOO	125.00
02/28/2015	DISTRICT WIDE	TAX LEVY CENTER	230672.43
02/28/2015	DISTRICT WIDE	TAX LEVY BROOKLYN	24060.77
02/28/2015	DISTRICT WIDE	MAGNOLIA-PILT PAYMENTS	2998.53
02/28/2015	DISTRICT WIDE	MANUFACTURED HOME TAX-MAGNOLIA 2/15	263.28
02/28/2015	DISTRICT WIDE	MANUFACTURED HOME TAX-MAGNOLIA 10/14	263.14
02/28/2015	STATE INCOME TAX	IRS - WITHHOLDING TAX REFUND	94.42
02/28/2015	INDUSTRIAL ARTS	N VICKERY CAR REPAIR REIMBURSEMENT	41.49
02/28/2015	INDUSTRIAL ARTS	N HELLER CAR REPAIR REIMBURSEMENT	120.00
02/28/2015	DISTRICT WIDE	FACILITY USE - SOCCER CLUB	15.00
02/28/2015	FIELD TRIPS - CLASSROOM	ACTIVITY ACCT REIMBURSEMENT-FIELD TRIPS	611.22

Post Date	Func	Description	Amount
02/28/2015	SCHOOL BUILDING ADMINISTRATION	HS CREDIT CARD REIMBURSEMENT	1221.07
02/28/2015	DISTRICT WIDE	KIDS KORNER MEALS 2/2-2/13	175.00
02/28/2015	DISTRICT WIDE	TAX LEVY RUTLAND	1909.54
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - K CROCKER - FEB	1319.90
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R FLAHERTY -FEB	1319.90
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - V ZHE - FEB	561.66
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - B BERG - FEB	1164.81
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA -S ERICKSON - FEB	1164.81
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R DENNIS - FEB	1095.24
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - L HAVLIK - FEB	1319.90
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - K VERKUILEN - FEB	1319.90
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - P HAESE - FEB	561.66
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - C BEEDLE - FEB	561.66
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - H BEEDLE - FEB	561.66
02/28/2015	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R COLE -FEB	1164.81
02/28/2015	TERMINATION OF BENEFITS	EBC - COBRA DENTAL - FLAHERTY ERICKSON	231.18
02/28/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL - PFAFF WAGNER	1123.32
02/28/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL HRA - PFAFF WAGNER	240.00
02/28/2015	DISTRICT ADMINISTRATION	DO COFFEE	10.00
02/28/2015	DISTRICT ADMINISTRATION	DO SODA	15.33
02/28/2015	DISTRICT WIDE	GATE RECEIPTS GBB VS OREGON 2/17/15	363.00
02/28/2015	DISTRICT WIDE	STUDENT FEES	860.00
02/28/2015	INDUSTRIAL ARTS	A ROWLEY CAR REPAIR REIMBURSEMENT	78.99
02/28/2015	DISTRICT WIDE	FACILITY USE - K JONES 2/22 3/1 3/8 3/15	15.00
02/28/2015	INDUSTRIAL ARTS	A ROWLEY CAR REPAIR REIMBURSEMENT	224.50
02/28/2015	INDUSTRIAL ARTS	R KOUSTRON CAR REPAIR REIMBURSEMENT	11.00
02/28/2015	DISTRICT WIDE	FACILITY USE - T TOFFE FEB & MAR 6TH GBB	15.00
02/28/2015	REGULAR CURRICULUM	E STALDER-JURY DUTY PAYMENT	64.18
02/28/2015	SCHOOL BUILDING ADMINISTRATION	TRIS CREDIT CARD REIMBURSEMENT	433.82
02/28/2015	FIELD TRIPS - CLASSROOM	LEVI FIELD TRIP REIMBURSEMENT	308.12
02/28/2015	DISTRICT WIDE	TAX LEVY JANESVILLE	135224.96
02/28/2015	DISTRICT WIDE	TAX LEVY MAGNOLIA	196210.87
02/28/2015	DISTRICT WIDE	TAX LEVY PORTER	157974.91
02/28/2015	DISTRICT WIDE	TAX LEVY UNION	287696.31
02/28/2015	DISTRICT WIDE	GATE RECEIPTS GBB VS JEFFERSON 2/19/15	462.00
02/28/2015	DISTRICT WIDE	GATE RECEIPTS BBB VS EAST TROY 2/20/15	1454.00
02/28/2015	DISTRICT WIDE	GATE RECEIPTS BBB VS WATERLOO 2/23/15	539.00
02/28/2015	DISTRICT WIDE	STUDENT FEES	153.75
02/28/2015	DISTRICT WIDE	FACILITY USE - S MILLER YTH BB	15.00
02/28/2015	DISTRICT WIDE	FACILITY USE - FAITH COMM CHURCH	212.96
02/28/2015	DISTRICT WIDE	FACILITY USE - MOVE TO AMEND.	15.00
02/28/2015	STATE INCOME TAX	IRS - WITHHOLDING TAX REFUND	31.49
02/28/2015	DISTRICT WIDE	RESTITUTION	179.86
02/28/2015	DISTRICT WIDE	FACILITY USE - M KRAUSE 4TH BBB	15.00
02/28/2015	DISTRICT WIDE	FACILITY USE - S STENCEL 6TH BBB	15.00
02/28/2015	DISTRICT WIDE	FACILITY USE - COMM THEATER-JULY 2014	797.79
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1376.71
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE CASH DEPOSITS	104.75
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	999.20
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	809.00
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1576.80
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1154.50
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1691.10

Post Date	Func	Description	Amount
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1546.85
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1752.45
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1970.35
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	945.00
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1666.31
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1799.82
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	741.05
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	925.00
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	991.75
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	741.65
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1144.25
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1505.00
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1091.60
02/28/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1676.50
02/28/2015	DISTRICT WIDE	VENDING	109.55
02/28/2015	DISTRICT WIDE	VENDING	99.95
02/28/2015	DISTRICT WIDE	VENDING	63.80
02/28/2015	DISTRICT WIDE	VENDING	72.55
02/28/2015	DISTRICT WIDE	TAX LEVY EVANSVILLE	1056081.75
02/28/2015	POM PON	ACH RETURN FROM ALYSSA WIDMYER	454.37
02/28/2015	CASH ON DEPOSIT	FOOD SERVICE BREAKFAST AID	1438.64
02/28/2015	CASH ON DEPOSIT	FOOD SERVICE LUNCH AID	16991.87
02/28/2015	DISTRICT WIDE	E-FUNDS-STUDENT FEES	279.00
02/28/2015	DEPOSITS PAYABLE	E-FUNDS-FOOD SERVICE	14248.90
02/28/2015	DISTRICT WIDE	SPECIAL ED AIDS	115963.00
02/28/2015	DISTRICT WIDE	SAGE	86888.00
02/28/2015	DISTRICT WIDE	SAVINGS ACCT INTEREST	1410.48
		Total for Cash Receipts	2413896.76

CHECK	CHECK CHE			
DATE	NUMBER	TYP	VENDOR	AMOUNT
02/01/2015	77535	R	DEAN HEALTH PLANS	177,328.19
02/01/2015	77537	R	DELTA DENTAL OF WISCONSIN	29,453.56
02/01/2015	77538	R	DELTAVISION	368.86
02/01/2015	77539	R	SUN LIFE FINANCIAL	2,807.47
02/01/2015	77540	R	WEA INSURANCE TRUST	4,661.87
02/05/2015	77541	R	ABLENET INC	207.90
02/05/2015	77542	R	ACADEMIC THERAPY PUBLICATIONS/	584.10
02/05/2015	77543	R	ACT	200.00
02/05/2015	77544	R	AMERICAN AWARDS & PROMOTIONS	86.44
02/05/2015	77545	R	BROOKE, BEN	50.00
02/05/2015	77546	R	BUTTCHEN, KENDALL	48.00
02/05/2015	77547	R	CASH	1,231.12
02/05/2015	77548	R	DEMEUSE, ROBERT	90.00
02/05/2015	77549	R	E & D WATER WORKS INC	55.00
02/05/2015	77550	R	E-RATE EXCHANGE, LLC	500.00
02/05/2015	77551	R	EDGERTON HIGH SCHOOL	215.00
02/05/2015	77552	R	FIDELITEC LLC	12.00
02/05/2015	77553	R	FOLLETT SCHOOL SOLUTIONS, INC.	808.20
02/05/2015	77554	R	FREEDOM FLIGHT MODELS	67.00
02/05/2015	77555	R	GRAINGER PARTS	267.60
02/05/2015	77556	R	JEDI VIRTUAL SCHOOL	37,305.00
02/05/2015	77557	R	JOHNSON-CRAMER, NANCY	1,450.00
02/05/2015	77558	R	KLOPFENSTEIN, JEFFREY	50.00
02/05/2015	77559	R	LAMINATION DEPOT INC	102.91
02/05/2015	77560	R	RAMIREZ, JOSE	12.85
02/05/2015	77561	R	MATH MEET	40.00
02/05/2015	77562	R	RUSSEL O'LEARY	85.00
02/05/2015	77563	R	OCCUPATIONAL HEALTH CENTERS	210.00
02/05/2015	77564	R	ONWARD HEALTHCARE	3,943.00
02/05/2015	77565	R	POWLING, HELEN	60.00
02/05/2015	77566	R	REALLY GOOD STUFF	21.99
02/05/2015	77567	R	REESE, MICHELLE	40.00
02/05/2015	77568	R	RHYME BUSINESS PRODUCTS	2,365.00
02/05/2015	77569	R	RINGHAND BROTHERS INC	61,164.56
02/05/2015	77570	R	ANDY SELLS	50.00
02/05/2015	77571	R	SUN PRAIRIE AREA SCHOOL DISTRI	54.00
02/05/2015	77572	R	SUPREME SCHOOL	39.88
02/05/2015	77573	R	TEACHERS ON CALL	6,139.77
02/05/2015	77576	R	VOIGT MUSIC CENTER	510.70
02/05/2015	77577	R	WI ASSOC OF AGRICULTURAL EDUCA	301.03
02/05/2015	77578	R	WE ENERGIES	35,131.99
02/05/2015	77579	R	DAVID YOSS	50.00
02/05/2015	77580	R	ZASTOUPIL, JOHN	50.00
02/10/2015	77585	R	AMERICOLLECT INC.	75.00
02/10/2015	77586	R	AMERIPRISE FINANCIAL SERVICES	370.00
02/10/2015	77587	R	FRANKLIN TEMPLETON BANK &TRUST	1,210.00
02/10/2015	77588	R	KOHN LAW FIRM S.C.	337.13
02/10/2015	77589	R	METLIFE	75.00
02/10/2015	77590	R	MG TRUST COMPANY	750.00
02/10/2015	77591	R	SBG-VAA	30.00
02/12/2015	77594	R	DAVE'S ACE HARDWARE	313.32
02/12/2015	77595	R	ALL 'N ONE	179.18
02/12/2015	77596	R	WENDALL BEAN	110.00
02/12/2015	77597	R	BRASHI, DON	120.00
02/12/2015	77598	R	BRODHEAD SCHOOL DISTRICT	405.28
02/12/2015	77599	R	BUTTCHEN, KENDALL	96.00

