Superintendent

The School Board met on February 3rd. A summary of the meeting can be found at this link: Board Summary.

Aspiring Administrator Program

As a result of feedback from the Working Conditions Survey and focus group discussions, the District will be conducting Aspiring Administrator training beginning this spring. Tim Leibham is acting as the coordinator of the training, which will be led by school and district administrators. The program is available to staff who currently hold an active administrator license and are interested in deepening their understanding of leadership practices (based on the Wisconsin Framework for Principal Leadership standards) and current educational improvement efforts in the ECASD. Enrollment is open to the first 15 participants. If you have questions, email Tim Leibham at tleibham@ecasd.k12.wi.us. To register for the program, please email Sandy LaValley at slavalley@ecasd.k12.wi.us.

The program runs six consecutive Tuesday’s, beginning March 25th and ending April 29th, from 4:00 p.m. – 6:00 p.m. and meets in Room #123C at the District Office. Program content consists of five inter-related leadership components: 1) Educational Systems, 2) Building a Purposeful Community, 3) Learning & Teaching, 4) Managing Organizational Systems, and 5) Post-Secondary Success in the ECASD.

Human Resources

Compensation Study

As you may or may not know, the Board has directed that a compensation study be conducted for all employee groups. The District has contracted with a firm by the name of CBIZ to assist in this project. One of the first phases of the project is to ask staff to complete a job analysis questionnaire. This data is critical to the success of the study. Finishing touches are being put on the questionnaire, and we are planning to make it available as soon as possible. More detailed instructions will be included in future District Updates. Please watch for them.

PD Wednesday Changes

There will be no PD Wednesday’s on February 19th and March 5th due to Parent-Teacher Conferences.

District Wide Sick Leave Donation Bank

The Donation Bank has been up and running for several months with numerous employees benefiting from the utilization of the donations provided. There have been some questions related to the employee name being exposed in the email communication sent for the request for days. Please know the sharing of the employees name is at the request of the employee. Each person in need of donated days elects if their name is shared in the message sent to staff.

Inclement Weather Day Information

With the utilization of three inclement weather days to this point in the year, we have surpassed the allotted days built into the school year calendar for inclement weather. Therefore, if there are additional days in which school is cancelled due to inclement weather, all 12 month employees are expected to report to work or use a vacation or personal day. All school year employees do not report to work as they will be required to make up that day of work at the end of the school year calendar. Currently, the students’ last day of school is June 11th and the last day of work for staff is June 12th. Let’s hope that doesn’t move back any further – cross your fingers for some warmer weather!
Calendar Committee Work and New Membership Needed

The Calendar Committee is comprised of dedicated employees who have worked tirelessly to establish a calendar for the 2014-15 school year that meets as many needs for as many key stakeholders as possible. Committee representatives wrestled with concerns related to parent/teacher conferences, snow days, professional development opportunities, DPI requirements and equity between elementary, middle and high school levels. These are all challenging items let alone having to address all of them in one document.

The Calendar Committee is a volunteer committee in which employees participate without additional compensation. The charge of the Committee is never an easy one yet employees continue to offer to assist in the task. Thank you to the following employees for their work on the Calendar Committee:

- Susan Ayres – Elementary Curriculum Coordinator
- Del Boley – Meadowview Elementary Principal
- Jeff Bowe – 6th Grade Science Teacher – South Middle School – Middle School Rep.
- Kris Dimock – Director of Elementary Education
- Adam Keeton – Science Teacher – North High School
- Lori Koeke – Guidance Counselor – DeLong Middle School
- Jill LaBarbera – Library Media Specialist – South & Northstar middle schools
- Kurt Madsen – Assistant Principal – Memorial High School
- Kay Marks – Executive Director of Human Resources
- James Martin – Technology Coordinator – DeLong Middle School
- Keri Rowe – Music Teacher – Sam Davey Elementary School
- Tim Skutley – Principal – Northstar Middle School

The Board approved 2014-15 calendar can be found HERE. A major modification to the calendar includes the addition of three, two-hour early release days for all elementary buildings. These days are scheduled on Wednesday’s to coincide with the time already provided to teachers through PD Wednesday. Principals will be working with the leadership teams about how to best use this time for planning and collaboration.

Next steps for the Calendar Committee include an expansion of the group to investigate how the District can utilize building schedules as well as the District calendar to enhance student achievement. This new expanded committee will begin its work during second semester. Employees who are interested in volunteering for this committee (which should include representatives from elementary, middle and high school, union and non-union, and administration) should email Mary McCabe at mmccabe@ecasd.k12.wi.us by Friday, February 14, 2014.

Longevity Committee

The Longevity Committee presented information to the Board of Education last month regarding a proposal for a modified longevity system which focused on standardization for employee groups. The proposal was forwarded to the Budget Development Committee of the Board for further review.

The membership of the Longevity Committee includes the following representatives:

- Debbie Gilles – HR Systems/Project Specialist, Non-Affiliated
- Julie Lowy – Technology Support, Classified
- Kay Marks – Executive Director of Human Resources
- Kurt Nilsen – Maintenance (Plumber), Buildings & Grounds
- Mike Peplinski – 4th Grade Teacher Locust Lane, Certified
- Tami Rowe – Payroll Manager, Non-Affiliated
- Andrew Thiel – Robbins Elementary Principal, Administration

Thank you to these employees for volunteering their time to participate in extensive meetings and challenging conversations. Your dedication to the committee charge is appreciated.
Human Resources (continued)

REALiving’s “Be Your Best Awards”
Do you know someone who strives to be their BEST—personally and professionally?

Is there someone you admire for their positive attitude and strength?

If yes, REALiving, our EAP provider, wants to know!Nominate them for REALiving’s quarterly “Be Your Best Awards!”

Nominations can be submitted at the log-in access EAP resource page: EAP.REALiving.com using your user name: ECSDistrict and password: ecsd_employee.

Teaching & Learning

Retakes
The topic of how retakes in secondary courses are being administered came up in the Working Conditions Focus groups and “Your Voice,” in department meetings and at Meet and Confer. Consequently, Dr. Hardebeck has asked Ann Franke to convene a committee of secondary staff to review the research literature associated with the retake strategy; to review how the strategy is currently utilized by various teachers, departments and schools; and to make recommendations that would promote the effective use of this strategy. This review will be underway within the next few weeks. If you would like to participate in the committee, please contact Ann Franke by email at afranke@ecasd.k12.wi.us by the close of the business day on Friday, February 14th.

PDP Open Lab: February 11th
There is an open lab with assistance to support your work on your PDP on February 11th at 4 p.m. or 6 p.m. All open labs are at North High School in Computer Lab 504. Please register in advance to reserve your seats by sending an email to Pamela Larson at plarson1@ecasd.k12.wi.us.

Kindergarten Registration February 10th-15th
All families wishing to enroll their student in kindergarten for the 2014-2015 school year should join us at 500 Main Street the week of February 10th. Please visit our enrollment web page by clicking HERE for more information, times, forms, etc.

Technology

Skyward Down for Planned Maintenance
On Friday, February 14th at 6 p.m. and continuing until Saturday, February 15th at 6 p.m., Skyward will be unavailable. The company that maintains our databases is uploading a release during this time. All Skyward systems will be down during this installation time and install times cannot be altered for individual schools.
Technology/Finance

**Business Plus (B+) and Employee Online**

Due to a system upgrade on Friday, February 7th, Business Plus (B+) and Employee Online will **not** be available from 5:00 pm Friday, February 7th until 6:00 pm Saturday, February 8th.

Following the upgrade:

- **Business Plus** users will need to use the following URL:  
  [https://finance.ecasd.k12.wi.us/ifas7/home](https://finance.ecasd.k12.wi.us/ifas7/home)

- **Employee Online** users will have two options.
  1. Go to ECASD Homepage and go to STAFF - HR/Payroll - Employee Online or
  2. Use the following URL:  
     [https://eo.ecasd.k12.wi.us/ifas7/emponline](https://eo.ecasd.k12.wi.us/ifas7/emponline)

Please contact Jim Schmitt with questions regarding this upgrade.

Assessment

**SBAC Training Test**

The Smarter Balanced Assessment Consortium (SBAC) has announced the release timeline of its training test. To learn more about this resource please click [HERE](https://www.smarterbalanced.org/). Beginning next school year, the SBAC will be used in Grades 3-8 to assess English Language Arts and Mathematics.

For questions about the SBAC please contact Jim Schmitt.

**Common Assessment Professional Development Series**

Last week we shared an online common assessment professional development series from the Michigan Assessment Consortium. The entire series may be found here: [Common Assessment Series](https://www.michiganassessment.org/).

This week's District Update highlights the third module, “Determining the Outcome of Assessment.” (9:38) This module will explain different purposes of assessment, as well as how the purpose can affect the assessment design. Click [HERE](https://www.michiganassessment.org/) to view the video.

For questions regarding common assessments, please contact Jim Schmitt.

Safety & Security

**Administration Building/ID Badge Reminders**

With kindergarten registration the week of February 10th-15th, we have some Administration Building/ID Badge reminders for all staff. Whenever you come to the Administration Building for a meeting or personal business, please be prepared to **show your ID badge** to the receptionist for identification and plan on wearing your badge the entire time you are at the building.

We would like to remind all certified/teaching staff that your ID badge will work on the main door only for the Administration Building Monday through Friday. Again, please plan on signing in/out when entering/leaving the building. Please be reminded that it is District policy for staff to wear their badges while they are working at the ECASD. These badges must be displayed at or above waist level.

With February 10th-15th being extremely busy with kindergarten registration, we recommend that you get your replacement ID badges before February 10th or after February 14th. Another reason for a replacement badge is for a name change or if your photo on your ID badge is faded/worn this needs to be replaced. The ID badge is how people can tell we are employees of the ECASD and this is a small representation of our organization. Remember—there is no charge for replacement badges.

Be sure to notify your immediate supervisor/principal and the Administration Building receptionist (Alicia Walker at 715-852-3001) **immediately in the event that your badge is lost or stolen** so that it can be deactivated. The building principal or immediate supervisor must notify Alicia in writing by email that the lost or stolen badge should be replaced. If you find the lost badge, your badge can easily be reactivated by contacting Alicia.