

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda
Wednesday, May 13, 2015
5:00 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: Kathi Swanson Sandra Spanton Nelson Mason Braunschweig
 Eric Busse Melissa Hammann HS Rep Aliye Gallagher
 John Rasmussen Amanda Koenecke HS Rep Sydney Michael

- II. Approve Agenda.

- III. Public Announcements/Recognition/Upcoming Events:
 - Recognize HS Board Rep Aliye Gallagher
 - Accepted to Reading Institute (Lucy Calkins Reading and Writing Project) – Deb Fritz
 - Staff End of Year Celebration/Retirement – May 29, 4:00 pm, Red Barn
 - Back To School Days – August 4, 3:00-7:00 pm; August 12, 10:00 am-2:00 pm

- IV. High School Board Representatives Report of Events.

- V. Public Presentations.

- VI. Information & Discussion:
 - A. 2015-16 Textbook Adoption Proposal.
 - B. 2015-2016 Staffing Summary.
 - C. 2015 Open Enrollment and Staffing.
 - D. Local Government Property Insurance Fund.
 - E. Set the Annual Meeting Date.
 - F. Continuous System Improvement (CSI) Plan Update.
 - G. Second Reading of Policies: #322-Student School Day; #525-Staff Solicitations; #545-Support Staff Assignments and Transfers; #546.1-Resignation of Support Staff; #546.2-Retirement of Support Staff; #546.4-Reduction in Support Staff Workforce; #547-Staff Development Opportunities for Support Staff, and Appendix A, Employee Handbook Proposed Change Form.
 - H. Second Reading of Employee Handbook Proposed Changes: #1-All Employees-pg. 9, Section 1, 1.01, B. Disclaimer and pg. 86, Employee Acknowledgment; #6-All Employees-pg. 36, Section 13.00, 13.02, Unpaid Leave of Absence, Other Than Medical Reasons; #7-All Employees-pg. 30, Section 8, 8.05, Sick Leave Bank; #8-Certified-pg. 43, Section 2, 2.02, Lane Advancement; #10-Certified-pg. 57, Section 8, C. 3. B, Retirement System Contributions; #11-Certified-pg. 57, Section 8, C. 4, Retirement System Contributions, and Part 3, Support Staff, pg. 74, Section 11, D,

Retirement System Contributions; and #20-Support, pg. 70, Section 9, 9.01, C, Sick Days and pg. 73, Section 11, 11.02, A, Retirement Benefits.

- VII. Public Presentations.
- VIII. Business (Action Items):
 - A. Approval of Donation – Fencing Around Varsity Soccer Field.
 - B. Approval of 2015 Open Enrollment Applications.
 - C. Approval of Staff Changes: Teachers Resignations; Support Staff Retirement; Job Share Agreement; and Hiring of a Teacher.
 - D. Approval of Resolution for Fund 46 (Long-Term Capital Improvement Trust Fund).
 - E. Approval of 10 Year Capital Improvement Plan, Effective July 1, 2015, Through June 30, 2024.
 - F. Approval of Food Service Change in Breakfast Service.
 - G. Approval of Policy #353.1-School Volunteers.
 - H. Request for Proposal for District Wide Roofing.
- IX. Consent (Action Items):
 - A. Approval of April 29 Regular Meeting Minutes.
 - B. Approval of Policies: #182-Quorum; #183-Voting; #185-Board Committees; #321-School Year/School Calendar; #529.4-Use of Sick Days; #662.3-General Fund Balance; #657-Student Fees, Fines and Charges; and #657.1-Student Fee Schedule.
 - C. Approval of March and April Bills and Reconciliation.
- X. May 27 Regular Meeting Agenda.
- XI. Adjourn.

Mission Statement:

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

Vision Statement:

Creating a culture of excellence in:

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

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

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

Posted: 5/8/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs
Wednesday, May 13, 2015
5:00 p.m. – NOTE THE TIME OF THE MEETING

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

- I. **Roll Call:** Kathi Swanson Sandra Spanton Nelson Mason Braunschweig
Eric Busse Melissa Hammann HS Rep Aliye Gallagher
John Rasmussen Amanda Koenecke 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:**

- Recognize HS Board Rep Aliye Gallagher
- Accepted to Reading Institute (Lucy Calkins Reading and Writing Project) – Deb Fritz
- Staff End of Year Celebration/Retirement – May 29, 4:00 pm, Red Barn
- Back To School Days – August 4, 3:00-7:00 pm; August 12, 10:00 am-2:00 pm

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

V. **Public Presentations.**

VI. **Information & Discussion:**

- A. 2015-16 Textbook Adoption Proposal – *Interim Co-Director of Instruction, Ms. Murphy, has enclosed information. She and teacher, Mr. Benson, will be in attendance to answer any questions.*
- B. 2015-2016 Staffing Summary – *Business Manager, Ms. Treuden has enclosed a memo.*
- C. 2015 Open Enrollment and Staffing – *Enclosed is open enrollment information and a memo from Principals, Ms. Dorn and Mrs. Dobbs.*
- D. Local Government Property Insurance Fund – *Ms. Treuden has enclosed a memo.*

- E. Set the Annual Meeting Date – According to our policy #171-Board Meetings, we are to set the annual meeting between May 15 and September 30, no later than the May board meeting. Mr. Roth suggests having this meeting on Wednesday, September 23 (this would be an extra meeting night) or September 30 (Board’s normal meeting night), at 7:00 pm. We are asking for consensus of a date and start time.
- F. Continuous System Improvement (CSI) Plan Update – The Committee’s next meeting schedule:
- Teaching and Learning – TBD (after Literacy Audit)
 - Workforce Engagement and Development – May 7
 - Communication and Community Engagement – May 11
 - Technology – May 13
 - Climate and Culture – TBD
 - Facilities and Operations – June 23
- G. Second Reading of Policies: #322-Student School Day; #525-Staff Solicitations; #545-Support Staff Assignments and Transfers; #546.1-Resignation of Support Staff; #546.2-Retirement of Support Staff; #546.4-Reduction in Support Staff Workforce; #547-Staff Development Opportunities for Support Staff, and Appendix A, Employee Handbook Proposed Change Form – Enclosed are the policies.
- H. Second Reading of Employee Handbook Proposed Changes: #1-All Employees-pg. 9, Section 1, 1.01, B. Disclaimer and pg. 86, Employee Acknowledgment; #6-All Employees-pg. 36, Section 13.00, 13.02, Unpaid Leave of Absence, Other Than Medical Reasons; #7-All Employees-pg. 30, Section 8, 8.05, Sick Leave Bank; #8-Certified-pg. 43, Section 2, 2.02, Lane Advancement; #10-Certified-pg. 57, Section 8, C. 3. B, Retirement System Contributions; #11-Certified-pg. 57, Section 8, C. 4, Retirement System Contributions, and Part 3, Support Staff, pg. 74, Section 11, D, Retirement System Contributions; and #20-Support, pg. 70, Section 9, 9.01, C, Sick Days and pg. 73, Section 11, 11.02, A, Retirement Benefits – Enclosed are the proposed changes.

VII. Public Presentations.

VIII. Business (Action Items):

- A. Approval of Donation – Fencing Around Varsity Soccer Field – Athletic Director, Mr. Cashore, has enclosed a memo.

Suggested Motion: I move we approve the anonymous donation of \$18,799, to go towards the fencing around the varsity soccer field, with thanks and appreciation.

- B. Approval of 2015 Open Enrollment Applications – According to the law on Full-Time Open Enrollment, the Board needs to approve all applications for the February-April 2015, application period, prior to June 5. Enclosed is information. At the January 14, 2015, meeting, the following motions were made:

- Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to deny any open enrolled applications for grades 4K, KG, 1st, 2nd, 3rd, and 4th, due to class size limits and space. Discussion. Motion carried, 7-0 (voice vote).
- Motion by Mr. Rasmussen, seconded by Ms. Koenecke, moved that in grades 5-12 we will not consider the availability of space (we will accept applications). Motion carried, 7-0 (voice vote).
- Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved that in grades 4K-12, we deny applications of students who qualify to receive special education services due to space and caseload. Motion carried, 7-0 (voice vote).
- Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved that in grades 4K-12, we deny applications for student who qualify to receive special education related services due to space and caseload. Motion carried, 7-0 (voice vote).

Suggested Motion: I move we approve the open enrollment IN and OUT applications as presented, with the Interim/Director of Students Services and District Administrator, making decisions on the special education applications, pending final evaluation and cost estimates, and denying application #29 IN, due to expulsion. Those IN applications denied, except for #29 IN, will be placed on a waiting list and admitted if space becomes available.

C. Approval of Staff Changes: Teachers Resignations; Job Share Agreement; Support Staff Retirement; and Hiring of a Teacher – *Please approve the following:*

1. *Teachers Resignations – Lindsay Roesler, Speech and Language Pathologist, Gustavo Chaviano, High School Music Teacher, and Kim Melms, 50% High School Social Studies, effective at the end of the 2014-2015 school year.*

Suggested Motion: I move we approve the teacher resignations of Lindsay Roesler, Speech and Language Pathologist, Gustavo Chaviano, High School Music, and Kim Melms, 50% High School Social Studies, effective at the end of the 2014-2015 school year.

2. *Retirement of Jo-Al Cufaude, educational assistant. Jo-Al will have completed her 25th year with the District.*

Suggested Motion: I move we approve the retirement on Jo-Al Cufaude, effective at the end of the 2014-2015 school year and thank her for her 25 years of service to the District.

3. *Job Share Agreement for Nicole Forster.*

Suggested Motion: I move we approve the Memorandum of Agreement for Job Sharing, as presented, for Nicole Forster.

4. *Hiring of a Teacher – Please approve the hiring of Laura Martin, as an Elementary Teacher, teaching Kindergarten. Laura is currently fulfilling a one year contract with us as a kindergarten teacher in an inclusive classroom. Laura is certified to teach regular and special education. She has spent the majority of her teaching career in Early Childhood with this year being her first year as a kindergarten teacher. Her "heart is in kindergarten". Laura's salary will be \$40,376.*

Suggested Motion: I move we hire, Laura Martin, as an Elementary Teacher, for the 2015-2016 school year, for a salary of \$40,376.

- D. Approval of Resolution for Fund 46 (Long-Term Capital Improvement Trust Fund) – Ms. Treuden has enclosed the Resolution.

Suggested Motion: I move we approve the Resolution for Fund 46 (Long-Term Capital Improvement Trust Fund) as presented.

ROLL CALL VOTE –

- E. Approval of 10 Year Capital Improvement Plan, Effective July 1, 2015, Through June 30, 2024 – Ms. Treuden has enclosed the Plan.

Suggested Motion: I move we approve a 10 Year Capital Improvement Plan, effective July 1, 2015, through June 30, 2024, as presented.

- F. Approval of Food Service Change in Breakfast Service – Ms. Treuden has enclosed a memo.

Suggested Motion: I move we approve to discontinue participation in the National School Breakfast Program, effective with the 2015-2016 school year.

- G. Approval of Policy #353.1-School Volunteers – Please approve the enclosed policy. Also enclosed is a draft Volunteer Coordinator Job Description and Volunteer Information.

Suggested Motion: I move we approve policy #353.1-School Volunteers, as presented.

- H. Approval of Request for Proposal for District Wide Roofing – Director of Buildings & Grounds, Mr. Shulta, has enclosed a memo.

Suggested Motion: I move we approve the Request for Proposal for District Wide Roofing to vendors: Milwaukee Insulation, Southern Wisconsin Roofing, and Apex,

IX. Consent (Action Items): Do you want to pull any item(s) from the Consent Agenda?

- A. Approval of April 29 Regular Meeting Minutes – *Minutes enclosed.*
- B. Approval of Policies: #182-Quorum; #183-Voting; #185-Board Committees; #321-School Year/School Calendar; #529.4-Use of Sick Days; #662.3-General Fund Balance; #657-Student Fees, Fines and Charges; and #657.1-Student Fee Schedule – *Policies enclosed.*
- C. Approval of March and April Bills and Reconciliation – *Enclosed are the March and April bills and reconciliation.*

Suggested Motion: I move we approve the consent agenda items of: April 29 Regular Meeting Minutes; policies: #182-Quorum; #183-Voting; #185-Board Committees; #321-School Year/School Calendar; #529.4-Use of Sick Days; #662.3-General Fund Balance; #657-Student Fees, Fines and Charges; and #657.1-Student Fee Schedule; and the March and April bills and reconciliations as presented.

Roll Call Vote –

- X. **May 27 Regular Meeting Agenda** – *Enclosed is the draft agenda.*

- XI. **Adjourn.**

Suggested Motion: I move we adjourn the meeting.

High School Board Report

May 13th, 2015

Sydney Michel

Aliye Gallagher

- Week of the Young Child Event, Art Dept. and EFPL – April 17th
- RVC Student Council – April 21st
- BASE Reality Maze – April 23rd
- SADD Operation Click Banquet – April 23rd
- State Solo and Ensemble – April 25th
- Refuse to Bruise at WASC Jam Conference – April 26th
- NHS Carnival Week Fundraiser – April 27th-May 1st
- Cinderella – May 1st - 3rd
- Senior Project Presentations – May 4th-3rd
- Prom – May 9th
- Band Pops Concert – May 11th
- Choir Pops Concert – May 18th

MEMORANDUM

TO: Board of Education
FROM: Alice A. Murphy, Interim Co-Director of Instruction
RE: 2015-16 Textbook Request
DATE: May 13, 2015

The District purchases textbooks annually in order to provide teachers with instructional resources that align with state and national standards, qualify local courses for Advanced Placement status and college credit, and better meet the needs of the students who attend our schools.

There is a single textbook request for the 2015-16 school year. The High School Conceptual Physics course has a significant need for an updated resource. The current text has a copyright date of 1998. The instructional content no longer aligns with the current practice of introducing the concepts of forces and atomic interactions. Several resources have been considered by the Science teaching team with the result of their study being consensus for bringing forward the following recommendation:

2015-16 Textbook Request

| Course | Teacher | Textbook | Cost |
|--------------------|--------------|---|-------------|
| Conceptual Physics | Brian Benson | <i>Conceptual Physics</i> <i>12th Edition</i> | \$14,036.76 |

Mr. Benson is requesting 100 new textbooks for the Conceptual Physics course at Evansville High School to replace the current resource from 1998. The recommended text, *Conceptual Physics, 12th Edition*, fully aligns with the course curriculum. The sequencing of the content mirrors the current instructional format and would enhance the daily learning of the students. This text received the highest rating in 6 of the 7 criteria from the Science teachers, qualifying this resource as an outstanding selection.

Textbook Purchase Rationale
Evansville Community School District
2014-2015

Textbook Title: Conceptual Physics, Paul Hewitt, 12th edition

Publisher: Addison Wesley Copyright: 2015

EHS Course: Conceptual Physics

Number of books Requested: 100 Cost per Book: \$129.97 (college edition)

(Please attach a quote from the publisher including shipping costs, if you have one.)

Describe why purchasing this textbook is necessary:

The science curriculum at Evansville High School has been changed and adapted over the years to reflect current educational research. This research shows that science content and concepts should be taught starting with the most fundamental ideas, forces and atomic interactions. Based on this information we modified our course sequencing to reflect a physics first philosophy. Physics is founded on the interaction of forces in a mechanical, electromagnetic, and nuclear environment. Once students have a solid foundation of force interaction (physics), they are ready to apply that information to atomic interactions (chemistry), and finally apply the physics and chemistry to life (biology). Our current textbook, Conceptual Physics, was written in 1998. It does a good job of discussing and presenting information on forces but it is not up to date and is presented in a different sequence than we are currently using. Several years ago the author of Conceptual Physics, Paul Hewitt, rewrote the text with an emphasis on forces. The new textbook mirrors our conceptual physics course and would be an outstanding asset to our students. We are in need of new textbooks for several reasons. Our current textbooks are over 10 years old and are in very poor condition and we need a resource that will complement our physics curriculum and follow our sequencing of content and concepts.

Describe the textbook selection process and why this textbook was selected:

The textbook selection process started several years ago with the realization that our text did not match our scope and sequence. The current physics text, Hewitt Conceptual Physics, has a more traditional content/concept sequence that does not focus on or begin with forces. In 2006, Hewitt rewrote the Conceptual Physics textbook to reflect a forces first physics sequencing that matches our conceptual physics course. I received a copy of this text at a Wisconsin science teacher's conference in 2008 and realized that it would be a great resource for our students. Unfortunately, we had greater curricular needs in other areas (AP chemistry, chemistry, and biology), so it wasn't feasible to start the process until now.

Earlier this school year, I started a conversation with the HS science department about adopting a new physics textbook. I circulated our current text along with the 12th edition of Hewitt, the newest version of Serway College Physics, and Physics by James Walker. We looked at all four, discussed the pros and cons, compared them to our current curriculum and decided we should adopt the Hewitt Conceptual Physics text. The Serway text is geared towards engineering physics and is better suited to AP or honors level course work. That left us to compare the Walker physics text to the Hewitt. Both are similar in their readability and had an excellent level of content. The main difference between the two is the conceptual sequencing of the content. Walker uses a more traditional arrangement that starts with motion and includes forces later. Hewitt begins with the equilibrium or imbalance of forces and uses this fundamental concept to build up content related to motion. Since we base our current science curriculum on forces and it scored the highest on our evaluations, the Hewitt text would be the best suited for adoption.

The next step will involve submitting this proposal to administration and possibly presenting it to the school board.

Sample Checklist for Textbook/Resources Evaluation
Evansville Community School District

Subject Physics

Grade or Course 9-12

Title: Conceptual Physics 12th ed

Authors: Paul Hewitt

Publisher: Pearson Copyright date: 2015

Reviewed by Brian Benson/Penny Messling/Alison Marlin/Betsy Stalder Date: 2/1/15

List all the components that were actually reviewed (e.g. teacher's guide, student books, hands on materials, multimedia material.)

Textbook, Lab Manual, Resource guide

1. How well does the instructional content align with the areas of the Contents Standards as described in the *Wisconsin Model Academic Standards*? See attached for list of content areas.

1

2

3

4

5

Omits substantial content included in WMAS and/or includes substantial content not recommended

Some misalignment of content with recommendations in WMAS

Aligns well with content recommendations in WMAS

This textbook displays a strong conceptual content level with an appropriate level of reading and math. The experiments that accompany this text are hands on and inquiry based which supports the WMAS and the NGSS

2. How well does the instructional content align with the Evansville Community School District Grade Level or Course Level Standards?

1

2

3

4

5

Omits substantial content included in WMAS and/or includes substantial content not recommended

Some misalignment of content with recommendations in WMAS

Aligns well with content recommendations in WMAS

This textbook follows the physics first format of our current science curriculum. This curriculum uses forces as a foundation on which all other science concepts are built.

3. Do the instructional materials present concepts accurately and correctly?

1

2

3

4

5

Substantial, major errors

Mostly correct, with some minor errors

Very accurate and correct

The strength of this text is the conceptual representation of basic physics forces. It offers concepts in the same order in which we present in our curriculum and has many real world examples.

4. How well do the instructional materials reflect current knowledge?

1 2 3 4 5

Ideas are out of date *Somewhat current* *Current*

It is copyright 2015, so it is current and up to date.

5. Do the materials provide sufficient depth of learning for students to develop the necessary understanding of key concepts?

1 2 3 4 5

Superficial explanations, inappropriate activities *Adequate explanation for understanding activities support understanding somewhat* *Excellent explanations, activities provide ample opportunity to develop understanding*

This text was written for non science track college students, so it is very appropriate and challenging for the average student while at the same time offers challenges to the more advanced student.

6. To what degree are assessments aligned to standards and reflect depth of understanding?

1 2 3 4 5

Assessments are unclear and unrelated to important learning outcomes *Some of the assessments are clear; measurement of important learning outcomes is inconsistent* *Assessments are clear, aligned to standards, and consistently measure, appropriate, important learning outcomes*

The assessment resources are inquiry based and rated by difficulty level so that you can choose the resources that you need

7. To what degree does research indicate that these materials are effective, teacher and student field tested, and support student achievement in the subject area?

1 2 3 4 5

Little or no research *Some positive research* *Extensive, reliable research, mixed reviews*

This textbook is one of the most used physics texts in the US and is approved by the National Science Foundation. The original version of this textbook was written over 20 year, so it has been extensively field tested and with major modifications being made as a result of this field testing.

Adapted from ATTAINING EXCELLENCE: TIMSS AS A STARTING POINT TO EXAMINE U.S. CURRICULA

Brian Benson
Alison Marini

[Signature]
[Signature]

Sample Checklist for Textbook/Resources Evaluation
Evansville Community School District

Subject Physics

Grade or Course 9-12

Title: Physics

Authors: James Walker

Publisher: Pearson Copyright date: 2015

Reviewed by Brian Benson/Penny Messling/Alison Marlin/Betsy Stalder Date: 2/1/15

List all the components that were actually reviewed (e.g. teacher's guide, student books, hands on materials, multimedia material.)

Textbook, Lab Manual, Resource guide

1. How well does the instructional content align with the areas of the Contents Standards as described in the *Wisconsin Model Academic Standards*? See attached for list of content areas.

1

2

3

4

5

Omits substantial content included in WMAS and/or includes substantial content not recommended

Some misalignment of content with recommendations in WMAS

Aligns well with content recommendations in WMAS

This textbook was not as thorough conceptually but it did have an appropriate level of reading and math. The experiments that accompany this text are hands on and inquiry based which supports the WMAS and the NGSS

2. How well does the instructional content align with the Evansville Community School District Grade Level or Course Level Standards?

1

2

3

4

5

Omits substantial content included in WMAS and/or includes substantial content not recommended

Some misalignment of content with recommendations in WMAS

Aligns well with with content recommendations in WMAS

This textbook did not follow the physics first format of our current science curriculum.

3. Do the instructional materials present concepts accurately and correctly?

1

2

3

4

5

Substantial, major errors

Mostly correct, with some minor errors

Very accurate and correct

Concepts were presently accurately and correct, but not in the same order as our current curriculum

4. How well do the instructional materials reflect current knowledge?

1

2

3

4

5

Ideas are out of date

Somewhat current

Current

It is copyright 2015, so it is current and up to date.

5. Do the materials provide sufficient depth of learning for students to develop the necessary understanding of key concepts?

1

2

3

4

5

Superficial explanations, inappropriate activities

Adequate explanation for understanding activities support understanding somewhat

Excellent explanations, activities provide ample opportunity to develop understanding

This text was written to provide a sufficient depth of learning.

6. To what degree are assessments aligned to standards and reflect depth of understanding?

1

2

3

4

5

Assessments are unclear and unrelated to important learning outcomes

Some of the assessments are clear; measurement of important learning outcomes is inconsistent

Assessments are clear, aligned to standards, and consistently measure, appropriate, important learning outcomes

The assessment resources were average for this type of text

7. To what degree does research indicate that these materials are effective, teacher and student field tested, and support student achievement in the subject area?

1

2

3

4

5

Little or no research

Some positive research

Extensive, reliable research, mixed reviews

I do not know. The concepts and content appear to be based on current research.

Adapted from ATTAINING EXCELLENCE: TIMSS AS A STARTING POINT TO EXAMINE U.S. CURRICULA

Brian Benson

Alison Marini

Henry James

**Evansville Physics
Hewitt 12e**

| School Information: | |
|-----------------------------|--|
| EVANSVILLE CMTY SCHOOL DIST | |
| School/District Name | |
| 340 FAIR ST | |
| Address | |
| EVANSVILLE, WI 53536 | |
| City / State / ZIP | |
| (608) 882-5224 | |
| Phone Number | |

| Purchase Summary | | |
|---------------------|-------------|----------------|
| Description | Amount Free | Amount Charged |
| | \$100.97 | \$12,997.00 |
| Subtotal | \$100.97 | \$12,997.00 |
| Shipping & Handling | | \$1,039.76 |
| Total | | \$14,036.76 |

* Prices effective through Sept. 30, 2015.
 ** Prices do not include applicable taxes.
 **** Titles are subject to change without notice.

To Order:
 Curriculum Customer Service
 Email: k12customerservice@pearson.com
 Phone: 1-800-848-9500
 Fax: 1-877-260-2530
 Online at OASIS: <http://k12oasis.pearson.com>
 ulhorvje_s00000036 01/14/2015

Hewitt 12e

| | Description | ISBN | Price | Quantity | | Total | |
|--------------------------------|--|---------------|--------|----------|--------|----------|-------------|
| | | | | Free | Charge | Free | Charge |
| 1 | CONCEPTUAL PHYSICS & MASTERPHY W/ETX A/C PK | 9780321940001 | 100.97 | 1 | 0 | \$100.97 | \$0.00 |
| 2 | CONCEPTUAL PHYSICS (HS BINDING) 12E ©2015 WITH MASTERINGPHYSICS WITH PEARSON ETEXT (UP TO 6 YEARS) | 9780133498493 | 129.97 | 0 | 100 | 0.00 | 12,997.00 |
| Subtotal | | | | | | \$100.97 | \$12,997.00 |
| Purchase Subtotal | | | | | | \$100.97 | \$12,997.00 |
| Shipping & Handling | | | | | | | \$1,039.76 |
| Totals | | | | | | \$100.97 | \$14,036.76 |

Proposal Grand Total: \$14,036.76

Districts/schools registering to use OASIS for the first time receive a promo code for 3% freight. This code is good for every K12 order shipped via ground purchased through OASIS for the first 30 days after an account is activated.

To register for OASIS: <http://k12oasis.pearson.com>
 For OASIS assistance: 1-800-850-9124

- * Prices effective through Sept. 30, 2015.
- ** Prices do not include applicable taxes.
- *** Titles are subject to change without notice.

Note: This is a cost proposal. It is not a formal contract.

Ordering Information:

Schools: Simply enclose your official purchase order, authorized signature, and title.

Teachers: We can bill your school if you provide an approved P.O.

Individuals: Please enclose check, money order, or credit card information.

Shipping Charges:

All orders are billed approximately 10% shipping & handling. Orders under \$100 may be billed more.

International and overseas shipping and handling are slightly higher. **Special handling** is additional on all orders.

All prices are in U.S. dollars, guaranteed until Sept. 30, 2015. Please call for current prices.

Districts/schools registering to use OASIS for the first time receive a promo code for 3% freight. This code is good for every K12 order shipped via ground purchased through OASIS for the first 30 days after an account is activated.

| | |
|---|---|
| <p>Ship To: Please Print</p> <p>NAME _____</p> <p>EVANSVILLE CMTY SCHOOL DIST</p> <p>E-MAIL ADDRESS _____</p> <p>INSTITUTION _____</p> <p>340 FAIR ST</p> <p>ADDRESS _____</p> <p>EVANSVILLE WI, 53536</p> <p>CITY STATE ZIP _____</p> <p>(608) 882-5224</p> <p>PHONE # BEST TIME TO CALL _____</p> | <p>Bill To:</p> <p>NAME _____</p> <p>EVANSVILLE CMTY SCHOOL DIST</p> <p>E-MAIL ADDRESS _____</p> <p>INSTITUTION _____</p> <p>340 Fair St</p> <p>ADDRESS _____</p> <p>Evansville WI, 53536</p> <p>CITY STATE ZIP _____</p> <p>(608) 882-5224</p> <p>PHONE # BEST TIME TO CALL _____</p> |
| <p><input type="checkbox"/> Pre-Paid Order</p> <p><input type="checkbox"/> Check <input type="checkbox"/> Money Order Enclosed</p> <p>_____</p> <p>PURCHASE ORDER NO. _____</p> <p>_____</p> <p>AUTHORIZED SIGNATURE _____ TITLE _____</p> | <p><input type="checkbox"/> Credit Card Order:</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover</p> <p>_____</p> <p>CARD NO EXP. DATE _____</p> <p>_____</p> <p>SIGNATURE _____</p> |

Pearson Customer Support
 P.O. Box 6820
 Chandler, AZ 85246
 Email: k12customerservice@pearson.com
 Phone: 1-800-848-9500 or Fax 1-877-260-2530
 Monday-Friday, 8am - 5pm EST; 8am - 6pm DST
 Order OASIS: <http://k12oasis.pearson.com>

For additional information regarding product go to:
<http://www.pearsonschool.com>



LIBRARY AND INSTRUCTIONAL MATERIAL SELECTION AND ADOPTION

The Board believes that school libraries and learning materials centers (LMCs) are a fundamental part of the educational program. The availability of many materials in a variety of formats allows students and teachers to select the media best suited for individual need and mode of learning.

The District shall provide and maintain quality school libraries and LMCs. The district administrator shall develop rules, regulations and procedures to insure the quality of content in these resources and their systematic maintenance as current resources for teachers and students. The district administrator shall annually request sufficient funds to maintain these services at a high level.

Students shall have access to a wide and current range of library and instructional materials with a variety of levels of difficulty. Materials shall have broad appeal, different points of view, and accurately depict the cultural diversity and pluralistic nature of American society.

The Board is legally responsible for all matters relating to the operation of the schools, the Board delegates the responsibility for the selection of instructional materials to the professionally trained personnel employed by the District. Materials which require a major expense (\$10,000) or reflect a change in methodology shall be approved by the board.

Selection of materials involves many people: principals, librarians, teachers, supervisors, and specialists. The responsibility for coordinating the selection of library and instructional materials and making the recommendation for purchase rests with the district administrator.

The district administrator and the professional staff must consider the following objectives when selecting library and instructional materials:

1. To choose instructional materials with an awareness of the student's mental ability, reading ability, emotional maturity, and the lessons s/he will derive from specific reading.
2. To promote and provide materials that will enrich and support the curriculum.
3. To provide materials that will stimulate growth in problem solving, factual knowledge, literary appreciation, aesthetic values and ethical standards.
4. To provide a background of information that will enable students to make intelligent judgements in their daily lives.
5. To provide materials on opposing ideas of controversial issues so that users may develop, under guidance, the practice of critical analysis.
6. To provide materials that realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: 2015-2016 Staff Proposal
Date: May 5, 2015

Attached you will find two documents showing current teaching staff levels for 2014-15 and proposed teaching staff levels for 2015-16. The February 2015, document was approved by the Board in March. The May 2015, document shows the staffing changes under consideration.

| 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 |

FEBRUARY, 2015

| 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 | 2.00 | 0.50 |
| <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 | 15.00 | 0.50 |
| <u>Speech/Language Pathologist</u> | 4.00 | 3.00 | -1.00 |
| <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 |

MAY, 2015

OPEN ENROLLMENT APPLICATIONS SUMMARY

2015-2016 SCHOOL YEAR

2015-2016 new applications: (window closed 4/30/2015)

| <u>Grade Level</u> | <u>OEI's</u> | <u>OEO's</u> |
|--------------------|----------------------|----------------------|
| K4 | 7 (4, siblings here) | 8 |
| KG | 8 (1, siblings here) | 7 |
| 01 | 1 | 3 |
| 02 | 0 | 1 (1, special needs) |
| 03 | 1 | 0 |
| 04 | 2 | 1 |
| 05 | 1 | 1 (1, special needs) |
| 06 | 1 | 1 |
| 07 | 1 | 0 |
| 08 | 1 | 2 |
| 09 | 0 | 3 |
| 10 | 2 | 2 |
| 11 | 3 | 1 |
| 12 | 1 (deny, expulsion) | 0 |
| 13 | 0 | 1 (1, special needs) |
| Totals | 29 | 31 |

OEI COMMENTS

*No Special Needs for any new OEI's

**15 OEI applications applied only to Evansville

OEO COMMENTS

*3 currently attending students: ELE 1; INT 0; EMS 1; EHS 1

**2 currently homeschooled

***3 applications to virtual schools

MEMO

To: ECSD Board of Education
From: Barb Dorn, Theodore Robinson Principal and Joanie Dobbs, Levi Leonard Principal
Re: Open Enrollment IN Applications
Date: 5-6-15

As of May 5, 2015, the District has twenty-nine (29) new Open Enrollment IN requests for the 2015-2016 school year in grades 4K-13 (includes 18-21 year olds). Nineteen (19) of the requests are for students in grades 4K-4. Per Board approval at the January 2015, Board meeting, Open Enrollment IN applications were to be denied in grades 4K-4 due to class size limits and space. ***We are recommending that the Board approve ten (10) of the nineteen (19) new Open Enrollment IN requests in grades 4K-4. This includes seven (7) in 4K, one (1) in first grade, two (2) in fourth grade.***

For reference purposes (January 2015 Board meeting):

- Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to deny any open enrolled applications for grades 4K, KG, 1st, 2nd, 3rd, and 4th, due to class size limits and space. Discussion. Motion carried, 7-0 (voice vote).
- Motion by Mr. Rasmussen, seconded by Ms. Koenecke, moved that in grades 5-12 we will not consider the availability of space (we will accept applications). Motion carried, 7-0 (voice vote).
- Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved that in grades 4K-12, we deny applications of students who qualify to receive special education services due to space and caseload. Motion carried, 7-0 (voice vote).
- Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved that in grades 4K-12, we deny applications for student who qualify to receive special education related services due to space and caseload. Motion carried, 7-0 (voice vote).

Rationale for Approving and Denying Open Enrollment IN Requests:

4K

The Board had given consensus at the April 29, 2015, Board meeting to approve the seven (7) Open Enrollment applications. The projected enrollment for 4K is 120 students.

SAGE - Kindergarten

The current projected enrollment for 2015-2016 in Kindergarten only classes is 84 students. With our current staffing we can accommodate an additional six (6) students. Eight (8) Kindergarten students have applied to open enroll IN. If we accept all eight (8) students we would be over the 90 student capacity. With the two (2) K-1 cross graded classes we can absorb another two (2) students in Kindergarten. ***The recommendation would be to place the eight (8) open enrolled IN on a waiting list until after registration dates due to the uncertainty***

of the possible number of parents that may enroll over the summer. Past experience has shown that Kindergarten enrollment over the summer is much higher than other grade levels. It is our best assumption that eight (8) spots is not an excessive number of spots to have available. Another consideration is that there are four (4) students currently enrolled in 4K but could potentially enroll in 5K. The parents have indicated 4K at this time.

Six (6) spots available in Kindergarten

SAGE - Kindergarten-First Grade

The current projected enrollment for 2015-2016 in the Kindergarten-First (K-1) grade cross-graded level is 34 students. There are 14 Kindergarteners and 20 first graders. The maximum capacity is 36 which leaves room for two (2) students in K-1.

Two (2) spots available in K-1

SAGE - First Grade

The current projected enrollment for 2015-2016 in first grade only classes is 114 students. With our current staffing we can accommodate an additional 12 students. One (1) first grade student applied to open enroll IN. If we accept this student we would be at 115 students. This leaves 11 seats available.

11 spots available in Grade 1

SAGE - Second Grade

The current projected enrollment for 2015-2016 in second grade is 96. We have room for 12 more students.

12 spots available in Grade 2

SAGE - Third Grade

The projected enrollment for 2015-2016 in third grade is 144 students. We do not have room for any more students. One (1) student has applied to open enroll IN. This would put third grade over by one (1) student. The student that has applied is a sibling to an open enrolled student in first grade.

0 spots available in Grade 3

Fourth Grade

The projected enrollment for 2015-2016 in fourth grade is 122 students. Two (2), fourth grade students have applied to open enroll IN. The projected average class size for fourth grade is 24.4 students. If the two (2) students were granted IN through open enrollment the class sizes would increase to 24.8.

There are no open enrollment requests for students who receive special education services or students that receive related services.

Possible Options (in no specific order):

- Hire an additional third grade teacher. This would put the class sizes at 16 which is still under the SAGE limit of 18 per class. The one (1) open enrolled student could be accepted into the District putting the projected class at 145.
 - Staffing is secured for the start of the school year.
 - The family knows that their child has been accepted. The family also has a first grade student that has applied for open enrollment.
 - Classroom space is secured and prepared.
 - Master schedule can be built around the additional class.
 - Additional expense to the District.
 - Create a class list of students prior to the start of school.

- Wait until after back to school registration days to make a determination on hiring a third grade teacher.
 - Staffing is being determined in late summer.
 - Later notification to the family applying for open enrollment.
 - May not need to hire due to the enrollment numbers which would save funds.
 - Creating new class student lists if a teacher is added.

- Create a combination second/third grade class. This would shift staffing from six (6) in second grade to five (5) in second grade and leave third grade with eight (8) sections. The numbers in second grade could be at capacity with the five (5) classrooms with any additional students being placed in the second/third combination class. There would be at least six (6) second grade students needing to be in the combination class if the five (5) sections were at capacity. That would leave up to 12 spots for students (third grade and/or openings for second grade). If we were to put ten (10) third grade students in the combination class that would put the average class size at 16.75 students in the third grade only classrooms.
 - This combination goes against the elementary and intermediate school philosophies. The K-2 philosophy is to learn to read and third grade students are reading to learn.
 - Classroom space isn't available at TRIS. Space would be available in Levi Leonard. Third grade would need to remain at Levi Leonard.
 - Second graders will miss all the curriculum in each special (physical education, art, music, guidance, library skills).
 - One (1) teacher would be responsible for two (2) grade level curriculums (math, reading, science and social studies).
 - The teacher would need to collaborate with two (2) different grade levels.
 - Third graders will be isolated from the remainder of their same age peers.

- Shift a fifth grade staff position to a third grade staff position.
 - This would take fifth grade from the projected 21.17 average class size to 25.6 as an average class size. This average class size accepts the one (1) open enrolled student per prior Board decision in January 2015.
 - Classroom space would be available as staff would be shifting and classrooms wouldn't be added.

- This would support lower class sizes through SAGE at the K-3 levels by allowing class sizes to remain at or below 18. This also supports the research around supporting students sooner in their academic careers.
- Adheres to the K-2 and 3-5 philosophies of learning to read and then reading to learn.
- Higher class size in the fifth grade. This would be comparable to the fourth grade classroom which is projected to be 24.4 students per class.
- The shift could occur sooner to allow for staffing adjustments and planning.
- The shift could wait until the fall after registration is complete to ensure that additional staffing is necessary.

The most fiscally responsible solution is to move a fifth grade section to third grade. This would increase class sizes in fifth grade, however; the staff member would then have time over the summer to plan. This option would also allow the acceptance of the open enrolled IN student, in third grade, which is a sibling of a first grade open enrolled IN student.

2014-2015 Enrollment

| S/L Only ECH K K-1 | 2008-09 | | 2009-10 | | 2010-11 | | 2011-12 | | 2012-13 | | 2013-14 | | 2014-15 | | 2014-15 | | 2015-16 | | CURRENT SECTIONS | | | | | |
|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------------|--------------------|-----------|----------|---|------------------|
| | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | Enrolled | | Average Class Size | Projected | Sections | Average Class Size | Spaces Available |
| 4K | 4 | 5 | 5 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 6.00 | 120 | 7 | 6.00 | 6 sections at 20 students, 1 section at 12 students | 6 |
| ECH | 13 | 12 | 17 | 14 | 14 | 11 | 10 | 10 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 8.98 | 84 | 5 | 16.00 | 8.98 total as of 5/5/2015 minus 14 to go to split K-1 class (includes 7 ECH promotions and 0 possible OEOs) | 2 |
| K | 146 | 148 | 131 | 124 | 145 | 104 | 95 | 36 | 34 | 34 | 36 | 36 | 36 | 36 | 36 | 36 | 36 | 36 | 1.06 | 32 | 2 | 16.00 | | 5 |
| K-1 | 130 | 154 | 148 | 126 | 122 | 145 | 141 | 81 | 83 | 83 | 83 | 83 | 83 | 83 | 83 | 83 | 83 | 83 | 0.98 | 114 | 7 | 16.29 | 11.134 minus 20 for split K-1 class | 2 |
| 2 | 139 | 130 | 144 | 143 | 122 | 118 | 117 | 143 | 145 | 145 | 143 | 143 | 143 | 143 | 143 | 143 | 143 | 143 | 0.99 | 96 | 6 | 16.00 | 12 | 5 |
| 3 | 432 | 449 | 440 | 413 | 405 | 379 | 364 | 376 | 387 | 387 | 376 | 376 | 376 | 376 | 376 | 376 | 376 | 376 | 0.97 | 338 | 22 | 15.36 | | 8 |
| 4 | 156 | 141 | 138 | 142 | 152 | 121 | 120 | 126 | 124 | 124 | 126 | 126 | 126 | 126 | 126 | 126 | 126 | 126 | 1.02 | 144 | 8 | 18.00 | 0 | 7 |
| 5 | 147 | 151 | 134 | 136 | 140 | 147 | 147 | 127 | 127 | 127 | 127 | 127 | 127 | 127 | 127 | 127 | 127 | 127 | 1.00 | 122 | 5 | 24.40 | | 5 |
| 6 | 130 | 144 | 144 | 138 | 144 | 144 | 145 | 139 | 141 | 141 | 139 | 139 | 139 | 139 | 139 | 139 | 139 | 139 | 0.99 | 127 | 6 | 21.17 | | 6 |
| 7 | 433 | 436 | 416 | 416 | 430 | 412 | 412 | 392 | 392 | 392 | 392 | 392 | 392 | 392 | 392 | 392 | 392 | 392 | 1.00 | 393 | 19 | 20.68 | | 6 |
| 8 | 146 | 126 | 144 | 143 | 139 | 138 | 137 | 148 | 150 | 148 | 148 | 148 | 148 | 148 | 148 | 148 | 148 | 148 | 0.99 | 141 | 6 | 23.50 | | 6 |
| 9 | 112 | 146 | 133 | 140 | 144 | 134 | 136 | 137 | 137 | 137 | 137 | 137 | 137 | 137 | 137 | 137 | 137 | 137 | 1.00 | 150 | 6 | 25.00 | | 6 |
| 10 | 135 | 107 | 146 | 136 | 141 | 142 | 142 | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 1.00 | 134 | 6 | 22.33 | | 6 |
| 11 | 393 | 379 | 423 | 419 | 424 | 414 | 415 | 420 | 422 | 420 | 420 | 420 | 420 | 420 | 420 | 420 | 420 | 420 | 1.00 | 425 | 18 | 23.61 | | 18 |
| 12 | 161 | 134 | 115 | 151 | 137 | 144 | 139 | 147 | 141 | 141 | 147 | 147 | 147 | 147 | 147 | 147 | 147 | 147 | 1.00 | 135 | | 135 | | 135 |
| District | 1831 | 1806 | 1788 | 1775 | 1757 | 1717 | 1700 | 1735 | 1746 | 1735 | 1735 | 1735 | 1735 | 1735 | 1735 | 1735 | 1735 | 1735 | 1.813 | 1813 | | 1813 | | 1813 |

15-16 Projected figures are actual enrollment as of 5/5/2015 rolled up

FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT

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

Nonresident Students Coming Into the District

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

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

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

1. Space Availability

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

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

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

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

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

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

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

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

2. Students With Disabilities

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

3. Students Referred for a Special Education Evaluation

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

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

If a parent(s)/guardian(s) applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the

District shall review the information and rationale provided by the parent(s)/guardian(s) and make a determination as to whether the District agrees with the parent(s)/guardian(s) that attending school in the District pursuant to the application is in the student's best interest. If the District determines that attendance would not be in the student's best interest, the application shall be denied on that basis.

5. Other Criteria

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

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

Requests for Early Admission to Kindergarten

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

No Reapplication Required

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

Transportation

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

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

Wisconsin Interscholastic Athletic Association (WIAA)

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

Termination Due to Habitual Truancy

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

Resident Students Going Out of the District

Evansville resident students may apply for full-time open enrollment in another public school district as a nonresident student under the State Open Enrollment Law and Program. When accepting or rejecting a resident application for enrollment in another school district, the Evansville District shall consider the following criteria:

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

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

Transportation

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

Appeal of Rejection

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

APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA AND PROCEDURES

Eligibility Criteria

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

1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
2. The student is or has been a homeless student in the current or immediately preceding school year.
3. The student has been the victim of repeated bullying and harassment and all of the following apply:
 - a. The student's parent(s)/guardian(s) must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process and;

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

Application Review and Approval Process

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

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

Legal Ref.: Sections 115,787 Wisconsin Statutes (Individualized Educational Programs)
118.13 (Pupil Discrimination Prohibited)
118.16(1)(a) (School Attendance Enforcement)
118.51 (Full-Time Open Enrollment)
118.52 (Course Options)
118.53 (Attendance by Pupils in a Home-Based Private Educational Setting)
120.13(1)(f)(h) (School Board Powers)
121.54(3)(10) (Transportation by School Districts)
121.55 (Methods of Providing Transportation)
PI 36, Wisconsin Administrative Code (Public School Inter-District Open Enrollment)

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

OPEN ENROLLMENT (AS OF 5/6/2015)

2014-2015 SCHOOL YEAR

| <u>Grade Level</u> | <u>OEI's</u> | <u>OEO's</u> |
|--------------------|--------------|--------------|
| KG | 8 | 4 |
| 01 | 2 | 6 |
| 02 | 4 | 8 |
| 03 | 3 | 9 |
| 04 | 1 | 6 |
| 05 | 5 | 10 |
| 06 | 3 | 10 |
| 07 | 6 | 8 |
| 08 | 2 | 6 |
| 09 | 10 | 8 |
| 10 | 5 | 6 |
| 11 | 6 | 7 |
| 12 | 4 | 11 |
| Totals | 59 | 99 |

OEI COMMENTS

*11 students with special needs

OEO COMMENTS

*11 students with special needs

**17 students attending virtual schools

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Local Government Property Insurance Fund (LGPIF) Update
Date: May 6, 2015

Attached is a letter from the LGPIF explaining the property insurance premium increases for the 2015-2016 school year. The actual premium increase for ECSD is \$43,545 or 120%. You may recall that two years ago, we were faced with a large premium increase that we were able to reduce by increasing the deductible. Here is the annual premium information for the past several years:

| Fiscal Year | Annual Premium | Deductible |
|-------------|----------------|------------|
| 2015-2016 | \$79,769 | \$25,000 |
| 2014-2015 | \$36,224 | \$25,000 |
| 2013-2014 | \$37,633 | \$25,000 |
| 2012-2013 | \$32,165 | \$5,000 |
| 2011-2012 | \$26,493 | \$5,000 |
| 2010-2011* | \$7,318 | \$5,000 |
| 2009-2010 | \$28,651 | \$5,000 |

*All policyholders were issued a refund to draw down the cash reserves of the fund.

Recall that as a District, we obtain property insurance through the School Insurance Risk Management Cooperative (SIRMC), a consortium of 29 school districts bound by a 66:0301 agreement to obtain district insurance coverage. SIRMC is organized by a board of five elected school officials from the group of member districts. The SIRMC group met on May 1 to discuss available options for moving forward with/without the LGPIF for District property insurance coverage. Attached is the SIRMC timeline/recommendations for moving away from the LGPIF and bidding out property coverage for all 29 districts in the group. The 2014-2015 property insurance premiums for all 29 districts in the cooperative equals \$1.2 million. The average LGPIF increase for 2015-2016 premiums, of 85%, brings the total of premiums to \$2.2 million. The SIRMC insurance consultants are hoping that the result of the bidding process will be total premiums of \$1.8 million for the group.

The premium quote of \$79,769 can be reduced to \$65,569 by increasing the deductibles (again) and the premium can be reduced more by making payment in full before July 1, 2015. Attached is the original premium quote and a premium quote with increased deductibles (\$50,000 and \$5,000). The quote with higher deductibles also has the vehicle damage coverage removed. I will be adding the vehicle damage coverage to the District liability insurance policy at a cost to be determined. Both quotes can be reduced by an additional 1% by paying the full premium before July 1, 2015.

Increasing the deductibles shifts more risk to the District and lowers premium expense. Knowing that the plan is to bid out property coverage through the SIRMC group and hopefully have a new vendor/policy by September 1, 2015, do we want to double the risk for two months for a savings of \$2,343.00 (\$1,171.50 per month)?



State of Wisconsin / OFFICE OF THE COMMISSIONER OF INSURANCE

Scott Walker, Governor
Theodore K. Nickel, Commissioner

Wisconsin.gov

Local Government Property Insurance Fund
125 South Webster Street • P.O. Box 7873
Madison, Wisconsin 53707-7873
Phone: (608) 264-8118 • Fax: (608) 264-6220
E-Mail: Brynn.BruijnHansen@wisconsin.gov
Web Address: oci.wi.gov

April 22, 2015

Evansville Community School Dist.
Doreen Treuden
340 Fair Street

Evansville, WI 53536

Re: Dissolution of the LGPIF

Dear Policyholder,

We are finally at a point in the State Budget process where we feel that it is appropriate to communicate to our policyholders what we know regarding the future of the LGPIF. As most of you are aware the governor proposed closing the LGPIF in his bi-annual budget. The Joint Finance Committee has affirmed this budget item, with the modification to the actual ending date. Although the budget process has not been completed, LGPIF has decided to take action based upon the unanimous vote of the Joint Finance Committee affirming the Governor's Budget.

AMI Risk Consultants conducted an in-depth analysis of the Fund's current rate structure, and recommended that the Fund increase its overall rate by 45%, assuming the Fund would continue operations, or 85% should the Fund be dissolved. These rate increases are to the Fund in its entirety, individual policyholder rate changes will vary. Considering the vote taken by the Joint Finance Committee, management has decided to proceed under the assumption the Fund will be dissolved. This rate increase will be effective July 1st, 2015. The ASU Group will be mailing Altered Terms letters in accordance with s.631.36, Wisconsin Statutes.

The Fund recognizes that municipalities may choose to place their coverage elsewhere and may face challenges to find coverage before their renewal date. The Fund will be suspending its short term cancellation clause (SECTION VIII-CONDITIONS, B – Termination of Policy) for those insureds that renew from July 1st, 2015 to September 30th, 2015.

If you have questions about any of the above changes, please contact the Fund Administrator at 877-229-0009, or the undersigned at (608) 264-8118, or email me at Brynn.BruijnHansen@wisconsin.gov.

Sincerely,

Brynn Bruijn-Hansen
Insurance Program Manager
Local Government Property Insurance Fund



SIRMC TIMELINE /RECOMMENDATIONS

For July 1, 2015 Property Coverage Placement

| Task | Deadline |
|---|------------------------|
| Renew with LGPIF , with the following changes: <ul style="list-style-type: none"> • Delete Auto Physical Damage (APD) • Amend property deductibles (\$10,000 minimum, unless already higher) • If LGPIF payment is made in full, you will receive 10% discount which will be reimbursed after July 1 • Complete Board Resolution Form in preparation for moving coverage | May 15, 2015 |
| Request CIC to quote APD effective July 1, 2015 (vehicle inventory required) We have already put CIC on notice these requests will be coming in. | May 22, 2015 |
| Members to complete COPE spreadsheet with all required underwriting data and submit to Linda Joski and Bridget McCarthy at Arthur J. Gallagher | May 22, 2015 |
| RFP Bid Specifications completed including all property data | June 15, 2015 |
| Send out RFP to CIC and SIRMC agents for response | Week of June 15, 2015 |
| RFP responses due | July 8, 2015 |
| Evaluate all RFP responses | Week of July 13, 2015 |
| Prepare recommendation to Board and Membership | July 20, 2015 |
| If full LGPIF premium paid before July 1, expect 10% discount check | After July 1, 2015 |
| Notify RFP participants and finalize all negotiations | Week of August 3, 2015 |
| Launch new property program | August 31, 2015 |

COPE – Construction, occupancy, protection, exposure

RFP – Request for proposal

ADP – Auto physical damage

STATE OF WISCONSIN/OFFICE OF THE COMMISSIONER OF INSURANCE
LOCAL GOVERNMENT PROPERTY INSURANCE FUND

2801 Crossroads Drive, Suite 2200, Madison, WI 53718 -- (877) 229-0009

RENEWAL POLICY -- Policy Quotation: 23330

Term: 12:01am 7/1/2015 to 7/1/2016

Transaction Effective: 7/1/2015

Named Evansville Community School Dist.

Phone (608) 882-3386

Insured Doreen Treuden
 340 Fair Street

County

Evansville, WI 53536

Quotation - Valuation Policy

| Coverage | Agg | Deductible | Coverage | Rate | Annual Premium |
|---|-----|------------|------------|-------|----------------|
| Buildings, Personal Property & Property in the Open | N | 50,000 | 98,840,355 | 0.079 | 78,083 |
| Contractors Equipment (Actual Cash Value) | Y | 5,000 | 77,339 | 0.061 | 47 |
| Alarm Credit 15% | N | | 96,622,366 | 0.013 | (12,561) |
| 1.20% Dispersion Credit applied to Building Rate | N | | | | |

Total Annual Premium \$65,569

$$\begin{array}{r}
 - 655.69 \quad 1\% \\
 \hline
 64,913.31 \\
 \div 12 \\
 \hline
 5,409.44 \text{ / month}
 \end{array}$$

Comments

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

This quote becomes null and void within 30 days of transaction effective date.

STATE OF WISCONSIN/OFFICE OF THE COMMISSIONER OF INSURANCE
LOCAL GOVERNMENT PROPERTY INSURANCE FUND

2801 Crossroads Drive, Suite 2200, Madison, WI 53718 -- (877) 229-0009

RENEWAL POLICY -- Policy Quotation: 23162

Term: 12:01am 7/1/2015 to 7/1/2016

Transaction Effective: 7/1/2015

Named Evansville Community School Dist.

Phone (608) 882-3386

Insured Doreen Treuden
 340 Fair Street

County

Evansville, WI 53536

Quotation - Valuation Policy

| Coverage | Agg | Deductible | Coverage | Rate | Annual Premium |
|---|-----|------------|------------|-------|----------------|
| Buildings, Personal Property & Property in the Open | N | 25,000 | 98,840,355 | 0.095 | 93,899 |
| Contractors Equipment (Actual Cash Value) | N | 1,000 | 77,339 | 0.174 | 135 |
| Motor Vehicle Comprehensive Age Group 2 (ACV) | N | 1,000 | 198,474 | 0.124 | 246 |
| Motor Vehicle Collision Age Group 2 (ACV) | N | 1,000 | 198,474 | 0.478 | 949 |
| Alarm Credit 15% | N | | 98,622,366 | 0.016 | (15,460) |
| 1.20% Dispersion Credit applied to Building Rate | N | | | | |

Total Annual Premium \$79,769

$$\begin{array}{r}
 - 797.69 \text{ 1\%} \\
 \hline
 78,971.31 \\
 \div 12 \\
 \hline
 6,580.94 \text{ /month}
 \end{array}$$

Comments

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

This quote becomes null and void within 30 days of transaction effective date.

Revised: ~~July 30, 2012~~

322

Revised: ~~June 10, 2013~~

Revised: April 9, 2014

Revised: August 13, 2014

Revised: 1st Reading: 4/29/15; 2nd Reading: 5/13/15

SUGGESTION TO REMOVE POLICY AS IS NOT REQUIRED (WOULD POST HOURS ON WEB SITE)

STUDENT SCHOOL DAY

Wisconsin law requires the Evansville Community School District Board of Education to reserve to itself the right to establish rules that schedule the hours of the normal school day. In establishing such rules, the Board will consider comments from parents, staff, and district residents.

Once established, the schedule of hours of a normal school day will be posted in school buildings, on the web site, and distributed to the local media.

The schedule of hours for a normal school day for respective grade levels shall be as follows:

| | | |
|-------------------------------------|--|-----------|
| ECH (Early Childhood) | 8:00 am – 11:00 am AND 12:00 pm – 3:00 pm | |
| | (Tuesday, Wednesday, Thursday) | |
| 4K (4 year old Kindergarten) | 8:00 am – 11:00 am AND 12:00 pm – 3:00 pm | |
| | (4 Days per Week) | |
| Full Day Kindergarten | 8:00 a.m. | 3:00 p.m. |
| Grades 1 – 2 | 8:00 a.m. - | 3:00 p.m. |
| Grades 3 – 5 | 8:00 am | 3:00 p.m. |
| Grades 6 – 8 | 7:50 a.m. - | 3:10 p.m. |
| Grades 9 – 12 | 8:00 a.m. - | 3:15 p.m. |

Early release days will release at 12:00 noon for grades K-5; 12:10 pm for grades 6-8; and 12:15 pm for grades 9-12.

ECH – if school has a late start, AM will not report. Early release days, no PM session.

4K – if school has a late start or early release, no 4K will be held that day.

Legal Ref.: Sections 115.01(10) Wisconsin Statutes (Classifications)
120.12(15) (School Board Duties)
121.02(1)(f)2 (School District Standards)
PI 8.01(2)(f)2 Wisconsin Administrative Code

Approved: July 9, 2012
1st Reading: 4/29/15; 2nd Reading: 5/13/15

525

Suggestion to remove from Policy Manual and place in Employee Handbook

STAFF SOLICITATIONS

Employees of the Evansville Community School District may not promote the sale of or act as an agent for the sale of goods or services to any student while on District property or at any District activity.

The District Administrator or designee must approve solicitations of employees for contributions during work hours before solicitations can be made in the schools.

Legal Ref.: Section 118.12 Wisconsin Statutes (Sale of Goods and Services at Schools)

Suggestion to remove from Policy Manual and place in Employee Handbook

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Evansville Community School District support staff assignments and transfers shall be determined by the District Administrator or his/her designee upon recommendations of the building principal and/or other administrative supervisors. The interest of the employee will be considered, but all assignments shall ultimately be made in order to accomplish the major purpose of getting the necessary work completed and meeting the educational, social, and physical needs of our students. When there is a reduction in the number of student's requiring services or a reduction in services required for students, a position(s) may be reduced or eliminated.

Approved: July 30, 2012
1st Reading: 4/29/15; 2nd Reading: 5/13/15

546.1

Suggestion to remove from Policy Manual and place in Employee Handbook

RESIGNATION OF SUPPORT STAFF

The Evansville Community School District requests a written notice of resignation from support staff members. The resignation shall be filed with the District Administrator at least fourteen (14) days prior to the effective date of resignation so as to ensure appropriate time to find a qualified replacement. The District Administrator has the authority to accept the resignation.

Personal time or other benefit time may not be taken in place of the notice.

Approved: July 30, 2012
1st Reading: 4/29/15; 2nd Reading: 5/13/15

546.2

Suggestion to remove from Policy Manual and place in Employee Handbook

RETIREMENT OF SUPPORT STAFF

There shall be no compulsory retirement age for any employee of the Evansville Community School District. However, retirement prior to the age designated by the Wisconsin Retirement System will be considered a resignation rather than a retirement.

Legal Ref.: Section 111.33 Wisconsin Statutes (Age, Exceptions and Special Cases)
Age Discrimination Act

Approved: July 30, 2012
1st Reading: 4/29/15; 2nd Reading: 5/13/15

546.4

Suggestion to remove from Policy Manual and place in Employee Handbook

REDUCTION IN SUPPORT STAFF WORKFORCE

When a reduction in support staff is necessary due to a decline in enrollment or budgetary concerns, the following factors will be considered:

- Ability to meet the basic functions of the position.
- Need for the position.
- Training for the particular position.
- Most recent evaluation.
- Previous evaluations.
- Attendance.
- Disciplinary Record.
- Willingness to go above and beyond for students.

Suggestion to remove from Policy Manual and place in Employee Handbook

STAFF DEVELOPMENT OPPORTUNITIES FOR SUPPORT STAFF

The Evansville Community School District will provide staff development for all support staff. The purpose of staff development includes:

- Increasing job skills.
- Improving job efficiency.
- Building knowledge of new methods and practices.
- Reviewing job expectations and responsibilities.

Support staff may request additional staff development opportunities that will enhance and develop job related skills upon supervisor approval. Support staff may be required to attend staff development opportunities.

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, with implementation July 1 of each year.

Employee/School Board Member Name: _____

Employee Handbook Part: _____

Employee Handbook Page/Section/Section #: _____

Suggested Revision:

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

DISTRICT OFFICE USE ONLY

Form received: _____

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

Cost Impact and Amount: _____

Legal Impact: _____

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM APRIL 7, COMMITTEE MEETING

| # | Name on Form | EHB Part | EHB Page/Section/Section # | Employee HB Com Recommendation to Make Change | Board Action | | Date |
|----|-----------------------------------|-------------------|---|---|--------------|--------|------|
| | | | | | YES | NO | |
| 1 | Rich Fanning | 1 - All Employees | Pg. 9, Section 1, 1.01, B. Disclaimer and pg. 86, Employee Acknowledgment | No | | | |
| 2 | Tina Rossmiller | 1 - All Employees | Pg. 24, Section 3, 3.31, Solicitations | Yes | H | 4/7/15 | |
| 3 | Kelly Mosher | Entire Handbook | Remove Reference to Policy 525-Staff Solicitations | Yes | H | 4/7/15 | |
| 4 | Tina Rossmiller | 1 - All Employees | Pg. 30, Section 8, 8.02, Sick Leave Use | Yes | H | 4/7/15 | |
| 5 | Kelly Mosher | Entire Handbook | Remove Reference to Policy 529.4-Use of Sick Days | Yes | H | 4/7/15 | |
| 6 | Lisa Christensen | 1 - All Employees | Pg. 36, Section 13.00, 13.02, Unpaid Leave of Absence – Other Than Medical Reasons | Yes | | | |
| 7 | Kim Katzenmeyer | 1 - All Employees | Pg. 30, Section 8, 8.05, Sick Leave Bank. | Yes | | | |
| 8 | Jerry Roth | 2 - Certified | Pg. 43, Section 2, 2.02, Lane Advancement | Yes | | | |
| 9 | Jerry Roth | 2 - Certified | Pg. 55, Section 7, 7.02, A, 8, Sick/Personal/Business | N/A | W/D | 4/8/15 | |
| 10 | Doreen Treuden | 2 - Certified | Pg. 57, Section 8, C. 3. B, Retirement System Contributions | Yes | | | |
| 11 | Doreen Treuden | 2 - Certified | Pg. 57, Section 8, C. 4, Retirement System Contributions, and Part 3, Support Staff, pg. 74, Section 11, D, Retirement System Contributions | Yes | | | |
| 12 | Tina Rossmiller | 3 - Support | Pg. 59, Section 1, 1.01, Notice of Assignments | Yes | H | 4/7/15 | |
| 13 | Kelly Mosher | Entire Handbook | Remove Reference to Policy 545-Support Staff Assignments and Transfers | Yes | H | 4/7/15 | |
| 14 | Tina Rossmiller | 3 - Support | Pg. 61, Section 1, 1.09, Professional Development | Yes | H | 4/7/15 | |
| 15 | Kelly Mosher | Entire Handbook | Remove Reference to Policy 547-Staff Development Opportunities for Support Staff | Yes | | | |
| 16 | Tina Rossmiller | 3 - Support | Pg. 65, Section 6, 6.01, Notice of Termination of Employment | Yes | H | 4/7/15 | |
| 17 | Kelly Mosher | Entire Handbook | Remove Reference to Policy 546.1, Resignation of Support Staff and 546.2, Retirement of Support Staff | Yes | H | 4/7/15 | |
| 18 | Tina Rossmiller | 3 - Support | Pg. 65, Section 5, 5.01, Reduction in Staff | Yes | H | 4/7/15 | |
| 19 | Kelly Mosher | Entire Handbook | Remove Reference to Policy 546.4, Reduction in Support Staff Workforce | Yes | H | 4/7/15 | |
| 20 | Support Staff Members of Comp Com | 3 - Support | Pg. 70, Section 9, 9.01, C, Sick Days and pg. 73 Section 11, 11.02, A, Retirement Benefits | Yes | | | |

Employee Handbook Housekeeping Items:

The Employee Handbook Committee reviewed and gave permission (on April 7, 2015) to allow the District Office to go ahead and make the following changes:

- When a Policy is removed from the Policy Manual and is referenced in the Handbook
- Transferring exact language from Policy to Employee Handbook, to eliminate need for reference
- Re-numbering: sections, within sections, and pages
- Add/delete job titles
- Correct typos
- Correct redundant information
- All Board approved items such as insurance, staff compensation, and budget related items

EMPLOYEE HANDBOOK

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

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

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

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

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

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

1-26-15

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: RICH FANNING

Employee Handbook Part: Sect. 1.01, B. Disclaimer

Employee Handbook Page/Section/Section #: 11/89 (web pgs.)

Suggested Revision:

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

«withstanding certain provisions of this handbook, employment may NOT be terminated without just cause.»

last sentence):

DISTRICT OFFICE USE ONLY

Form received: 1-28-15, w read lat for 2-4-15 mtg.

[Empty rectangular box]

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: not able to determine

Legal Impact: needs legal opinion from Boardman Clark

PART I ALL EMPLOYEES

Section 1 PREAMBLE AND DEFINITIONS

1.01 About this *Handbook*

- A. Employees Covered: This *Handbook* is provided as a reference document for the Evansville Community School District's (hereinafter referred to as "District") employees.
- * B. Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment. Notwithstanding any provisions of this *Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Handbook* or individual contract.

In case of a direct conflict between this *Handbook*, rules, regulations or policies of the Board and any specific provisions of an individual contract or collective bargaining agreement, the individual contract or collective bargaining agreement shall control.

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

1.02 Definitions of Employee Type

- A. Teacher: Teachers are defined as persons hired under a contract under § 118.22, *Wis. Stats.*
- B. Administrative Employees: Administrative Employees are defined as persons who are required to have a contract under § 118.24, *Wis. Stats.*
- C. Hourly Employees: All employees are Hourly Employees unless defined as exempt by the Fair Labor Standards Act (FLSA).

Employee Acknowledgment

(To be signed and returned to the District Office)

I hereby acknowledge that it is my responsibility to access the *School District of Evansville Employee Handbook* online. My signature below indicates that I agree to read the *Handbook*. It is also important to know that additional regulations, policies, and laws are in the *District's Board Policies*. The *Employee Handbook* and the *District's Board Policies* can be located on the District's website at www.ecsdnet.org.

The information in this *Handbook* is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this *Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. Email notification regarding Handbook updates will be sent to all staff. I understand that this *Handbook* does not constitute an employment contract and does not confer a property interest in my future employment and/or further benefits with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform the District Office of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting the District Office if I have any questions, concerns or need further explanation.

Printed Name

Signature

Date

Received in District Office on _____ by _____



August 21, 2012

Ms. Kathi Swanson
Board President
Evansville Community School District
340 Fair Street
Evansville, WI 53536

RE: "Cause" Standard for Discipline, Discharge or Nonrenewal

Dear Ms. Swanson:

The Evansville Community School District has asked our firm to provide a legal opinion regarding the adoption of standards for discipline, discharge, and nonrenewal, and the issues that may arise if the Board of Education adopts such standards or policies to govern the employment relationship with employees.

The law does not require a school board to adopt any standard for discipline, discharge, or nonrenewal. Instead, it is a policy decision for a school board as to whether to adopt such a standard. Adoption of any standard for discipline, discharge, or nonrenewal will change the "at-will" employment relationship the school board has with most of its employees. This change in the employment relationship has several significant consequences for a school board as an employer, which are explained further below.

In Wisconsin, employees are presumed to be "at-will," meaning that their employment can be ended for any reason, with or without cause, as long as the reason is not unlawful. (A termination that is based on an employee's protected characteristic, such as age, race or disability, is one example of a termination for an unlawful reason.) If an employee is an at-will employee, he or she does not have a basis to sue an employer over a termination on the claim that the termination is unfair or without cause.

An employee's at-will status can be negated by the terms of a written employment contract which creates a cause standard for termination, or by the inclusion of a cause standard in an employee handbook or board policy. Handbook provisions or board policies that create a cause standard for discipline, discharge, or nonrenewal create a property right for a school district employee. A cause standard gives a discharged employee a potential breach of contract claim on the basis that the Board did not follow the handbook provisions. A cause standard also gives

employees a "property interest" in their job. Under the due process clause of the U.S. Constitution, the District may not take away this property interest without "due process." If an employee is discharged or disciplined without due process, an employee may be able to sue for a violation of his or her due process rights. A successful due process claim can be very costly to the District, because the District can be ordered to pay both compensatory and punitive damages, as well as all of the employee's attorneys' fees. Frequently in such litigation, the attorneys' fees award can be larger than the damage award. Other board policies or handbook provisions that can alter an employee's ~~an~~-will status include probationary periods and seniority-based promotion, layoff and termination provisions.

If the District decides not to adopt a cause standard, and therefore maintains an at-will relationship with its employees, that does not mean that the District intends to make arbitrary, unfair decisions about its employees. It simply means that whatever decisions it does make, the District will be less likely to have to defend them in expensive, time consuming and morale deflating lawsuits. In some ways, the question of whether the School Board should impose a cause standard upon itself boils down to a question of whether the School Board can be trusted to make a fair and reasoned decision regarding an employee, or whether an outside entity, such as a court, should be given the opportunity to second-guess the School Board's decision.

The Board should also consider the fact that teachers and administrators are not at-will employees during the term of their contracts. During the term of their contracts, such employees do have a cause standard. That is because they have a contract for a definite term, and therefore they have a property interest in their employment for that term, and may only be terminated during that term for good cause. The Supreme Court of Wisconsin, in explaining what constitutes good cause to terminate a teacher during the term of his or her or her contract, said "any inexcusable substantial violation by an employee of instructions, or neglect of duty of a substantial character, or any misconduct inconsistent with the relations of master and servant and which might injuriously affect the former's business regardless of any express agreement on the subject, constitutes good grounds for discharging the employee." See *Millar v. Joint Sch. Dist. No. 2*, 2 Wis. 2d 303 (1957).

Absent a cause standard, teachers and administrators do not have a property right in the renewal of their contracts, so a school board is free to nonrenew a teacher or an administrator without having to establish "cause," as long as the school board complies with the statutory nonrenewal process created by Wis. Stat. § 118.22 (teachers) and Wis. Stat. § 118.24 (administrators). Under Wis. Stat. § 118.22, teachers have the right to preliminary notice, and a private conference with the Board prior to nonrenewal of their contract. Under Wis. Stat. § 118.24, administrators have the right to preliminary notice, and a hearing before the Board prior to nonrenewal of their contract. Administrators also have the right to receive a written statement of the reasons on which the Board is considering nonrenewal, prior to the hearing.

In addition, under Act 10, all District employees, including teachers and administrators, have the right to grieve their discipline, discharge or nonrenewal through the statutory grievance procedure. These procedures are in place to give employees the opportunity to be heard, and to

argue their case, before they are disciplined, discharged or nonrenewed. All of the statutory rights outlined above exist even if a school board decides not to adopt a cause standard.

If the Board does decide to adopt a cause standard, it should consider that there are standards that are not as stringent as "just cause." One such standard is the "good and sufficient" reason standard. The Wisconsin Supreme Court has stated that "good and sufficient reasons" are those reasons which are not wholly frivolous and inconsequential. The WERC has interpreted a sufficient reason to be a reason that has a reasonable basis in fact.

Another standard less stringent than just cause allows the employer to discipline, discharge or nonrenew an employee so long as its decision is not arbitrary or capricious. "Capricious" has been defined to be an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful or irrational choice. A decision is arbitrary and capricious if it lacks a rational basis or results from an unconsidered, willful and irrational choice of conduct.

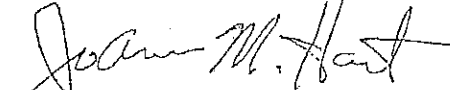
The Board should be aware, however, that the adoption of a lesser standard or any standard will still change the at-will relationship, require the District to prove that it provided employees with the constitutional level of due process, and open the door to lawsuits that second-guess the Board's decisions on termination. In other words, adopting any type of cause standard increases the likelihood that the District will have to defend itself in future lawsuits.

There are significant advantages if the District maintains an at-will employment relationship with its employees where possible. It remains a policy decision for the Board whether to adopt a cause standard. The Board may be concerned that some good employees will leave to work at a district with a cause standard. Teacher and administrators can be reminded that they are not at-will employees during the terms of their contracts, and have statutory protections for nonrenewal. All employees can be advised that they have a grievance procedure that applies to discipline, discharge and nonrenewal. Ultimately, the board must weigh the costs and benefits of imposing a cause standard upon itself. We recommend that the Board consider the legal ramifications prior to adopting any type of cause standard, or including any other language in the handbook that changes the at-will employment relationship.

If you have any questions about this letter, please give me a call.

Very Truly Yours,

BOARDMAN & CLARK LLP



JoAnn M. Hart

JMH:jh

cc: Mr. Jerry Roth, District Administrator

EMPLOYEE GRIEVANCE PROCEDURES
(Discipline, Termination and Workplace Safety)

The purpose of this rule is to provide for an internal grievance procedure that is consistent with the requirements of state law and Board policy for resolving grievances concerning employee discipline, employee termination and workplace safety. This rule is intended to serve as the written document, required by statute, that sets forth the process for the grievant and the District to use to process a grievance.

Definitions

1. Grievance: A “grievance” is defined as a timely written complaint, submitted according to the procedures identified herein, that concerns employee discipline, employee termination, or workplace safety.
2. Grievant: A “grievant” may be any employee or a group of employees.
3. Days: Unless expressly identified as “calendar days,” the terms “days” or “workdays” as used in this grievance procedure shall exclude only Saturdays, Sundays, and such holidays and other days on which the main district administrative office is not open for public business.
4. Receipt of Written Communication: A grievant is deemed to be in receipt of a written communication from the District regarding a grievance, including a denial of the grievance at any stage of the process, as of the date the communication is either personally delivered to the grievant, sent to the employee’s school district email address, or sent by mail to or left at the employee’s mailing address of record with proof of such delivery.
5. Grievable Event:
 - a. A “grievable event” as to employee discipline is the employee’s receipt of verbal or written notice of the imposition of specific discipline by the District; or, if no express notice of discipline is received, the occurrence of the event alleged by the employee to constitute disciplinary action. The initiation and conduct of an investigation into a potentially disciplinary matter is not a grievable event.
 - b. A “grievable event” as to employee termination means the employee’s receipt of any written or verbal notice of termination of an individual’s employment with the District. The effective date of the employee’s termination is not a separate or new grievable event.
 - c. A “grievable event” as to a workplace safety issue is the presence of a hazardous condition in the workplace, whether ongoing or reasonably likely to reoccur, that an employee alleges (1) constitutes a violation of a workplace health or safety code, regulation, or standard; or (2) poses a recognized hazard likely to cause death or serious physical harm to the employee and that has not previously been grieved under this grievance procedure and addressed by a decision of a hearing officer or the Board.

6. Termination, Discipline, and Workplace Safety: The terms “termination,” “discipline” and “workplace safety” are intended to have only the limited meaning given to them under the state statutes that require the Board to create a grievance system addressing those issues. For purposes of clarity and as examples of issues that either are, or are not, grievable under this grievance procedure (unless the applicable statutes are so interpreted by a court or tribunal, or amended at a later time), the following shall apply:
- a. The term “discipline” shall not be interpreted to include a supervisor’s performance evaluation of an employee, a performance improvement plan, any verbal or written notice of performance expectations, any verbal or written reprimand, or the placing of an employee on administrative leave with pay pending an investigation.
 - b. The term “termination” does not encompass all events that lead to a separation from employment, however, it shall be construed to include instances where the District initiates an involuntary, complete and permanent severance of the employment relationship as a result of some type of affirmative misconduct (e.g., infractions of the rules or policies of the school district), job abandonment, or incompetence. Where separation from employment results from the District’s use of specific statutory procedures for the nonrenewal of a fixed-term employment contract, such separation via nonrenewal is not grievable as a “termination.”
 - c. The term “workplace safety” means a hazardous condition in the workplace, whether ongoing or reasonably likely to reoccur, that an employee alleges (1) constitutes a violation of a workplace health or safety code, regulation, or standard; or (2) poses a recognized hazard likely to cause death or serious physical harm to the employee. Further, a grievance over an alleged workplace safety issue under this grievance procedure is appropriate only if:
 - (1) The safety of at least one employee is involved (as opposed to exclusively the safety of students or visitors);
 - (2) The issue concerns the safety of a person (e.g., not the “safety” of one’s vehicle or other personal possessions);
 - (3) The grievance is filed by an employee who is presently affected by the issue, or who might reasonably in the future be affected by the issue (An employee otherwise lacking any interest in the issue may not file a grievance on behalf of another employee.); and
 - (4) The issue presented by the grievance must be under the reasonable control of the school district.

Although a given issue, complaint or concern may not properly qualify as a grievance over a “termination,” “discipline,” or “workplace safety,” employees may still pursue and seek a resolution to such issues, complaints or concerns by raising the matter with their immediate supervisor or by pursuing other internal procedures that may be available.

Time Limits

The time limits set forth in this rule shall be considered maximums. The failure of the grievant to file and process a grievance within the time limits set forth in this rule shall be deemed a waiver of the grievance and a waiver of the grievant’s right to access and use this grievance procedure as to the issues that were raised, or that could have been raised, in the grievance.

As described in Step Two of the process, below, the failure of the administration to provide a written response to the grievance by the established deadline for such a response operates as, and shall be treated the same as, a written denial of the grievance.

The time limits specified in this rule may, however, be extended by the mutual consent of the District Administrator and the grievant, or as otherwise expressly provided within this rule.

Grievance Processing Procedures

Grievances shall be processed in accordance with the following procedures:

Step One – Filing of the Grievance in Writing

To initiate a grievance, a grievant shall be required to file a written grievance with the District Administrator or designee that is signed and dated by the grievant. A grievance must be filed in writing within thirty (30) calendar days of the occurrence of the grievable event in order for the grievant to have the right to invoke this grievance procedure.

(NOTE TO EMPLOYEES: Although a condition giving rise to a “workplace safety” grievance may be an ongoing condition that could be the basis for a grievance so long as the alleged condition persists, employees should report dangerous conditions of which they have knowledge to a supervisor as soon as reasonably practical, even if they do not wish to pursue a formal grievance.)

If the grievant files a grievance using any written format other than any District-approved grievance form that may be created, the filing shall, at a minimum, be signed and dated; prominently identify the document by using the word “GRIEVANCE;” and specify (1) the date the grievable event occurred; (2) whether the grievance concerns a termination, disciplinary action, or a workplace safety issue; (3) the basic nature of the complaint/allegations and the issue(s) to be resolved; (4) the alleged responsible supervisor(s); (5) any known witnesses to key events; and (6) the relief or remedy that is requested.

Step Two – The District’s Administrative Response

The District Administrator or designee shall determine the administrator or supervisor who will provide the initial response to the grievance, which shall be in writing and shall be issued within twenty (20) days of the filing of the grievance. If the Administration determines that a factual investigation is needed or is ongoing and should be completed in order to properly respond to the grievance, the District Administrator may extend the time limit for issuing an initial response as reasonable and necessary by giving written notice of such extension to the grievant, generally not to exceed twenty (20) additional days.

If the grievance has not been resolved and has been denied by a written response from the District Administrator, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step Three, below.

If the grievance has not been resolved and either (1) has been denied in the form of a written response from a supervisor or administrator other than the District Administrator; or (2) no initial administrative response has been provided by the District by the applicable deadline for

an initial administrative response, the grievant may drop the grievance or, to continue the grievance, the grievant must file a request for reconsideration by the District Administrator.

A request for administrative reconsideration by the District Administrator shall be filed in writing with the District Administrator within ten (10) days of the date the employee received the initial administrative denial of the grievance, or, if no initial response was provided, within ten (10) days of the deadline for providing a written response.

The District Administrator shall provide a final administrative response to the grievant in writing within twenty (20) days of the District's receipt of the request for reconsideration. If the grievance has not been resolved and either (1) has been denied in the form of a final administrative response from the District Administrator; or (2) no final administrative response has been provided by the District Administrator by the applicable deadline for such a response, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step Three, below.

Step Three - Appeal to Impartial Hearing Officer and Hearing

If the grievance has not been resolved at Step Two and the grievant wishes to further pursue the grievance, the grievant must notify the District Administrator in writing that the grievant is requesting a hearing before an impartial hearing officer. A request for a hearing before an impartial hearing officer must be filed by the grievant within ten (10) days after receipt of the District Administrator's response, or, in the event the District Administrator issued no administrative response, within ten (10) days of the deadline for providing a written response. Upon receipt of the request for a hearing, the Administration shall select and assign a qualified impartial hearing officer to the grievance, per the requirements of Board policy.

The hearing officer shall schedule and meet with the parties at a mutually-agreeable date to review the evidence and hear testimony relating to the grievance.

The hearing officer shall have discretion to establish specific procedures for the conduct of the hearing, provided that such procedures are consistent with any applicable statutory and general due process requirements. The hearing officer shall not be required to abide by the rules of evidence that would apply in civil or criminal court cases. For instance, he/she may choose to admit hearsay evidence and accord it such weight as it may be due. The hearing officer is responsible for ensuring that he/she is creating and preserving a record of the proceedings that will enable Board review.

Hearing officers are encouraged to use appropriate means of narrowing the issues in dispute, including seeking and documenting stipulations to which the parties may be able to agree.

The hearing officer shall decide disputed facts based upon a "preponderance of the evidence" standard.

In a case involving a challenge to discipline or termination, unless a different standard applies due to the application of substantive rights or employment protections arising from a source other than this grievance procedure, the District shall have the initial burden to demonstrate a plausible factual basis for the challenged action, which shall be subject to rebuttal by the grievant. The District shall have the ultimate burden of proving that its action was not arbitrary or capricious.

In a grievance over a workplace safety issue, the grievant shall have the burden of proving by a preponderance of the evidence the existence of a condition in the workplace, whether ongoing or reasonably likely to reoccur, that (1) constitutes a violation of a workplace health or safety code, regulation, or standard; or (2) poses a recognized hazard likely to cause death or serious physical harm to the employee; and (3) has an appropriate remedy that is within the reasonable control of the District.

Upon completion of the hearing and a review of the evidence, the hearing officer shall render a written decision to the administration, the grievant, and (if applicable and appropriate) the grievant's representative. A decision of the hearing officer shall be limited to the subject matter of the grievance and shall be consistent with the role of the hearing officer as established in Board policy. The hearing officer may deny the grievance or conclude that the grievance should be sustained in whole or in part and recommend a remedy, if any. The decision of the hearing examiner and any recommendations contained therein are subject to review by the Board via appeal, as described below.

As a general guideline that may vary, the administration should appoint a hearing officer who indicates that he/she would be available to hear and issue a decision on the grievance within sixty (60) calendar days of the date the District receives the grievant's timely notice of request for a hearing. The hearing officer shall make reasonable efforts to fulfill his/her role within this general guideline, and shall notify the parties in the event that meeting the guideline becomes impractical.

Step Four - Appeal to the School Board

If the grievance is not resolved to the satisfaction of the grievant or the administration at Step Three, the grievance may be appealed to the School Board within ten (10) days after receipt of the decision at the prior step. Either the Administration or the grievant may appeal an impartial hearing officer's decision to the Board by filing a written notice of appeal, addressed to the Board and delivered to the office of the District Administrator (with a copy provided to the other party). The notice of appeal must clearly identify the issues being raised for a decision by the Board.

Generally, the Board's review of the grievance and the hearing officer's decision will be based upon the record created through the Step Three hearing and the presentation of argument to the Board via letter briefs and/or in person at any meeting that may be scheduled for that purpose. The Board President shall have authority to establish any briefing schedule and coordinate the scheduling of any meeting that may involve the attendance of the parties. If the Board determines more information is necessary, it may either remand the matter to the hearing officer, or allow the parties to present additional information to the Board, observing any legal requirements relating to open meetings, confidentiality or privacy.

On appeal from Step Three, the Board may (1) modify any factual findings of the hearing officer if, after reviewing the record and consulting with the hearing officer to the extent the Board deems necessary, the Board concludes that the most reasonable view of the record calls for modification of one or more of the findings; or (2) remand the case to the hearing officer for further factual development and (if necessary) revised conclusions of law; or (3) call for additional hearing before the Board. In terms of conclusions of law, mixed questions of law and fact, and decisions as to appropriate remedies (if any), the Board shall apply a de novo standard

of review, meaning that the decision(s) being appealed shall be accorded no particular deference.

The Board shall render a written decision that affirms, reverses, or modifies the decision of the hearing officer (or, if applicable, of the District Administrator). Such decision shall be rendered in a timely manner, usually within thirty (30) calendar days of the Board meeting at which a decision is made, and a copy of the decision shall be provided to the administration, the grievant, and (if applicable and appropriate) the grievant's representative. The Board's decision is final and is not subject to further appeal via this grievance procedure.

Grievant's Right to Elect Representation

Any grievant may choose to be represented at all stages of the grievance procedure by a representative(s) of his/her own choosing. Student records shall not be disclosed to an employee's representative except in compliance with applicable law and Board policy.

Consolidation of Grievances

Grievances over the same or closely related issues, or arising from the same factual circumstances, may be consolidated at any point where such consolidation is deemed practical by the administration or Board.

Grievances Filed by the District Administrator

In the event a grievance is filed by the District Administrator, it shall be initially filed with the Board President and Board Clerk according to the deadlines established within Step One of this grievance procedure, above, and the Board shall have the role and responsibilities of the District Administrator in Step Two and elsewhere in the process. All other notices provided by the District

Voluntary Modifications to and Waiver of Procedures

In the interest of achieving the most timely and satisfactory resolution of employee complaints and grievances, a grievant may voluntarily reach an agreement with the District Administrator to modify the process established within this grievance procedure, provided that no such modification eliminates the role of the Board as the final level of appeal that is available in any grievance. For example, a grievant may voluntarily waive specific procedural steps within this process, including the right to waive any hearing before an impartial hearing officer. However, any such voluntarily modification or waiver of any portion of this grievance procedure shall be documented in writing, signed by the District Administrator and the grievant, and added to the record of the grievance.

Settlement of Grievances

The District Administrator and the grievant may reach a voluntarily settlement of the grievance at any time under which the grievant agrees to withdraw and drop the grievance. The District Administrator shall notify the Board of all such settlements. The District Administrator shall make any such settlement that results in the payment of financial compensation to the grievant contingent upon Board approval of the settlement, unless separate settlement authority involving financial compensation is provided to the District Administrator in advance of executing the settlement agreement.

Local Ref.: Policy #527.2-Employee Grievances

Policy #527.4- Impartial Hearing Officer Selection Procedures

6

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: Lisa Christensen

Employee Handbook Part: 1

Employee Handbook Page/Section/Section #: p 36/13.02/D, 1

Suggested Revision:

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

add a letter E. which states:
D
1.
e. provide written notice by April 1st of the intention to return to work the following school year or 60 days notice if the leave was less than 1 year.

last sentence):

DISTRICT OFFICE USE ONLY

Form received: 3-16-15 kb

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: 0

Legal Impact: not aware of any legal impact

13.02 – Unpaid Leave of Absence – Other Than Medical Reasons

D. Leave Clarification:

1. All employees on leave of absence as stated in paragraphs A-C above shall:
 - a. retain all accumulated sick leave and years of experience as had been earned prior to taking the leave,
 - b. be guaranteed a position in the District upon returning from leave, unless nonrenewed or laid off,
 - c. remain eligible for inclusion in all of the District's group insurance at the expense of the employee, and
 - d. not accrue sick leave, retirement, or other benefits which are at cost to the employer or the District during the time of the leave.

Add:

- e. Provide written notice by April 1st of the intention to return to work the following school year or 60 days notice if the leave was less than one year.

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: Kim Katzenmeyer

Employee Handbook Part: Part I

Employee Handbook Page/Section/Section #: Section 8; 8.05 Sick Leave Bank

Suggested Revision: Strike part 2 and part 4 under D. Eligibility (see below)

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

2. The requesting employee must have completed one (1) contract year in the District.
4. No employee shall be eligible to withdraw more than ninety (90) days during the employee's employment in the District.
We believe striking these two statements better fits the intent of the language, considering ALL requests go through the sick leave bank committee. The committee should have the option to approve or decline requests based on individual merits and circumstances and ALL employees should be able to request days; regardless of time in the district.

last sentence):

DISTRICT OFFICE USE ONLY

Form received: 3-20-15 KW

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: 0

Legal Impact: Not aware of any legal impact

Sick Leave Bank

- D. Eligibility: The Sick Leave Bank is intended to provide for hardship cases, including but not limited to catastrophic illness and/or injury. The Sick Leave Bank Review Committee shall have the final say over the granting of Sick Leave Bank days. The Committee's decisions may not be appealed through the grievance procedure. The Committee shall use the following criteria:
1. The requesting employee must have exhausted all of his/her reimbursable days.
 - ~~2. The requesting employee must have completed one (1) contract year in the District.~~
 3. An employee may request days retroactive to the first day of the onset of an illness or injury.
 - ~~4. No employee shall be eligible to withdraw more than ninety (90) days during the employee's employment in the District.~~



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: Jerry Roth

Employee Handbook Part: Part II - Certified Staff

Employee Handbook Page/Section/Section #: pg. 43, 2.02 - Lane Advancement

Suggested Revision:

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

Remove this section as is not being followed because lane movement does not exist.

last sentence):

DISTRICT OFFICE USE ONLY

Form received: 3-6-15, JCR

[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: 0

Legal Impact: Removes risk of legal ramifications of not following policy

Section 2

PROFESSIONAL GROWTH

2.01 Requirement for Remaining Current

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction.

2.02 Lane Advancement

Teachers planning any movement on the salary schedule for the following school year must submit a Salary Schedule Movement form to the District Office on or before the last day of classes for the Evansville Community School District. Each year, forms will be placed in the faculty lounge in each building or will be available from the District Office.

- A. Teachers who complete credits before the first day of classes and provide the District Office with transcripts (other official documents may be used until official transcripts are available) will receive full lane movement.
- B. Teachers who earn credits during the District's first semester will be moved to the next lane at the start of the second semester. Teachers who make a lane advancement will receive one half of the full year lane advancement salary increase for the second semester.
- C. Salary Advancement Consistent With P.I. 34
 1. Teachers who are working to qualify their licenses consistent with the requirements of P.I. 34 will advance to the BA+6 lane on the salary schedule after completion of their first professional development plan (PDP) provided the PDP is consistent with and supports building and/or District goals for the school years in which it is developed. Teachers may use PDP completion only one time to move a lane prior to obtaining a Master's Degree.
 2. Once a teacher has reached the Master's lane on the salary schedule, his/her completion of each subsequent PDP will be equivalent to earning six (6) credits for movement on the salary schedule provided the PDP is consistent with and supports building and/or District goals for the school years in which it is developed or has written approval of the District Administrator.
 3. Teachers may advance a lane on the salary schedule for either PDP completion or for credits earned. Credits may be used as part of a PDP or toward a six (6) credit advancement, but not both.

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: Doreen Treuden

Employee Handbook Part: Certified Staff

Employee Handbook Page/Section/Section #: p. 57/sec 8/C3b

Suggested Revision:

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

The annual deposit for retiree HRA accounts is not related to insurance industry trends.

last sentence):

DISTRICT OFFICE USE ONLY

Form received: 3-20-15, jr

[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: not aware of any legal impact

Current language:

- a. 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.

Proposed language:

- a. 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.~~



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: Doreen Treuden

Employee Handbook Part: Certified Staff and Support Staff

Employee Handbook Page/Section/Section #: p. 57/sec 8/C4 and p. 74/sec 11/D

Suggested Revision:

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

The language for survivorship of retirement benefits needs ^{to} match the District HRA plan document. _A

last sentence):

DISTRICT OFFICE USE ONLY

Form received: 3-20-15 jcw

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: 0

Legal Impact: Current language is not in compliance with tax law related to HRA (domestic partner)

Current language:

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 payment will be made to an estate.

Proposed language from HRA Plan document approved by BOE:

If a Participant dies prior to exhausting his vested account balance, the Participant's surviving spouse and/or dependents are eligible to be reimbursed under this Plan for their eligible medical expenses until the vested account balance is exhausted. In the event of the death of the Participant, the Participant's spouse, and all of the Participant's qualifying dependents, any funds remaining in the account shall be forfeited in accordance with the Plan's provisions. Forfeited funds shall reduce future Employer contributions. Reference: Health Reimbursement Arrangement Plan for the Evansville Community School District dated July 1, 2010.

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: Support Staff members of Compensation Committee

Employee Handbook Part: Support Staff Leave Benefits

Employee Handbook Page/Section/Section #: Pg. 70 & 73/Section 9/Section 9.01 C & Section 11 11.02 A & 11.03

Suggested Revision:

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

See Attached.
Pg. 70, C. Sick Days - We do not understand the Maximum Accumulated Sick Hours between the two columns: prior to 7/1/2003, staff receive less accumulated hours than the staff hired after 7/1/2003. Our questions: Is this correct? Are the dates correct? Is this equitable across the District?
Pg. 73 - 11.02/11.03 - Retirement Benefits - If the hours are changed on page 70, should the 880 hours addressed in this section be changed also?

last sentence):

DISTRICT OFFICE USE ONLY

Form received: 3-19-15/kw

Form reviewed by Policy Committee: _____

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

Cost Impact and Amount: increases employee post employment benefit liability

Legal Impact: not aware of any legal impact

* The BOE voted to "grandfather" all support staff with 10+ years of experience as of 7/1/2013.

With changes from December 1st Proposed Changes – this section will look like this:

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.

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.

| 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) (Custodian/Cleaner) | 12 Sick days | 9 Sick days |
| 260 (12 month) (All Other) | 10 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 | 880 |
| 197-229 (10 month) | 825 880 | 880 |
| 230 -259 (11 month) | 825 880 | 880 |
| 260 (12 month) (Custodian/Cleaner) | 960 | 880 |
| 260 (12 month) (All Other) | 825* 880* | 880 |

*Administrative Assistants hired before July 1, 1993, maximum accumulated sick hours is 907.5

Section 11

RETIREMENT BENEFIT

This number exceeds the maximum for employees starting before July 1, 2013

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.

To: Evansville Board of Education

From: Brian Cashore

Re: Donation

Date: May 1, 2015

An anonymous Evansville community member contacted me with interest in donating fencing to enclose Evansville High School's varsity soccer facility. I told the anonymous donor that I was very much interested in the proposed donation, since this has been a project on our wish list for the past 10 years. Therefore, the anonymous donor, Steve Shulta, and I met with Lemke Fence, Inc., Struck and Irwin Fence, Inc., and Action Fence, Inc. to acquire bids for this project. After reviewing the bids, we subsequently selected the bid from Lemke Fence of Jefferson, Inc. The anonymous donor will kindly pay for the entire fence installation for a total of \$18,799.

2015-2016 OEI Applications

| | GRADE | RESIDENT_DISTRICT_NAME | CURRENT ATTENDANCE DISTRICT | SIBLINGS_ATTENDING_FLAG | HAS_IEP | HAS_PENDING_SPED | APPLYING_FOR_VCS | ALREADY_ATTENDING_VCS | SUGGESTED ACTION BY BOARD |
|----|-------|------------------------|-----------------------------|-------------------------|---------|------------------|------------------|-----------------------|---------------------------|
| 1 | PK | Albany | n/a | N | N | N | N | N | A |
| 2 | PK | Brodhead | n/a | N | N | N | N | N | A |
| 3 | PK | Albany | n/a | Y | N | N | N | N | A |
| 4 | PK | Albany | n/a | Y | N | N | N | N | A |
| 5 | PK | Edgerton | n/a | Y | N | N | N | N | A |
| 6 | PK | Stoughton Area | n/a | N | N | N | N | N | A |
| 7 | PK | Albany | n/a | Y | N | N | N | N | A |
| 8 | KG | Albany | Albany | N | N | N | N | N | D |
| 9 | KG | Beloit Turner | n/a | N | N | N | N | N | D |
| 10 | KG | Albany | Albany | N | N | N | N | N | D |
| 11 | KG | Madison Metropolitan | n/a | N | N | N | N | N | D |
| 12 | KG | Janesville | Janesville | N | N | N | N | N | D |
| 13 | KG | Madison Metropolitan | Stoughton | N | N | N | N | N | D |
| 14 | KG | Janesville | n/a | N | N | N | N | N | D |
| 15 | KG | Edgerton | n/a | Y | N | N | N | N | D |
| 16 | 1 | Albany | Albany | N | N | N | N | N | A |
| 17 | 3 | Albany | Albany | N | N | N | N | N | D |
| 18 | 4 | Albany | Albany | N | N | N | N | N | A |
| 19 | 4 | Parkview | Parkview | N | N | N | N | N | A |
| 20 | 5 | Albany | Albany | N | N | N | Y | N | A |
| 21 | 6 | Parkview | Parkview | N | N | N | N | N | A |
| 22 | 7 | Albany | Albany | N | N | N | Y | N | A |
| 23 | 8 | Brodhead | Brodhead | N | N | N | N | N | A |
| 24 | 10 | Albany | Albany | N | N | N | Y | N | A |
| 25 | 10 | Milton | Milton | N | N | N | N | N | A |
| 26 | 11 | Parkview | Parkview | N | N | N | N | N | A |
| 27 | 11 | Edgerton | Evansville | Y | N | N | N | N | A |
| 28 | 11 | Parkview | Parkview | N | N | N | N | N | A |
| 29 | 12 | Parkview | Parkview | N | N | N | N | N | D |

2015-2016 OEO Applications

| | GRADE | NONRESIDENT_DISTRICT_NAME | CURRENT_ATTENDANCE_DISTNAME | SIBLINGS_ATTENDING_FLAG | SIBLINGS_APPLYING_FLAG | HAS_IEP | HAS_PENDING_SPED | APPLYING_FOR_VCS | ALREADY_ATTENDING_VCS | HAVE_SIBLINGS_IN_VCS | SUGGESTED ACTION BY BOARD |
|----|-------|-----------------------------|--|-------------------------|------------------------|---------|------------------|------------------|-----------------------|----------------------|---------------------------|
| 1 | PK | Parkview | n/a | Y | N | N | N | N | N | N | A |
| 2 | PK | Albany | n/a | N | N | N | N | N | N | N | A |
| 3 | PK | Brodhead | n/a | N | N | N | N | N | N | N | A |
| 4 | PK | Brodhead | n/a | Y | N | N | N | N | N | N | A |
| 5 | PK | De Forest Area | n/a | N | N | N | N | N | N | N | A |
| 6 | PK | Janesville | n/a | N | N | N | N | N | N | N | A |
| 7 | PK | Milton | n/a | Y | N | N | N | N | N | N | A |
| 8 | PK | Janesville Private School? | n/a | N | Y | N | N | N | N | N | A |
| 9 | KG | Janesville | n/a | N | N | N | N | N | N | N | A |
| 10 | KG | Oregon | n/a | N | N | N | N | N | N | N | A |
| 11 | KG | Merrill Area | Evansville Community - KG currently | Y | N | N | N | Y | N | N | A |
| 12 | KG | Appleton Area | Homeschooled | N | Y | N | N | Y | N | N | A |
| 13 | KG | Edgerton | Edgerton - 4K? | Y | N | N | N | N | N | N | A |
| 14 | KG | Albany | Albany - 4K? | Y | N | N | N | N | N | N | A |
| 15 | KG | Madison Metropolitan | n/a | Y | N | N | N | N | N | N | A |
| 16 | 1 | Oregon | Oregon | Y | Y | N | N | N | N | N | A |
| 17 | 1 | Madison Metropolitan | Madison Metropolitan | Y | Y | N | N | N | N | N | A |
| 18 | 1 | Janesville Private School? | Private | N | Y | N | N | N | N | N | A |
| 19 | 2 | Oregon | Oregon | Y | Y | Y | N | N | N | N | SE |
| 20 | 4 | Madison Metropolitan | Madison Metropolitan | Y | Y | N | N | N | N | N | A |
| 21 | 5 | Oregon | Oregon | Y | Y | Y | N | N | N | N | SE |
| 22 | 6 | Appleton Area | Homeschooled | N | Y | N | N | Y | N | N | A |
| 23 | 8 | Janesville | Janesville | Y | N | N | N | N | N | N | A |
| 24 | 8 | Stoughton Area | Stoughton Area | Y | Y | N | N | N | N | N | A |
| 25 | 9 | Janesville | Private | N | N | N | N | N | N | N | A |
| 26 | 9 | Janesville | Janesville | N | N | N | N | N | N | N | A |
| 27 | 9 | Oregon | Evansville Community | N | N | N | N | N | N | N | A |
| 28 | 10 | Monona Grove/Verona | Homeschooled | N | N | N | N | N | N | N | A |
| 29 | 10 | Stoughton Area | Stoughton Area | Y | Y | N | N | N | N | N | A |
| 30 | 11 | Oregon | Oregon | Y | Y | N | N | N | N | N | A |
| 31 | 13 | Janesville - Chestnut House | Evansville Community | N | N | Y | N | N | N | N | SE |

March 24, 2015

Mrs. Tessa Nelson
Interim Director of Student Services
Evansville Community School District
340 Fair Street
Evansville, WI 53536

Dear Mrs. Nelson:

I am submitting this letter to inform you of my resignation from the current speech and language pathology position I hold. My resignation comes secondary to the elimination of my position in the 2015/2016 school year.

I have enjoyed the work I have done with students here and look forward to fulfilling the remainder of my 2014/2015 contract.

It has been an honor to serve the Evansville Community School District over the past year.

Sincerely,

Lindsay Roesler, MS. CCC-SLP
Speech Pathologist

*Rec'd 5-8-15
KR*

Lindsay Roesler
Speech Language Pathologist
Evansville Community School District
Levi Leonard Elementary
Evansville High School
608-882-3152 (LLE)
608-882-3803 (HS)

Jerry Roth
Evansville Community School District
340 Fair Street
Evansville, WI 53536

5/4/2015

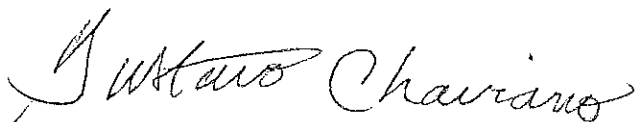
Dear Mr. Roth,

It is with regret that I ask you and the school board to accept my resignation as the 8-12 choral music director, effective at the end of my current contract. My wife and I are relocating to the Milwaukee area for her new job.

To say that my time here at Evansville has been great would be an understatement. The support for the arts in this community is simply amazing. It has been an immense privilege to have been part a part of this tradition. I want to make clear that my resignation has nothing to do with my overall happiness here or the quality and support of the music program. There are wonderful things happening in the choral program, and I sincerely hope that this program will continue to grow and flourish through the support of administration, school board, and the community!

I would like to take this opportunity to thank Jerry Roth, Scott Everson, and the board for extending this amazing opportunity to me. As I often tell my students, I couldn't have asked for a better group of students, colleagues, and community to work with. I can honestly say that the students here at Evansville have touched my life, and I will not forget my experiences here.

Sincerely,



Gustavo Chaviano

Rec'd 5-5-15
KW

May 5, 2015

Scott Everson
Principal
Evansville High School
640 South 5th Street
Evansville, WI 53536

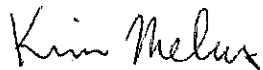
Mr. Everson,

Please accept my official resignation from the Evansville Community School District effective at the end of the 2014-2015 school year. The reason that I am leaving is that I have accepted a full time teaching position with the Milton School District and will be leaving my 50% social studies position at the Evansville High School.

I have greatly enjoyed teaching at Evansville High School. It has been a wonderful first time teaching experience and I am in no way dissatisfied with the job. I am leaving simply because I desire a full time position.

I appreciate all of the opportunities of professional growth and development that the Evansville High School has provided me. I wish you and the entire staff continued success.

Sincerely,



Kim Melms

Rec'd 5-5-15

April 30, 2015

Mr. Jerry Roth
Superintendent
Evansville Community School District

Dear Mr. Roth and Members of the School Board:

Please accept this letter of retirement from my educational assistant position at JC McKenna at the end of the current (2014-2015) school year.

It has been a pleasure being a part of the Evansville School District the past 25 years. I have enjoyed working with and learning from my co-workers at JC McKenna! My involvement over the years working with the many athletic programs has also been fun for this "sports junkie"!

Thank you to all.

Sincerely,



Jo-Al Cufaude

Redd
5-1-15
km

Cc: Jason Knott
Jane Sperry

MEMORANDUM OF AGREEMENT FOR JOB SHARING

Between

Nicole Forster and _____ (Partner)
2015-2016 School Year

The Evansville Community School District (hereinafter "District"), the Evansville Education Association (hereinafter "Association"), Nicole Forster (hereinafter "Forster") and _____ (hereinafter "Partner") agree to the following:

1. Forster and the District will enter into a part time (.8) teaching contract for the 2015-16 school year. Partner and the District will enter into a part time (.2) teaching contract for the 2015-16 school year only.

During the 2015-16 school year, Forster and Partner will Job-Share on a split week schedule. Forster will work Monday, Tuesday, Thursday and Friday. Partner will work Wednesday. These days may be changed by mutual agreement between Forster, Partner and the District.

2. All wages, hours and working conditions for the Teachers will be controlled by the District Employee Handbook except for the specific provisions of this Job Sharing Agreement.
3. The Teacher's work weeks will be more than 20%/80% of a regular work week, to the extent necessary to include work days, regular communication about students, staff meetings, staff development, parent-teacher conferences, committee and grade level responsibilities, and other events considered by the building principal to be essential for performing the job shared duties. Both parties will be required to attend all district staff development. Attendance at other building or district meetings will be determined by the building principal. Required attendance at staff development over 20%/80% will be compensated at the curriculum rate.
4. If a substitute is needed, the job-sharing Partner will be assigned to substitute and will be paid at the long-term substitute rate for the time that she is substituting. If circumstances prevent the job-sharing Partner from serving as a substitute, she will not be required to substitute.
5. If one job-sharing teacher resigns, becomes disabled, is granted a leave of absence during the term of the Job Sharing Agreement, or is unable to fulfill the entirety of the job-sharing arrangement, the remaining job-sharing teacher will assume the full teaching position for the remainder of the school year.
6. This job share is dependent on finding a suitable Partner for the position by August 1, 2015. The Partner, unless currently a full time district employee under a teaching contract will only accrue .2 year seniority. The Partner will have no rights to a full time position should the job share agreement end and would need to apply for any vacancies that might exist.

7. The Teachers further agree that this Agreement is limited to the specific Teachers named in this Agreement and that no provision of this Agreement constitutes a precedent for any other person, or any other school year, or any other circumstances. The Teachers may request that they be allowed to teach under the same agreement for the next school year. The District Administrator must receive such a request by January 15, 2016. All job shares must be approved by the Board of Education, with the District Administrator notifying the Teachers of the Board decision before June 15. The Board's denial shall not be the subject of a grievance. The decision to continue the Agreement another year will be at the discretion of the District Administrator. If the District Administrator approves another year, the Teachers will sign a new Agreement. If the District Administrator disapproves another year, or if one of the Teachers wishes to discontinue the position, Nicole Forster will be given a full-time teaching position. In such case, Partner will be non-renewed. Partner will have no rights under lay-off or recall rights.

District Administrator

Date

President, Board of Education

Date

Nicole Forster

Date

(Partner)

Date

**EVANSVILLE COMMUNITY SCHOOL DISTRICT
RESOLUTION TO AUTHORIZE LONG-TERM CAPITAL IMPROVEMENT TRUST FUND**

WHEREAS, pursuant to the provision of Section 120.137 of Wisconsin Statutes, a school board that has approved a long-term capital improvement plan may create a long-term capital improvement trust fund for the purpose of financing the costs of the capital improvements included in the approved plan; and

WHEREAS, the Evansville Community School District has created and approved a long-term capital improvement plan; and

WHEREAS, the Evansville Community School District "long-term capital improvement plan" is a capital improvement plan for at least a 10-year period; and

WHEREAS, the Evansville Community School District School Board desires to create a long-term capital improvement trust fund pursuant to the fund's review by the District's legal counsel and the District's Auditors;

NOW HEREBY BE IT RESOLVED BY THE EVANSVILLE COMMUNITY SCHOOL DISTRICT SCHOOL BOARD that, pursuant to the provision of Section 120.137, of the Wisconsin Statutes, the Evansville Community School District School Board shall create a capital improvement trust fund pursuant to the above law, and all of the following shall apply to such capital improvement trust fund:

1. The Evansville Community School District School Board may not expend money deposited in such a trust fund for a period of 5 years beginning on the date the trust fund is created. After the 5-year period, the Evansville Community School District School Board may make expenditures from the trust fund solely for the purposed described in the approved long-term capital improvement plan.
2. The Evansville Community School District School Board may not transfer money from a long-term capital improvement trust fund to any other school district fund.
3. For purposes of calculating equalization aid, money deposited in a long-term capital improvement trust fund is counted as a shared cost at the time the money is deposited in the trust fund, but such money is not counted as a shared cost at the time the money is expended from the trust fund.

BE IT FURTHER RESOLVED, that this resolution is effective as of the date this resolution is adopted.

BE IT FURTHER RESOLVED, that the officers, employees, and agents of the District are authorized and directed to do any and all things reasonably necessary to accomplish the purposed of this Resolution.

Adopted this day of _____, 2015.

Kathi Swanson, Board President

ATTEST:

John Rasmussen, Board Clerk

Evansville

Community School District

Evansville Community School District
10 Year Capital Improvement Plan
July 1, 2015 through June 30, 2024

The Board of Education's 10 Year Capital Improvement Plan is a plan of proposed capital projects intended to address the present and anticipated future needs for the maintenance and improvement of the facilities under the supervision of the Board of Education. The proposed capital projects are intended to support the significant investment the Evansville School Community (taxpayers) has made in its educational infrastructure and to provide the optimum teaching and learning environment for staff and students.

Funding for maintenance and improvement projects will be determined on an annual basis through the District budget process. Sources of funding include the District General Operating Budget Fund 10, the District Long-term Capital Improvement Trust Fund 46 and/or other sources. Maintenance and improvement projects that may be funded in the future are listed below. The Board of Education will determine project priority on an annual basis.

Capital Improvement Project List

- Roof repair and/or replacement
- HVAC repair and/or replacement
- Land acquisition
- Any project identified as a life/safety improvement
- Any project identified to save energy

Adopted this day of _____, 2015.

Kathi Swanson, Board President

ATTEST:

John Rasmussen, Board Clerk

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Food Service Report – Change in Breakfast Service
Date: May 5, 2015

Offering an alternative breakfast service will have a significant impact on the food service budget going forward. The alternative breakfast service will be a cold option available in all buildings before school at no charge to the student/family. An estimate of the budget impact follows:

| | Change in Budget | |
|---|------------------|----------------|
| | Revenues | Expenses |
| Provide local breakfast program - Drop the National School Breakfast Program | \$ (22,669.43) | |
| Reduction in breakfast food cost for current program | | \$ (15,000.00) |
| Increase in staffing of educational assistants - 2 hours per day | | \$ 7,069.74 |
| Reduction in staffing of food service employees - 4.25 hours per day and benefits for 4 staff members | | \$ (55,648.55) |
| Students would not pay for cold breakfast options offered daily in each building before school | | \$ 5,340.00 |
| | \$ (22,669.43) | \$ (58,238.81) |
| | Net savings | \$ 35,569.38 |

It is estimated that there would be a reduction in total hours for food service staff of 4.25 hours per day. The greatest single employee impact would be a loss of 1.75 hours per day or approximately \$5,800 in wages per year. There is a possibility that other part-time food service staff would have an increase in hours per day.

Evansville

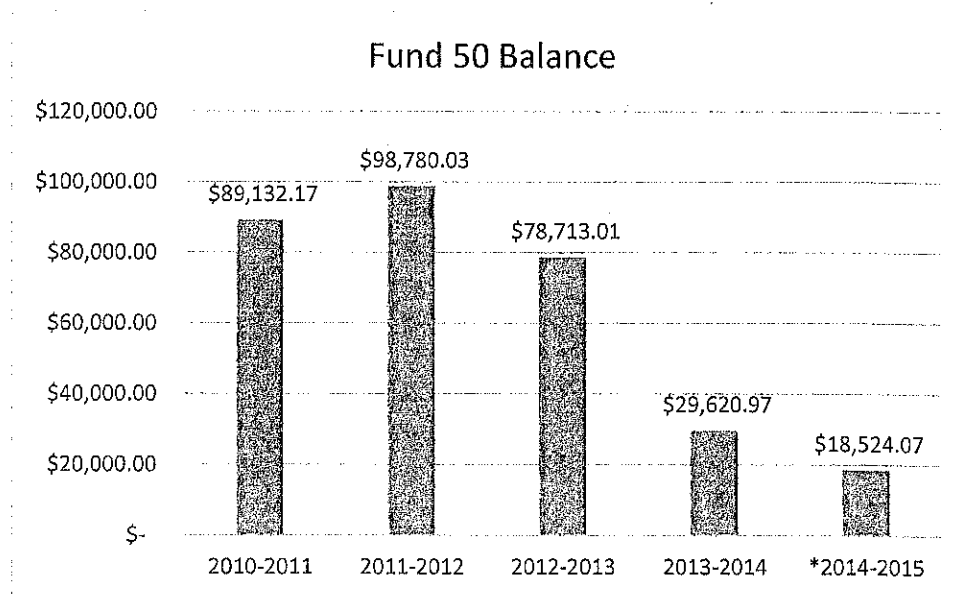
Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Food Service Report
Date: April 17, 2015

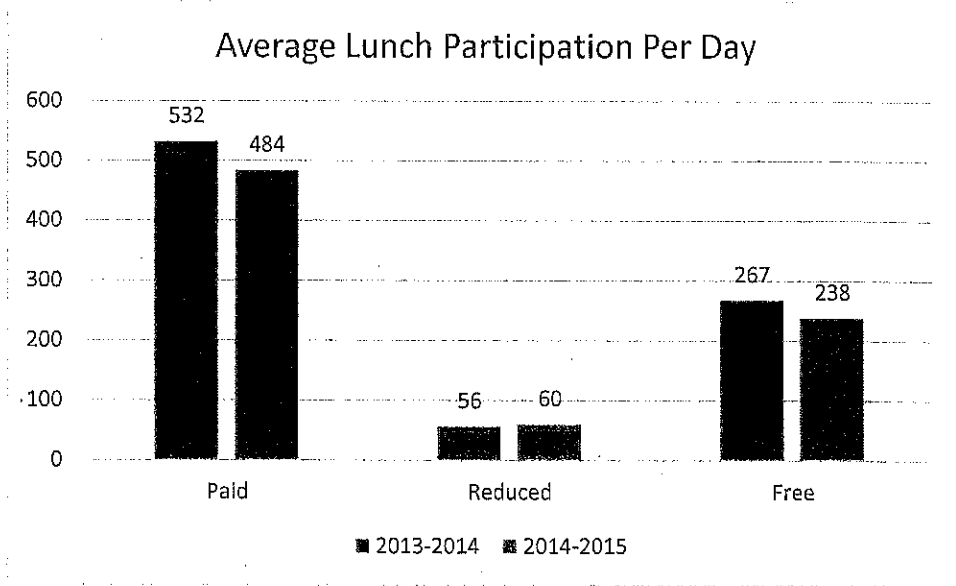
The ECSD provides daily breakfast and lunch service to students and staff under the National School Lunch/Breakfast program regulated by the USDA and administered by WI-DPI. The program has undergone significant changes over the past five years due to the 2010 Child Nutrition Reauthorization, now known as the Healthy, Hunger-Free Kids Act of 2010. Program changes have impacted the financial state of the District meal program.

The meal program is maintained for financial purposes separate from the District general Fund 10 operating budget. The Food Service Fund 50 maintains a segregated Fund Balance. Regulations dictate that the Fund 50 Fund Balance be zero or positive at the end of each fiscal year. If Fund 50 ends a fiscal year with a negative Fund Balance, the District Fund 10 would incur an expense equal to the negative amount and would be transferred to the Food Service budget resulting in a final Fund 50 Balance of zero at fiscal year-end. Below is four years of Fund 50 Balances and the projected 6/30/2015 Fund Balance.

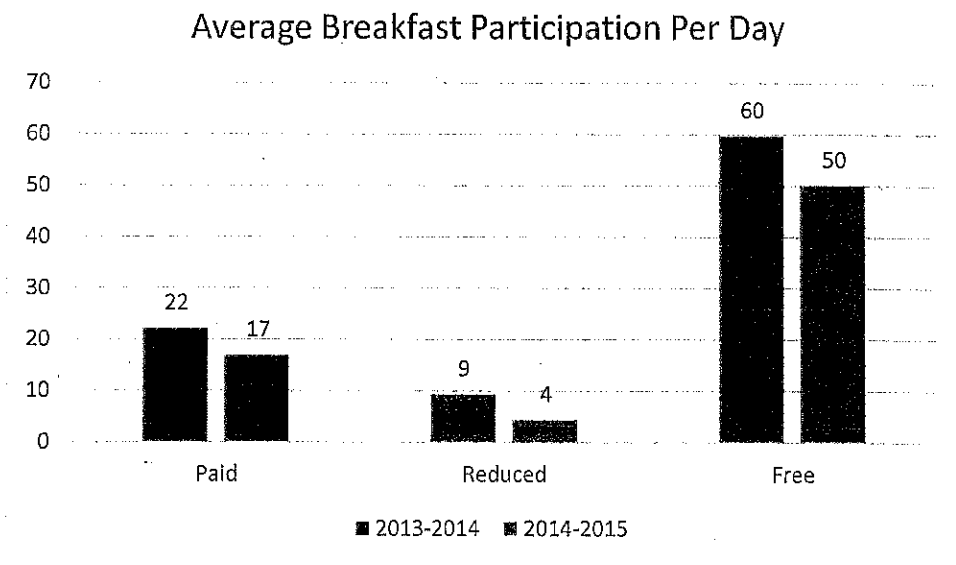


The Fund 50 Balance is decreasing because expenses have been exceeding revenues for the past three years.

Revenue is decreasing because participation is decreasing. The graphs below represent data from September through February for school year 2013-14 and year 2014-15.



Overall, lunch participation is down 8.6% this year from the same time period as last year.



Overall, breakfast participation is down 21.7% this year from the same time period as last year. During the 2013-2014 school year, 366 students on average qualified for free meals and 79 students qualified for reduced meals. For the 2014-2015 school year, 345 students on average qualify for free meals and 86 students qualify for reduced meals. Based on the daily participation rates above, we are serving 4% of students who qualify for reduced meals and 14.5% of students who qualify for free meals during the breakfast service this year.

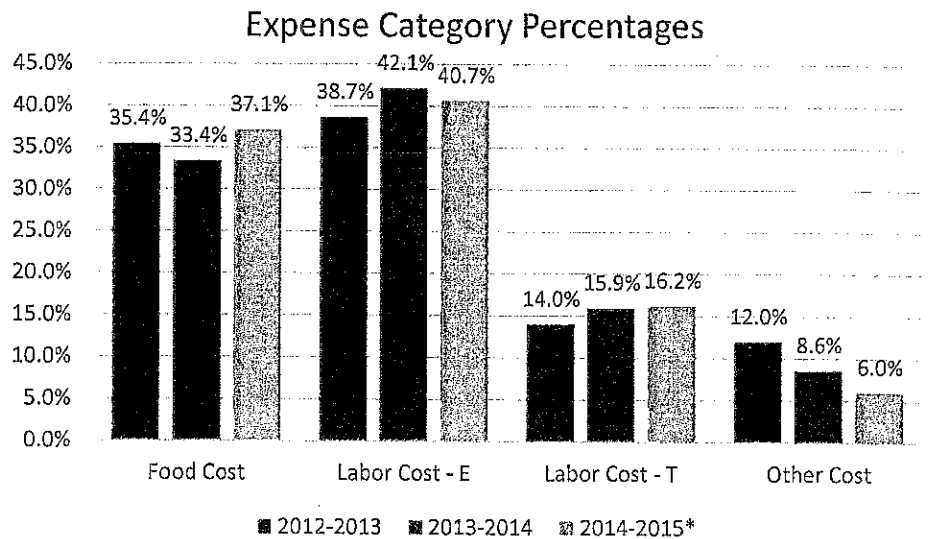
The decrease in participation is most likely related to meal pattern changes implemented over the past three years as regulated by the Healthy, Hunger-Free Kids Act of 2010. Here is a summary of the meal pattern changes:

The Final Rule on the new Federal Nutrition Standards was published on January 26, 2012.

Highlights of the Nutrition Standards and Meal Pattern Requirements include:
 National School Lunch Program—effective date for the majority of changes is July 1, 2012 unless noted.

- A single Food Based Menu Planning (FBMP) Approach
- Three new age/grade groupings: K-5, 6-8, and 9-12, with ability to overlap K-8
- Fruits and vegetables are two separate components
- Five vegetable subgroups: dark green, red/orange, beans/peas (legumes), starchy, other
- Half of all grains offered must be whole grain-rich in SY 2013-14
- All grains offered must be whole grain-rich in SY 2014-15
- One ounce meat/meat alternate minimum daily requirement for Grades K-5 and 6-8
- Tofu and soy yogurt can credit as a meat alternate
- Fat-free (unflavored or flavored) and low-fat (unflavored) fluid milk only
- Under Offer versus Serve, students must select at least ½ cup fruit or ½ cup vegetable for a reimbursable meal, or ½ cup total combination of fruits/vegetables
- Calorie ranges with **maximums** not to be exceeded
- Zero grams trans-fat per serving
- Sodium restrictions begin SY 2014-15

Other information to consider when reviewing the financial status of a meal program is expenses by category. The graph below shows expenses by major category for the past two years and partial 2014-2015. Labor Cost – E represents the District employees. Labor Cost – T represents the Taher office staff and Director.



Based on my experience, the food cost percentages are below average for a school meal program and the labor cost percentages are above average.

If the meal program continues the current mode of operation, the data indicates that the Fund 50 Balance will fall below zero in the next year or two. Fund 50 cannot carry over a negative balance so the result will be an equal expense to Fund 10 at fiscal year end. To avoid this outcome, there are options to consider.

Option 1

Breakfast participation is really low. The Board may consider not belonging to the USDA National School Breakfast program and offering an alternative breakfast option in each building each day. There are many different ways to set up an alternative breakfast option. One option would be to offer a simple cold breakfast without charge in each building (e.g. cold cereal and milk). Eliminating the regulatory oversight of the National School Breakfast program allows for a significant savings in labor cost.

Option 2

Rebid the Food Service Management contract to include management of 100% of the meal program. This would involve the transfer of employment of food service staff from the District to Taher. This option would not be available to begin until the start of the 2016-2017 school year due to the bidding process.

Option 3

Wait another year before making any changes to the current operation of the meal program.

Approved: April 10, 2000

353.1

Revised: March 10, 2003

Revised:

1st Reading: 2/25/15; 2nd Reading: 3/11/15; 3rd Reading: 5/13/15

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.

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)
120.12(2) (School Board Duties)
120.13 (School Board Powers)
948.13 (Child Sex Offender Working With Children)

DRAFT

Evansville Community School District Volunteer Coordinator Job Description

Essential Information

This is an unpaid, volunteer position. The volunteer coordinator (coordinator) is responsible for recruiting and managing school volunteers for the Evansville Community School District (ECSD). Strong communication and management skills are helpful as the coordinator must work with people who have a variety of skill sets.

Volunteer Coordinator Job Description

The coordinator ensures that the interests of students and volunteers are served and that the volunteer opportunities and needs remain staffed. The coordinator may coordinate and schedule volunteers on an ongoing basis and/or organize single events. The coordinator informs volunteers via newsletters, emails, meetings and/or other methods of communication.

The coordinator works to actively recruit volunteers for the ECSD. The coordinator may reach out to established volunteers and seek new help using various marketing tools, including volunteer databases, e-mail letters, and outreach events.

Volunteer Coordinator Responsibilities:

1. Recruit, coordinate and monitor volunteers in the ECSD.
2. Maintain records of volunteers contact information, volunteer hours and volunteer assignments.
3. Communicate with teachers and administrators regarding volunteer needs.
4. Coordinate volunteer schedules.
5. Coordinate "volunteer appreciation" communications.
6. Works with Business Services Assistant.

Reports To: Building Principals

ECSD Volunteer Information

We want to thank you in advance for your interest in volunteering in the Evansville Community School District. The teachers, students and staff greatly appreciate the time you are willing to share through your volunteer work here. You will be a significant addition to the educational experience of our students.

Where You May Volunteer:

- Levi Leonard Elementary School (LLE)
- Theodore Robinson Intermediate School (TRIS)
- J.C. McKenna Middle School (JCM)
- Evansville High School (EHS)

Volunteer Opportunities:

- Assist in the Library Media Center (LMC)
- Chaperone field trips, dances, etc
- Help children by reviewing skills, concepts taught (vocabulary flash card drill, review mathematic facts, letter formation/handwriting skills)
- Assist teachers in preparation of bulletin boards and/or duplicating instructional materials for classroom use
- Teach a craft or hobby, talk about your occupation, share cultural and ethnic background and experiences
- Help with clerical needs in the school office
- Assemble distributions
- Assist in the computer lab
- Assist in the lunchroom and/or on the playground
- Complete projects at home for school use
- Other

Volunteer Procedures:

Volunteering in a school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for the students, teachers and school staff.

Please help us to keep our programs running smoothly by following these guidelines:

- Sign in at the office when you arrive at school
- Wear your volunteer button or name tag
- Sign out at the office when you leave

Volunteer Expectations:

- Respect confidentiality of students and school personnel
- Follow the guidelines established by the school such as dress code, hours of work, adult behavior, values and all regulations, rules and policies stated for school employees and volunteers
- Use reasonable judgment working with students

- Be considerate, respect competencies and work as a member of the team with the staff and students. Realize that you do not have instructional, evaluation, decision-making or teaching responsibilities for students, but are encouraged to enrich and extend learning opportunities for students and promote educational excellence for the school system

The Effective Volunteer:

- Focuses on helping students and staff
- Is discreet, sincere, dedicated and punctual
- Recognizes the individuality of each student
- Respects the teacher or staff member's ultimate responsibility for the health, welfare and education of each student
- Cooperates, coordinates and communicates continually with school administrators, faculty members and staff
- Provides the teacher or staff member with the satisfaction of knowing that the student's needs are being met and that quality education is being promoted, extended and enriched
- Receives the sincere gratitude of the total school community

Guidelines for Working With Children:

- Encourage children to do their own thinking
- Give students plenty of time to answer
- Accept children as they are. You must not feel responsible for judging children's abilities, progress or behaviors
- Respect children's privacy
- Help build students' self-confidence and keep a positive attitude. Remember, effort and attentiveness can be as important as performance

Teachers and School Staff Will:

- Provide specific instructions to the volunteer
- Provide space for the volunteer to do their work
- Provide necessary materials and equipment
- Communicate with the volunteer as needed
- Provide advance notice when special events interfere with the volunteer time

What a Teacher Can Expect From Volunteers:

Confidentiality: When volunteering, please remember that the behaviors and abilities of students, teachers and staff are never appropriate topics for discussions outside of school. Respect confidentiality of students and school personnel. Be alert to the need for confidentiality.

Dependability: The staff you work with will depend upon you to be present at your scheduled time. Their tasks are planned with your help in mind. The students will look forward to you coming to their class. Therefore, if you will be late to your volunteer assignment or if you are not able to volunteer on a particular day, please notify the school office immediately and leave a message for the staff member.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Steve Shulta, Buildings and Grounds Director
Re: Roofing Work per Referendum
Date: May 7, 2015

Following passage of the Facilities and Safety/Security referendum question last fall, we sought to re-engage Apex Building Consultants to assist with the execution phase of roofing and building envelope repair work. Apex is the firm that performed extensive inspections of this infrastructure during 2013 and subsequently prepared detailed reports with budgetary repair estimates by section that became the cost basis for the referendum. In addition to providing these services, building consultants such as Apex provide potentially greater value to their clients in the preparation of separate bid packages for labor and materials, pre-qualification of multiple bidders, onsite meetings pre and post-bid, daily contract performance management and post completion annual warranty walk through with the installers.

ECSD utilized the services of Apex to bid all referendum related roofing work in one (1) package so we could evaluate what truly makes sense to package together for 2015-16 execution and beyond. We're pleased that five (5) firms submitted detailed bids for 10 different roof sections and that bid amounts for work previously planned for the next fiscal year were sufficiently below initial estimates. Due to this, we are able to add a third roofing section for replacement this summer. Subsequently we're seeking BOE approval to award contracts in the amounts of \$132,854.96 to Milwaukee Insulation for all materials and \$150,660.00 to Southern Wisconsin Roofing for all labor for the three sections we'll be completing after July 1, 2015. There is an additional cost premium of 6% of work performed to utilize the services of consultants like Apex in providing technical bid documents, job execution management including all prevailing wage considerations, and installation quality control extending five (5) years beyond job completion.

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, April 29, 2015, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by District Administrator, Jerry Roth. Roll call was taken. Members present: Swanson, Busse, Rasmussen, Spanton Nelson, Hammann, Koenecke, and Braunschweig.

APPROVE AGENDA

Motion by Mr. Braunschweig, seconded by Mr. Rasmussen, moved to approve the agenda as presented. Motion carried, 7- (voice vote).

ANNUAL BOARD REORGANIZATION

Mr. Roth opened nominations for President. Ms. Hammann nominated Ms. Swanson. Ms. Spanton Nelson nominated Mr. Braunschweig. Nominations closed. Vote: Ms. Swanson, five votes, Mr. Braunschweig, two votes (paper ballot). Ms. Swanson elected as President.

Ms. Swanson opened nominations for Vice President. Mr. Braunschweig nominated Mr. Busse. Nominations closed. Vote: 7-0 (voice vote). Mr. Busse elected as Vice President.

Ms. Swanson opened nominations for Clerk. Ms. Koenecke moved to elect Mr. Rasmussen, Ms. Spanton Nelson seconded. Nominations closed. Motion carried, 7-0 (voice vote).

Ms. Swanson opened nominations for Treasurer. Mr. Braunschweig nominated Ms. Spanton Nelson. She declined. Ms. Swanson nominated Ms. Hammann. Mr. Busse nominated Mr. Braunschweig. Nominations closed. Vote: Ms. Hammann, three votes, Mr. Braunschweig, four votes (paper ballot). Mr. Braunschweig elected as Treasurer.

Ms. Swanson asked for appointment of Deputy Clerk. Motion by Mr. Rasmussen, moved to appoint Kelly Mosher, seconded by Mr. Braunschweig. Motion carried, 7-0 (voice vote).

Ms. Swanson led discussion of Board Committees, Committee Structure and Board Assignments. Discussion. Board Committees of the Whole will include: Board Development, Chair Ms. Swanson; Budget Finance, Chair Mr. Braunschweig; Strategic Planning will be CSI, with Board and Administrative Team. Board Sub-Committees will include: Employee Handbook, Chair Ms. Koenecke and members, Mr. Rasmussen and Ms. Hammann; Insurance, Chair Mr. Braunschweig and member Ms. Spanton Nelson; Policy, Chair Ms. Hammann and member Ms. Koenecke; Co-and Extra-Curricular, Ms. Spanton Nelson and Ms. Hammann, as needed; 4K, Ms. Spanton Nelson and Ms. Hammann, as needed; and CAC, Ms. Koenecke, to report out semi-annually. Committees to be removed as are incorporated in CSI: Communications and Facilities. Open Enrollment to be removed, Ms. Hammann and Mr. Roth to work on process in presenting information. Negotiations/Compensation Assignments: Support Staff and Teachers, Ms. Swanson, Mr. Busse, and Mr. Braunschweig. Transportation will be removed. Board Representatives to District Administrative Committees: Technology removed as falls under CSI.

Ms. Swanson led discussion of meeting times and dates. Discussion. Consensus to continue to meet on the second and fourth or last Wednesday of the month, at 6:00 pm and evaluate the upcoming May meetings to determine if future May meetings need to be changed.

Ms. Swanson led discussion of setting the June and July Board meeting dates. Discussion. Consensus to meet on June 10 and 24 and July 15.

Ms. Swanson presented the document, What Every New Board Member Needs to Know. Discussion. The Group/Meeting Agreement will be discussed at a future meeting under Board Development.

Ms. Swanson reviewed documents in their Board binders, including the 100 policies. Discussion.

Ms. Swanson shared she was willing to serve as the Board Member as the Evansville Education Foundation Representative. Consensus to appoint Ms. Swanson as Representative.

Ms. Swanson led discussion of appointing a Delegate Representative to CESA 2. Discussion. Consensus to appoint Board Member, John Rasmussen, to serve as the CESA 2 Delegate Representative.

PRESENTATION OF LAUDE SYSTEM

High School Principal, Mr. Everson, presented High School Class Rank vs. Laude System. Discussion. Mr. Everson to bring back additional information.

BUDGET FINANCE

Interim Director of Student Services, Ms. Nelson, presented a 2015-2016 staffing update recommended change in special education staffing. Discussion.

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

Ms. Treuden presented a food service report, with three options for the District breakfast program. Discussion. Ms. Treuden will bring back additional information.

Ms. Treuden presented a recommendation to establish a Fund 46, Long Term Capital Improvement Trust Fund. Discussion. Will come back for approval.

Mr. Roth presented a Job Share Agreement, for Ms. Nicole Forster. Discussion. Will come back for approval.

Elementary Principal, Ms. Dobbs, gave an update on 4K. Discussion. Consensus to add a pm class section, due to numbers, and to allow open enrolled students to come in.

Mr. Braunschweig presented the minutes of the Teacher and Staff Compensation Committees. Discussion. Committees will continue to meet.

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

Mr. Braunschweig presented the Insurance Committee minutes. Discussion. Information on the Wellness Committee will be shared.

Budget Finance agenda items discussed for May 27 meeting.

BUSINESS (Action Items)

Motion by Mr. Braunschweig, seconded by Ms. Hammann, moved to approve the Technology Request for Proposals, for the Server and Storage Infrastructure project to Heartland Business Systems (HBS). Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to approve the April 8, 2015, minutes as presented. Motion carried, 7-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Busse, moved to approve the teacher resignation of Laura Martin, Kindergarten Teacher, effective at the end of the 2014-2015 school year, and the resignation of Melissa Gray, special education assistant, effective April 10, 2015. Motion carried, 7-0 (voice vote).

POLICIES

Ms. Koenecke presented for a first reading, policies: #322-Student School Day; #525-Staff Solicitations; #545-Support Staff Assignments and Transfers; #546.1-Resignation of Support Staff; #546.2-Retirement of Support Staff; #546.4-Reduction in Support Staff Workforce; and #547-Staff Development Opportunities for Support Staff. Policies to come back for a second reading.

EMPLOYEE HANDBOOK SUGGESTED CHANGES, FIRST READING

Ms. Koenecke presented a draft document listing of potential changes and housekeeping items for discussion. Discussion. She presented for a first reading, suggested changes: #1-All Employees-pg. 9, Section 1, 1.01, B. Disclaimer and pg. 86, Employee Acknowledgment; #6-All Employees-pg. 36, Section 13.00, 13.02, Unpaid Leave of Absence, Other Than Medical Reasons; #7-All Employees-pg. 30, Section 8, 8.05, Sick Leave Bank; #8-Certified-pg. 43, Section 2, 2.02, Lane Advancement; #10-Certified-pg. 57, Section 8, C. 3. B, Retirement System Contributions; #11-Certified-pg. 57, Section 8, C. 4, Retirement System Contributions, and Part 3, Support Staff, pg. 74, Section 11, D, Retirement System Contributions; and #20-Support, pg. 70, Section 9, 9.01, C, Sick Days and pg. 73, Section 11, 11.02, A, Retirement Benefits. Suggested changes to come back for a second reading.

BOARD DEVELOPMENT

Ms. Swanson led discussion of Board Development suggestions. Discussion.

Ms. Swanson led discussion of Board Goals. Discussion. Consensus to use suggested sample, replacing information pertaining to our District. Updated version to come back.

Board Development agenda items discussed for May 27 meeting.

FUTURE AGENDA

May 13, 2015, regular meeting agenda discussed.

ADJOURN

Motion by Mr. Busse, seconded by Mr. Braunschweig, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 9:17 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: June 10, 1985

182

Revised: September 10, 2001

Revised:

1st Reading: 3/25/15; 2nd Reading: 4/8/15; 3rd Reading: 5/13/15

QUORUM

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

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

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

Approved: June 10, 1985

183

Revised: August 13, 2001

Revised:

1st Reading: 3/25/15; 2nd Reading: 4/8/15; 3rd Reading: 5/13/15

VOTING

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

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

To satisfy open meeting law requirements:

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

These requirements do not apply to a Board session held for purpose of collective bargaining as such sessions are excluded from the open meeting law.

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

Revised: August 13, 2001

185

Revised: August 9, 2010

Revised:

1st Reading: 3/25/15; 2nd Reading: 4/8/15; 3rd Reading: 5/13/15

BOARD COMMITTEES

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

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

Overview

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

Committee Membership

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

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

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

Committee Business

It shall be the responsibility of the committee chair or designee to schedule committee meetings, plan the meeting agendas and ensure that the minutes of all committee meetings are recorded. The minutes from committee meetings shall be reviewed and approved at a committee meeting. Upon approval, the meeting minutes shall be made available to the public upon request. Committee minutes shall also be posted in accordance with state law and established District procedure.

Committee meeting minutes shall be retained according to state law.

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

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

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

Legal Ref.: 19.84 Wisconsin Statutes (Public Notice)
19.85 (Exemptions)
19.89 (Exclusion of Members)

Approved: May 11, 1987

321

Revised: October 8, 2001

1st Reading: 3/25/15; 2nd Reading: 4/8/15; 3rd Reading: 5/13/15

SUGGESTED TO REMOVE POLICY FROM POLICY MANUAL

SCHOOL YEAR/SCHOOL CALENDAR

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

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

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

School calendars shall be disseminated as widely as practicable.

Legal Ref.: Sections 115.001(12) Wisconsin Statutes

120.10

120.12 (15)

121.02(1)(f)(1)

P.I. 8.01(2)(f)

Revised: April 9, 2007

529.4

Revised: December 14, 2009

Revised: July 30, 2012

1st Reading: 3/25/15; 2nd Reading: 4/8/15; 3rd Reading 5/13/15

FOR REMOVAL AS PLACING IN EMPLOYEE HANDBOOK

USE OF SICK DAYS

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

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

USE OF PARTIAL SICK DAYS/PERSONAL DAYS

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

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

GENERAL FUND BALANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Local Ref.: Policy #662.31 - Committed Fund Balance

Revised: July 16, 2007

657

Revised: March 9, 2009

Revised:

1st Reading: 3/25/15; 2nd Reading: 4/8/15; 3rd Reading: 5/13/15

STUDENT FEES, FINES AND CHARGES

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

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

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

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

118.03(2) (Textbooks)

118.04(4) (Summer Classes)

120.10(15) (Powers of Annual Meeting)

120.12(11) (School Board Duties)

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

121.54(7) (Transportation by School Districts)

Local Ref.: Policy #657.1-Student Fee Schedule

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

1st Reading: 3/25/15; 2nd Reading: 4/8/15; 3rd Reading: 5/13/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 2015-2016 STUDENT FEE SCHEDULE

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

*No fees for 4K

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

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

| <u>*** Co-Curricular Activities Fees</u> | |
|--|---------|
| Middle School | \$ 3.50 |
| High School | \$12.00 |

*** Charge is for any co-curricular with teacher advisor

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

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

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

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: March 2015 Reconciliation
Date: April 16, 2015

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – March \$3,740,809.41
- Check Register – March \$ 559,624.90

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

| | | |
|-------------------------|--------|--------------|
| FOR THE MONTH OF | Mar-15 | |
| BALANCE PER BANK: | | 96,000.00 |
| LESS OUTSTANDING CHECKS | | -29,518.72 |
| LESS WRS POSTING | | -124,639.60 |
| MMA ACCOUNT | | 7,716,645.23 |
| BALANCE PER BANK | | 7,658,486.91 |

| BALANCE PER GENERAL LEDGER: | BEGINNING BAL. | ACTIVITY | ENDING BAL. |
|-----------------------------|----------------|-------------|----------------|
| FUND 10 General | 1,818,632.99 | (28,709.37) | 1,789,923.62 |
| FUND 21 Donations | 23,529.27 | (29.15) | 23,500.12 |
| FUND 27 Special Ed | (1,390,961.88) | 18,635.43 | (1,372,326.45) |
| FUND 38 Debt | 1,099.93 | - | 1,099.93 |
| FUND 39 Debt | (515,066.48) | - | (515,066.48) |
| FUND 50 Food Service | (2,006.81) | 12,504.92 | 10,498.11 |
| FUND 99 Voc Ed/ESL/Grants | 4,212.83 | - | 4,212.83 |
| MMA ACCOUNT | | - | 7,716,645.23 |
| BALANCE PER GENERAL LEDGER | | | 7,658,486.91 |
| | | 2,401.83 | |

DIFFERENCE 0.00

| Fd | T | Loc | Obj | Func | Prj | Func | Beginning Balance | March 2014-15 Monthly Activity | Ending Balance |
|---------------------------|---|-----|-----|--------|-----|--------------------------------|--------------------|--------------------------------|-------------------|
| 10 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | -418,003.93 | -28,709.37 | 1,789,923.62 |
| 10 | - | --- | --- | --- | --- | GENERAL FUND | -418,003.93 | -28,709.37 | 1,789,923.62 |
| 21 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | 14,544.21 | -29.15 | 23,500.12 |
| 21 | - | --- | --- | --- | --- | GIFTS/DONATIONS | 14,544.21 | -29.15 | 23,500.12 |
| 27 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | -100,255.98 | 18,635.43 | -1,372,326.45 |
| 27 | - | --- | --- | --- | --- | SPECIAL EDUCATION FUND | -100,255.98 | 18,635.43 | -1,372,326.45 |
| 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 | 12,504.92 | 10,498.11 |
| 50 | - | --- | --- | --- | --- | FOOD SERVICE | 45,007.94 | 12,504.92 | 10,498.11 |
| 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 | 2,401.83 | -58,158.32 |

Number of Accounts: 7

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

| Post Date | Func | Description | Amount |
|------------|--------------------------------|--|----------|
| 03/31/2015 | DISTRICT WIDE | STUDENT FEES | 162.50 |
| 03/31/2015 | DISTRICT WIDE | FACILITY USE - YOUTH BB INV 13122115 | 870.00 |
| 03/31/2015 | DISTRICT WIDE | KIDS KORNER MEALS 2/16-2/27 | 200.00 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | HEALTH INS. FOR MAR R. COLE | 155.09 |
| 03/31/2015 | DISTRICT WIDE | KID CONNECTION - FACILITY USE FOR MAR | 397.21 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | HEALTH INS FOR MAR - R DENNIS | 155.09 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | HEALTH INS FOR MAR - S ERICKSON | 155.09 |
| 03/31/2015 | DISTRICT ADMINISTRATION | OPEN RECORD'S REQUEST - CRAVE PHOTO | 10.00 |
| 03/31/2015 | INDUSTRIAL ARTS | T SCHMIDT CAR REPAIR REIMBURSEMENT | 56.49 |
| 03/31/2015 | BOYS BASKETBALL | BBB ACTIVITY REIMBURSEMENT-KOHL CENTER | 68.32 |
| 03/31/2015 | DISTRICT WIDE | MEDICAID PAYMENT | 13808.15 |
| 03/31/2015 | INDUSTRIAL ARTS | C SCHUETT CAR REPAIR REIMBURSEMENT | 54.18 |
| 03/31/2015 | DISTRICT ADMINISTRATION | DO SODA | 8.50 |
| 03/31/2015 | DISTRICT ADMINISTRATION | DO COFFEE | 9.00 |
| 03/31/2015 | INFORMATION SERVICES | DO STAMPS | 5.75 |
| 03/31/2015 | SCHOOL BUILDING ADMINISTRATION | WORK PERMITS | 10.00 |
| 03/31/2015 | PETTY CASH | FOOD SERVICE PETTY CASH | 100.00 |
| 03/31/2015 | PETTY CASH | FOOD SERVICE PETTY CASH | 50.00 |
| 03/31/2015 | DISTRICT WIDE | FOOD SERVICE PAYMENT INVOICE 1068 | 132.00 |
| 03/31/2015 | DISTRICT WIDE | FACILITY USE - 7TH BB | 15.00 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - K CROCKER - FEB | 1319.90 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - R FLAHERTY -FEB | 1319.90 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - V ZHE - FEB | 561.66 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - B BERG - FEB | 1164.81 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA -S ERICKSON - FEB | 1164.81 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - R DENNIS - FEB | 1095.24 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - L HAVLIK - FEB | 1319.90 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - K VERKUILEN - FEB | 1319.90 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - P HAESE - FEB | 561.66 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - C BEEDLE - FEB | 561.66 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - H BEEDLE - FEB | 561.66 |
| 03/31/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - R COLE -FEB | 1164.81 |
| 03/31/2015 | DISTRICT WIDE | GATE RECEIPTS BBB REGIONAL SEMI 3/6/15 | 2164.50 |
| 03/31/2015 | DISTRICT WIDE | GATE RECEIPTS BBB REGIONAL FINAL 3/7/15 | 3434.00 |
| 03/31/2015 | DISTRICT WIDE | RADIO FEES BBB REGIONAL FINAL 3/7/15 | 50.00 |
| 03/31/2015 | DISTRICT WIDE | STUDENT FEES | 170.00 |
| 03/31/2015 | DISTRICT WIDE | FOOD SERVICE PAYMENT INVOICE 1068 | 15.00 |
| 03/31/2015 | FIELD TRIPS - CLASSROOM | FFA CHORUS REIMBURSEMENT-BUS CHARGES | 215.94 |
| 03/31/2015 | WRESTLING | WRESTLING INVITE ENTRY FEE - PALMYRA EAGLE | 125.00 |
| 03/31/2015 | WRESTLING | WRESTLING INVITE ENTRY FEE - PARKVIEW | 125.00 |
| 03/31/2015 | DISTRICT WIDE | MANUFACTURED HOME TAX-MAGNOLIA 3/15 | 263.28 |
| 03/31/2015 | TRACK CO-ED | TRACK INVITE ENTRY FEE - PARKVIEW | 100.00 |
| 03/31/2015 | DISTRICT WIDE | WORKERS COMP DIVIDEND | 4183.00 |
| 03/31/2015 | TERMINATION OF BENEFITS | EBC - COBRA DENTAL - FLAHERTY | 166.68 |
| 03/31/2015 | TERMINATION OF BENEFITS | EBC - COBRA HTL - PFAFF WAGNER | 1123.32 |
| 03/31/2015 | TERMINATION OF BENEFITS | EBC - COBRA HTL HRA - PFAFF WAGNER | 240.00 |
| 03/31/2015 | OPERATION OF BUILDINGS | OLD PALLETT PURCHASE-WI PALLETT & STORAGE | 6.00 |
| 03/31/2015 | DISTRICT WIDE | UNION-PILT PAYMENTS | 5352.60 |
| 03/31/2015 | INFORMATION SERVICES | HS PERSONAL COPIES | 30.35 |
| 03/31/2015 | DISTRICT WIDE | FACILITY USE - STEVE KRUPKE 3/17/15 | 20.00 |
| 03/31/2015 | DISTRICT WIDE | KIDS KORNER MEALS 3/2-3/13/15 | 170.00 |
| 03/31/2015 | SCHOOL BUILDING ADMINISTRATION | MS CREDIT CARD REIMBURSEMENT | 5245.00 |
| 03/31/2015 | MUSIC | SOLO/ENSEMBLE ENTRY | 16.00 |

| Post Date | Func | Description | Amount |
|------------|--------------------------------|---|---------|
| 03/31/2015 | MUSIC | SOLO/ENSEMBLE ENTRY | 26.00 |
| 03/31/2015 | MUSIC | SOLO/ENSEMBLE ENTRY | 10.00 |
| 03/31/2015 | DISTRICT WIDE | FACILITY USE - ED KONIOWKA-SOFTBALL | 198.00 |
| 03/31/2015 | FIELD TRIPS - CLASSROOM | AP CHEM FIELD TRIP | 170.00 |
| 03/31/2015 | DISTRICT WIDE | STUDENT FEES | 359.50 |
| 03/31/2015 | SCHOOL BUILDING ADMINISTRATION | LEVI CREDIT CARD REIMBURSEMENT | 364.34 |
| 03/31/2015 | MUSIC | LEVI PO REIMBURSEMENT-1001500047 | 777.00 |
| 03/31/2015 | SCHOOL BUILDING ADMINISTRATION | HS CREDIT CARD REIMBURSEMENT | 3736.72 |
| 03/31/2015 | DISTRICT ADMINISTRATION | OPEN RECORDS REQUEST- US ARMY | 10.00 |
| 03/31/2015 | FIELD TRIPS - CLASSROOM | JAN FIELD TRIP REIMBURSEMENT-TRIS | 361.78 |
| 03/31/2015 | FIELD TRIPS - CLASSROOM | FEB FIELD TRIP REIMBURSEMENT-TRIS | 138.00 |
| 03/31/2015 | DISTRICT ADMINISTRATION | OFFICE DEPOT REBATE 2014 | 47.65 |
| 03/31/2015 | SCHOOL BUILDING ADMINISTRATION | OFFICE DEPOT REBATE 2014 | 47.65 |
| 03/31/2015 | SCHOOL BUILDING ADMINISTRATION | OFFICE DEPOT REBATE 2014 | 47.65 |
| 03/31/2015 | SCHOOL BUILDING ADMINISTRATION | OFFICE DEPOT REBATE 2014 | 47.65 |
| 03/31/2015 | SCHOOL BUILDING ADMINISTRATION | OFFICE DEPOT REBATE 2014 | 47.65 |
| 03/31/2015 | DISTRICT WIDE | FACILITY USE - ERIC ELLIOTT 3/27/15 | 19.00 |
| 03/31/2015 | TRACK CO-ED | TRACK INVITE ENTRY FEE - BIG FOOT | 100.00 |
| 03/31/2015 | WRESTLING | WRESTLING INVITE ENTRY FEE - MONONA GROVE | 125.00 |
| 03/31/2015 | SCHOOL BUILDING ADMINISTRATION | TRIS CREDIT CARD REIMBURSEMENT | 838.80 |
| 03/31/2015 | SCHOOL BUILDING ADMINISTRATION | TRIS CREDIT CARD REIMBURSEMENT-LARRY'S CC | 1540.00 |
| 03/31/2015 | DISTRICT ADMINISTRATION | DO SODA | 15.00 |
| 03/31/2015 | DISTRICT ADMINISTRATION | DO COFFEE | 10.00 |
| 03/31/2015 | INFORMATION SERVICES | DO STAMPS | 6.00 |
| 03/31/2015 | DISTRICT WIDE | STUDENT FEES | 6007.50 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1621.05 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE CASH DEPOSITS | 97.00 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1102.75 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1741.00 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1479.00 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1094.50 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1019.65 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 593.00 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1055.01 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1205.00 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 636.00 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 875.95 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1730.35 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1716.67 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1417.80 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1227.90 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 923.75 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1291.65 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1750.60 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 800.00 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1100.50 |
| 03/31/2015 | DEPOSITS PAYABLE | FOOD SERVICE CASH DEPOSITS | 111.70 |
| 03/31/2015 | DISTRICT WIDE | VENDING | 49.95 |
| 03/31/2015 | DISTRICT WIDE | VENDING | 70.65 |
| 03/31/2015 | DISTRICT WIDE | VENDING | 72.40 |
| 03/31/2015 | DISTRICT WIDE | VENDING | 87.15 |
| 03/31/2015 | DISTRICT WIDE | SAVINGS ACCT INTEREST | 1969.78 |
| 03/31/2015 | DISTRICT WIDE | E-FUNDS-STUDENT FEES | 360.00 |

| Post Date | Func | Description | Amount |
|-------------------------|------------------|--|------------|
| 03/31/2015 | DEPOSITS PAYABLE | E-FUNDS-FOOD SERVICE | 16626.10 |
| 03/31/2015 | CASH ON DEPOSIT | FOOD SERVICE BREAKFAST AID | 1759.48 |
| 03/31/2015 | CASH ON DEPOSIT | FOOD SERVICE LUNCH AID | 20582.12 |
| 03/31/2015 | DISTRICT WIDE | EQUILIZATIONS AIDS | 2909141.00 |
| 03/31/2015 | DISTRICT WIDE | IDEA FLOW THROUGH | 196570.64 |
| 03/31/2015 | DISTRICT WIDE | SPECIAL ED AIDS | 115962.00 |
| 03/31/2015 | DISTRICT WIDE | STATE SCHOOL LUNCH AID | 6937.93 |
| 03/31/2015 | DISTRICT WIDE | SCHOOL BREAKFAST PROGRAM | 1501.03 |
| 03/31/2015 | DISTRICT WIDE | WISCONSIN SCHOOL DAY MILK PROGRAM | 2179.64 |
| 03/31/2015 | DISTRICT WIDE | PER PUPIL AID | 266250.00 |
| 03/31/2015 | DISTRICT WIDE | ESEA TITLE II-A TEACHER/PRINCIPAL TRAINING | 18325.60 |
| 03/31/2015 | DISTRICT WIDE | ESEA TITLE I-A BASIC GRANT (LEA) | 78568.27 |
| 03/31/2015 | DISTRICT WIDE | EDUCATOR EFFECTIVENESS GRANT | 12400.00 |
| Total for Cash Receipts | | | 3740809.41 |

| CHECK DATE | CHECK CHE NUMBER | TYP | VENDOR | AMOUNT |
|---------------|---------------------|-----|---------------------------------|------------|
| 03/01/2015 | 77736 | R | DEAN HEALTH PLANS | 176,598.03 |
| 03/01/2015 | 77738 | R | DELTA DENTAL OF WISCONSIN | 28,798.19 |
| 03/01/2015 | 77739 | R | DELTAVISION | 352.78 |
| 03/01/2015 | 77740 | R | SUN LIFE FINANCIAL | 2,825.82 |
| 03/01/2015 | 77741 | R | WEA INSURANCE TRUST | 4,451.43 |
| 03/05/2015 | 77742 | R | ALLEN, NICK | 295.00 |
| 03/05/2015 | 77743 | R | AWSA-WFEA | 264.00 |
| 03/05/2015 | 77744 | R | BLOCK IRON & SUPPLY CO. INC | 98.25 |
| 03/05/2015 | 77745 | R | CORVUS INDUSTRIES LTD | 396.00 |
| 03/05/2015 | 77746 | R | DEPT OF HEALTH SERVICES | 107.56 |
| 03/05/2015 | 77747 | R | DUVENHAGE, VANESSA | 24.00 |
| 03/05/2015 | 77748 | R | EMPLOYEE BENEFITS CORPORATION | 262.50 |
| 03/05/2015 | 77749 | R | J.C. MCKENNA MIDDLE SCHOOL | 17.90 |
| 03/05/2015 | 77750 | R | EQUAL RIGHTS DIVISION | 7.50 |
| 03/05/2015 | 77751 | R | FERRARO, ROB | 77.00 |
| 03/05/2015 | 77752 | R | FIDELITEC LLC | 48.00 |
| 03/05/2015 | 77753 | R | LARRY GARVOILLE | 60.00 |
| 03/05/2015 | 77754 | R | GOLZ ELECTRIC | 52.00 |
| 03/05/2015 | 77755 | R | GRAINGER PARTS | 1,734.61 |
| 03/05/2015 | 77756 | R | KASTER, THOMAS | 77.00 |
| 03/05/2015 | 77757 | R | LAW, CHRISTOPHER | 48.00 |
| 03/05/2015 | 77758 | R | LEVI LEONARD ELEMENTARY | 9.00 |
| 03/05/2015 | 77759 | R | LUTHER, HAROLD | 48.00 |
| 03/05/2015 | 77760 | R | JAMES MADISON MEMORIAL HIGH SC | 120.00 |
| 03/05/2015 | 77761 | R | MADISON RECHARGING SERVICE INC | 1,311.11 |
| 03/05/2015 | 77762 | R | DAVID MANKE | 48.00 |
| 03/05/2015 | 77763 | R | MARLIN, ALISON | 100.00 |
| 03/05/2015 | 77764 | R | MELLIN, GAYLA | 75.00 |
| 03/05/2015 | 77765 | R | NELSON, DEB | 325.00 |
| 03/05/2015 | 77766 | R | NORTH AMERICAN MECHANICAL INC | 1,455.63 |
| 03/05/2015 | 77767 | R | OFFICE DEPOT | 50.29 |
| 03/05/2015 | 77768 | R | RHYME BUSINESS PRODUCTS | 3,914.89 |
| 03/05/2015 | 77769 | R | RINGHAND BROTHERS INC | 61,048.41 |
| 03/05/2015 | 77770 | R | SAN A CARE INC | 1,197.62 |
| 03/05/2015 | 77771 | R | DEREK SCHAEFER | 60.00 |
| 03/05/2015 | 77772 | R | SIMONINI, AJ | 100.00 |
| 03/05/2015 | 77773 | R | STIEBER, JOEL | 77.00 |
| 03/05/2015 | 77774 | R | TEACHING STRATEGIES | 223.94 |
| 03/05/2015 | 77775 | R | TEACHERS ON CALL | 7,131.18 |
| 03/05/2015 | 77776 | R | THE UPS STORE | 79.95 |
| 03/05/2015 | 77777 | R | TRANE COMPANY | 1,468.82 |
| 03/05/2015 | 77778 | R | THEODORE ROBINSON INTERMEDIATE | 2.25 |
| 03/05/2015 | 77779 | R | VAN LEUVEN M.D., CATHERINE | 5,600.00 |
| 03/05/2015 | 77780 | R | VERNIER SOFTWARE AND TECHNOLOG | 3,288.40 |
| 03/05/2015 | 77781 | R | WASBO INC | 620.00 |
| 03/05/2015 | 77782 | R | WATTS, JONATHAN | 48.00 |
| 03/05/2015 | 77783 | R | WE ENERGIES | 29,536.03 |
| 03/05/2015 | 77784 | R | WELDERS SUPPLY COMPANY | 171.42 |
| 03/05/2015 | 77785 | R | WFCA OFFICE | 535.00 |
| 03/05/2015 | 77786 | R | WISCONSIN SCHOOL MUSIC ASSOCIA | 1,554.00 |
| 03/05/2015 | 77787 | R | WSRA CONVENTION | 834.00 |
| 03/10/2015 | 77788 | R | AMERICOLLECT INC. | 22.70 |
| 03/10/2015 | 77789 | R | AMERIPRISE FINANCIAL SERVICES | 370.00 |
| 03/10/2015 | 77790 | R | FRANKLIN TEMPLETON BANK & TRUST | 1,210.00 |
| 03/10/2015 | 77791 | R | KOHN LAW FIRM S.C. | 326.82 |
| 03/10/2015 | 77792 | R | METLIFE | 75.00 |

| CHECK DATE | CHECK NUMBER | CHE TYP | VENDOR | AMOUNT |
|---------------|-----------------|------------|---------------------------------|-----------|
| 03/10/2015 | 77793 | R | MG TRUST COMPANY | 750.00 |
| 03/10/2015 | 77794 | R | SBG-VAA | 30.00 |
| 03/20/2015 | 77847 | R | DAVE'S ACE HARDWARE | 223.22 |
| 03/20/2015 | 77848 | R | ADAMS BOOK COMPANY, INC. | 140.13 |
| 03/20/2015 | 77849 | R | ADVANCED DISPOSAL | 1,375.59 |
| 03/20/2015 | 77851 | R | AT & T | 1,499.24 |
| 03/20/2015 | 77852 | R | ATKINSON, KATHY | 62.00 |
| 03/20/2015 | 77853 | R | BJ ELECTRIC SUPPLY INC. | 219.72 |
| 03/20/2015 | 77854 | R | BLACKHAWK TECHNICAL COLLEGE | 32.17 |
| 03/20/2015 | 77855 | R | BLOCK IRON & SUPPLY CO. INC | 947.50 |
| 03/20/2015 | 77856 | R | BRIGHTSTAR CARE | 1,143.75 |
| 03/20/2015 | 77857 | R | BRODHEAD SCHOOL DISTRICT | 476.80 |
| 03/20/2015 | 77858 | R | CHARTER COMMUNICATIONS | 1,887.84 |
| 03/20/2015 | 77859 | R | CURRICULUM ASSOCIATES | 300.16 |
| 03/20/2015 | 77860 | R | STATE OF WISCONSIN | 650.00 |
| 03/20/2015 | 77861 | R | E-RATE EXCHANGE, LLC | 730.00 |
| 03/20/2015 | 77862 | R | EVANSVILLE HIGH SCHOOL | 90.00 |
| 03/20/2015 | 77863 | R | FOLLETT SCHOOL SOLUTIONS, INC. | 1,412.65 |
| 03/20/2015 | 77864 | R | GATEWAY TECHNICAL COLLEGE | 277.78 |
| 03/20/2015 | 77865 | R | GBC | 206.00 |
| 03/20/2015 | 77866 | R | GRAINGER PARTS | 956.38 |
| 03/20/2015 | 77867 | R | HARTL, JEFF | 146.00 |
| 03/20/2015 | 77868 | R | HELLENBRAND INC | 380.19 |
| 03/20/2015 | 77869 | R | JOHNSON-CRAMER, NANCY | 3,575.00 |
| 03/20/2015 | 77870 | R | JOHNSTONE SUPPLY | 2.11 |
| 03/20/2015 | 77871 | R | LAWRENCE, BILL | 62.00 |
| 03/20/2015 | 77872 | R | LIBRARIANS' BOOK EXPRESS | 1,419.16 |
| 03/20/2015 | 77873 | R | MADISON WEST HIGH SCHOOL | 108.00 |
| 03/20/2015 | 77874 | R | MARLIN, ALISON | 100.00 |
| 03/20/2015 | 77875 | R | MATCHEY, KARYN | 82.70 |
| 03/20/2015 | 77876 | R | MEP ASSOCIATES, LLC | 3,000.00 |
| 03/20/2015 | 77877 | R | OCCUPATIONAL HEALTH CENTERS | 252.00 |
| 03/20/2015 | 77878 | R | JELAINE LISA OLSEN | 1,680.00 |
| 03/20/2015 | 77879 | R | PIGGLY WIGGLY | 31.24 |
| 03/20/2015 | 77880 | R | REHABMART.COM | 43.56 |
| 03/20/2015 | 77881 | R | REINDERS INC | 72.71 |
| 03/20/2015 | 77882 | R | SCHLUETER, MARK | 65.00 |
| 03/20/2015 | 77883 | R | SCHOLASTIC INC | 1,239.66 |
| 03/20/2015 | 77884 | R | SKYWARD | 3,240.00 |
| 03/20/2015 | 77885 | R | SOFTWARE & SERVICE USER GROUP | 145.00 |
| 03/20/2015 | 77886 | R | STALDER, ELIZABETH | 100.00 |
| 03/20/2015 | 77887 | R | SUPERIOR CHEMICAL CORPORATION | 214.89 |
| 03/20/2015 | 77888 | R | SUZUKI MUSIC | 290.40 |
| 03/20/2015 | 77889 | R | TAHER | 36,509.93 |
| 03/20/2015 | 77890 | R | TEACHERS ON CALL | 26,197.63 |
| 03/20/2015 | 77891 | R | TRANSFINDER | 8,058.00 |
| 03/20/2015 | 77892 | R | UTAH STATE UNIVERSITY | 520.00 |
| 03/20/2015 | 77893 | R | WELDERS SUPPLY COMPANY | 69.30 |
| 03/20/2015 | 77894 | R | WELTER, KEN | 65.00 |
| 03/20/2015 | 77895 | R | WIAA | 3,219.08 |
| 03/20/2015 | 77896 | R | WISCONSIN MATHEMATICS COUNCIL | 580.00 |
| 03/25/2015 | 77897 | R | AMERIPRISE FINANCIAL SERVICES | 370.00 |
| 03/25/2015 | 77898 | R | FRANKLIN TEMPLETON BANK & TRUST | 1,274.00 |
| 03/25/2015 | 77899 | R | KOHN LAW FIRM S.C. | 319.57 |
| 03/25/2015 | 77900 | R | METLIFE | 75.00 |
| 03/25/2015 | 77901 | R | MG TRUST COMPANY | 750.00 |

| CHECK DATE | CHECK NUMBER | CHE TYP | VENDOR | AMOUNT |
|------------|--------------|---------|--------------------------------|-----------|
| 03/25/2015 | 77902 | R | SBG-VAA | 30.00 |
| 03/30/2015 | 77907 | R | ALL 'N ONE | 322.59 |
| 03/30/2015 | 77908 | R | BLACKHAWK TECHNICAL COLLEGE | 2,920.91 |
| 03/30/2015 | 77909 | R | BRIGHTSTAR CARE | 5,174.50 |
| 03/30/2015 | 77910 | R | CESA 5 | 1,000.00 |
| 03/30/2015 | 77911 | R | COMMON THREADS RESOURCE CENTER | 160.00 |
| 03/30/2015 | 77912 | R | E & D WATER WORKS INC | 94.00 |
| 03/30/2015 | 77913 | R | EVANSVILLE HIGH SCHOOL | 600.00 |
| 03/30/2015 | 77916 | R | FOLLETT SCHOOL SOLUTIONS, INC. | 4,041.70 |
| 03/30/2015 | 77917 | R | FOMBAG | 414.00 |
| 03/30/2015 | 77918 | R | GOPHER SPORT | 105.24 |
| 03/30/2015 | 77919 | R | HELLENBRAND INC | 2,820.41 |
| 03/30/2015 | 77920 | R | HOBART SERVICE | 435.36 |
| 03/30/2015 | 77921 | R | HOUGHTON MIFFLIN HARCOURT PUB | 401.50 |
| 03/30/2015 | 77923 | R | J.W. PEPPER & SON INC | 802.76 |
| 03/30/2015 | 77924 | R | JOHNSON-CRAMER, NANCY | 1,400.00 |
| 03/30/2015 | 77925 | R | MCCANN'S UNDERGROUND | 210.00 |
| 03/30/2015 | 77926 | R | OFFICE DEPOT | 162.54 |
| 03/30/2015 | 77927 | R | PERSONS, JENNIFER | 84.36 |
| 03/30/2015 | 77928 | R | ROCK COUNTY COMM ON TRANSITION | 100.00 |
| 03/30/2015 | 77929 | R | SAN A CARE INC | 230.80 |
| 03/30/2015 | 77930 | R | SCHINDLER ELEVATOR CORP. | 488.83 |
| 03/30/2015 | 77931 | R | SCHOLASTIC INC | 161.87 |
| 03/30/2015 | 77932 | R | SOCIAL THINKING | 112.88 |
| 03/30/2015 | 77933 | R | VERONA YOUTH WRESTLING CLUB | 225.00 |
| 03/30/2015 | 77935 | R | VOIGT MUSIC CENTER | 357.53 |
| 03/30/2015 | 77936 | R | WARD'S SCIENCE | 67.59 |
| 03/30/2015 | 77937 | R | WAUNAKEE COMM SCHOOL DISTRICT | 900.00 |
| 03/30/2015 | 77938 | R | WEST MUSIC | 1,589.00 |
| 03/19/2015 | 2015014 | M | EVANSVILLE WATER & LIGHT DEPT | 38,891.22 |
| 03/05/2015 | 141500188 | A | EMPATHIA INC | 238.00 |
| 03/05/2015 | 141500189 | A | SHULTA, STEVEN | 36.00 |
| 03/05/2015 | 141500191 | A | WIL-KIL PEST CONTROL | 355.00 |
| 03/20/2015 | 141500192 | A | ARNOLD, DEBRA | 253.17 |
| 03/20/2015 | 141500193 | A | BOARDMAN & CLARK LLP | 1,751.50 |
| 03/20/2015 | 141500194 | A | CESA #2 | 2,193.00 |
| 03/20/2015 | 141500195 | A | GALLMAN, DARLENE | 190.00 |
| 03/20/2015 | 141500196 | A | GARD, LINDA | 124.88 |
| 03/20/2015 | 141500197 | A | KVALHEIM, JAMES | 145.24 |
| 03/20/2015 | 141500199 | A | LANDMARK SERVICES COOPERATIVE | 7,168.33 |
| 03/20/2015 | 141500200 | A | MJ CARE, INC. | 4,743.50 |
| 03/20/2015 | 141500201 | A | NASCO | 508.57 |
| 03/20/2015 | 141500203 | A | NORTH AMERICAN MECHANICAL INC | 15,551.76 |
| 03/20/2015 | 141500204 | A | PER MAR SECURITY SERVICES | 731.46 |
| 03/20/2015 | 141500205 | A | RHYME BUSINESS PRODUCTS | 3,076.71 |
| 03/30/2015 | 141500206 | A | BACKES, JESSICA | 18.88 |
| 03/30/2015 | 141500207 | A | BADGER WATER LLC | 41.75 |
| 03/30/2015 | 141500208 | A | CHRISTENSEN, LISA | 24.42 |
| 03/30/2015 | 141500209 | A | COUNES, RYA | 91.02 |
| 03/30/2015 | 141500210 | A | CURTIS, BRUCE | 79.95 |
| 03/30/2015 | 141500211 | A | CZERWONKA, MIKE | 113.22 |
| 03/30/2015 | 141500212 | A | DEMROW, KATELYN | 128.38 |
| 03/30/2015 | 141500213 | A | DOBBS, JOANIE | 26.94 |
| 03/30/2015 | 141500214 | A | GARD, LINDA | 41.63 |
| 03/30/2015 | 141500215 | A | JOHNSON, STEPHANIE | 119.62 |
| 03/30/2015 | 141500216 | A | NASCO | 913.55 |

| CHECK | CHECK CHE | | | |
|-------------------|-----------|-----|--------------------------------|------------|
| DATE | NUMBER | TYP | VENDOR | AMOUNT |
| 03/30/2015 | 141500218 | A | NORTH AMERICAN MECHANICAL INC | 8,076.11 |
| 03/30/2015 | 141500219 | A | RHYME BUSINESS PRODUCTS | 196.00 |
| 03/30/2015 | 141500220 | A | VERNIER SOFTWARE AND TECHNOLOG | 924.63 |
| 03/30/2015 | 141500221 | A | WIL-KIL PEST CONTROL | 136.00 |
| 03/30/2015 | 141500222 | A | WOLLINGER, KIMBERLY | 20.00 |
| Totals for checks | | | | 559,624.90 |

Evansville

Community School District

MEMORANDUM

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

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – April \$ 366,398.97
- Check Register – April \$ 536,902.41

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 BANK RECONCILIATION

| | | |
|-------------------------|--------|--------------|
| FOR THE MONTH OF | Apr-15 | |
| BALANCE PER BANK: | | 96,000.00 |
| LESS OUTSTANDING CHECKS | | -67,742.01 |
| LESS WRS POSTING | | -122,840.70 |
| MMA ACCOUNT | | 3,762,930.50 |
| BALANCE PER BANK | | 3,668,347.79 |

| BALANCE PER GENERAL LEDGER: | BEGINNING BAL. | ACTIVITY | ENDING BAL. |
|-----------------------------|----------------|--------------|----------------|
| FUND 10 General | 1,789,923.62 | (124,298.79) | 1,665,624.83 |
| FUND 21 Donations | 23,500.12 | (1,426.09) | 22,074.03 |
| FUND 27 Special Ed | (1,372,326.45) | (253,308.75) | (1,625,635.20) |
| FUND 38 Debt | 1,099.93 | 16,940.86 | 18,040.79 |
| FUND 39 Debt | (515,066.48) | 346,974.25 | (168,092.23) |
| FUND 50 Food Service | 10,498.11 | (21,305.87) | (10,807.76) |
| FUND 99 Voc Ed/ESL/Grants | 4,212.83 | - | 4,212.83 |
| MMA ACCOUNT | | - | 3,762,930.50 |
| BALANCE PER GENERAL LEDGER | | | 3,668,347.79 |
| | | -36,424.39 | |

DIFFERENCE 0.00

| Fd | T | Loc | Obj | Func | Prj | Func | Beginning Balance | April 2014-15 Monthly Activity | Ending Balance |
|--------------------|---|-----|-----|--------|-----|--------------------------------|----------------------|-----------------------------------|-------------------|
| 10 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | -418,003.93 | -124,298.79 | 1,665,624.83 |
| 10 | - | --- | --- | --- | --- | GENERAL FUND | -418,003.93 | -124,298.79 | 1,665,624.83 |
| 21 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | 14,544.21 | -1,426.09 | 22,074.03 |
| 21 | - | --- | --- | --- | --- | GIFTS/DONATIONS | 14,544.21 | -1,426.09 | 22,074.03 |
| 27 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | -100,255.98 | -253,308.75 | -1,625,635.20 |
| 27 | - | --- | --- | --- | --- | SPECIAL EDUCATION FUND | -100,255.98 | -253,308.75 | -1,625,635.20 |
| 38 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | 20,103.07 | 16,940.86 | 18,040.79 |
| 38 | - | --- | --- | --- | --- | NON-REFERENDUM DEBT | 20,103.07 | 16,940.86 | 18,040.79 |
| 39 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | -113,092.73 | 346,974.25 | -168,092.23 |
| 39 | - | --- | --- | --- | --- | REFERENDUM APPROVED DEBT SERVI | -113,092.73 | 346,974.25 | -168,092.23 |
| 50 | A | 000 | 000 | 711100 | --- | CASH ON DEPOSIT | 45,007.94 | -21,305.87 | -10,807.76 |
| 50 | - | --- | --- | --- | --- | FOOD SERVICE | 45,007.94 | -21,305.87 | -10,807.76 |
| 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 | -36,424.39 | -94,582.71 |

Number of Accounts: 7

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

| Post Date | Func | Description | Amount |
|------------|--------------------------------|--|-----------|
| 04/30/2015 | WRESTLING | WIAA STATE TRAVEL ALLOWANCE FOR HS WRESTLING | 452.40 |
| 04/30/2015 | DISTRICT WIDE | FACILITY USE - ADULT VOLLEYBALL | 30.00 |
| 04/30/2015 | DISTRICT WIDE | FOOD SERVICE PAYMENT INVOICE 1074 | 285.00 |
| 04/30/2015 | INDUSTRIAL ARTS | R SELMER CAR REPAIR REIMBURSEMENT | 133.00 |
| 04/30/2015 | DISTRICT WIDE | FACILITY USE - KRISTI JONES | 25.00 |
| 04/30/2015 | DISTRICT WIDE | FACILITY USE - FFA ALUMNI TOY SHOW | 85.00 |
| 04/30/2015 | REGULAR CURRICULUM | C SCHULTZ-JURY DUTY PAYMENT | 45.20 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | HEALTH INS FOR APR - S ERICKSON | 155.09 |
| 04/30/2015 | DISTRICT WIDE | KID CONNECTION - FACILITY USE FOR APR | 388.82 |
| 04/30/2015 | DISTRICT WIDE | KIDS KORNER MEALS 3/16-3/27 | 215.00 |
| 04/30/2015 | DISTRICT WIDE | KIDS KORNER FACILITY USE APR MAY JUN | 3900.00 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | HEALTH INS. FOR APR - R. COLE | 155.09 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | HEALTH INS FOR APR - R DENNIS | 155.09 |
| 04/30/2015 | DISTRICT WIDE | MEDICAID PAYMENT | 22854.46 |
| 04/30/2015 | DISTRICT ADMINISTRATION | OPEN RECORDS REQUEST- SMART PROCEDURE | 20.00 |
| 04/30/2015 | SCHOOL BUILDING ADMINISTRATION | WORK PERMITS | 40.00 |
| 04/30/2015 | DISTRICT WIDE | FACILITY USE - ERIC ELLIOTT | 4.00 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - K CROCKER - APR | 1319.90 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - R FLAHERTY -APR | 1319.90 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - V ZHE - APR | 561.66 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - B BERG - APR | 1164.81 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA -S ERICKSON - APR | 1164.81 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - R DENNIS - APR | 1095.24 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - L HAVLIK - APR | 1319.90 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - K VERKUILEN - APR | 1319.90 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - P HAESE - APR | 561.66 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - C BEEDLE - APR | 561.66 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - H BEEDLE - APR | 561.66 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | MIDAMERICA - R COLE -APR | 1164.81 |
| 04/30/2015 | DISTRICT ADMINISTRATION | DO SODA | 45.00 |
| 04/30/2015 | DISTRICT ADMINISTRATION | DO COFFEE | 6.00 |
| 04/30/2015 | INFORMATION SERVICES | DO STAMPS | 4.96 |
| 04/30/2015 | DISTRICT WIDE | STUDENT FEES | 3213.50 |
| 04/30/2015 | SCHOOL BUILDING ADMINISTRATION | HS CREDIT CARD REIMBURSEMENT | 1272.17 |
| 04/30/2015 | INDUSTRIAL ARTS | R SELMER CAR REPAIR REIMBURSEMENT | 0.68 |
| 04/30/2015 | DISTRICT WIDE | LEVI LUNCH DONATION | 50.00 |
| 04/30/2015 | INDUSTRIAL ARTS | S KRUPKE CAR REPAIR REIMBURSEMENT | 120.96 |
| 04/30/2015 | SCHOOL BUILDING ADMINISTRATION | J DOBBS OFFICE MAX TAX REIMBURSEMENT-CC | 7.15 |
| 04/30/2015 | DISTRICT WIDE | ROCK COUNTY - LOTTERY CREDIT | 193664.13 |
| 04/30/2015 | TERMINATION OF BENEFITS | EBC - COBRA DENTAL - FLAHERTY | 166.68 |
| 04/30/2015 | TERMINATION OF BENEFITS | EBC - COBRA HTL - PFAFF WAGNER | 1123.32 |
| 04/30/2015 | TERMINATION OF BENEFITS | EBC - COBRA HTL HRA - PFAFF WAGNER | 240.00 |
| 04/30/2015 | DISTRICT ADMINISTRATION | DO COFFEE | 12.50 |
| 04/30/2015 | FIELD TRIPS - CLASSROOM | MS FIELD TRIP REIMBURSEMENT | 513.50 |
| 04/30/2015 | DISTRICT WIDE | FOOD SERVICE PAYMENT INVOICE 1073 | 143.75 |
| 04/30/2015 | DISTRICT WIDE | TOWN OF UNION - MOBILE HOME FEES | 2862.10 |
| 04/30/2015 | SCHOOL BUILDING ADMINISTRATION | BEF-TRIS READING PROGRAM | 500.00 |
| 04/30/2015 | OTHER DEPOSITS PAYABLE | LIFE INS -S DEININGER 7/1/14 - 6/30/15 | 56.43 |
| 04/30/2015 | TRACK CO-ED | TRACK INVITE ENTRY FEE - WHITEWATER | 100.00 |
| 04/30/2015 | INDUSTRIAL ARTS | J CARPENTER CAR REPAIR REIMBURSEMENT | 14.69 |
| 04/30/2015 | INDUSTRIAL ARTS | T SCHMLDT CAR REPAIR REIMBURSEMENT | 190.46 |
| 04/30/2015 | DISTRICT WIDE | KIDS KORNER MEALS 4/6-4/17/15 | 215.00 |
| 04/30/2015 | SCHOOL BUILDING ADMINISTRATION | MS CREDIT CARD REIMBURSEMENT | 4812.54 |

| Post Date | Func | Description | Amount |
|------------|--------------------------------|--|----------|
| 04/30/2015 | FIELD TRIPS - CLASSROOM | MS FIELD TRIP REIMBURSEMENT | 793.00 |
| 04/30/2015 | DISTRICT WIDE | FOOD SERVICE PAYMENT INVOICE 1072 | 198.00 |
| 04/30/2015 | DISTRICT WIDE | STUDENT FEES | 662.50 |
| 04/30/2015 | SCHOOL BUILDING ADMINISTRATION | TRIS CREDIT CARD REIMBURSEMENT | 1236.88 |
| 04/30/2015 | SCHOOL BUILDING ADMINISTRATION | TRIS 7UP VENDING | 85.25 |
| 04/30/2015 | LIBRARY | MOVIE LICENSING REFUND-INVOICE 1966136 | 394.00 |
| 04/30/2015 | OPERATION OF BUILDINGS | BURT WHEELER-EQUIPMENT PAYMENT | 100.00 |
| 04/30/2015 | DISTRICT WIDE | MANUFACTURED HOME TAX-MAGNOLIA | 263.28 |
| 04/30/2015 | DISTRICT WIDE | TOWN OF MAGNOLIA - LOTTERY CREDIT | 1990.73 |
| 04/30/2015 | OTHER RETIREMENT BENEFITS-OPEB | HEALTH INS FOR APR-JUNE-B BERG | 465.27 |
| 04/30/2015 | OTHER DEPOSITS PAYABLE HTL INS | HEALTH INS FOR JULY-B BERG | 155.09 |
| 04/30/2015 | DISTRICT WIDE | FACILITY USE - TRUTH FORUM | 15.00 |
| 04/30/2015 | DISTRICT WIDE | FACILITY USE - B MIKULAJ GRAD PARTY | 50.00 |
| 04/30/2015 | HOME ECONOMICS | MS REIMBURSEMENT FOR CHARGE ON HS CC | 1373.97 |
| 04/30/2015 | FIELD TRIPS - CLASSROOM | TRIS FIELD TRIP REIMBURSEMENT | 588.56 |
| 04/30/2015 | LIBRARY | TRIS CC REIMBURSEMENT-LARRY'S NOV CC | 243.95 |
| 04/30/2015 | INDUSTRIAL ARTS | A LEHMAN CAR REPAIR REIMBURSEMENT | 129.00 |
| 04/30/2015 | DISTRICT ADMINISTRATION | OPEN RECORD'S REQUEST - UB&T | 20.00 |
| 04/30/2015 | DISTRICT WIDE | KID CONNECTION - FACILITY USE FOR MAY | 333.50 |
| 04/30/2015 | DIRECTION OF MAINTENANCE | WSSCA CONFERENCE REFUND FOR STEVE | 240.00 |
| 04/30/2015 | FIELD TRIPS - CLASSROOM | AP BIO FIELDTRIP | 190.00 |
| 04/30/2015 | HOME ECONOMICS | STUDENT CLASS FEES | 275.00 |
| 04/30/2015 | DISTRICT WIDE | STUDENT FEES | 216.50 |
| 04/30/2015 | DISTRICT WIDE | FORWARD HEALTH - MEDICAID FOR COPIES | 52.00 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1599.50 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1225.20 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1090.81 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 2275.25 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1090.05 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1229.80 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 2115.45 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 890.00 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1023.25 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 621.66 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1428.00 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1551.35 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1553.50 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 990.10 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1604.26 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1166.00 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1217.25 |
| 04/30/2015 | DEPOSITS PAYABLE | FOOD SERVICE DEPOSITS | 1088.00 |
| 04/30/2015 | DISTRICT WIDE | VENDING | 49.95 |
| 04/30/2015 | DISTRICT WIDE | VENDING | 103.20 |
| 04/30/2015 | DISTRICT WIDE | VENDING | 84.00 |
| 04/30/2015 | DISTRICT WIDE | VENDING | 74.30 |
| 04/30/2015 | DISTRICT WIDE | SAVINGS ACCT INTEREST | 1395.12 |
| 04/30/2015 | DISTRICT WIDE | E-FUNDS-STUDENT FEES | 643.50 |
| 04/30/2015 | DEPOSITS PAYABLE | E-FUNDS-FOOD SERVICE | 11531.25 |
| 04/30/2015 | DISTRICT WIDE | COMMON SCHOOL FUND LIBRARY AID | 65498.00 |
| 04/30/2015 | DISTRICT WIDE | DANE COUNTY - LOTTERY CREDIT | 202.89 |
| 04/30/2015 | DISTRICT WIDE | GREEN COUNTY - LOTTERY CREDIT | 2591.27 |

| Post Date | Func | Description | Amount |
|-------------------------|------|-------------|-----------|
| Total for Cash Receipts | | | 366398.97 |

| CHECK DATE | CHECK NUMBER | CHE TYP | VENDOR | AMOUNT |
|------------|--------------|---------|---------------------------------|------------|
| 04/01/2015 | 77940 | R | DEAN HEALTH PLANS | 174,015.15 |
| 04/01/2015 | 77942 | R | DELTA DENTAL OF WISCONSIN | 28,991.54 |
| 04/01/2015 | 77943 | R | DELTAVISION | 352.78 |
| 04/01/2015 | 77944 | R | SUN LIFE FINANCIAL | 2,812.82 |
| 04/01/2015 | 77945 | R | WEA INSURANCE TRUST | 4,585.83 |
| 04/10/2015 | 77946 | R | AMERIPRISE FINANCIAL SERVICES | 370.00 |
| 04/10/2015 | 77947 | R | FRANKLIN TEMPLETON BANK & TRUST | 1,274.00 |
| 04/10/2015 | 77948 | R | KOHN LAW FIRM S.C. | 314.38 |
| 04/10/2015 | 77949 | R | METLIFE | 75.00 |
| 04/10/2015 | 77950 | R | MG TRUST COMPANY | 750.00 |
| 04/10/2015 | 77951 | R | SBG-VAA | 30.00 |
| 04/13/2015 | 77952 | R | NAPA AUTO PARTS OF EVANSVILLE | 4,159.00 |
| 04/13/2015 | 77953 | R | RINGHAND BROTHERS INC | 58,219.46 |
| 04/14/2015 | 77955 | R | AT & T | 1,499.94 |
| 04/14/2015 | 77956 | R | BALGORD, GARY | 90.00 |
| 04/14/2015 | 77957 | R | BEACON ATHLETICS | 390.00 |
| 04/14/2015 | 77958 | R | BRODHEAD SCHOOL DISTRICT | 500.64 |
| 04/14/2015 | 77959 | R | CARTER & GRUENEWALD CO., INC. | 222.04 |
| 04/14/2015 | 77960 | R | CESA 3 SPECIAL EDUCATION DEPT | 252.40 |
| 04/14/2015 | 77961 | R | MAHMOOD DARVISH | 60.00 |
| 04/14/2015 | 77962 | R | EMPLOYEE BENEFITS CORPORATION | 712.50 |
| 04/14/2015 | 77963 | R | J.C. MCKENNA MIDDLE SCHOOL | 31.95 |
| 04/14/2015 | 77964 | R | FIDELITEC LLC | 36.00 |
| 04/14/2015 | 77965 | R | GRAINGER PARTS | 1,138.40 |
| 04/14/2015 | 77966 | R | HALLETT, ZACHARY | 90.00 |
| 04/14/2015 | 77967 | R | HALLMAN LINDSAY | 153.05 |
| 04/14/2015 | 77968 | R | HAUGLI, ORRIN | 60.00 |
| 04/14/2015 | 77969 | R | HEINEMANN | 1,366.20 |
| 04/14/2015 | 77970 | R | HOBART SERVICE | 38.32 |
| 04/14/2015 | 77971 | R | HOT WATER PRODUCTS | 1,837.00 |
| 04/14/2015 | 77972 | R | JOHNSTONE SUPPLY | 208.97 |
| 04/14/2015 | 77973 | R | KINZER-SOMERVILLE, MOLLY | 19.65 |
| 04/14/2015 | 77974 | R | LEVI LEONARD ELEMENTARY | 4.50 |
| 04/14/2015 | 77975 | R | MALY ROOFING CO INC | 1,118.57 |
| 04/14/2015 | 77976 | R | MENARDS | 481.43 |
| 04/14/2015 | 77977 | R | MEP ASSOCIATES, LLC | 7,109.50 |
| 04/14/2015 | 77978 | R | NELCO | 255.50 |
| 04/14/2015 | 77979 | R | NICHOLSON, CHRIS | 60.00 |
| 04/14/2015 | 77980 | R | OCCUPATIONAL HEALTH CENTERS | 84.00 |
| 04/14/2015 | 77981 | R | OFFICE DEPOT | 528.31 |
| 04/14/2015 | 77982 | R | PIONEER MANUFACTURING COMPANY | 121.00 |
| 04/14/2015 | 77983 | R | RBS ACTIVEWEAR | 417.00 |
| 04/14/2015 | 77984 | R | REALITY WORKS | 802.20 |
| 04/14/2015 | 77985 | R | SAN A CARE INC | 2,073.40 |
| 04/14/2015 | 77986 | R | SCHINDLER ELEVATOR CORP. | 417.21 |
| 04/14/2015 | 77987 | R | SCHOOL PERCEPTIONS | 570.00 |
| 04/14/2015 | 77988 | R | TAHER | 36,073.13 |
| 04/14/2015 | 77989 | R | TEACHERS ON CALL | 16,110.71 |
| 04/14/2015 | 77990 | R | THE O'BRIEN AGENCY, LLC | 4,288.00 |
| 04/14/2015 | 77991 | R | THE OMNI GROUP | 87.00 |
| 04/14/2015 | 77992 | R | THEODORE ROBINSON INTERMEDIATE | 9.00 |
| 04/14/2015 | 77993 | R | UNITED STATES PLASTIC CORP | 145.22 |
| 04/21/2015 | 77995 | R | DAVE'S ACE HARDWARE | 296.73 |
| 04/21/2015 | 77996 | R | ALL 'N ONE | 207.92 |
| 04/21/2015 | 77997 | R | BRANDT, JIM | 48.00 |
| 04/21/2015 | 77998 | R | BRIGHTSTAR CARE | 2,100.00 |

| CHECK DATE | CHECK NUMBER | CHE TYP | VENDOR | AMOUNT |
|------------|--------------|---------|---------------------------------|----------|
| 04/21/2015 | 77999 | R | BROWN, HEATHER | 65.85 |
| 04/21/2015 | 78000 | R | CAROLINA BIOLOGICAL SUPPLY CO. | 144.73 |
| 04/21/2015 | 78001 | R | CHARTER COMMUNICATIONS | 1,887.96 |
| 04/21/2015 | 78002 | R | CLASSROOM DIRECT | 138.58 |
| 04/21/2015 | 78003 | R | E & D WATER WORKS INC | 82.50 |
| 04/21/2015 | 78004 | R | EVANSVILLE HIGH SCHOOL | 158.00 |
| 04/21/2015 | 78005 | R | EMPLOYEE BENEFITS CORPORATION | 251.25 |
| 04/21/2015 | 78006 | R | EQUAL RIGHTS DIVISION | 30.00 |
| 04/21/2015 | 78007 | R | EVANSVILLE FORD | 266.47 |
| 04/21/2015 | 78008 | R | FOLLETT SCHOOL SOLUTIONS, INC. | 1,062.12 |
| 04/21/2015 | 78009 | R | GEORGE, TONY | 48.00 |
| 04/21/2015 | 78010 | R | GOPHER | 641.16 |
| 04/21/2015 | 78011 | R | GRIMMER, BRITAN | 48.00 |
| 04/21/2015 | 78012 | R | GUNDERSON, DAVID JR | 60.00 |
| 04/21/2015 | 78013 | R | HEINEMANN | 5,177.50 |
| 04/21/2015 | 78014 | R | JERRY LAUBE | 48.00 |
| 04/21/2015 | 78015 | R | LEVI LEONARD ELEMENTARY | 50.00 |
| 04/21/2015 | 78016 | R | O'LEARY, RUSSELL | 60.00 |
| 04/21/2015 | 78017 | R | OCCUPATIONAL HEALTH CENTERS | 545.00 |
| 04/21/2015 | 78018 | R | PEARSON, CLINICAL ASSESSMENT | 100.00 |
| 04/21/2015 | 78019 | R | PIGGLY WIGGLY | 90.54 |
| 04/21/2015 | 78020 | R | PRO-ED | 45.10 |
| 04/21/2015 | 78021 | R | REALLY GOOD STUFF | 283.79 |
| 04/21/2015 | 78022 | R | RHYME BUSINESS PRODUCTS | 3,076.71 |
| 04/21/2015 | 78023 | R | SARBACKER, ALBERT | 48.00 |
| 04/21/2015 | 78024 | R | SCHOOL MATE | 45.00 |
| 04/21/2015 | 78025 | R | TEACHERS ON CALL | 6,761.37 |
| 04/21/2015 | 78026 | R | TREND ENTERPRISES | 19.11 |
| 04/21/2015 | 78027 | R | WIS ASSOC OF SCHOOL BOARDS INC | 95.00 |
| 04/21/2015 | 78028 | R | DAVID YOSS | 48.00 |
| 04/24/2015 | 78030 | R | AMERIPRISE FINANCIAL SERVICES | 370.00 |
| 04/24/2015 | 78031 | R | FRANKLIN TEMPLETON BANK & TRUST | 1,274.00 |
| 04/24/2015 | 78032 | R | KOHN LAW FIRM S.C. | 277.99 |
| 04/24/2015 | 78033 | R | METLIFE | 75.00 |
| 04/24/2015 | 78034 | R | MG TRUST COMPANY | 750.00 |
| 04/24/2015 | 78035 | R | SBG-VAA | 30.00 |
| 04/29/2015 | 78036 | R | ADVANCED DISPOSAL | 1,375.59 |
| 04/29/2015 | 78037 | R | ALBANY FFA CHAPTER | 767.95 |
| 04/29/2015 | 78038 | R | ANDERSON, ROBERT | 100.00 |
| 04/29/2015 | 78039 | R | ARBOR SCIENTIFIC | 384.50 |
| 04/29/2015 | 78040 | R | BALGORD, GARY | 100.00 |
| 04/29/2015 | 78041 | R | BEACON ATHLETICS | 284.28 |
| 04/29/2015 | 78042 | R | BERNDT, DAVE | 50.00 |
| 04/29/2015 | 78043 | R | BEYER, GARY | 60.00 |
| 04/29/2015 | 78044 | R | BIG FOOT HIGH SCHOOL | 110.00 |
| 04/29/2015 | 78045 | R | BJ ELECTRIC SUPPLY INC. | 154.54 |
| 04/29/2015 | 78046 | R | BLACKHAWK TECHNICAL COLLEGE | 435.67 |
| 04/29/2015 | 78047 | R | BRANDT, JIM | 48.00 |
| 04/29/2015 | 78048 | R | BRIGHTSTAR CARE | 1,800.00 |
| 04/29/2015 | 78049 | R | BRODHEAD HIGH SCHOOL | 150.00 |
| 04/29/2015 | 78050 | R | BROWN, HEATHER | 65.85 |
| 04/29/2015 | 78051 | R | BUTTERFIELD, CRAIG | 60.00 |
| 04/29/2015 | 78052 | R | CAMBRIDGE HIGH SCHOOL | 150.00 |
| 04/29/2015 | 78053 | R | CAROLINA BIOLOGICAL SUPPLY CO. | 193.20 |
| 04/29/2015 | 78054 | R | CATTANEO, FREDDY | 5.25 |
| 04/29/2015 | 78055 | R | CENGAGE LEARNING | 6,213.75 |

| CHECK | CHECK CHE | | | |
|------------|-----------|-----|--------------------------------|-----------|
| DATE | NUMBER | TYP | VENDOR | AMOUNT |
| 04/29/2015 | 78056 | R | CESA 3 | 131.98 |
| 04/29/2015 | 78057 | R | CLINTON HIGH SCHOOL | 150.00 |
| 04/29/2015 | 78058 | R | CLINTON MIDDLE SCHOOL | 180.00 |
| 04/29/2015 | 78059 | R | COLLIER, JACK | 60.00 |
| 04/29/2015 | 78060 | R | EDGERTON HIGH SCHOOL | 200.00 |
| 04/29/2015 | 78061 | R | EVANSVILLE HIGH SCHOOL | 100.00 |
| 04/29/2015 | 78062 | R | EVANSVILLE REVIEW | 1,340.50 |
| 04/29/2015 | 78063 | R | EVANSVILLE WATER & LIGHT DEPT | 266.20 |
| 04/29/2015 | 78064 | R | EVERGREEN GOLF COURSE | 60.00 |
| 04/29/2015 | 78066 | R | FOLLETT SCHOOL SOLUTIONS, INC. | 2,531.22 |
| 04/29/2015 | 78067 | R | GANDER PUBLISHING | 468.55 |
| 04/29/2015 | 78068 | R | GEORGE, TONY | 156.00 |
| 04/29/2015 | 78069 | R | GOLZ ELECTRIC | 8,302.00 |
| 04/29/2015 | 78070 | R | GRAINGER PARTS | 55.00 |
| 04/29/2015 | 78071 | R | HEINEMANN | 5,313.75 |
| 04/29/2015 | 78072 | R | HESSENTHALER, DARRELL | 90.00 |
| 04/29/2015 | 78073 | R | HEYERDAHL, DEBRA | 300.00 |
| 04/29/2015 | 78074 | R | J.W. PEPPER & SON INC | 474.99 |
| 04/29/2015 | 78075 | R | JOSTENS | 519.58 |
| 04/29/2015 | 78076 | R | JUEN, JOHN | 62.00 |
| 04/29/2015 | 78077 | R | KIM, ERIC | 90.00 |
| 04/29/2015 | 78078 | R | KOPF, DAVID | 60.00 |
| 04/29/2015 | 78079 | R | KRANTZ, BLAINE | 60.00 |
| 04/29/2015 | 78080 | R | MADER, TODD | 60.00 |
| 04/29/2015 | 78081 | R | MCCORMICK, PATRICK | 48.00 |
| 04/29/2015 | 78082 | R | MENARDS | 121.81 |
| 04/29/2015 | 78083 | R | MEP ASSOCIATES, LLC | 6,607.00 |
| 04/29/2015 | 78084 | R | MICROSCOPE WORLD | 489.00 |
| 04/29/2015 | 78085 | R | MONONA GROVE HIGH SCHOOL | 165.00 |
| 04/29/2015 | 78086 | R | MONTGOMERY, TOM | 60.00 |
| 04/29/2015 | 78087 | R | MOREHOUSE, PETER | 90.00 |
| 04/29/2015 | 78088 | R | NATIONAL GEOGRAPHIC EXPLORER | 247.50 |
| 04/29/2015 | 78089 | R | NEIS, GERALD | 60.00 |
| 04/29/2015 | 78090 | R | OFFICE DEPOT | 62.12 |
| 04/29/2015 | 78091 | R | RUSKA, CHRIS | 90.00 |
| 04/29/2015 | 78092 | R | SAN A CARE INC | 1,166.55 |
| 04/29/2015 | 78093 | R | SARBACKER, ALBERT | 192.00 |
| 04/29/2015 | 78094 | R | SCHINDLER ELEVATOR CORP. | 258.75 |
| 04/29/2015 | 78095 | R | SCHOLASTIC INC | 4,607.76 |
| 04/29/2015 | 78096 | R | STOUGHTON HIGH SCHOOL | 60.00 |
| 04/29/2015 | 78097 | R | SURPRENANT, STEVEN | 60.00 |
| 04/29/2015 | 78098 | R | TEACHERS ON CALL | 8,839.94 |
| 04/29/2015 | 78100 | R | TRIUMPH LEARNING LLC | 689.38 |
| 04/29/2015 | 78101 | R | TRUGREEN | 300.00 |
| 04/29/2015 | 78102 | R | UPDIKE, JEFF | 156.00 |
| 04/29/2015 | 78103 | R | WAAGE, KREG | 60.00 |
| 04/29/2015 | 78104 | R | WALKER, JEFF | 60.00 |
| 04/29/2015 | 78105 | R | WEGNER CPA'S LLP | 1,500.00 |
| 04/29/2015 | 78106 | R | WELDERS SUPPLY COMPANY | 44.10 |
| 04/29/2015 | 78107 | R | DAVID YOSS | 96.00 |
| 04/16/2015 | 2015015 | M | EVANSVILLE WATER & LIGHT DEPT | 34,264.96 |
| 04/16/2015 | 2015016 | M | U.S. CELLULAR | 416.63 |
| 04/14/2015 | 141500223 | A | ANDERSON, MARY | 29.97 |
| 04/14/2015 | 141500224 | A | BADGER WATER LLC | 43.75 |
| 04/14/2015 | 141500225 | A | BOARDMAN & CLARK LLP | 1,632.41 |
| 04/14/2015 | 141500226 | A | EMPATHIA INC | 238.00 |

| CHECK | CHECK CHE | | | |
|------------|-----------|-----|--------------------------------|-----------|
| DATE | NUMBER | TYP | VENDOR | AMOUNT |
| 04/14/2015 | 141500227 | A | FIRST SUPPLY LLC - MADISON | 15.43 |
| 04/14/2015 | 141500228 | A | NORTH AMERICAN MECHANICAL INC | 7,125.00 |
| 04/14/2015 | 141500229 | A | RHYME BUSINESS PRODUCTS | 3,506.79 |
| 04/14/2015 | 141500230 | A | RUNKLE, JENNY | 146.84 |
| 04/14/2015 | 141500231 | A | SUPERIOR CHEMICAL CORPORATION | 1,194.25 |
| 04/14/2015 | 141500232 | A | WE ENERGIES | 25,584.10 |
| 04/21/2015 | 141500233 | A | ARNOLD, DEBRA | 140.00 |
| 04/21/2015 | 141500234 | A | BADGER SPORTING GOODS CO., INC | 600.00 |
| 04/21/2015 | 141500235 | A | BADGER WATER LLC | 133.25 |
| 04/21/2015 | 141500236 | A | BJUGSTAD, RENEE | 150.00 |
| 04/21/2015 | 141500237 | A | EMPATHIA INC | 238.00 |
| 04/21/2015 | 141500239 | A | LANDMARK SERVICES COOPERATIVE | 7,597.22 |
| 04/21/2015 | 141500240 | A | MARTY, RACHEL | 126.45 |
| 04/21/2015 | 141500241 | A | MILLER, KEITH | 118.95 |
| 04/21/2015 | 141500242 | A | MJ CARE, INC. | 852.50 |
| 04/21/2015 | 141500243 | A | MOHNS, JENNIFER | 82.79 |
| 04/21/2015 | 141500244 | A | NASCO | 1,121.84 |
| 04/21/2015 | 141500245 | A | WISCONSIN SCHOOL MUSIC ASSOCIA | 544.00 |
| 04/29/2015 | 141500247 | A | BADGER WATER LLC | 574.85 |
| 04/29/2015 | 141500248 | A | CORVUS INDUSTRIES LTD | 99.00 |
| 04/29/2015 | 141500249 | A | FIRGENS, AMANDA | 215.34 |
| 04/29/2015 | 141500250 | A | KVALHEIM, JAMES | 236.86 |
| 04/29/2015 | 141500251 | A | MJ CARE, INC. | 3,916.25 |
| 04/29/2015 | 141500252 | A | MOSHER, KELLY | 172.07 |
| 04/29/2015 | 141500253 | A | NASCO | 196.71 |
| 04/29/2015 | 141500254 | A | NICHOLSON, CHRIS | 60.00 |
| 04/29/2015 | 141500255 | A | NORTH AMERICAN MECHANICAL INC | 1,042.75 |
| 04/29/2015 | 141500256 | A | REINDERS INC | 267.44 |
| 04/29/2015 | 141500257 | A | RHYME BUSINESS PRODUCTS | 160.00 |
| 04/29/2015 | 141500258 | A | SCHMICK, TRENT | 227.00 |
| 04/29/2015 | 141500259 | A | SCHOLASTIC INC | 171.78 |
| 04/29/2015 | 141500260 | A | SCHOOL SPECIALTY | 1,383.89 |
| 04/29/2015 | 141500261 | A | SCHULTZ, JILL | 72.78 |
| 04/29/2015 | 141500262 | A | SMITH, RENAE | 33.01 |
| 04/29/2015 | 141500263 | A | TRAUT-EBERT, SARAH | 157.88 |
| 04/29/2015 | 141500264 | A | TREUDEN, DOREEN | 120.33 |

Totals for checks 536,902.41

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, May 27, 2015

5:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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

- I. Roll Call: Kathi Swanson Sandra Spanton Nelson Mason Braunschweig
 Eric Busse Melissa Hammann
 John Rasmussen Amanda Koenecke
- II. Approve Agenda.
- III. Presentation of Content Area Literacy Samples by JC McKenna Staff.
- IV. Middle and High School Student Handbook Proposed Changes.
- V. Open Enrollment Update by Ms. Hammann.
- VI. Discussion on Laude System.
- VII. Budget Finance – Chair, Braunschweig:
A. Discussion Items:
 1. Membership Audit.
 2. Dane County New Teacher Project Shared Services Contract.
 3. 2015-2016 Staffing Update.
 4. 2015-2016 Budget Update.
 5. 4K Update.
 6. Employee Compensation Committees Update.
 7. Evansville Education Foundation Update.
 8. Insurance Committee Update.
B. Develop Budget Finance Agenda Items for June 24 Meeting.
- VIII. Business (Action Item):
A. Approval of Staff Changes: _____.
B. Approval of Dane County New Teacher Project Shared Services Contract.
C. Approval of Donations: Middle School Scoreboard, Baseball Backstop, and Softball Press Box.

- VIII. Consent Agenda
- A. Approval of May 13, 2015, Minutes.
 - B. Approval of Policies: #322-Student School Day; #525-Staff Solicitations; #545-Support Staff Assignments and Transfers; #546.1-Resignation of Support Staff; #546.2-Retirement of Support Staff; #546.4-Reduction in Support Staff Workforce; #547-Staff Development Opportunities for Support Staff, and Appendix A, Employee Handbook Proposed Change Form.
 - C. Approval of Employee Handbook Suggested Changes: #1-All Employees-pg. 9, Section 1, 1.01, B. Disclaimer and pg. 86, Employee Acknowledgment; #6-All Employees-pg. 36, Section 13.00, 13.02, Unpaid Leave of Absence, Other Than Medical Reasons; #7-All Employees-pg. 30, Section 8, 8.05, Sick Leave Bank; #8-Certified-pg. 43, Section 2, 2.02, Lane Advancement; #10-Certified-pg. 57, Section 8, C. 3. B, Retirement System Contributions; #11-Certified-pg. 57, Section 8, C. 4, Retirement System Contributions, and Part 3, Support Staff, pg. 74, Section 11, D, Retirement System Contributions; and #20-Support, pg. 70, Section 9, 9.01, C, Sick Days and pg. 73, Section 11, 11.02, A, Retirement Benefits.
- IX. Policies – Chair, Hammann:
- A. First Reading of Policies:
- X. Board Development – Chair, Swanson:
- A. Board Goals.
 - B. Board Group Agreement.
 - C. Develop Board Development Agenda for June 24 Regular Meeting.
- XI. Future Agenda – Chair, Swanson:
- A. Develop June 10, 2015, Regular Board Meeting Agenda.
- XII. Adjourn.

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

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

Posted: