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# NRAC Policy Manual

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April 1, 2012

(updated December 8<sup>th</sup>, 2015)

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# BACKGROUND & OVERVIEW

## ***Recreation Department Mission Statement***

The Nicolet Recreation Department provides recreational and lifelong learning opportunities to Nicolet residents and surrounding communities in an effort to enhance physical and intellectual well being for ALL..

## ***NRAC Mission Statement***

The Nicolet Recreation Advisory Committee (NRAC) shall be responsible for advising the Director of Recreation in developing and maintaining a recreation program for all residents of, and taxpayers in, the Nicolet High School District.

## ***Relationship to School Board***

The NRAC is an advisory board and acts to counsel the Recreation Director and Assistant Director. Matters beyond this scope are evaluated and voted on by the Nicolet School Board.

## ***Community Profile***

The Nicolet Recreation Department serves the communities of Bayside, Fox Point, Glendale and River Hills. Population and household data (2010 census) are as follows:

<b><u>Municipality</u></b>	<b><u>Population</u></b>	<b><u>Households</u></b>
Bayside	4389	1831
Fox Point	6701	2689
Glendale	12,872	5888
River Hills	1597	595

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# NRAC CHARTER (POLICY STATEMENT 1005.5)

## ***Mission:***

The Nicolet Recreation Advisory Committee (NRAC) shall be responsible for advising the Director of Recreation in developing and maintaining a recreation program for all residents of, and taxpayers in, the Nicolet High School District.

## ***Nicolet Recreation Advisory Committee Membership:***

The Committee will consist of nine (9) Nicolet-area residents interested in contributing their time and effort toward supporting the NRAC's mission. A designated Nicolet School Board liaison will be the 10<sup>th</sup> member, serving a term to be determined by the School Board. All ten (10) members will have full voting rights. The Nicolet School Board, District Administrator, and Director of Recreation, upon the recommendation of the NRAC, shall annually fill new Committee vacancies with Nicolet-area residents. Appointments shall be made in an attempt to ensure adequate representation from each community served by the district, and will recognize such factors as previous service organization or volunteer work, familiarity with recreation, age, background, and level of community interest.

Community members are appointed to a three-year term, with terms beginning on July 1<sup>st</sup> and expiring June 30<sup>th</sup> of the appropriate year. Terms shall be staggered so that each year new appointments will be made by the School Board. After satisfactory completion of both the member application form and the subsequent interview process, NRAC membership recommendations will be voted upon at the June NRAC meeting (or at any regular meeting during the year in the event that an unexpected vacancy would occur). The Nicolet School Board will act on recommendations at the June School Board meeting (or at other times if vacancies occur).

The Chairperson, Vice-Chair, and various Sub-committee Officers will be elected annually by the Nicolet Recreation Advisory Committee members. The Director of Recreation and the Recreation Supervisor shall serve as ex-officio members of the committee. The District Administrator and designated district and/or public officials or citizens may also serve as ex-officio members of the NRAC and will attend NRAC meetings on an as-needed basis.

## ***Responsibilities:***

1. Help identify recreational and educational needs of the district.
2. Provide feedback to the Recreation Department from the communities served.
3. Evaluate the effectiveness of current recreation and education programs and provide advice to the Director concerning new program offerings prior to implementation.
4. Help identify human, physical, & monetary resources to support recreation and education programs and initiatives.
5. Assist the Director in making pricing and staffing decisions as necessary.
6. Review Recreation Department's annual budget and ongoing financial performance.
7. Provide formal feedback on an annual basis to the District Superintendent on the Director's job performance.
8. Conduct other advisory functions as determined by the Director of Recreation and the District Superintendent.

# MEMBER SELECTION & RESPONSIBILITIES

## ***Member Selection***

In the final year of an NRAC member's term, they will need to consider if they wish to seek another term. Members interested in an additional term should submit a letter of intent in writing to the Director at least three months prior to the expiration date. Renewal will be automatic for members in good standing (as defined in the member statement

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of commitment) and no additional approvals (i.e. School Board ratification) will be required. If a member seeking to return is not in good standing, a special closed session meeting will be held to discuss the situation.

Advisory committee openings may occur as the result of term expiration for a non-renewing member or may be the result of a mid-term withdrawal. When openings occur, they will be posted in established locations for a minimum of two weeks. These locations will include the Nicolet Recreation website, recgrams, and the North Shore Now newspaper. The posting time will be increased, if necessary, for as long as needed to attract qualified applicants.

A subgroup of NRAC members will interview qualified candidates and make a recommendation to the full NRAC in a regular meeting. The Public will have the opportunity to voice opinions after which there will be a vote of the full committee. The approved candidate or candidates (in the case of multiple openings) will go to the Nicolet School Board for final approval.

If an approved candidate is assuming the term of a former member who has left prior to the end of their term, they will serve for the duration of that term. A candidate that enters at the start of a term will be appointed for the standard three years.

## ***Responsibilities***

Member responsibilities include the following:

- Advising with official and leadership concerning recreation issues
- Assisting in furthering the recreation program agenda
- Understanding all aspects of the delivery system and making recommendations
- Analyzing and interpreting community recreation needs
- Educating the citizens about programs and services
- Offering constructive suggestions and criticism
- Promoting needs and achieving results
- Stimulating public involvement in decision making

## ***Meetings***

The NRAC shall meet monthly, September through June, and at other times as required.

## ***Attendance***

Members are expected to maintain a minimum 70% attendance at Board Meetings.

## ***Committee Membership***

Each NRAC member will serve on an established committee with a specific mission and projects. A current list of committees, including members and mission statements, can be found in Appendix D.

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## **Member Statement of Commitment**

### **Nicolet Recreation Advisory Committee MEMBER STATEMENT OF COMMITMENT**

Pending approval of my appointment by the Nicolet School Board, I commit to uphold the following standards and expectations as a member of the Nicolet Recreation Advisory Committee (NRAC):

\_\_\_\_\_ To always uphold the stated mission of the NRAC and, at no time, to deliberately misrepresent, disregard, or support positions or actions contrary to official committee policies and procedures, as endorsed by the Nicolet School Board, both when representing myself as a NRAC member as well as in my personal involvement in other community organizations or functions.

\_\_\_\_\_ To conduct myself at all times in a legal, ethical and socially appropriate fashion so as not to bring obvious or potentially detrimental consequences to the overall mission and/or integrity of the NRAC.

Furthermore, given a violation of the above commitment, I shall accept a temporary suspension at the joint discretion of the school district superintendent and NRAC chairperson (or next highest ranking committee officer) pending further investigation or issue resolution. This suspension shall be from all committee representation and activities, and from communication with other committee members with regard to NRAC matters.

\_\_\_\_\_ To attend and actively participate in regularly scheduled (monthly) committee meetings.  
(Minimum requirement is to maintain 70% attendance annually.)

\_\_\_\_\_ To accept appointment by the committee chairperson to one of the standing subcommittees of NRAC and to materially contribute to the positive advancement of the subcommittee's designated charge and assigned tasks.

\_\_\_\_\_ To abide by and support all other provisions and conditions imposed on general committee membership when accepted by a majority vote of NRAC and endorsed by School Board action.

I understand no regularly appointed committee member shall be permanently removed from their membership prior to the expiration of their designated term without just cause as outlined above. Removal under just cause would require a majority vote of the full committee and acceptance of that vote by the school district administrator.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
NRAC Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **OPERATIONAL POLICIES**

### **Background Check Policy**

The School Board adopted the following policy on July 24th, 2005:

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The Nicolet High School District, including the recreation and athletic departments, reserves the right to perform a background check on any individual hired for employment. In an effort to provide a healthy and safe environment, a background check can also be performed on anyone working for a school district as a volunteer in a situation in which that individual would have private contact with community youth or students. This would include but is not limited to volunteers assigned to work in various recreation and athletic positions. This policy includes but is not limited to part-time employees, seasonal employees, rehired employees, prospective employees, current employees and volunteers. A "Wisconsin Criminal History Record Request" will be utilized when checking the particulars of employees and volunteers.

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## ***Advertising Policy***

The Nicolet Recreation Department reserves the right to sell sponsorships on the Nicolet Recgram, to sell advertising on promotional flyers, to sell advertisements in the department's seasonal bulletin, and to sell advertisements on the department's website to advertisers and/or vendors provided the sponsors adhere to all existing Nicolet School District policies on acceptable advertising. Furthermore, the Nicolet Recreation Department must not allow sponsorships that would directly or indirectly serve as a conflict of interest with any current Nicolet Recreation Department offerings. Sponsors on Recgrams will be offered either a weekly or monthly sponsorship option with an appropriate fee assigned to each option. Advertisements on promotional flyers will be offered a ¼ page format for either a 4-week or 8-week option with appropriate rates assigned. The sponsorship fee and advertising rates must be reviewed on at least an annual basis with the Nicolet Recreation Advisory Committee (NRAC). Nicolet Recreation Department Recgrams will not be sent more frequently than once a week.



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## **Rental Policy**

### Objectives

The Nicolet Recreation Department Rental Policy covers facilities rentals that provide educational opportunities to Nicolet High School Students. The rentals covered by this policy include but are not limited to Driver Education and ACT/SAT prep programs.

This proposal was developed as part of the NRAC's efforts to find a prudent way to manage competition between organizations offering the same instructional opportunities to NHS students. NRAC's goal is to ensure the Nicolet Recreation Department provides the best educational opportunities possible for students while also satisfying the need to maximize rental revenue.

NRAC believes that encouraging competition to provide services to NHS students is healthy but is also aware that multiple renters providing the same service could dilute or compromise the educational benefits to our students.

### Policy Statement

The Nicolet Recreation Department reserves the right to designate an "exclusive provider" of certain educational services to Nicolet High School students. The designated organization would enter into a contractual agreement not to exceed two years (or other term as deemed appropriate) to rent facilities at Nicolet High School for purposes of providing the specified education and must adhere to all existing Nicolet School District policies with regard to facility usage. The Nicolet Recreation Department will be responsible for accepting proposals from outside organizations or individuals and will follow in accordance with the established Nicolet Recreation Advisory Committee evaluation and selection process. The criteria for winning proposals will include but will not be limited to the quality of program, the specific needs of Nicolet High School students and the financial benefit to the Nicolet School District and is subject to School Board approval. This policy shall apply to organizations providing specific educational opportunities to Nicolet High School students including but not limited to Driver Education providers and ACT/SAT prep programs. The Nicolet Recreation Department will also not rent to organizations that would directly or indirectly represent a conflict of interest with any current Nicolet Recreation Department offerings.

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## ***Fees Policy***

On 12/19/01, the NHS School Board adopted the following policy (1005.1) as it pertains to eligibility requirements for participation in Nicolet Recreation activities.

Participation is divided into two categories: Resident and Non-Resident. Residency is established by meeting one or more of the following five requirements: 1) maintaining a primary address or paying property taxes in Bayside, River Hills, Fox Point or Glendale. 2) Being currently enrolled in NHS. 3) Being enrolled a grade k through 8 elementary school in Bayside, River Hills, Fox Point or Glendale. 4) Being a NHS staff member or an immediate family member of a NHS staff member. 5) Being a graduate of NHS. Individuals who meet at least one of the above requirements are considered a resident and are eligible for the resident rates. Individuals who fail to meet at least one of the above requirements are eligible for participation at the higher non-resident rate.

On 7/23/01, the NHS School Board adopted the following policy (1005.2) as it pertains to resident and non-resident rates for recreation programs.

When the resident fee is less than \$100, the non-resident fee shall be a minimum of \$10 greater than the resident fee. When the resident fee is greater than \$100, the non-resident fee shall be a minimum of \$20 greater than the resident fee. The program fees for non-residents shall be approximately 26% greater than the program fees for residents.

