ALTOONA BOARD OF EDUCATION
Special Meeting/Work Session
District Board Room
1903 Bartlett Avenue
November 2, 2011
8:00 a.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Referendum
   a. Budget Projection Forecast, Kathy Dahl
   b. Review Recommendation from Finance Advisory Committee
   c. Discuss Next Steps
6. Strategic Initiatives
   b. Review Proposals for Strategic Initiatives
7. Superintendent Search
   a. Review Job Description
   b. Discuss Process and Timeline
8. Middle School Principal Position
9. Employee Handbook Development
10. Schedule Follow-up Meeting
11. Adjournment

In partnership with our students, their families and the community, the vision of the School District of Altoona is to build a foundation for life-long learning and the emotional well-being of our students as we offer “large school opportunities with a small school approach” on our unique single campus setting.
ALTOONA BOARD OF EDUCATION
EDUCATIONAL FINANCE ADVISORY COMMITTEE
District Board Room
October 19, 2011
7:00 a.m.
Minutes

1. The meeting was called to order by Ed Bohn at 7:04 am

2. Roll Call was taken and the following members were present:
   Kathy Dahl Absent:
   Greg Fahrman Ray Henning
   Jon Pfeilsticker Judy Deshong
   Lori Watt Red Hanks
   Stella Pagonis
   Ed Bohn

3. Approval of the Minutes. The September 21, 2010 minutes were reviewed. Motion to approve, Dahl, second Fahrman, motion approved.

4. City Update. Jon Pfeilsticker spoke about new construction in the city. Construction was up 1.22% this year. He spoke about new development in River Prairie and River View Estates, new rental units being built, and a new stop light going in on Mayer Road. He commented that the Mill Rate will remain flat at 5.43/1000


6. Referendum. Dahl showed several scenarios for a referendum: 1.25 million, 1.5 million, and 2 million, and 3 and 4 years recurring. After reviewing the scenarios the committee voted to recommend 1.5 million for four years. Motion carried. Discussion on how to promote/present the referendum need.

7. No Miscellaneous business.

8. Next meeting: We have decided not to set another meeting at this time pending the School Board’s decision on a referendum.

9. Adjournment at 8:17 a.m.

Recorded by Lori Watt
## Draft Referendum Timeline 2011/12

for discussion November 2, 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 19, 2011</td>
<td>Finance Advisory Committee Discussion &amp; Recommendation</td>
</tr>
<tr>
<td>November 2</td>
<td>Board/ Administrative Workday – Review Finance Committee Recommendation and Affirm or Discuss Alternatives, Discuss Next Steps (such as budget reductions, referendum priorities, staff/community input, process)</td>
</tr>
<tr>
<td>November 7 or 21</td>
<td>Board Action Concerning Scope of Referendum (Referendum Date/Amount/Referendum Length)</td>
</tr>
<tr>
<td>January 23</td>
<td>For April Referendum, Board Finalize Scope of Referendum, Adopt Official Resolutions (must be prior to February 5)</td>
</tr>
<tr>
<td>February 6</td>
<td>Board Action Regarding Budget Reductions</td>
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<tr>
<td>March –</td>
<td>Legal Notice Publication</td>
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<tr>
<td>April 3</td>
<td>Referendum Date</td>
</tr>
<tr>
<td>April 4</td>
<td>Report Referendum Result to DPI</td>
</tr>
</tbody>
</table>
## Alignment of Current Practices/Initiatives with District Mission

**August 29, 2011**

<table>
<thead>
<tr>
<th>Enable our students to be competent in all core subject areas and in the skills of problem solving and critical thinking by attracting, and retaining a strong staff as measured by evaluation of their performance and innovation as teachers.</th>
<th>Utilize technology to transform teaching and learning so students can find global opportunities for study or jobs and expand their capacity for celebrating diversity.</th>
<th>Prepare our students for post-secondary education, or for the special emotional and technological needs of the contemporary job market.</th>
<th>Support the learning of students with special needs and prepare them for adult life.</th>
<th>Strategically monitor and spend limited funds as responsible stewards of the School District of Altoona and be an advocate for public education.</th>
<th>Jointly plan and share resources with outside entities including local government, businesses, and non-profit groups.</th>
<th>Engage the community by providing unique learning and recreation opportunities for adults on campus and encouraging partnerships between parents, teachers, students and community members.</th>
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<tr>
<td>WKCE Test Scores</td>
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<td>Literacy Initiatives</td>
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<td>Core Program Review (Literacy and Math)</td>
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<td>Summer Reading Program</td>
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<td>Summer Reading Program</td>
<td>Jump Start Summer Program</td>
<td>Summer School Remediation (Gr 5-12)</td>
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<td>WYSP</td>
<td>WYSP</td>
<td>RAILS Camp (Gr 1-6)</td>
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<td>WYSP</td>
<td>Salvation Army Summer Lunches</td>
<td>Study Club (Gr 1-8)</td>
<td>Study Club (Gr 1-8)</td>
<td>Quarterly Remediation (Gr 5-8)</td>
<td>Quarterly Remediation (Gr 5-8)</td>
<td>PBIS/Discipline Data</td>
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<td>Peer Mediation Program</td>
<td>Peer Mediation Program</td>
<td>SAGE Testing</td>
<td>SAGE Testing</td>
<td>4k Data</td>
<td>4k Data</td>
<td>Positive Behavior Programs</td>
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<th>Differentiation of Instruction</th>
<th>Enrichment Opportunities</th>
<th>Advanced Placement Courses</th>
<th>Advanced Placement Tests</th>
<th>ACT Scores</th>
<th>GPA Data/Freshman Year of College</th>
<th>Youth Options</th>
<th>Team Planning/ Collaborative Time</th>
<th>McKinley/Alternative School Placements/ Graduates</th>
<th>Gifted/Talented Opportunities</th>
<th>Target Time</th>
<th>Teacher Evaluation Policy and Procedures</th>
<th>Technology Hardware/Software Innovations</th>
<th>Technology Support</th>
<th>Staff Development</th>
<th>Student Conduct/ Behavior Codes</th>
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7 |

