

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. Web site: **www.ecsdnet.org**

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	<u>bussee@evansville.k12.wi.us</u>
Dennis Hatfield	882-5157	<u>hatfieldd@evansville.k12.wi.us</u>
Nancy Hurley	882-4327	<u>hurlevn@evansville.k12.wi.us</u>
John Rasmussen	882-6525	<u>rasmussenj@evansville.k12.wi.us</u>
Tina Rossmiller	882-4099	<u>rossmillert@evansville.k12.wi.us</u>
Sharon Skinner	882-4735	<u>skidders@evansville.k12.wi.us</u>
Kathi Swanson	728-1045	<u>swansonk@evansville.k12.wi.us</u>

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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: **223 (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 – Mary Beth Anderson/Shawn Dunphy; 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.

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– About Governance Team Operations –**

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: **1,775 (3rd Friday, September 2011)**

12. Early Childhood **20**; Elementary K-2 Levi Leonard **393**; Intermediate 3-5 Theodore Robinson **416**;
JC McKenna Middle 6-8 **419**; and Evansville High school **527**

13. STUDENT POPULATION:

Ethnic Groups by Percentage: **White - 92.88%; Hispanic - 4.01%; Black - 1.81%;
American Indian - .28%; Asian - 1.02%.**

Percentage of English Language Learners: **2.49% (44 students)**

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

Percentage of students receiving free or reduced lunch: **26.45%**

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** 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

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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 on District Website:

Mission Statement and Vision Statement – on Home Page

Budget – Departments page, then Business Services

District Fund 10 Operating Budget = \$19,049,777

Policy Book - School Board District Administrative Calendar- Main Page at bottom

Collective Bargaining Agreements – Human Resources

Long Range Facilities Plan – District Reports

Additional Information under District Reports

CURRENT DISTRICT ISSUES:	STATUS OF THE ISSUE:
2012-2013 Budget	Work in Progress

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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Need to Know:

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

Board Officers:	Role:
President: Kathi Swanson	Facilitate all board meetings, plan agendas, follow-up with District Administrator, participate in WASB training, and 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:

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.

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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.

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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 activities: Policy #185	
When and how the board conducts a self-evaluation:	
When and how the board evaluates the superintendent: Policy #225 & 225.1	

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8. 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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9. BOARD MEMBER BENEFITS:

Stipend:	Voted on at the annual meeting. Currently \$1,200, 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.

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NOTES:
