



School District of Altoona

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

Dr. Connie Biedron, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION
Regular Meeting
Altoona Commons Addition
April 7, 2014
6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes
 - a. March 24, 2014 Regular Meeting
7. Public Participation (All remarks are to be addressed to the Board; members of the public may not discuss among themselves as an audience. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.)
 - a. Non-Agenda items - public comment and concern
 - b. Agenda items - public comment and concern
8. Treasurer's Report
 - a. Approval of Checks for Payment
 - (1) General fund checks totaling \$739,863.74
 - (2) Student activity fund checks totaling \$1,407.28
 - (3) Debt service checks totaling \$257,496.25
9. Information
 - a. School Showcase
 - (1) National History Day Presentations
 - (2) Student Representative's Update
 - b. Committee Meeting Report
 - (1) Budget Development Committee, April 3
 - (2) Parks and Recreation Committee, April 3
 - c. General Information
 - d. President Report
 - (1) Resignation of Student Representative and Replacement Process
 - (2) WASB Spring Academy, May 3
 - (3) Labor and Employment Law Seminar for Public Sector Employees, May 9

Altoona Board of Education, April 7, 2014

- e. Superintendent's Report
 - (1) Monthly Enrollment Report
 - (2) Draft Timeline for Possible Fall Referendum and Construction Management Update
 - (3) Staffing Plan to Fill Positions: Pupil Services, Curriculum, Business Manager
 - (4) Expansion of Online Programming
 - (5) Committee Progress Update
 - (a) Alternate Compensation Update
 - (6) WTI Grant Update
 - (7) STEM Grant Update
 - (8) Other Meetings, News and Events (Items announced in this category are not for discussion)
- 10. Board Action after Consideration and Discussion
 - a. Consider Resignation of Student Representative to the Board
 - b. Consider Resignation of Grade 1 Teacher
 - c. Consider Retirement of Custodian
 - d. Consider Employment Recommendation to Fill Extracurricular Positions
 - e. Consider Approval of Summer Program 2014
 - f. Consider Recommendation to Increase High School Science Position to Full-Time
 - g. Consider Recommendation to Increase Intermediate/Middle School Interventionist Position to Full-Time
 - h. Consider Adoption of Job Description for Director of Special Education and Pupil Services
 - i. Consider Adoption of Job Description for Director of Instruction for Curriculum, Instruction and Assessment
- 11. Adjournment

The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life-long learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach.

ALTOONA SCHOOL BOARD AGREEMENT

- We base our decisions on the best interest of the students.
- We are guided by our Vision, Mission and our Strategic Plan.
- We believe that every employee makes a contribution to the success of every student.
- We conduct ourselves within commonly understood principles of integrity.
- We listen carefully and respectfully to ensure all voices are heard.
- We practice good stewardship of our tax dollars.
- We seek to operate with as much transparency as possible.
- We do not engage in drama or political rhetoric.
- We seek a way around obstacles; reframing from an attitude of “we can’t,” to “how can we?”

Adopted: 9/19/11

Amended: 1/21/13



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Dr. Connie Biedron, Superintendent

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ALTOONA BOARD OF EDUCATION
Regular Meeting
Altoona Commons Addition
March 24, 2014
6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Helen Drawbert at 6:30 p.m. in the Altoona commons addition.
2. Roll call was taken and the following were present:
Helen S. Drawbert, President
Robin E. Elvig, Vice President
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member
Dr. Connie M. Biedron, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. Report of notice was given. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes. a. March 10, 2014 Regular Meeting. Motion by Rowe to approve the minutes with a correction to 11.a. accepting the retirement of Mary Lynn Dorn (rather than Linda Dorn), seconded by Elvig. Elvig, yes; Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes. Motion carried 5-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. (1) Helen Drawbert noted a video created by Chi Hi students to promote activities offered at Chi Hi. The video is available for viewing at <http://cfsd.chipfalls.k12.wi.us/>. b. Agenda items - public comment and concern. None.
8. Treasurer's Report. a. Approval of Checks for Payment. Motion by Elvig to approve general fund checks totaling \$577,509.12 and student activity fund checks totaling \$4,974.19 as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0. b. Approval of Treasurer's Report. Motion by Rowe to approve the Treasurer's Report as presented, seconded by Elvig. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0.
9. Information. **a. Student Representative's Report.** John Disalle shared an update noting the Red Cross Blood Drive on April 2, and a Locomotion performance at the Scholar Athlete Banquet on March 25. John also announced that he will not be continuing as the student representative next year.

b. Committee Reports. None. **c. General Information.** (1) Policy Development. Along with questions to consider, the following drafts from our Policy Consultant were discussed: Policy 851 – Advertisements and Sponsorships, 851-Rule – Procedures for Soliciting and Approving Sponsorships and Advertisements, 851-Exhibit – Sponsorship Agreement. **d. President’s Report.** (1) 2014 WASB Spring Academy. The Spring Academy will be held on May 3 at Chula Vista, Wisconsin Dells. The program will provide tracks for both new and experienced board members. Board members will let Joyce know by April 7 if attending. **e. Superintendent’s Report.** (1) Request to City Council to Use TID Funds for Extension of Water and Sewer to KB Property. Dr. Biedron will meet with the City Council on March 27 to present the district’s two potential building options and to discuss the possible extension of water and sewer to the KB property using TID #3 funds as amended. (2) RtI Leadership Meeting. The District RtI team will meet on March 26. They are looking at the streamlining of systems. (3) Committee Progress. Committee progress was reviewed. (4) Construction Management Update. The demolition process is underway at the new district office (809 7th Street West). A six week construction period is anticipated once the demolition is finished. (5) Budget Update. Expenditures and revenues as of March 19 were reviewed. The Budget Development Committee has a scheduled meeting on April 3. (6) Other Meetings, News and Events. (Items announced in this category are not for discussion) The following were announced: the Kohl Fellowship Banquet on March 23 honoring Fellowship recipient Bobbie Kuchta, the March 25 Scholar Athlete Banquet, Eggs and Issues on March 28, the student art exhibit at Charter Bank March 30 through April 11, and Pedersen’s Family Night on April 3.

10. Board Action after Consideration and Discussion. **a.** Consider Retirement of Pupil Services/Curriculum Director. Motion by Elvig to accept the retirement of Karen Henry, pupil services/curriculum director effective July 1, 2014, seconded by Rowe. Poquette, yes; Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 5-0. **b.** Consider Proclamation Supporting the 2014 Eau Claire County Campaign “Start Talking – The Sooner the Better.” Motion by Elvig to adopt the Proclamation as presented, seconded by Hilger. Elvig, yes; Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes. Motion carried 5-0. **c.** Consider Approval of the 66.0301 Cooperative Agreement with Cluster A for 2014/15. Motion by Rowe to approve the 66.0301 Cooperative Agreement with Cluster A for 2014/15 as presented, seconded by Poquette. Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0.
11. Adjournment. Motion by Hilger to adjourn at 7:43 p.m., seconded by Rowe. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, March 24, 2014 at 6:30 p.m. in the Altoona commons addition, 1827 Bartlett Avenue.

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

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CHECK	CHECK ACCOUNT				INVOICE		POST
DATE	NUMBER	NUMBER		VENDOR	DESCRIPTION	AMOUNT	MONTH
03/21/2014	130006	10 L 000 000	811680	OKLAHOMA DEPARTMENT OF HUMAN S	Payroll accrual	74.91	March
					Totals for 130006	74.91	
03/21/2014	130007	10 L 000 000	811680	WI SCTF	Payroll accrual	46.98	March
	130007	27 L 000 000	811680	WI SCTF	Payroll accrual	7.02	March
					Totals for 130007	54.00	
03/20/2014	130008	10 E 800 411	221400	AVALON HOTEL & CONFERENCE CENT	PLC Bootcamp with Tim Brown	2,143.44	March
					Totals for 130008	2,143.44	
03/20/2014	130009	10 E 800 432	222200	BROAD REACH	Books	599.92	March
					Totals for 130009	599.92	
03/20/2014	130010	10 E 800 348	254500	EXXON MOBIL - PROCESSING CENTE	GAS	1,077.17	March
					Totals for 130010	1,077.17	
03/20/2014	130011	10 E 400 572	256740	LITCHFIELD RENT A CAR	VAN RENTAL - HS BAND	288.00	March
					Totals for 130011	288.00	
03/20/2014	130012	27 E 700 411	158000	THE MCGRAW-HILL COMPANIES	Math Supplies	1,214.77	March
					Totals for 130012	1,214.77	
03/20/2014	130013	10 E 800 411	223100	MECA SPORTSWEAR	LETTERS, PINS, BARS	397.85	March
					Totals for 130013	397.85	
03/20/2014	130014	10 E 800 411	223100	PETTY CASH FUND	Cooking Supplies and Scavenger Hunt Lunch Money	0.00	March
	130014	27 E 700 411	158000	PETTY CASH FUND	Cooking Supplies and Scavenger Hunt Lunch Money	98.48	March
					Totals for 130014	98.48	
03/20/2014	130015	10 E 400 320	254410	SCHMITT MUSIC CENTERS	Holton Fr. Horn repair	95.00	March
	130015	10 E 400 320	254410	SCHMITT MUSIC CENTERS	COMPLETE rebuild of Bundy tenor saxophone, w/ new case	600.00	March
	130015	10 E 400 320	254410	SCHMITT MUSIC CENTERS	Bundy Bass Clarinet repair	50.00	March
					Totals for 130015	745.00	
03/20/2014	130016	10 E 200 411	125510	SELL, ANDY	purchase good used trombone for student use	150.00	March
					Totals for 130016	150.00	
03/21/2014	131400862	10 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	144.20	March
	131400862	10 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	212.01	March
	131400862	27 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	218.52	March
	131400862	80 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	3.96	March
					Totals for 131400862	578.69	
03/21/2014	131400863	10 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	755.00	March
	131400863	27 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	55.00	March
	131400863	10 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	160.00	March
					Totals for 131400863	970.00	
03/21/2014	131400865	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	1,209.51	March
	131400865	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	221.53	March
	131400865	50 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	7.09	March
	131400865	80 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	0.00	March

CHECK	CHECK ACCOUNT			INVOICE				POST
DATE	NUMBER	NUMBER		VENDOR	DESCRIPTION	AMOUNT	MONTH	
03/21/2014	131400865	10 A 000 000 715632		WEA INSURANCE TRUST	APRIL 2014 BILLING IN MARCH/RETIREE	36,028.66	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	APRIL 2014 BILLING IN MARCH	295.52	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	301.53	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	44.07	March	
	131400865	50 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	2.70	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	10,831.03	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	2,043.99	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	195.69	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	47.88	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	73,590.77	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	13,760.68	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	8,743.11	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	1,556.02	March	
	131400865	50 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	78.33	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	10,831.05	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	2,043.99	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	195.69	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	47.88	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	73,590.77	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	13,760.68	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	8,664.78	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	1,556.02	March	
	131400865	50 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	78.33	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	1,213.18	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	221.53	March	
	131400865	50 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	7.09	March	
	131400865	80 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	0.00	March	
	131400865	10 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	301.53	March	
	131400865	27 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	44.07	March	
	131400865	50 L 000 000 811631		WEA INSURANCE TRUST	Payroll accrual	2.70	March	
					Totals for 131400865	261,517.40		
03/20/2014	131400866	10 E 800 435 221910		CESA #10	Wirecast 4.2 software for streaming web video Please fax to CESA 10	495.00	March	
					Totals for 131400866	495.00		
03/20/2014	131400867	10 E 800 941 231100		EAU CLAIRE AREA CHAMBER OF COM	Excellence in Education Sponsorships	270.00	March	
	131400867	10 E 800 941 231100		EAU CLAIRE AREA CHAMBER OF COM	Chamber Membership Dues	610.05	March	
					Totals for 131400867	880.05		
03/20/2014	131400868	10 E 100 320 254300		G & K SERVICES, INC.	Blanket P.O.	9.62	March	
	131400868	10 E 200 320 254300		G & K SERVICES, INC.	Blanket P.O.	9.62	March	
	131400868	10 E 400 320 254300		G & K SERVICES, INC.	Blanket P.O.	9.61	March	
					Totals for 131400868	28.85		
03/20/2014	131400869	27 E 700 411 158000		HALVERSON, DEANN	PIZZA PARTY	57.43	March	
					Totals for 131400869	57.43		
03/20/2014	131400870	10 E 200 342 221400		PHIPPEN, JILL	Mileage to and from the WSRA conference	293.44	March	
					Totals for 131400870	293.44		
03/20/2014	131400871	10 A 000 000 711000		REALLY GOOD STUFF, INC.	SUPPLIES	236.38	March	

CHECK	CHECK ACCOUNT	INVOICE	POST			
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	MONTH
				Totals for 131400871	236.38	
03/20/2014	131400872	10 E 800 942 232100	ROTARY CLUB OF EAU CLAIRE	MEMBERSHIP DUES AND MEETING FEES	150.50	March
				Totals for 131400872	150.50	
03/20/2014	131400873	10 E 400 310 125400	LANE SCHROEDER	Piano tuning	220.00	March
				Totals for 131400873	220.00	
03/20/2014	131400875	10 E 400 411 127000	STAPLES	Classroom supplies	7.59	March
	131400875	10 E 400 411 127000	STAPLES	Classroom supplies	23.85	March
	131400875	10 E 400 411 132700	STAPLES	Supplies	2.39	March
	131400875	10 E 400 411 132700	STAPLES	Supplies	10.19	March
	131400875	10 E 400 411 132700	STAPLES	Supplies	11.99	March
	131400875	10 E 400 411 132700	STAPLES	Supplies	54.75	March
	131400875	10 E 400 411 132700	STAPLES	Supplies	9.99	March
				Totals for 131400875	120.75	
03/20/2014	131400876	10 E 800 440 222200	TIERNEY BROTHERS, INC.	CREDIT FOR FREIGHT CHARGE	-12.00	March
	131400876	10 E 800 440 222200	TIERNEY BROTHERS, INC.	SMART RESPONSE REMOTE	81.00	March
	131400876	10 E 800 440 222200	TIERNEY BROTHERS, INC.	SMART Responder Set	381.00	March
				Totals for 131400876	450.00	
03/20/2014	131400877	10 E 400 943 125500	WSMA	BAND ENSEMBLE ENTRIES	394.00	March
	131400877	10 E 400 943 125500	WSMA	PIANO SOLO ENTRY	10.00	March
				Totals for 131400877	404.00	
03/24/2014	131400878	10 E 100 320 254490	E O JOHNSON COMPANY	Printer/copier lease	2,562.97	March
	131400878	10 E 200 320 254490	E O JOHNSON COMPANY	Printer/copier lease	1,762.14	March
	131400878	10 E 400 320 254490	E O JOHNSON COMPANY	Printer/copier lease	2,708.06	March
	131400878	10 E 800 320 254490	E O JOHNSON COMPANY	Printer/copier lease	227.87	March
	131400878	50 E 800 320 257220	E O JOHNSON COMPANY	Printer/copier lease	65.94	March
				Totals for 131400878	7,326.98	
03/21/2014	201300838	10 L 000 000 811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	2,045.00	March
				Totals for 201300838	2,045.00	
03/21/2014	201300839	10 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	758.78	March
	201300839	80 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	7.50	March
	201300839	10 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	27,146.28	March
	201300839	27 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	4,191.34	March
	201300839	50 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	475.92	March
	201300839	80 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	17.87	March
	201300839	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	18,682.38	March
	201300839	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	3,456.50	March
	201300839	50 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	573.48	March
	201300839	80 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	22.22	March
	201300839	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	4,369.30	March
	201300839	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	808.37	March
	201300839	50 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	134.13	March
	201300839	80 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	5.19	March
				Totals for 201300839	60,649.26	
03/21/2014	201300840	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	4,369.30	March
	201300840	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	808.37	March
	201300840	50 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	134.13	March

CHECK	CHECK ACCOUNT	INVOICE	POST			
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	MONTH
03/21/2014	201300840	80 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	5.19	March
	201300840	10 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	18,682.38	March
	201300840	27 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	3,456.50	March
	201300840	50 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	573.48	March
	201300840	80 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	22.22	March
				Totals for 201300840	28,051.57	
03/21/2014	201300841	10 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	13,370.02	March
	201300841	27 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	2,248.56	March
	201300841	50 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	191.81	March
	201300841	80 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	4.83	March
	201300841	10 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	77.50	March
	201300841	50 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	55.00	March
	201300841	80 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	7.50	March
				Totals for 201300841	15,955.22	
03/21/2014	201300842	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16,836.10	March
	201300842	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,494.06	March
	201300842	80 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2.45	March
	201300842	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	3,545.92	March
	201300842	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	1,018.69	March
	201300842	50 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	529.16	March
	201300842	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	24.22	March
	201300842	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16,836.10	March
	201300842	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,494.06	March
	201300842	80 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2.45	March
	201300842	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	3,545.92	March
	201300842	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	1,018.69	March
	201300842	50 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	529.16	March
	201300842	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	24.22	March
				Totals for 201300842	48,901.20	
03/21/2014	201300843	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	1,953.68	March
	201300843	27 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	376.00	March
	201300843	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	6,545.25	March
	201300843	27 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	500.00	March
	201300843	80 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	78.25	March
	201300843	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	50.61	March
	201300843	27 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	62.61	March
	201300843	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	71.04	March
	201300843	27 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	64.05	March
	201300843	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	233.00	March
	201300843	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	2,653.55	March
				Totals for 201300843	12,588.04	
03/21/2014	201300844	10 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE PR & DIRECT DEPOSIT/3-21-14		201,040.93	March
	201300844	27 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE PR & DIRECT DEPOSIT/3-21-14		40,067.45	March
	201300844	50 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE PR & DIRECT DEPOSIT/3-21-14		7,267.71	March
	201300844	80 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE PR & DIRECT DEPOSIT/3-21-14		193.08	March
				Totals for 201300844	248,569.17	
03/24/2014	201300845	10 E 800 355 263300	AT&T	Early Childhood	119.86	March
				Totals for 201300845	119.86	
03/24/2014	201300846	10 E 800 355 263300	AT&T	DO fax	348.63	March
				Totals for 201300846	348.63	

CHECK	CHECK ACCOUNT			INVOICE		POST
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	MONTH
03/24/2014	201300848	10 E 100 310 254300	WM OF NORTHERN WISCONSIN, INC	Garbage pickup	593.90	March
	201300848	10 E 200 310 254300	WM OF NORTHERN WISCONSIN, INC	Garbage pickup	593.90	March
	201300848	10 E 400 310 254300	WM OF NORTHERN WISCONSIN, INC	Garbage pickup	593.90	March
				Totals for 201300848	1,781.70	
03/24/2014	201300849	10 E 100 331 253300	XCEL ENERGY	MONTHLY UTILITIES-EARLY CHILDHOOD & Storage& DO	144.97	March
	201300849	10 E 100 336 253300	XCEL ENERGY	MONTHLY UTILITIES-EARLY CHILDHOOD & Storage& DO	232.17	March
	201300849	10 E 400 331 253300	XCEL ENERGY	MONTHLY UTILITIES-EARLY CHILDHOOD & Storage& DO	324.62	March
	201300849	10 E 400 336 253300	XCEL ENERGY	MONTHLY UTILITIES-EARLY CHILDHOOD & Storage& DO	72.36	March
	201300849	10 E 800 336 253300	XCEL ENERGY	MONTHLY UTILITIES-EARLY CHILDHOOD & Storage& DO	34.93	March
	201300849	10 E 100 331 253300	XCEL ENERGY	MONTHLY UTILITIES	4,965.70	March
	201300849	10 E 100 336 253300	XCEL ENERGY	MONTHLY UTILITIES	4,064.75	March
	201300849	10 E 200 331 253300	XCEL ENERGY	MONTHLY UTILITIES	3,822.59	March
	201300849	10 E 200 336 253300	XCEL ENERGY	MONTHLY UTILITIES	5,533.09	March
	201300849	10 E 400 331 253300	XCEL ENERGY	MONTHLY UTILITIES	5,327.69	March
	201300849	10 E 400 336 253300	XCEL ENERGY	MONTHLY UTILITIES	7,192.77	March
				Totals for 201300849	31,715.64	
03/24/2014	201300850	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I	Flex plan charges	423.98	March
				Totals for 201300850	423.98	
03/24/2014	201300851	10 E 100 320 254490	E O JOHNSON COMPANY	Printer/copier lease	2,562.97	March
	201300851	10 E 200 320 254490	E O JOHNSON COMPANY	Printer/copier lease	1,762.14	March
	201300851	10 E 400 320 254490	E O JOHNSON COMPANY	Printer/copier lease	2,708.06	March
	201300851	10 E 800 320 254490	E O JOHNSON COMPANY	Printer/copier lease	227.87	March
	201300851	50 E 800 320 257220	E O JOHNSON COMPANY	Printer/copier lease	65.94	March
				Totals for 201300851	7,326.98	
03/24/2014	201300852	10 E 800 411 252000	WELLS FARGO BANK	Service fees	791.48	March
				Totals for 201300852	791.48	
03/24/2014	201300853	10 E 800 411 252000	MAGIC-WRIGHTER	Service fees	23.00	March
				Totals for 201300853	23.00	
				Totals for checks	739,863.74	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	570,859.32	0.00	57,746.36	628,605.68
27	SPECIAL EDUCATION FUND	98,694.13	0.00	1,370.68	100,064.81
50	FOOD SERVICE	10,640.22	0.00	131.88	10,772.10
80	COMMUNITY SERVICE	421.15	0.00	0.00	421.15
***	Fund Summary Totals ***	680,614.82	0.00	59,248.92	739,863.74

***** End of report *****

CHECK		CHECK ACCOUNT			INVOICE	
DATE	NUMBER	NUMBER		VENDOR	DESCRIPTION	AMOUNT
03/19/2014	7981	61 L 000 000 814303 000		BREEN, ALEXA	Choreography for Hip Hop dance on 01/17/14	100.00
					Totals for 7981	100.00
03/26/2014	7982	61 L 000 000 814404 000		GARNETT, KEVIN	reimbursement for coaches clinic and memberships	545.00
					Totals for 7982	545.00
04/01/2014	7983	61 L 000 000 814202 000		MADISON CONCOURSE HO	Parking at Madison Concourse Hotel for Student Council Conference	72.00
					Totals for 7983	72.00
04/01/2014	????????	61 L 000 000 814228 000		CHIPPEWA VALLEY SPOR	helmet, knee saver, chest protector, catchers bag	269.00
04/01/2014	????????	61 L 000 000 814228 000		CHIPPEWA VALLEY SPOR	chest protector, knee saver, helmet	154.00
04/01/2014	????????	61 L 000 000 814228 000		CHIPPEWA VALLEY SPOR	home plates, eye black, brush top tees	47.00
					Totals for 131400879	470.00
04/01/2014	????????	61 L 000 000 814000 000		COCA-COLA BOTTLING C	Order for The Red Zone	65.28
					Totals for 131400880	65.28
04/01/2014	????????	61 L 000 000 814228 000		PLANERT, EMILEE	rental of Indoor Sports Center for Softball Scrimmage	155.00
					Totals for 131400881	155.00
					Totals for checks	1,407.28

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
61	EXTRA CURRICULAR FUND	1,407.28	0.00	0.00	1,407.28
***	Fund Summary Totals ***	1,407.28	0.00	0.00	1,407.28

***** End of report *****

CHECK		CHECK ACCOUNT				INVOICE	
DATE	NUMBER	NUMBER			VENDOR	DESCRIPTION	AMOUNT
04/01/2014	201300854	39 E 800 675 281000 000			CHASE NYC	2007 Series Bond Principal & Interest	100,000.00
04/01/2014	201300854	39 E 800 685 281000 000			CHASE NYC	2007 Series Bond Principal & Interest	12,450.00
						Totals for 201300854	112,450.00
04/01/2014	201300855	39 E 800 675 281000 000			CHASE NYC	Principal and Interest Payment	135,000.00
04/01/2014	201300855	39 E 800 685 281000 000			CHASE NYC	Principal and Interest Payment	10,046.25
						Totals for 201300855	145,046.25
						Totals for checks	257,496.25

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
39	REFERENDUM APPROVED DEBT SERV	0.00	0.00	257,496.25	257,496.25
***	Fund Summary Totals ***	0.00	0.00	257,496.25	257,496.25

***** End of report *****



School District of Altoona

1903 Bartlett Avenue • Altoona, Wisconsin 54720
715-839-6033 • Fax 715-839-6066 • www.altoona.k12.wi.us

**Altoona Board of Education
Budget Development Committee
District Board Room
April 3, 2014
3:45 p.m.**

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Approval of minutes from September 18, 2013
5. Review school/department budget allocations and other preliminary budget figures
6. Review needs/wants above building budgets
7. Adjournment



*Altoona Parks & Recreation Department
1904 Spooner Ave
Altoona, WI 54720
715-839-5188*

**Altoona Parks & Recreation Committee Agenda
Thursday April 3, 2014 6:00pm
Training Room in Emergency Services Building
1904 Spooner Ave**

1. Call Meeting to Order
2. Roll Call
3. Discuss/consider conceptual park plans presented by CBS² regarding Centennial Park
4. Public Comments and Concerns
5. Adjournment

Debra Goldbach
Recreation Director
Altoona Parks & Recreation Department

The Altoona Parks & Recreation Department's mission is to provide the City of Altoona with quality of life enhancement through athletic, recreational and leisure activities for all age groups.



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Orth, Joyce <jorth@altoona.k12.wi.us>

Student Representative to the School Board

atlantis@altoona.k12.wi.us <atlantis@altoona.k12.wi.us>
Reply-To: atlantis@altoona.k12.wi.us
To: jorth@altoona.k12.wi.us

Fri, Mar 28, 2014 at 1:43 PM

This was sent using the Skyward Admin Message Center.

The position of Student Representative the school board is open to Altoona High School students - class of 2016 - for the two-year period beginning in the 2014/15 school year. Interested students should complete the attached application form and turn it in to Mr. Pepowski no later than noon on April 16, 2014.

About the Student Representative

As per Board Policy 441.2, the purpose of the Altoona School District is to serve the educational needs of the students who attend the schools. Having a student representative on the Board of Education helps us to:

- better facilitate communication between the Board and the students in the district.
- increase awareness of the democratic process by our students.
- create an opportunity for students to participate in the decision-making process.

One Altoona High School student, and one alternate, shall be selected to serve as an ex officio representative to the Board of Education during his/her Junior and/or senior year.

The student representative shall act as a resource to the Board and advise the Board on student-related matters. He/she shall be responsible for communicating to the student body regarding actions or discussions of the Board, which will affect or be of interest to students. The student representative shall be required to attend the first board meeting of the month with the exception of meetings held in the summer. The student representative shall not vote on matters before the Board.

The student representative may be recalled if he/she fails to fulfill his/her responsibilities.

Specific guidelines for student representation to the Board shall be established by the high school principal.

District: Altoona School District
District Web Site: <http://www.altoona.k12.wi.us>
State: WI
District Code: 0112

 **4412ExStuReptotheBoard.pdf**
8K



2014 SPRING ACADEMY

*A FOUNDATION IN SCHOOL BOARD GOVERNANCE FOR
NEW AND EXPERIENCED SCHOOL BOARD MEMBERS*



MAY 3, 2014

CHULA VISTA RESORT, WISCONSIN DELLS, WI

CHULA VISTA RESORT, WISCONSIN DELLS, WI
MAY 3, 2014


The WASB Spring Academy provides a foundation in the roles and responsibilities of being an effective school board member for new and experienced board members. The day will include a track for new board members and tracks for experienced board members focused on leadership and one of the most pressing issues facing districts today—whether or not to go to referendum. Members are encouraged to select a track, but may attend sessions in multiple tracks.

- Track 1 – Introduction to Board Service
- Track 2 – Referendum Pathway
- Track 3 – Leadership
- See: http://wasb.org/websites/meetings_events/index.php?p=1361 for full detail

Schedule at a Glance:


- 8:00 Registration
- 8:30 Welcome
- 8:45 Sessions Begin
- 12:15 Lunch
- 2:45 Legislative Update (All)
- 3:30 Adjourn

RSVP to Joyce by April 7



Weld, Riley, Prenn & Ricci, S.C., cordially invites you to attend a seminar on the basics of Public Sector Labor and Employment Law. This presentation is designed for newly elected public officials, personnel committee members, or any other elected official who wants a refresher or update on labor and employment laws unique to public sector employers. (HR professionals, department heads, department supervisors, and administrators are encouraged to attend.)


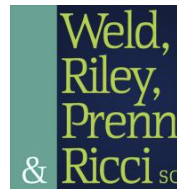
- ❖ Collective Bargaining Basics and Act 10 Updates
- ❖ Grievance Procedure Administration
- ❖ Employee Discipline
- ❖ Open Meetings and Public Records Laws Relating to Personnel Matters



For additional information, feel free to call any member of Weld, Riley, Prenn & Ricci's employment law or municipal law sections or visit our website at www.wrpr.com to view the program agenda.

**Weld, Riley, Prenn &
Ricci, S.C.**

3624 Oakwood Hills Parkway
P.O. Box 1030
Eau Claire, WI 54702-1030
Phone: 715-839-7786
Fax: 715-839-8609
www.wrpr.com



***Labor and Employment Law
Seminar for
Public Sector Employers***

May 6, 2014 (Hayward)
May 9, 2014 (Eau Claire)

**Weld, Riley, Prenn & Ricci, S.C.
A Wisconsin Limited Liability Entity
3624 Oakwood Hills Parkway
P.O. Box 1030
Eau Claire, WI 54701
Phone: 715-839-7786
www.wrpr.com**

HAYWARD

When: Tuesday, May 6, 2014

Time: 9:30 a.m. to 3:00 p.m.

Place: Flat Creek Inn & Suites
(Convention Center)
10290 Highway 27 South
Hayward, WI 54843

Cost: \$35.00 per registrant
(Lunch included)

Registration Deadline: April 28, 2014

Yes, please sign me up for Weld, Riley, Prens & Ricci's *Labor and Employment Law Seminar for Public Sector Employers* in **Hayward, Wisconsin, on Tuesday, May 6, 2014.**

Name: _____

Title: _____

Municipality: _____

OR

School District: _____

EAU CLAIRE

When: Friday, May 9, 2014

Time: 9:30 a.m. to 3:00 p.m.

Place: Best Western Plus Trail Lodge
3340 Mondovi Road (off Hwy. 37)
Eau Claire, WI 54701
I-94, Exit #65, North

Cost: \$35.00 per registrant
(Lunch included)

Registration Deadline: May 2, 2014

Yes, please sign me up for Weld, Riley, Prens & Ricci's *Labor and Employment Law Seminar for Public Sector Employers* in **Eau Claire, Wisconsin, on Friday, May 9, 2014.**

Name: _____

Title: _____

Municipality: _____

OR

School District: _____

You can register by doing one of the following:

1. Call 715-839-7786*
2. E-mail cbrogelman@wrpr.com*
3. Mail the above registration form with payment to:

Weld, Riley, Prens & Ricci, S.C.

Attention: Carol Brogelman
3624 Oakwood Hills Parkway
P.O. Box 1030
Eau Claire, WI 54702-1030

***NOTE:** Then please mail registration fee to address listed above to secure a spot at the seminar.

Thank you for your cooperation. We look forward to seeing you at the seminar.

(You may copy this brochure as needed.)

LET JOYCE KNOW BY
MAY 1, if attending.

SCHOOL DISTRICT OF ALTOONA ENROLLMENT DATA FOR 2013/14

2012/13 September and May Totals:

	K4	K	K .5	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Totals
21-Sep-2012	133	121	0	109	107	116	97	92	117	101	116	121	104	115	115	1564
16-May-13	131	125	0	107	108	116	100	96	117	106	112	116	103	113	110	1560

2013/14 Monthly District Totals:


	K4	K	K .5	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Totals
20-Sep-2013	116	142	0	128	101	120	116	103	94	109	101	117	115	97	112	1571
30-Oct-2013	122	142	0	129	102	122	117	104	95	110	100	117	115	95	112	1582
14-Nov-2013	123	141	0	130	102	123	117	104	96	110	100	117	116	96	112	1587
9-Dec-2013	122	140	0	130	102	124	116	103	96	110	101	117	115	95	113	1584
10-Jan-2014	120	137	0	130	102	122	113	103	95	107	100	117	114	95	114	1569
27-Feb-14	123	139	0	131	102	126	111	103	94	107	100	115	116	93	112	1572
24-Mar-14	123	139	0	130	102	125	110	102	94	106	100	113	115	92	112	1563
Apr																0
May																0
June																0
* K-12= on campus only															Average Enrollment:	1575

School Totals This Month:

	K4	K	Gr 1	Gr 2	Gr 3	Total	Last Month
Pedersen	123	139	130	102	125	619	621
	Gr 4	Gr 5					
Intermediate School	110	102					
	Gr 6	Gr 7	Gr 8				
Middle School	94	106	100				
	Gr 9	Gr 10	Gr 11	Gr 12			
High School	113	115	92	112	432	436	
Total:						1563	1572

Planning for Schools of Tomorrow

Draft Timeline for Possible Fall Referendum 2014

✓	Spring, 2013	<ul style="list-style-type: none"> • Applied Population Lab conducted enrollment projection process for 2013-2022 • ADG conducted on-site evaluation and assessment of buildings
✓	June-December	Demographic Trends and Facilities Planning Committee developed potential solutions to overcrowding and aging facilities
✓	October	School Perceptions survey conducted
✓	November 4	School Perception survey results presented to board
✓	November-December	Committee recommendations presented to board
✓	January 20, 2014	Board to discuss next steps – Review draft timeline
✓	March 5	Board to conduct construction management interviews
✓	March 27	City Council to discuss extension of water and sewer to KB
	May 6	Reconvene Demographic Trends and Facilities Planning Committee
	May 19	Committee recommendation to board
	May 19 (Target Date)	Board action concerning scope and date of referendum
	By August 18	Board Adopt Official Resolutions
	August-October	Referendum information campaign
	As Required *	Legal Notice publications
	November 4	Fall General Election/Proposed Referendum Date

School District Bonds, Referendum to Issue Debt:

http://sfs.dpi.wi.gov/sfs_ref1

1. Consult with Bond Counsel early in the process.
2. Board adopts resolution calling for election on proposed borrowing. See s. 67.05(6a), Wisconsin Statutes, for all requirements for referenda to issue debt.
3. Resolution must provide for sufficient time.
 - Within 10 days, school district clerk must publish notice of such adoption - s. 67.05(6a)(a)2, Wis Stats.
 - Referendum to be held not earlier than 45 days after the adoption of the resolution - s. 67.05(6a)(a)2a, Wis. Stats. Please note: recently revised s. 8.37 requires that any referendum question or other measure or question that is submitted to a vote of the people be filed with the official responsible for preparing ballots for the referendum or election no later than 70 days prior to the election at which the question will appear on the ballot. An oversight failed to include this section. The department advises that districts use the 70 day requirement.
 - The district must publish a notice under s. 10.01(2), Wis. Stats., on the *fourth Tuesday before the referendum and also on the day before the referendum - s. 67.05(3), Wis. Stats. Refer to Wisconsin State Statute Chapter 10 for all election dates and notices.
 - The district must notify the DPI of the scheduled day of the referendum via the School Finance Reporting Portal and submit a copy of the resolution to the DPI within 10 days after adopting a resolution that authorizes the school board to incur debt per s. 120.115(1)(a), Wis. Stats. A copy of the initial resolution should be sent to michele.tessner@dpi.wi.gov.
4. Within 10 days after the election, a copy of the Certificate of Board of Canvassers verifying the vote tally should be scanned and e-mailed to michele.tessner@dpi.wi.gov or faxed to Michele Tessner at (608) 266-2840.

Staffing Plan to Fill Positions

With the retirements of Kathy Dahl and Karen Henry we will lose two valued administrators; however, this is also an opportunity to take a look at our administrative structure to see if there are ways to improve through realignment. With this in mind, I have been thinking about this very seriously, researching options and discussing potential options with the administrative team as a group and individually.

In previous discussions with you regarding one of these positions, I touched on all the very important duties and responsibilities. We find ourselves in need of additional support in curriculum (Common Core State Standards), realignment and additions to assessments, state testing (New Balanced Assessment, ACT Suite), the district-wide demands placed on all areas through RtI, and the addition of Educator Effectiveness.

With the change from two Reading Specialists to one district Reading Specialist and the two Interventionist positions that were new, we addressed some of these demands this year. This has helped us, in great part due to the quality of the individuals hired. However, we still find ourselves with great needs.

Administrative Restructuring:

That is why I am recommending that we divide the duties of Karen Henry into two separate administrative positions: Director of Special Education and Pupil Services, and Director of Instruction for Curriculum, Instruction and Assessment. In splitting these two positions, our district and, therefore, our students will gain in almost every area. In addition, we will gain another administrator to assist the principals with the extra burden of evaluations that will be placed on them through Educator Effectiveness. You will see this recommendation in force with your adoption of two separate job descriptions (10.h and 10.i.).

As another aspect of the big-picture, I am also recommending that the new Business Manager **not** be categorized as an administrator, thus leaving our administrative team at six. This does not diminish the value, importance, or duties of the Business Manager. It simply recognizes that the Business Manager position cannot assist with teacher evaluations and Educator Effectiveness, and realigns our administrative team to provide optimum capacity.

Administrative Support:

Due to the addition of another Director we will also recommend an increase in clerical support from .50 to 1 FTE to support both of these positions: Director of Special Education and Pupil Services, and Director of Instruction for Curriculum, Instruction and Assessment. This recommendation will come back to you for action at an upcoming meeting.

This proposal addresses the following Strategic Goals:

Strategic Goal 1: Address the Learning Needs of the Whole Student

Objective 2 of 2: Graduate students who are college- and career- ready to compete in the global marketplace; and specifically, Fully integrate the Common Core Standards (CCS) into the curriculum; Integrate Project Based Learning (PBL) throughout the District; Fully implement RtI (Response to Intervention) district-wide.

Strategic Goal 3: Recruit, develop and retain highly motivated and effective staff

Objective 2 of 2: Develop and retain highly qualified staff; and specifically, Provide Professional Development and Implement Educator Effectiveness Model



School District of Altoona

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

Dr. Connie M. Biedron, Superintendent

www.altoona.k12.wi.us

April 2, 2014

Dear Board Members,

We have the opportunity to make some changes to improve upon our fledgling world language program and provide even more opportunities for our students!

Currently Jenna Baxter is teaching Spanish to the 4/5 intermediate school students. For the upcoming school year, we are able to expand the World Language online component for 4/5 so they would be able to take any one (1) of six (6) language offerings. The person who is transferring into Chris Gebert's position (world languages for 6-8) will be able to deliver this curriculum to the 4/5 students without adding additional staff. This change will free up Jenna and enable us to offer Spanish I to 8th grade students and, further, allow us to offer AP Spanish at the high school.

This opportunity aligns with the following Strategic Goal:

Strategic Goal 1: Address the Learning Needs of the Whole Student

Objective 2 of 2: Graduate students who are college- and career- ready to compete in the global marketplace; and specifically: Increase the number of offerings and rigor to include foreign language, school-to- work and online course options.

I will meet with all the Spanish teachers next week to discuss this opportunity.

Sincerely,

Dr. Connie M. Biedron
Superintendent

Creating Engaged Classrooms

Transforming Teaching and Engaging Students

Proposal Narrative

“The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.” Alvin Toffler

Vision for Technology Integration: As educators, we are in a time of change: new standards, new technology, increased collaboration, Professional Learning Communities, PBIS, Rtl, Smarter Balanced Assessments, MAP testing, common assessments, and progress monitoring, to name a few. We are continually building teacher capacity in order to strengthen those practices which have the greatest impact on student learning. Altoona teachers are learning how to use new technologies such as SMART Notebook software, Google Drive, Chromebooks, Responders, document cameras, and iPads, as seamlessly as possible. They are shifting focus from what they are teaching to what students are learning, and how this works in an engaged classroom. They are relearning what it means to teach today’s children so that they are prepared for tomorrow’s world.