CHECK DATE	CHECK NUMBER	CHE TYPE	VENDOR	AMOUNT
02/12/2015	77600	R	CLINTON MIDDLE SCHOOL	100.00
02/12/2015	77601	R	COMMUNICATIONS ENGINEERING CO.	459.00
02/12/2015	77602	R	DRECKMANN, GEORGE	48.00
02/12/2015	77603	R	EQUAL RIGHTS DIVISION	30.00
02/12/2015	77604	R	FALKNER, KEN	60.00
02/12/2015	77605	R	THOMAS FENTON JR	96.00
02/12/2015	77606	R	FHEG BLACKHAWK BOOKSTORE	402.50
02/12/2015	77607	R	GOLZ ELECTRIC	261.20
02/12/2015	77608	R	GRAINGER PARTS	1,492.27
02/12/2015	77609	R	HEARTLAND BUSINESS SYSTEMS	2,109.69
02/12/2015	77610	R	ROGER HOMB	50.00
02/12/2015	77611	R	HRYCAY, STEVEN	48.00
02/12/2015	77612	R	J.W. PEPPER & SON INC	444.88
02/12/2015	77613	R	JOHNSON, BRANDON	29.20
02/12/2015	77614	R	JOSTENS	1,117.92
02/12/2015	77615	R	JUNIOR LIBRARY GUILD	335.39
02/12/2015	77616	R	JACOB KADERLY	110.00
02/12/2015	77617	R	BLAINE KRANTZ	60.00
02/12/2015	77618	R	LATINO ARTS INC	136.00
02/12/2015	77619	R	JERRY LAUBE	60.00
02/12/2015	77620	R	LAW, CHRISTOPHER	48.00
02/12/2015	77621	R	LOWERY, JASON	110.00
02/12/2015	77622	R	MENARDS	15.36
02/12/2015	77623	R	MILLER, REX	48.00
02/12/2015	77624	R	NEIS, GERALD	60.00
02/12/2015	77625	R	CHRIS NICHOLSON	48.00
02/12/2015	77626	R	NORTH AMERICAN MECHANICAL INC	1,858.93
02/12/2015	77627	R	OCCUPATIONAL HEALTH CENTERS	84.00
02/12/2015	77628	R	OFFICE DEPOT	64.10
02/12/2015	77629	R	OPPORTUNITIES PRINT SERVICES	186.65
02/12/2015	77630	R	PIGGLY WIGGLY	263.30
02/12/2015	77631	R	RAMIREZ, JOSE	12.85
02/12/2015	77632	R	RAPP, BOB	120.00
02/12/2015	77633	R	SAN A CARE INC	2,051.68
02/12/2015	77634	R	DARYL SCHULTZ	48.00
02/12/2015	77635	R	SEW MANY THREADS, LLC	198.00
02/12/2015	77636	R	SHOEMAKER, RUSSELL	20.65
02/12/2015	77637	R	SMITH, DAVID	48.00
02/12/2015	77638	R	STOUGHTON AREA SCHOOL DISTRICT	850.00
02/12/2015	77639	R	SUNBURST DIGITAL, INC.	124.98
02/12/2015	77640	R	TEACHERS ON CALL	7,084.36
02/12/2015	77641	R	THE OMNI GROUP	85.50
02/12/2015	77642	R	THORNTON, RON	96.00
02/12/2015	77643	R	WELDERS SUPPLY COMPANY	107.10
02/12/2015	77644	R	WISCONSIN DEPARTMENT OF FINANC	20.00
02/12/2015	77645	R	DAVID YOSS	148.00
02/20/2015	77646	R	ADVANCED DISPOSAL	1,404.23
02/20/2015	77648	R	AT & T	1,529.69
02/20/2015	77649	R	BIER, THOMAS	96.00
02/20/2015	77650	R	BUSSE, ERIC	137.59
02/20/2015	77651	R	CHARTER COMMUNICATIONS	1,887.84
02/20/2015	77652	R	DEMEUSE, ROBERT	75.00
02/20/2015	77653	R	E & D WATER WORKS INC	77.00
02/20/2015	77654	R	EAST TROY HIGH SCHOOL	13.00
02/20/2015	77655	R	EVANSVILLE REVIEW	178.50
02/20/2015	77656	R	FOLLETT SCHOOL SOLUTIONS, INC.	1,452.25

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
02/20/2015	77657	R	LARRY GARVOILLE	60.00
02/20/2015	77658	R	GATES, TONY	48.00
02/20/2015	77659	R	GRAINGER PARTS	30.09
02/20/2015	77660	R	GROVESTEN, RONALD	48.00
02/20/2015	77661	R	HINKER, KEVIN	60.00
02/20/2015	77662	R	KINZER-SOMERVILLE, MOLLY	20.15
02/20/2015	77663	R	LEGLER, RICHARD	207.80
02/20/2015	77664	R	LINDEMAN, ROBERT	253.70
02/20/2015	77665	R	LODI HIGH SCHOOL	48.00
02/20/2015	77666	R	MANSKY, RYAN	60.00
02/20/2015	77667	R	MARLIN, ALISON	100.00
02/20/2015	77668	R	MELMS, KIMBERLY	75.00
02/20/2015	77669	R	JOHN MEYERS	96.00
02/20/2015	77670	R	MIDDLETON-CROSS PLAINS SCHOOL	360.00
02/20/2015	77671	R	MJ CARE, INC.	649.00
02/20/2015	77672	R	DALE MULDER	209.60
02/20/2015	77673	R	DAVE NIELSON	50.00
02/20/2015	77674	R	OCCUPATIONAL HEALTH CENTERS	210.00
02/20/2015	77675	R	OFFICE DEPOT	69.91
02/20/2015	77676	R	PEARSON, CLINICAL ASSESSMENT	527.53
02/20/2015	77677	R	PERSONS, JENNIFER	42.18
02/20/2015	77678	R	RHYME BUSINESS PRODUCTS	3,076.71
02/20/2015	77679	R	RIEL, TONY	144.24
02/20/2015	77680	R	SCAN AIR FILTER INC	360.28
02/20/2015	77681	R	DEREK SCHAEFER	60.00
02/20/2015	77682	R	ANDY SEILS	100.00
02/20/2015	77683	R	TAHER	29,726.31
02/20/2015	77684	R	TEACHERS ON CALL	12,922.14
02/20/2015	77685	R	THORNTON, RON	48.00
02/20/2015	77686	R	WIAA	751.43
02/20/2015	77687	R	WISCAT REFERENCE AND LOAN LIB	200.00
02/20/2015	77688	R	WISCONSIN SCHOOL MUSIC ASSOCIA	1,194.00
02/20/2015	77689	R	DAVID YOSS	50.00
02/25/2015	77690	R	AMERICOLLECT INC.	75.00
02/25/2015	77691	R	AMERIPRISE FINANCIAL SERVICES	370.00
02/25/2015	77692	R	FRANKLIN TEMPLETON BANK & TRUST	1,210.00
02/25/2015	77693	R	KOHN LAW FIRM S.C.	377.89
02/25/2015	77694	R	METLIFE	75.00
02/25/2015	77695	R	MG TRUST COMPANY	750.00
02/25/2015	77696	R	SBG-VAA	30.00
02/26/2015	77697	R	BLACKHAWK TECHNICAL COLLEGE	1,766.68
02/26/2015	77698	R	EDGERTON HIGH SCHOOL	5,992.44
02/26/2015	77699	R	ELKHORN AREA SCHOOL DISTRICT	2,700.00
02/26/2015	77700	R	THOMAS FENTON JR	48.00
02/26/2015	77701	R	EVERETT FENWICK	60.00
02/26/2015	77702	R	GATES, TONY	48.00
02/26/2015	77703	R	HANSON, MARK	60.00
02/26/2015	77704	R	BILL HARTJE	123.00
02/26/2015	77705	R	LOREN HOMB	60.00
02/26/2015	77706	R	HRICAY, STEVEN	48.00
02/26/2015	77707	R	J.W. PEPPER & SON INC	8.00
02/26/2015	77708	R	JEDI VIRTUAL SCHOOL	12.00
02/26/2015	77709	R	JOHNSON SEED & FEED	16.49
02/26/2015	77710	R	JACOB KADERLY	50.00
02/26/2015	77711	R	KLOCEK, DAVE	60.00
02/26/2015	77712	R	KUYPERS CONSULTING INC	47.40

