



School District of Altoona

1903 Bartlett Avenue Altoona, WI 54720
715-839-6032 715-839-6066 FAX

Greg Fahrman, Superintendent

www.altoona.k12.wi.us

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
 - a. Review Alignment of Current Practices/Initiatives with District Mission
 - 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
5. 2011-2012 Budget Forecast. Kathy Dahl spoke on the budget shortfall for 2011-2012 through 2015-2016. She spoke about using the fund balance to make up for shortfalls.
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

✓	October 19, 2011	Finance Advisory Committee Discussion & Recommendation
	November 2	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)
	November 7 or 21	Board Action Concerning Scope of Referendum (Referendum Date/Amount/Referendum Length)
	January 23	For April Referendum, Board Finalize Scope of Referendum, Adopt Official Resolutions (must be prior to February 5)
	February 6	Board Action Regarding Budget Reductions
	March --	Legal Notice Publication
	April 3	Referendum Date
	April 4	Report Referendum Result to DPI

SCHOOL DISTRICT OF ALTOONA

























ALIGNMENT OF CURRENT PRACTICES/INITIATIVES WITH DISTRICT MISSION
AUGUST 29, 2011

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. 1	Utilize technology to transform teaching and learning so students can find global opportunities for study or jobs and expand their capacity for celebrating diversity. 2	Prepare our students for post-secondary education, or for the special emotional and technological needs of the contemporary job market. 3	Support the learning of students with special needs and prepare them for adult life. 4	Strategically monitor and spend limited funds as responsible stewards of the School District of Altoona and be an advocate for public education. 5	Jointly plan and share resources with outside entities including local government, businesses, and non-profit groups. 6	Engage the community by providing unique learning and recreation opportunities for adults on campus and encouraging partnerships between parents, teachers, students and community members. 7
WKCE Test Scores		WKCE Test Scores				
Literacy Initiatives		Literacy Initiatives				
Core Program Review (Literacy and Math)		Core Program Review (Literacy and Math)				
Summer Reading Program		Summer Reading Program			Summer Reading Program	
Jump Start Summer Program		Jump Start Summer Program				
Summer School Remediation (Gr 5-12)		Summer School Remediation (Gr 5-12)				
WYSP					WYSP	
RAILS Camp (Gr 1-6)					RAILS Camp (Gr 1-6)	
					Salvation Army Summer Lunches	
Study Club (Gr 1-8)		Study Club (Gr 1-8)				
Quarterly Remediation (Gr 5-8)		Quarterly Remediation (Gr 5-8)				
PBIS/Discipline Data		PBIS/Discipline Data				
Peer Mediation Program		Peer Mediation Program				
SAGE Testing		SAGE Testing				
4k Data		4k Data				
Positive Behavior Programs		Positive Behavior Programs				

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. 1	Utilize technology to transform teaching and learning so students can find global opportunities for study or jobs and expand their capacity for celebrating diversity. 2	Prepare our students for post-secondary education, or for the special emotional and technological needs of the contemporary job market. 3	Support the learning of students with special needs and prepare them for adult life. 4	Strategically monitor and spend limited funds as responsible stewards of the School District of Altoona and be an advocate for public education. 5	Jointly plan and share resources with outside entities including local government, businesses, and non-profit groups. 6	Engage the community by providing unique learning and recreation opportunities for adults on campus and encouraging partnerships between parents, teachers, students and community members. 7
Differentiation of Instruction		Differentiation of Instruction				
Enrichment Opportunities	Enrichment Opportunities	Enrichment Opportunities				
Advanced Placement Courses		Advanced Placement Courses				
Advanced Placement Tests		Advanced Placement Tests				
ACT Scores		ACT Scores				
GPA Data/Freshman Year of College		GPA Data/Freshman Year of College				
Youth Options		Youth Options				
Team Planning/ Collaborative Time		Team Planning/ Collaborative Time				
McKinley/Alternative School Placements/ Graduates		McKinley/Alternative School Placements/ Graduates				
Gifted/Talented Opportunities	Gifted/Talented Opportunities	Gifted/Talented Opportunities				
Target Time		Target Time				
Teacher Evaluation Policy and Procedures						
Technology Hardware/Software Innovations	Technology Hardware/Software Innovations	Technology Hardware/Software Innovations	Technology Hardware/Software Innovations	Technology Hardware/Software Innovations		
Technology Support	Technology Support	Technology Support	Technology Support	Technology Support		Technology Support
Staff Development	Staff Development	Staff Development		Staff Development		
Student Conduct/ Behavior Codes		Student Conduct/ Behavior Codes			Student Conduct/ Behavior Codes	

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. 1	Utilize technology to transform teaching and learning so students can find global opportunities for study or jobs and expand their capacity for celebrating diversity. 2	Prepare our students for post-secondary education, or for the special emotional and technological needs of the contemporary job market. 3	Support the learning of students with special needs and prepare them for adult life. 4	Strategically monitor and spend limited funds as responsible stewards of the School District of Altoona and be an advocate for public education. 5	Jointly plan and share resources with outside entities including local government, businesses, and non-profit groups. 6	Engage the community by providing unique learning and recreation opportunities for adults on campus and encouraging partnerships between parents, teachers, students and community members. 7
Breakfast Program						
Mid-morning Break Program (Gr 5-12)						
			Special Education Transition Program			
Common Core Standards		Common Core Standards	Common Core Standards			
Curriculum Initiatives		Curriculum Initiatives	Curriculum Initiatives			
				Website		Website
				District Facebook Page		District Facebook Page
				Open Forum		Open Forum
				School Newsletters		School Newsletter
						STEP
					Altoona Children's Council	
					Early Childhood/Headstart Partnership	
					4K Community Partnerships	

Alignment with District Mission

	1. students competent in all core subject areas.... evaluation of performance.... innovative teaching	2. Utilize technology to transform teaching and learning...	3. Prepare students for post secondary education special emotional and tech. needs of job market	4. Support the learning of student with special needs.....	5. Strategically monitor and spend limited funds.....	5. Jointly share resources with outside businesses, non-profit....	7. Engage the community..... and encourage partnerships.....
Multi-Level Systems of Support							
High Quality Instruction							
Balanced Assessment							
Collaboration					District Leadership Team		
Culturally Responsive Practices							

Engaging the adult community – Bullet seven of the Mission statement (for the Nov. 2 work session)

A summary of discussions with Jennifer Andress, Director of the Voyaguers Community Ed. Program for the Chippewa Falls School District, Sharalyn Overhagen, Flambeau School District Community Ed. Program and Cheryl Emerson, Director of Adult, Community Ed., School District of New Richmond. See sample course listings and newsletters—some on the Internet. (Submitted by Mike Hilger)

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.

Draft Superintendent Search Timeline for discussion November 2, 2011

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

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