

# School District of Altoona 

# ALTOONA BOARD OF EDUCATION <br> Regular Meeting District Board Room <br> $8097^{\text {th }}$ Street West <br> July 20, 2015 <br> 6:30 p.m. 

## Agenda

1. Call to Order
2. Roll Call

# Please note meeting location: <br> NEW District Board Room $8097^{\text {th }}$ Street West 

3. Reading of Public Notice
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes
a. July 7, 2015 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. Treasurer's Report
a. Approval of Checks for Payment
(1) General Fund checks totaling $\$ 175,984.20$
(2) Student Activity Fund checks totaling $\$ 3,220.55$
b. Approval of Treasurer's Report
c. Budget Update: Expenditures and Revenues
9. Information
a. Committee Reports
b. General Information
c. President's Report
d. Superintendent's Report
(1) Joint Review Board, July 13
(2) Alumni Reunion, August 1
(3) Layered Mentoring Program Update and Mentor Luncheon, August 11
(4) Marshfield Clinic Clairemont Center Update
(5) On Track for the Future! Building Projects Update
(6) High School Scoreboard Projects and Partnership Opportunities
(7) Other Meetings, News and Events (Items announced in this category are not intended for discussion)

Altoona Board of Education, July 20, 2015
10. Board Action after Consideration and Discussion
a. Consider Employment Recommendation to Fill Custodian Position
b. Consider Employment Recommendation to Fill Limited Term Kindergarten Teacher Position
c. Consider Employment Recommendation to Fill Extracurricular Positions
d. Consider WASB Membership Renewal 2015/16
e. Consider Policy Resource Guide Subscription Renewal 2015/16
f. Consider Bid for High School Scoreboard Projects
11. Adjournment

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

## ALTOONA SCHOOL BOARD AGREEMENT

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

Adopted: 9/19/11
Amended: 1/21/13


## School District of Altoona

ALTOONA BOARD OF EDUCATION<br>Regular Meeting<br>District Board Room<br>$8097^{\text {th }}$ Street West<br>Tuesday, July 7, 2015<br>6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Helen Drawbert at 6:31 p.m. in the District board room.
2. Roll call was taken and the following were present:

Helen S. Drawbert, President
Robin E. Elvig, Vice President
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member
Dr. Connie M. Biedron, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. Report of notice was given. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes. a. June 15, 2015 Regular Meeting. Motion by Elvig to approve the June 15 minutes as presented, seconded by Poquette. Elvig, yes; Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes. Motion carried 5-0. b. June 22, 2015 Special Meeting/Expulsion Hearing 1. Motion by Rowe to approve the June 22 minutes for hearing 1 as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0. c. June 22, 2015 Special Meeting/Expulsion Hearing 2. Motion by Elvig to approve the June 22 minutes for hearing 2 as presented, seconded by Poquette. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. (1) The annual high school art exhibit is underway at the Janet Carson Gallery through July 31. (2) Chippewa Falls school board member Jim Dimock passed away recently. Flowers were sent and Robin and Helen paid their respects on behalf of the Altoona school board. b. Agenda items - public comment and concern. None.
8. Treasurer's Report. a. Approval of Checks for Payment. Motion by Elvig to approve General Fund checks totaling $\$ 2,103,480.98$ and Student Activity Fund checks totaling $\$ 1,190.00$ as presented, seconded by Rowe. Poquette, yes; Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 5-0.
9. Information. a. School Showcase. None. b. Committee Reports. None. c. General Information. None. d. President's Report. None. e. Superintendent's Report. (1) Joint Review Board Meeting. The June 24 Joint Review Board meeting was reviewed. A follow-up meeting is scheduled for July 13 to discuss the proposed amendment to Tax Incremental District 3. (2) CESA 10 Legislative Issues Press Conference. CESA 10 hosted a press conference on June 25 to discuss the biennial budget and items specifically impacting public education. (3) School Resource Officer Update. Dr. Biedron announced that Altoona law enforcement officer Jon Lauscher will serve as the School Resource Officer starting this fall.
(4) On Track for the Future! Building Projects Update. The current status of projects was reviewed. July 20 is the target date to pour the foundation for the gymnasium at the new elementary school. (5) Other Meetings, News and Events (Items announced in this category are not intended for discussion). (a) The Hamilton Avenue fields are available for rent at a cost of $\$ 400$ per year. (b) A Bremer Bank grant is being submitted to fund a Compass Learning system. The program would be implemented in January 2016, if the grant is awarded. (c) Summer school numbers were reviewed.
10. Board Action after Consideration and Discussion. a. Consider Employment Recommendation to Fill Special Education Teacher Position. Motion by Elvig to employ Katie King as special education teacher beginning in 2015/16 as recommended, seconded by Hilger. Elvig, yes; Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes. Motion carried 5-0. b. Consider Employment Recommendation to Fill Special Education Teacher Position. Motion by Elvig to employ Magdalyn Kufner as special education teacher beginning in 2015/16 as recommended, seconded by Rowe. Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0. c. Consider Employment Recommendation to Fill Special Education Teacher Position. Motion by Elvig to employ Emilee Planert as special education teacher beginning in 2015/16 as recommended, seconded by Poquette. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0. d. Consider Employment Recommendation to Fill Library Media Director Position. Motion by Rowe to employ Elizabeth Kaetterhenry as library media director beginning in 2015/16 as recommended, seconded by Elvig. Poquette, yes; Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 5-0. e. Consider Employment Recommendation to Fill Extracurricular Positions. Motion by Rowe to employ coaches for the 2015/16 season as recommended: Jacob Bernardy, high school football assistant; Josh Berg high school football assistant; and Logan Rosemeyer, high school football assistant; seconded by Poquette. Elvig, yes; Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes. Motion carried 5-0.
11. Anticipated Closed Session as Per Section 19.85 (1) (b), (1) (c), (1) (f) - Wisc. Statutes. a. Consider closed session minutes for June 16, 2014; January 5, 2015; January 8, 2015; June 22, 2015 Hearing 1; and June 22, 2015 Hearing 2; b. Consideration and update concerning a specific personnel problem (performance evaluation of and continued employment of administrative staff) - 19.85 (1) (c), (1) (f); c. Consideration of a specific personnel problem and possible discipline of a public employee (professional educator) - 19.82 (1) (b), (1) (f). Motion by Elvig to adjourn into closed session at 7:05 p.m., seconded by Hilger. Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0.

Altoona Board of Education, July 7, 2015 - Page 3
12. Reconvene into Open Session and Take Necessary Action. Motion by Rowe to adjourn into open session and take no action at 8:50 p.m., seconded by Elvig. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0.
13. Adjournment. Motion by Hilger to adjourn at $8: 51$ p.m., seconded by Rowe. Poquette, yes; Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, July 20, 2015 at 6:30 p.m. in the District board room, $8097^{\text {th }}$ Street West, Altoona.

