

# 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:

<b>Jerry Roth</b>	<b>882-3386</b>	<b>751-9868</b>	<b>rothj@evansville.k12.wi.us</b>
-------------------	-----------------	-----------------	-----------------------------------

6. Superintendent's

Administrative Assistant    Phone:                      Fax:                      E-mail:

<b>Kelly Mosher</b>	<b>882-3387</b>	<b>882-6564</b>	<b>mosherk@evansville.k12.wi.us</b>
---------------------	-----------------	-----------------	-------------------------------------

7. Board Members:                      Phone:                      E-mail:

<b>Mason Braunschweig</b>	<b>295-1785</b>	<a href="mailto:BraunschweigM@evansville.k12.wi.us"><b>BraunschweigM@evansville.k12.wi.us</b></a>
<b>Eric Busse</b>	<b>882-0405</b>	<a href="mailto:bussee@evansville.k12.wi.us"><b>bussee@evansville.k12.wi.us</b></a>
<b>David Hamilton</b>	<b>345-1990</b>	<a href="mailto:hamiltond@evansville.k12.wi.us"><b>hamiltond@evansville.k12.wi.us</b></a>
<b>Melissa Hammann</b>	<b>882-9993</b>	<a href="mailto:HammannM@evansville.k12.wi.us"><b>HammannM@evansville.k12.wi.us</b></a>
<b>Keith Hennig</b>	<b>290-6279</b>	<a href="mailto:hennigk@evansville.k12.wi.us"><b>hennigk@evansville.k12.wi.us</b></a>
<b>John Rasmussen</b>	<b>882-6525</b>	<a href="mailto:rasmussenj@evansville.k12.wi.us"><b>rasmussenj@evansville.k12.wi.us</b></a>
<b>Thomas Titus</b>	<b>608-490-1705</b>	<a href="mailto:TitusT@evansville.k12.wi.us"><b>TitusT@evansville.k12.wi.us</b></a>

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: 2016-17, 142 members.**

**Evansville Educational Association Auxiliary – Cathy Schuett; 2016-17, 39 members.**

**Custodians/Maintenance Workers – Kevin Wells, 2016-17, 16 members.**

**Food Service Workers – Liz Uher, 2016-17, 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: **1,854 (3<sup>rd</sup> Friday, September 2016)**

Early Childhood **6**; 4K-2 Levi Leonard Elementary **485**; 3-5 Theodore Robinson Intermediate **386**;  
JC McKenna Middle 6-8 **426**; and Evansville High School **551**

13. Student Population:

Ethnic Groups by Percentage: **White - 90.1%; Hispanic – 5.9%; Black - 2%;  
American Indian - .1%; Asian - .5%; Multi – 1.3%**

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: **21%**

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**

Alternative Education School **1** JEDI Virtual **1**

District Office Departments:	Name of Department Head:	Phone Number:
<b>Business Manager</b>	<b>Steve Swanson</b>	<b>882-3383</b>
<b>Director of Curriculum &amp; Instruction</b>	<b>Scott Everson</b>	<b>882-3382</b>
<b>Director of Student Services</b>	<b>Janessa Katzenberger</b>	<b>882-3391</b>
<b>Technology Manager</b>	<b>Larry Martin</b>	<b>882-3390</b>
<b>Director of Buildings and Grounds</b>	<b>Steve Shulta</b>	<b>882-3388</b>

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 = \$20,751,302**

**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:
<b>School District Budget</b>	<b>Work in progress</b>
<b>CSI (Continuous System Improvement)</b>	<b>Work in progress</b>
<b>Potential 2018 Referendum</b>	<b>Work in progress</b>

19. District Schools:

Name of School:	Grade Levels:	Principal:	Phone Number:
<b>Levi Leonard Elementary</b>	<b>Early Childhood - 2</b>	<b>Mark Schwartz</b> <a href="mailto:SchwartzM@evansville.k12.wi.us">SchwartzM@evansville.k12.wi.us</a>	<b>882-3104</b>
<b>Theodore Robinson Intermediate</b>	<b>3-5</b>	<b>Barbara Dorn</b> <a href="mailto:dornb@evansville.k12.wi.us">dornb@evansville.k12.wi.us</a>	<b>882-3842</b>
<b>JC McKenna Middle</b>	<b>6-8</b>	<b>Joanie Dobbs</b> <a href="mailto:dobbsj@evansville.k12.wi.us">dobbsj@evansville.k12.wi.us</a>	<b>882-3302</b>
<b>Evansville High</b>	<b>9-12</b>	<b>Jason Knott</b> <a href="mailto:knottj@evansville.k12.wi.us">knottj@evansville.k12.wi.us</a>	<b>882-3508</b>

**Board Information:**

---

1. Board Meeting Dates And Times:  
**2<sup>nd</sup> and 4<sup>th</sup> Monday of Each Month, 6:00 pm, in the District Board and Training Center, 340 Fair Street, Enter Door 36**

2. Board Officers:

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

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

---

3. Order Of Items On The Board Meeting Agendas:

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

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

<b>Board Development</b>	<b>Braunschweig</b>
<b>Budget Finance</b>	<b>Melissa Hammann</b>

5. Board Sub-Committees: Board Members:

<b>Employee Handbook (3x/school year)</b>	<b>Hammann, Hennig, Titus</b>
<b>Insurance (October-February)</b>	<b>Braunschweig, Rasmussen</b>
<b>Policy Development</b>	<b>Hammann, Hamilton</b>
<b>Continuous System Improvement (CSI):</b>	<b>Board and Admin. Team:</b>
- <b>Staff and Student Teaching and Learning</b>	<b>Hammann, Hennig, Admin Team</b>
- <b>Communication and Community Engagement</b>	<b>Hamilton, Roth, Dorn</b>
- <b>Technology</b>	<b>Busse, Everson, Knott, Martin</b>
- <b>Climate and Culture</b>	<b>Titus, Katzenberger, Knott</b>
- <b>Facilities and Operations</b>	<b>Braunschweig, Rasmussen, Cashore, Shulta, Swanson, Roth</b>

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: <b>Policy #171.2</b>
Placing items on the board meeting agenda: <b>Policy #171.2</b>
Obtaining additional information about board meeting agenda items before the meeting: <b>Policy #171.2</b>
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: <b>Policy #187</b>
Introducing new ideas for the board's consideration:
Responding to staff or community complaints or concerns at board meetings: <b>Policy #187</b>
Communications between and among the board, board members and the superintendent:
Communications between the board and other staff: <b>Policy #521.1</b>
Responding to community or staff complaints or concerns outside of board meetings: <b>Policy #871</b>

**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: <b>Policy #860</b>
Individual board member requests for information from staff:
Board member participation on district committees and in district activities: <b>Policy #185</b>
When and how the board conducts a self-evaluation:
When and how the board evaluates the superintendent: <b>Policy #225 &amp; 225.1</b>

8. Governance Documents:

District Policies -

<http://www.ecsdnet.org/district/policies.cfm>

District Budget Development  
Calendar

Board Bylaws – (100 Series of Policy Book) -

<http://www.ecsdnet.org/district/policies-100-199.cfm>

Location of District Policy Book:  
**Policy #151.2**

Employee Handbook

9. Board Member Benefits:

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

**– About The District – About Governance Team Operations –**

NOTES:

---



---



---



---

8/7/17