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<th>Breakfast Program</th>
<th>Mid-morning Break Program (Gr 5-12)</th>
<th>Special Education Transition Program</th>
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<td>Common Core Standards</td>
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<td>Curriculum Initiatives</td>
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<td>Website</td>
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<td>District Facebook Page</td>
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<td>Open Forum</td>
<td>School Newsletters</td>
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<td>School Newsletter</td>
<td>STEP</td>
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<tr>
<td>Altoona Children’s Council</td>
<td>Early Childhood/Headstart Partnership</td>
<td>4K Community Partnerships</td>
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### Alignment with District Mission

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<tr>
<th></th>
<th>1. ....... students competent in all core subject areas.... evaluation of performance.... innovative teaching</th>
<th>2. Utilize technology to transform teaching and learning...</th>
<th>3. Prepare students for post secondary education ..... special emotional and tech. needs of job market</th>
<th>4. Support the learning of student with special needs.....</th>
<th>5. Strategically monitor and spend limited funds.....</th>
<th>5. Jointly share resources with outside ..... businesses, non-profit....</th>
<th>7. Engage the community..... and encourage partnerships.....</th>
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<td>Multi-Level Systems of Support</td>
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Engaging the adult community – Bullet seven of the Mission statement (for the Nov. 2 work session)


Ways of encouraging adults to visit the campus and have opportunities for recreation or learning.

1) Have a community corner in each revamped and more frequent newsletter (sent out as bulk mail?), which invite adults from the community to opportunities or events such as the following.

2) Note that outdoor athletic facilities such as running tracks are open to community members whenever not in use by the schools.

3) Reopen the “Stepping up Walking Course” in the school buildings for use by adults in the morning before the students arrive.

4) Offer concerts such as a scaled-down school talent show, or musical concert in the auditorium. Or offer a film like Come and Get It, a movie about the early logging industry based on a novel by Wisconsin’s Edna Ferber.

5) A free meal for parents and adults from the community sometime during the PT conferences.

6) Special invitations for adults to attend Altoona sports events.

7) Possible expanding of mentoring, volunteering, and STEP programs,

7) Possible short term adult ed. Courses, ideally with student volunteers who help the teachers and people in the class:

Relaxation and Yoga for Seniors

Use of Email and the Dos and Don’ts of shopping on the Internet

Several Nights of Ethnic cooking classes

Scrap Booking
Digital family cookbooks

Digital Family or City-Town histories

Other courses which would help the participants to make something that they could take home.

**Issues to be addressed**

Identification badges

Volunteers to help with the newsletter (community and students) and to work with those in courses

Funding: Coordinator, expanded newsletter and mailing, etc.

Staff present for events

Funding for courses - maybe some volunteers and some paid

Connecting with social clubs and community agencies

Permission to use teachers’ rooms—building a new relationship with teachers and other staff
Strategic Initiatives
Items for Discussion November 2, 2011

Submitted by: Helen

Workforce engagement and development

- streamline procedures for hire
- increase employee engagement
- build professional development
SCHOOL DISTRICT OF ALTOONA

TITLE: District Administrator (Superintendent)

JOB ANALYSIS: The District Administrator is the chief executive officer of the Board of Education. As such, the District Administrator has major responsibility for the administration of the schools in accordance with the policies of the Board of Education, state statutes, and federal regulations. The District Administrator must advise the Board on all educational matters and keep the Board of Education informed of the total operating educational program.

REPORTS TO: Board of Education

COORDINATES WITH: Board of Education, committees, union officials, municipal officers and staff, civic and business organizations, and the media.

PARTICIPATES IN: A wide range of community activities, along with participation in appropriate educational organizations.

SUPERVISES: Administrative staff and central office staff, directly. All teachers and non-certified personnel, indirectly.

PERFORMANCE RESPONSIBILITIES:

1. Serves as chief executive officer of the Board of Education; responsible for implementing board policy; informs and advises the Board in a manner that allows them to be effective in decision-making.
2. Provides direction in staff leadership and development, and coordinates with district staff, parents and interest groups, in the annual development, implementation and evaluation of district-wide goals and objectives which are in written form.
3. Maintains open channels of communication with students; maintains a high profile of visibility to students having final authority over students in accordance with board policy and state and/or federal law.
4. Provides supervision and evaluation of all administrative staff to insure the most effective site based management (SBM).
5. Recruits, screens, and recommends the most qualified and most competent administrative personnel, supervisors, teachers, and support staff for employment. Recommends personnel to the Board of Education for promotion, transfer, probationary period extension including remediation plan, non-renewal, or dismissal.
6. Conducts exit interviews with all out-going personnel.
7. Provides leadership and counsel to the Board in over-all staff management relations and labor contract negotiations.
8. Provides the Board with information and recommendations needed to make plans for the systematic development of the total program facilities and operations (food service, transportation, and maintenance) and for the continued implementation of the Altoona school district school improvement process.
9. Interprets the local, state, and federal school financial aids to the Board of Education, with the help of district staff, and advises the Board on all financial aspects of the district and on allocation of school funds.
10. Interprets, with the help of legal counsel, school law and legal issues to the Board of Education and staff and advises the Board of Education accordingly.
11. Supervises and is accountable for all district reports to the Board of Education, Department of Public Instruction, and other local, state, and federal agencies.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of the Administrator.

TERMS OF EMPLOYMENT: Twelve (12) month; salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

1. Valid State of Wisconsin certification
2. Completion of a university approved Specialist Degree Program: doctor’s degree in educational administration or equivalent credit beyond the master’s degree or a Certificate of Advanced Study or an Educational Specialist Degree; three (3) years teaching experience and four years of administrative experience.
3. A thorough understanding of public education and the forces which shape education in today’s world; ability to use the political, governmental, and financial systems effectively; knowledge and skill in labor-management relations; ability to motivate and provide leadership to all staff and community; good interpersonal skills and ability to work with a variety of people; good oral and written communication skills; effective supervision skills for the entire school program and operations; provides the Board with short and long- range planning recommendations for the general school program and operations; believes in decentralized decision making and staff empowerment; shall reside in the School District of Altoona.

Updated: 1/6/03
### Draft Superintendent Search Timeline

for discussion November 2, 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>October 24, 2011</td>
<td>Board Action on Retirement</td>
</tr>
<tr>
<td>November 2</td>
<td>Board Discussion Regarding Process and Timeline, Review Job Description</td>
</tr>
<tr>
<td>November 7</td>
<td>Amend Job Description; Discuss and Adopt Position Posting and Affirm Posting Places; Affirm Search and Screening Committee Composition and Process</td>
</tr>
<tr>
<td>November 8</td>
<td>Post Position</td>
</tr>
<tr>
<td>November 8</td>
<td>Begin Process for Search and Screening Committee Interest</td>
</tr>
<tr>
<td>December 5 or 19</td>
<td>Appointment of Search and Screening Committee</td>
</tr>
<tr>
<td>January 18</td>
<td>Application Deadline</td>
</tr>
<tr>
<td>February 1</td>
<td>Application Screening by Committee Completed</td>
</tr>
<tr>
<td>Between February 2-8</td>
<td>Committee Meeting to Review Candidate Ratings</td>
</tr>
<tr>
<td>February 9-10</td>
<td>Schedule Interviews</td>
</tr>
<tr>
<td>Between February 20-27</td>
<td>Initial Interviews with Committee</td>
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<tr>
<td>By February 29</td>
<td>Initial Reference Checks Completed</td>
</tr>
<tr>
<td>March 5</td>
<td>Committee Recommendation of Finalists to School Board (not less than 5); Appointment of On-Site Visit Team</td>
</tr>
<tr>
<td>Between March 12-16</td>
<td>On-site Visits</td>
</tr>
<tr>
<td>Between March 26-28</td>
<td>Final Interviews by School Board</td>
</tr>
<tr>
<td>By March 28</td>
<td>Select and Offer</td>
</tr>
<tr>
<td>April 2</td>
<td>Board Action</td>
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</table>
Employee Handbook Development

Considerations for November 2, 2011

Who? For what groups will the handbook be applicable?

How? Model for collaboration: Identify priorities and have staff collaborate on draft sections?

When? Timeline for development