For students, technology “just is.” The District’s vision is for teachers to embrace technology as a part of how we do business, not as an add on. Technology is a tool that provides increased opportunities and a variety of ways for students to interact with content, each other, their teachers, and the greater community. It is not the tool alone, but the appropriate application of the right tool that provide the greatest benefit. Through technology, the District allows for education to be independent of time and space, providing opportunities not only in school, but beyond our school day and outside of our walls. As the Chinese Proverb states, *“Do not confine your children to your own learning, for they were born in another time.”*

About Altoona: The School District of Altoona is located in the city of Altoona, in western Wisconsin. With connected Elementary, Intermediate, Middle and High buildings, Altoona’s student population is 1,578. The superintendent is in her second year at Altoona, and brings a vision of redefining how students and teachers think about education to focus on real world learning and individualized learning opportunities, and offer more choice and voice opportunities.

The five member school board is composed of individuals with experience ranging from newly elected to a president who has served for 11 years. The Board, community members, and staff have created a District Strategic Plan that includes a component to “Utilize technology to transform teaching and learning so students can find global opportunities for study or jobs and expand their capacity for celebrating diversity.”

Altoona staff, comprised of 114 teachers, meet regularly for ongoing curriculum review and revision cycle. English/Language Arts (ELA) and Math teachers are aligning their curriculum with the Common Core State Standards using a backward design process. Social Studies teachers are working with the ELA teachers to make cross-curricular connections. Middle and high school science teachers have been working with the elementary and intermediate teachers to redefine science practices based on the NGSS.

Altoona is growing and changing. The District's Free and Reduced Lunch (FRL) rate increased from 38% in 2012-2013 to 41% in 2013-2014. At this time, the elementary school has 50% FRL, with the Kindergarten class alone at 54% FRL. When you compare the current graduating class (27% FRL) with this year's kindergarten class (54% FRL), there is a 27% increase in the number of students who qualify for FRL. In an attempt to support families experiencing food insecurity, the elementary school sends home 62 bags of food weekly.

Currently, 86.2% of residents report their ethnicity as white. Five years ago, the number was 90.5%, which indicates that the demographics are becoming more diverse. The student population has shown a slow, but steady increase over the last 10 years, with this trend expected to continue due to nearby new housing developments.

Pedersen Elementary is a SAGE school for grades K-3 with a mixture of team teaching and single teacher classrooms and has recently added Spanish as a specialist class. With the Project Based Learning (PBL) Intermediate School, teachers and students designed hands-on learning where students are collaborating, creating, and thinking critically, developing skills that they will need to succeed in life. The sixth grade team is investigating an Individualized Learning Plan approach as a way to continue differentiating learning for students as they move from the PBL intermediate school to the middle school.

The city of Altoona, population 6,789, continues to change as well. Altoona is home to both small and large companies, such as The Potting Shed, Charter Communications Regional Headquarters, Altoona Family Restaurant, Curt Manufacturing and the corporate headquarters for National Business Institute. River Prairie, an area with an outpatient surgery center and office space, plans for more commercial development, including a grocery store. A group of residents is making plans for a River Walk, including a multi-use trail system and shops along the river.

Current Use of Interactive Classroom Technology: Altoona is in the midst of an *engagement shift* throughout the district. Before the WTI Grant in 2013, there were 10 document cameras and 11 SMART Boards in the district. Through the generosity of the WTI grant, an increase in District technology funding, and PTO support, there are 42 document cameras, 43 SMART Boards, six sets of SMART Responders, and a TelePresence. We set a baseline level of teaching tools for each classroom to include an interactive whiteboard, a document camera, and a sound system. As we've installed SMART Boards, existing Mimios were placed in other classrooms, expanding interactive learning practices.

Along with the increase in SMART Boards and document cameras, we have also increased the number of devices by adding 60 iPads in the elementary and 320 Chromebooks district wide. The elementary school has an average ratio of 1:4 devices/student, the intermediate school has an average of 1:2, and the middle and high schools have devices on carts for checkout. Teachers share devices to provide 1:1 opportunities when necessary.

SMART Boards: Students work individually or in groups at the SMART Board to share their thinking, demonstrate understanding of concepts, and solve problems as a way of creating deeper understanding of what they are learning. Increasingly, students partner with teachers as they share how to navigate and use tools that are familiar to them. One kindergarten teacher used SMART Notebook, Audacity, and Page Recorder to create student narrated books. They are now creating their own class story as a shared writing, and narrating this work.

SMART Responders: Teachers are employing SMART Responders for pre and post-assessment, as well as for engagement during class. At the High School, students use their own devices to interact with each other and the class using sites such as Kahoot.

iPads: Students have been using iPads to create classroom podcasts as part of a unit on persuasive writing, and Public Service Announcements as part of a Critical TV Viewing unit for the Intermediate students, as well as extension activities for 7th grade students.

Google Drive: What would we do without Google Drive? A District-wide shift is the increased use of Google Docs and Forms. A benefit of using Google Drive is teachers can work on curriculum or assessment documents simultaneously without having to save and share. This has allowed curriculum to be a living document and part of the continuous improvement process.

In 2nd and 3rd grade Spanish, the teacher used Doctopus to share a presentation template for students to add Spanish winter vocabulary and corresponding images. Doctopus provided easy access to student work for monitoring progress and grading. In 3rd - 12th grade ELA, students use Google Drive to collaborate, respond, and reflect on their own work and the work of their peers. In 6th grade Science, students used Google presentation to simultaneously work on projects. The teacher loved how her students could all be engaged and working together, how this changed the way they took ownership in the project, and how it decreased behavior issues.

Document Cameras: Document cameras are used in almost every classroom from dissection to editing writing, from modeling with manipulatives to Skyping with other classes. This Fall, one teacher couldn't begin the school year due to an accident so she used a document camera to Skype to begin forming relationships with students prior to her return to school.

Current Technology Support Services: Altoona provides on-demand technology support, online video tutorials, professional growth opportunities during Professional Development Days, and training before and after school. Training and support is provided by teachers, the Technology Coordinator, IT support staff, the LMC Directors, and LMC Paraprofessionals. This includes iPad how-to and educational apps, working and creating with SMART Notebook, teaching and engaging students while using the SMART Board or Mimio, and redesigning lessons as teachers change their teaching.

Our District is a member of CESA 10 Educational Technology Services which provides training to Districts in SMART Notebook, video creation and editing software, iPads, etc. CESA staff provide "Sit In" sessions where teachers meet with CESA technology representatives for on-demand support. Altoona joined CESA's Distance Learning CADENC Network, which also includes live streaming of events and support in creating blended and flipped classrooms.

Current Collaboration with Universities and Community Relationships: The SMART Tech Tuesday group has partnered with a university faculty member who has provided national training on using response systems in the classroom. These sessions focus on effective questioning strategies, using responders make on-demand decisions of student needs, and to engage students and build community.

Altoona, UW-Eau Claire and UW-Stout collaborate to provide opportunities for preservice

teachers. During their Block and Student Teaching experiences, pre-service students are supported through SMART Tech Tuesday sessions and individual support. Classroom teachers and the LMC Directors plan with preservice teachers on how they can integrate available technology and how to use the district's various devices.

The District participates in UW-Eau Claire's BluGold Beginnings Program, whose mission is to inspire underrepresented, low income or first generation students to believe that a post-secondary education is important, attainable, and available. College students, many who are Education Majors, mentor in grades 6-12 with after school academic study groups.

The Superintendent is a member of the Teacher Education Advisory Board for the College of Education at UW-EC. This group meets periodically throughout the year to provide input and generate ideas for programming for the college and opportunities for school Districts. She also serves on the search committee for a new Dean for the College of Education.

The Superintendent solicits input and connects with the community in a variety of ways. She meets bi-monthly for "Coffee with Connie". As a Rotarian, she helped bring a Rotary Interact Club at our High School, one of only two clubs in the area. She recently formed a committee of community members and staff to evaluate the current status of our buildings and determine building options. The Community Education Partnership Council is another group of community members that meets regularly to provide feedback and input to the District.

The District also partners with other groups and organizations such as Junior Achievement and the Boys and Girls Club. Another connection is with City of Altoona Parks and Rec Dept. RAILS Camp, summer classes that range from remediation to recreation is one important association. Recently, the City Parks and Rec Dept. contacted the Intermediate School to involve students in the design of a new city park and playground.

The Altoona Children's Council, a group whose mission includes supporting "the needs of children and families through active partnerships among family, school and community," sponsors Family Learning Nights and a districtwide Back to School Ice Cream Social. They also partner with the public library to create and maintain activity kits for families to check out.

Senior Citizens in Altoona have the opportunity to earn credit toward their property taxes by serving as a STEP worker. Over 40 senior citizens are involved as STEP workers. In addition to personal enjoyment and the financial benefit, their presence in our buildings provides them an accurate picture of our schools and they often become our ambassadors in the community.

District Challenges: One of the biggest challenges facing the District is a lack of space. We are growing, especially at the elementary school, and have had to make adjustments to grade configurations. Our 4th grade moved to the Intermediate School this year, and our District Office will be moving to a building next door. A community group is working on pursuing a referendum based on community feedback.

A problem we have is providing as many avenues of support as possible to raise the skill levels of all teachers with technology and best practices for engaging learners, while understanding the constraints of committees, curriculum work, and the increasing expectations on teachers. We know that some teachers prefer working at their own pace while others need more structure. We

are confident our move to Individualized Learning Plans, combined with face to face training, will offer teachers more options tailored to their needs.

Design of the Proposed Project

Student Use of Technology: Technology is a part of most students' lives as a connection to family and friends. Through increased access to, and application of, different technologies throughout the learning day, students are using technology to solve problems, seek information, and share their knowledge.

Altoona's vision for technology integration is to make it as seamless as possible and a part of how we do business. Students' technology use will include collaboration on projects through creating presentations, researching information, and sharing presentations. With the use of a Notebook Software addon, Extreme Collaboration (XC) will provide access for students to interact with content and their classmates using their own devices, or district devices.

SMART Boards are perfect for students to show what they know, while meeting Common Core standards of speaking and listening. Document cameras provide ways for students to share just about anything they are doing from writing revisions to three-dimensional models representing math and science concepts. They also provide ways for students to interact with others at a distance or create videos.

Interactive Panels will offer another option for students to work in collaborative groups in or out of the classroom. The panels will be located in the three LMCs and can be used by groups in the LMC, by teachers to extend their interactivity in the classroom, and by parents and support staff working with small groups. Teachers are creating activities for students and the interactive panel is one more resource for students to work together. Paired with XC, the Interactive Panels help create a dynamic collaborative space where students interact with content and each other in meaningful ways.

Professional Development: As part of a multi-tiered level of training, participants in the current WTI Grant are participating in an individualized model of staff development. Each member has been asked to complete an Individualized Learning Plan. (See example) This spring, based on the needs expressed by teachers, grant coordinators are locating resources, grouping teachers by topic so they can learn together, scheduling work and share sessions, and provide training to help them meet their goals.

In 2014-2015, participants will follow the plan currently in place. Teachers will receive start-up training based on their previous level of knowledge and use of SMART Boards, Notebook software, XC, and Responders. Part way through the year, Individualized Learning Plans will be introduced. Teachers will define and work through their plan for the remainder of the year with support. Those teachers who were part of the first WTI grant will participate in trainings, model in-class use of ways to integrate technology seamlessly, and share information on their own journey.

Building on our connection with WTI schools, our network of Cluster A schools (a consortium of seven districts), and the excitement and momentum generated this year through training and

integration, the District will host at least one EdCamp. The focus of the EdCamp will be Engaged Learning. The LMC Directors will seek to collaborate with other WTI schools, the Cluster A group, CESA 10, and UWEC. The EdCamp will be open to any and all teachers throughout the region.

Project Collaboration with Universities: We found with our first round that we have a few areas that are still in progress. One of these areas is our connection with the University of Wisconsin-Eau Claire (UWEC) Department of Education, as well as other departments at the university. Initial contacts have been made, and further development is in progress.

The focus of collaboration with UWEC continues with providing opportunities for pre-service teachers and supervising university faculty to meet using the TelePresence. The LMC Directors have made initial contacts with the UWEC CETL and Educational Studies departments through their Learning Technology Forums.

Another connection in development is working with university language students to provide short speaking opportunities for students taking online language classes. Altoona students can have speaking meetings with university students through Skype, Google Hangouts, or through using the TelePresence to further their language development skills, and discuss cultural components connected to their language. Contact has been made with the Latin American Studies program to start this process.

Plan Evaluation: As part of the WTI Grant for 2013-2014, we measured project effectiveness through MAP scores for reading and math, anecdotal notes by teachers on how they redesigned lessons and the impact on student achievement, and using pre- and post-assessment data collected through the use of responders. With the Round 7 grant, we would continue to use our MAP data as part of our evaluation plan. We will also be using components of the Educator Effectiveness Plan connect Student Learning Outcomes and Professional Practice Goals to the WTI project.

We will also continue with collecting sample lessons and anecdotal notes. We have added a component for reflection with the Individualized Learning PD Plans and will begin this plan earlier in the winter. Through increased professional growth, collaboration with peers and learning how to effectively integrate technology, teachers will have a higher level of satisfaction and engagement in teaching and learning. We have found these surveys to be valuable for determining next steps for effective and personalized professional development.

Technology integration is in alignment with the district's strategic goals: "Provide technology for staff and students." and "Provide professional development for staff and training for students." The district is committed to continually provide both hardware and training for staff and students to increase productivity and integrate technology into all areas of or learning pathways. In order for our student to become successful, contributing member of society they need the opportunity to learn through a variety of means, including technology. Our students need to learn how to be critical thinkers to be able to determine how technology can improve their learning and their lives now and in the future.

“Any growth requires a temporary loss of security.” Madeline Hunter

Being a part of the WTI Technology Initiative has been rewarding on a many levels! Teachers have stretched their limits, reframed how students are engaged in class and ways to increase collaboration, and made connections across grade levels and buildings that supports our district goal of increased learning for all.

MAP Results: When looking at MAP data from the same time last year, students have made marked improvements. For students meeting or exceeding expectations, we noticed the following increases:

Math Scores: 1st grade to 2nd grade: increase of 19% (53% to 72%)
 3rd grade to 4th grade: increase of 10% (50% to 60%)
 6th grade to 7th grade: increase of 18% (49% to 67%)
 7th grade to 8th grade: increase of 13% (58% to 71%)

Reading Scores: 1st grade to 2nd grade: increase of 24% (42% to 66%)
 6th grade to 7th grade: increase of 13% (57% to 70%)
 7th grade to 8th grade: increase of 6% (65% to 71%)
 7th grade to 8th grade: increase of 7% (64% to 71%)

A few grade levels stayed within a percentage point or two, and a few showed a 4-5% decrease, which can happen with mid-year test scores. Overall, Altoona’s district MAP scores increased from last winter to this winter, and we look forward to seeing our Spring MAP data after the next round of testing.

Anecdotal Notes: Teachers regularly reported increased engagement and attention during lessons, and an increase in willingness to work at the board. On more than one occasion, teachers would stop the LMC Directors (who are the grant coordinators) in the hall to comment on how much they love their board and how could they have lived without one for so long. Teachers would also swing into the LMC to share ideas on modifying lessons and ask for suggestions to make them more engaging. This excitement carried into collaborative sessions.

Individualized Learning PD Plans: One of our main goals with professional development was to create a framework for Individualized Professional Development (IPD). We determined four main areas of focus (our hedgehog items) and teachers designed their learning plans based on those areas. Plans were shared at a Tech Tuesday session, which provided a foundation for group support and opportunities for teachers to refine their IPD plans.

When it comes to lessons learned, there were many “aha” moments over the last seven months. As with any list of projects you hope to accomplish, there are items from the previous grant proposal that have just begun. One area that is still in development is using the Telepresence to connect with people and places outside our school walls. Projects in the beginning phase and the focus through this spring and summer include:

- One HS Science class will be working with a class in Mondovi to share information on a combined research project.
- Connecting with the Bloomer Elementary School for class collaboration and professional development.

When looking back at the last seven months, here are our Top 10 “Aha” Moments:

10. Don't worry about having everything perfect. Just start where you are and branch out!
9. Give yourself plenty of time to experiment.
8. It will take more time upfront to create lessons, but will be worth it in the long run.
7. Some days you have to chalk it up to the “Computer Mystery” and just come back tomorrow.
6. Sometimes your students know more than you and that is perfect!
5. Students love to share and show others what they know. It is a time for them to shine.
4. Excitement's contagious! Teachers found a renewed sense of being like a kid in a candy shop.
3. Chalkboards are a thing of the past, especially when it comes to installations.
2. Collaboration is more than a buzzword. It makes life a whole lot easier!
1. The learning doesn't stop...what's next?



