



School District of Altoona

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ALTOONA BOARD OF EDUCATION

Special Board Meeting
District Board Room
1903 Bartlett Avenue
January 24, 2018
9:00 a.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Board Action after Consideration and Discussion
 - a. Consider Adoption of School Year Calendar for 2018/19
 - b. Consider Recommendation for Open Enrollment Spaces for 2018/19
 - c. Consider Amendment to Athletic Director Job Description
5. Anticipated Closed Session as Per Section 19.85(1)(c), (e), (f) – Wisc. Statutes
(to be held in District Office – Room 1205)
 - a. Consider Closed Session Minutes for December 4, 2017 and January 15, 2018
 - b. The Board of Education will entertain a motion to convene in closed session pursuant to s. 19.85(1)(c), (e), (f), Wis. Stats, as appropriate, to discuss issues related to employment matters, including the status of any discussions or negotiations, if any, and review of any action. The Board may take action in closed session.
6. Reconvene into Open Session and Take Any Necessary Action
7. Adjourn

Engage. Equip. Empower.

Offering large school opportunities with a small school approach.

SCHOOL DISTRICT OF ALTOONA

PROPOSED CALENDAR FOR 2018/19

ADOPTED:

August

M	T	W	TH	F
13	14	15	16	17
20	21	22	23	24
IS	IS	IS	IS	31

September

M	T	W	TH	F
LD	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
IS	IS	21	22	23
26	27	28	29	30

December

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Stu's:	Tchrs:	
0	4	Aug
19	19	Sept
22	23	Oct
17	19	Nov
15	15	Dec
21	22	Jan
19	20	Feb
16	16	Mar
20	21	Apr
22	22	May
5	5	June
NA	3	Holidays
NA	1	Prep Day *
176	190	

*Prep Day= 1 Day worked 8/13 - 8/26

February

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
MD	28	29	30	31

June

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14

Parent-Teacher Conferences:

Oct 16 (evening) / Oct 18 (afternoon/evening)
Feb 19 (evening) / Feb 21 (afternoon/evening)
 (Teachers work two evenings in Oct and Feb to equal one-day in each month)

Early Release/No School PM:

Oct 18, Feb 21, Dec 7, Mar 8, June 7

Qtr End Dates: 11/2, 1/24, 3/22, 6/7

Tri End Dates: 12/3, 3/6, 6/7

Teacher Inservice, Aug 27-30
First Student Day, Sept 4
Early Release Day/No School PM, Oct 18
No School, Oct 19
Inservice/No School, Nov 19-20
Thanksgiving Break, Nov 21-23
Early Release Day/No School PM, Dec 7
Winter Break, Dec 24-Jan 1
Inservice/No School, Jan 25
Early Release Day/No School PM, Feb 21
No School, Feb 22
Early Release Day/No School PM, Mar 8
Spring Break, March 25-29
Spring Break, April 19
Inservice/No School, Apr 22
Memorial Day, May 27
Graduation, May 24
Last Student Day/No School PM, June 7
Last Teacher Day, June 7

Inclement Weather Days: This calendar includes 3 "snow" days. Apr 22 and June 10 are designated as make-up days in the event an additional day(s) is needed.

OPEN ENROLLMENT SPACE CRITERIA AND CALCULATIONS FOR 2018/19

REGULAR EDUCATION:					
Grade	Class Size	Sections	Capacity Class Size X Sections	Projected Enrollment	Spaces Capacity minus Enrollment
Prekindergarten	125	1	125	103 *	22
Kindergarten	18	7	126	105	21
First	18	7	126	125	1
Second	18	7	126	120	6
Third	18	6	108	108	0
Fourth	24	6	144	137	7
Fifth	24	6	144	128	16
Sixth	28	5	140	118	22
Seventh	28	4	112	112	0
Eighth	28	5	140	125	15
Ninth	125	1	125	120	5
Tenth	125	1	125	107	18
Eleventh	125	1	125	107	18
Twelfth	125	1	125	103	22

Prekindergarten includes 3-4 year olds

*103 based on 3-yr average (105+106+97=308/3)

SPECIAL EDUCATION Classroom and Small Group Instruction, Services, and Supports:					
Grade	Class Size	Sections	Capacity Class Size X Sections	Projected Enrollment	Spaces Capacity minus Enrollment
Prekindergarten	8	2	16	16	0
Kindergarten	13	1	13	8	5
First	13	1	13	15	0
Second	13	1	13	18	0
Third	13	1	13	11	2
Fourth	13	1	13	22	0
Fifth	13	1	13	15	0
Sixth	13	1	13	12	1
Seventh	13	1	13	13	0
Eighth	13	1	13	13	0
Ninth	13	1	13	12	1
Tenth	13	1	13	14	0
Eleventh	13	1	13	16	0
Twelfth	13	1	13	11	2

Prekindergarten includes 3-4 year olds

SPECIAL EDUCATION 1:1 Supervision, Services, and Support:					
Grade/Building	Class Size	Sections	Capacity Class Size X Sections	Projected Enrollment	Spaces Capacity minus Enrollment
Prekindergarten	1	2	2	2	0
Elementary (K-3)	3	2	6	6	0
Intermediate (4-5)	1	1	1	2	0
Middle (6-8)	3	1	3	6	0
High (9-12)	6	1	6	10	0

Prekindergarten includes 3-4 year olds

TITLE: ATHLETIC DIRECTOR

REPORTS TO: High School Principal

DIRECTED BY: Building Principals

DIRECTS: The high school and middle school athletic programs.

JOB GOAL: To maintain and further develop high standards of extra-curricular participation, athletic competition, sportsmanship, and advising. The school district's philosophy and established objectives, rules and regulations related to the extra-curricular programs and the educational best interest and physical well-being of participating students are to be administered.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

PERFORMANCE RESPONSIBILITIES:

Event Management

1. Coordinate all pre-game and half-time activities.
2. Inform visiting teams and officials of the pertinent details of their participation: time schedules, dressing facilities, etc.
3. Provide printed programs for all high school and middle school home football, basketball, volleyball, etc. events.
4. Carry out hosting duties of WIAA seeding meetings and tournaments as needed.
5. Attend an absolute minimum of half of all home high school athletic events.
6. Secure and organize adequate personnel to conduct and supervise all home high school and middle school athletic events, i.e. scorekeepers, timers, ticket takers, crowd control, etc. Provide written confirmation of who is assigned these duties.
7. Provide weekly breakdown of events (home and away) to administration and other necessary personnel.

Supervisory

1. Ensure that all eligibility rosters are completed and filed in an appropriate manner.
2. Responsible for overseeing the scholastic achievement of all extra-curricular student participants and removing students from participation if scholastically ineligible as outlined in the Extracurricular Code.
3. Investigate violations of the extra-curricular code and deal appropriately with any infractions as defined by the Extracurricular Code Handbook.
4. Hold an annual coaches and advisors meeting in the summer which will include review of the extracurricular code handbook. Ensure the minutes of these meetings are recorded and submitted to the High School Principal.
5. Hold coach training meetings, on a quarterly basis.
6. Enforce and interpret all athletic regulations as specified by the WIAA and Athletic Conference.

7. Responsible for budgeting, ordering, and receiving, all athletic and extracurricular equipment and supplies.
8. Assists the principal in the supervision of extra-curricular school activities and activity funds.
9. Responds to personnel issues for the purpose of clarifying issues and implementing actions to address needs.
10. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
11. Appropriately maintains and secures confidential records and inquiries.
12. Professionally represents the school and the District in interactions with parents, community, staff and students.
13. Maintains appropriate certifications and training hours as required.
14. Oversee and insure proper documentation and reporting of all injuries during students' sports and/or extracurricular activity.
15. Collect a written season report from all head coaches at the conclusion of each season. The report should include: who letters, win/loss and other records, final scores, team awards or honors, recommendations for future seasons, etc.
16. Require that each head coach conduct a thorough annual inventory of gear and equipment and submit it to the Activities Director's office.
17. Conducts student-athlete evaluations of coaches, prepares report, and submits to District Administrator.
18. Submit to the administration a yearly written summation of the progress and status of the athletic department; include suggestions and recommendations for future programming.
19. Serves as chair of the committee that interviews and recommends coaching personnel.
20. Submit a written evaluation and annual recommendation for all varsity coaches.
21. Adheres to the coaching handbook.
22. Supervise all athletic facilities; and recommend to the principal any immediate/long term maintenance or repair problems that need attention.

Facility and Scheduling Management

1. Update and maintain the District Calendar as appropriate for athletic activities.
2. Oversee, coordinate and schedule community utilization of the school facilities.
3. Coordinate all high school and middle school practice schedules.
4. Assign all officials for sports not assigned by the conference commissioner.
5. Assume responsibility of rescheduling contests cancelled because of inclement weather or other events which may cause cancellations.
6. Work with coaches and advisors to establish dates for recognition events.
7. Oversee and be accountable for the district bus transportation schedule for all athletic and co-curricular trips and work with the contracted supervisor of transportation in the implementation of the schedule.

Miscellaneous

1. Develop schedule posters/pocket schedules/newsletter and social media information as needed for use in publicizing all school activities.
2. At the request of the District Administrator/Building Principal, represent Altoona at Athletic Conference, WIAA, and other meetings as may be appropriate and provide summaries of matters discussed and changes to rules and regulations as necessary.

3. Serve as a liaison between the various axillary booster groups and Altoona athletics and extra-curriculars.
4. Attend booster meetings and provide summaries to the administration of matters discussed.
5. Maintain and keep updated the Activities website
6. Perform additional duties and/or assignments that the District Administrator/ Building Principal sees as necessary or appropriate.

TERMS OF EMPLOYMENT: Term begins the first day of athletic practices in the fall and continues through tournament events in the spring

EVALUATION: Done annually by the District Administrator or designee.

Adopted: