

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. District Administrator: Phone: Cell Phone: E-mail:

Laurie Burgos	882-3386	313-4462	burgosl@evansville.k12.wi.us
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6. Executive Administrative Assistant Phone: Fax: E-mail:

Lindsay Krull	882-3387	882-6564	krulll@evansville.k12.wi.us
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7. Board Members: Phone: E-mail:

Shana Cook	608-530-7077	cookc@evansville.k12.wi.us
Ann Elliott	608-333-2922	elliotta@evansville.k12.wi.us
Melissa Hammann	608-882-9993	hammannm@evansville.k12.wi.us
Rene Johnson	608-289-0427	johnsonr@evansville.k12.wi.us
Curtis Nyhus	608-215-9967	nyhusc@evansville.k12.wi.us
Ellyn Paul	608-882-5418	paule@evansville.k12.wi.us
Kathi Swanson	608-728-1045	swansonk@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: **257 (does not include crossing guards or substitutes).**
10. What Employee Groups Are In Place?
 - Evansville Education Association – 148 Certified Staff**
 - Evansville Educational Association Auxiliary – 46 Educational Support**
 - Custodians/Maintenance Workers – 15 members**
 - Food Service Workers – 4 members**
 - Clerical – 4 members**
 - Specialists – 4 members**
 - Administrative – 9 members**
 - Non-Administrative – 3 members**
 - Executive Administrative Assistant – 1 member**
11. Grade Levels Served By The District: **Early Childhood (3-4 year old special education), Grades 4K-12**

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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 Child-hood - 2	Mark Schwartz schwartzm@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	Joanie Dobbs dobbsj@evansville.k12.wi.us	882-3302
Evansville High	9-12	Jason Knott knottj@evansville.k12.wi.us	882-3508

Board Information:

1. Board Meeting Dates And Times:
2nd and 4th Wednesday of Each Month, 6:00 pm, in the District Board and Training Center, 340 Fair Street, Enter Door 36 Visit our website at: <https://www.ecsdnet.org/district/board.cfm> for the schedule. We also live stream Regular Board Meetings - <https://www.youtube.com/channel/UC9jWUSac0b8J2fauYAH3o9w> .

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: Melissa Hammann	Conduct meetings in Presidents' absence.
Clerk: Ellyn Paul	Work with Deputy Clerk as needed to sign required documents and draft meeting minutes.
Treasurer: Curt Nyhus	Serves as Chair of Finance Committee and works with business manager.
Deputy Clerk: Lindsay Krull	Clerk work done in timely manner.

3. Order Of Items On The Board Meeting Agendas:

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

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4. Board Sub-Committees:	Board Members:
Insurance	Paul
Policy Development	Swanson, Paul
Continuous System Improvement (CSI):	Board and Admin. Team:
- Staff and Student Teaching and Learning	Hammann, Paul, Admin Team
- Communication and Community Engagement	Nyhus, Johnson, Dorn
- Technology	Cook, Elliott, Everson, Knott, Martin
- Climate and Culture	Cook, Swanson, Katzenberger, Knott
- Facilities and Operations	Elliott, Nyhus, Varsho, Merath

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 conduct ourselves within commonly understood principles of integrity, professionalism and accountability.
3. We speak and write directly to the question – we don't sidetrack the discussion – we stay on point.
4. We will strive to be prepared by reviewing available board materials and other District-related communications in a timely manner.
5. We encourage all members to actively participate and contribute to group discussions. All members should have an opportunity for input.
6. Once a decision has been made by the Board, agree to support the decision.
7. We celebrate the District's accomplishments.
8. We approach our work with a passion for service.

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: Policy 171.2
Alerting the board president of the desire to speak on a particular agenda item: Policy #187
Introducing new ideas for the board's consideration: Policy #161

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Responding to staff or community complaints or concerns at board meetings: Policy #187 & #189
Communications between and among the board, board members and the superintendent: Policy #224
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 #860
Individual board member requests for information from staff: Policy #161
Board member participation on district committees and in district activities: Policy #185
When and how the board conducts a self-evaluation: Policy #150
When and how the board evaluates the superintendent: Policy #225 & 225.1

8. Governance Documents:

[District Policies](#)

[District Budget](#)

[Board Bylaws – \(100 Series of Policy Book\)](#)

[Location of District Policy Book](#)

9. Board Member Benefits:

Stipend:	Voted on at the annual meeting. \$2200/year President, \$2,100 Vice President, Clerk & Treasurer, \$2,000/year other Members
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:	Contact Lindsay Krull
Travel Expenses and Reimbursements: Policies #164 and #671.2	Travel and meals reimbursed if submitted.

NOTES:
