

**GERMANTOWN SCHOOL DISTRICT
NOTICE OF PERSONNEL COMMITTEE MEETING
GERMANTOWN HIGH SCHOOL - LIBRARY
W180 N11501 River Lane
Germantown, WI 53022**

**Monday, March 21, 2016
5:45 p.m.**

AGENDA

- I. Meeting called to order
- II. Roll Call
- III. Approval of agenda
- IV. Approval of November 9, 2015 Personnel Committee minutes.
- V. Unfinished Business
 - A. Update, review, and discussion regarding Germantown School District Collaboration Volunteer Goal Progress for 2015-16.
 - B. Discussion with possible action regarding extra pay structures for instructional staff.
- VI. New Business
 - A. Update, review, and discussion regarding staffing plans for the 2016-17 School year.
- VII. 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 9, 2015

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 June 8, 2015 Personnel Committee minutes. Motion carried.
4. Director of Human Resources Cynthia Coley provided an update on the Alternate Compensation meeting with teachers and shared that 93% of teaching staff have participated in volunteer events since the 2014-2015 school year and that 40% have already committed to events for the 2015-2016 school year.
5. Cynthia Coley also presented ten years of resignation and retirement data for review.
6. Motion by Spies, second by Medved to forward to the Board with a positive recommendation, approval of a 2% increase in current pay for support staff effective July 1, 2015 and direct the administration to consider alternative compensation models for support staff for the 2016-2017 school year. Motion carried.
7. Motion by Spies, second by Medved to adjourn. Motion carried.
8. Committee Chair Larson declared the meeting adjourned at 6:42 p.m.

Jayne Borst
Recording Secretary

Lester Spies
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: Personnel Committee **TOPIC:** Collaborative Volunteer Goal
FROM: Cynthia Coley **BOARD MEETING:** March 21, 2016
DATE: March 17, 2016 **AGENDA ITEM:** V.A.

The attachment regarding the current status of the Collaborative Volunteer Goal shares the organizations and community groups that have benefitted from the teachers donation of time and talents.

As we revisit the Alternate Compensation Model on Tuesday, March 22 at the scheduled ad hoc committee meeting and/or propose plans or changes for next year, discussions regarding Collaborative Goal topics and targets will most likely be discussed.

RECOMMENDATION: The will of the committee

Germantown Teachers Make a Difference by Volunteering

Teachers in the Germantown School District have taken a challenge to expand their impact on communities and youth. For the 2015-16 School Year, the goal of the teaching staff is to volunteer for at least two community events that support the Germantown School District community and beyond. This initiative is also part of an effort to model "Making a Difference" to their students and families. Approximately ninety three percent (93%) of the Germantown teaching staff volunteered during the 2014-15 school year. Germantown teachers have donated time and efforts, beyond the school day, to such organizations and events as:

Salvation Army - Bell Ringing
Germantown Area Chamber of Commerce - Candy Cane Run
Germantown Kiwanis - Christmas Parade and Tree Lighting
American Red Cross and Blood Centers of Wisconsin - Blood Drives
Stuff the Bus – GO Riteway Community Service Project
Hunger Task Force
Kids Matter Inc.
St. Boniface Food Pantry
Our Kid's Closet
Washington County Sheriff's Department -Shop with a Cop
Adopt – a – Highway
Germantown Senior Citizens - Meals on Wheels
Friends of Abused Families
Children's Hospital of Wisconsin
Germantown Police Department – 2eyes2hands Initiative
American Cancer Society – Relay for Life
Germantown Community Library
MacArthur Holiday Helpers
PTA - Rocktober Fest
Germantown Public Library
Kennedy Middle School Day of Service
Washington County – Night to Shine
Susan G. Koman – Race for a Cure
Local Boy Scout Troops
Area 4-H Clubs
Germantown Scholarship Fund- Mini Mudder's Event
Germantown Park and Rec
Big Brothers and Big Sisters of Washington County
Local and Area Benefits for Families and their Children

The list keeps growing as teachers have targeted events throughout the 2015-16 school year, for the second year in a row. Nearly fifty-eight percent (58%) of the teachers have already pledged to donate their time and talents with two or more of these or other charitable and service organizations' events and activities during the 2015-16 school year. To date, sixty-six (66%) have completed one activity, while twenty-seven (27%) have completed two activities.

March 4, 2016

GERMANTOWN SCHOOL DISTRICT

TO: Personnel Committee **TOPIC:** Extra pay structure – Teachers
FROM: Cynthia Coley **BOARD MEETING:** March 21, 2016
DATE: March 15, 2016 **AGENDA ITEM:** V.B.

For the purposes of discussion and possible action this agenda item is brought forward for consideration. Several extra duty pay provisions that have been in existence for at least 15 years while some have not increased since 1995-96. As the administration reviewed the status of extra pay structures for activities related to instruction, also taken into consideration was the fact that the starting salary for a new teacher is currently at \$40,000. Converting the \$40,000 salary to an hourly rate (for an 8-hour day) would equate to approximately \$26/hr.

Those compensation items, along with administration's recommendations for increase include the following:

i. Extended Contract: Currently \$17.08/hr.

An extended contract is a contract issued to the professional staff for work of an instructional nature extending beyond the normal professional duties and days of the staff. (Often, associated with curriculum, i.e., curriculum writing for a new course, major curriculum revisions of a subject area at grade levels, or an encompassing project such as district report cards development, etc.) In the past, major projects were either initiated by district need in response to initiatives and/or administrative direction, or in some cases teachers were allowed to submit proposals for extended contracts to develop new programs and design instructional resources.

The annual budget, for extended contracts, averages about 3,500 hours at a total cost of \$59,500. An increase from \$17.08 an hour to \$20.50 an hour would total a budget increase of \$12,250.

Recommendation: Administration is recommending an increase to \$20.50/hour for extended contract work.

ii. Additional Instruction Period Class Assignment (Overload): Currently \$2,000 per semester or (\$4,000/yr.)

An "overload" is considered as teaching a sixth period for at the middle and high school levels. The additional section of classes can be a course the teacher is already teaching, to accommodate course registrations, such as six (6) sections of AP Psychology, or it can be an additional course which would require additional planning, such as one section of photography in the art department.

Occasionally, it has been beneficial for elementary students and facility schedules to increase the load of special teachers; such as art, music or physical education (typically forty-six (46) 30-minute sessions), to include additional grade level sections rather than hiring an extremely part-time employee. In the cases of elementary overloads, payment for additional class assignments have been pro-rated to equate to the time and resulting hourly rate of the middle and high school.

The annual budget for “overloads” fluctuates from year to year, dependent upon student enrollment, course selections, and/or the variety of courses within a specific department. In the current year there are six (6) while in the previous year there were eighteen (18). Tentative staffing suggests approximately ten (10) overloads for the 2016/2017 school year. Based upon increasing from a rate of \$2,000 to a rate of \$2,500 per overload, for the 2016/2017 school year, the total cost increase would be \$5,000.

Recommendation: Administration is recommending an increase to \$2500 per overload for teaching additional class periods or sections (pro-rated for elementary situations).

iii. **Classroom Teachers as Substitutes (in-house substitutes): Currently \$14.70 per class period**

In the event where a substitute teacher is unavailable, current teachers may fill in during their prep period to cover that vacancy. Teachers who volunteer or are appointed to teach an extra class on a given day are paid \$14.70 per class hour. In the cases of elementary in-house substitutes, payment have been pro-rated to equate to the time and resulting hourly rate of the middle and high school. (Currently, substitutes are compensated \$105 or \$125/day).

The expenditures for in-house substitutes for the 2014-2015 school year was approximately \$19,600. Given an increase to \$17.85 per class period the budgetary impact would be an increase of approximately \$4,200.

Recommendation: Administration is recommending an increase to \$17.85 per period for in-house substitutes. (pro-rated for elementary situations)

iv. **Teacher Homebound Salary: Currently \$21.04/hour**

Homebound instruction occurs in the event a student cannot attend classes on campus; most often for medical reasons. These situations occur very seldom however it would seem reasonable to adjust the hourly rate in accordance with teacher salary increases.

Recommendation: Administration is recommending the rate of \$26.00 per hour for Homebound Instruction.

v. **Department Chairs (GHS): Currently \$2250 or \$2500 per year**

These positions are teachers that work with the high school administration in a shared leadership model whereby responsibilities include not only active participation in and input regarding scheduling, budgeting and staffing, but also communicating information to the their department members about initiatives, goals, and processes which are largely curricular improvement/instructional leadership in nature. Presently there are twelve (12) Department Chairpersons whose stipends range from \$250 to \$2,500 depending upon the extent of their duties, number of teachers in their instructional group/department, and the extent of courses/resources/programs to be monitored.

Recommendation: Administration is recommending an increase from the current amount of \$20,000 identified for Department Chairpersons stipends to a total of \$25,000.

vi. **Middle School House Leaders: Currently \$1,000 per semester**

Somewhat similar to the Department Chair at the high school, the Middle School House Leaders are the organizers of their team, usually a four or five member team that coordinate the activities of their grade level house. Since the total budget for Middle School House Leaders is based upon ten (10) individuals serving in this capacity, an increase of \$1,000 to \$1,150 per semester would have an impact on the budget of about \$3,000.00

Recommendation: Administration is recommending an increase from the current amount of \$1,000 per semester to an amount of \$1,150 per house leader at Kennedy Middle School.

vii. **Stand-In Administrator: Currently \$900/vr.**

Each elementary school has a teacher in charge, appointed by the principal, who serves in a leadership capacity when a principal may need to be attending district meetings, trainings, or other related activities for a partial or full day during a school day. The Middle School also has such an appointed position. The total number of days during the year for this type of appointment is equivalent to approximately 10-15 days per year. This would result in a budgetary increase of about \$750 from this year to next.

Recommendation: Administration is recommending an increase from the current amount of \$900 identified for Stand-In Administrator stipends to an amount of \$1,050 per year.

viii. **Lunchroom Duty/Playground Supervision: Currently \$790/semester**

Most often lunchroom and playground supervision at the elementary is covered by instructional aides, however in order to accommodate the number of periods during the day which these occur, additional supervision staff are needed. In the event that teachers are part of this supervision duty roster, they are paid \$790 per semester. Middle and high school lunchroom duty is also paid at a rate of \$790 per semester. Total lunchroom/playground supervision for the District is approximately \$59,500. An increase to \$900 a semester would impact the budget by approximately \$8,300 per year.

Recommendation: Administration is recommending an increase from the current amount of \$790 per semester identified for Lunchroom/Playground Supervision stipends for teachers at the middle and elementary schools to an amount of \$900 per semester.

ix. **Professional Growth Hours:**

Teachers and support staff members who voluntarily attend trainings or serve on building or ad hoc committee meetings beyond their contracted day, are awarded professional growth hours for their time in attendance, if the activity has been pre-approved by an Administrator and the Director of Human Resources. These hours, for teachers, are calculated at year end and can be paid out at a rate of \$10/hour or every 30 hours can be credited to the equivalent of 1 in-district graduate credit. Support staff employees are paid the \$10 per hour in their paycheck following submission of the approved hours.

Recommendation: Administration is recommending an increase from the current amount of \$10 per hour for professional growth activities to \$11.50 per semester.

x. Mentors

Currently, teachers who volunteer and are selected to serve as mentors for teachers new to the District are paid a \$100 stipend for the year. Additionally, the hours spent by a new teacher and their mentor addressing first year orientation to their building and the District, lesson planning, peer observations and conferencing are compensated as either extended contract or professional growth hours, dependent upon the activity.

Administration is proposing a \$100 stipend to be paid to the mentor each semester. The budget impact is dependent upon the number of new teachers in a given year i.e., ten (10) new teachers equals a \$1,000 increase to the current budget.

Recommendation: Administration is recommending that mentors be paid \$100 per semester starting with the 2016-2017 school year.

Should items i. through x. be approved the 2016-2017 school year budget for extra pay would be increased by approximately \$45,000, of course dependent upon the number of participants and hours invested.

RECOMMENDATION: The will of the committee in response to Administrations recommendations for items i. through x.