# APPENDIX A: CURRENT MEMBERS & TERMS

<b>Mr. Joe Kasle</b> 2510 W Dean Court River Hills, WI 53217	Ex Officio Member (414) 352-1072 (414) 719-3300 (414) 273-4504	Nicolet School Board Representative Joseph.kasle@nicolet.us
<b>Dr. Bob Kobylski</b> N6360 State Road 57 Belgium, WI 53004	Ex Officio Member (H)920-226-4536 (W)351-7525	Nicolet District Administrator robert.kobylski@nicolet.us
<b>Kirk Krychowiak</b> 6030 N Hyacinth Lane Glendale, WI 53217	Ex Officio Member (H)313-5270 (W)351-7567	Nicolet Athletics & Recreation Director <a href="mailto:Kirk.Krychowiak@Nicolet.us">Kirk.Krychowiak@Nicolet.us</a>
<b>Nate Brooks</b> N100W14604Ridgefield Rd. Germantown, WI 53022	Ex Officio Member (H)608-295-3494 (W)351-7568	Nicolet Assistant Recreation Director <a href="mailto:nate.brooks@nicolet.us">nate.brooks@nicolet.us</a>
<b>Wendy Borchert</b> 5954 N. Shoreland Ave. Whitefish Bay, WI 53217	Ex Officio Member (H) 964-0548 (W)351-7566 (C)217-0027	Nicolet Recreation Administrative Assistant <a href="mailto:wendy.borchert@nicolet.us">wendy.borchert@nicolet.us</a>
<b>Al Bell</b> 1023 St. Clair Ave Sheboygan, WI 53081	Ex Officio Member (H)920-457-2992 (W)351-8148	Nicolet Recreation Administrative Assistant <a href="mailto:al.bell@nicolet.us">al.bell@nicolet.us</a>
<hr/>		
<b>Nicole Voigtman</b> 6401 N Elm Tree Rd Glendale, WI 53217	Term V Ends: <b>6/30/16</b> (H)430-2248	Served 6/2/14-Present <a href="mailto:nicolevoigtman@gmail.com">nicolevoigtman@gmail.com</a>
<b>Carolyn Landwehr</b> 6411 N Elm Tree Road Glendale, WI 53217	Term IV Ends: <b>6/30/16</b> (H)352-9243	Served 6/30/98-Present <a href="mailto:callielandw@sbcglobal.net">callielandw@sbcglobal.net</a>
<b>Bill Boppre</b> 255 W Nicolet Court Glendale, WI 53217	Term I Ends: <b>6/30/16</b> (H)351-1228 (C)795-6032	Served 11/2/09-Present <a href="mailto:bboppre@sbcglobal.net">bboppre@sbcglobal.net</a>
<b>Art Sonnenschein</b> 828 W Riverview Drive Glendale, WI 53209	<b>Term II Ends:</b> 6/30/17 (H)332-1995 (W)332-1995	Served 1/3/11-Present <a href="mailto:liquitec@sbcglobal.net">liquitec@sbcglobal.net</a>
<b>Inger Wilkerson</b> 8466 N Fox Croft Lane Fox Point, WI 53217	<b>Term III Ends:</b> 6/30/17 (H)351-0753 (W)661-5850	Served 11/29/05-Present <a href="mailto:jmerline@gmail.com">jmerline@gmail.com</a>
<b>Annie Masters</b> 511 E MacArthur Road Fox Point, WI 53217	<b>Term II Ends:</b> 6/30/17 (H)236-5321 (W)712-4052	Served 11/2/09-Present <a href="mailto:anniegreenberg770@hotmail.com">anniegreenberg770@hotmail.com</a>
<b>Carol Pierner</b> 5505 N Shasta Drive Glendale, WI 53209	Term I Ends: 6/30/18 (H)463-9256	Served 11/2/09-Present
<b>Lisa Vondra (Vice-Chair)</b> 1865 W Woodbury Lane Glendale, WI 53209	Term II Ends: 6/30/18 (H)228-8286	Served 11/6/06-Present <a href="mailto:lvondra@sbcglobal.net">lvondra@sbcglobal.net</a>
<b>OPENING</b>	Term II Ends: 6/30/18	
<b>Mario Angeli</b> 1021 W Brentwood Lane Glendale, WI 53209	EMERITUS (H)352-6794 (C)403-5034 (w)262-523-3272	Served 6/30/01-6/30/06, Present <a href="mailto:mangeli1@wi.rr.com">mangeli1@wi.rr.com</a> / <a href="mailto:mangeli@boelter.com">mangeli@boelter.com</a>

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# APPENDIX B: DIRECTOR EVALUATION FORM

**Nicolet High School District  
6701 North Jean Nicolet Road  
Glendale, WI 53217**

**Recreation Director Evaluation Form (submitted annually by NRAC to the Superintendent)**

**For Use by Nicolet Recreation Advisory Committee**

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Recreation Director's Name

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Evaluation Period Dates

The rating scale is subjective. Advisory Board members are expected to base their subjective rating on a combination of (a) their personal satisfaction with the performance of the Recreation Director and (b) their subjective view as to the perceived performance of the Recreation Director by the school staff and community.

### **Rating Scale**

- Outstanding Always Exceeds Position Requirements**
- Excellent Frequently Exceeds Position Requirements**
- Competent & Effective Consistently Meets Position Requirements**
- Development Needed Inconsistent Achievement of Requirements**
- N/A Category Does Not Apply**

Evaluate the performance of the Recreation Director to effectively implement the following essential job functions:

#### **A. Job Knowledge and Ability**

- Outstanding
- Excellent
- Competent & Effective
- Development Needed
- N/A

Impact Statement: Ensure the growth and success of the Recreation Department's program offerings.

- ◆ Plan, organize, evaluate, supervise and promote the department's programs and services in accordance with the policies adopted by the School Board and school Administrators, and maintain professional development through seminars, meetings, and other training programs as necessary.
- ◆ Evaluate and implement new programs which are profitable, fulfill the community's needs, and increase the usage of existing facilities.
- ◆ Recruit, hire, and supervise, directly or indirectly, approximately 150 recreational employees in accordance with school and Recreation Department policies and applicable law.

- 
- ◆ Coordinate the Driver's Education program, volunteer for various school-related functions, and assist with other specialty programs whose benefits extend beyond the Nicolet Recreation Department.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **B. Personnel Management and Professional Relationships**

- Outstanding
- Excellent
- Competent & Effective
- Development Needed
- N/A

Impact Statement: Effectively challenge, develop, and manage the Recreation Department staff and work effectively with staff at Nicolet and feeder schools.

- ◆ Directly supervise the Recreation Department staff, identify training needs, and coordinate development programs to fulfill these needs.
- ◆ Plan, organize, and assign workflow and responsibilities of the Recreation Department staff in a fashion that makes the most efficient use of available human resources.
- ◆ Review performance of Recreation Department staff, provide feedback, and make recommendations on the rewarding and disciplining of employees. Also conduct interviews and assist with the recruiting and hiring process for Recreation Department employees as required.
- ◆ Maintain good working relationships with Nicolet High School faculty and Administrators, feeder school personnel, and other professionals in the field of Recreation such as the WPRA, SEPRC, and other Recreation Departments.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **C. Communication Skills and Community Relations**

- Outstanding
- Excellent
- Competent & Effective
- Development Needed
- N/A

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Impact Statement: Practice superior communication skills and use sound judgment in all aspects of managing the Recreation Department and its relationship with the communities it serves.

- ◆ Prepare publicity releases, bulletins, and departmental publications which are effective in communicating the programs and services offered by the Recreation Department.
- ◆ Prepare and present various reports on the Recreation Department at School Board meetings and as requested by Nicolet Administrators.
- ◆ Participate in community events wherever possible and promote the Recreation Department within and around the Nicolet School District.
- ◆ Meet with members of the community to solicit feedback, resolve conflicts, and ensure that Recreation Department customer's needs are satisfied.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **D. Resource management**

- Outstanding
- Excellent
- Competent & Effective
- Development Needed
- N/A

Impact Statement: Manage the facilities under control of the Recreation Department in a fashion which maximizes their availability to the members of the community and provides the greatest return to Nicolet High School.

- ◆ Schedule, coordinate, and promote the use of the Nicolet High School facilities and make recommendations on equipment and facility needs.
- ◆ Facilitate the use of feeder schools and alternate locations for program offerings as appropriate.
- ◆ Prepare and meet the financial goals of the annual Nicolet Recreation Department budget.
- ◆ Seek additional sources of revenue for the Recreation Department through fund raising, promotional activities, advertising, and new programming.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **E. Goal Attainment**

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Complete the following NRAC stated goals during the school year:

1. Expand advertising in bulletin and website to increase ad revenue.
  2. Develop a co-op effort with Mequon Recreation Department to increase program participation.
  3. Establish at least three new facility rental clients.
  4. Expand Senior program and Adult Cooking programs in a successful manner.
- Outstanding
  - Excellent
  - Competent & Effective
  - Development Needed
  - N/A

Comments: \_\_\_\_\_

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**Closing Remarks:**

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**Recreation Advisory Evaluator Signature**

**Date**

\_\_\_\_\_

**Recreation Advisory Chairman Signature**

**Date**

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# APPENDIX C: ASSISTANT DIRECTOR EVALUATION

**Nicolet High School District  
6701 North Jean Nicolet Road  
Glendale, WI 53217**

**Recreation Director Evaluation Form (submitted annually to the Superintendent)**

**For Use by Nicolet Recreation Advisory Committee**

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Recreation Director's Name

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Evaluation Period Dates

The rating scale is subjective. Advisory Board members are expected to base their subjective rating on a combination of (a) their personal satisfaction with the performance of the Recreation Director and (b) their subjective view as to the perceived performance of the Recreation Director by the school staff and community.

### **Rating Scale**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Outstanding</b>               | <b>Always Exceeds Position Requirements</b>     |
| <input type="checkbox"/> <b>Excellent</b>                 | <b>Frequently Exceeds Position Requirements</b> |
| <input type="checkbox"/> <b>Competent &amp; Effective</b> | <b>Consistently Meets Position Requirements</b> |
| <input type="checkbox"/> <b>Development Needed</b>        | <b>Inconsistent Achievement of Requirements</b> |
| <input type="checkbox"/> <b>N/A</b>                       | <b>Category Does Not Apply</b>                  |

Evaluate the performance of the Recreation Director to effectively implement the following essential job functions:

#### **A. Job Knowledge and Ability**

- Outstanding
- Excellent
- Competent & Effective
- Development Needed
- N/A

Impact Statement: Ensure the growth and success of the Recreation Department's program offerings.

- ◆ Plan, organize, evaluate, supervise and promote the department's programs and services in accordance with the policies adopted by the School Board and school Administrators, and maintain professional development through seminars, meetings, and other training programs as necessary.
- ◆ Evaluate and implement new programs which are profitable, fulfill the community's needs, and increase the usage of existing facilities.
- ◆ Recruit, hire, and supervise, directly or indirectly, approximately 150 recreational employees in accordance with school and Recreation Department policies and applicable law.



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Comments: \_\_\_\_\_

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**B. Personnel Management and Professional Relationships**

- Outstanding
- Excellent
- Competent & Effective
- Development Needed
- N/A

Impact Statement: Effectively challenge, develop, and manage the Recreation Department staff and work effectively with staff at Nicolet and feeder schools.

- ◆ Directly supervise the Recreation Department staff, identify training needs, and coordinate development programs to fulfill these needs.
- ◆ Plan, organize, and assign workflow and responsibilities of the Recreation Department staff in a fashion that makes the most efficient use of available human resources.
- ◆ Review performance of Recreation Department staff, provide feedback, and make recommendations on the rewarding and disciplining of employees. Also conduct interviews and assist with the recruiting and hiring process for Recreation Department employees as required.
- ◆ Maintain good working relationships with Nicolet High School faculty and Administrators, feeder school personnel, and other professionals in the field of Recreation such as the WPRA, SEPRC, and other Recreation Departments.

Comments: \_\_\_\_\_

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**C. Communication Skills and Community Relations**

- Outstanding
- Excellent
- Competent & Effective
- Development Needed
- N/A

Impact Statement: Practice superior communication skills and use sound judgment in all aspects of managing the Recreation Department and its relationship with the communities it serves.

- ◆ Prepare publicity releases, bulletins, and departmental publications which are effective in communicating the programs and services offered by the Recreation Department.

- 
- ◆ Prepare and present various reports on the Recreation Department at School Board meetings and as requested by Nicolet Administrators.
  - ◆ Participate in community events wherever possible and promote the Recreation Department within and around the Nicolet School District.
  - ◆ Meet with members of the community to solicit feedback, resolve conflicts, and ensure that Recreation Department customer's needs are satisfied.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Resource management**

- Outstanding
- Excellent
- Competent & Effective
- Development Needed
- N/A

Impact Statement: Manage the facilities under control of the Recreation Department in a fashion which maximizes their availability to the members of the community and provides the greatest return to Nicolet High School.

- ◆ Schedule, coordinate, and promote the use of the Nicolet High School facilities and make recommendations on equipment and facility needs.
- ◆ Facilitate the use of feeder schools and alternate locations for program offerings as appropriate.
- ◆ Prepare and meet the financial goals of the annual Nicolet Recreation Department budget.
- ◆ Seek additional sources of revenue for the Recreation Department through fund raising, promotional activities, advertising, and new programming.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Closing Remarks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Recreation Advisory Evaluator Signature** **Date**

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**Recreation Advisory Chairman Signature** **Date**

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# APPENDIX D: NRAC COMMITTEES

## Mission Statements and Assignment of Subcommittees For Fiscal Year 2015-16

Subcommittee	Mission or Goal	Members
<b>Finance</b>	Explore & identify new revenue sources available to the department and seek to obtain funds certainty from the district's tax levy apportionment.	Mario Angeli, Inger Wilkerson Bill Boppre, Art Sonnenschein <b>Chair: Kirk Krychowiak</b>
<b>Marketing/Facilities</b>	Continually strive to identify, implement, and maintain effective publicity/promotional endeavors, and evaluate feasibility of departmental and program facilities as needed.	Marilyn Franklin, Annie Masters <b>Chair: Nicole Voightman</b>
<b>Programming</b>	Assist the department in identifying and serving the Recreation & Adult Educational programming needs of the community.	Carolyn Landwehr, Lisa Vondra, Carol Pierner <b>Chair: Nate Brooks</b>

