PRESENTATION SUMMARY

Program Title: GOVERNMENT ACCOUNTING FOR TOWNS 1

Course Number: 106

Presenter: CAROL DORAN & SUE NELSON

Location: KI CONVENTION CENTER

Date(s): 07-09-2012 12:45-5:00

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<tbody>
<tr>
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<td>Disagree</td>
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</tr>
<tr>
<td>1. The subject matter presented was useful to me. (N=17)</td>
<td>76</td>
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<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=17)</td>
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<td>3. The instructor was knowledgeable of the subject. (N=17)</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=17)</td>
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<td>5. The instructor responded effectively to questions and comments. (N=17)</td>
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<td>6. The instructor explained points clearly and used good examples. (N=17)</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=17)</td>
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<td>9. There was adequate time given for discussion and questions. (N=17)</td>
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ITEM MEANS

1. The subject matter presented was useful to me…………………………… 4.58
2. The instructor’s teaching methods contributed significantly to my learning…. 4.57
3. The instructor was knowledgeable of the subject matter…………………… 4.76
4. The instructor was well organized and presented the material without hesitation
   …………………………………………………………………………………. 4.7
5. The instructor responded effectively to questions and comments……………… 4.7
6. The instructor explained points clearly and used good examples………………… 4.82
7. When appropriate the instructor promoted interaction among participants….. 4.58
8. The instructor respected different viewpoints…………………………………… 4.82
9. There was adequate time given for discussion and questions ………………….. 4.76
10. The overall course met my expectation………………………………………... 4.51
Most valuable aspects of this session:
Learning about the statutes.
Very informative on what is expected for towns and clerks.
The willingness of the trainers to answer all the questions. Even if they are not about the current subject discussed.
Learning some laws governing municipal finances.
Answers for specific questions.
Excellent presentation.
Clarification.
Carol is such a dynamic presenter! She is so knowledgeable, but yet tempers her knowledge with common sense!

Suggestions for improvement:
Getting rid of the people in back of class that would not stop talking when the instructor was talking.
People in back were noisy and disruptive.
Consider a track for Clerk-Treasurer and include this information much earlier in the process. It would have been helpful to me much earlier in the education process rather than year 4.

Additional comments:
Carol was very good and does a great job.
Just a complaint about the amount of talking done by Barbara from the Town of Sumner during the presentation by the trainer.
Some people in the back row were talking way too much during Carol’s presentation.
# PRESENTATION SUMMARY

107

Program Title: INTRO TO GOVERNMENT FINANCIAL STATEMENTS

Course Number: 107

Presenter: ROBERT YAHR

Location: KI CONVENTION CENTER

Date(s): 07-09-2012 12:45-5:00

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<th>3. The instructor was knowledgeable of the subject. (N=35)</th>
<th>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=35)</th>
<th>5. The instructor responded effectively to questions and comments. (N=35)</th>
<th>6. The instructor explained points clearly and used good examples. (N=35)</th>
<th>7. When appropriate, the instructor promoted interaction among participants. (N=34)</th>
<th>8. The instructor respected different viewpoints. (N=32)</th>
<th>9. There was adequate time given for discussion and questions. (N=34)</th>
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ITEM MEANS

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<tr>
<td>10</td>
<td>The overall course met my expectation</td>
<td>3.88</td>
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</table>
Most valuable aspects of this session:

Suggestions for improvement:
Maybe have class earlier in the day, kind of hard to stay awake.
Please move to Monday morning! NOT afternoons!
Very dry subject.

Additional comments:
Instructor did the best he could with a fairly dry subject.
Thanks for making this class as entertaining as it could be.
**PRESENTATION SUMMARY**

**Program Title:** GOVERNMENT ACCOUNTING FOR TOWNS 2  
**Course Number:** 110  
**Presenter:** CAROL DORAN & SUE NELSON  
**Location:** KI CONVENTION CENTER  
**Date(s):** 07-10-2012 8:00-12:00

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<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<td>5. The instructor responded effectively to questions and comments. (N=17)</td>
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<td>6. The instructor explained points clearly and used good examples. (N=17)</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=16)</td>
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<td>8. The instructor respected different viewpoints. (N=17)</td>
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<td>9. There was adequate time given for discussion and questions. (N=17)</td>
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<td>10. The overall course met my expectations. (N=17)</td>
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ITEM MEANS

1. The subject matter presented was useful to me................................. 4.76
2. The instructor’s teaching methods contributed significantly to my learning.... 4.64
3. The instructor was knowledgeable of the subject matter.......................... 4.88
4. The instructor was well organized and presented the material without hesitation ................................................... 4.7
5. The instructor responded effectively to questions and comments................. 4.88
6. The instructor explained points clearly and used good examples.................. 4.76
7. When appropriate the instructor promoted interaction among participants..... 4.66
8. The instructor respected different viewpoints........................................... 4.88
9. There was adequate time given for discussion and questions ..................... 4.88
10. The overall course met my expectation.................................................. 4.76
Most valuable aspects of this session:
Sue Nelson – great having her expand on some of the information. Carol – was very high information and it was great to pick her brain for understanding of issues.
Clear instruction. Good.
Very relevant to my job. Some interesting things were mentioned that I didn’t realize.
Consider this for first year clerks also.
Carol and Sue and their ability to work with the needs of the class!
Excellent session!

Suggestions for improvement:

Additional comments:
It would be nice to have more classes that go in depth of what forms are needed to be filed and how to fill them out.
Nice that towns were separate from city/village since there are differences.
Excellent.
Exceptional speaker.
PRESENTATION SUMMARY

Program Title: GOVERNMENT ACCOUNTING ESSENTIALS

Course Number: 111

Presenter: ROBERT YAHR

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 8:00-12:00

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<td>7. When appropriate, the instructor promoted interaction among participants. (N=33)</td>
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<td>9. There was adequate time given for discussion and questions. (N=35)</td>
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ITEM MEANS

1. The subject matter presented was useful to me........................................................................ 4.24
2. The instructor’s teaching methods contributed significantly to my learning.................. 3.91
3. The instructor was knowledgeable of the subject matter.............................................. 4.71
4. The instructor was well organized and presented the material without hesitation
   ............................................................................................................................................... 4.54
5. The instructor responded effectively to questions and comments................................. 4.45
6. The instructor explained points clearly and used good examples.................................. 4.12
7. When appropriate the instructor promoted interaction among participants................. 3.97
8. The instructor respected different viewpoints.................................................................... 4.07
9. There was adequate time given for discussion and questions........................................ 4.23
10. The overall course met my expectation............................................................................ 3.97
**Most valuable aspects of this session:**
This course was much better today (Tuesday) than yesterday. Order of information – Monday’s session should have after this session, only my opinion. Thank you. Very helpful when returning to my community. 😊

**Suggestions for improvement:**
More real-life examples. Too much “accountant” vocabulary for me.

**Additional comments:**
I am new to municipality so this certainly helped! Good class – thank you!
He needs to write better – says it and writes in short hand.
I am a very new clerk-treasurer and struggled to understand the course. He is very nice and knowledgeable but I needed a more basic course.
### PRESENTATION SUMMARY

Program Title: HOW TO PREPARE FOR AN AUDIT

Course Number: 119

Presenter: PAUL FRANTZ & WENDI UNGER

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 12:45-2:45

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<td>5. The instructor responded effectively to questions and comments. (N=28)</td>
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<td>6. The instructor explained points clearly and used good examples. (N=27)</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=27)</td>
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<td>8. The instructor respected different viewpoints. (N=26)</td>
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ITEM MEANS

1. The subject matter presented was useful to me………………………………. 4.86
2. The instructor’s teaching methods contributed significantly to my learning…. 4.68
3. The instructor was knowledgeable of the subject matter…………………… 4.89
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................ 4.86
5. The instructor responded effectively to questions and comments……………. 4.86
6. The instructor explained points clearly and used good examples…………….. 4.81
7. When appropriate the instructor promoted interaction among participants….. 4.81
8. The instructor respected different viewpoints........................................... 4.85
9. There was adequate time given for discussion and questions……………….. 4.85
10. The overall course met my expectation................................................... 4.81
Most valuable aspects of this session:
Helped me grasp concept of an audit.
Like the work group project. Like the quiz.
The instructor was good. They should all be like him.

Suggestions for improvement:
Would like more time for the quiz.
Less time for group activity.

Additional comments:
Love the candy 😊.
Need bathroom break.
Very engaging and knowledgeable! Thank you! 😊
PRESENTATION SUMMARY

Program Title: DUTIES & RESPONSIBILITIES OF THE MUNICIP

Course Number: 125

Presenter: VALERIE CLARIZIO & HELEN SCHMIDLKOFER

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 3:00-5:00

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<td>5. The instructor responded effectively to questions and comments. (N=23)</td>
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<td>8. The instructor respected different viewpoints. (N=23)</td>
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ITEM MEANS

1. The subject matter presented was useful to me………………………….. 4.69

2. The instructor’s teaching methods contributed significantly to my learning…. 4.48

3. The instructor was knowledgeable of the subject matter…………………… 4.65

4. The instructor was well organized and presented the material without hesitation
   .......................................................................................................................... 4.56

5. The instructor responded effectively to questions and comments……………… 4.65

6. The instructor explained points clearly and used good examples……………… 4.7

7. When appropriate the instructor promoted interaction among participants….. 4.7

8. The instructor respected different viewpoints…………………………………… 4.78

9. There was adequate time given for discussion and questions .................... 4.5

10. The overall course met my expectation……………………………………… 4.52
Most valuable aspects of this session:
I’ve been a treasurer for one month and learned a lot of important basics of the job. Very easy to stay interested listening to these instructors. I really enjoyed this class and I wish we had a longer time to cover more information. Great group work learning about other possible revenues and expenditures.

Suggestions for improvement:
Less time in groups; more time for presentations. Like to see more information on first dollar credit and lottery credit putting on tax bill or removing from bill.

Additional comments:
Went too long – end was rushed. Good class interaction.
PRESENTATION SUMMARY

Program Title: DEVELOPING A BUDGET

Course Number: 131

Presenter: KATE LAWTON & DEVELOPING A BUDGET

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 8:00-12:00

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<th>Statement</th>
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<th>Agree</th>
<th>Somewhat Agree</th>
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<th>Strongly Disagree</th>
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<td>3. The instructor was knowledgeable of the subject. (N=14)</td>
<td>86</td>
<td>14</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=14)</td>
<td>71</td>
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<td>5. The instructor responded effectively to questions and comments. (N=14)</td>
<td>79</td>
<td>21</td>
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<tr>
<td>6. The instructor explained points clearly and used good examples. (N=14)</td>
<td>79</td>
<td>21</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=14)</td>
<td>79</td>
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<td>8. The instructor respected different viewpoints. (N=14)</td>
<td>79</td>
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<td>9. There was adequate time given for discussion and questions. (N=14)</td>
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<td>71</td>
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ITEM MEANS

1. The subject matter presented was useful to me…………………………….. 4.79
2. The instructor’s teaching methods contributed significantly to my learning…. 4.57
3. The instructor was knowledgeable of the subject matter…………………… 4.86
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................... 4.71
5. The instructor responded effectively to questions and comments…………. 4.79
6. The instructor explained points clearly and used good examples…………… 4.79
7. When appropriate the instructor promoted interaction among participants….. 4.79
8. The instructor respected different viewpoints...................................... 4.79
9. There was adequate time given for discussion and questions .................. 4.71
10. The overall course met my expectation.............................................. 4.71
Most valuable aspects of this session:
Important aspects of job, showed actual documents for explanation.
Detailed public hearing publication notice.

Suggestions for improvement:
Treats during session.
It would be beneficial to have two city/town budget officials with different perspectives instead of someone from the state.
Must have treats! 😊

Additional comments:
Maybe the budgeting course should be split between larger and smaller cities/villages. I was very surprised at how many large municipalities use Excel to budget.
Good information – would have loved to have this last year.
PRESENTATION SUMMARY

Program Title: FUNDAMENTALS OF BUDGETING

Course Number: 132

Presenter: KIM MANLEY

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 8:00-12:00

<table>
<thead>
<tr>
<th></th>
<th>% Strongly Agree</th>
<th>% Agree</th>
<th>% Somewhat Agree</th>
<th>% Disagree</th>
<th>% Strongly Disagree</th>
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</table>
| 1. The subject matter presented was useful to me.  
  (N=49)    | 67               | 20      | 8                | 4          | 0                   |
| 2. The instructor’s teaching methods contributed significantly to my learning.  
  (N=49)    | 63               | 27      | 10               | 0          | 0                   |
| 3. The instructor was knowledgeable of the subject.  
  (N=49)    | 86               | 12      | 2                | 0          | 0                   |
| 4. The instructor was well organized and presented the material without hesitation or over reliance on notes.  
  (N=49)    | 57               | 31      | 12               | 0          | 0                   |
| 5. The instructor responded effectively to questions and comments.  
  (N=49)    | 90               | 6       | 4                | 0          | 0                   |
| 6. The instructor explained points clearly and used good examples.  
  (N=49)    | 78               | 18      | 4                | 0          | 0                   |
| 7. When appropriate, the instructor promoted interaction among participants.  
  (N=48)    | 75               | 19      | 6                | 0          | 0                   |
| 8. The instructor respected different viewpoints.  
  (N=49)    | 78               | 20      | 2                | 0          | 0                   |
| 9. There was adequate time given for discussion and questions.  
  (N=49)    | 73               | 22      | 4                | 0          | 0                   |
| 10. The overall course met my expectations.  
  (N=48)    | 71               | 19      | 10               | 0          | 0                   |
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<td>The instructor’s teaching methods contributed significantly to my learning.</td>
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<tr>
<td>3</td>
<td>The instructor was knowledgeable of the subject matter</td>
<td>4.84</td>
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<td>4</td>
<td>The instructor was well organized and presented the material without hesitation</td>
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</tr>
<tr>
<td>5</td>
<td>The instructor responded effectively to questions and comments</td>
<td>4.86</td>
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<td>6</td>
<td>The instructor explained points clearly and used good examples</td>
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</tr>
<tr>
<td>7</td>
<td>When appropriate the instructor promoted interaction among participants</td>
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<td>8</td>
<td>The instructor respected different viewpoints</td>
<td>4.76</td>
</tr>
<tr>
<td>9</td>
<td>There was adequate time given for discussion and questions</td>
<td>4.65</td>
</tr>
<tr>
<td>10</td>
<td>The overall course met my expectation</td>
<td>4.61</td>
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</table>
Most valuable aspects of this session:
Very informative and all was explained at a level everyone could understand.
Everything.
How to put together a budget. Terminology of a budget. Ideas for revenue.
Everything. Great job.
Disk on revenues and expenses was helpful. Learning about classifications of revenues and expenses was great.
Excellent, informed instructor.
Knowledgeable speaker.
Great understanding of whole process.
I do not work on the budget as Deputy Clerk, but understanding how it is put together helped me with the overall view of the areas I work in.
The audience questions were helpful in understanding and gave me new ideas to take back with me.
Very good presenter. Was happy I made this one.

Suggestions for improvement:
Developing a Budget should follow this class. This class in the morning and Developing a Budget in the afternoon.
Maybe a worksheet on how to place things onto a budget worksheet.
Did not do last page of packet – had a lot of good information that we would have benefited from.
Wish we had more time.
This course was required – it was not relevant to me.
Class geared for beginners. Somewhat repetitive for experienced clerks.
Don’t let dog chew on flash drive so handouts match PowerPoint.
Print PowerPoint presentations slide by slide.
I would like to have been more hands-on actually doing a budget. And how to get budget into computer. I know there are different programs but just to explain how so we can see how it’s going through the year.

Additional comments:
Thank you very much!
Very good class. Very understandable teachers.
Love the ideas from you and other clerks – do more of that!
Very well presented.
Stay on the subjects.
Licked this session a lot.
Kim was awesome – tons of experience to relate/discuss with us. Lots of interaction – would like this as first class for new treasurers rather than Robert Yahr – having the beginning parts before the big financial statements discussion. So far, this is the only evaluation I did that I had all “Strongly Agree!”
Thank you!
Thank you for your expertise!
Very informative. Would like more classes like this. Answered everyone’s questions!
Great job!
# PRESENTATION SUMMARY

Program Title: CASH MANAGEMENT AND INVESTMENTS

Course Number: 137

Presenter: KEN HERDEMAN & BRIAN REILLY

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 12:45-5:00

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<tbody>
<tr>
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<td>Agree</td>
<td>Somewhat Agree</td>
<td>Disagree</td>
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</tr>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=24)</td>
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<tr>
<td>5. The instructor responded effectively to questions and comments. (N=24)</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=24)</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=23)</td>
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<tr>
<td>9. There was adequate time given for discussion and questions. (N=24)</td>
<td>75</td>
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<tr>
<td>10. The overall course met my expectations. (N=24)</td>
<td>54</td>
<td>33</td>
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</table>
ITEM MEANS

1. The subject matter presented was useful to me.......................... 4.42
2. The instructor’s teaching methods contributed significantly to my learning… 4.54
3. The instructor was knowledgeable of the subject matter................... 4.8
4. The instructor was well organized and presented the material without hesitation.
   ............................................................................. 4.77
5. The instructor responded effectively to questions and comments.......... 4.67
6. The instructor explained points clearly and used good examples.......... 4.65
7. When appropriate the instructor promoted interaction among participants..... 4.77
8. The instructor respected different viewpoints.............................. 4.6
9. There was adequate time given for discussion and questions ............ 4.68
10. The overall course met my expectation....................................... 4.54
Most valuable aspects of this session:
Learning about the LGIP.
EVERYTHING! Great presentation – I learned so much, especially about investments.

Suggestions for improvement:
Too much info on PowerPoint slides… break it up with less info per slide. Instructor didn’t even want to read it all… Why would I want to?

Additional comments:
Handout print too small.
Morning class!!
Best presentation all week! They explained things with simplicity so those of us with little experience could follow!
Great information – learned a lot.
Brian was very knowledgeable.
Nice having multiple speakers.
# PRESENTATION SUMMARY

**Program Title:** TAX PREPARATION  
**Course Number:** 147  
**Presenter:** CATHERINE HASSLINGER & DEB NEAL  
**Location:** KI CONVENTION CENTER  
**Date(s):** 07-12-2012 8:00-12:00

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<tbody>
<tr>
<td><strong>Strongly Agree</strong></td>
<td><strong>Agree</strong></td>
<td><strong>Somewhat Agree</strong></td>
<td><strong>Disagree</strong></td>
<td><strong>Strongly Disagree</strong></td>
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<tr>
<td>2. The instructor’s teaching methods contributed significantly to my learning. <em>(N=64)</em></td>
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<td>3. The instructor was knowledgeable of the subject. <em>(N=64)</em></td>
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<tr>
<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. <em>(N=64)</em></td>
<td>84</td>
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<td>5. The instructor responded effectively to questions and comments. <em>(N=64)</em></td>
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<tr>
<td>6. The instructor explained points clearly and used good examples. <em>(N=63)</em></td>
<td>89</td>
<td>8</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. <em>(N=63)</em></td>
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<td>8. The instructor respected different viewpoints. <em>(N=62)</em></td>
<td>87</td>
<td>13</td>
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<tr>
<td>9. There was adequate time given for discussion and questions. <em>(N=63)</em></td>
<td>89</td>
<td>11</td>
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<tr>
<td>10. The overall course met my expectations. <em>(N=62)</em></td>
<td>87</td>
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ITEM MEANS

1. The subject matter presented was useful to me…………………………………… 4.74
2. The instructor’s teaching methods contributed significantly to my learning…. 4.8
3. The instructor was knowledgeable of the subject matter………………… 4.94
4. The instructor was well organized and presented the material without hesitation.
   ................................................................................................................. 4.79
5. The instructor responded effectively to questions and comments…………. 4.92
6. The instructor explained points clearly and used good examples……………… 4.86
7. When appropriate the instructor promoted interaction among participants….. 4.86
8. The instructor respected different viewpoints…………………………………… 4.86
9. There was adequate time given for discussion and questions ……………….. 4.89
10. The overall course met my expectation……………………………………… 4.87
Most valuable aspects of this session:
This information was invaluable in general – I wish I would have had this as a Clerk 1.
The whole class.
Hands-on examples.
Loved the hands-on worksheets.
Great handouts! Also wonderful that we were able to go through forms and actually fill them out together.
This was extremely helpful! The best class of the week! This is why I came!
Going through worksheets was very helpful.
How the instructor walked us through mill rate worksheets and SOT.
Review of knowledge base.
Learning what my co-workers do.
Instructors were very good at sharing information. I had no knowledge of this material, but I was able to participate and understand!
Hands-on worksheet.
The hands-on experiences.
Learned so much – loved the worksheet!!
Very helpful! Hands-on is a great way to present this information.
Hands-on with filling out forms.
Thank you for walking us all through this with printed examples! This way we can all go back home and use as a guide.
Physically working on the worksheets.
All valuable!
The humor helps! These instructors are excellent. Interactivity keeps us focused and involved.
This is the first class this week that I did not get bored at all! No sleeping in this class – thank you!
Exercises help to understand material.
Like the color coding idea.
Very well paced especially with such a large and diverse group.
Doing the actual calculations really benefits everyone!
I really enjoyed this class. Cathy and Deb work really well together.
Excellent! I learned so much from this class. Thanks for the CD with information.
The hands-on learning using the forms to calculate, etc.
Learned the process from A-Z. Needed the step by step instructions and this was well thought out and presented.

Suggestions for improvement:
When doing worksheets, put them on overhead to follow along.
Stop touching the microphone – we could hear the instructors just fine.
They did an awesome job!
Don’t give quite as much time on small assignment segments.
Maybe have it for all clerks and treasurers.
The $30 was confusing to a lot of people… Maybe show it as a special fee on the public notice so people have a “concrete” view.
Spend more time on special charges vs. special assignments so we can take examples back to board.
Fill out forms on overhead projector step-by-step, thereby mirroring what we are doing at our tables. More context on where we get these forms/when/who sends them to us for the beginners.
Can’t think of one.
None – Cathy and Deb really know their stuff and how to explain it. Great class!

**Additional comments:**
Awesome – thanks so much for the disk! Can’t wait to check it out.
Cathy and Deb do a fantastic job! Great hand outs and exercises.
There should be more classes like this with hands-on activities.
Monday, Tuesday class – very important!
Nice job.
I don’t do any of this.
I do not work in this area, but it was helpful to understand.
Jokes, stories are great!
Thank you!
Best class of the week!
Fun way to keep everyone engaged – thank you!
Best class yet! Very useful and helpful information.
I really needed this class!!
Was a newbie – found this so beneficial. Thank you. Would love to have your organizational ideas too for binders in the office. Tips were very helpful. Thank you.
Please practice with the AV equipment!
Excellent information.
Very, very, very good class.
Even though I don’t deal with taxes in my current job, being in the session was worthwhile.
Wow – you’ve done this before! Very cohesive!
In class, we could hear the speaker from the adjoining classroom. At times, I could not hear from where I was sitting.
The speakers were absolutely wonderful! The amount of knowledge along with the humor kept the class interesting and fun. Thanks!!
Perfect.
Very good class and the teachers made it very understandable.
**PRESENTATION SUMMARY**

Program Title: TAX COLLECTION AND SETTLEMENT

Course Number: 157

Presenter: CATHERINE HASSLINGER & DEB NEAL

Location: KI CONVENTION CENTER

Date(s): 07-12-2012 12:45-5:00

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<td>Somewhat Agree</td>
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<td>Strongly Disagree</td>
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<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=69)</td>
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<td>3. The instructor was knowledgeable of the subject. (N=69)</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=69)</td>
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<td>5. The instructor responded effectively to questions and comments. (N=69)</td>
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<tr>
<td>6. The instructor explained points clearly and used good examples. (N=69)</td>
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<td>12</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=69)</td>
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<td>10</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=69)</td>
<td>90</td>
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<tr>
<td>9. There was adequate time given for discussion and questions. (N=69)</td>
<td>88</td>
<td>12</td>
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<tr>
<td>10. The overall course met my expectations. (N=68)</td>
<td>87</td>
<td>13</td>
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</table>
**ITEM MEANS**

1. The subject matter presented was useful to me……………………………………. 4.7
2. The instructor’s teaching methods contributed significantly to my learning…. 4.8
3. The instructor was knowledgeable of the subject matter………………………… 4.91
4. The instructor was well organized and presented the material without hesitation ………………………………………………………………………………….. 4.76
5. The instructor responded effectively to questions and comments……………… 4.88
6. The instructor explained points clearly and used good examples……………… 4.88
7. When appropriate the instructor promoted interaction among participants….. 4.9
8. The instructor respected different viewpoints……………………………………… 4.9
9. There was adequate time given for discussion and questions………………….. 4.88
10. The overall course met my expectation………………………………………… 4.87
Most valuable aspects of this session:
Tax settlements – step by step – well presented.
Working exercises.
They know their stuff – made it interesting and fun.
All valuable.
Liked working with the split parcel and the settlements.
Excellent presentation and information.
It gave me a greater understanding of forms I fill out (mill rate and SOT) and what my treasurer goes through!
Great humor! Love the handouts!
Everything!
The teachers were very helpful and kept things fun and understandable.
All.
Just good sound tips and review.
Presented in a very understandable manner for a clerk like me who has only done this once!!
Better appreciation of some of what is my treasurer’s job.
Tips/suggestions.

Suggestions for improvement:
Way too much time for basically one topic. Could be condensed into 1 four hour session versus two.
None.
Use one municipality with all exercises. A little confusing going from small community to large.
Instructors please take care of yourselves and keep your energy up. We fade by 2:30pm and rely on you to keep us sharp!
A lot of tax information in one day – but it was still a great class!
Would have liked to learn more about the PILT Payments and how they flow on worksheet.
Don’t touch the microphone!
Stand up when presenting. I couldn’t see the instructors.
Continue w/actual village of Badger throughout entire tax settlement examples.
Hands on activities.
None. They did GREAT!

Additional comments:
Still loving it!
Loved the “song and dance” of the instructors.
Very good class and instructor.
Excellent! Glad we did handouts and did activities. The chocolate was great – the jokes, too!
Thank you for EVERYTHING!
Good class! Wonderful handouts.
Awesome!! Good teamwork!
Very good presenters.
Excellent instructors!
Thanks – it was great!!
I really, honestly, truly appreciate the humor and mental breaks. By Thursday it was needed!!
Both the morning and afternoon classes were great. Most valuable classes this track!
Thank you! Ladies were great too!
Deb and Cathy once again did a great job!
More classes should be like this with hands-on activities!
Good examples.
PRESENTATION SUMMARY

Program Title: MAKING PRESENTATIONS MORE EFFECTIVE WITH

Course Number: 159

Presenter: AL GUYANT

Location: KI CONVENTION CENTER

Date(s): 07-09-2012 8:00-12:00

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<td>4</td>
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</tr>
<tr>
<td>6. The instructor explained points clearly and used good examples. (N=27)</td>
<td>89</td>
<td>11</td>
<td>0</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=27)</td>
<td>93</td>
<td>7</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=27)</td>
<td>81</td>
<td>19</td>
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<tr>
<td>9. There was adequate time given for discussion and questions. (N=27)</td>
<td>67</td>
<td>30</td>
<td>4</td>
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<tr>
<td>10. The overall course met my expectations. (N=27)</td>
<td>67</td>
<td>30</td>
<td>4</td>
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ITEM MEANS

1. The subject matter presented was useful to me……………………………………. 4.64
2. The instructor’s teaching methods contributed significantly to my learning…… 4.68
3. The instructor was knowledgeable of the subject matter…………………………. 4.96
4. The instructor was well organized and presented the material without hesitation ………………………………………………………………………………………………………… 4.86
5. The instructor responded effectively to questions and comments……………… 4.79
6. The instructor explained points clearly and used good examples……………… 4.89
7. When appropriate the instructor promoted interaction among participants…… 4.93
8. The instructor respected different viewpoints………………………………………. 4.81
9. There was adequate time given for discussion and questions………………… 4.67
10. The overall course met my expectation………………………………………… 4.67
**Most valuable aspects of this session:**
The different examples we worked through that incorporated the ideas of the group.
Overall good class participation.
Instructor allowed comments which added to discussions.
Gave real-life examples and methods to deal with complex and complicated communication issues.
Message boxes.
3 ways to respond to tough questions.
Understanding that more information isn’t always effective. Preparing yourself for those tough questions before you get them will put you at ease and increase confidence in your presentation.
Helping us to be more confident in talking to people about problems.
The two laws of human communication.
Liked hearing about engaging the listening group emotionally to your main focal point.
The group session was great.
Three ways to respond to tough questions.
Interaction.
How to be effective in a discussion that takes place in a meeting where you need to present a stressful subject.

**Suggestions for improvement:**
Stay on task. Too much personal information and wandering away from the topic.
A lot more time. Felt you could cover more on this subject.
Keep up the good work!
More time.
I think a little more time for those that would use this more.

**Additional comments:**
Overall I enjoyed this – looking forward to using my new knowledge in poll worker training.
Lots of time – thank you!
Great class.
He was a great presenter.
Evaluation Statistics for Question Responses

Date held: July 8, 2012
Speaker(s): 

Event: M12CTI
Subevent: T1
Form ID: 2012 T1
#Regs: 0

1. Your unit of government is a:

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<th>100.00 Response % for Question</th>
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</tr>
<tr>
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Average Question Response Ranking: 1.78

1. Other

2. Your tuition was paid by:

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Average Question Response Ranking: 2.22

1. Other

3. How did you learn about the Institute?

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Average Question Response Ranking: 2.69
Evaluation Statistics for Question Responses
Printed September 11, 2012

Event: M12CTI
Subevent: T1
Form ID: 2012 T1
#Regs: 0

Date held: July 8, 2012
Speaker(s):

1. Other

Finance Director.
Brochure and recommended by past participant.
Brochure and recommended by past participant.
Brochure and professional development.
Brochure and recommended by past participant.
Recommended by board member.

4. What is your primary reason you are attending the institute?

<table>
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<tr>
<th>Certification (1)</th>
<th>Personal Dvlpmnt (2)</th>
<th>Professional Dvlpmnt</th>
<th>Networking (4)</th>
<th>Other, specify (5)</th>
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Average Question Response Ranking: 2.71

1. Other:

Personal and professional development.
Certification and professional development.
Certification and knowledge.
Learn the job - 34 years in another profession so I need municipal education!
Personal and professional development.

5. Please discuss the usefulness of the sessions? What courses were useful and why:

Tax Preparation - I haven't completed one yet and now I have systems to follow.
Tax Collection and Settlement - Yeah a class that finally relates to treasurers. All the rest were for clerk or the board.
Some of the accounting classes for year one were a little basic. Maybe split between people with more accounting knowledge.
Tax Preparation and Collection and Settlement - very well done and I really needed help with it.
Fundamentals of Budgeting - very well done and I really needed help with it.
Audit Preparation helped a lot.
All gave a good overview of the job - many hats!
Tax Preparation and Tax Settlement.
Tax Preparation and Collection - hands-on activities - learned tons! Deb Neal and Catherine are great.
Both Tax classes were great!
The Tax classes were the most useful to me as I just started the position about four months ago.
Tax Preparation and Collection and Settlement - no past experience with this.
They all helped in some way! I'm a new clerk/treasurer so everything helps.
Tax Preparation and Tax Settlement, and Cash Management.
I found the investment course taught by Ehlers to be very useful as it laid out different options available to municipalities.
Showed me the right way to complete reports.

6. Are there any other comments you would like to make about the sessions?
Much more beneficial with interactive group sessions - even though they scare people.
Sessions go too long - it is very hard to sit through a four hour class.
The Marquette professor was very knowledgeable but it was very hard to stay awake. He needs to make it more exciting or something.
I would like to have had more basic overview of being a NEW clerk - break out those who are really new to it all from those who have been doing clerk/treasurer work for a long time but just beginning the institute course.
Cash Management and Investments wasn't something that could hold attention.
Presentations where they just read a PowerPoint presentation, I could have read myself and got the same information - Cash and Investments - snore!
Fabulous institute!
Enjoyed the interactive ones the most.
Very good conference. I really learned a lot this week.
I thought they were all very good.

7. What other sessions would you like to see offered? (Can you recommend a good instructor for the subject?)
TIFS - set-up/running/uses.
Grant Writing.
Understanding Fund Accounting.

8. Do you have any comments on the Institute Staff you would like to share?
Yes! Very helpful and welcoming.
I found people (advisors) to be very "clicky." Sorry I didn't socialize - I was hear to learn.
Al Guyant - great presenter. Deb Neal and Cathy Hasslinger - excellent. Kim Manley did a good job. Paul Frantz (Audit) was good. Instructor Robert Yahr - not a good class. He was a bit obtuse and boring - not helpful.
Very friendly and easy to talk with.
Everyone was very friendly and helpful.
Wonderful staff!
The staff were all great! Very helpful and knowledgeable.
They are all great. Kassie is a real dynamo.
Some classes would have been better for just towns. Especially the audit class - a lot pertained to city government.
9. Anything else you would like to tell us?

I found fellow classmates at times to be more helpful than the instructors. Could the institute be completed on Thursday and not incur the municipality’s extra cost for a short Friday? The comedy was very necessary - possibly a Thursday morning would make a nice break. Overall, a very practical approach to get the necessary information into our hands.

I'm glad I came to the institute and I learned a lot. I have to say that our classrooms were uncomfortably cold most of the time and downright miserably freezing other times - I can't concentrate or focus when that uncomfortable. Our room was good and easily fit three of us in. The food was marginal and snacks ran out before I got anything on more than one occasion. Overall I learned a lot and look forward to next time. Thanks to all for your hard work and dedication - your enthusiasm for the program adds a great deal to the whole experience.

Hotel staff (some of them) could have been more helpful. But that's not the institute's fault. Might be helpful to have one session of open discussion with communities of equal size.

Thanks for a great week.

The food was awful. Unhealthy!

10. Do you plan to attend the Institute next year?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Answers</td>
<td>0 Answer</td>
</tr>
</tbody>
</table>

100.00% | 0.00% |

1. Why or why not?

Want to finish.
Depends on the budget.
Hope so.
If the town can afford it.
11. Would you recommend the Institute to others?

<table>
<thead>
<tr>
<th></th>
<th>18 Total Response(s)</th>
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<td>%Questn Resp</td>
<td>100.00%</td>
<td>0.00%</td>
<td></td>
</tr>
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</table>

1. Why or why not?

Especially if they are clerks.

AVERAGE RANK: 2.30