



School District of Altoona

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

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION
Organizational Meeting
District Office
1903 Bartlett Avenue
May 6, 2019
6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Public Notice
4. Election of Officers
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Clerk
5. Committee Appointments
 - a. Approval of Committee Appointments
6. Adjourn

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The School Board shall elect a President, Vice President, Clerk and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth (4th) Monday in April. Voting for Board officers shall be done by nomination and voice vote, unless a secret ballot process is requested. The officers shall be elected in the following order: President, Vice-President, Treasurer, and Clerk. A Board of Education Secretary, who need not be a member of the School Board, will be appointed annually following the Annual Meeting.

Board officers shall serve for one-year terms, from one organizational meeting until the next provided that the officer remains a member of the Board. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall appoint another Board member (or other eligible individual for the office of Secretary) to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law and district policies and rules.

Board officers shall perform the following duties:

The President shall:

1. Prepare the agenda for all regular and special board meetings, in consultation with the District Administrator.
2. Appoint all standing Board committees, whose appointments are not otherwise provided for, and any other committees as determined necessary by the Board.
3. Ensure that public notice is given for all meetings of the Board.
4. Preside at all Board meetings and see that the minutes are properly recorded, approved, and signed.
5. Countersign all checks and other orders for the disbursement of District funds.
6. Defend the District from actions brought against it and prosecute actions brought by the District.
7. Serve as spokesperson for the Board.
8. Vote on matters before the Board just as any other Board member.
9. Perform such other duties as required by law or assigned by the Board.

The Vice President shall:

1. In the absence of the President, the Vice President shall act as chairperson of school board meetings.
2. Perform such other duties as assigned by the Board.

The Clerk shall:

1. Have the care and custody of the records, books, and documents of the Board. Draw orders on the school district treasurer as directed by an annual or special meeting or the school board and record all orders drawn on the school district treasurer.
2. Shall cause to be entered in the record book provided by the Board, the minutes of its meetings, orders, resolutions, and proceedings.
3. Furnish each teacher with a copy of the contract between him/her and the school board.
4. Before the spring election, appoint two citizens at large to serve as the board canvassers. If the district clerk is a candidate at the election being canvassed, the other two members shall designate a third member.
5. Report the name and post office address of each officer of the school district, within ten days after the election or appointment of the officer, to the clerk and the treasurer of each municipality having territory within the school district.
6. Annually, as specified by statute, deliver to the clerk of each municipality a certified statement showing that proportion of the amount of taxes voted to be collected in such year, if any, for the annual payment of any loan of the school district.
7. Within five days after receipt of notification from the school board of the name of a new school, notify the post-master of the name and address. On school vacations, the clerk shall direct what disposition shall be made of the mail.
8. Have authority to administer the oath of office to school board members.
9. Act as clerk and record the proceedings of annual and special meetings.
10. Enter in the record book copies of all of the school district clerk's reports to the municipal clerks and the certificate of the proceedings of a meeting returned by a temporary school district clerk.
11. Perform such other duties as required by law or assigned by the Board.

The Treasurer shall:

1. Deposit all moneys belonging to the district in accordance with the instructions of the Board and in compliance to state law.
2. Apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with State Statutes 120.16(2) and 66.042. Disburse money upon written order of the clerk after vouchers have been filed.
3. Enter in his/her account books all money received and disbursed by him/her, specifying the source from which it was received, the person to whom it was paid and the object or which it was paid.

4. Present to the annual meeting a written statement of all monies received and disbursed during the preceding year.
5. Deposit all funds of the school district in a public depository deposit designated by the school board under State Statute 120.12(7).
6. Withdraw funds of the school district under State Statutes 120.16(6) and 66.042.
7. Perform duties in collaboration with the business manager.
8. Perform such other duties as required by law or assigned by the Board.

LEGAL REF.: 120.05(1)(c), 120.06(8), 120.15, 120.16, 120.17

CROSS REF.: 133, Board Vacancies

ADOPTED: 08/06/12

The Board of Education generally operates as a committee of the whole with provisions herein described for standing committees to conduct on-going work for the Board of Education, limited to those areas noted below, and for temporary committees of an ad hoc nature.

As part of the Board of Education regular meetings, generally on the first and third Monday of each month, the Board may review the work of standing and temporary committees and conduct work as the committee of the whole.

While standing and temporary committees may make recommendations to the Board of Education, it is clearly understood that all decision-making authority rests with the Board of Education. The President of the Board shall appoint, subject to approval of the Board, standing committees at the annual reorganizational meeting.

Public notice shall be given for all Board committee meetings in accordance with state law and Board policy. When appropriate, based on the anticipated attendance of Board members who are not members of the committee, such notice shall include a statement that a quorum of the Board may be present, but the Board will take no action as governmental body at the committee meeting.

It shall be the responsibility of the committee chair to schedule regular committee meetings, plan the meeting agendas with assistance from the committee's administrator advisor and other committee members, and ensure that the minutes of all committee meetings are recorded and maintained. The committee chair shall be provided time on regular Board meeting agendas to present reports and/or make recommendations to the Board as the committee requests and as requested by the Board.

In the event of a vacancy on the Board, and in the absence of any Board action to the contrary, the newly appointed Board member shall assume the committee appointments formerly held by the Board member whose absence created the vacancy. In the event that the committee assignment is not suitable for a newly appointed Board member, the Board President may present for Board approval a proposal to revise committee and committee chair appointments for the remainder of the annual period.

Any Board member may attend and participate in the discussion that occurs at any standing committee meeting; however, only official members of the committee will have the authority to make motions and vote at the committee meeting. All Board members shall receive a copy of committee meeting minutes so as to stay fully informed of committee activities.

Standing Committees:

Policy/Governance Committee: The purpose of this Committee shall be to review and evaluate new or existing policy and make recommendations to the full Board. This Committee shall include two Board members, the superintendent, and others as determined by the Board of Education.

The committee shall:

1. Review and update existing policy manuals on a continual basis.
2. At the discretion of the Board, review and write any new policy requested by the Board, the administration, or the public.
3. Stay up to date with current state or federal regulations regarding school policy.
4. At the discretion of the Board, review and present recommendations to the Board for any policy about which there is question of interpretation.
5. Refer applicable drafts of proposed policies to the Board's attorney, so that policies comply with Wisconsin and federal law prior to their consideration by the full Board.
6. Empower the committee secretary, or other individual selected by the committee, to ensure that the district policies are updated on the district website within 30 days of modification. This individual shall also make hard copies of the district policies available upon request.
7. Perform such other duties as required by law or assigned by the Board.

Demographic Trends & Facility Planning Committee: The purpose of this Committee shall be to provide at least annual recommendations to the full Board regarding demographic trends, capacity updates and other relevant data. This allows for long range predictability of attendance areas and facility needs. This Committee shall include two Board members, the superintendent, and others as determined by the Board of Education.

The committee shall:

1. Utilize reliable, current and projected demographic and housing-impact data from internal and external sources
2. Base recommendations on building enrollment of greater than 65% of capacity, and not to exceed 100%.
3. Consider cost to maintain existing buildings vs. new construction.
4. Assess and base recommendations on maximum educational and operational efficiency of facilities. Assessment also applies to the charge to create and maintain effective 21st century learning environments.

Budget Development Committee: The purpose of this Committee shall be to facilitate the orderly development of the annual school district budget by conveying board objectives to administration, reporting on the budget development progress, and raising issues to the full board when necessary. This Committee shall include two Board members, the superintendent, and others as determined by the Board of Education.

The committee shall:

1. Seek to understand school finances in order to teach the public when applicable.
2. Receive input from the public and furnish the public with information concerning district finances.
3. Study all financial issues of the district and prepare any applicable summaries and recommendations for Board action.
4. Ensure that the financial stability of the district is maintained by the Board of education and make necessary recommendations to the Board.
5. Review with the administration the preparation of the budget. This may include a review of financial recommendations or requests made by other committees.
6. Monitor implementation of the approved budget on a regular basis and recommend proposed budget revisions.
7. Recommend to the Board any applicable policies for the management of school assets
8. Review any other matters as directed by the Board.

LEG REF.: 19.83, 19.84, 19.85, 118.001, 120.12(1), 120.13(1)(a) Wisc. Statutes

ADOPTED: 11/04/02
AMENDED: 03/04/13



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Dr. Ronald Walsh, Interim Superintendent

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ALTOONA BOARD OF EDUCATION

Regular Meeting
District Board Room
1903 Bartlett Avenue
May 6, 2019
6:45 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. April 15, 2019 Regular Meeting
7. Public Participation (All remarks are to be addressed to the Board; discussion among citizens present is not permitted. 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. Information
 - a. School Showcase
 - (1) Student Representative's Update, Sedona Van Ert
 - b. President's Report
 - (1) New Board Member Gathering, April 18
 - (2) Eggs & Issues, State of Altoona Address, April 26
 - (3) Preliminary Discussion of Coherent Governance
 - c. Superintendent's Report
 - (1) Open Enrollment Application Summary, Joyce Orth
 - (2) Joint Review Board, April 25
 - (a) Amendment of Project Plan for TID No. 2
 - (3) Health Insurance Plan Design, Mike Markgren
 - (4) Wisconsin School News Article, Magna Award
 - (5) District Direction

9. Board Action after Consideration and Discussion
 - a. Consider Resignation of Vision Impaired Teacher
 - b. Consider Resignation of Dance Team Coach
 - c. Consider Resignation of Head Boys Soccer Coach
 - d. Consider Approval of Any Other Resignations
 - e. Consider Employment Recommendation to Fill Kindergarten Teacher Position
 - f. Consider Employment Recommendation to Fill First Grade Teacher Position
 - g. Consider Employment Recommendation to Fill Third Grade Teacher Position
 - h. Consider Employment Recommendation to Fill Third Grade Teacher Position
 - i. Consider Employment Recommendation to Fill High School Alternative Education Teacher Position
 - j. Consider Employment Recommendation to Fill Middle School Special Education Teacher Position
 - k. Consider Employment Recommendation to Fill High School Special Education Teacher Position
 - l. Consider Employment Recommendation to Fill JV Softball Coach Position for the 2018/19 Season
 - m. Consider Employment Recommendation to Fill JV Baseball Coach Position for the 2018/19 Season
 - n. Consider Recommendation for Approval of Full Time Elementary Physical Education Teacher Position
 - o. Consider Recommendation to Change the Status of Kindergarten Position from Limited-Term to Ongoing
 - p. Consider Approval of 2019-2021 Administrative Contract for Superintendent
 - q. Consider Final Adoption of Policy 345.62 – High School Graduation Ceremonies/Activities
 - r. Consider Approval of Health Insurance Plan Design
 - s. Consider 66.0301 Agreement with the Augusta Area School District for Math Curriculum Support for 2019/20

10. Anticipated Closed Session as Per Section 19.85(1) (c), (1) (f) - Wisc. Statutes

The Board of Education will entertain a motion to convene in closed session, pursuant to Wisc. Statutes §19.85(1) (c) and/or (1) (f), as appropriate, to consider employment of all district employees for the 2019/20 school year, other than employees who have resigned. In addition, The Board will consider compensation for all employees for the 2019/20 school year - §19.85(1) (c).

Following the closed session, the Board will reconvene in open session and will then take any further action that is necessary and appropriate. Thereafter, the Board will entertain a motion to adjourn the meeting. Closed Session minutes for April 15, 2019 will also be reviewed.

11. Reconvene into Open Session and Take Action if Necessary and Appropriate
12. Adjournment

Engage. Equip. Empower.

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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. Ronald Walsh, Interim Superintendent

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ALTOONA BOARD OF EDUCATION

Regular Meeting
District Board Room
1903 Bartlett Avenue
April 15, 2019
6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Robin Elvig at 6:30 p.m. in the District board room.
2. Roll call was taken and the following were present and absent:
Robin E. Elvig, President
Richard A Risler, Vice President; absent (arrived at 6:35 pm)
Bradley D. Poquette, Treasurer
David A. Rowe, Clerk
Daniel E. Gluch, Member
Dr. Ronald Walsh, Interim Superintendent
Joyce M. Orth, Board Secretary
3. Public Notice. All posting requirements were met. Posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, and elementary school office.
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes. a. March 18, 2019 Regular Meeting. Motion by Rowe to approve the minutes as presented, seconded by Gluch. Gluch, yes; Rowe, yes; Risler, absent; Poquette, yes; Elvig, yes. Motion carried 4-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. Dan Gluch shared highlights from the Athletic Booster's Final 4 Fundraiser held on April 6 at River Prairie Center. b. Agenda items - public comment and concern. None.
8. Treasurer's and Financial Services Report. a. Approval of Checks for Payment. Motion by Rowe to approve General Fund checks totaling \$1,593,562.32 and Student Activity Fund checks totaling \$ 26,791.38 as presented, seconded by Gluch. Rowe, yes; Risler, absent; Poquette, yes; Gluch, yes; Elvig, yes. Motion carried 4-0. b. Approval of Treasurer's Report. Motion by Gluch to approve the Treasurer's Report as presented, seconded by Rowe. Risler, absent; Poquette, yes; Gluch, yes; Rowe, yes; Elvig, yes. Motion carried 4-0. c. Expenditures, Revenues and Cash Position. Expenditures, revenues and cash position (general fund 2011/12 to 2018/19) as of April 9, 2019 were reviewed.

9. Spring Election Results/Administer Oath of Office. The spring election results were reviewed and the Oath of Office was administered. Terry Neff will serve a one-year term, and Dave Rowe and Dan Gluch will serve three-year terms.
10. Board Member Service Recognition. Brad Poquette was recognized for his years of service (April 2013-April 22, 2019) on the Board. Brad did not seek reelection.
11. Information. **a. School Showcase.** (1) Poetry Out Loud Wisconsin State Champion. Daeja Loew, AHS junior and Wisconsin State Poetry Out Loud Champion, recited Kin by Maya Angelou. Daeja will be among 52 students competing in Washington DC at Nationals on April 30. (2) Student Representative's Update. Sedona Van Ert, student representative, shared highlights of recent and upcoming events including athletics, clubs, and student council. **b. President's Report.** (1) NSBA Convention. Brad Poquette attended the NSBA Convention in Philadelphia, March 30-April 1. He shared highlights including the Magna Award presentation. Our district was one of five first place Category 1 (districts with under 5,000 enrollment) winners in the US. The award recognizes school district's that break barriers for underserved students. Our project highlighted our Think Tank program. (2) Eggs & Issues, State of Altoona. The State of Altoona will be presented at Eggs & Issues on April 26 at the River Prairie Center. (3) Policy Discussion. Policy 345.62 – High School Graduation Ceremonies/Activities was discussed. See also 12.r. **c. Superintendent's Report.** (1) Joint Review Board. The Joint Review Board met on April 8 to reaffirm the public member and chairperson, discuss responsibilities and review and discuss a project plan amendment to TID No. 2. A follow-up meeting will be scheduled after City Council review on April 16. (2) Enrollment Update. Student enrollments as of April 10, 2019 were reviewed: elementary, 578; intermediate, 263; middle, 357; and high, 427 for a total of 1625.
12. Board Action after Consideration and Discussion. (Please note: agenda order was changed so that action was taken on 12.t. first.) **a. Consider Resignation of Kindergarten Teacher.** Motion by Rowe to accept the resignation of Jeana Mickelson effective at year end 2018/19 as presented, seconded by Gluch. Gluch, yes; Rowe, yes; Risler, yes; Poquette, yes; Elvig, yes. Motion carried 5-0. **b. Consider Resignation of ELL Teacher.** Motion by Risler to accept the resignation of Sarah Pedersen effective at year end 2018/19 as presented, seconded by Gluch. Rowe, yes; Risler, yes; Poquette, yes; Gluch, yes; Elvig, yes. Motion carried 5-0. **c. Consider Resignation of 6-12 School Psychologist.** Motion by Risler to accept the resignation of Courtney Smith effective at year end 2018/19 as presented, seconded by Poquette. Risler, yes; Poquette, yes; Gluch, yes; Rowe, yes; Elvig, yes. Motion carried 5-0. **d. Consider Resignation of Part-time Middle School Art Teacher.** Motion by Risler to accept the resignation of Olivia Revolinski effective at year end 2018/19 as presented, seconded by Poquette. Poquette, yes; Gluch, yes; Rowe, yes; Risler, yes; Elvig, yes. Motion carried 5-0. **e. Consider Resignation of High School Special Education Teacher.** Motion by Risler to accept the resignation of Julia Setwyn effective at year end 2018/19 as presented, seconded by Gluch. Gluch, yes; Rowe, yes; Risler, yes; Poquette, yes; Elvig, yes. Motion carried 5-0. **f. Consider Resignation of Part-time Physical Education Teacher.** Motion by Gluch to accept the resignation of Morris Clark effective at year end 2018/19 as presented, seconded by Rowe. Rowe, yes; Risler, yes; Poquette, yes; Gluch, yes; Elvig, yes. Motion carried 5-0. **g. Consider Resignation of C-Team Volleyball Coach.** Motion by Gluch to accept the resignation of Claire DiSera as presented, seconded by Risler. Risler, yes; Poquette, yes; Gluch, yes; Rowe, yes; Elvig, yes. Motion carried 5-0. **h. Consider Approval of Any Other Resignations.** Motion by Rowe to accept the resignations of Brenda Schmid, middle school special education teacher effective at year end 2018/19 as presented, and Stacy Winsand from his position as head boys' basketball coach, seconded by Risler. Poquette, yes; Gluch, yes; Rowe, yes; Risler, yes; Elvig, yes. Motion carried 5-0. **i. Consider Amendment of Activities Director Job Description.** Motion by Gluch to amend the Activities Director Job Description as presented, seconded by Risler. Gluch, yes; Rowe, yes; Risler, yes; Poquette, yes; Elvig, yes. Motion carried 5-0.

- j. Consider Employment Recommendation to Fill Middle School Principal Position. Motion by Gluch to approve the employment of Steve Buss to fill the middle school principal position beginning July 1, 2019, as recommended, seconded by Risler. Rowe, yes; Risler, yes; Poquette, yes; Gluch, yes; Elvig, yes. Motion carried 5-0.
- k. Consider Employment Recommendation to Fill High School Principal Position. Motion by Gluch approve the employment of Jim Reif to fill the high school principal position beginning July 1, 2019, as recommended, seconded by Risler. Risler, yes; Poquette, yes; Gluch, yes; Rowe, yes; Elvig, yes. Motion carried 5-0.
- l. Consider Employment Recommendation to Fill Dean of Students Position. (Please note 12.1 and 12 n. were combined.) Motion by Risler to approve the employment of Chad Hanson to fill the 6-12 dean of students position beginning in the 2019/20 school year, and high school football head coach (2019/20 season), as recommended, seconded by Gluch. Poquette, yes; Gluch, yes; Rowe, yes; Risler, yes; Elvig, yes. Motion carried 5-0.
- m. Consider Employment Recommendation to Fill Athletic/Activities Director Position. Motion by Gluch to approve the employment of Elissa Upward to fill the athletic/activities director position effective immediately, as recommended, seconded by Gluch. Gluch, yes; Rowe, yes; Risler, yes; Poquette, yes; Elvig, yes. Motion carried 5-0.
- n. Consider Employment Recommendation to Fill Head Football Coach Position for the 2019/20 Season. See 12.1.
- o. Consider Employment Recommendation to Fill Assistant Boys' Tennis Coach Position. Motion by Rowe to approve the employment of Michael Barr to fill the assistant boys' tennis coach position for the 2018/19 season, seconded by Gluch. Risler, yes; Poquette, yes; Gluch, yes; Rowe, yes; Elvig, yes. Motion carried 5-0.
- p. Consider Employment Recommendation to Fill Middle School Boys' Tennis Coach Position. Motion by Risler to approve the employment of Eric Zake to fill the middle school boys' tennis coach position for the 2018/19 season, seconded by Rowe. Poquette, yes; Gluch, yes; Rowe, yes; Risler, yes; Elvig, yes. Motion carried 5-0.
- q. Consider Amendment of Policy 453.31 – Management of Pediculosis (Head Lice in the Schools). Motion by Gluch to amend policy 453.31 as presented, seconded by Rowe. Gluch, yes; Rowe, yes; Risler, yes; Poquette, yes; Elvig, yes. Motion carried 5-0.
- r. Consider Initial Adoption of Policy 345.62 – High School Graduation Ceremonies/Activities. Motion by Poquette to approve initial adoption of policy 345.62 as presented, seconded by Risler. Rowe, yes; Risler, yes; Poquette, yes; Gluch, yes; Elvig, yes. Motion carried 5-0.
- s. Consider 66.0301 Cooperative Agreement with Cluster A for 2019/20. Motion by Gluch to not approve the 66.0301 Agreement with the Cluster A for 2019/20, seconded by Risler. Risler, yes; Poquette, yes; Gluch, yes; Rowe, yes; Elvig, yes. Motion carried 5-0.
- t. Consider Resolution Awarding the Sale of a \$3,200,000 General Obligation Promissory Note. Motion by Risler to approve the Resolution Awarding the Sale of a \$3,200,000 General Obligation Promissory Note as presented, seconded by Gluch. Poquette, yes; Gluch, yes; Rowe, yes; Risler, yes; Elvig, yes. Motion carried 5-0.
13. Anticipated Closed Session as Per Section 19.85(1) (c), (1) (f) - Wisc. Statutes. Motion by Risler to adjourn into closed session at 8:00 p.m., seconded by Gluch. Poquette, yes; Gluch, yes; Rowe, yes; Risler, yes; Elvig, yes. Motion carried 5-0.

The Board of Education will entertain a motion to convene in closed session, pursuant to Wisc. Statutes §19.85(1) (c) and/or (1) (f), as appropriate, to consider issuing preliminary notice of nonrenewal to one or more District employees. (No action was taken). In addition, The Board will consider a revision of the Administrator Contract - §19.85(1) (c).

Following the closed session, the Board will reconvene in open session and will then take any further action that is necessary and appropriate. Thereafter, the Board will entertain a motion to adjourn the meeting. Closed Session minutes for March 18, 2019 will also be reviewed.

