

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, September 24, 2014  
6:00 p.m.

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

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

- I. Roll Call: Tina Rossmiller      John Rasmussen      Amanda Koenecke  
                 Kathi Swanson      Sandra Spanton Nelson  
                 Eric Busse      Melissa Hammann
  
- II. Approve Agenda.
  
- III. Budget Finance – Chair, Tina Rossmiller
  - A. Discussion Items:
    - 1) 2014-2015 Budget Update/Annual Meeting Update.
    - 2) Employee Compensation Committees Update.
    - 3) Evansville Education Foundation Update.
    - 4) Continuous System Improvement Update.
    - 5) Referendum Update.
    - 6) Insurance Committee Update.
    - 7) 111 Liberty Street and 660 Hillside Properties.
  - B. Develop Budget Finance Agenda Items for October 29 Meeting.
  
- IV. Business (Action Items):
  - A. Approval of September 10, 2014, Regular Meeting Minutes.
  
- V. Communications Committee – Chair, Kathi Swanson
  
- VI. Policy Committee – Chair, Tina Rossmiller
  - A. First Reading of Policies:
    - 1. #342.4 – Students-At-Risk Program
    - 2. #431 – Compulsory Student Attendance & Alternative Programs
  - B. For Review:
    - 1. #430 – School Attendance
    - 2. #430 Form – E-Mail Consent Form for Student Absence
  
- VII. Approximately 6:45 pm, Motion for Recess From This Meeting to Open the Annual Meeting.

- VIII. Return From Recess at the Conclusion of the Annual Meeting.
- IX. Board Development – Chair, Kathi Swanson
- A. First Reading of Policies:
1. #164-Board Member Compensation and Expenses
  2. #171.2-Meeting Agendas
- B. Develop Board Development Agenda for October 29 Regular Meeting.
- X. Future Agenda – Chair, Kathi Swanson
- A. Develop October 8, 2014, Regular Board 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.

Persons needing special accommodations or more specific information about the agenda items should call 882-5224, Ext. 3387, at least 24 hours prior to the meeting.

Posted: 9/18/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Wednesday, September 24, 2014  
6:00 p.m.

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

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

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

II. **Approve Agenda.**

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

III. **Budget Finance – Chair, Tina Rossmiller**

A. Discussion Items:

- 1) 2014-2015 Budget Update/Annual Meeting Update – This will allow you to ask any questions on information you received previously.
- 2) Employee Compensation Committees Update – The Teachers' Committee had their first meeting of this school year on Monday. The approved minutes of May 12 are enclosed. The Support Staff have continued to meet and their approved minutes of July 16 and August 20 are enclosed.
- 3) Evansville Education Foundation Update – Ms. Swanson has enclosed the Annual Report of this foundation.
- 4) Continuous System Improvement Update – Mr. Roth and Ms. Swanson will present a power point on this process.
- 5) Referendum Update – Mr. Roth and Ms. Treuden have made public presentations to: City Council, The Heights, Chamber of Commerce, and Lion's Club, at the time of this writing.

- 6) Insurance Committee Update – Ms. Treuden has enclosed information.
- 7) 111 Liberty Street and 660 Hillside Properties – The Resolution will be considered during the Annual Meeting tonight. Our attorney, Boardman & Clark, have notified us that they worked with UB&T and feel no conflict of interest to serving as our counsel if we move forward with this issue.

B. Develop Budget Finance Agenda Items for October 29 Meeting.

**IV. Business (Action Items):**

- A. Approval of September 10, 2014, Regular Meeting Minutes – Please approve the enclosed minutes.

**Suggested Motion: I move to approve the September 10, 2014, minutes as presented.**

**V. Communications Committee – Chair, Kathi Swanson**

*Enclosed are the approved 8/12/14 minutes.*

**VI. Policy Committee – Chair, Tina Rossmiller**

A. First Reading of Policies:

1. #342.4 – Students-At-Risk Program
2. #431 – Compulsory Student Attendance & Alternative Programs

B. For Review: These two policies are coming forward with no suggested changes and Policy Committee would like to indicate on the Policies – Reviewed: 9/24/14.

1. #430 – School Attendance
2. #430 Form – E-Mail Consent Form for Student Absence

*Policy Committee approved minutes of August 20, 2014, are enclosed.*

**VII. Approximately 6:45 pm, Motion for Recess From This Meeting to Open the Annual Meeting.**

**Suggested Motion: I move we recess from this meeting to open the annual meeting.**

**VIII. Return From Recess at the Conclusion of the Annual Meeting.**

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

**A. First Reading of Policies:**

1. #164-Board Member Compensation and Expenses
2. #171.2-Meeting Agendas

*Mr. Busse has enclosed these policies, with his suggested revisions.*

**B. Develop Board Development Agenda for October 29 Regular Meeting.**

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

**A. Develop October 8, 2014, Regular Board Meeting Agenda – Draft agenda enclosed.**

**XI. Adjourn.**

**Suggested Motion: I move we adjourn the meeting.**

**FOR YOUR INFORMATION:**

**1. Upcoming Board Meetings:**

- October 8, 2014, Regular Meeting
- October 29, 2014, Regular Meeting
- November 6, 2014, Special Meeting
- November 12, 2014, Regular Meeting
- December 10, 2014, Regular Meeting

**2. Upcoming Referendum Community Meetings:**

- September 22, 6:00 pm, K-5 PTO, TRIS LMC
- September 23, 6:00 pm, Community at Creekside
- September 28, 10:15 am, St. John's Church
- October 5, 11:45 am, Church of Christ
- October 9, 6:00 pm, Community at HS PAC
- October 23, 6:00 pm, Community at Creekside

## EVANSVILLE COMMUNITY SCHOOL DISTRICT

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

The Teachers Employee Compensation Committee meeting was held on Monday, May 12, 2014, at 5:02 pm in the District Board and Training Room.

#### **Attendance**

Members in attendance: Eric Busse, Julie Creek Hessler, Gary Feldt, Deb Fritz, Jolene Hammond, Rob Kostroun, Jim Kvalheim, Kyle McDonald, Deanna Pickering, Dee Jay Redders, Tina Rossmiller, Jerry Roth, Chris Schullo, Kim Sperandeo-Wehner, Doreen Treuden, and Jon Wopat. Absent: Kathi Swanson, and Kim Katzenmeyer. Dave Kopf arrived at 5:05 pm.

#### **Approve Agenda**

Motion by Ms. Rossmiller, seconded by Ms. Creek-Hessler, moved to approve the April 14, 2014, minutes. Motion carried, voice vote.

#### **Review Monona Grove Compensation Model**

Discussion continued on school models.

Monona Grove, draft model as of 2/14/14:

- Cons -
  - Complicated process – may need a lot of people to administer.
  - Incomplete – what is the compensation behind the levels?
  - This model measures compliance and not innovative instruction.
  - As the model progresses it appears to move from teaching to administrative duties.
  - Don't like having to do administrative duties to get higher pay or additional days.
  - Need to see the rubric behind the career ladder to determine where the scores come from.
  - Puts an emphasis on a master's degree and is that what we want to do?
- Pros –
  - District will offer partial reimbursement for tuition expense.
  - Somewhat predictable.
  - There is a format to be out of the classroom for the extra assignments.
  - There is a balance between the credits and master's degree and recognizes PDP.
  - Assumes cost of living increases.
  - Includes longevity.
  - Ms. Treuden will get more details from the Business Manager at Monona Grove and Kiel.

Review of the pros of all the models that matter the most so far.....

- Predictability – financial cost to the school district - how much does it cost and can we afford it?
- Predictable on the career path for teachers.

- Predictability on the financial side for teachers also – can the new teacher plan for the future?
- Equitable and consistent.
- Competitive with beginning teacher salaries.
- Encourages longevity.
- Need a transition phase from the old model to the new model.
- Must be simple so that it doesn't take up too much administrator time and teacher time.
- Automated process to some degree.
- Use what we have? Danielson model?
- Use the Danielson model as the gatekeeper – satisfactory or better on the rubric – move forward on the pay scale?
- How to handle dual certifications or “hard to find” positions.

Non-monetary items to attract and retain teachers –

- Flexibility in start/quit time – professional day?
- Need more time – collaboration time –
- Class size – 220 students over three days –
- Professional development opportunities – more of them and more equitable.
- Celebrate the great things that happen in the School District – picnic in the afternoon.
- More support for new teachers – must go beyond the teacher mentor program – more time with veteran teachers – more time before school starts.

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

Discussion:

- Are we going to meet over the summer? No – next meeting will be in September.
- How are we going to hire in the short term? – Ad hoc process right now. Will continue to do this until there is a new compensation system in place.
- Need to present to the Board what has been done so far and then need to hear from the Board what they want for a future compensation plan.

### **Adjourn**

Meeting adjourned at 6:18 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 9/15/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Support Staff Employee Compensation Minutes

The Support Staff Employee Compensation Committee meeting was held on Wednesday, July 16, 2014, at 1:32 pm in the District Board and Training Room.

**Attendance**

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

**Approve Minutes**

Motion by Ms. Sperry, seconded by Ms. Krumwiede, moved to approve the June 12, 2014, minutes as presented. Motion carried, voice vote.

**Review Business Services Assistant, Payroll Benefit Specialist, and Data Technology Assistant Job Descriptions**

Mr. Roth shared the Business Services Assistant/Receptionist updated job description. All reviewed and no further changes made.

Mr. Roth shared the Payroll/Benefit Specialist updated job description. All reviewed and no further changes made.

Mr. Roth shared the Technology and Data Specialist updated job description. All reviewed and no further changes made.

**Review and Draft Building Administrative Assistants, Guidance Secretary, and Technology Assistant Job Descriptions**

Mr. Roth shared the Building Administrative Assistant job description. All reviewed, discussed, and suggested changes to be made.

Mr. Roth shared the Technology Specialist job description. All reviewed, discussed, and suggested changes to be made.

Guidance Secretary job description to come forward at the next meeting.

**Set Next Meeting and Agenda**

Next meeting is Wednesday, August 20 at 4:00 pm.

Agenda items: job descriptions for Guidance Secretary, District Administrator Administrative Assistant, District Office Administrative Assistant, Lunch Room Supervisor, Study Hall Supervisor, and Alternative Educational Assistant.

**Adjourn**

Motion by Ms. Sperry, seconded by Ms. Krumwiede, moved to adjourn. Motion carried, voice vote. Meeting adjourned at 2:21 pm.



## EVANSVILLE COMMUNITY SCHOOL DISTRICT

### Support Staff Employee Compensation Committee Minutes

The Support Staff Employee Compensation Committee meeting was held on Wednesday, August 20, 2014, at 4:03 pm in the District Board and Training Room.

#### **Attendance**

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

#### **Approve Minutes**

Motion by Mr. Roth, seconded by Ms. Krumwiede, moved to approve the July 16, 2014, minutes as presented. Motion carried, 7-0 (voice vote).

#### **Review Technology Assistant and Building Administrative Assistant Job Descriptions**

Mr. Roth shared the Technology Assistant updated job description. All reviewed and suggested change to be made.

Mr. Roth shared the Building Administrative Assistant updated job description. All reviewed and suggested changes to be made to this job description, media clerk's health clerks, and athletic secretary.

#### **Review and Draft Guidance Secretary, District Administrator Administrative Assistant, District Office Administrative Assistant, Lunch Room Supervisor, Study Hall Supervisor, and Alternative Educational Assistant**

Mr. Roth shared the High School Counselor Secretary job description. All reviewed, discussed, and suggested changes to be made.

Mr. Roth shared the Administrative Assistant to the District Administrator job description. All reviewed, discussed, and suggested changes to be made.

Remainder job descriptions to come forward at a later date.

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

Next meeting is Wednesday, September 17 at 4:15 pm.

Agenda items: review High School Counselor Secretary and Administrative Assistant to the District Administrator. Review and draft District Office Administrative Assistant, Lunch Room Supervisor, Study Hall Supervisor, and Alternative Educational Assistant.

#### **Adjourn**

Motion by Mr. Roth, seconded by Mr. Busse, moved to adjourn the meeting. Meeting adjourned at 4:53 pm.

## **Evansville Education Foundation**

### **Annual Report, 2013/14**

#### **Board Members/Officers**

In July 2013, the EEF Board accepted the resignation of Board Member Troy Klarkowski and welcomed Kathi Swanson as the new ECSD Board of Education liaison to the EEF Board, replacing Nancy Hurley. At the 2012/13 Annual Meeting, the EEF Board re-elected Tom Olson and Bill Kasten to a three-year term on the Board. Members also voted to retain the 2012/13 officers for the 2013/14 year. The 2013/14 officers and members, as of August 2013, were:

Vince Maloney, President  
Mary Koehl, Vice-President  
Bill Kasten, Secretary  
Roger Roth, Treasurer  
Cecile David  
Nancy Hurley  
Tom Olson  
Kathi Swanson, ex officio, ECSD Board of Education Liaison  
Jerry Roth, ex officio, ECSD District Administrator

In October 2013, the EEF Board elected Tris Lahti to a three-year term on the Board to replace Mr. Klarkowski.

#### **Alumni Committee**

In fall 2013, Vince Maloney and Nancy Hurley met with Evansville High School seniors Marissa Haegele and Hunter Johnson to discuss the possibility of the EHS Community Service Club working with EEF to create a contact list of EHS alumni officers. The club agreed to develop contact information for as many EHS alumni officers as possible and, in spring 2014, completed their work and submitted it to Alumni Committee Chair Vince Maloney.

EEF also requested and received permission from the ECSD to have an alumni table at the 2014 Homecoming game on September 19.

#### **Communications Committee**

The Communications Committee, co-chaired by Nancy Hurley and Bill Kasten, produced numerous materials in support of the EEF mission, including: the 2012/13 Annual Report,

articles in the Evansville Review, articles in ECSD newsletters, informational and promotional materials for EEF special events, and EEF displays pieces and handouts. T-shirts were also produced for EEF staff to wear at community and special events.

EEF had displays and staff at the Community Fair, held at Creekside Place, and at the Energy Fair, held at ECSD in April. Members of the EEF Board also distributed materials in the Fourth of July parade.

Board Member Cecile David researched and presented to the Board a fundraiser that involved selling ID tags for \$2 each. With a donation to cover the cost, tags were purchased and sold at various events in which EEF had a presence.

Nancy Hurley also met with officers of the Gove Campus PTO to discuss coordinating our efforts.

### **Endowment Committee**

At the EEF Annual Meeting, Endowment Chair Tom Olson recommended the EEF Endowment name be changed to avoid confusion in the community. He suggested a change to **Principle Gifts and Endowments**. Mr. Olson also recommended that only donations exceeding \$10,000 be designated as endowments.

The annual income from EEF's *Excellence in Education Fund*, administered by the Community Foundation of Southern Wisconsin, was \$650. In August, the EEF Board voted to use the \$650 to fund Environmental Education efforts in the District.

In November EEF was informed that an additional \$545 was available from the *Excellence in Education Fund* due to carryover funds from the previous year. On recommendation of the Endowment Committee, the EEF Board voted in March 2014 to allocate the funds to STEM activities in the District.

A private donation was also made to the *Excellence in Education Fund* in the amount of \$250.

### **Finance Committee**

An annual financial report, submitted by EEF Treasurer Roger Roth, is attached to this document.

## **Grants Committee**

Grants Committee Chair Cecile David discussed with the EEF Board the need for grant writers at ECSD to have information readily available about their schools to insert into grant applications. She worked with ECSD Administrator to develop such materials. She also suggested school principals maintain a list of staff pursuing grants.

## **Special Events Committee**

In July 2013, the Special Events Committee, co-chaired by Nancy Hurley and Bill Kasten, held a Garden Fair and silent auction at the home of Heidi Carvin. The event brought in a profit of \$1,317.16, including a \$500 donation from the Shea family in remembrance of their mother, Tracy Shea, a long-time teacher in the ECSD.

In August, EEF held its first rummage sale, at the home of Nancy Hurley, during the annual citywide garage sale days. Items for the sale were contributed by members of the EEF Board and their friends, as well as teachers from the ECSD. The sale resulted in proceeds of \$860.36.

In the fall, a subcommittee was formed to analyze the possibility of hosting a garden and art fair during 2013/14. After considerable investigation, the Board voted to table this event to allow more discussion and planning time.

On May 17, 2013, EEF hosted a Traveling Euchre Party. The event was held at seven houses with a final reception held at the middle school cafeteria. About 100 people attended as either hosts or players. The event resulted in \$1,277.69 in profit for EEF. Because of the success of the Traveling Euchre Party, EEF plans to make this an annual event.

## **Technology Committee**

In November 2013, Tris Lahti joined the EEF Board and agreed to chair the Technology Committee. Since then, he has been working with the Board primarily to create a Web page for EEF. The Board was presented with a preliminary design developed by Tris and is currently working to produce the text for the site. In January 2014, the EEF Board approved authorized Tris Lahti so set up the following domain names:

supporteef.org

evansvilleeducationfoundation.com

evansvilleeducationfoundation.org

evansvilleeducationfoundation.org

As of June 2014, EEF has a google voice account that provides a phone number and email address for EEF, thanks to the efforts of Board Member Cecile David. They are as follows:

EEF Telephone Number: 608-305-4882

EEF Email Address: [evansvilleeducationfoundation@gmail.com](mailto:evansvilleeducationfoundation@gmail.com)

### **Wish List Committee**

At the August 2013 Back-to-School Breakfast, Wish List Committee Chair Mary Koehl presented the following Wish List Awards to ECSD staff:

Levi Leonard Elementary School First Grade Teacher Carrie Wahl received a \$200 award for five cassette voice recorders and five stereo headphones to be used to teach reading.

JC McKenna Sixth Grade Science Teacher Joanie Dobbs was awarded \$500 for the hands-on curriculum "What Is Water?"

Evansville High School Math Teacher Corine Schieldt received a \$1,250 award for wireless tablets, wireless modules, headsets, and software for teaching math at all levels.

In addition, a private donation from Jeanette and Derek Klaehn, in the amount of \$1,000, was provided to the Grade 3-5 Reading Program at Theodore Robinson Intermediate School.

### **Deb Olsen Memorial Fund**

In accordance with donor wishes, money from the Deb Olsen Memorial Fund is designated specifically to help students in financial need in the ECSD. It is administered through the **Kids First Program** under the directorship of each school principal. Attached is the 2013/14 annual report for the **Kids First Program** submitted by ECSD Administrator Jerry Roth.

### **STEM Fund**

After discussions initiated by Board Member Cecile David, the EEF Board voted to establish a STEM Fund, referring to Science, Technology, Engineering, and Math. With the help of a \$500 donation, EEF was able to provide a STEM grant to ECSD. This allowed 23 middle school students to compete in the Badgerland Invitational Science Olympiad at UW-Madison in January, earning an impressive array of medals. In addition, EHS students competed in several Madison Area Mathematics League competitions, earning a number of team and individual awards.

Cecile David also set up programs at JC McKenna Middle School and Evansville High School to collect Pig receipts to help raise money for the STEM fund.

(Submitted by Nancy Hurley, August 21, 2014)

**Evansville Education Foundation, Inc**  
**Statement of Financial Position**  
As of June 30, 2014

|                                       | <u>Jun 30, 12</u>       | <u>Jun 30, 13</u>       | <u>Jun 30, 14</u>       |
|---------------------------------------|-------------------------|-------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |                         |                         |
| Current Assets                        |                         |                         |                         |
| Checking/Savings                      |                         |                         |                         |
| Gift Card                             | 0.00                    | 125.00                  | 50.00                   |
| Greenwoods State Bank                 | <u>20,748.91</u>        | <u>15,411.48</u>        | <u>13,496.66</u>        |
| Total Checking/Savings                | 20,748.91               | 15,536.48               | 13,546.66               |
| Accounts Receivable                   |                         |                         |                         |
| Accounts Receivable                   | <u>850.00</u>           | <u>0.00</u>             | <u>0.00</u>             |
| Total Accounts Receivable             | 850.00                  | 0.00                    | 0.00                    |
| Other Current Assets                  |                         |                         |                         |
| D Olsen Investment                    | <u>0.00</u>             | <u>0.00</u>             | <u>6,050.18</u>         |
| Total Other Current Assets            | 0.00                    | 0.00                    | 6,050.18                |
| Total Current Assets                  | <u>21,598.91</u>        | <u>15,536.48</u>        | <u>19,596.84</u>        |
| <b>TOTAL ASSETS</b>                   | <u><u>21,598.91</u></u> | <u><u>15,536.48</u></u> | <u><u>19,596.84</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |                         |                         |
| Liabilities                           |                         |                         |                         |
| Current Liabilities                   |                         |                         |                         |
| Accounts Payable                      |                         |                         |                         |
| Accounts Payable                      | <u>701.00</u>           | <u>0.00</u>             | <u>1,950.00</u>         |
| Total Accounts Payable                | 701.00                  | 0.00                    | 1,950.00                |
| Total Current Liabilities             | <u>701.00</u>           | <u>0.00</u>             | <u>1,950.00</u>         |
| Total Liabilities                     | 701.00                  | 0.00                    | 1,950.00                |
| Equity                                |                         |                         |                         |
| Net Assets                            | 0.00                    | 20,897.91               | 15,536.48               |
| Net Income                            | <u>20,897.91</u>        | <u>-5,361.43</u>        | <u>2,110.36</u>         |
| Total Equity                          | <u>20,897.91</u>        | <u>15,536.48</u>        | <u>17,646.84</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>21,598.91</u></u> | <u><u>15,536.48</u></u> | <u><u>19,596.84</u></u> |

Summary

**Evansville Education Foundation, Inc**  
**Statement of Revenues and Expenditures**  
 July 2011 through June 2014

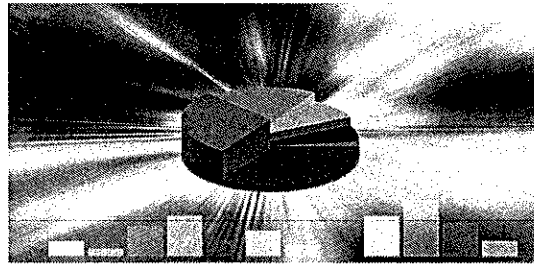
|                                | Jul '11 - Jun 12 | Jul '12 - Jun 13 | Jul '13 - Jun 14 | TOTAL   |
|--------------------------------|------------------|------------------|------------------|---------|
| <b>Ordinary Income/Expense</b> |                  |                  |                  |         |
| <b>Income</b>                  |                  |                  |                  |         |
| Direct Public Support          | 20,633           | 459              | 4,081            | 25,173  |
| Investments                    | 0                | 0                | 73               | 73      |
| Fund Raising Income            | 2,204            | 0                | 3,445            | 5,649   |
| <b>Total Income</b>            | 22,837           | 459              | 7,598            | 30,894  |
| <b>Cost of Goods Sold</b>      |                  |                  |                  |         |
| Program Cost                   | 0                | 110              | 998              | 1,108   |
| <b>Total COGS</b>              | 0                | 110              | 998              | 1,108   |
| <b>Gross Profit</b>            | 22,837           | 349              | 6,600            | 29,786  |
| <b>Expense</b>                 |                  |                  |                  |         |
| Contract Services              | 247              | 0                | 0                | 247     |
| Fixed Expenses                 | 706              | 0                | 759              | 1,465   |
| Operations                     | 987              | 29               | 100              | 1,116   |
| <b>Total Expense</b>           | 1,939            | 29               | 859              | 2,828   |
| <b>Net Ordinary Income</b>     | 20,898           | 320              | 5,740            | 26,958  |
| <b>Other Income/Expense</b>    |                  |                  |                  |         |
| Other Expense                  |                  |                  |                  |         |
| Designated Gifts               | 0                | 0                | 1,680            | 1,680   |
| Exempt Purpose                 | 0                | 5,681            | 1,950            | 7,631   |
| <b>Total Other Expense</b>     | 0                | 5,681            | 3,630            | 9,311   |
| <b>Net Other Income</b>        | 0                | (5,681)          | (3,630)          | (9,311) |
| <b>Net Income</b>              | 20,898           | (5,361)          | 2,110            | 17,647  |

Summary



# **ECSD**

EVANSVILLE COMMUNITY SCHOOL DISTRICT



## **CONTINUOUS SYSTEM IMPROVEMENT (CSI)**

### **Continuous System Improvement Definition**

An ongoing effort to improve services and/or processes. These efforts seek "incremental" improvement over time and are evaluated through a PLAN-DO-STUDY-ACT cycle.

## Proposed Structure

After reviewing several strategic plans, the model we will implement is recommended based on the following rationale:

- Comprehensive model
- Capacity to implement the plan
- Success of the District using this model

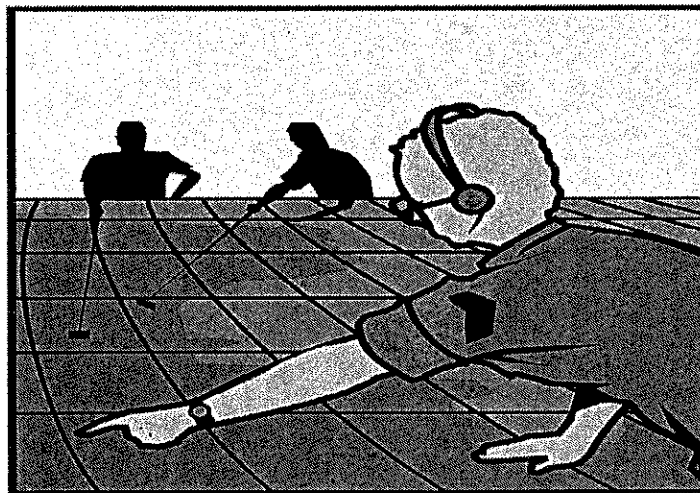
## Continuous System Improvement Plan Components

- |                        |                             |
|------------------------|-----------------------------|
| ❖ Vision Statement     | (Completed)                 |
| ❖ Priorities           | (Board approved, July 2014) |
| ❖ Strategic Objectives | (Completed)                 |
| ❖ Strategic Focus      | (Committee work)            |
| ❖ Strategic Focus Goal | (Committee work)            |
| ❖ Action Planning      | (Committee work)            |
| ❖ Implementation       | (After Board approval)      |
| ❖ Evaluation           | (Committee work)            |
| ❖ Revision             | (Committee work)            |

## ECSD Priorities

- Teaching and Learning
- Workforce Engagement and Development
- Communication and Community Engagement
- Technology
- Facilities and Operations
- Climate and Culture

## Six Strategic Objectives



## **Strategic Objective #1 Teaching and Learning**

The ECSD will provide a rigorous and relevant curriculum delivered by highly effective staff who use innovative, research-based strategies to prepare students to compete/succeed in a 21<sup>st</sup> century global environment.

## **Strategic Objective #2 Workforce Engagement and Development**

The ECSD will utilize best practices to hire, retain, engage, and develop a skilled and talented workforce that will enable the District to achieve its mission.

**Strategic Objective #3**  
**Communication and Community**  
**Engagement**

The ECSD will communicate, engage and develop partnerships with students, parents, staff and citizens to achieve academic excellence and positive citizenship for all students.

**Strategic Objective #4**  
**Technology**

The ECSD will support a culture in which the educational community continually develops the capacity to successfully live, learn, and work in a rapidly-changing world.

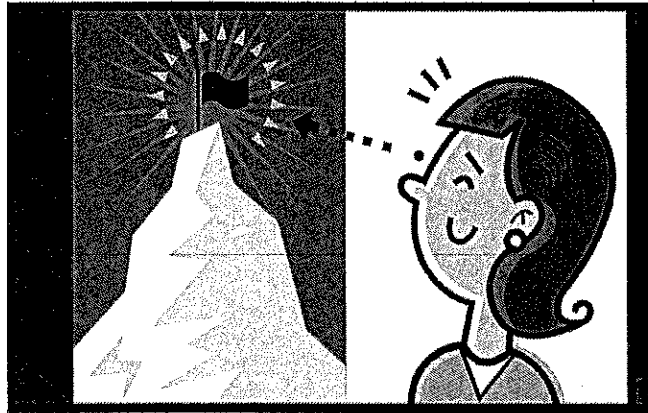
## **Strategic Objective #5 Facilities and Operations**

The ECSD will provide safe, healthy and efficiently operated schools to ensure the success of all students and accountability for all stakeholders.

## **Strategic Objective #6 Climate and Culture**

The ECSD is committed to working as a team to ensure a safe, respectful, nurturing, and invigorating environment where learning is a shared responsibility.

# SMART Goals



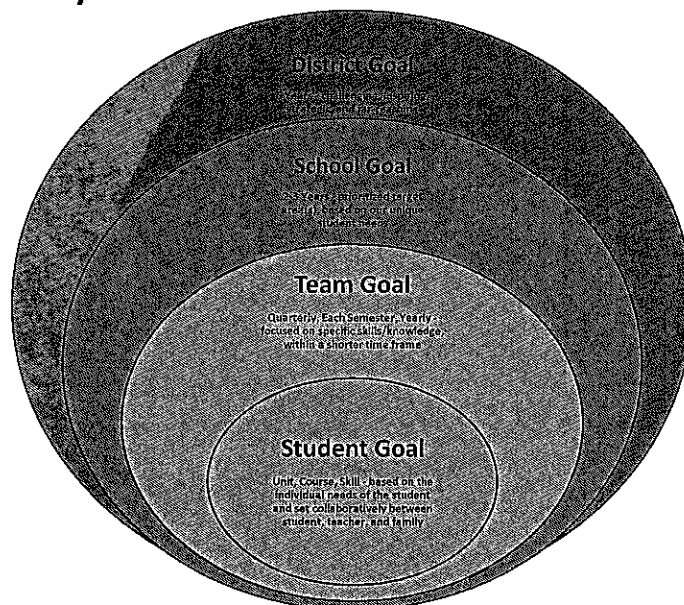
## WHAT ARE SMART GOALS

|                      |   |
|----------------------|---|
| <b>Strategic</b>     | Identify and focus on the "vital few" high-leverage areas where the largest gaps between vision and reality exist.  |
| <b>Specific</b>      | Identify and focus on specific, identifiable student or skill targets for improvement. (e.g. targets that are specifically measured by a variety of assessments.)   |
| <b>Measurable</b>    | Consider multiple means to measure a goal in order to get a more complete picture of learning. (e.g. state, local, and classroom assessments that measure specific skills.)   |
| <b>Attainable</b>    | Goals should motivate us by being just within our reach. Goals should not seem overwhelming and unattainable. Attainability is correlated with how large the gap is that we want to close, and how much focus, time, energy, and resources we are prepared to put into attaining the goal. (e.g. Increasing reading achievement by 3% points in 3 years.) |
| <b>Results-Based</b> | Focus on results-based goals with concrete benchmarks against which to measure efforts. (e.g. results can be tracked by assessment over time) Process goals. (e.g. implementation of a new text series.)  |
| <b>Time-Bound</b>    | Set a specific time-frame for the goal. (e.g. one year, three years, five years.)   |

### A System of S<sup>2</sup>.M.A.R.T. Goals

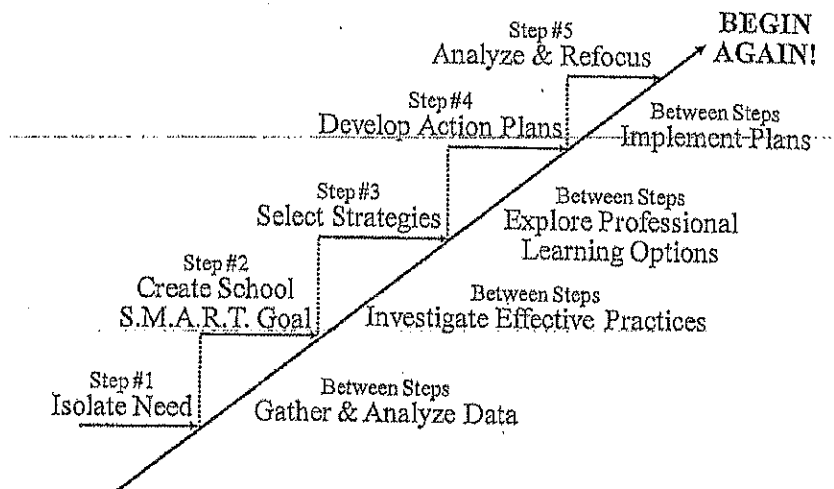
SMART goals can be developed for different levels of a system. To maintain the strategic aspect of SMART goals, schools and teams of educators should align their SMART goals as a system. If a district's long-term goal is to ensure that all students are reading on grade level, and reading is a great area of need, then the school improvement goal should focus on reading, as should the collaborative classroom goals. This type of goal alignment allows different levels of a system to work together toward the same outcome, and focus resources on that outcome.

## System-Wide SMART Goals





## SMART GOAL PROCESS



## Sample SMART Goals

### School Level:

All sixth grade students will meet or exceed the state average in reading on the 2014-2015 STAR reading assessment by spring 2015.

### District Level:

**Teaching and Learning** - By June 2018, 85% of all students will meet or exceed grade level standards as measured by the STAR tests in reading and mathematics.



**Facilities** - By June 2016, all four District schools will have an upgraded (District server) camera system in place along with door access (FOB) system on all exterior doors.

**Technology** - By June 2018, ECSD Grade 8 students will increase technology proficiency from 44% to 100% as measured by the Technology Proficiency Assessment.

**Communication and Community Engagement** - By June 2017, the District will enhance the website for more efficient use as measured by a District developed stakeholder survey.

**Climate and Culture** - By June 2018, school climate will improve from 1.9 to 3.0 on a four point scale as measured by a District developed employee survey.

**Workforce Engagement and Development** - By June of 2018, 100% of staff will complete at least one professional development training per year and track it using an online tool.

| Continuous System Improvement Plan Template  |   |   |
|--|---|---|
| <br>Evansville<br>Community<br>School District  | <b>Continuous<br/>Improvement Plan<br/>2015-2016</b>  |  |
| Priority Area:<br><br>Teaching and Learning  | Strategic Objective<br><br>The ECSD will provide a rigorous and relevant curriculum delivered by highly effective staff who use innovative, research-based strategies to prepare students to compete/succeed in a 21 <sup>st</sup> century global environment | Strategic Focus:<br><br>Reading Achievement for Students with Disabilities          |
| <b>PLAN/DO/STUDY/ACT MEASURES AND STRATEGIES</b>   |   |   |
| Strategic Focus Goal: By 2016 reading achievement for students with disabilities will increase by 5 percentage points as measured by the WKCE and STAR reading assessments.  |   |   |
| Timeline For Completion: One year  |   |   |
| <b>DATA ANALYSIS – IDENTIFY GAP/NEED:</b> Identify data sources that will be used to assess the impact, fidelity, and completion of the Plan-Do-Study-Act cycle of continuous system improvement for this strategic focus area.  |   |   |
| <ol style="list-style-type: none"> <li>1. What work has already been completed to meet the long term goal in this strategic focus area?                             <ul style="list-style-type: none"> <li>• Special education teachers have received training in effective reading strategies.</li> <li>• Reading strategies have been implemented in pullout classrooms.</li> </ul> </li> <li>2. What gaps or needs still exist in this strategic focus area?                             <ul style="list-style-type: none"> <li>• Longitudinal data show that students with disabilities are not achieving at a desired level.</li> </ul> </li> <li>3. Which data points identify the gaps or needs identified in question 2?                             <ul style="list-style-type: none"> <li>• WKCE</li> <li>• STAR</li> <li>• ACT</li> </ul> </li> <li>4. Which strategy will we use to reduce the gap or improve the need identified in question 2?                             <ul style="list-style-type: none"> <li>• We will develop a team teaching model at the middle level so that we eliminate pullout classes.</li> </ul> </li> </ol> |   |   |

| DATA ANALYSIS – DATA SOURCES: Identify the Measures That Will Determine the Effectiveness of the Plan |  |   |   |
|---|--|---|---|
| Data that Identifies Gap:   | Beginning Measure/ Date:   | Ending Measure/Date:                                | Analysis of Change In Data:   |
| 1. WKCE   | 14.4 % SWD Prof/Adv Reading grade 8 2014   |   |   |
| 2. STAR   | 15% SWD Prof/Adv Reading grades 6-8 2014   | 17% SWD prof/adv May 2016                           |   |
| 3. SRI  | 565 Lexile for SWD grade 9 2015  |   |   |
| 4. ACT  | 1/15 12 <sup>th</sup> graders tested 2014  |   |   |
| 5. ACT  | Score of 20/36 Reading 2014  |   |   |
| Data that Determines if Strategy Was Completed:   | Beginning Measure/Date:  | Ending Measure/Date:                                | Analysis of Change in Data:   |
| 1.  |  |   |   |
| 2.  |  |   |   |
| Measures that Determine if the Goal Was Met:  | Beginning Measure/Date:  | Beginning Measure/Date:                             | Analysis of Change In Data:   |
| 1.  |  |   |   |
| 2.  |  |   |   |
| <b>Do: Create an action plan based upon Data Analysis – ACTION PLAN #1 (Multiple Check-In Points)</b> |  |   |   |
| <b>What action steps will need to be taken to reach the goal?</b>                                     |  |   |   |
| <b>ACTION STEP</b><br>What steps will you and your team take?   | <b>MEASURE/INDICATOR</b><br>What data will be collected? How will you know when the step is completed? | <b>END DATE</b><br>When will the work be completed? | <b>PERSON(S) RESPONSIBLE</b>  |
| 1. Professional learning for all staff on team teaching models  | Handouts and notes for P.D. sessions   | September 30, 2015                                  | Building principal<br>Director of C/I<br>Director of Student Services |
| 2. Develop team teaching partnerships   | List of partners   | September 30, 2015                                  | Building principal  |
| 3. Provide common planning time   | Building schedule  | September 30, 2015                                  | Building principal  |

|  |  |  |  |
|--|--|--|--|
| 4. SRI Implementation grades 6-8   | SRI assessment plan  | September 30, 2015                           | BLT  |
| Study: Analyze Data After Implementing Action Plan Steps<br>To be completed by November.                           |  |  |  |
| MEASURE/INDICATOR (from Do step above)   | Evidence of Progress/Effectiveness (include data)  |  | Analysis of Evidence (Describe why this evidence shows the action step was effective)  |
| 1. SRI   | 365 Lexile grade 6 November 2015<br>425 Lexile grade 7 November 2015<br>505 Lexile grade 8 November 2015 |  | No progress after 2 months of implementation   |
| Act - Continue or revise Action Implementation Based Upon Data Analysis for the next check-in date. ACTION PLAN #2 |  |  |  |
| ACTION STEP<br>What steps will you and your team take?   | MEASURE/INDICATOR<br>What data will be collected?<br>How will you know when the step is completed?       | END DATE<br>When will the work be completed? | PERSON(S) RESPONSIBLE  |
| 1. No additional steps   |  |  |  |
| Study: Analyze Data After Implementing Action Plan Steps<br>To be completed by February.                           |  |  |  |
| MEASURE/INDICATOR (from Act step Plan #2 above)  | Evidence of Progress/Effectiveness (include data)  |  | Analysis of Evidence (Describe why this evidence shows the action step was effective)  |
| 1. SRI   | 390 Lexile grade 6 November 2015<br>480 Lexile grade 7 November 2015<br>545 Lexile grade 8 November 2015 |  | Lexile levels at grades 6-8 have increased<br>Differentiation within the inclusive general ed classrooms for grades 6-8 has improved reading achievement for SWD |
| 2. STAR  | 16% SWD prof/adv grades 6-8 February 2016  |  | Differentiation within the inclusive general ed classrooms for grades 6-8 has improved reading achievement for SWD   |
| Act - Continue or revise Action Implementation Based Upon Data Analysis for the next check-in date. ACTION PLAN #3 |  |  |  |
| ACTION STEP  | MEASURE/INDICATOR<br>What data will be collected?  | END DATE                                     | PERSON(S) RESPONSIBLE  |

|   |   |            |  |
|---|---|------------|--|
| your team take?   | How will you know when the step is completed?   | completed? |  |
| 1. No additional steps  |   |            |  |
| Study: Analyze Data After Implementing Action Plan Approach<br>To be completed by May.  |   |            |  |
| MEASURE/INDICATOR (from Act step Plan #3 above)   | Evidence of Progress/Effectiveness (include data)   |            | Analysis of Evidence (Describe why this evidence shows the action step was effective)  |
| 1. SRI  | 425 Lexile grade 6 May 2016<br>530 Lexile grade 7 May 2016<br>605 Lexile grade 8 May 2016               |            | Lexile levels at grades 6-8 have increased<br>Differentiation within the inclusive general ed classrooms for grades 6-8 has improved reading achievement for SWD |
| 2. STAR   | 17% SWD prof/adv grade 6-8 February 2016  |            | Differentiation within the inclusive general ed classrooms for grades 6-8 has improved reading achievement for SWD   |
| Act - Year-End Conclusion: At the end of the year, reflect on your progress and determine the focus for the coming year. Select the option that this strategic planning team will pursue in 2016-2017 with this strategic focus area. |   |            |  |
| 1.  | Year-long target goal has been met and will be changed to a new target goal in the strategic focus area |            |  |
| 2.  | Year-long target goal has not been met, but the current plan is effective and will be continued         |            |  |
| 3. x  | Year-long target goal has not been met, but the plan will continue with new strategies applied          |            |  |
| 4.  | Year-long target goal has not been met and the team will move in a different direction                  |            |  |
| 5.  | Other-- please explain in space below   |            |  |

## Committee Structure

### Standing Committee

Board and Administrative Team

### Subcommittees – Strategic Focus and Goal Development

Co-Chairs: Board and Administration

Members: Staff, Parents, Community

### Subcommittees – Action Plan Development

Co-Chairs: Administration and Board

Members: Staff, Parents, Community

## Committee Membership

Committees will be comprised of:

Board Member(s)

Administrator(s)

Staff Member(s)

Parent(s)

Community Member(s)

Board members and Administrators will co-chair their committee and select their members.

## Committee Assignments

### **Teaching and Learning**

Board Member – Melissa Hammann  
Administrator – Paula Landers &  
Vaunce Ashby

### **Technology**

Board Member – Eric Busse  
Administrator – Jason Knott & Larry  
Martin

### **Workforce Engagement and Development**

Board Member – Sandi Spanton-  
Nelson  
Administrator – Joanie Dobbs & Barb  
Dorn

### **Facilities and Operations**

Board Member – John Rasmussen &  
Tina Rossmiller  
Administrator – Doreen Treuden &  
Brian Cashore & B&G Dir.

### **Communication and Community Engagement**

Board Member – Kathi Swanson  
Administrator – Jerry Roth

### **Climate and Culture**

Board Member – Amanda Koenecke  
Administrator – Scott Everson

## Collaborative Norms

Agreed upon behaviors accepted by the group.

### Strategic Planning Committee

#### Meeting Norms

##### Example

| Meeting Norms  | Behaviors – Commitments to Each Other   |
|--|---|
| <ul style="list-style-type: none"> <li>• Agendas provided ahead of meeting</li> <li>• Be on time</li> <li>• Respect the work               <ul style="list-style-type: none"> <li>-100% engagement/attention for all members</li> <li>-Phone calls in extreme emergency</li> <li>-Prioritize the work with attendance and participation</li> <li>-Sincere focus on the goals established by the team</li> </ul> </li> <li>• Respect each other               <ul style="list-style-type: none"> <li>-Honor individual differences</li> <li>-Respect differences in opinion</li> <li>-Embrace different points of view</li> <li>-Value personal perspectives and feelings</li> </ul> </li> <li>• Everyone has the opportunity to voice their opinions               <ul style="list-style-type: none"> <li>-No one person dominates the discussion</li> </ul> </li> <li>• Meeting roles               <ul style="list-style-type: none"> <li>-Facilitator, Note Taker, Time Keeper, Norm monitor</li> </ul> </li> <li>• Evaluate the meeting process at the end of each meeting (Review the norms)</li> <li>• Send meeting notes to participants</li> </ul> | <ul style="list-style-type: none"> <li>• Professionalism               <ul style="list-style-type: none"> <li>-Approach questions, issues, comments in a professional manner that continues to support the broader good</li> <li>-Support the process:</li> </ul> </li> <li>• Demonstrate and support the broader efforts/goals</li> <li>• Keep personal comments and opinions private when communicating outside of the meeting</li> <li>• Accurate professional communication with all stakeholders outside of the meeting</li> <li>• Engage in politics proactively</li> <li>• Focus on results</li> <li>• Acknowledge and celebrate successes</li> <li>• Build trust by adhering to the agreed upon norms and commitment to the work of the team</li> </ul> |

## Timeline

**July 16, 2014** – Overview and Board approval of first steps

**September 24, 2014** – Outline details and tools for developing Continuous System Improvement Plan

**December 10, 2014**– Presentation of Goals/Approval by the Board

**March 25, 2015** – Presentation of Action Plans/Approval by the Board

**September 2015** – Implementation of Goals

**2015-2016 School Year** – Evaluation/Review of Goals

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: Insurance Committee  
Date: September 17, 2014

The Insurance Committee will reconvene for the 2014-2015 school year. As you recall the purpose of the Committee is to review all employee benefits for the best value; explore opportunities for cost savings; discuss strategies for incorporating wellness programs; prepare the District for the impact of the ACA (Affordable Care Act); and educate all employees on insurance issues.

A representative from Associated Financial will facilitate the Committee meetings again this year. Committee members will include representatives from each employee group and the retiree group. Tina Rossmiller and Sandi Spanton Nelson will be members of the Insurance Committee according to the BOE Committee list from last April. I anticipate the first Committee meeting to be scheduled for some time in October. The Committee will meet through next spring for a total of 4-6 meetings.

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, September 10, 2014, at 6:00 pm in the District Board and Training Center.

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

**APPROVE AGENDA**

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

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

- September 24, Annual School Board Meeting, 7:00 pm
- November 4, Referendum Election
- Welcome High School Student Board Representatives – Aliye Gallagher and Sydney Michael
- Thank you to Nelson-Young Lumber Co. for a \$1,160 Donation Towards the Press Box
- Introduction of K-5 New Staff (will introduce 6-12 staff in October)

**PUBLIC PRESENTATIONS**

Community member and Cub Scout Leader, Jeremie Steindl, spoke in favor of allowing the Cub Scouts to visit the elementary school to make a presentation.

**INFORMATION & DISCUSSION**

District Administrator, Mr. Roth, shared information on a possible land swap of 111 Liberty Street and 660 Hillside Court properties. A resolution, at the Annual Meeting of the Electors, will be voted on. Discussion.

Ms. Rossmiller presented for a first reading, policies: #152-Employee Handbook; Appendix A of the Employee Handbook-Proposed Change Form; #346-Student Assessment System (Testing Programs); #346.1-Achievement Testing Program; #346.2-Testing and Counseling Services; #346.3-Assessment of Student Learning; #491-Students of Divorced/Separated Parents. An update on the wellness policy, #458 shared. Discussion. Policies, except #458, to come back for a second reading.

Ms. Rossmiller presented for a second reading, policies: #447-Student Discipline: Detention, Suspension and Expulsion; #447.1-Use of Physical Restraint and Seclusion By Staff; #447.1 Form-Seclusion/Restraint Report; #751-Student Transportation Services; #751.1-Procedures for Student Transportation Services; #751.2-School Bus Safety Program; #751.3-Use of Video Cameras on School Buses; #751.4-Co- And Extra-Curricular Transportation; #751.4 Form-Contest Travel Release; #163-Opportunities for Development; and #163.1-School Board Memberships. Discussion. Policies will come back for approval.

Mr. Roth gave an update on the first referendum community meeting, City Council on 9/9/14, that he and Business Manager, Ms. Treuden, presented. Discussion.

High School Principal, Mr. Everson, shared the GEDO 2 Guidebook.



**PUBLIC PRESENTATIONS**

None.

**BUSINESS (Action Items)**

Motion by Ms. Rossmiller, seconded by Ms. Hammann, moved to approve the 2014-2015 FFA overnight field trips as presented. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved to approve the hiring of Ann Elliott, Lunch Room Supervisor, for \$11.87/hour. Motion carried, 6-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the 2014-2015 preliminary budget as presented. Discussion. Motion carried, 6-0 (roll call vote).

Motion by Mr. Busse, seconded by Ms. Rossmiller, moved to approve the use of Fund Balance not to exceed \$94,938.10 for the 2014-2015 budget cycle. Motion carried, 6-0 (roll call vote).

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the use of up to \$94,938.10 to offset General Fund 10 budget expenses for the 2014-2015 budget cycle. Motion carried, 6-0 (roll call vote).

**CONSENT (Action Items)**

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the consent items: approval of August 27, 2014, Regular Meeting Minutes and the July Bills and Reconciliation, as presented. Motion carried, 6-0 (roll call vote).

**FUTURE AGENDA**

September 24, 2014, Regular meeting agenda discussed.

**BREAK**

A ten minute break taken.

**EXECUTIVE SESSION**

Motion by Mr. Busse, seconded by Ms. Rossmiller, moved that the Board go into closed session, pursuant to Wisconsin State Statute 19.85(1)(f) and (1)(g), for the purpose of considering medical and personal histories and preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems and for the purpose of 19.85(1)(g) conferring with legal counsel for the school board who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in order to discuss a student issue. Motion carried, 6-0 (roll call vote).

**ADJOURN**

Meeting adjourned from executive session at 9:21 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: 9/24/14  
Kathi Swanson, President

# EVANSVILLE COMMUNITY SCHOOL DISTRICT

## Communications Committee Minutes

The Communications Committee meeting was held Tuesday, August 12, 2014, at 8:34 am in the Board and Training Center.

**Committee Members Present:** John Rasmussen, Kathi Swanson, Doreen Treuden, and Jerry Roth.

**Approve Minutes:** Motion by Mr. Rasmussen, seconded by Mr. Roth, moved to approve the July 14, 2014, minutes with one correction. Motion carried, voice vote.

**Communication Plan for Referendum:** Mr. Roth shared that the National Night Out went well and he had handed out flyers with upcoming meeting dates. The Day Care Centers have not set a date at this time. Discussion.

**Process for Communication (Develop a flow chart indicating internal and external communication as well as routine and ad hoc communication):** Updated Comprehensive Communication Plan, Identification of Target Audiences/Stakeholders document shared and discussed. Discussion. The Communication Tool table will be reworked to read easier.

Discussion on the next step took place. Discussion on the How, to get the word out and what to do with the document. Suggestion to create a survey for staff in the spring, by building on the communication plan. Mr. Roth will share the document with the Administrative Team and report back to Communications Committee and then start working on the Strategic Planning.

**Review Brochures From Other Schools:** Ms. Mosher had contacted several schools asking for their school brochures. Only one school currently has a brochure, others are no longer providing paper brochures, they are directing community to their web site. Discussion. No further discussion on this topic for now.

**Set Next Meeting and Agenda:** The next meeting will be on Wednesday, September 10 from 8:00 am to 9:00 am. Agenda items: Report back from Administrative Team discussion on Comprehensive Communication Plan, Identification of Target Audiences/Stakeholders.

**Adjourn:** Motion by Mr. Rasmussen, seconded by Mr. Roth, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 9:47 am.

Submitted by Kelly Mosher, Administrative Assistant

Approved: 9/10/14

Approved: January 11, 1988  
Revised:  
1<sup>st</sup> Reading: 9/24/14

342.4

## STUDENTS-AT-RISK PROGRAM

It is the desire of the **Evansville Community School District** Board of Education to offer assistance to school children who experience problems that seriously interfere with their learning, school attendance, preparation for employment, or satisfactory progress toward graduation. If their problems are not addressed effectively, these students behave disruptively, face suspension or expulsion and drop out of school. They face a bleak future, one that will bear enormous costs for both the individual and the community.

“Children-at-risk” as defined by the **state** statute are dropouts, students who have been absent from school without acceptable excuses as defined by the state law, students who are parents and students who have been adjudicated delinquent, who are one or more years behind their age group in the number of credits attained or in basic skill levels.

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

Therefore, the Board directs the district’s administrative team to develop and implement a plan of action to identify the “children-at-risk” who are enrolled in the ~~Evansville School~~ District and describe how the schools will meet the needs of such children through curriculum modifications and alternative programs that meet the high school graduation requirements under ~~section 118.33 of the~~ **state** statutes. This plan must also describe how remedial instruction, parental involvement and student and community support services will be used to meet the needs of the “children-at-risk.”

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

Approved: ~~January 11, 1988~~

Revised: April 13, 1998

431

Revised: June 13, 2005

Revised: September 13, 2010

1<sup>st</sup> Reading: 9/24/14

## COMPULSORY STUDENT ATTENDANCE & ALTERNATIVE PROGRAMS

In accordance with state law, all children between ~~five~~ six and eighteen years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen years of age, or unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school. Students enrolled in 5-year old kindergarten in the District shall also be expected to attend school regularly during the full period and hours that kindergarten is in session during the school year.

Upon request to the School Board, or its designee, and with the written approval of the student's parent/guardian, any student who is 16 years of age or over and a student At Risk, as defined in state statute, may attend, in lieu of high school or on a part-time basis, a technical college if the student and his/her parent(s)/guardian(s) agree, in writing, that the student will participate in a program leading to the student's high school graduation.

The Board of Education, through its designee, may excuse a student who is 16 years of age or older from regular school attendance in favor of a program or curriculum modification which leads to high school graduation or an equivalency diploma. The Board will consider the request of a parent/guardian provided the conditions are allowed by state statute.

A written agreement is required among the student, his/her parent(s)/guardian(s), and a representative of the high school equivalency program or other school program leading to the student's high school graduation prior to admission to such program(s). The agreement must state the services to be provided, the time period needed to complete the high school equivalency program or program leading to high school graduation and how the performance of the student will be monitored.

The High School Principal, ~~Pupil Services~~ Director of **Student Services**, or designee is responsible for monitoring the written agreement on a regular basis. In no case, however, can the agreement be monitored less frequently than once per semester. If the High School Principal, ~~Pupil Services~~ Director of **Student Services**, or designee determines that a student is not complying with the agreement, that person is expected to notify the student, his/her parent(s)/guardian(s) and the high school equivalency program or program leading to high school graduation that the agreement may be modified or suspended in 30 days.

Legal Ref.: Sections 118.15 of the Wisconsin Statutes (Compulsory School Attendance)

118.153 (Children At Risk of Not Graduating From High School)

118.155 (Released Time for Religious Instruction)

118.16 (School Attendance Enforcement)

118.162 (Truancy Committee and Plan)

118.163 (Municipal Truancy and School Dropout Ordinances)

118.164 (Removal of Pupils From the Class)

118.165 (Private Schools)

## SCHOOL ATTENDANCE

The Board of Education of the Evansville Community School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. Frequent absence of students from regular classroom learning experiences disrupts the continuity of the instructional process. Consequently, students who miss school frequently experience difficulty in achieving the maximum benefit of schooling.

In accordance with state law, all children between five and eighteen years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen years of age, or unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

### School Notification

Student attendance is monitored throughout each school day. Parent(s)/guardian(s) should call the school office prior to 9:00 a.m. the morning of an absence to report the absence. If it is not possible to call, a note explaining the student's absence should be presented to the school attendance clerk immediately upon return to school. All absences must be cleared before the end of the second school day or the student may be considered unexcused and truant.

Parent(s)/guardian(s) who have not notified the school of the absence will be notified by voice mail/phone that their child is absent as part of our safe arrival program. Parent(s)/guardian(s) may substitute email for a phone call or a note providing they have completed a form specifying their preference for email. These are available on-line on the District website and annually at our back-to-school days. Should a student abuse this family privilege, all attendance excuses for at least the remainder of the year must be in writing

### Parent/Guardian Excused:

Parent(s)/guardian(s) may excuse their children for up to ten (10) days per year for any purpose providing the parent/guardian submits prior written approval to excuse their students. If the principal/attendance officer determines that the student will exceed the ten (10) day limit, days beyond 10 will be considered unexcused unless they are documented by the parent/guardian as meeting one of the "School Excused" exceptions and have approval of the principal. Policies for obtaining and completing work for pre-arranged absences will be set by each building and provided annually in the school handbook.

### School Excused/Unexcused:

Students are expected to be in attendance unless there is a need to be absent for one of the following reasons under the following conditions:

1. Student illness: The school may require a written verification from physician.
2. Sudden emergencies: The school will require written verification upon return to school.
3. Educational opportunities approved by the district administrator or building principal.
4. Suspension from school.
5. Religious holidays.

A note specifying the reason for the absence must be given to the school before the end of the second school day of returning to school. The school reserves the right to record the absence as unexcused if no excuse is given or the reason given cannot be substantiated. The parent(s)/guardian(s) will be notified if the absence is recorded as unexcused. Five (5) or more unexcused absences will require an attendance conference with the parent(s)/guardian(s) and a written plan to improve attendance.

### Medical Related Absences

Students going to the doctor or dentist during school hours must bring back a slip from their doctor/dentist stating the date and time of the appointment. On appointment days, students are expected to spend the balance of the day in school unless excused by the doctor/dentist. While infrequent absences due to illness are normal, frequent absences jeopardize a student's standing in classes. If a student is absent more than five (5) days per semester because of illness, the school may require a doctor's statement to excuse the student for illness. Failure to produce a doctor's excuse at that point would result in an unexcused absence.

### Missed School Work

In the case of excused absences, time will be allowed for make-up work, including exams with full credit given for work completed.

The school may not deny a student credit in a course or subject solely because of the student's unexcused absences from school. Students will be permitted to take examinations missed during unexcused absences, following the procedures in the relevant school handbook.

### Unexcused Absences or Truancy

School officials will proactively involve parent(s)/guardian(s) when a student's attendance is of concern due to frequency of absences and/or tardiness. The school attendance office will communicate with the parent(s)/guardian(s) to discuss the causes of the absences and to try to arrange for a solution. The Board does not distinguish between truant and unexcused. Thus, all absences not covered under the excused absence list above will be considered unexcused and have the same meaning as "truancy" under Wisconsin Statutes. Consequences will vary depending on the age of the student. Each building is responsible for establishing age-appropriate consequences consistent with State Statute. Under State Statute and City Ordinance, a truancy citation may be issued, depending on age of the student and length of absence.

A student's parent(s)/guardian(s) will be notified by telephone and/or voice mail as soon as it is ascertained that a student is truant. Any student found to be truant will be required to attend a conference with the principal/attendance officer or designee. The student and parent/guardian will be informed of the penalty to be imposed by the school for the truancy. Mitigating factors in a student's family, emotional, educational, or health situation will be considered along with the need to develop an attendance plan. The student will also be warned of the consequences of continued truancy both at school and through the municipal court. The principal/attendance officer will positively reinforce the reasons for good attendance, attempt to assess the factors that may have contributed to the truancy, and call upon appropriate school personnel as needed. If the student has more unexcused absences and reaches the habitual truant level, a certified letter will be sent to the parent(s)/guardian(s) requesting a parent/guardian conference to discuss the truancy. At this time, a referral to the municipal court may also be sent for action under state truancy laws for habitual truants.

As a consequence of a student's truancy the student may be assigned to detention or to a supervised, directed study program. The program need not be held during the regular school day. The building team will develop the conditions under which credit may be given for work completed during the period of detention or assignment to a supervised, directed study program. A student must be permitted to take any examinations missed during a period of assignment to a supervised, directed study program.

#### Habitual Truancy

A student who is absent from school without an acceptable excuse for part or all of five (5) or more school days per semester will be declared habitually truant. If so, the student's parent(s)/guardian(s) will be notified in writing of the student's status. Within five (5) days after the date the habitual truancy notice has been sent to the parent(s)/guardian(s), by certified mail, a meeting will be scheduled with them and school officials to discuss the student's truancy. With the consent of the student's parent/guardian, the date for the meeting may be extended for an additional five school days. The Board will actively support any and all ordinances and laws dealing with truant students.

Legal Ref.: Sections 118.15 of the Wisconsin Statutes (Compulsory School Attendance)  
118.153 (Children At Risk of Not Graduating From High School)  
118.155 (Released Time for Religious Instruction)  
118.16 (School Attendance Enforcement)  
118.162 (Truancy Committee and Plan)  
118.163 (Municipal Truancy and School Dropout Ordinances)  
118.164 (Removal of Pupils From the Class)  
118.165 (Private Schools)

Local Ref.: Policy #431, Compulsory Student Attendance & Alternative Programs

E-MAIL CONSENT FORM FOR STUDENT ABSENCE  
Evansville Community School District

I, \_\_\_\_\_, parent/guardian of student(s):

|                         |             |              |
|-------------------------|-------------|--------------|
| _____<br>(Student Name) | Grade _____ | School _____ |
| _____<br>(Student Name) | Grade _____ | School _____ |
| _____<br>(Student Name) | Grade _____ | School _____ |
| _____<br>(Student Name) | Grade _____ | School _____ |
| _____<br>(Student Name) | Grade _____ | School _____ |
| _____<br>(Student Name) | Grade _____ | School _____ |

I prefer to use Family Access e-mail absent notification to the school(s) to report absences for my child(ren) for the 2014-2015 school year.

**I understand that my child(ren) may have access to my Family Access account and am taking full responsibility for all action on their behalf. If there are false excuses submitted through Family Access email absent notification, my child may be subject to school discipline.**

Parent/Guardian Signature \_\_\_\_\_ Dated \_\_\_\_\_

Please return this form to the school building office of the oldest child listed prior to using Family Access email absent notification. Once this form has been turned into a school office, you may submit absences by going to our web page:  
www.evansville.k12.wi.us – Families – Family Access – Attendance – Absent Notification.



EVANSVILLE COMMUNITY SCHOOL DISTRICT

POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Wednesday, August 20, 2014, at 8:35 am in the District Office.

**Committee Members Present:** Jerry Roth, Tina Rossmiller and Amanda Koenecke.

**Approve July 10, 2014, Minutes:** Motion by Mr. Roth, seconded by Ms. Koenecke, moved to approve the minutes as presented. Motion carried (voice vote).

**Policies Reviewed:**

Policy #447 – Student Discipline: Detention, Suspension, Expulsion – Policy brought back from 8/13/14 Board meeting. Discussion and revisions made. Policy will go back to the Board for a second reading with changes.

Policy #447.1 – Use of Physical Force or Restraint By Staff – Policy brought back from 8/13/14 Board meeting. Discussion and revisions made. Policy will go back to the Board for a second reading with changes.

Policy #447.1 Form – Restraint Report – Policy brought back from 8/13/14 Board meeting. Discussion and revisions made. Policy will go back to the Board for a second reading with changes.

Policy #751.2 – School Bus Safety Program – Policy brought back from 8/13/14 Board meeting. Discussion and revisions made. Policy will go back to the Board for a second reading with changes.

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

Policy #346 – Student Assessment System (Testing Programs) – Policy rewrite suggested by Paula Landers. Discussion. Policy will go before the Board for a first reading as presented.

Policy #346.1 – Achievement Testing Program – Policy suggested for removal by Paula Landers. Discussion. Policy will go before the Board for a first reading as suggested for removal.

Policy #346.2 – Testing and Counseling Services – Policy suggested for removal by Paula Landers. Discussion. Policy will go before the Board for a first reading as suggested for removal.

Policy #346.3 – Assessment of Student Learning – Policy suggested for removal by Paula Landers. Discussion. Policy will go before the Board for a first reading as suggested for removal.

Policy #491 – Students of Divorced/Separated Parents – Policy revisions suggested by Vaunce Ashby. Discussion. Policy will go before the Board for a first reading with changes.

Policy #458 – Wellness – Information provided by Vaunce Ashby. Discussion to be shared at next board meeting.

Policy #342.4 – Students-At-Risk Program – Policy revisions suggested by Scott Everson. Discussion. To continue discussion at next Policy meeting.

Policy #431 – Compulsory Student Attendance & Alternative Programs – Policy revisions suggested by Scott Everson. Discussion. To continue discussion at next Policy meeting.

Policy #430 – School Attendance – Policy reviewed. To continue discussion at next Policy meeting.

Policy #430 Form – E-mail Consent Form for Student Absence – Policy reviewed. To continue discussion at next Policy meeting.

**Set Date of Next Meeting:** September 11, 2014, at 10:00 am. Agenda Items: Policy #342.4, #431, #430, #430 Form. Additional items as per Board meeting.

**Adjourn:** Motion by Ms. Koenecke, seconded by Mr. Roth moved to adjourn. Motion approved (voice vote). Meeting adjourned at 9:45 am.

Submitted by Tina Rossmiller, Chair

Approved: 9/11/14

Approved: June 10, 1985  
Revised: September 25, 1989  
Revised: July 9, 2001  
Revised:  
1<sup>st</sup> Reading: 9/24/14

164

## BOARD MEMBER COMPENSATION AND EXPENSES

**All board members receive an annual salary that is reviewed and acted on at the Annual District Business Meeting, where a quorum is present. The vote shall determine** ~~The annual meeting of the Evansville Community School District shall determine by a vote of those district residents present,~~ the annual salaries for board members or an amount for attendance at each school board or committee meeting.

~~All board members receive an annual salary that is reviewed and acted on at the Annual District Business Meeting.~~ All board members may claim **actual and allowable** expenses at the regular district rates for meals, travel and lodging when traveling outside the district in performance of their duties as a member of the Evansville **Community School District**, Board of Education.

An expense report must be completed and presented to the District business office along with appropriate receipts (consistent with Board policy #671.2, Reimbursement of Expenses) before the ~~bill~~ **report** will be submitted for Board approval and subsequent reimbursement.

Legal Ref.: Section 120.10(3)(4) Wisconsin Statutes  
120.13(16)(32)  
**120.43 (3)**

Approved: June 10, 1985  
Revised: August 13, 2001  
Revised:  
1<sup>st</sup> Reading: 9/24/14

171.2

## MEETING AGENDAS

The ~~D~~istrict ~~A~~administrator, under the direction of the Board ~~P~~resident, shall prepare all agendas for meetings of the Board. In doing so, the **District Administrator** shall consult as appropriate with other Board members and with members of the ~~A~~administrative staff ~~T~~eam.

Items of business may be suggested by any Board member, staff member, or citizen of the district. The inclusion of these items shall be at the discretion of the ~~D~~istrict ~~A~~administrator based upon time restrictions and the interests of the district. If a citizen's request is received prior to agenda dissemination, the Board shall include on the agenda an opportunity for the citizen, or a group of citizens, to address the Board at the meeting.

The Board shall follow the order of business set up by the agenda unless altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if such discussion and action may be legally undertaken. The Board, however, may not revise policies or adopt new ones unless such action has been taken in accordance with the Board's policy adoption procedures.

The agenda, together with supporting materials, shall be distributed to Board members no later than on the Friday prior to the meeting of the Board, so they can give items of business careful consideration.

In accordance with the open meetings law notice, the agenda shall be made available to the media and to any other person upon request.

Legal Ref.: Section 19.83 Wisconsin Statutes

19.84

**120.11**

**120.43 (2)**

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda  
Wednesday, October 8, 2014  
6:00 p.m.**

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

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

- I. Roll Call: Tina Rossmiller     John Rasmussen     Amanda Koenecke  
                 Kathi Swanson     Sandra Spanton Nelson     HS Rep Aliye Gallagher  
                 Eric Busse     Melissa Hammann     HS Rep Sydney Michael
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- Wisconsin School Board Appreciation Week, October 5-11, 2014
  - National School Lunch Week – October 13-17, 2014
  - November 4, Referendum Election
  - Introduction of 6-12 New Staff
- IV. Public Presentations.
- V. Information & Discussion:
- A. Continuous System Improvement Plan Update.
- B. Second Reading of Policies: #152-Employee Handbook; Appendix A of the Employee Handbook-Proposed Change Form; #346-Student Assessment System (Testing Programs); #346.1-Achievement Testing Program; #346.2-Testing and Counseling Services; #346.3-Assessment of Student Learning; #491-Students of Divorced/Separated Parents; #164-Board Member Compensation and Expenses; and #171.2-Meeting Agendas.
- C. Referendum Update.
- D. 111 Liberty Street and 660 Hillside Properties.
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval of Policies: #447-Student Discipline: Detention, Suspension and Expulsion; #447.1-Use of Physical Restraint and Seclusion By Staff; #447.1 Form-Seclusion/Restraint Report; #751-Student Transportation Services; #751.1-Procedures for Student Transportation Services; #751.2-School Bus Safety Program; #751.3-Use of Video Cameras on School Buses; #751.4-Co- And Extra-Curricular Transportation; #751.4 Form-Contest Travel Release; #163-Opportunities for Development; and #163.1-School Board Memberships.
- B. Approval of Staff Changes: Hiring of Director of Buildings & Grounds and Crossing Guard. Resignation of Custodial Staff.
- VIII. Consent (Action Items):
- A. Approval of September 10, 2014, Regular Meeting Minutes.
- B. Approval of August Bills and Reconciliation.
- IX. October 29, 2014, Regular Meeting Agenda.
- X. Adjourn.