

What Every New Board Member Needs To Know

– About The District –

Need to Know:

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. Superintendent:	Phone:	Cell Phone:	E-mail:
Heidi Carvin	882-3386	882-6369	carvinh@evansville.k12.wi.us

5. Superintendent's Secretary / Assistant:	Phone:	FAX:	E-mail:
Kelly Mosher	882-3387	608-882-6564	mosherk@evansville.k12.wi.us

6. Other board members:	Hm Phone:	E-mail:
Eric Busse	882-0405	bussee@evansville.k12.wi.us
Dennis Hatfield	882-5157	hatfieldd@evansville.k12.wi.us
Nancy Hurley	882-4327	hurlevn@evansville.k12.wi.us
John Rasmussen	882-6525	rasmussenj@evansville.k12.wi.us
Tina Rossmiller	882-4099	rossmillert@evansville.k12.wi.us
Sharon Skinner	882-4735	skidders@evansville.k12.wi.us
Kathi Swanson	728-1045	swansonk@evansville.k12.wi.us

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7. Communities served by the district: **City of Evansville, towns of Brooklyn, Union, Porter, Janesville, Magnolia, Center, and Rutland.**

8. Number of employees in district: **254 (does not include crossing guards or substitutes).**

9. What unions are in place?

Evansville Education Association - Bill Hartje: 2010-11, 153.4 FTEs, 154 members; 2011-12, 151 FTEs; 151 members.

Evansville Educational Association Auxiliary - Carol Schneider; 2010-11, 40.11 FTEs, 43 members; 2011-12, 40.11 FTEs, 43 members.

Teamsters Union Local No. 695 (Custodians) - Ken Johnson, 2010-11, 13.44 FTEs, 14 members; 2011-12, 13.44 FTEs, 14 members.

Teamsters Union Local No. 695 (Food Service) - Mary Kettle, 2010-11, 9 FTEs, 15 members; 2011-12, 9 FTEs, 15 members.

Need to Know:

- 10. Grade levels served by the district: **Early Childhood (3-4 year old special education), Grade K-12**
 - 11. Number of students enrolled: Total: **1,788 (3rd Friday, September 2010)**
 - 12. Early Childhood **17**; Elementary K-2 Levi Leonard **423**; Intermediate 3-5 Theodore Robinson **416**;
JC McKenna Middle 6-8 **423**; and Evansville High school **509**
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13. STUDENT POPULATION:

Ethnic Groups by Percentage: **White - 91.3%; Hispanic - 4.8%; Black - 1.6%; Multi racial - 1.1%; Asian - 1%.**

Percentage of English Language Learners: **2.7% (49 students)**

Primary languages spoken at home other than English: **Spanish**

Percentage of students receiving free or reduced lunch: **24.2%**

- 14. Number of square miles the district covers: **165 square miles**
 - 15. Home to school transportation: Contracted to: **Ringhand Brothers, Inc.**
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16. Number of schools: Total: **4**

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

High schools **1** Continuation schools **0** Charter schools **0** Adult Ed. **0**

District Office Departments:	Title & Name of Department Head:	Phone Number:
Business	Director – Doreen Treuden	882-3383
Curriculum	Director - Paula Landers	882-3382/3505
Special Education	Director – Vaunce Ashby	882-3391
Human Resources	Director - Jenny Kalson	882-3384
Technology	Coordinator - Larry Martin	882-3390
Buildings and Grounds	Director - Joe Francis	882-3388
Administrative Software	Coordinator - Linda Gard	882-3385

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

Need to Know:

18. Standing Advisory Committees,
Panels or Commissions:

Staff Member Responsible:

Board Representation:

Administrative Team	Heidi Carvin	Kathi Swanson
Curriculum Coordinating Committee	Paula Landers	Nancy Hurley
Technology	Larry Martin	John Rasmussen

19. DISTRICT DOCUMENTS:

Setting Direction Documents: X indicates this is on the district website under the indicated tab (*Might include some or all of the following: Core Values and Beliefs / Vision Statement / Mission Statement / Motto / Logo/ Strategic Goals / Annual Goals/ District Objectives*)

Budget-Main Page Program Based Budget materials **General Fund Budget = \$20,513,764**

Policy Book- School Board

District Administrative Calendar- Main Page at bottom

Collective Bargaining Agreements- Human Resources **Long Range Facilities Plan-**District Reports

CURRENT DISTRICT ISSUES:	STATUS OF THE ISSUE:

Need to Know:

20. DISTRICT SCHOOLS:

Name of School:	Grade Levels:	Principal:	Phone Number:
Levi Leonard Elementary	PK-2	Louisa Havlik	882-3104
Theodore Robinson Intermediate	3-5	Joan Wick	882-3842
JC McKenna Middle	6-8	Bob Flaherty	882-3302
Evansville High	9-12	Scott Everson	882-3508

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– About Governance Team Operations –

Need to Know:

1. Board meeting dates and times: 2nd and 4th (or last) Monday of Each Month; 6:30 pm

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

3. Order of items on the board meeting agenda:

1. Roll Call	7. Information & Discussion Items
2. Approve Agenda	8. Business (Action Items)
3. Public Announcements/Upcoming Events	9. Consent Agenda (Action Items)
4. Public Presentations	10. Set Next Agenda
5. District Administrator Report	11. Executive Session (when needed)
6. HS Board Rep/Administrators' Reports	12. Adjourn

4. The purpose of the Public Comment section of the board meeting: _____

5. The purpose of the Board Comment section of the board meeting: _____

6. GOVERNANCE NORMS – How we behave toward members of the governance team and others:

See Attached

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Need to Know:

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	
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	

***What Every New Board Member Needs to Know
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activities: Policy #185	
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Need to Know:

8. GOVERNANCE PROTOCOLS – continued:

When and how the board conducts a self-evaluation:	
When and how the board evaluates the superintendent: Policy #225 & 225.1	

9. GOVERNANCE DOCUMENTS:

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| <p>District Policies -
 http://www.ecsdnet.org/page.php?pid=22</p> <p>Board Bylaws – (100 Series of Policy Book) -
 http://www.ecsdnet.org/page.php?pid=90</p> <p>District Setting Direction Documents</p> <p>Annual Governance Calendar</p> | <p>District Budget Development Calendar</p> <p>Location of District Policy Book:
 Policy #151.2</p> <p>Governance Handbook -</p> |
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10. BOARD MEMBER BENEFITS:

Stipend:	Voted on at the annual meeting.
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.