Science, Technology, Engineering, Mathematics (STEM)



DPI announces \$250,000 for PK-12 STEM grants

The Wisconsin Department of Public Instruction is pleased to announce STEM grants for PK-12 public schools. Grant applications can range from \$3,000 - \$20,000 and are intended to enhance college and career readiness, close the achievement gap, contribute to programs that are sustainable beyond the grant, and encourage participation of traditionally underrepresented students in STEM technical applications or careers. Funds are an opportunity for teachers and schools to create innovative STEM programming along with industry and community partners. This grant has a 25 percent district matching funds requirement.

New STEM Grant Application (<http://dpi.wi.gov/files/forms/doc/f2770.doc>) – These instructions are provided to help prepare a grant application/proposal for an innovative STEM program for students in grades PK-12. Specific instructions are provided and key features of the proposal requirements are included. If you have any questions regarding STEM Grant eligibility please contact Brent Kindred at brent.kindred@dpi.wi.gov.

STEM GRANT RUBRIC – This is STEM grant rubric which can be used as a reference tool when developing your STEM grant proposal.

For questions about this information, contact **Christina Hinkley** (<http://stem.dpi.wi.gov/user/482/contact>) (608) 266-7262



(<http://dpi.wi.gov>)

(<http://wisconsin.gov>) State Superintendent of Public Instruction Tony Evers, Department of Public Instruction
125 S. Webster Street • P.O. Box 7841, Madison, WI 53707-7841 (800) 441-4563

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School District of Altoona

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715-839-6032 715-839-6066 FAX

Dr. Connie M. Biedron, Superintendent

www.altoona.k12.wi.us

April 2, 2014

Dear Board Members,

Due to ever-increasing mandates and the increasing needs of our students, I feel it necessary to recommend that we increase the FTE for one of our Interventionist positions (position that worked in grades 4-8 this year) from .50 to full-time in the 2014/15 school year.

This year, Mrs. Solfest worked with the students in grades 4-8. Under the part-time status of the position, there were students who did not get the services they needed. This expansion of the position to full-time will allow us to better serve our students in those grades and in addition, provide a starting point to address needs in the high school. We presently also have a .50 FTE Interventionist at the elementary school who works with the K-3 students.

This opportunity aligns with the following Strategic Goal:

Strategic Goal 1: Address the Learning Needs of the Whole Student

Objective 2 of 2: Graduate students who are college- and career- ready to compete in the global marketplace; and specifically: Fully implement RtI (Response to Intervention) district-wide.

Thank you for seriously considering this request.

Sincerely,

Dr. Connie M. Biedron
Superintendent

SCHOOL DISTRICT OF ALTOONA

TITLE: Director of Special Education and Pupil Services

JOB ANALYSIS: Under the direction of the District Administrator, the Director of Special Education and Pupil Services is responsible for implementing, maintaining and supervising the Special Education services for PK-12 students in the District aligned to district, state and federal objectives and laws. The director will be responsible for planning, designing and implementing all phases of service provided by the special education and pupil services department, in collaboration with appropriate building principals and the district administrator. The director will also serve as a resource to students, parents, staff, administrators, board, and community members and maintain adequate staffing to ensure program objectives are achieved within budget.

REPORTS TO: District Administrator

COORDINATES WITH: Board of Education, Committees, Staff and Community

SUPERVISES: Special Education and Pupil Services staff

QUALIFICATIONS:

- Master's Degree in education.
- Wisconsin DPI license (80) Director of Special Education and Pupil Services; with (62) School Psychologist, preferred.
- Three (3) or more years as a successful classroom teacher.
- Significant school experience working with students in Special Education.
- Demonstrated leadership and organizational ability in working with administrators, staff, students, parents and the community.
- Excellent communication and public speaking skills.
- Knowledge of curriculum, research-based programming, Wisconsin and Federal regulations, laws and district policies.

PERFORMANCE RESPONSIBILITIES:

As assessed by the District Administrator, the Director of Special Education and Pupil Services' roles and responsibilities will be as follows:

- As a member of the district's Administrative Council, work collaboratively with the other administrators, coordinators and directors to support and promote the district's vision, mission and strategic plan.

- Works collaboratively with the director of instruction, reading specialist, RtI coordinator and principals to ensure the special education services articulation is seamless across grade levels, subjects, and systems, district-wide.
- Provides leadership in the development of an integrated program of services for grades PK-12.
- Assists with the preparation and monitoring of 504, IEP and at-risk student plans.
- Coordinates, in collaboration with principals, pupil services including school social workers, health care providers, ELL, adaptive physical education, and early childhood programming.
- Develops proposals, new programs, budgets and grants for the purpose of meeting district goals.
- Communicates information on programs, services and regulations to school personnel, parents and the board for the purpose of understanding of the programs.
- Serves as the district liaison to CESA 10, the Wisconsin Department of Public Instruction, Birth to Three, and other agencies and programs, for coordination of special education/pupil services; and manages special education complaints.
- Collaborates with the business manager to develop and efficiently manage budgets in all special needs areas, including 66.0301 agreements, open enrollments and special transfers.
- Coordinates Child Find activities such as Child Development Day.
- Prepares and files in a timely fashion all required state and federal reports.
- Maintains a high level of knowledge regarding educational issues/practices, changes in laws and case law, and educational methods, for the purpose of increasing student achievement.
- Other duties and responsibilities as assigned by the district administrator.

PERFORMANCE EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT:

Twelve-month year, salary to be established by the board.

Adopted:

SCHOOL DISTRICT OF ALTOONA

TITLE: Director of Instruction for Curriculum, Instruction and Assessment

JOB ANALYSIS: Under the direction of the District Administrator, the Director of Instruction shall provide leadership in the development, organization, administration, supervision and evaluation of district-wide, PK-12, curriculum, instruction and assessments. The Director of Instruction will work collaboratively with the administrative team and district staff to ensure our curriculum, instruction and assessments provide students with every opportunity to become college and career ready and become positive contributors in society.

REPORTS TO: District Administrator

COORDINATES WITH: Board of Education, Committees, Staff and the Community

SUPERVISES: Staff to ensure that the curriculum, instruction and assessments are delivered with fidelity.

QUALIFICATIONS:

- Master's Degree in education.
- Valid teaching license and Wisconsin DPI Director of Instruction (10) and/or Principal (51), or Superintendent/District Administrator (03) licenses.
- Three (3) or more years as a successful classroom teacher.
- Experience in curriculum planning, implementation and evaluation.
- Demonstrated leadership and organizational ability in working with administrators, staff, parents and the community.
- Excellent communication and public speaking skills.

PERFORMANCE RESPONSIBILITIES:

As assessed by the District Administrator, the Director of Instruction's roles and responsibilities will be as follows:

- As a member of the district's Administrative Council, work collaboratively with the other administrators, coordinators and directors to support and promote the district's vision, mission and strategic plan.
- Work collaboratively with the special education director, reading specialist, RtI coordinator and principals to ensure the curriculum, instruction and assessment articulation is seamless across grade levels, subjects, and systems, district-wide.

- Carry out all the duties and responsibilities of the as the district assessment coordinator.
- Provide leadership in the development of an integrated program of instruction for grades PK-12
- Supervise, evaluate and support the professional development of the staff.
- Interpret and present the present curriculum along with future changes to the staff, Board, students, parents and community.
- Work collaboratively with administrators, coordinators, directors, and teachers in developing a curriculum, instruction, and assessment philosophy to guide us as we move forward.
- Monitor, implement and train staff on modifications and changes to the system.
- Oversee and establish a systematic review of the system.
- Ensure that curriculum, instruction and assessment systems meet with and follow the state standards as outlined by the Department of Public Instruction.
- Analyze and appropriately report data, as it relates to local and state standardized testing, including district report cards, to students, parents, staff, board and community members.
- Coordinate training and use of databases, such as the Wisconsin Information System for Education, Curriculum Companion, etc. with students, staff, parents, board and community members.
- Work collaboratively with administrators, coordinators, directors, and staff to develop an annual data analysis system with appropriately designed collection and reporting features.
- Other duties and responsibilities as assigned by the district administrator.

PERFORMANCE EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the board’s policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT:

Twelve-month year, salary to be established by the board.

Adopted: