

**GERMANTOWN SCHOOL DISTRICT
NOTICE OF PERSONNEL COMMITTEE MEETING
Rockfield Elementary School – Library
N132 W18473 Rockfield Road
Germantown, WI 53022**

**January 12, 2015
6:30 p.m.**

AGENDA

- I. Meeting called to order
- II. Roll Call
- III. Approval of agenda
- IV. Approval of November 24, 2014 Personnel Committee minutes.
- V. New Business
 - A. Discussion and action regarding special education position.
 - B. Discussion and action regarding employee resignation.
- VI. Adjourn

Note: School Board members who are not members of the Personnel Committee may be present at this Personnel Committee meeting.

**GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
PERSONNEL COMMITTEE MEETING**

November 24, 2014

1. The meeting of the Personnel Committee was called to order by Committee Chair Sarah Larson at 6:00 p.m. in the District Office Board Room. Personnel Committee members present: Sarah Larson, Lester Spies, and Brian Medved.
2. Motion by Spies, second by Medved to approve the agenda. Motion carried.
3. Motion by Spies, second by Medved to approve the September 8, 2014 Personnel Committee minutes. Motion carried.
4. Motion by Spies, second by Medved to forward to the Board with a positive recommendation, approval of a 2% wage increase for non-certified staff effective July 1, 2014. Motion carried.
5. Brenda O'Brien had informed the Board that approximately 20 students will exhaust the current course sequence for math at the end of the 2014-2015 school year and presented options for the district to partner with MATC to provide Calculus III and Differential Equations and Linear Algebra for the 2015-2016 school year at the November 10, 2014 Board meeting. The Personnel Committee discussed costing for teachers who teach course overloads versus the cost of an MATC partnership. The administration will need to gather more information before taking to the Board of Education at the December 15, 2014 meeting.
6. Director of Human Resources Cynthia Coley provided an update on the progress of the Collaboration and Volunteer Goal for the Alternate Compensation Model and outlined the current process for submitting, approval, and recording of volunteer opportunities.
7. Motion by Spies, second by Medved to adjourn. Motion carried.
8. Committee Chair Larson declared the meeting adjourned at 6:34 p.m.

Jayne Borst
Recording Secretary

Lester Spies
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: Personnel Committee **TOPIC:** Special Education Teacher Addition
FROM: Cynthia Coley **COMMITTEE MEETING:** January 12, 2015
 Sally Kellman
DATE: January 8, 2015 **AGENDA ITEM:** V.A.

The district and school administration is making the personnel committee members aware of a posting on WECAN for an additional elementary special education teacher. The posting is made in an attempt to determine the likelihood of qualified candidates at mid-year for the potential of a district need to increase elementary special education teaching staff by 1 FTE.

The addition of a special education teacher (1 FTE) at Rockfield School is being considered due to increased enrollment and the likelihood of increased student need. Currently, there are thirty-five (35) students of varying disabilities being serviced by three cross-categorical teachers. In our district, the teacher-to-child ratio for the elementary special education program is often 10-12 students per teacher, depending upon the needs of the students. While IEP goals, and resulting services, vary from child to child, this potential request for additional staff would be a result of not only increased enrollment, but also in response to the level and amount of services needed for the pending referrals (four at this time); which by the nature of the referrals have been determined to be significantly higher for several of the children, hence requiring the potential for additional hours of service per week.

Before proceeding to officially recommend an additional elementary special education teacher for Rockfield Elementary, the need will be verified through school administrator observations, IEP goals review of all students in the program, and a service audit by the Director of Pupil Services.

As with the other special education teachers in the district, the staffing expense would be an expense to the general fund.

RECOMMENDATION: Information at this time, with the potential of action.

GERMANTOWN SCHOOL DISTRICT

TO: Personnel Committee

TOPIC: Resignation

FROM: Cynthia Coley

BOARD MEETING: January 12, 2015

DATE: January 7, 2015

AGENDA ITEM: V.B.

Elizabeth Klancnik, recently submitted her letter of resignation. Elizabeth's spouse has recently been notified of a relocation to the Wausau area. Lisa joined the Germantown School District this fall as the district's school nurse. She is willing to help in the transition as we search for a replacement.

RECOMMENDATION: Accept the resignation of Elizabeth Klancnik and post the vacancy to fill the district school nurse position as soon as practicable.

Elizabeth Klancnik
10820 W Rawson Ave
Franklin, WI 53132
eklancnik@gmail.com

6 January 2015

Cynthia Coley
Director of Human Resources
Germantown School District
N104 W13840 Donges Bay Rd
Germantown, WI 53022

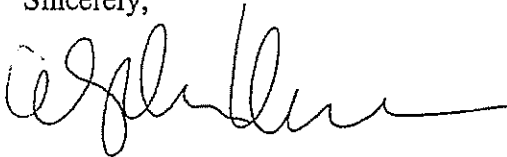
Dear Mrs. Coley:

I regret to inform you that I am resigning from my current position as School District Nurse for the Germantown School District, effective in January of 2015. This resignation is due to my spouse receiving a scholarship opportunity to further his medical education in northern Wisconsin. I am deeply saddened to have to terminate this employment opportunity with the Germantown School District.

Thank you for the opportunities for professional and personal development that you have provided me. I have enjoyed working for the school district and appreciate the support you have provided me.

If I can be of any help during this transition, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth Klancnik', written in a cursive style.

Elizabeth Klancnik