14. Reconvene into Open Session and Take Action if Necessary and Appropriate. Motion by Risler to reconvene at 8:30 p.m., seconded by Rowe. Gluch, yes; Rowe, yes; Risler, yes; Poquette, yes; Elvig, yes. Motion carried 5-0.

a. Consider Approval to Pay the Superintendent for Unused Personal Time-Off Days at the End of the Year at the Per Diem Rate. Motion by Risler to approve paying the superintendent for unused personal time-off days at the end of the year at per diem rate, as requested, seconded by Poquette. Rowe, yes; Risler, yes; Poquette, yes; Gluch, yes; Elvig, yes. Motion carried 5-0.

15. Adjournment. Motion by Poquette to adjourn at 8:01 p.m., seconded by Rowe. Risler, yes; Poquette, yes; Gluch, yes; Rowe, yes; Elvig, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, May 6, 2019 at 6:45 p.m. in the District board room. It follows the Board’s Organizational Meeting scheduled for 6:30 p.m.

Joyce M. Orth, Board Secretary

District Clerk

Date

Engage. Equip. Empower.
Offering large school opportunities with a small school approach.

Coherent Governance® for WI School District Leadership
May 10, 2019

WASDA Conference Room. WI Leadership Center. 4797 Hayes Road, Madison

8 – 12 noon. Board members and senior staff new to Coherent Governance

Attend and Explore the Basic Framework for Governing by Policy Direction:

- Why does a board need a governance system?
- How does the system work?
- Does it make any difference for focusing on students and their achievement?
- Is it worth the time, effort and money?

Learn how to:

- Govern the district logically and effectively, starting with the board
- Construct board meeting agendas for maximum effectiveness and efficiency
- Establish role clarity and accountability
- Link with your citizens and constituents around issues of importance
- Self-assess board work and Superintendent performance for continuous improvement
- Know how students are achieving

1 – 5:00 p.m. Board members and senior staff wishing to extend their understanding and practice with fidelity and greater impact

- Tell us – what is on your mind and let's talk about it!
- Maintaining rigor of role clarity and accountability
- Self -assessments that diagnose and define areas for improvement
- Developing relationships with the Superintendent that honor the work but define areas for improvement
- Consider the result of board culture that falls short of the mark

Presented by: Dr. Randy Quinn and Linda J. Dawson, senior partners

AGI Aspen Group Intl, LLC. Authors of: *Good Governance is a Choice* and *The Art of Governing Coherently*

Please RSVP board member and administrator names and which session they will be attending to Ann Stettbacher at astettbacher@deforestschoools.org by Tuesday, April 30.

Open Enrollment Applicant Summary by Grade

For 2019/20 school year - May 1, 2019

Grade:	Non-Resident Applicants (In)	Grade:	Resident Applicants (Out)		
	5/1/19:		5/1/19:		
Early Childhood	1	Early Childhood	0		
K4	30	K4	30		
K	17	K	2		
1	4	1	1		
2	3	2	1		
3	0	3	1		
4	2	4	1		
5	2	5	3		
6	4	6	2		
7	2	7	3		
8	2	8	1		
9	8	9	5		
10	10	10	6		
11	2	11	2		
12	4	12	2		
TOTALS	91	TOTALS	60 (58 students)		
<p><i>Non-Resident Applicants - Where They are From:</i></p> <p>Resident Districts:</p> <ul style="list-style-type: none"> Augusta - 2 Black River Falls - 1 Chippewa Falls - 18 Eau Claire - 53 Eleva-Strum - 2 Elk Mound - 1 Fall Creek - 3 Menomonie - 3 Mondovi - 3 Osseo- Fairchild - 3 Stanley-Boyd - 1 		<p><i>Prior Years - Applications In:</i></p> <ul style="list-style-type: none"> 18/19: <u>58</u> 17/18: <u>77</u> 16/17: <u>77</u> 15/16: <u>72</u> 14/15: <u>91</u> 13/14 : <u>104</u> 12/13: <u>114</u> 			
		<p><i>Resident Applicants - Where They Applied To:</i></p> <p>Nonresident Districts:</p> <ul style="list-style-type: none"> Augusta - 4 Barron Area - 1 Cameron - 1 Chippewa Falls- 3 Cornell - 1 Eau Claire - 40 Fall Creek - 1 Greenwood - 1 McFarland - 2 Medford - 4 Northern Ozaukee - 2 		<p><i>Prior Years - Applications Out:</i></p> <ul style="list-style-type: none"> 18/19: <u>66 (63 students)</u> 17/18: <u>54 (51 students)</u> 16/17: <u>60 (59 students)</u> 15/16: <u>57 (55 students)</u> 14/15: <u>95 (77 students)</u> 13/14: <u>108 (86 students)</u> 12/13: <u>110 (98 students)</u> 	



AGENDA

JOINT REVIEW BOARD

**TAX INCREMENTAL DISTRICT NO. 2
PROJECT PLAN AMENDMENT**

**WITHIN THE
CITY OF ALTOONA, WISCONSIN**

April 25, 2019 at 5:00 p.m.

**Altoona City Hall
1303 Lynn Avenue**

1. Call meeting to order.
2. Roll call.
3. Review and consideration of minutes from organizational meeting.
4. Review the public record, planning documents, Plan Commission resolution adopting amendment to project plan, and resolution passed by the Common Council approving the amendment.
5. Consideration of resolution approving Tax Incremental District No. 2's Amendment.
6. Adjournment

A handwritten signature in black ink that reads "Cindy Bauer". The signature is written in a cursive, flowing style.

Cindy Bauer
City Clerk

**ALTOONA JOINT REVIEW BOARD
TAX INCREMENTAL DISTRICT NO. 2
PROJECT PLAN AMENDMENT
MEETING MINUTES
April 8, 2019**

(1) Roll call to order.

The meeting was called to order by Mayor Brendan Pratt at 5:00 p.m. held in the Council Chambers at Altoona City Hall.

Members Present: Ronald Walsh, representing the Altoona School District
 Nick Smiair, representing the Eau Claire County Board
 Brendan Pratt, Mayor, City of Altoona
 Mark Willer, Public Member
 Angela Eckman, Chippewa Valley Tech College District (arrived at 5:05 p.m.)

Also Present: Mike Golat, City Administrator
 Tina Nelson, Finance Director
 Josh Clements, City Planner
 Sean Lentz, Ehlers
 Cindy Bauer, City Clerk

(2) Consideration and appointment and/or reaffirmation of the Joint Review Board's public member.

Mark Willer of WESTconsin has been serving on the Joint Review Board as a public member in the past. Willer was appointed at the annual meeting on December 6, 2018.

Motion by Walsh/Smiair to reaffirm Mark Willer from WESTconsin Credit Union as the public member of the Joint Review Board. **Motion carried.**

(3) Election and/or reaffirmation of Chairperson.

Mayor Brendan Pratt served as Chairperson in the past and was appointed at the annual meeting on December 6, 2018.

Motion by Willer/Smiair to reaffirm Mayor Brendan Pratt as the Chairperson for the Joint Review Board. **Motion carried.**

(4) Discuss responsibilities of the Joint Review Board.

Sean Lentz of Ehlers explained the formation of the Joint Review Board and its responsibilities. Lentz mentioned that if both the Plan Commission and City Council approve the Resolutions to amend the Project Plan TID No. 2, the Joint Review Board will then convene one more time to review the Project Plan and vote on the proposed amendment.

City Administrator Golat explained that the City Council directed staff to contact Ehlers to assist with convening the Joint Review Board to make a determination if TID District 2 (McCann Dr. Business Park) to add project costs of \$950,000 to the estimated total project cost (1511 Devney Drive Housing Project) and to include projects within the half-mile radius of the District. Golat noted that at the April 4, 2019 City Council meeting the Council voted in favor of purchasing property at 1511 Devney Drive (An Affordable Housing Project) and to finance the project with Tax Increment District #2 knowing that Tax Increment District #2 and Tax Increment District #3 will likely need to be open an additional year because of the project.

(5) Review and discuss project plan amendment.

Sean Lentz of Ehlers Inc. explained the project plan amendment. Tax Incremental District (TID) No. 2, is an existing blighted area district, created by a resolution of the City of Altoona Common Council adopted on July 31, 2000. The purpose is to add ability to fund projects outside the boundary of TID No. 2 but within one half mile. The Goal is to acquire existing building and remodel and repurpose the building to provide Affordable Housing Opportunities. Lentz mentioned that the Plan Commission will be holding a public hearing following tonight's Joint Review Board Meeting at 5:30 p.m. to provide the community an opportunity to comment upon the proposed amendment of the District. The Project Plan will then be reviewed by Council at its Council Meeting on April 16, 2019 at 6 p.m. Resolutions will be brought forth at both the Plan Commission and Council for approval of the TID Amendment.

(7) Set next meeting date.

Lentz explained the timeline of the Project Plan Amendment. City Administrator Golat suggested that the next meeting date of the Joint Review Board be on April 25, 2019 at 5:00 p.m. The purpose of this meeting will be to consider approval of the TID No. 2 Project Plan Amendment.

(8) Adjournment.

Motion by Willer/Eckmann to adjourn at 5:35 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, City Clerk

**JOINT REVIEW BOARD
RESOLUTION APPROVING THE PROJECT PLAN AMENDMENT OF
TAX INCREMENTAL DISTRICT NO. 2,
CITY OF ALTOONA**

WHEREAS, the City of Altoona (the "City") seeks to amend the project plan for Tax Incremental District No. 2 (the "District"); and

WHEREAS, Wisconsin Statutes Section 66.1105 requires that a Joint Review Board (the "JRB") shall convene to review the proposal; and

WHEREAS, the JRB consists of one representative chosen by the School District; one representative chosen by the Technical College District; and one representative chosen by the County, all of whom have the power to levy taxes on property within the District; and one representative chosen by the City and one public member; and

WHEREAS, the public member and JRB's chairperson were selected by a majority vote of the other JRB members before the public hearing was held, under Wisconsin Statutes Sections 66.1105 (4)(a) and (e); and

WHEREAS, all JRB members were appointed and the first JRB meeting was held within 14 days after the notice was published under Wisconsin Statutes Sections 66.1105 (4)(a) and (e); and

WHEREAS, the JRB has reviewed the public record, planning documents, the resolution adopted by the Plan Commission approving the District amendment and adopting the Project Plan amendment, and the resolution passed by the Common Council approving the amendment of the District under Wisconsin Statutes Section 66.1105 (4)(gm); and

WHEREAS, project costs benefitting the District are to be made outside of, but within a one-half mile radius of the District, pursuant to Wisconsin Statutes Section 66.1105(2)(f)1.n, as identified in the project plan; and

WHEREAS, the JRB has considered whether, and concluded that, the District continues to meet the following criteria:

1. The development expected in the District would not occur without the use of Tax Increment Financing and the amendment of a tax incremental district.
2. The economic benefits of the District, as measured by increased employment, business and personal income and property value, are sufficient to compensate for the cost of the improvements.
3. The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing districts.

NOW, THEREFORE, BE IT RESOLVED that the JRB approves the Project Plan Amendment of Tax Incremental District No. 2.

