

What Every New Board Member Needs To Know

– About The District –

District Information:

1. Name Of School District: **Evansville Community School District**

2. School District Address: **340 Fair Street** **Evansville WI 53536**

3. Main District Phone Number: **608-882-5224** **Fax: 608-882-6564**

4. Web Site: **www.ecsdnet.org**

5. Superintendent: Phone: Cell Phone: E-mail:

Jerry Roth	882-3386	751-9868	rothj@evansville.k12.wi.us
-------------------	-----------------	-----------------	-----------------------------------

6. Superintendent's

Administrative Assistant Phone: Fax: E-mail:

Kelly Mosher	882-3387	882-6564	mosherk@evansville.k12.wi.us
---------------------	-----------------	-----------------	-------------------------------------

7. Board Members: Phone: E-mail:

Mason Braunschweig	295-1785	BraunschweigM@evansville.k12.wi.us
Eric Busse	882-0405	bussee@evansville.k12.wi.us
Melissa Hammann	882-9993	HammannM@evansville.k12.wi.us
Keith Hennig	290-6279	hennigk@evansville.k12.wi.us
Sandra Nelson Spanton	751-2771	spantons@evansville.k12.wi.us
Jane Oberdorf	882-6265	OberdorfJ@evansville.k12.wi.us
John Rasmussen	882-6525	rasmussenj@evansville.k12.wi.us

8. Communities Served By The District: **City of Evansville, towns of Brooklyn, Union, Porter, Janesville, Magnolia, Center, and Rutland.**

9. Number Of Employees In District: **247 (does not include crossing guards or substitutes).**

10. What Employee Groups Are In Place?

Evansville Education Association – Dee Jay Redders/Kim Katzenmeyer: 2015-16, 145 members.

Evansville Educational Association Auxiliary – Cathy Schuett; 2015-16, 38 members.

Teamsters Union Local No. 695 (Custodians) – Kevin Wells, 2015-16, 15 members.

Teamsters Union Local No. 695 (Food Service) – Liz Uher, 2015-16, 14 members.

11. Grade Levels Served By The District: **Early Childhood (3-4 year old special education), Grades 4K-12**

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

12. Number Of Students Enrolled: Total: **1,839 (3rd Friday, September 2015)**

Early Childhood **9**; 4K-2 Levi Leonard Elementary **454**; 3-5 Theodore Robinson Intermediate **393**;
JC McKenna Middle 6-8 **429**; and Evansville High School **554**

13. Student Population:

Ethnic Groups by Percentage: **White - 91.4%; Hispanic - 5%; Black - 1.4%;
American Indian - .1%; Asian - 1%; Multi – 1.1%**

Percentage of English Language Learners: **.2% (35 students)**

Primary languages spoken at home other than English: **Spanish; Greek; Chinese**

Percentage of students receiving free or reduced lunch: **23%**

14. Number Of Square Miles The District Covers: **165 square miles**

15. Home To School Transportation: Contracted to: **Ringhand Brothers, Inc.**

16. Number Of Schools: Total: **4**

Pre-schools **0** Elementary schools **2** Middle schools **1** High schools **1**

Charter schools **0** Adult Ed. **0** JEDI Virtual **1**

District Office Departments:	Name of Department Head:	Phone Number:
Business Manager	Doreen Treuden	882-3383
Director of Instruction	Alice Murphy	882-3382
Director of Student Services	Janessa Katzenberger	882-3391
Technology Manager	Larry Martin	882-3390
Director of Buildings and Grounds	Steve Shulta	882-3388

18. District Documents On District Website:

Mission Statement and Vision Statement – on Home Page

Budget – Departments page, then Business Services

District Fund 10 Operating Budget = \$20,205,904

Policy Book - School Board and Employee Handbook

School Year Calendar- Main Page at bottom

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

Current District Issues:	Status Of The Issue:
School District Budget	Work in progress
CSI (Continuous System Improvement)	Work in progress

19. District Schools:

Name of School:	Grade Levels:	Principal:	Phone Number:
Levi Leonard Elementary	Early Childhood - 2	Joanie Dobbs dobbsj@evansville.k12.wi.us	882-3104
Theodore Robinson Intermediate	3-5	Barbara Dorn dornb@evansville.k12.wi.us	882-3842
JC McKenna Middle	6-8	Jason Knott knottj@evansville.k12.wi.us	882-3302
Evansville High	9-12	Scott Everson eversons@evansville.k12.wi.us	882-3508

Board Information:

1. Board Meeting Dates And Times:

2nd and 4th (or last) Wednesday of Each Month, 6:00 pm, in the District Board and Training Center, 340 Fair Street, Enter Door 36

2. Board Officers:

Role:

President: Mason Braunschweig	Facilitate all board meetings, plan agendas, follow-up with District Administrator, participate in WASB training, and communicate with WASB.
Vice-President: Eric Busse	Conduct meetings in Presidents' absence.
Clerk: John Rasmussen	Work with Deputy Clerk as needed to sign required documents.
Treasurer: Melissa Hammann	Serves as Chair of Finance Committee and works with business manager.
Deputy Clerk: Kelly Mosher	Clerk work done in timely manner.

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

3. Order Of Items On The Board Meeting Agendas:

1. Roll Call	7. Business (Action Items)
2. Approve Agenda	8. Consent Agenda (Action Items)
3. Public Announcements/Upcoming Events	9. Set Next Agenda
4. Public Presentations	10. Executive Session (When Needed)
5. Information & Discussion Items	11. Adjourn
6. Public Presentations	

4. Board Committee Of The Whole: Board Member Chairs/Administrators:

Board Development	Braunschweig
Budget Finance	Melissa Hammann

5. Board Sub-Committees: Board Members:

Employee Handbook (3x/school year)	Hammann, Hennig, Rasmussen
Insurance (October-February)	Braunschweig, Spanton Nelson
Policy Development	Hammann, Oberdorf
Continuous System Improvement (CSI): <ul style="list-style-type: none"> - Teaching and Learning - Workforce Engagement and Development - Communication and Community Engagement - Technology - Climate and Culture - Facilities and Operations 	Board and Admin. Team: Hammann, Dorn, Katzenberger, Murphy Hennig, Dobbs, Dorn, Murphy Oberdorf, Roth Busse, Knott, Martin, Murphy Spanton Nelson, Everson Braunschweig, Rasmussen, Cashore, Shulta, Treuden

6. Governance Norms – How we behave toward members of the governance team and others:

Group/Meeting Agreement

1. We listen carefully and respectfully seeking first to understand what the other person is saying. Then we speak clearly and concisely seeking to be understood by the other person.
2. We address issues, not individuals.

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

3. There are no side conversations. If we have something to say to our neighbor that cannot wait, we request an opportunity to caucus and go out of the room or we wait our turn.
4. We conduct ourselves within commonly understood principals of integrity, professionalism and accountability.
5. We speak and write directly to the question – we don't sidetrack the discussion – we stay on point.
6. We will strive to be prepared by reviewing available board materials and other District related communications in a timely manner.
7. We encourage all members to actively participate and contribute to group discussions.
8. We strive for consensus and do not publicly criticize the decisions of the majority.
9. We celebrate the District's accomplishments.
10. We enjoy what we are doing and we have fun.

7. Governance Protocols – **How we do business: May 2, 2011, Meeting**

How the board meeting agenda is developed and reviewed and by whom: Policy #171.2
Placing items on the board meeting agenda: Policy #171.2
Obtaining additional information about board meeting agenda items before the meeting: Policy #171.2
Obtaining answers to questions about board meeting agenda items before the meeting:
Alerting the board president of the desire to speak on a particular agenda item: Policy #187
Introducing new ideas for the board's consideration:
Responding to staff or community complaints or concerns at board meetings: Policy #187
Communications between and among the board, board members and the superintendent:
Communications between the board and other staff: Policy #521.1
Responding to community or staff complaints or concerns outside of board meetings: Policy #871

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

How, when and whom to notify about visiting school sites or participating in district activities: Policy #521
Individual board member requests for information from staff:
Board member participation on district committees and in district activities: Policy #185
When and how the board conducts a self-evaluation:
When and how the board evaluates the superintendent: Policy #225 & 225.1

8. Governance Documents:

- | | |
|---|---|
| District Policies -
http://www.ecsdnet.org/School-Board/Policies/index.html | District Budget Development
Calendar |
| Board Bylaws – (100 Series of Policy Book) -
http://www.ecsdnet.org/School-Board/Policies/Policies-100-199/index.html | Location of District Policy Book:
Policy #151.2 |
| Employee Handbook | |

9. Board Member Benefits:

Stipend:	Voted on at the annual meeting. Currently \$1,500, officers receive an additional \$100.
Health Benefits:	None.
Attending conferences / educational meetings / community events: Policies #164 and #671.2	District pays lodging and registration.
Making reservations for conferences / workshops / district business trips:	Kelly Mosher
Travel Expenses and Reimbursements: Policies #164 and #671.2 Form	Travel and meals reimbursed if submitted.

– About The District – About Governance Team Operations –

NOTES:

4/28/16