CHECK DATE	CHECK NUMBER	CHE TYPE	VENDOR	AMOUNT
02/26/2015	77713	R	LUTHER, HAROLD	48.00
02/26/2015	77714	R	DAVID MANKE	48.00
02/26/2015	77715	R	MIDAMERICA ADMINISTRATIVE & RE	145.00
02/26/2015	77716	R	MJ CARE, INC.	2,080.00
02/26/2015	77717	R	DAVE NIELSON	50.00
02/26/2015	77718	R	NOVAK, MARK	60.00
02/26/2015	77719	R	OFFICE DEPOT	67.80
02/26/2015	77720	R	ONWARD HEALTHCARE	2,458.50
02/26/2015	77721	R	RHYME BUSINESS PRODUCTS	62.00
02/26/2015	77722	R	RIEDEMAN, CATHLEEN	60.00
02/26/2015	77723	R	RIEL, TONY	52.04
02/26/2015	77724	R	SERVICE REPRODUCTION CO	97.30
02/26/2015	77725	R	SMITH, DAVID	48.00
02/26/2015	77726	R	THEODORE ROBINSON INTERMEDIATE	10.00
02/26/2015	77727	R	THORNTON, RON	48.00
02/26/2015	77728	R	WATTS, JONATHAN	48.00
02/26/2015	77729	R	WAUNAKEE COMM SCHOOL DISTRICT	540.00
02/26/2015	77730	R	DAVID YOSS	48.00
02/19/2015	2015012	M	EVANSVILLE WATER & LIGHT DEPT	41,046.03
02/19/2015	2015013	M	U.S. CELLULAR	207.58
02/05/2015	141500160	A	BADGER SPORTING GOODS CO., INC	750.31
02/05/2015	141500161	A	BOARDMAN & CLARK LLP	4,789.94
02/05/2015	141500162	A	FRITZ, DEBRA	605.00
02/05/2015	141500163	A	HURDA, DANA	31.08
02/05/2015	141500164	A	NASCO	377.23
02/12/2015	141500165	A	COUNES, RYA	14.99
02/12/2015	141500166	A	DOBBS, JOANIE	11.78
02/12/2015	141500167	A	KATZENMEYER, JENNY	50.00
02/12/2015	141500169	A	LANDMARK SERVICES COOPERATIVE	7,136.26
02/12/2015	141500170	A	MILLS, CAROLYN	11.99
02/12/2015	141500171	A	PER MAR SECURITY SERVICES	410.60
02/20/2015	141500172	A	BUTTCHEN, KENDALL	48.00
02/20/2015	141500173	A	GRIBBLE, AMY	190.00
02/20/2015	141500174	A	KATZENMEYER, JENNY	50.00
02/20/2015	141500175	A	KATZENMEYER, KIMBERLY	183.15
02/20/2015	141500176	A	MARLIN, ALISON	23.70
02/20/2015	141500177	A	NASCO	585.72
02/20/2015	141500178	A	SWEBERG, MICHELLE	38.85
02/26/2015	141500179	A	AIRGAS USA LLC DBA ENCOMPASS	188.00
02/26/2015	141500180	A	BUTTCHEN, KENDALL	48.00
02/26/2015	141500181	A	CESA #2	1,560.00
02/26/2015	141500182	A	DEMEUSE, ROBERT	46.62
02/26/2015	141500183	A	KROHN, KIARA	38.85
02/26/2015	141500184	A	NASCO	65.11
02/26/2015	141500185	A	REDDERS, DEEJAY	71.04
02/26/2015	141500186	A	ROTH, JERRY	391.27
02/26/2015	141500187	A	SHULTA, STEVEN	417.02

Totals for checks 531,598.24

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

#	Name on Form	EHB Part	EHB Page/Section/Section #	Board Action		Date
				YES	NO	
1	Kelly Mosher	1-All Employees	Pg 14/3.04 - Remove Policies 454.1-Reporting Child Abuse and 454.1 Form - Policies removed from Policy Manual			
2	Kelly/Doreen	1-All Employees	Pg 32/10/10.02 and 10.03 - Bereavement Leave - consolidate, rewrite 10.02, and renumber appropriately			
3	Deelay/Kim	2-Certified Staff	Pg 42/1/1.01 - Professional Hours/Workday - Normal Hours of Work - change hours - Tabled until next meeting			
4	Doreen/Kelly	2-Certified Staff	Pg 55/7/7.02 - Sick, Personal, Bereavement, and Leave Benefits - make consistent with policy #529.4 Use of Sick Days - Proposal withdrawn, Policy to Policy Committee			
5	Kelly/Doreen	3-Support Staff	Pg 59/1.02 - Job Descriptions - insert new language and put job descriptions on Shared Network Drive			
6	Doreen/Kelly	3-Support Staff	Pg 60/1.08 - Emergency School Closings - add job titles			
7	Doreen/Kelly	3-Support Staff	Pg 66/7 - Paid Vacations - job title changes and add one week vacation under C			
8	Doreen/Kelly	3-Support Staff	Pg 68/8/C. 4. # - Holidays - job title change			
9	Doreen/Kelly	3-Support Staff	Pg 70/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - remove Administrative Assistants and add All Other; moving All Other to last in each box			
10	Doreen/Kelly	3-Support Staff	Pg 70/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - * should go at very end; list C, D, two boxes, and asterisk (*)			
11	Doreen/Kelly	3-Support Staff	Pg 71/9/9.01 C - Sick, Personal, Bereavement Leave Benefits - remove first sentence from C. 2nd paragraph			
12	Doreen/Kelly	3- Support Staff	Pg 73/11/11.02 and 11.03 - Job Title Change; remove Technology Assistant from 11.02 and add Technology Data Specialist to 11.03			

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

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Employee/School Board Member Name: Kelly Mosher – Due to Removal of Policy

Employee Handbook Part: Part 1- All Employees

Employee Handbook Page/Section/Section #: Page 14, 3.04

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: 0

Legal Impact: n/a

3.04 Child Abuse Reporting

Refer to Policies: 454 – Reporting Child Abuse and Neglect

~~454.1 – Reporting Child Abuse and Neglect, Administrative Guidelines~~
~~454.X Form – Child Protective Services Referral~~



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, Twitter™, Facebook™, 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

EVANSVILLE COMMUNITY SCHOOL DISTRICT
CHILD PROTECTIVE SERVICES REFERRAL

*is now -
454 Form*

CONFIDENTIAL

Child's Name: _____ Age: _____ DOB: _____

Sex: _____ Grade: _____ School: _____

Address: _____ Phone: _____

Special Needs of Child/Family (S/L, ESL, cognitive, disabilities, special ed): _____

Family Stressors (AODA, financial, marital, family violence, legal, mental health): _____

Describe Abuse and Neglect Regarding Student Concern of Injuries or Conditions: _____

Family Information (including all people in the home, custodial/non-custodial parents, stepparents, primary caregiver, siblings, court order contacts, adults not in the home):

Name	Relationship	School	DOB	Home Phone/Work Phone

Previous DCHS Referrals/Interventions: _____

Current Worker: _____

Action Taken: _____

REPORTED TO: Name: _____ Position: _____

Phone: _____ Date/Hour: _____ Agency: _____

REPORTED FROM: Name: _____ School: _____ Phone: _____

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

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Employee/School Board Member Name: Kelly Mosher/Doreen Treuden – for clarification, no change to past practice.

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):

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: 0

Legal Impact: n/a

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.

Rec'd 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.

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: Doreen/Kelly – Clarification

Employee Handbook Part: Part 2 – Certified Staff

Employee Handbook Page/Section/Section #: Pg. 55, 13 – Insurance and Leave, Sick

Suggested Revision:

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

13. should read: Use of sick leave under this section will be allowed when an employee must remain home to care for a sick child, spouse, domestic partner, or parent who lives in the employee's home.

This is consistent with policy #529.4.

last sentence):

DISTRICT OFFICE USE ONLY

Form received: 12-1-14

This change withdrawn at 12-1-14 meeting.

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: savings – cannot be measured

Legal Impact: n/a

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

529.4

USE OF SICK DAYS

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

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

USE OF PARTIAL SICK DAYS/PERSONAL DAYS

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

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

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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

[Empty rectangular box]

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: 0

Legal Impact: n/a

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

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Employee/School Board Member Name: Doreen/Kelly - clarification

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: 0

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.

1.06 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.

1.07 Lunch 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 leave will be paid only for hours worked.

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

Assistant

(Business Services Assistant)

Add: Payroll Specialist, Technology & Data Specialist

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Employee/School Board Member Name: Doreen/Kelly – Clarification/update job titles

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,

- | |
|--|
| <ol style="list-style-type: none"> 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):

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: 0 – no sub needed

Legal Impact: consistent language

Section 7 PAID VACATIONS

1 *

Educational Assistants, Clerks, Secretaries, Receptionists, and Technology ^{Assistant} Specialists:

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. ^{two (2)} one (1) week after 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 and the employee's immediate supervisor, or in the absence of the immediate supervisor, the District Administrator.

3 *

Administrative Assistants: ^{Business Services Assistant / Receptionist, Payroll / Benefit Specialist and Technology and Data Specialist}

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.

4 * B. For Administrative Assistants ^{and Technology and Data Specialist} 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

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: Doreen/Kelly – Clarification/update 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

[Empty rectangular box for signature or stamp]

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: 0

Legal Impact: n/a

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.

Technology and Data Spec.

- 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.

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: Doreen/Kelly – Clarification/update job titles

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: 0

Legal Impact: n/a

Section 9

LEAVE BENEFITS

9.01 Sick, Personal, Bereavement, Leave Benefits

Refer to Policies: 529.4 – Use of Sick Days

529.1 – Family & Medical Leave

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

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

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

- B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

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

*

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

*

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

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

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

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Employee/School Board Member Name: Doreen/Kelly – Clarification

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):

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: 0

Legal Impact: n/a

Section 9 LEAVE BENEFITS

* 9.01 Sick, Personal, Bereavement, Leave Benefits

Refer to Policies: 529.4 – Use of Sick Days

529.1 – Family & Medical Leave

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

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

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

- B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

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

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

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

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

Move to
After Letter D

Move
to end

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.

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: Doreen/Kelly – Clarification

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. 2nd paragraph.

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: 0

Legal Impact: n/a

Section 9

LEAVE BENEFITS

9.01 Sick, Personal, Bereavement, Leave Benefits

Refer to Policies: 529.4 – Use of Sick Days

529.1 – Family & Medical Leave

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

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

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

- B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

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

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

Number of Days Worked in a School Year	Maximum Accumulation of Sick Hours Hired Prior to July 1, 2003	Maximum Accumulation of Sick Hours Hired After July 1, 2003
180-196 (9 month)	825	880
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*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.

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: Doreen/Kelly – Updated job titles

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: 0

Legal Impact: n/a

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~~ ^{Spec} 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 ^{Technology Data Spec}

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.

Revised: August 13, 2001

171.1

Revised: September 8, 2003

Revised:

1st Reading: 1/28/15; 2nd Reading: 2/11/15; 3rd Reading: 3/11/15

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. Exception: 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)

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

184

Revised:

1st Reading: 1/28/15; 2nd Reading: 2/11/15; 3rd Reading: 3/11/15

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. 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 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.

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 Property 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)

Approved: February 13, 1995
Revised: December 13, 1999

345

Revised:

1st Reading: 1/28/15; 2nd Reading: 2/11/15; 3rd Reading: 3/11/15

RECOGNITION OF STUDENT ACHIEVEMENTS

The Evansville Community School District Board of Education believes in recognizing individuals, groups and teams for outstanding achievement. The Board directs principals to commend and publicly display outstanding achievements in academics, athletics, co-curricular activities, citizenship, community service and volunteer activities and support. Criteria for District awards shall be developed consistent with District policy and objectives.

The school administration, staff, students, public or board members may make recommendations for recognition and commendation. All recommendations are to be reviewed by the building principal.

Approved: April 2, 2001

345.11

Revised: January 9, 2006

1st Reading: 1/28/15; 2nd Reading: 2/11/15; 3rd Reading: 3/11/15

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

345.2

Revised:

1st Reading: 1/28/15; 2nd Reading: 2/11/15; 3rd Reading: 3/11/15

PROGRESS REPORTS TO PARENTS/GUARDIANS

The Evansville Community School District 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.

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.

PROMOTION AND RETENTION

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. 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.

Legal Ref.: Sections 118.24(2)(a) Wisconsin Statutes (School District Administrator)
118.33(6)(a), 118.33(6)(cm) (High School Graduation Standards;
Criteria for Promotion)

Revised: January 9, 2006

345.5

Revised: June 14, 2010

Revised:

1st Reading: 1/28/15; 2nd Reading: 2/11/15; 3rd Reading: 3/11/15

NATIONAL HONOR SOCIETY

The Evansville Community School District 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.

Revised: July 14, 2003

345.51

Revised: April 9, 2007

Revised:

1st Reading: 1/28/15; 2nd Reading: 2/11/15; 3rd Reading: 3/11/15

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 grades will be calculated and honor rolls established and published according to the following ranges:

High Honor Roll = 3.60 - 4.00

Honor 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 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.

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 state statute, 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(s) with the highest ACT test score recorded, at the conclusion of the 14th quarter, will receive the scholarship(s). If there is only one valedictorian, the salutatorian will receive the scholarship. If the valedictorian(s) or salutatorian(s) are not attending a state school, the scholarship will go to the next eligible student.

Breaking a Tie

The following progressive 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 still equal, then 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 still equal, then the student with the highest SAT test score recorded, at the conclusion of the 14th quarter, will receive the scholarship.
4. If still equal, then a coin flip will make the final determination.

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

PI 9 Wisconsin Administrative Code
HEA 9

Local Ref.: Policy #460- Student Scholarships

Policy #462 – WI Technical Excellence Scholarship

Policy 341- Academic Programs

Revised: June 13, 2005
Revised: March 13, 2006

345.61

Revised:
1st Reading: 1/28/15; 2nd Reading: 2/11/15; 3rd Reading: 3/11/15

NO SUGGESTED CHANGES

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

Revised: October 13, 2003

345.62

Revised: June 27, 2011

Revised:

1st Reading: 1/28/15; 2nd Reading: 2/11/15; 3rd Reading: 3/11/15

GRADUATION EXERCISES

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 Community School District 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

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. Previous Enrollment: A candidate must have attended Evansville High School for a minimum of two complete semesters.
2. Minimum Age: 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. Previous Enrollment: 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. Military Service: 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. Method of Applying: 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.

Revised: October 8, 2007

422

Revised: April 9, 2014

Revised:

1st Reading: 1/28/15; 2nd Reading: 2/11/15; 3rd Reading: 3/11/15

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.
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. Children born after September 1 and before November 1: 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.
 - b. Children born on or after November 1 and before December 1: 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), 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.
 - 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 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.

Legal Ref.: Sections 118.13 Wisconsin State Statutes (Pupil Discrimination Prohibited)

118.14(1) (Age of Pupils)

118.15(1) (Compulsory School Attendance)

118.33(6)(cm) (High School Graduation Standards: Criteria for
Promotion)

120.12(25) (School Board Duties)

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 candidates 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 tie-breaking 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 39.415 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

Local Ref.: Policies: #345.1 - Grading Systems

#345.51 - Academic Honors

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, March 25, 2015
6:00 p.m.

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

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

- I. Roll Call: Tina Rossmiller John Rasmussen Amanda Koenecke
 Kathi Swanson Sandra Spanton Nelson
 Eric Busse Melissa Hammann
- II. Approve Agenda.
- III. CSI Action Plan Updates.
- IV. Budget Finance – Chair, Tina Rossmiller
- A. Discussion Items:
1. 2015-2016 Budget Update.
 2. 4K Update.
 3. Employee Compensation Committees Update.
 4. Evansville Education Foundation Update.
 5. Insurance Committee Update.
- B. Develop Budget Finance Agenda Items for April 29 Meeting.
- V. Business (Action Item):
- A. Approval of March 11, 2015, Minutes.
- B. Approval of Director of Student Services.
- VI. Policies – Chair, Tina Rossmiller:
- A. First Reading of Policies:
1. #185-Board Committees
 2. #529.4-Use of Sick Days
 3. #662.3-General Fund Balance
 4. #657-Student Fees, Fines and Charges
 5. #657.1-Student Fee Schedule
 6. #321-School Year/School Calendar
- VII. Board Development – Chair, Kathi Swanson
- A. First Reading of Policies:
1. #182-Quorum
 2. #183-Voting
- B. Develop Board Development Agenda for April 29 Regular Meeting.
- VIII. Future Agenda – Chair, Kathi Swanson
- A. Develop April 8, 2015, Regular Board Meeting Agenda.
- IX. Adjourn.