Joyce M. Orth CAP, Board Secretary

## District Clerk

## Date

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

| CHECK <br> DATE | CHECK <br> NUMBER | ACCOUNT NUMBER |  |  | VENDOR | INVOICE DESCRIPTION | AMOUNT |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 07/07/2015 | 131510 | 10 L 000 | 000 | 811670 | AMERIPRISE FINANCIAL SERVICES | Payroll accrual | 1,000.00 |
|  |  |  |  |  |  | Totals for 131510 | 1,000.00 |
| 07/07/2015 | 131517 | 10 E 800 | 358 | 221910 | CHARTER COMMUNICATIONS | Learning Center Internet | 34.99 |
|  |  |  |  |  |  | Totals for 131517 | 34.99 |
| 07/07/2015 | 131518 | 27 E 700 | 411 | 158000 | DELL MARKETING L.P. | Chromebooks for AIS \& AMS Special Ed Rooms Please email PO to nancy_guitierrez@dell.com | 384.00 |
|  |  |  |  |  |  |  |  |
|  | 131518 | 27 E 700 | 411 | 158000 | DELL MARKETING L.P. | Chromebooks for AIS \& AMS | 4,152.16 |
|  |  |  |  |  |  | Special Ed Rooms Please email PO to |  |
|  |  |  |  |  |  | nancy_guitierrez@dell.com |  |
|  |  |  |  |  |  | Totals for 131518 | 4,536.16 |
| 07/07/2015 | 131519 | 10 E 800 | 435 | 120000 | DREAMBOX LEARNING | DreamBox Math Program | 6,000.00 |
|  |  |  |  |  |  | Totals for 131519 | 6,000.00 |
| 07/07/2015 | 131520 | 10 E 800 | 310 | 232100 | FRONTLINE TECHNOLOGIES GROUP, | Sub Calling | 4,000.00 |
|  |  |  |  |  |  | Totals for 131520 | 4,000.00 |
| 07/07/2015 | 131521 | 10 L 000 | 000 | 811200 | GREENWOOD/HEINEMANN | Reading intervention materials | 435.04 |
|  |  |  |  |  |  | Totals for 131521 | 435.04 |
| 07/07/2015 | 131522 | 10 E 100 | 412 | 110000 | PEARSON EDUCATION | ```PEARSON - WORDS THEIR WAY WORKBOOKS ATTN: LIZ HOLDEN Totals for 131522``` | 2,772.58 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | 2,772.58 |
| 07/07/2015 | 131523 | 10 L 000 | 000 | 811200 | SCHOOL DISTRICT OF FALL CREEK | CLUSTER A FINAL CALC 2014-2015 | 9,359.16 |
|  |  |  |  |  |  | Totals for 131523 | 9,359.16 |
| 07/07/2015 | 131524 | 10 E 800 | 435 | 221910 | SHI INTERNATIONAL | Renewal of Microsoft EES | 579.00 |
|  |  |  |  |  |  | Software Assurance package |  |
|  |  |  |  |  |  | for 7/1/2015-6/30/2016 Please |  |
|  |  |  |  |  |  | fax to Stefanie Weg Fax: |  |
|  |  |  |  |  |  | 732-564-8224 |  |
|  |  |  |  |  |  | Totals for 131524 | 579.00 |
| 07/07/2015 | 131525 | 10 L 000 | 000 | 811200 | SPECTRUM INSDUSTRIES | Chromebook cart | 1,573.25 |
|  |  |  |  |  |  | Totals for 131525 | 1,573.25 |
| 07/07/2015 | 131526 | 27 L 000 | 000 | 811200 | STEAMATIC OF WESTERN WI, LLC | Carpet Cleaning for the <br> Center over Summer Break | 292.40 |
|  |  |  |  |  |  | Totals for 131526 | 292.40 |
| 07/07/2015 | 131527 | 10 E 800 | 435 | 222200 | VOCATIONAL BIOGRAPHIES | The renewal for Vocational | 650.00 |
|  |  |  |  |  |  | Biographies for Altoona |  |
|  |  |  |  |  |  | Middle School's site lease |  |
|  |  |  |  |  |  | expires 6/30/2015. Altoona |  |
|  |  |  |  |  |  | High School's site lease |  |
|  |  |  |  |  |  | expires 6/30/2015. Sites are |  |
|  |  |  |  |  |  | \$325 per school, or \$650 for |  |
|  |  |  |  |  |  | both Ok to Pay Do not send PO |  |





| CHECK DATE | CHECK <br> NUMBER | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION | AMOUNT |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 07/07/2015 | 201500002 | 10 L 000000811611 | WELLS FARGO BANK | Payroll accrual | 4,709.29 |
|  | 201500002 | 27 L 000000811611 | WELLS FARGO BANK | Payroll accrual | 278.41 |
|  | 201500002 | 50 L 000000811611 | WELLS FARGO BANK | Payroll accrual | 7.91 |
|  |  |  |  | Totals for 201500002 | 6,163.98 |
| 07/07/2015 | 201500003 | 10 L 000000811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 10.00 |
|  | 201500003 | 10 L 000000811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 3,029.89 |
|  | 201500003 | 27 L 000 000811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 232.01 |
|  | 201500003 | 50 L 000000811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 0.00 |
|  |  |  |  | Totals for 201500003 | 3,271.90 |
| 07/07/2015 | 201500005 | 10 L 000000811691 | WEA trust advantage | Payroll accrual | 200.00 |
|  |  |  |  | Totals for 201500005 | 200.00 |



07/03/2015 20150000710 E 100249110000 20150000710 E 100249110100 20150000710 E 100249110101 20150000710 E 100249110200 20150000710 E 100249110300 20150000710 E 100249143000 20150000710 E 100249213000 20150000710 E 100249222200 20150000710 E 100249241000 20150000710 E 100249253300 20150000710 E 100249110100 20150000710 E 100249110101 20150000710 E 100249110200 20150000710 E 100249110300 20150000710 E 200249120000 20150000710 E 200249120600 20150000710 E 200249121000 20150000710 E 200249122000 20150000710 E 200249123000 20150000710 E 200249124000 20150000710 E 200249125400 20150000710 E 200249125500 20150000710 E 200249125510 20150000710 E 200249126000 20150000710 E 200249127000 20150000710 E 200249132700 20150000710 E 200249136320 20150000710 E 200249141000 20150000710 E 200249143000 20150000710 E 200249213000 20150000710 E 200249222200 20150000710 E 200249241000 20150000710 E 200249241100 20150000710 E 200249253300 20150000710 E 200249254300 20150000710 E 400249121000 20150000710 E 400249122000

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189.22
359.20
517.42
250.16
293.99
63.07
95.25
72.70
346.37
114.39
83.39
87.66
140.11
70.56
33.14
160.36
10.69
238.40
21.38
94.08
4.28
41.69
83.39
109.04
150.74
47.04
10.69
10.69
86.59
166.77
140.05
218.09
2.14
155.01
75.90
52.38
334.61


07/10/2015 20150000810 E 100249110000 20150000810 E 100249110100 20150000810 E 100249110101 20150000810 E 100249110200 20150000810 E 100249110300 20150000810 E 100249143000 20150000810 E 100249213000

DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS
137.08 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS dIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS
260.21
374.83
181.22
212.97
45.69
69.00



## F U N D S U M M A R Y

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 10 | GENERAL | 99,605.49 | 65.00 | 61,297.49 | 160,967.98 |
| 21 | SPECIAL REVENUE TRUST FUND | 0.00 | 0.00 | 750.00 | 750.00 |
| 27 | SPECIAL EDUCATION FUND | 5,123.80 | 0.00 | 8,468.18 | 13,591.98 |
| 50 | FOOD SERVICE | 674.24 | 0.00 | 0.00 | 674.24 |
| *** | nd Summary Totals *** | 105,403.53 | 65.00 | 70,515.67 | 175,984.20 |



## FUND SUMMARY

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 61 | EXTRA CURRICULAR FUND | 3,220.55 | 0.00 | 0.00 | 3,220.55 |
| *** | und Summary Totals *** | 3,220.55 | 0.00 | 0.00 | 3,220.55 |

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





05/01/2015 388766280 XXXXXXXXXXXXXXXX GENOS SLICE \& ICE, EAU CLAIRE,
05/29/2015 Invoiced A 75.00

2 Lunches provided for two SPDG grant meetings. 7171500035 PCARD 05201500050

MITCHMIC000 MITCH MICHELLE L

05/27/2015 391358800 XXXXXXXXXXXXXXXX MEGA FOODS EAST, EAU CLAIRE, WI

05/21/2015 390782601 XXXXXXXXXXXXXXXX Amazon.com, AMZN.COM/BILL, WA,

1 CREDIT PCARD 05201500001
05/19/2015 390538876 XXXXXXXXXXXXXXXX CAMILLE S SIDEWALK, CHIPPEWA FA

05/15/2015 390340829 XXXXXXXXXXXXXXXX CANCUN MEXICAN RESTAUR, EAU CLA
2 Materials for our annual field trip - GIFT CAR 4031500007 PCARD 05201500097 05/27/2015 05/15/2015 390340828 XXXXXXXXXXXXXXXX CANCUN MEXICAN RESTAUR, EAU CLA
2 Materials for our annual field trip - GIFT CAR 4031500007 PCARD 05201500098 05/15/2015 390340827 XXXXXXXXXXXXXXXX CANCUN MEXICAN RESTAUR, EAU CLA
2 Materials for our annual field trip GIFT CARD 4031500007 PCARD 05201500099 05/27/2015 05/15/2015 390340826 XXXXXXXXXXXXXXXX CANCUN MEXICAN RESTAUR, EAU CLA
2 Materials for our annual field trip 4031500007 PCARD 05201500100 05/27/2015 05/15/2015 390340825 XXXXXXXXXXXXXXXX CANCUN MEXICAN RESTAUR, EAU CLA
2 Materials for our annual field trip 4031500007 PCARD 05201500101 05/27/2015 05/15/2015 390340824 XXXXXXXXXXXXXXXX CANCUN MEXICAN RESTAUR, EAU CLA
2 Materials for our annual field trip 4031500007 PCARD 05201500102 05/27/2015 05/15/2015 390340823 XXXXXXXXXXXXXXXX CANCUN MEXICAN RESTAUR, EAU CLA
2 Materials for our annual field trip 4031500007 PCARD 05201500103 05/27/2015 05/15/2015 390340822 XXXXXXXXXXXXXXXX CAMILLE S SIDEWALK, CHIPPEWA FA 2 2014-2015 PBIS lunch

4101500045 PCARD 05201500104 05/27/2015
05/14/2015 390115105 XXXXXXXXXXXXXXXX WM SUPERCENTER \#1669, EAU CLAIR
2 BAGS, NAPKINS, PLATES. PALM ORIG, CUPS, OLIVE 4031500009 PCARD 05201500105 05/27/2015 05/13/2015 389974130 XXXXXXXXXXXXXXXX 50-50 FACTORY OUTLET, EAU CLAIR 2 GRADUATION SUPPLIES 6021500004 PCARD 052015 EX00009 05/27/2015
05/13/2015 389974129 XXXXXXXXXXXXXXXX MEGA FOODS EAST, EAU CLAIRE, WI

05/12/2015 389854690 XXXXXXXXXXXXXXXX 50-50 FACTORY OUTLET, EAU CLAIR
2 SUPPLIES 4031500008 PCARD 05201500107 05/27/2015

| 06/30/2015 | Batch |  | 257.74 |
| :---: | :---: | :---: | :---: |
| 257.74 |  |  |  |
| 06/30/2015 | Batch |  | 1,081.70 |
| 1,081.70 |  |  |  |
| 05/29/2015 | Invoiced | A | -1.04 |
| -1.04 |  |  |  |
| 05/29/2015 | Invoiced | A | -7.49 |
| -7.49 |  |  |  |
| 05/29/2015 | Invoiced | A | 10.00 |
| 10.00 |  |  |  |
| 05/29/2015 | Invoiced | A | 10.00 |
| 10.00 |  |  |  |
| 05/29/2015 | Invoiced | A | 10.00 |
| 10.00 |  |  |  |
| 05/29/2015 | Invoiced | A | 10.00 |
| 10.00 |  |  |  |
| 05/29/2015 | Invoiced | A | 10.00 |
| 10.00 |  |  |  |
| 05/29/2015 | Invoiced | A | 10.00 |
| 10.00 |  |  |  |
| 05/29/2015 | Invoiced | A | 10.00 |
| 10.00 |  |  |  |
| 05/29/2015 | Invoiced | A | 86.81 |
| 86.81 |  |  |  |
| 05/29/2015 | Invoiced | A | 40.64 |
| 40.64 |  |  |  |
| 05/29/2015 | Invoiced | A | 19.99 |
| 19.99 |  |  |  |
| 05/29/2015 | Invoiced | A | 19.53 |
| 19.53 |  |  |  |
| 05/29/2015 | Invoiced | A | 14.71 |
| 14.71 |  |  |  |

2 prizes |  | $05 / 12 / 2015$ | 389854689 XXXXXXXXXXXXXXX |  |
| ---: | :--- | ---: | :--- |
|  |  | $05 / 05 / 2015$ | 389083387 |

SUPERCENTER \#1669, EAU CLAIR 4031500008 PCARD 05201500108 05/27/2015



05/01/2015 388766282 xxxxxxxxxxxxxxxx SAMS CLUB \#8185, EAU CLAIRE, WI
2 rewards for track "personal bests" FRUIT AND C 4101500033 PCARD 05201500094
05/27/2015

$$
05 / 29 / 2015
$$Invoiced73.22

2 transaction(s) for ORTH JOY000. Total Amount ====>



05/06/2015 389216473 XXXXXXXXXXXXXXX JO-ANN STORE \#1866, EAU CLAIRE,
2 MOLD MAKER
1071500011 PCARD 05201500005
05/27/2015
05/06/2015 389216472 XXXXXXXXXXXXXXXX OFFICEMAX/OFFICEDEPOT6, EAU CLA
2 TAPE, HP INK, WHITE INDEX STOCK
1071500011 PCARD 05201500006
05/27/2015
05/04/2015 388948236 XXXXXXXXXXXXXXXX MENARDS EAU CLAIRE WES, EAU CLA
2 ESSEX BOWL X12
1071500011 PCARD 05201500007
05/27/2015
05/01/2015 388766278 XXXXXXXXXXXXXXXX MENARDS EAU CLAIRE EAS, EAU CLA
1071500011 PCARD 05201500008 05/27/2015
7 transaction(s) for WALTHDON000. Total Amount ====>

05/20/2015 390652300 XXXXXXXXXXXXXXXX MEGA FOODS EAST, EAU CLAIRE, WI

2 BAKERY AND PUNCH
2001500036 PCARD 05201500140 05/27/2015
05/15/2015 390340833 XXXXXXXXXXXXXXXX WORTHINGTON DIRECT INC, 214-824
1 CLAYTON'S BENCH PCARD 05201500001
05/13/2015 389974132 XXXXXXXXXXXXXXXX MICHAELS STORES 9166, EAU CLAIR
2 supplies for memoir project 1501500050 PCARD 05201500141 05/27/2015 05/13/2015 389974131 XXXXXXXXXXXXXXXX TARGET 00017749, EAU CLA
2 SAND TOY 1501500050 PCARD 05201500142 05/27/2015
05/11/2015 389736083 XXXXXXXXXXXXXXXX OFFICE DEPOT \#405, LACROSSE, WI
2 TAPE, PAPER, MARKERS, LETTERS 2031500009 PCARD 05201500143 05/27/2015
05/07/2015 389354823 XXXXXXXXXXXXXXXX GOVOLUTION * SERVICE F, ARLINGT
2 CONVENIENCE FEE FOR ORDERING BUS PASSES FOR HO 2101500012 PCARD 05201500144 05/27/2015
05/07/2015 389354822 XXXXXXXXXXXXXXXX CITY OF EAU CLAIRE, EAU CLAIRE,
2 Bus passes for homeless student 2101500012 PCARD 05201500145

05/27/2015
05/07/2015 389354821 XXXXXXXXXXXXXXXX MICHAELS STORES 9166, EAU CLAIR
2 MAGNETS, MOD PODGE, SUPPLIES 2600015004 PCARD 05201500146 05/27/2015
05/07/2015 389354820 XXXXXXXXXXXXXXXX WM SUPERCENTER \#1669, EAU CLAIR
05/27/2015

| 06/30/2015 | Batch |  | 12.04 |
| :---: | :---: | :---: | :---: |
| 12.04 |  |  |  |
| 06/30/2015 | Batch |  | 73.08 |
| 73.08 |  |  |  |
| 06/30/2015 | Batch |  | 26.46 |
| 26.46 |  |  |  |
| 05/29/2015 | Invoiced | A | 72.66 |
| 72.66 |  |  |  |
| 05/29/2015 | Invoiced | A | 151.57 |
| 151.57 |  |  |  |
| 05/29/2015 | Invoiced | A | 679.06 |
| 679.06 |  |  |  |
| 05/29/2015 | Invoiced | A | 31.41 |
| 31.41 |  |  |  |
| 05/29/2015 | Invoiced | A | 3.98 |
| 3.98 |  |  |  |
| 05/29/2015 | Invoiced | A | 50.92 |
| 50.92 |  |  |  |
| 05/29/2015 | Invoiced | A | 2.25 |
| 2.25 |  |  |  |
| 05/29/2015 | Invoiced | A | 90.00 |
| 90.00 |  |  |  |
| 05/29/2015 | Invoiced | A | 25.27 |
| 25.27 |  |  |  |
| 05/29/2015 | Invoiced | A | 3.64 |



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

## SCHOOL DISTRICT OF ALTOONA <br> Bank Balances

June 2015

GENERAL ACCOUNTS (FUNDS 10, 21, 23, 27, 38, 50, and 80)Wells Fargo Bank
Beginning balance ..... \$ 603,813.12
Receipts\$ 25,027.27DisbursementsTransfers inTransfers outEnding Balance\$ $(2,744,294.19)$
\$ 1,500,000.00\$

$$
\$ \quad(615,453.80)
$$

Wells Fargo Bank Savings
Beginning balance \$
\$
Transfers in
Transfers out
Interest
Ending Balance\$\$\$
$\$$
State Government Pool
Beginning balance
\$ 1,050,032.98
Receipts
Transfers in
Transfers out
Interest
Ending Balance
\$ 4,626,729.44
\$
\$ (1,500,000.00)
\$
\$ 4,176,762.42
Wisconsin Liquid Asset Fund
Beginning balance
Interest
Ending Balance

```
\$ 2,146.74
```

\$
$\$ \quad 2,146.17$
GENERAL ACCOUNTS TOTAL
\$ 3,563,454.22

## SCHOOL DISTRICT OF ALTOONA <br> Bank Balances

June 2015
DEBT SERVICE FUND 39
Wells Fargo Bank
Beginning balance ..... \$ 594,026.88
ReceiptsDisbursements\$\$
Interest ..... \$61.12
Service Fees
Ending Balance\$
\$ ..... 594,088.00
CONSTRUCTION FUND 49
Wells Fargo Bank
Beginning balanceReceipts
Disbursements\$214,067.19Interest\$1.58Ending Balance\$\$ 214,068.77
STUDENT ACTIVITY FUND 60
Wells Fargo Bank
Beginning balance ..... \$ 91,298.11
Receipts
Disbursements ..... \$\$ 7,906.87
Interest Interest ..... \$
Service Fees$(2,649.61)$Ending Balance\$
\$ ..... 96,555.37

## Employee Benefit Trust Fund 73

Mid America
Beginning balance
Receipts
Disbursements
Gain or Loss
Ending Balance\$ 539,583.03Ending Balance\$\$





| 2014-15 | 2014-15 | 2014-15 | Unexpended |
| :---: | :---: | :---: | :---: |
| Original Budget | Revised Budget | FY Activity | Balance |
| 5,316,922.00 | 5,316,922.00 | 3,451,033.10 | 1,865,888.90 |
|  |  | 50.00 | -50.00 |
| 2,500.00 | 2,500.00 | 588.64 | 1,911.36 |
| 35,700.00 | 35,700.00 | 41,499.25 | -5,799.25 |
| 2,000.00 | 2,000.00 | 3,146.23 | -1,146.23 |
| 77,043.00 | 77,043.00 | 38,860.58 | 38,182.42 |
|  |  | 3,606. 28 | -3,606.28 |
| 1,360,175.00 | 1,360,175.00 | 1,266,117.26 | 94,057.74 |
| 55,241.00 | 55,241.00 | 25,363.76 | 29,877.24 |
| 80,000.00 | 80,000.00 |  | 80,000.00 |
| 297,500.00 | 297,500.00 | 306,268.91 | -8,768.91 |
| 9,971,361.00 | 9,971,361.00 | 9,796,321.00 | 175,040.00 |
| 29,222.00 | 29,222.00 |  | 29,222.00 |
| 475,000.00 | 475,000.00 | 575,325.08 | -100,325.08 |
| 41,228.00 | 41,228.00 |  | 41,228.00 |
| 148,755.00 | 148,755.00 |  | 148,755.00 |
| 280,000.00 | 280,000.00 | 242,197.61 | 37,802.39 |
| 15,000.00 | 15,000.00 | 972.70 | 14,027.30 |
| 10,000.00 | 10,000.00 | 15,831.42 | -5,831.42 |
| 500.00 | 500.00 | 169.66 | 330.34 |
| 18,198,147.00 | 18,198,147.00 | 15,767,351.48 | 2,430,795.52 |
| 18,198,147.00 | 18,198,147.00 | 15,767,351.48 | 2,430,795.52 |
|  |  | 250.00 | -250.00 |
|  |  | 1,700.00 | -1,700.00 |
| 12,000.00 | 12,000.00 | 12,682.66 | -682.66 |
| 12,000.00 | 12,000.00 | 14,632.66 | -2,632.66 |
| 12,000.00 | 12,000.00 | 14,632.66 | -2,632.66 |


| $1,618,139.00$ | $1,618,139.00$ |
| ---: | ---: |
| $48,520.00$ | $48,520.00$ |
| $90,000.00$ | $90,000.00$ |
| $110,000.00$ | $110,000.00$ |
| $518,420.00$ | $518,420.00$ |
| $217,984.00$ | $217,984.00$ |
| $2,603,063.00$ | $2,603,063.00$ |
| $2,603,063.00$ | $2,603,063.00$ |


| $27,723.03$ | $20,796.97$ |
| ---: | ---: |
| 174.00 | $89,826.00$ |
| $2,211.67$ | $107,788.33$ |
| $451,375.00$ | $67,045.00$ |
|  | $217,984.00$ |
| $481,483.70$ | $2,121,579.30$ |
| $481,483.70$ | $2,121,579.30$ |


| $50,000.00$ | -571.00 |
| ---: | ---: |
| 571.00 | -571.00 |
| $50,571.00$ | -571.00 |


| $926,497.00$ | -258.98 |
| ---: | ---: |
| 258.98 | $-463,697.90$ |
| $463,697.90$ | $-63,956.88$ |
| $1,390,453.88$ | $-63,956.88$ |
| $1,390,453.88$ | $-2,249.33$ |
|  |  |
| $2,249.33$ | $-178,375.00$ |
| $23,000,000.00$ | $-23,000,000.00$ |
| $178,375.00$ | $-23,180,624.33$ |
| $23,180,624.33$ | $-23,180,624.33$ |

$252,875.60 \quad 32,624.40$

| $400,000.00$ | $400,000.00$ |
| ---: | ---: |
| $926,497.00$ | $926,497.00$ |
|  |  |
| $1,326,497.00$ | $1,326,497.00$ |
| $1,326,497.00$ | $1,326,497.00$ |

50,000.00
50, 000. 00
50,000. 00
50, 000. 00

1,326,497.00

49 R 800 28- -- INTEREST ON INVESTMENT
49 R 800 87- -- LONG-TERM OBLIGATIONS
49 R 800 96- -- ADJUSTMENTS
49 R --- --- -- Revenue
49------ - OTHER CAPITAL PROJECTS

Grand Revenue T $23,355,407.00 \quad 23,355,407.00 \quad 41,564,798.90 \quad-18,209,391.90$

JOINT REVIEW BOARD
AGENDA
CITY OF ALTOONA

# TAX INCREMENTAL DISTRICT NO. 3 <br> PROJECT PLAN AMENDMENT 

July 13, 2015 at 4:00 p.m.

Altoona City Hall<br>1303 Lynn Avenue

1. Roll Call to order.
2. Consideration and appointment of the Joint Review Board's public member.
3. Election of Chairperson.
4. Review and discuss proposed amendment to TID 3 Project Plan to remove Section 10.1 Land Sale Revenues from the Original Tax Incremental District 3 Project Plan approved September 13, 2001.
5. Set next meeting date.
6. Adjournment.


## Mission Statement for the Mentoring Program

The School District of Altoona is committed to personal, academic, and student excellence. Our staff, together with our families and community, will provide the finest educational experience so each student reaches their full potential.

It is the mission of the mentoring program to provide support and encouragement for new staff, so they in turn will become successful teachers.

## Goals of the Mentoring Program

The School District of Altoona desires to:

- ensure teachers with new teaching responsibilities a successful teaching and learning experience
- promote growth in the ten Wisconsin Teaching Standards
- support collegial relationships
- increase the retention of talented teachers


## Mentor Qualifications

To be a mentor in the School District of Altoona, an educator must:

- hold a Professional Educator License (or a five year renewable or life license)
- have at least two years experience in the district
- volunteer through an application process
- demonstrate knowledge of the Wisconsin Standards for Teacher Development and Licensure and have the ability to convey knowledge of the standards to colleagues
- complete a DPI approved mentoring course


## Mentor/Mentee "No Fault" Agreement

It is understood that there may be circumstances in which an assigned mentor may not be able to complete their assigned mentoring role. These circumstances may range from events in the life of a mentor, personality conflicts, or professional conflicts. If these circumstances arise, the mentor should request the mentor program coordinator to find a new mentor.

A mentee may initiate the request if a personal conflict arises. The building principal and mentor program coordinator will decide what is in the best interest of the mentee and the school. Building principals and the mentor program coordinator will make the appropriate changes.

## Mentor Expectations

The key to an effective mentoring program is the recruitment, training, and selection of mentors. Mentors need to have a complete understanding of the basic expectations before they commit to the program. The School District of Altoona expects the following:

- Mentoring is a one-year commitment.
- New mentors are required to participate in a DPI approved mentoring training.
- Mentors must available during the new teacher orientation to meet with their mentee.
- Mentors are expected to conference with mentees resulting in:
$\checkmark$ Ongoing support for the mentee
$\checkmark$ Facilitating understating of the ten Wisconsin Teacher Standards
$\checkmark$ Fostering collegial relationships
$\checkmark$ Communicating in various forms and understanding the communication system within the school
$\checkmark$ Arranging classroom observations
$\checkmark$ Sharing professional resources
- Mentors will maintain strict confidentiality with regards to the observations and conversations with the mentee.
- Mentors will be non-evaluative in all aspects with their mentees.
- Mentors will attend district seminars.
- Mentors will understand what is written in the Mentoring Program Handbook.
- Mentors will participate in the ongoing evaluation of the mentoring program.

Support for all mentoring activities will be provided by the building principal and mentor program coordinator.

## Mentee Expectations

The mentee has a responsibility to grow as a teacher and provide the best educational opportunities possible for their students. That growth will be facilitated by:

- Participating in the mentoring program
- Identifying areas of needed support and concern
- Attending ongoing training the support sessions
- Developing a collegial/professional relationship with mentor and staff
- Participating in ongoing communication with the mentor through journals, formal or informal meetings, email, observations, or any other means that may be available to the mentor and mentee. This communication should focus on the mentee's goals and concerns
- Inviting your mentor to observe you in the classroom
- Observing in your mentor's classroom or other teachers' classrooms
- Participating in the ongoing evaluation of the mentoring program


## Mentor Program Coordinator Expectations

In addition to the quality of support provided to the mentees, success of this program lies in the organization and coordination of the mentoring program. In order to assure that this takes place, a mentor program coordinator should be designated to:

- Develop and facilitate mentor training opportunities
- Assist with the mentee's formal and ongoing induction
- Evaluate and revise the mentor program though ongoing evaluations by the mentors, mentees, staff, and administration
- Provide leadership in the knowledge, methods, and materials concerning mentoring all staff
- Provide support to mentors in assuming their roles and responsibilities
- Promote arrangements for classroom visitations
- Maintain confidentiality
- Maintain professional growth through graduate and/or staff development opportunities, professional organizations, seminars, and/or professional literature
- Attend relevant professional conferences
- Schedule time with mentor, mentees, and administration
- Assist the building principal with ongoing monitoring of the mentoring program
- Solicit feedback from mentors and mentees throughout the year
- Arrange orientation for new staff
- Serve on the district staff development committee
- Enhance communication about the mentoring program through email to administration, mentors, mentees, and potential mentor recruits
- Develop periodic reports on the program
- Assist the building principals with making arrangements for mentoring opportunities
- Facilitate seminars for mentors/mentees
- Facilitate the "no fault" process and communicate with the building principal
- Report results of program evaluation to the staff, principals, and administration


## Ground Rules

Open Door Policy: Both of us will make ourselves available to each other. We realize that at times we may have quick questions, need some advice, or simply need to talk about an event that happened that day. We agree to make time (planned and spontaneous) for each other to do this.

Confidentiality: We will not discuss any information from our meetings with colleagues or friends. We agree that our relationship is based on trust and honesty and do not want to violate this. We believe that this will create an environment in which we can self reflect regularly.

Promptness: Both of us believe that our time is valuable. We agree to be on time to scheduled meetings and observations. If something comes up unexpectedly, we agree to let each other know as soon as possible.

Comfortable Environment: We will provide a physically and emotionally comfortable environment for each other to meet in. We realize that it is important to feel safe and be respectful to each other.

We agree to these ground rules in our mentor/mentee relationship.

Mentor
Mentee
Date

## Suggested Mentor Activities

| Month | New Teacher | New "Experienced" Teacher |
| :---: | :---: | :---: |
| August Orientation | - Meet during orientation day and discuss items on the orientation checklist <br> - Fill out required forms | - Meet during orientation day and discuss items on the orientation checklist <br> - Fill out required forms |
| September | - 20-30 minute meetings weekly (At least twice weekly during the first two weeks) <br> - Communicate through mentor/mentee reflection log <br> - Arrange for classroom visitation | - 20-30 minute meetings weekly (At least twice weekly during the first two weeks) <br> - Communicate through mentor/mentee reflection log <br> - Arrange for classroom visitation |
| October | - 20-30 minute meetings weekly <br> - Communicate through mentor/mentee reflection log | - 20-30 minute meetings weekly <br> - Communicate through mentor/mentee reflection log |
| November/ December | - 20-30 minute meetings twice monthly <br> - Provide extra encouragement <br> - Arrange for mentee to observe the mentor or another teacher <br> - Communicate through mentor/mentee reflection log | - 20-30 minute meetings twice monthly <br> - Provide extra encouragement <br> - Communicate through mentor/mentee reflection log |
| January | - 20-30 minute meetings twice monthly <br> - Begin discussing their PDP <br> - Celebrate the first semester! | - Communicate through mentor/mentee reflection log <br> - Celebrate the first semester! |
| February | - Arrange for mentee to observe mentor or another teacher <br> - Communicate through mentor/mentee reflection log | - 20-30 minute meeting once a month <br> - Communicate through mentor/mentee reflection log |
| March | - 20-30 minute meetings twice monthly <br> - Communicate through mentor/mentee reflection log <br> - Review professional development plan | - 20-30 minute meeting once a month <br> - Communicate through mentor/mentee reflection log |
| April | - 20-30 minute meetings twice monthly <br> - Communicate through mentor/mentee reflection log <br> - Mentor/mentee reciprocal visitation and feedback | - 20-30 minute meeting once a month <br> - Communicate through mentor/mentee reflection log |
| May | - 20-30 minute meetings twice monthly <br> - Communicate through mentor/mentee reflection log <br> - Review PDP plan <br> - Program evaluation | - 20-30 minute meeting twice a month <br> - Program evaluation |

## Mentor \& New Staff Orientation Checklist

The list below covers a wide variety of topics and tasks that are important for new staff members. Today and within the first few weeks of school, use this list as a guide for providing helpful information to staff new to the district. The first weeks are overwhelming, so it may be helpful to review the list again in October.
$\qquad$ Grand tour of all three buildings (District and building main offices, LMC, counseling, workrooms, mailboxes, commons, etc.)
$\qquad$ Security system of buildings - keys, outside entrances, doors to use when entering/leaving after hours
$\qquad$ Altoona staff badges
$\qquad$ Introduction to district specialists, community liaisons, reading, health, safety, counselors, LMC, school nurse, etc.
$\qquad$ Introduction to district office staff
$\qquad$ Features on Altoona's home page
-Email
-Skyward for attendance and grading program
-Employee access for purchasing and employee access information
-How to reserve computer labs or other rooms
-Bus requests, disbursement forms, etc.
-Technology and maintenance requests
-BYOC (Build Your Own Curriculum)—directions in Dropbox
-Equipment reservation form
$\qquad$ How to access and use the file servers, including how to download V-shell Client to work on documents at home (video on tech page)
$\qquad$ Substitute hotline: Procedures and guidelines for calling for a substitute and requesting a sick day using employee access; also procedure for requesting staff development days, etc.
$\qquad$ PBIS explanation - philosophy and procedures
$\qquad$ RTI--philosophy and procedures (PIE time @AIS and AMS, RAILS @HS, Target Time @Pedersen)
$\qquad$ Technology Services Page under support services
$\qquad$ District and Building Assessments
Cumulative files on students and how to access them
$\qquad$ Share organizational system(s) that your building uses for student homework and parent communication
___ Orientation Day (elementary and middle school) procedures or First Day modified schedule (high school)
___ LMC services and procedures
$\qquad$ Procedures for leaving the building during work time
Go over work day hours and school year calendar
$\qquad$ Common sense guidelines for working late, especially with students
When and where to eat lunch
$\qquad$ Safe-keeping of valuables in the classroom
$\qquad$ Procedures for collecting money - lunch, field trip, book orders, milk, picture, etc.
$\qquad$ Responsibilities during assemblies
$\qquad$ Expectations for staff meetings, inservice meetings, unit/team meetings, etc.
$\qquad$ Pre-excused absences for self and students
$\qquad$ Technology Acceptable Use Forms for staff and students - policy for publishing student photos and work on the web
$\qquad$ Explain counseling services for students from school counselors
$\qquad$ Appropriate use of teacher aides and secretaries
$\qquad$ Explain grievance procedure and go over the Handbook
$\qquad$ Tornado and fire drill procedures
Staff crisis guidelines/procedures
Procedure for bringing in community guests and speakers; obtaining background checks for volunteers

Snow days/late starts
Hall pass procedure
Explain the Planning Council's function
Discipline steps and due process for misbehaving or violent students (Code of Conduct)
___ Calling tree procedure
$\ldots$ Covering classes for other teachers
Duties - lunch, bus, detention, recess, etc.

Belonging to the coffee fund, bringing treats, Sunshine Fund
__ How to sign up for crowd control for concerts, play, athletic events, etc.
___ Special building projects -peer mediation, good news postcards, after school study club, tutor program, remediation, etc.
$\qquad$ Procedure for getting prior approval for college credit classes and stipend
Review the 10 Wisconsin Teaching Standards
___ Other items as needed

NOTES:
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## Altoona Staff with Mentoring Training

Updated August 2014

| Name | School | Cluster | CESA |
| :---: | :---: | :---: | :---: |
| Kim Butnick | High School |  | X |
| Kelly Ostrander | High School | X |  |
| Greg Power | High School |  | X |
| Melanie Engen | High School | X |  |
| Kim Butnick | High School |  | X |
| Jen Robertson | High School |  | X |
| Anita Fairbanks | High School |  | X |
| Mary Stamos | Intermediate School | X |  |
| Sara Brahan | Intermediate School |  | X |
| Shalyn Gagnon | Intermediate School |  | X |
| Kim Wardean | Middle School | X |  |
| Tom Burgraff | Middle School | X |  |
| Greg Emerson | Middle School |  | X |
| Kelly Ginder | Middle School |  | X |
| Becky Navarre | Middle School |  | X |
| Melissa Martin | Middle School |  | X |
| Shelly Pierson | ES, MS, HS |  | X |
| Rachel Stilp | Pedersen |  | X |
| Donna Walther | Pedersen | X |  |
| Amy Bauman | Pedersen |  | X |
| Stacy Stangel | Pedersen |  | X |
| Teresa Druckrey | Pedersen | X |  |
| Bonita Norberg | Pedersen |  | X |
| Tara Betlach | Pederson |  | X |
| Kathy Carlson | Pedersen | X |  |
| Deb Stuckert | Pedersen |  | X |
| Tracy Boyd | District |  | X |
| Susan Hingten | Early Childhood Specialist |  | X |

# Response to Intervention (RtI) <br> Altoona School District 

## What is RtI?

RtI is a comprehensive, three-tiered, standards aligned practice to enable early identification and intervention for students who may be at risk for academic or behavioral problems. The graphic below illustrates the RtI model.


## RtI - The Three Tiered Model

Tier 1: Universal Level -Foundation

- High quality, research-based universal core instruction is delivered with fidelity in the classroom. Differentiation occurs for multiple levels of learning. Benchmark assessments are administered three times per year with all students in order to universally screen critical academic and behavioral skills. When highquality instruction is delivered with fidelity, $80 \%$ of students in a school typically meet benchmarks.
Tier 2: Strategic Level - Interventions for Some Students
- Based on universal screenings three times per year, students scoring below the benchmarks, who are "atrisk," are identified to participate in supplemental, evidence-based or research-based intervention. This intervention is in addition to the Tier 1 classroom instruction. Student progress in Tier 2 is monitored bimonthly and the intervention is adjusted as necessary to meet student needs.
Tier 3: Intensive Level - Intensive Interventions for a Few Students
- Based on bimonthly strategic monitoring data and benchmark assessment data, students who are making slow growth toward the benchmark and who are not responding to Tier $1 \&$ Tier 2 intervention are selected to receive additional, more intensive interventions in 1:1 or 1:3 setting. Student progress is monitored weekly in order to match instruction to student needs.


## Essential Components of RtI:

- Research-Based Instruction
- Universal Screening
- Multiple Tiers
- Collaboration and Teaming
- Continuous Progress Monitoring


## In Summary:

Student response to a series of increasingly intense interventions is monitored and assists in preventing failure and provides data that may guide eligibility decisions for learning disabilities. The overarching goal of RtI is to improve student achievement and to improve behavioral performance using research-based interventions matched to the instructional need and level of the student as evidenced by progress monitoring data.

IMPROVE SUPPORT. IMPROVE PRACTICE. IMPROVE OUTCOMES.

## What is the Educator Effectiveness System?

The Wisconsin Educator Effectiveness System provides a performance-based evaluation that leads to improved student learning by supporting the continuous improvement of educator practice. The EE System was designed by and for Wisconsin educators to evaluate teachers and principals through a fair, valid, reliable, and manageable process using multiple measures across two main areas: educator practice and student outcomes.

## What is Teachscape?

Teachscape (http://www.teachscape.com/) is a web-based, integrated, secure platform for educators. It includes observer training and certification for teacher evaluation using the Danielson 2013 Framework for Teaching, evaluation management tools and a professional learning system. As part of the MET project Teachscape recorded 23,000 lessons in 3,000 classrooms. These videos are the backbone of Teachscape and allow users to see how lessons are scored using the rubric found in the Framework for Teaching. Teachscape has several components:Focus: Training and Assessment for CertificationReflect: Observation and Evaluation Management System
$\square$ Learn: Comprehensive Professional Learning System

## What is The Danielson Framework for Teaching?

Danielson's Framework for Teaching® is a tool that may be used as a foundation for a school or district's mentoring, coaching, professional development, and teacher evaluation process, because it links all those activities together and helps teachers become more thoughtful practitioners. The Framework is organized into 4 domains and 22 components.

The four Framework domains are as follows:

## Domain 1: Planning and Preparation

Defines how a teacher organizes the content that the students are to learn - how the teacher designs instruction. All elements of the instructional design - learning activities, materials, assessments, and strategies - should be appropriate to both the content and the learners.

## Domain 2: The Classroom Environment

Consists of the non-instructional interactions that occur in the classroom. Activities and tasks establish a respectful classroom environment and a culture for learning. The atmosphere is businesslike; routines and procedures are handled efficiently. Student behavior is cooperative and non-disruptive, and the physical environment supports instruction.

## Domain 3: Instruction

Consists of the components that actually engage students in the content. These components represent distinct elements of instruction. Students are engaged in meaningful work that is important to students as well as teachers.

## Domain 4: Professional Responsibilities

Encompasses the teacher's role outside the classroom. These roles include professional responsibilities such as selfreflection and professional growth, in addition to contributions made to the schools, the district, and to the profession as a whole.

## First Semester Mentor Contract

Complete both sides of this form with your mentee. Turn this form into your principal as soon as possible for his/her signature. Principals are to forward them to the district mentor coordinator.

Mentor Signature $\qquad$
Date $\qquad$

New Teacher Signature $\qquad$
Date $\qquad$

Principal Signature $\qquad$
Date $\qquad$

## Responsibilities of the Mentor:

$\checkmark$ Schedule weekly or biweekly meetings with the mentee
$\checkmark$ Provide assistance throughout the semester
$\checkmark$ Co-select goals with mentee each semester
$\checkmark$ Complete quarterly meeting logs and submit to the district mentor coordinator
$\checkmark$ Complete semester contract and submit to the building principal

I agree to complete the first semester of mentoring and request one of the following:
A (\$ amount to be determined) stipend for the semester. I understand that all forms need to be turned into the district mentor coordinator by the due dates in order to receive this stipend.

2 paid substitute days during the semester. I understand that the release day with a substitute may be used to meet with the new staff member or to complete work at school.

## First Semester Goal

Examples: Share strategies for meeting the needs of gifted students, learn team teaching strategies, improve technology skills, learn a wider range of classroom management strategies, etc.

Brief description of intended strategies to reach the goal:

## Second Semester Mentor Contract

Complete both sides of this form with your mentee. Turn this form into your principal as soon as possible for his/her signature. Principals are to forward them to the district mentor coordinator.

Mentor Signature $\qquad$
Date $\qquad$

New Teacher Signature $\qquad$
Date $\qquad$

Principal Signature $\qquad$
Date $\qquad$

## Responsibilities of the Mentor:

$\checkmark$ Schedule weekly or biweekly meetings with the mentee
$\checkmark$ Provide assistance throughout the semester
$\checkmark$ Co-select goals with mentee each semester
$\checkmark$ Complete quarterly meeting logs and submit to the district mentor coordinator
$\checkmark$ Complete semester contract and submit to the building principal
$\checkmark$ Schedule 2 classroom observation times:

- mentor visiting mentee
- mentee visiting mentor or other exemplary teacher

I agree to complete the second semester of mentoring and request one of the following:
A (\$ amount to be determined) stipend for the semester. I understand that all forms need to be turned into the district mentor coordinator by the due dates in order to receive this stipend.

2 paid substitute days during the semester. I understand that the release day with a substitute may be used to meet with the new staff member or to complete work at school.

## Second Semester Goal

Examples: Share strategies for meeting the needs of gifted students, learn team teaching strategies, improve technology skills, learn a wider range of classroom management strategies, etc.
$\qquad$
$\qquad$
$\qquad$
$\qquad$

Brief description of intended strategies to reach the goal:
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## Approximate dates for Observations:

Mentor visiting mentee $\qquad$
Follow up discussion meeting $\qquad$

Mentee visiting mentor or other exemplary teacher $\qquad$
Follow up discussion meeting $\qquad$

# School District of Altoona 

Mentor Activity Log
Quarter 1234
Mentor Signature $\qquad$
New Staff Signature $\qquad$

| Date | Focus of Discussion/Contact Time |  |  |
| :---: | :---: | :---: | :---: |
|  | Time |  |  |
|  |  |  |  |
|  | Once <br> during the <br> year | ___ Mew teacher observes mentor or other exemplary teacher |  |


| Topics Discussed |  |  |  |
| :--- | :--- | :--- | :--- |
|  | Policies and Procedures |  | Alternative Assessments |
|  | Student Assessment/RTI |  | Cultural Diversity |
|  | PBIS |  | Parent/Guardian Contacts |
|  | Classroom Management |  | Grading Procedures |
|  | Problem Solving Regarding Students |  | Technology |
|  | Learning Styles |  | Self Assessment/Reflection |
|  | Curriculum and Resources |  | Professional Development Plan |
|  | Differentiation | Professional Growth |  |
|  | Special Needs of Students | Other |  |


| Wisconsin Professional Teaching Standards Discussed |  |  |
| :--- | ---: | :--- |
|  | 1 | Teachers know the subjects they are teaching. |
|  | 2 | Teachers know how children grow. |
|  | 3 | Teachers understand that children learn differently |
|  | 4 | Teachers know how to teach. |
|  | 5 | Teachers know how to manage a classroom. |
|  | 6 | Teachers communicate well. |
|  | 7 | Teachers are able to plan different kinds of lessons. |
|  | 8 | Teachers know how to test for student progress. |
|  | 9 | Teachers are able to evaluate themselves. |
|  | 10 | Teacher are connected with other teachers and the community. |

## Wisconsin Educator Standards - Teachers Ten Standards for Teacher Development and Licensure

To receive a license to teach in Wisconsin, an applicant shall complete an approved program and demonstrate proficient performance under all of the following standards:

1. Teachers know the subjects they are teaching.

The teacher understands the central concepts, tools of inquiry, and structures of the disciplines she or he teaches and can create learning experiences that make these aspects of subject matter meaningful for pupils.
2. Teachers know how children grow.

The teacher understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.
3. Teachers understand that children learn differently.

The teacher understands how pupils differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of pupils, including those with disabilities and exceptionalities.
4. Teachers know how to teach.

The teacher understands and uses a variety of instructional strategies, including the use of technology, to encourage children's development of critical thinking, problem solving, and performance skills.
5. Teachers know how to manage a classroom.

The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.
6. Teachers communicate well.

The teacher uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction in the classroom.
7. Teachers are able to plan different kinds of lessons.

The teacher organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.
8. Teachers know how to test for student progress.

The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the pupil.
9. Teachers are able to evaluate themselves.

The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on pupils, parents, professionals in the learning community and others and who actively seeks out opportunities to grow professionally.
10. Teachers are connected with other teachers and the community.

The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support pupil learning and well-being and acts with integrity, fairness and in an ethical manner.

## YOU ARE INVITED

## WHAT: NEW STAFF/MENTOR ORIENTATION LUNCHEON

WHEN: TUESDAY, AUGUST 11

TIME: 12:00 PM (NOON)
WHERE: ALTOONA HIGH SCHOOL LMC Mentoring Matters


BECOME A PART OF ALTOONA HICH SCHOOL'S TRADITION:
Altoona High School has maintained a tradition of academic excellence and competitive sports programs over the years. Now, here is your opportunity to support these AHS traditions, showcase your community support, and take advantage of the prime advertising opportunities at Altoona High School by purchasing advertising space. AHS is offering advertising opportunities that range from basic static signage, to digital content, and multi-media inventory at Fuzzy Thurston Field and the Altoona Gymnasium.

Reasons to become a partner with Altoona High School:

Create Awareness/Visibility Increase Brand Loyalty Change/Reinforce Image Drive Retail/Dealer Traffic Stimulate Sales/Trial/Usage Showcase Community/Social Responsibility Sample/Displays/Showcase Product/Services Combat Larger Ad Budgets of Competitors Interact with Customers Differentiate Product from Competitors

## ANCHOR PARINERSHIP

(4 available) - $\$ 6,000 / \mathrm{yr}$. for 5 years

## STADIUM STATIC SIGNAGE

One (1) Sponsor application on scoreboard, approx. $2^{\prime \prime} 6^{\prime \prime}$ high $\times 4^{\prime \prime} 6^{\prime \prime}$ wide

## DIGITAL CONTENT - VARSITY FOOTBALL

One (1) PRE-GAME advertising exposure with corresponding PA announcement per regular season home event to be determined between Altoona HS and Sponsor (two sentence max)

One (1) IN-GAME advertising exposure with corresponding PA announcement per regular season home event to be determined between Altoona HS and Sponsor (two sentence max)

PRE-IN-HALF-POST GAME rotating business name, logo and/or tagline on digital display. Messages will rotate with other partners for each regular season home event.

One (1) in-game feature/entitlement per regular season home event, to be determined between Altoona HS and Sponsor. Such as;

- Touchdown - Halftime Show - Timeout - Starting Lineup


## DICITAL CONTENT - (ALL OTHER OUTDOOR ATHLETIC EVENTS)

PRE-IN-POST GAME rotating business name, logo and/or tagline on digital display. Messages will rotate with other partners for each regular season home event.

## PROMOTIONAL GAME SPONSORSHIP

One (1) Game Day Sponsorship per year. Sponsors will choose (1) home football game per year.

Game day sponsor recognition
Additional PA announcement and digital content recognizing game sponsor

- Opportunity for promotional giveaway and contesting

Opportunity for concourse tabling/kiosk display

- On field recognition at halffime

MULTI-MEDIA/PRINT - OUTDOOR ATHLETIC EVENTS
One (1) prominent ad in varsity football game program
Other on-site opportunities to be determined by school and sponsor
Two (2) all sport passes for all Altoona HS indoor/outdoor athletic events (excludes post game and tournament events).

## GYMNASIUM STATIC SIGNAGE

One (1) sponsor application on main end wall display - approx. $2^{\prime \prime} \mathrm{h} \times 5^{\prime} \mathrm{w}$

## DICITAL CONTENT - BOYS/GIRLS BASKETBALL

One (1) PRE-GAME advertising exposure with corresponding PA announcement per regular season home event to be determined between Altoona HS and Sponsor (two sentence max)

One (1) IN-GAME advertising exposure with corresponding PA announcement per regular season home event to be determined between Altoona HS and Sponsor (two sentence max)

PRE-IN-HALF-POST GAME rotating business name, logo and/or tagline on digital display. Messages will rotate with other partners for each regular season home event.

One (1) in-game feature/entitlement per regular season home event, to be determined between Altoona HS and Sponsor. Such as;

- 3-point $\quad$ - Halfime Show $\quad$ - Timeout $\quad$ Starting Lineup


## DIGITAL CONTENT - (ALL OTHER OUTDOOR ATHLETIC EVENTS)

PRE-IN-POST GAME rotating business name, logo and/or tagline on digital display. Messages will rotate with other partners for each regular season home event.

## MULTL-MEDIA/PRINT - GYMNASIUM EVENTS

One (1) prominent ad in varsity basketball game programs
Other on-site opportunities to be determined by school and sponsor
Two (2) all sport passes for all Altoona HS indoor/outdoor athletic events (excludes post game and tournament events).

## ALTOONA HICH SCHOOL

## FOUNDING PARTNERSHIP <br> (4 available) - $\$ 3,000 / \mathrm{yr}$. for 5 years

## DICITAL CONTENT - VARSITY FOOTBALL

One (1) PRE-GAME advertising exposure with corresponding PA announcement per regular season home event to be determined between Altoona HS and Sponsor (two sentence max)

PRE-IN-HALF-POST GAME rotating business name, logo and/or tagline on digital display. Messages will rotate with other partners for each regular season home event.

## DICITAL CONTENT - (ALL OTHER OUTDOOR ATHLETIC EVENTS)

PRE-IN-POST GAME rotating business name, logo and/or tagline on digital display Messages will rotate with other partners for each regular season home event.

## MULTI-MEDIA/PRINT - OUTDOOR ATHLEIIC EVENTS

One (1) ad in varsity football game program
One (1) all sport pass for all Altoona HS indoor/outdoor athletic events (excludes post game and tournament events)

## GYMNASIUM STATIC SICNAGE

One (1) sponsor application on auxiliary end wall scoreboard- approx. $2^{\prime} \mathrm{h} \times 4^{\prime} 6^{\prime \prime} \mathrm{w}$

## DIGITAL CONTENT - BOYS/GIRLS BASKETBALL

One (1) PRE-GAME advertising exposure with corresponding PA announcement per regular season home event to be determined between Altoona HS and Sponsor (two sentence max)

PRE-IN-HALF-POST GAME rotating business name, logo and/or tagline on digital display. Messages will rotate with other partners for each regular season home event.

DIGITAL CONTENT - (ALL OTHER OUTDOOR ATHLETIC EVENTS)
PRE-IN-POST GAME rotating business name, logo and/or tagline on digital display. Messages will rotate with other partners for each regular season home event.

## MULTI-MEDIA/PRINT - GYMNASIUM EVENTS

One (1) ad in varsity basketball game programs
One (1) all sport pass for all Altoona HS indoor/outdoor athletic events (excludes post game and tournament events).

## PREMIIR PARTNERSHIP

(10 available) - \$1,000/yr. for 5 years

## DICITAL CONTENT - VARSITY FOOTBALL

PRE-IN-HALF-POST GAME rotating business name, logo and/or tagline on digital display Messages will rotate with other partners for each regular season home event.

## DIGITAL CONTENT - (ALL OTHER OUTDOOR ATHLETIC EVENTS)

PRE-IN-POST GAME rotating business name, logo and/or tagline on digital display. Messages will rotate with other partners for each regular season home event.

## DIGITAL CONTENT - BOYS/GIRLS BASKETBALL

PRE-IN-HALF-POST GAME rotating business name, logo and/or tagline on digital display Messages will rotate with other partners for each regular season home event.

## DIGITAL CONTENT - (ALL OTHER OUTDOOR ATHLETIC EVENTS)

PRE-IN-POST GAME rotating business name, logo and/or tagline on digital display.
Messages will rotate with other partners for each regular season home event.

## CONTACT INFORMATION:

## RYAN WUNDROW

SCOREBOARD COMMITTEE DIRECTOR PHONE: 715-839-6050 EXT. 230
RWUNDROW@ALTOONA.K12.WI.US

## ALTOONA HIGH SCHOOL

## Altoona High School Scoreboard Projects Bid Summary

|  | NEVCO: | DAKTRONICS: <br> REC OMMENDED FOR APPROVAL |
| :--- | :--- | :--- |
| FOOTBALL FIED |  | 13,595 |
| FB SCOREBOARD | 19,750 | 31,610 |
| FB VIDEO | 54,033 | 36,700 |
| FB SOUND | 32,200 | 790 |
| FBCONTROLS | 994 | 82,695 |
|  | 106,977 | 13,300 |
| HSGYM |  | 34,750 |
| GYM SCOREBOARD | 15,900 | 10,450 |
| GYM VIDEO | 53,305 | 1,580 |
| GYM STATBOARD | 7,001 | 60,080 |
| GYM CONTROLS | 1,988 |  |
|  | 78,194 | ------- |
|  |  | 142,775 |
| TOTAL NEVCO | 185,171 |  |
| TOTALDAKTRONICS | ------- |  |

## Membership Dues Invoice July 1, 2015 - June 30, 2016

Altoona School District 809 7th St West
Altoona WI 54720

| Date | Due Date | Invoice \# |
| :---: | :---: | :---: |
| $5 / 31 / 2015$ | $6 / 30 / 2015$ | 30008 |


| Description | Amount |
| :---: | :---: |
| WASB Membership Dues July 1, 2015 to June 30, 2016 | $4,311.00$ |
|  |  |
| Total reflects an increase of $1.65 \%$ |  |
| Please disregard if <br> payment has already been <br> sent. |  |

Stand Up for Public Education! Follow the WASB on Facebook or Twitter to learn about all of the great things happening in Wisconsin public schools, and be an advocate for our students. Visit wasb.org.


## 2015-2014 Subscription renewal

Altoona School District
809 7th St West
Altoona WI 54720


| Quantity | Description | Rate | Amount |
| :---: | :---: | :---: | :---: |
| 1 | Policy Resource Guide Annual Renewal 2015-2016 | $2,500.00$ | $2,500.00$ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Stand Up for Public Education! Follow the WASB on Facebook and Twitter to learn about all of the great things happening in Wisconsin public schools, and be an advocate for our students. Visit WASB.ORG

Wisconsin Association of School Boards, 122 W. Washington Avenue, Suite 400, Madison WI 53703


Dear Business Office:
We appreciate your district subscribing to the Policy Resource Guide (PRG) and hope you are using it to its full potential - using information contained in the PRG in your district's policy development and updating work, day-to-day implementation of your district's policies, and in professional development activities for school board members, administrators and staff on subject areas related to their work. We also hope you are interested in renewing your subscription.

During the past year, new and updated content has been added to the PRG every month. Updates and additions have included, for example, information on:

- policy topics affected by recent state and federal law and rule changes such as public school open enrollment, technical excellence scholarships, Internet safety and acceptable use, student use of electronic communications, student searches, and school wellness;
- policy topics affected by recent court decisions or directives/guidance issued by the DPI and other state or federal agencies or institutions such as equal educational opportunities and equal opportunity employment, course options, and programs for students with disabilities;
- "hot" policy topics of interest to our PRG subscribers like e-cigarettes, transgender students and staff, and designation and disclosure of student directory data; and,
- required or recommended policy topics such as emergency nursing services, food services management, selection and reconsideration of instructional materials, and student attendance.

With the upcoming adoption of the state budget, we are expecting to make a number of PRG additions and updates based on state law changes included in the budget. We also are in the processing of drafting new policies and Background Information for the PRG addressing a number of fiscal management-related policy topics affected by changes in federal requirements regarding the management and use of federal funds outlined in the Omni Circular. Remember to check the PRG Updates and Additions Charts located in the left sidebar in the online PRG.

If you would like to renew your district's subscription and continue having access to the online WASB Policy Resource Guide and all of the updates and additions made to it, please send in the invoice form along with your renewal payment. Keep in mind that your PRG subscription renewal also includes your subscription to The FOCUS policy publication (which is valued at \$215), free access to recorded WASB Legal Webinars, and free access to special PRG Subscriber Only
Webinars like the ones offered this past year on public school open enrollment and technical excellence scholarships. The webinar links are included as "Additional Resources" in related topic Background Information in the PRG and/or are listed in the PRG Updates/Additions Charts.

In addition, please review the enclosed list of current authorized users of the PRG for your district, and list of individuals in your district who are receiving paper copies of The FOCUS policy publication. If there are any changes or updates that need to be made to these lists, please let us know by completing the Authorized User/Subscribers Update Form found on the WASB website (http://www.wasb.org/websites/admin_assistants/index.php? $\mathrm{p}=1392$ ) and submitting it to us.

Please feel free to contact WASB Policy Services Staff if you have any questions or we can be of any policy assistance.

## Altoona Policy Resource Guide \& FOCUS Access

Dear Business Office,
We appreciate your district subscribing to the Policy Resource Guide (PRG) and sincerely hope you are interested in renewing your subscription. During the past year, new and updated content has been added to the PRG every month. Updates and additions have included, information on:

- Policy topics affected by recent law changes.
- Policy topics affected by recent court decisions or directives/guidance issued by the DPI and other state or federal agencies.
- "Hot" Policy Topics of interest to our PRG subscribers.
- Required or recommended policy topics.

Additionally, review the list below of your district's current authorized users of the Policy Resource Guide. Then do one of the following to find an Authorized Users form for you to submit so we can be sure your authorized users have access to all documents related to the Policy Resource Guide:

Go to www.wasb.org/websites/admin_assistants/index.php?p=1392
OR

1. Go to wasb.org
2. INFORMATION FOR YOU on the homepage,
3. ADMINISTRATIVE ASSISTANTS,
4. UPDATE AUTHORIZED USER \SUBSCRIBER FORM link

Please contact us if we may be of service to you.
Nancy Dorman, Director of Policy Services
Dan Mallin, Legal and Policy Services Counsel
Susan Fredlund, Policy Consultant
Teresa Kimball, Policy Librarian

District members with access to the Policy Resource Guide

| PRG Access | Login Email |
| :--- | :--- |
| Joyce Orth, Administrative Assistant | jorth@altoona.k12.wi.us |
| Michael Hilger, Board Clerk | mhilger@altoona.k12.wi.us |
| David Rowe, Board Member | drowe@altoona.k12.wi.us |
| Helen Drawbert, Board President | hdrawbert@altoona.k12.wi.us |
| Brad Poquette, Board Treasurer | bpoquette9632@gmail.com |
| Robin Elvig, Board Vice President | relvig@altoona.k12.wi.us |
| Michael Markgren, Business Manager | mmarkgren@altoona.k12.wi.us |
| Connie Biedron, District Administrator | cbiedron@altoona.k12.wi.us |
| Jeff Pepowski, Principal | jpepowski@altoona.k12.wi.us |
| Gary Pszeniczny, Principal | gpszeniczny@altoona.k12.wi.us <br> jwalker@altoona.k12.wi.us |
| Joann Walker, Principal |  |
| District members receiving The FOCUS | Login Email |
| FOCUS | mhilger@altoona.k12.wi.us <br> drowe@altoona.k12.wi.us |
| Michael Hilger, Board Clerk | hdrawbert@altoona.k12.wi.us <br> David Rowe, Board Member <br> Helen Drawbert, Board President |
| brad Poquett9632@gmail.com <br> relvig@altoona.k12.wi.us |  |
| Robin Elvig, Board Vice President | cbiedron@altoona.k12.wi.us |

## Altoona High School Scoreboard Projects Bid Summary

|  | NEVCO: | DAKTRONICS: <br> REC OMMENDED FOR APPROVAL |
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|  |  | 142,775 |
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