BE IT FURTHER RESOLVED that in the judgment of the JRB, the development described in the Project Plan, the information provided by the City, and the public record and planning documents relating to the District, would not occur without the amendment of the District.

Passed and adopted this _____ day of _____, 2019

Joint Review Board

Representing

Eau Claire County

Altoona School District

Chippewa Valley Technical College District

City of Altoona

Public Member

April 17, 2019

Project Plan for the Project Plan Amendment of Tax Incremental District No. 2



Organizational Joint Review Board Meeting Held:	April 8, 2019
Public Hearing Held:	April 8, 2019
Consideration for Adoption by Plan Commission:	April 8, 2019
Consideration for Adoption by Common Council:	April 16, 2019
Consideration for Approval by the Joint Review Board:	April 25, 2019

Tax Incremental District No. 2 Project Plan Amendment

City of Altoona Officials

Common Council

Brendan Pratt	Mayor
Dale Stuber	Council Person
Red Hanks	Council Person
Andrew Schlafer	Council Person
Matthew Biren	Council Person
Tim Sexton	Council Person
Susan Rowe	Council Person

City Staff

Cindy Bauer	City Clerk
Mike Golat	City Administrator
Joshua Clemenets	City Planner
Garrett Nix	City Attorney
Tina Nelson	City Finance Director

Plan Commission

Mayor Brendan Pratt, Chair	Barb Oas-Holmes
Andrew Schlafer	Bill Hoepner
Matthew Biren	Dean Roth
Andraya Albrecht	

Joint Review Board

Mayor Brendan Pratt	City Representative
Nick Smiair	Eau Claire County
Angela Eckman	Chippewa Valley Technical College District
Ronald Walsh	Altoona School District
Mark Willer	Public Member

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SECTION 1: Executive Summary

Description of District

Type of District, Size and Location

Tax Incremental District (“TID”) No. 2 (The “TID” or “ District”) is an existing blighted area district, created by a resolution of the City of Altoona (“City”) Common Council adopted on July 31, 2000 (the “Creation Resolution”).

Amendments

The District was previously amended on December 14, 2006, whereby a resolution was adopted to allow the District to share surplus increment with TID No. 3.

Purposes of this Amendment

Half Mile Projects

Allow for the District to incur project costs outside of, but within ½ mile of, the boundaries of the District as allowed under Wisconsin Statutes Section.66.1105(2)(f)1.n.

Additional and Updated Projects

The proposed additional and updated projects costs may include, but are not limited to: various public improvements and cash grants to owners, lessees or developers of land located within the District (development incentives), and professional and organizational services, administrative costs, and finance costs.

Estimated Total Project Expenditures

The original Project Plan from 2000 provides for estimated total project cost expenditures of \$1,149,925 plus interest on debt issued to finance project costs. Thru Dec. 31, 2017, project costs have totaled \$3,479,254 including revenue sharing with TID No. 3 (\$2,102,034) per the project plan amendment in 2006. This proposed amendment would provide for additional estimated expenditures of approximately \$950,000 for a revised total of \$2,099,925. The revised total does not include revenue sharing with TID No. 3 or interest on debt issued to finance TID No. 2 project costs. These costs (2019-2023) are included in the Tax Increment No. 2 cash flow included in the project plan amendment (Section 9).

Specific details as to the types, locations and cost estimates are found in Sections 7, 8 and 9 of this plan. It is anticipated that the remaining and additional projects will be completed in a single phase. The projects are expected to be financed with General Obligation debt issued in 2019, however, the City may use other alternative financing methods which may provide overall lower costs of financing, preserve debt capacity, mitigate risk to the City, or provide other advantages as determined by the Common Council. A discussion and listing of other possible financing mechanisms, as well as a summary of total project financing is located in Section 10 of this plan. The expenditure period of this Existing District terminates on July 31, 2022.

The additional project costs include costs for acquisition and remodeling of an existing building to provide affordable housing in the City. These project areas are located outside of, but within, ½ mile of the District’s boundaries.

Economic Development

Existing increment is expected to cover the additional costs for acquiring and remodeling the building outside TID No. 2 but within one-half mile of the District.

Expected Termination of District

District 2 has a maximum statutory life of 27 years, and must close not later than July 31, 2027, resulting in a final collection of increment in budget year 2028. Considering only existing increment value within TID #2, and assuming no additional projects are undertaken in the district, the anticipated total cumulative revenues will exceed total liabilities by the year 2023, enabling the District to close 4 years earlier than its maximum life. Based on the Economic Feasibility Study located in Section 10 of this Plan, TID No. 2 will still close in 2023 inclusive of the costs from this amendment. The cash flow analysis further assumes TID No. 2 revenues are collected in 2024 for the purpose of providing funds to the Affordable Housing Fund; please note, however, the City Council has not approved a resolution calling for this one-year extension at this time and it will be a decision made at their future discretion. Currently, TID No. 2 is sharing most of its revenues with TID No. 3. The amendment is forecast to reduce the revenue sharing from TID No. 2 to TID No. 3 to pay for the cost of the project considered in this Amendment. **The impact of this reduction in revenue sharing from TID No. 2 to TID No. 3 is forecast to require TID No. 3 to stay open one year longer than previously anticipated, moving the eligible closing year from 2023 to 2024; TID No. 3 is forecast to remain open in 2024 to collect revenues to pay off its total current and projected liabilities.** Excess TID No. 3 revenues available in 2024 may be used to fund an Affordable Housing Fund and/or be distributed to the overlaying taxing jurisdictions at the Council's discretion. Alternatively, the City may keep TID No. 3 open in 2025 to use a full year of revenue collection to fund an Affordable Housing Fund. The City Council will monitor the status of TID No. 3 in the next few years and ultimately will decide on the timing of closing TID No. 3 and funding of an Affordable Housing Fund.

Summary of Findings

As required by Wisconsin Statutes Section.66.1105, and as documented in this Project Plan Amendment and the exhibits contained and referenced herein, the following findings are made:

1. **That “but for” amendment of the District’s Project Plan, the remaining development projected to occur as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the City.** In making this determination, the City has considered the following information:
 - These additional expenditures are associated with projects that were unanticipated at the time of District creation. The creation of TID No. 2 was prior to the tax increment financing law change allowing for projects outside the District but within one-half mile. The opportunity to acquire the building and repurpose it to provide affordable housing was not known at the time TID No. 2 was approved.
2. **The economic benefits of amending the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements.** In making this determination, the City has considered the following information:
 - As demonstrated in the Economic Feasibility Section of this Project Plan amendment, the tax increments projected to be collected are more than sufficient to pay for the remaining proposed project costs. On this basis alone, the finding is supported.

- The additional development expected to occur within one half mile of the District would create residential units, providing affordable housing opportunities.
3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.**
 - Given that it is not likely that the District will achieve all of the objectives of its Project Plan or in the same manner without the continued use of tax incremental financing (see finding # 1), and since the District is expected to generate additional economic benefits that are more than sufficient to compensate for the additional cost of the improvements (see Finding #2), the City reasonably concludes that the overall additional benefits of the District outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the “but for” test is satisfied, there would, in fact, be no foregone tax increments to be paid in the event the Project Plan is not amended.
 4. The boundaries of the District are not being amended. At the time of creation, and any subsequent additions of territory, not less than 50%, by area, of the real property within the District, as amended, is a blighted area within the meaning of Wisconsin Statutes Section 66.1105(2)(ae)1.
 5. Based upon the findings as stated above, and the original findings as stated in the Creation Resolution and in any subsequent resolutions amending the boundaries of the District, the District remains declared a blighted area district based on the identification and classification of the property included within the District.
 6. The Project Costs of the District relate directly to promoting the elimination of blight consistent with the purpose for which the District was created.
 7. The improvements of such area are likely to enhance significantly the value of substantially all of the other real property in the District. (The improvements are outside of the District’s boundaries but within one-half mile)
 8. The amount of retail business will not change as a result of this amendment.
 9. The Project Plan for the District, as amended, is feasible, and is in conformity with the Master Plan of the City.

SECTION 2: Type and General Description of District

The District was created under the authority provided by Wisconsin Statutes Section 66.1105 on July 31, 2000 by resolution of the Common Council. The District’s valuation date, for purposes of establishing base value, was January 1, 2000.

The District is a “Blighted Area District,” created on a finding that at least 50%, by area, of the real property within the District was blighted, as defined in Wisconsin Statutes Section 66.1105(2)(ae)1.

Wisconsin Statutes Section 66.1105(4)(h)2. provides authority for a City to amend the boundaries of an existing Tax Increment District for purposes of adding and/or subtracting territory up to a total of four times during the life of the District. The boundaries of the District have not previously been amended. Since this amendment does not involve the addition or subtraction of territory from the District, it is not counted against the number of available boundary amendments.

This Project Plan Amendment supplements, and does not supersede or replace any component of the original Project Plan, or any component of previously adopted Project Plan Amendments, unless specifically stated. All components of the original Project Plan, and its previously adopted Project Plan Amendments, remain in effect.

A map depicting the current boundaries of the District is found in Section 3 of this Plan. Based upon the findings stated above, the original findings stated in the Creation Resolution, and the findings contained in any subsequent resolution adding territory to the District, the District remains a blighted area district based on the identification and classification of the property included within the District.

SECTION 3: Map of Current District Boundary

There will be no change to District boundaries as a result of this amendment. A copy of this map can be found in the Original and/or Amended Project Plan Documents.

SECTION 4: Map Showing Existing Uses and Conditions

There will be no change to District boundaries, nor any changes to the existing uses and conditions within the District as a result of this amendment. A copy of this map can be found in the Original and/or Amended Project Plan Documents.

SECTION 5: Equalized Value Test

No additional territory will be added to the District. Demonstration of compliance with the equalized value test is not required for this Amendment.

SECTION 6:

Statement of Kind, Number and Location of Proposed Public Works and Other Projects

The proposed additional and updated projects costs within the District may also include, but are not limited to: various public improvements and cash grants to owners, lessees or developers of land located within the District (development incentives), professional and organizational services, administrative costs, and finance costs.

The City proposes to allow for the District to incur project costs outside of, but within ½ mile of, the boundaries of the District as allowed under Wisconsin Statutes Section 66.1105(2)(f)1.n.

The following is a summary list of public works and other TIF-eligible projects that the City has implemented, or intended to implement based on the original project Plan, and includes the modifications detailed above. Any costs directly or indirectly related to the public works and other projects are considered "Project Costs" and are eligible to be paid with tax increment revenues of the District.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Development and/or Redevelopment

In order to promote and facilitate development and/or redevelopment the City may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred in order to make the property suitable for development and/or redevelopment. Any revenue received by the City from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the City to acquire property and make it suitable for development and/or redevelopment exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered "real property assembly costs" as defined in Wisconsin Statutes Section 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Property Acquisition for Conservancy

In order to promote the objectives of this Plan, the City intends to acquire property within the District that it will designate for conservancy. These conservancy objectives include: preserving historic resources or sensitive natural features; protection of scenic and historic views; maintaining habitat for wildlife, maintaining adequate open space; reduction of erosion and sedimentation by preserving existing vegetation; and providing adequate areas for management of stormwater. The cost of property acquired for conservancy, and any costs associated with the transaction, are eligible Project Costs.

Acquisition of Rights-of-Way

The City may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The City may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include, but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wisconsin Statutes Sections 32.19 and 32.195.

Site Preparation Activities

Environmental Audits and Remediation

There have been no known environmental studies performed within the District. If, however, it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the City related to environmental audits, testing, and remediations are eligible Project Costs.

Demolition

In order to make sites suitable for development and/or redevelopment, the City may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development and/or redevelopment, to provide access, and to control stormwater runoff. The City may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the City for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

There are inadequate sanitary sewer facilities serving areas of the District. To allow development and/or redevelopment to occur, the City may construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs. The improvements to the wastewater treatment facilities, although not within the ½ mile radius, are an eligible project cost under Section 66.1105(2)(f)1 k.

Water System Improvements

There are inadequate water distribution facilities serving areas of the District. To allow development and/or redevelopment to occur, the City may construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the

implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development and/or redevelopment within the District will cause stormwater runoff and pollution. To manage this stormwater runoff, the City may construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

In order to create sites suitable for development and/or redevelopment, the City may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the City to undertake this work are eligible Project Costs.

Gas Service

In order to create sites suitable for development and/or redevelopment, the City may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the City to undertake this work are eligible Project Costs.

Communications Infrastructure

In order to create sites suitable for development and/or redevelopment, the City may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the City to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

There are inadequate street improvements serving areas of the District. To allow development and/or redevelopment to occur, the City may need to construct and/or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

In order to attract development and/or redevelopment consistent with the objectives of this Plan, the City may install amenities to enhance development sites, rights-of-way and other public spaces. These

amenities include, but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the City are eligible Project Costs.

CDA or RDA Type Activities

Contribution to Community Development or Redevelopment Authority

As provided for in Wisconsin Statutes Sections 66.1105(2)(f)1.h and 66.1333(13), the City may provide funds to its CDA OR RDA to be used for administration, planning operations, and capital costs, including but not limited to real property acquisition, related to the purposes for which it was established in furtherance of any redevelopment or urban renewal project. Funds provided to the CDA OR RDA for this purpose are eligible Project Costs.

Revolving Loan/Grant Program

To encourage private redevelopment consistent with the objectives of this Plan, the City, through its CDA OR RDA, may provide loans and/or matching grants to eligible property owners in the District. Loan and/or matching grant recipients will be required to sign an agreement specifying the nature of the property improvements to be made. Eligible improvements will be those that are likely to improve the value of the property, enhance the visual appearance of the property and surrounding area, correct safety deficiencies, or as otherwise specified by the CDA OR RDA in the program manual. Any funds returned to the CDA OR RDA from the repayment of loans made are not considered revenues to the District, and will not be used to offset District Project Costs. Instead, these funds may be placed into a revolving loan fund and will continue to be used for the program purposes stated above. Any funds provided to the CDA OR RDA for purposes of implementing this program are considered eligible Project Costs.

Miscellaneous

Cash Grants (Development Incentives)

The City may enter into agreements with property owners, lessees, or developers of land located within the District for the purpose of sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover Project Costs. No cash grants will be provided until the City executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the City are eligible Project Costs.

Projects Outside the Tax Increment District

Pursuant to Wisconsin Statutes Section 66.1105(2)(f)1.n, the City may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the City's corporate boundaries and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs, and may include any project cost that would otherwise be eligible if undertaken within the District. The City intends to make the following project cost expenditures outside the District: **The City intends to acquire or assist with the acquisition (Cash Grant) of an existing structure to remodel and repurpose the structure to provide affordable housing opportunities.**

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, amendment, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include, but are not limited to: architectural; environmental; planning; engineering; legal, audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The City may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by City employees in connection with the implementation of the Plan.

Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

With all projects the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, site preparation, legal and other consultant fees, testing, environmental studies, permits, updating City ordinances and plans, judgments or claims for damages, and other expenses are included as Project Costs.

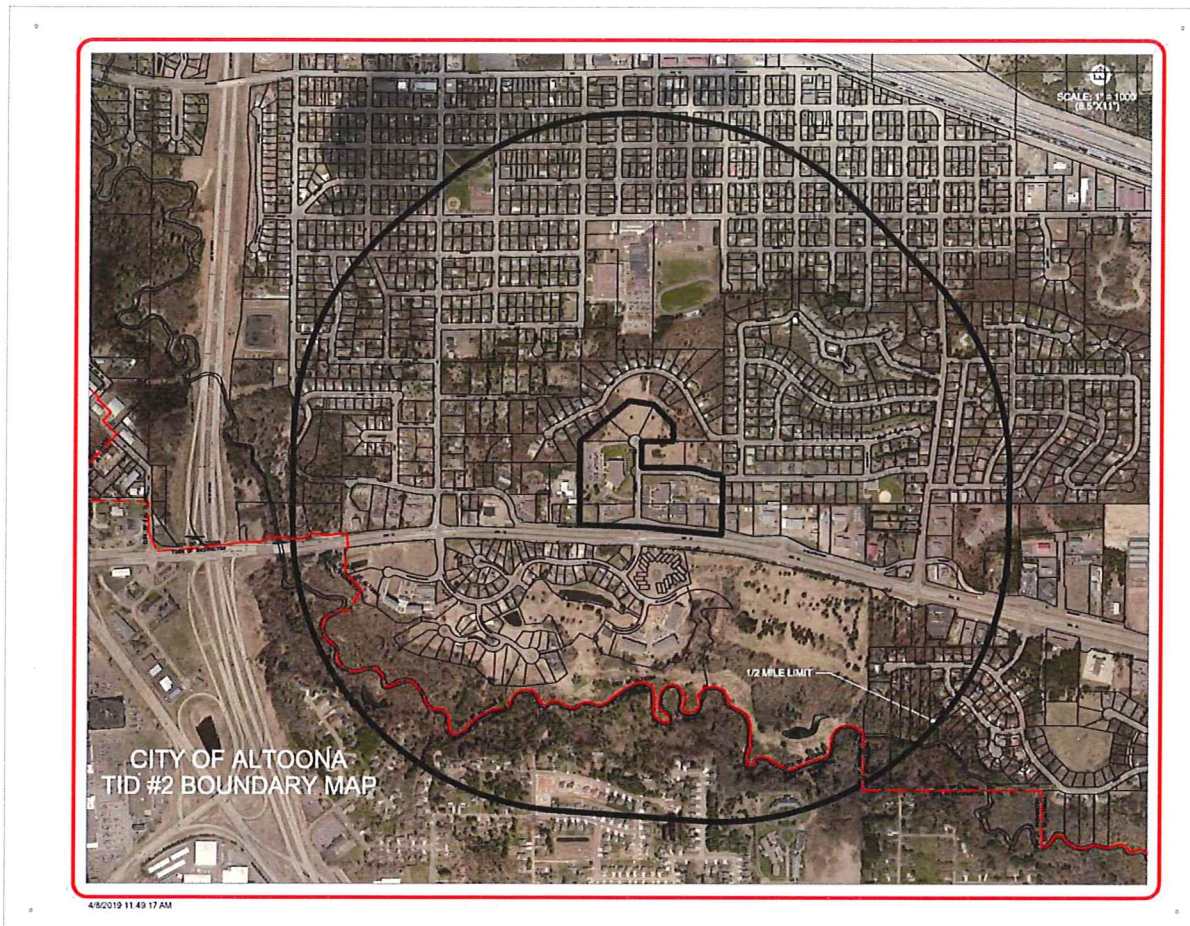
In the event any of the public works project expenditures are not reimbursable out of the special tax increment finance fund under Wisconsin Statutes Section 66.1105, in the written opinion of counsel retained by the City for such purpose or a court of record so rules in a final order, then such project or projects shall be deleted herefrom and the remainder of the projects hereunder shall be deemed the entirety of the projects for purposes of this Project Plan Amendment.

The City reserves the right to implement only those projects that remain viable as the Plan period proceeds.

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred, by the City and listed in this Plan or the original Project Plan. To the extent the costs benefit the City outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning is completed. Prorations of costs in the Plan are also estimates and subject to change based upon implementation, future assessment policies and user fee adjustments. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received by the City in connection with the implementation of this Plan.

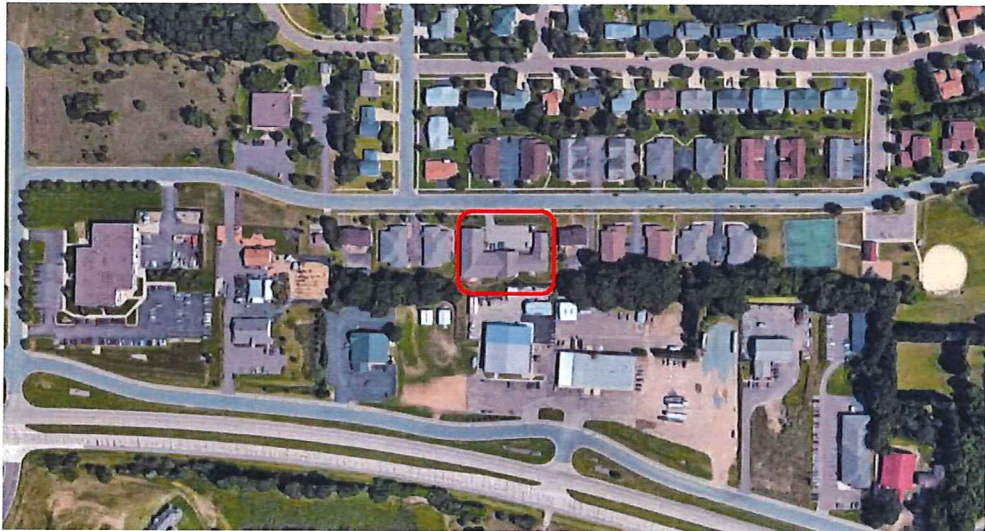
SECTION 7: Maps Showing Proposed Improvements and Uses

The Map below shows the Half-Mile Boundary around Tax Increment District No. 2. The proposed acquisition, repurposing, and remodeling of the Devney Property is within this Half-Mile Boundary.

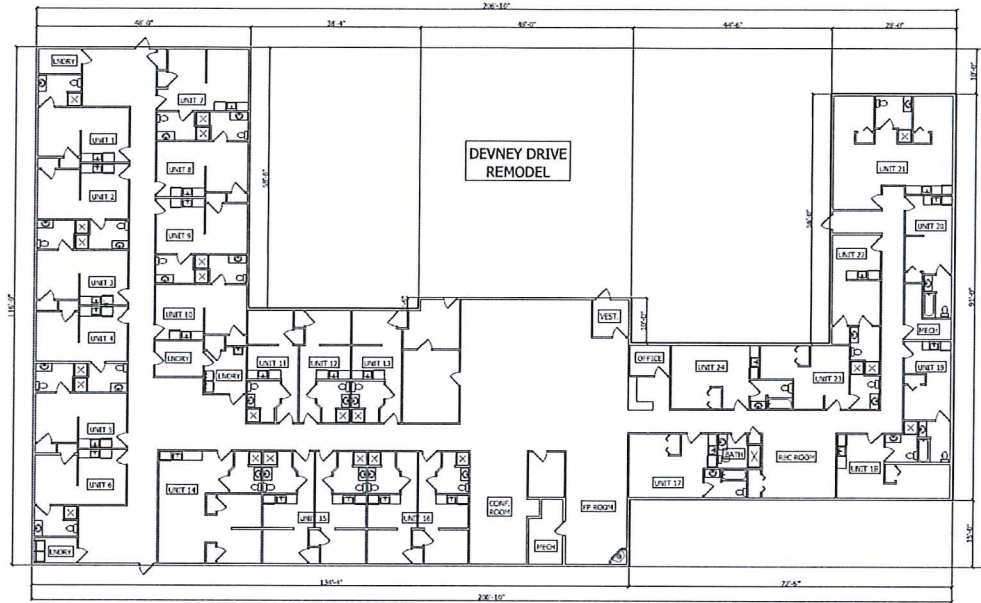




Above Image: 2018 April Eau Claire County Aerial Photography.

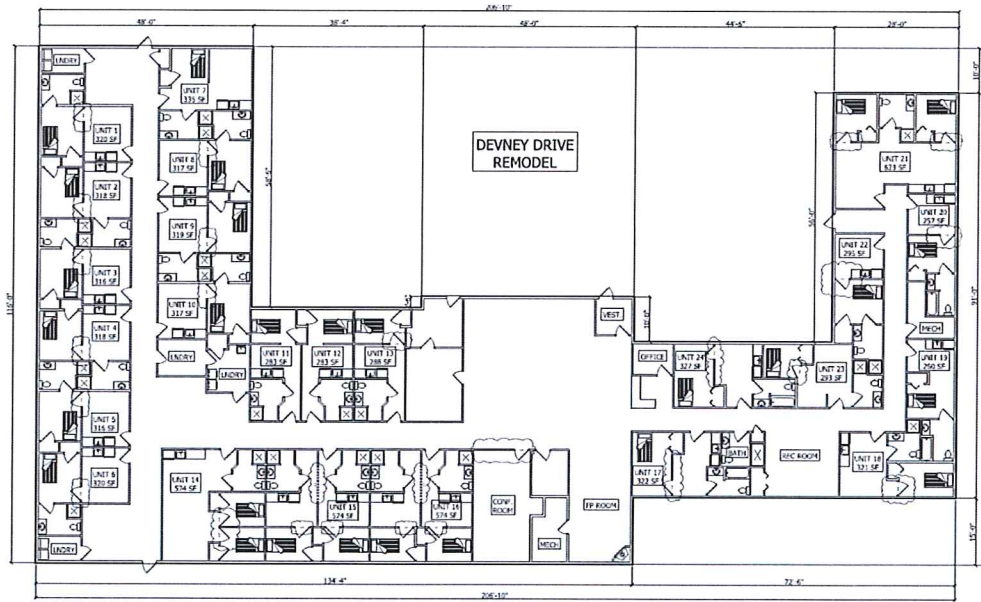


Above Image: 2018 Google Earth



Current Interior Plan (Above)

Proposed Interior Plan (Below)



SECTION 8: Detailed List of Additional Project Costs

This Section contains information relative to the specific projects and expenditures that the City anticipates it will undertake within the District during the remainder of the expenditure period. The cash flow includes ongoing costs from the original plan as well as continue sharing of excess TID No. 2 revenues with TID No. 3.

All costs are based on 2019 prices and are preliminary estimates. The City reserves the right to increase these costs to reflect inflationary increases and other uncontrollable circumstances between 2019 and the time of construction. The City also reserves the right to increase certain Project Costs to the extent others are reduced or not implemented without amending the Plan. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

This Plan is not meant to be a budget, nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on best information available. The City retains the right to delete projects or change the scope and/or timing of projects implemented as they are individually authorized by the Common Council, without further amending this Plan.

Proposed TIF Project Cost Estimates

City of Altoona, Wisconsin			
Tax Increment District # 2			
Estimated Project List			
Project ID	Project Name/Type	Phase I 2019	Total (Note 1)
1	Affordable Housing Project	934,661	934,661
2			0
3			0
4			0
5			0
Total Projects		<u>934,661</u>	<u>934,661</u>
Notes:			
Note 1 Project costs are estimates and are subject to modification			

SECTION 9: Economic Feasibility Study, Financing Methods, and the Time When Costs or Monetary Obligations Related are to be Incurred

This amendment modifies the specific projects and expenditures that the City anticipates it will undertake within the District during the remainder of the expenditure period.

The information and exhibits contained within this Section demonstrate that the District, as proposed to be amended, will remain economically feasible insofar as:

- The City has available to it the means to secure the necessary financing required to accomplish the remaining projects contained within this Plan. A listing of “Available Financing Methods” follows.
- The City expects to complete the remaining projects in one or more phases, and can adjust the timing of implementation as needed to coincide with the pace of private development. A discussion of the phasing and projected timeline for project completion is discussed under “Plan Implementation” within this Section. A table identifying the financing method for each phase and the time at which that financing is expected to incur is included.
- The development anticipated to occur as a result of the continued implementation of this Plan will generate sufficient tax increments to pay for the cost of the projects. Within this Section are tables identifying: 1) the development expected to occur, 2) an updated projection of tax increments to be collected resulting from that development and other economic growth within the District, and 3) an updated cash flow model demonstrating that the projected tax increment collections and all other revenues available to the District will be sufficient to pay all Project Costs.

Available Financing Methods

The following is a list of the types of obligations the City may choose to utilize.

General Obligation (G.O.) Bonds or Notes

The City may issue G.O. Bonds or Notes to finance the cost of projects included within this Plan. The Wisconsin State Constitution limits the principal amount of G.O. debt that the community may have outstanding at any point in time to an amount not greater than five percent of its total equalized value (TID IN). As of the date of this plan, the City has a G.O. debt limit of \$34,122,140, of which \$16,312,140 is currently unused and could be made available to finance Project Costs.

Bonds Issued to Developers (“Pay as You Go” Financing)

The City may issue a bond or other obligation to one or more developers who provide financing for projects included in this Plan. Repayment of the amounts due to the developer under the bonds or other obligations are limited to an agreed percentage of the available annual tax increments collected that result from the improvements made by the developer. To the extent the tax increments collected are insufficient to make annual payments, or to repay the entire obligation over the life of the District, the City’s obligation is limited to not more than the agreed percentage of the actual increments collected. Bonds or other obligations issued to developers in this fashion are not general obligations of the City and therefore do not count against the City’s statutory borrowing capacity.

Tax Increment Revenue Bonds

The City has the authority to issue revenue bonds secured by the tax increments to be collected. These bonds may be issued directly by the City, or as a Lease Revenue Bond by its Community Development Authority (CDA) or by a Redevelopment Authority (RDA). Tax Increment Revenue Bonds and Lease Revenue Bonds are not general obligations of the City and therefore do not count against the City's statutory borrowing capacity. To the extent tax increments collected are insufficient to meet the annual debt service requirements of the revenue bonds, the City may be subject to either a permissive or mandatory requirement to appropriate on an annual basis a sum equal to the actual or projected shortfall.

Utility Revenue Bonds

The City can issue revenue bonds to be repaid from revenues of its various utility systems, including revenues paid by the City that represent service of the system to the City. There is neither a statutory nor constitutional limitation on the amount of revenue bonds that can be issued, however, water rates are controlled by the Wisconsin Public Service Commission and the City must demonstrate to bond purchasers its ability to repay revenue debt with the assigned rates. To the extent the City utilizes utility revenues other than tax increments to repay a portion of the bonds, the City must reduce the total eligible Project Costs in an equal amount.

Special Assessment "B" Bonds

The City has the ability to levy special assessments against benefited properties to pay part of the costs for street, curb, gutter, sewer, water, storm sewers and other infrastructure. In the event the City determines that special assessments are appropriate, the City can issue Special Assessment B bonds pledging revenues from special assessment installments to the extent assessment payments are outstanding. These bonds are not counted against the City's statutory borrowing capacity. If special assessments are levied, the City must reduce the total eligible Project Costs under this Plan in an amount equal to the total collected.

Plan Implementation

As stated in the original project plan, projects identified will provide the necessary anticipated governmental services and/or development incentives to the remaining district. The order in which expenditures are made should be adjusted in accordance with development and execution of developer agreements, if any. The City reserves the right to alter the implementation of this Plan to accomplish this objective.

Projects identified will provide the necessary anticipated governmental services and/or development incentives to the district. It is anticipated these expenditures will be made during the remaining expenditure period. However, public debt and expenditures should be made at the pace private development and/or redevelopment occurs to assure increment is sufficient to cover expenses. The order in which expenditures are made should be adjusted in accordance with development and execution of developer agreements. The City reserves the right to alter the implementation of this Plan to accomplish this objective. In any event, all additional Project Costs are to be incurred within the period specified in Wisconsin Statutes Section 66.1105(6)(am).

It is anticipated developer agreements between the City and property owners will be in place prior to major public expenditures. These agreements can provide for development guarantees or a payment in lieu of development. To further assure contract enforcement these agreements might include levying of special assessments against benefited properties.

The order in which expenditures are made should be adjusted in accordance with development and execution of developer agreements. The City reserves the right to alter the implementation of this Plan to accomplish this objective.

Interest rates projected are based on current market conditions. Municipal interest rates are subject to constantly changing market conditions. In addition, other factors such as the loss of tax-exempt status of municipal bonds or broadening the purpose of future tax-exempt bonds would affect market conditions. Actual interest expense will be determined once the methods of financing have been approved and securities or other obligations are issued.

If financing as outlined in this Plan proves unworkable, the City reserves the right to use alternate financing solutions for the projects as they are implemented.

Implementation and Financing Timeline

City of Altoona, Wisconsin		
Tax Increment District # 2		
Estimated Financing Plan		
	State Trust Fund Loan 2019	Totals
Projects		
Phase I	934,661	934,661
Less: TID No. 2 Cash Downpayment	(150,000)	
Total Project Funds	<u>784,661</u>	<u>934,661</u>
Estimated Finance Related Expenses		
Municipal Advisor	10,000	
Bond Counsel		
Rating Agency Fee		
Paying Agent		
Underwriter Discount	0.00	0
Debt Service Reserve		
Capitalized Interest		
Total Financing Required	794,661	
Estimated Interest	0.00%	0
Assumed spend down (months)	0	
Rounding		0
Net Issue Size	794,661	794,661
Notes:		

Development Assumptions

City of Altoona, Wisconsin					
Tax Increment District # 2					
Development Assumptions					
Construction Year		Actual	Annual Total	Construction Year	
18	2017	11,231,100	11,231,100	2017	18
19	2018		0	2018	19
20	2019		0	2019	20
21	2020		0	2020	21
22	2021		0	2021	22
23	2022		0	2022	23
24	2023		0	2023	24
25	2024		0	2024	25
26	2025		0	2025	26
27	2026		0	2026	27
Totals		11,231,100	11,231,100		

Notes:

Increment Revenue Projections

City of Altoona, Wisconsin Tax Increment District # 2

Tax Increment Projection Worksheet

Type of District	Blighted Area
District Creation Date	July 31, 2000
Valuation Date	Jan 1, 2000
Max Life (Years)	27
Expenditure Period/Termination	7/31/2022
Revenue Periods/Final Year	27
Extension Eligibility/Years	Yes
Eligible Recipient District	Yes

Base Value	0
Appreciation Factor	0.00%
Base Tax Rate	\$21.49
Rate Adjustment Factor	
Tax Exempt Discount Rate	3.50%
Taxable Discount Rate	4.00%

Apply to Base Value

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt NPV Calculation	Taxable NPV Calculation
18	2017	11,231,100	0	11,231,100	2019	\$21.49	241,306	121,272	110,129
19	2018	0	0	11,231,100	2020	\$21.49	241,306	238,443	216,022
20	2019	0	0	11,231,100	2021	\$21.49	241,306	351,652	317,843
21	2020	0	0	11,231,100	2022	\$21.49	241,306	477,169	432,377
22	2021	0	0	11,231,100	2023	\$21.49	241,306	586,550	530,281
23	2022	0	0	11,231,100	2024	\$21.49	241,306	692,231	624,420
24	2023	0	0	11,231,100	2025	\$21.49	241,306	794,339	714,937
25	2024	0	0	11,231,100	2026	\$21.49	241,306	892,994	801,974
26	2025	0	0	11,231,100	2027	\$21.49	241,306	988,313	885,663
27	2026	0	0	11,231,100	2028	\$21.49	241,306	1,080,409	966,133
Totals		11,231,100	0		Future Value of Increment		2,413,061		

Notes:

Actual results will vary depending on development, inflation of overall tax rates.

NPV calculations represent estimated amount of funds that could be borrowed (including project cost, capitalized interest and issuance costs).

Cash Flow

City of Altoona, Wisconsin

Tax Increment District # 2

Cash Flow Projection

Year	Projected Revenues			Expenditures						Balances				
	Tax Increments	Interest Earnings/ (Cost)	Lease Payments	Total Revenues	State Trust Fund Loan Dated Date: 05/01/19	Revenue Sharing with TID No. 3	Cash Downpayment	Other Projects & Affordable Housing Fund (1 Year Est.)	Amend, Legal, & Admin.	Total Expenditures	Annual	Cumulative	Principal Outstanding	Year
2019	241,306			241,306		9,456	150,000	66,850	15,000	241,306	0	0	794,661	2019
2020	241,306	0	0	241,306	190,080	18,446		5,000	5,000	241,306	0	0	604,581	2020
2021	241,306	0	0	241,306	193,677	18,446		5,000	5,000	241,306	0	0	410,905	2021
2022	241,306	0	0	241,306	201,424	18,446		5,000	5,000	241,306	0	0	209,481	2022
2023	241,306	0	0	241,306	209,481	18,446		5,000	5,000	241,306	0	0	(0)	2023
2024	241,306			241,306		18,446		236,306	5,000	241,306	0	0	(0)	2024
2025				0						0	0	0	(0)	2025
2026				0						0	0	0	(0)	2026
2027				0						0	0	0	(0)	2027
2028				0						0	0	0	(0)	2028
Total	1,447,836	0	0	1,447,836	794,661	83,240	303,156	40,000	1,447,836	1,447,836	0	0	0	Total

Notes:

1) Cash Flow assumes TID No. 2 is kept open one additional year (2024) to provide funds to the Affordable Housing Fund.

Projected TID Closure

SECTION 10: Annexed Property

No territory will be added or subtracted from the District as a result of this amendment.

SECTION 11: Proposed Zoning Ordinance Changes

The City does not anticipate the need to change any of its zoning ordinances in conjunction with the implementation of this Project Plan amendment.

SECTION 12: Proposed Changes in Master Plan, Map, Building Codes and City of Altoona Ordinances

It is expected that this Plan will be complementary to the City's Master Plan. There are no proposed changes to the Master Plan, map, building codes or other City ordinances for the implementation of this Plan.

SECTION 13: Relocation

It is not anticipated there will be a need to relocate persons or businesses in conjunction with this Plan. In the event relocation or the acquisition of property by eminent domain becomes necessary at some time during the implementation period, the City will follow applicable Wisconsin Statutes chapter 32.

SECTION 14: Orderly Development and/or Redevelopment of the City of Altoona

This Project Plan Amendment will have no impact on the viability of the original District Project Plan as it relates to the orderly development and/or redevelopment of the City.

SECTION 15: List of Estimated Non-Project Costs

Non-Project Costs are public works projects that only partly benefit the District or are not eligible to be paid with tax increments, or costs not eligible to be paid with tax incremental finance funds.

Examples would include:

A public improvement made within the District that also benefits property outside the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.

A public improvement made outside the District that only partially benefits property within the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.

Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

The City does not expect to incur any non-project costs in the implementation of this Project Plan.

SECTION 16:
Opinion of Attorney for the City of Altoona Advising
Whether the Plan is Complete and Complies with
Wisconsin Statutes 66.1105



EAU CLAIRE
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MENOMONIE

4/12/2019

Mayor Brendan Pratt
City of Altoona
1303 Lynn Avenue
Altoona, Wisconsin 54720

RE: City of Altoona, Wisconsin Tax Incremental District No. 2 Amendment

Dear Mayor Pratt:

As City Attorney for the City of Altoona, I have reviewed the Project Plan and, in my opinion, have determined that it is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

Sincerely,

A handwritten signature in black ink, appearing to read "John Robert Behling".

John Robert Behling
City Attorney

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Exhibit A:
**Calculation of the Share of Projected Tax Increments
 Estimated to be Paid by the Owners of Property in the
 Overlying Taxing Jurisdictions**

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.							
Statement of Taxes Data Year:		2017					
				Percentage			
County	1,849,767			12.96%			
Special District	53,330			0.37%			
Municipality	7,554,036			52.91%			
School District	4,440,679			31.10%			
Technical College	379,175			2.66%			
Total	14,276,987						
Revenue Year	County	Special District	Municipality	School District	Technical College	Total	Revenue Year
2019	31,264	901	127,676	75,055	6,409	241,306	2019
2020	31,264	901	127,676	75,055	6,409	241,306	2020
2021	31,264	901	127,676	75,055	6,409	241,306	2021
2022	31,264	901	127,676	75,055	6,409	241,306	2022
2023	31,264	901	127,676	75,055	6,409	241,306	2023
2024	31,264	901	127,676	75,055	6,409	241,306	2024
2025	31,264	901	127,676	75,055	6,409	241,306	2025
2026	31,264	901	127,676	75,055	6,409	241,306	2026
2027	31,264	901	127,676	75,055	6,409	241,306	2027
2028	31,264	901	127,676	75,055	6,409	241,306	2028
	312,643	9,014	1,276,764	750,552	64,087	2,413,061	

Notes:
 The projection shown above is provided to meet the requirements of Wisconsin Statute 66.1105(4)(i)4.



Altoona School Board Members (left to right): Mike Hilger, former board member; Richard Risler, vice president; Robin Elvig, president; David Rowe, clerk; Dan Gluch, member; and Brad Poquette, treasurer

BREAKING DOWN Barriers

How Altoona's Award-Winning Program Benefits Underserved Students

Dr. Ronald J. Walsh



What is the role of your school board in leading positive change in your school district? Do all your school board members agree on their individual roles? These questions seem to pop up often in discussions among school boards, school board members and administrators. For students, staff, parents and community members, the role of the board and its members may only be of

interest when there is a personal concern that someone wants addressed. Yet, understanding the proper role of boards and board members is critical to student achievement.

In the National School Boards Association's *Key Work of School Boards*, the authors describe the charge of school boards as having "... the responsibility to create the conditions within their school dis-

tricts that enable students to meet rigorous knowledge and performance standards."

Creating conditions that enable others to achieve is a great way to describe board work in a positive way. In Altoona, we turned this charge into our vision statement: Engage. Equip. Empower.

Creating conditions that enable others to achieve is a great way to describe board work in a positive way.

However, stating your vision and seeing it fulfilled can be quite different.

In its commitment to making schools safe for everyone, the Altoona School District has worked hard at training all staff in dealing with disruptive students. This includes crisis intervention training for staff to understand how to use seclusion and restraint techniques as well as the implications for using them. The most important component of seclusion and restraint is that they are practices to be used as a last resort.

When the district began planning for a referendum around 2014, the board considered student academic concerns when determining the structural needs. We knew we were not allowing all our students the ability to meet their potential. Looking at the numbers from prior years caused a bit of alarm. There were numerous incidents of seclusion and restraint practices, and the state report card showed lagging student achievement. Thus, the topic of appropriately serving students with behavioral needs became an important part of the referendum discussion.

The board wanted to do a better job of creating optimal conditions for all students. Through the building design and staffing process, the board, with help from teachers, paraprofessionals and administrators, designed a new approach — the Think Tank.

The school board and administration came up with the idea of creating dedicated, relaxing spaces at the elementary and intermediate/middle schools. These spaces were planned as a place students could go to, or be sent to, prior to an escalation that may lead to being secluded or restrained.

A no-new-costs approach to staffing led the special education director to propose a new plan for staffing paraprofessionals.

What evolved was the elimination of several one-on-one paraprofessionals and a consolidation of paraprofessionals who

would staff these new spaces, now designated as Think Tanks.

Centralizing the paraprofessionals instead of having them assigned one-on-one with specific students was a major change in practice and philosophy. It took commitment from not only staff but also the school board, administration, parents and students in order to sell the new approach to dealing with behavior in a manner that would improve academic success.

We envisioned that the Think Tanks would operate somewhat like fire departments. Cities don't put firefighters in every building that has the potential of burning down, they create firehouses and centrally locate personnel and equipment. It is much more efficient and practical. It meets

the needs of building owners and better engages, equips and empowers firefighting efforts. In the same way, centralizing our staff resources allows us to better meet the needs of all students.

When Altoona's new elementary school building was designed, Think Tank rooms were included — with an additional room provided for potential future use. The intermediate/middle school area was remodeled to include its own Think Tank. These rooms were designed to be a bit larger than a regular classroom and have separate areas for individual and small group work as well as safe areas to deal with disruptive behavior if it persisted.

Data from 2015-16 (*see graph*), the year prior to implementation,

Think Tanks: Their Impact on Student Learning



	2015-16	2016-17	2017-18
Seclusion & Restraint	205.0	143.0	22.0
Closing Gaps	123.0	141.2	159.0
Closing Gaps - ELA	119.2	131.2	148.8
Closing Gaps - Math	112.0	163.2	163.2
Closing Gaps - Graduation	130.4	135.2	162.0

“The Think Tank has so changed the dynamics of the classroom.”

— Andrea Steffen, intermediate school principal



Think Tank spaces allow for individual and small group work.

showed that the elementary school had 205 seclusion and restraint situations and state report card scores showed a Closing Gaps score of 123, a Closing Gaps score for English/language arts of 119.2 and a Closing Gaps score for math of 112.

[Editor’s note: Closing Gap scores use achievement and graduation rates to show “to what extent each school and district is succeeding in helping lagging groups catch up.” Districts want to see an upward trend in their Closing Gap scores.]

Altoona’s elementary school seclusion and restraint incidents decreased to 143 in 2016-17, the first year of implementation of the Think Tank. Scores on the state report card that year showed a Closing Gaps score of 141.2, a Closing Gaps score for English/language arts of 131.2 and a Closing Gaps score for math of 163.2. This shows significant gains in student achievement relative to the significant decrease in seclusion and restraint occurrences.

After 2017-18, which was the second year of elementary school implementation and the first year of implementation at the intermediate/middle school, seclusion and restraint incidents decreased to 22

at the elementary school — an amazing statistic. Scores on the state report card showed a Closing Gaps score of 159, a Closing Gaps score for English/language arts of 148.8 and a Closing Gaps score for math of 163.2. Again, there were dramatic and significant gains in student achievement relative to the significant decrease in seclusion and restraint occurrences.

“This was a wonderful program in concept,” said Robin Elvig, Altoona board president. “It has been great to see that what we believed would happen did happen. The results are more dramatic and occurred more quickly than we had expected.”

The intermediate school principal, Andrea Steffen, concurs. “The Think Tanks have been wonderful! And that is an understatement. The Think Tank has so changed the dynamics of the classroom. We now are able to keep our classrooms as areas to learn and provide an environment through the Think Tank for





“It takes commitment to start an equity program, and fortitude to sustain it.”

— Thomas Gentzel, NSBA executive director and CEO

struggling students to get back on task and able to learn as well.”

An intermediate school student who has used the Think Tank frequently was asked what he thought of it. He said, “It helps me. I can go in and relax for a few minutes and go back to class. It helps me to not need attention or stand out. It’s quiet and helps make me ready to learn.”

We work with a director of instruction to continually improve our overall curriculum and offerings to our students, and we have a strong and energetic administration and school staff that work hard every day to improve all aspects of instruction. Thus, the Think Tank is likely not the only reason that test scores improved in the buildings that

implemented it, but we believe it was the largest factor.

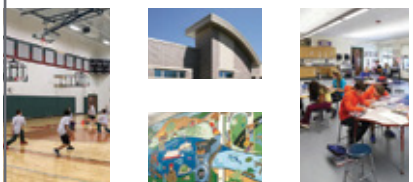
In March, the Altoona School District was awarded a 2019 First Place Magna Award by the NSBA’s *American School Board Journal*. This year’s focus for the award was Breaking Down Barriers for Under-served Students. Altoona was one of 18 schools to receive a Magna Award nationally, and the only school in Wisconsin.

“It takes commitment to start an equity program, and fortitude to sustain it,” said Thomas Gentzel, NSBA executive director and CEO. “I congratulate the 2019 Magna Award-winning districts for per-

forming the hard and sometimes unpopular work to ensure all of their students are supported and provided with the tools and opportunities needed to succeed.”

The Magna Award program is a wonderful way to recognize the hard work and dedication of school boards and its members. The Altoona School Board is a caring and involved school board that supports and encourages innovative practices. This school board believes in the school district’s vision and that they, too, can — Engage. Equip. Empower. ■

Dr. Ronald J. Walsh is the interim superintendent of the School District of Altoona.



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April 26, 2019

TO: Altoona School Board

FR: Tara Betlach, Elementary Principal

RE: Recommendation for 1.0 Physical Education position

I am writing to request your approval for a permanent 1.0 Physical Education. This position is currently a permanent .50 position. The increase in FTE is requested in response to the growing enrollment numbers at the elementary school.

The large incoming kindergarten class along with a small third grade is a projected swing of about 45 additional students for the 2019-2020 school year. The kindergarten specials class sizes would increase to around 30 students. By making the .50 FTE Physical Education position full time, it would allow us to totally revamp the specials rotation (Phy Ed, Art, Music, Spanish, Technology, Guidance, and Library Media Center) from a 5 Section/5 Day plan to a 6 Section/6 Day plan. This would reduce class sizes for all specials to a more manageable level while still meeting DPI requirements for student content days per week.

The qualified individual would provide instruction to K-3 students during the Specials schedule. This person would instruct each student two times a week in collaboration with Lane Wojtyna.

This position is respectfully submitted to you for your approval based upon a collaborative discussion of specials rotation needs in the elementary school. I appreciate your consideration of this request, and welcome any questions or further information you may need in reaching your decision.

This recommendation is related to the following Strategic Goals:

Students Pillar:

Our culture promotes and supports a love of learning, social-emotional wellbeing, safety and care for students.

People Pillar:

High quality teachers and staff are recruited, recognized and retained in the workforce. Opportunities for development and advancement result in a high performing workforce.

Resources Pillar:

Student Services programs consistently ensure that the needs of all students are met or exceeded.

May 2, 2019

TO: Altoona School Board

FR: Tara Betlach, Elementary Principal

RE: Recommendation for 1.0 Full-Time Kindergarten Position

I am writing to request your approval to change the status of our full-time limited-term kindergarten teacher position, from limited-term, to ongoing. We have historically had seven sections of kindergarten each year, and believe we would get more experienced, qualified applicants by making this position a “regular” ongoing teaching assignment.

This recommendation is related to the following Strategic Goals:

Students Pillar:

Our culture promotes and supports a love of learning, social-emotional wellbeing, safety and care for students.

People Pillar:

High quality teachers and staff are recruited, recognized and retained in the workforce. Opportunities for development and advancement result in a high performing workforce.

Resources Pillar:

Student Services programs consistently ensure that the needs of all students are met or exceeded.

District-sponsored high school graduation ceremonies are offered as a privilege for the purpose of recognizing the accomplishments of participating students. It is not necessary for a student to participate in graduation/commencement ceremonies in order to graduate from high school and receive a District high school diploma.

Eligible students who choose to attend and participate in a graduation ceremony or in a related District-sponsored activity that is similarly offered as a privilege (e.g., certain non-required senior class activities) must abide by any rules, directives, or standards that the District establishes on topics such as dress, conduct/decorum, participation in rehearsal(s), etc.

Any District student who has satisfied or exceeded the requirements to graduate from high school and receive a high school diploma in the relevant school year is academically eligible to participate in that year's District-sponsored graduation ceremony. Accordingly, most students will participate in the graduation ceremony that is held for the school year in which the student receives his/her high school diploma and after which the student will not be returning to high school. However:

1. The *High School Principal* may approve exceptions to the academic eligibility criteria and/or to the timing of a student's participation where the administration determines that extenuating circumstances justifying the exception are present. However, if any student is permitted to participate in a graduation ceremony without having satisfied applicable graduation requirements, the student will not receive an official high school diploma at the ceremony.
2. For a student with a disability, the individualized education program (IEP) team or Section 504 team may, upon review of the student's IEP or Section 504 plan and the student's progress, approve the timing and conditions of the student's participation in a high school graduation ceremony if an individualized exception to standard criteria is deemed appropriate and regardless of whether the student will receive a regular high school diploma at the ceremony. However, a student with a disability shall not be required to involuntarily accept such an accommodation and, as a result, waive his/her participation in a graduation ceremony pursuant to other established criteria.

The administration may deny an otherwise-eligible student the privilege of participating in a District-sponsored high school graduation ceremony and/or in any related District-sponsored activity that is similarly offered as a privilege when students have an excess of ten unexcused absences and show no clear effort to improve their attendance. Students and parents/guardians will be notified if this is true for their child. Students with any unpaid fees, fines, or refuse to return district property may also be prevented from participating in District-sponsored activities, such as the graduation ceremony.

In addition, the High School Principal may deny an otherwise-eligible student the privilege of participating in a high school graduation ceremony and/or in any related District-sponsored activities as a District-imposed consequence for a rule violation or other conduct, provided that there is a lawful and non-arbitrary reason for doing so. *A student's out-of-school conduct may give rise to such a consequence if the administration determines that, as a result of such conduct, the student's participation in the activity would substantially detract from the purpose of the activity or could reasonably be expected to cause a disruption of the activity.* Time permitting, any such decision may be appealed to the District Administrator for his/her review or reconsideration.

Legal Ref: 118.13; 118.33 (1); 120.13 Wisc. Statutes
PI 5, PI 9, PI 18 Wisc. Admin Code

ADOPTED:

**Curriculum Support Services
66.0301 Cooperative Agreement
Between the
Altoona School District
And the
Augusta Area School District**

SCHOOL BOARD RESOLUTION

This document will serve as a 66.0301 Cooperative Agreement between the Altoona School District and the Augusta Area School District for the following purpose.

“Whereas the Altoona School District wishes to purchase services from the Augusta School District for math curriculum development assistance, and whereas Augusta will provide the services of Michelle Parks, Math Consultant Specialist to assist other school districts with their curriculum needs, it appears that the educational interests in these school districts will be served best by joining together to accomplish this work.”

“It is hereby resolved that the school boards of Altoona and Augusta agree to establish and maintain, on a cooperative basis, the services of a math consultant specialist, pursuant to Section 66.0301 of the Wisconsin Statutes.”

CONDITIONS

Pursuant to a resolution adopted by the school districts of Altoona and Augusta mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. The said above parties agree and contract for the math consultant specialist services hereinafter set forth;
2. That the Augusta Area School District be the operator and fiscal agent;
3. That Augusta, as the fiscal agent, will include all program expenditures and receipts in Fund 10 of the Wisconsin Uniform Financial Accounting Requirements (WUFAR).
4. That the cost to the participating district be determined on the basis of participation;
5. That estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
6. That variations from the budget will require approval of the participating school districts hereto;
7. That unemployment compensation for the service provider will be the responsibility of the participating districts and based on percentage of use;

8. That the participating districts agree to prepay the host district according to the following schedule: One invoice will be mailed in November 2019 with the option for one or two installments; the first due in November 2019 and the second due in January 2020.
9. That Augusta, as the fiscal agent, agrees to file the required financial report with the Department of Public Instruction;
10. The notice of intent to non-renew this agreement by and participating district be in conformance with timelines prescribed in the Wisconsin Statutes 118.22 (2).
11. The term of this agreement shall be for the 2019-20 school year commencing on July 1, 2019 and ending June 30, 2020, unless extended by written amendment to this agreement.
12. Should a court of competent jurisdiction hold any section, paragraph, phrase, or other provision of this agreement invalid, the remaining provisions of this agreement shall continue to be valid.

Program Costs Based on 2019-20 Contract:

Service Provided	# of Days (8 hrs/day)	Estimated Contract Amount
Curriculum Support	20 Days	\$11,000

Operator of Cooperative (Augusta Area School District)

 District Administrator	4/16/19 Date	School Board President	Date
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Member of Cooperative (Altoona School District)

District Administrator	Date	School Board President	Date
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Contracted Service Agreements

An agreement exists between the Altoona School District and the Augusta Area School District; whereby Augusta will provide a licensed provider to serve said school district under the terms listed below.

It is agreed that:

- Total time for contract includes the amount of time for the following:
 - Travel time
 - Evaluations
 - Direct/indirect services
 - Consultation
- The provider of services works according to a mutually agreed upon school calendar between both districts.
- The provider participates in the Augusta Area School District department meetings/professional development.

Member of Cooperative agrees to:

- Provide suitable instructional facilities at no cost
- Provide access to necessary records
- Provide a networked computer and confidentially located printer if needed
- Establish process for communicating to district staff when provider will be in attendance