

GERMANTOWN SCHOOL DISTRICT

Notice of Personnel Committee Meeting

April 16, 2018

5:15 p.m.

Germantown School District Administration Building

N104 W13840 Donges Bay Rd.

Germantown, WI 53022

AGENDA

I. Meeting Called to Order

II. Roll Call

III. Agenda Revisions and Approval

IV. Approval of Minutes

A. December 18, 2017

V. New Business

A. Discussion and action to approve Preferred Educational Partnership with Concordia University.

B. Discussion and action to approve new staffing proposal.

C. Discussion and action to approve posting of positions

D. Update on Alternative Compensation

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
MINUTES OF THE BOARD OF EDUCATION
PERSONNEL COMMITTEE MEETING**

DECEMBER 18, 2017

1. The meeting of the Personnel Committee was called to order by Committee Chair Sarah Larson at 5:30 P.M. in the District Office Board Room.
2. Personnel Committee Members present: Sarah Larson and Lester Spies, and ex-officio committee member Board President Bob Soderberg. Committee Member Brian Medved was absent (excused). Superintendent Jeff Holmes, Director of Human Resources Mike Nowak, and Director of Business Ric Ericksen were also present.
3. Motion by Spies, second by Soderberg to approve the agenda. Motion carried.
4. Motion by Spies, second by Soderberg to approve the October 23, 2017 committee meeting minutes. Motion carried.
5. Motion by Spies, second by Soderberg to forward to the Board with a positive recommendation, approval of a 2.5% pay increase of current salaries for 2017-2018 fiscal school year for support staff effective July 1, 2017 and direct the administration to proceed in developing a framework for future wage and salary determinations. Motion carried.
6. Motion by Spies, second by Soderberg to forward to the Board with a positive recommendation, modification of the teacher handbook language to appropriately recognize staff members who receive National Board Certification prior to being employed in the Germantown School District. Motion carried.
7. Committee member Lester Spies who is also on the calendar committee, provided an update on the 2018-2019 school calendar and indicated it will be brought to the Board for approval with a one year only reduction in teacher days from 191 to 190.
8. Motion by Spies, second by Soderberg to adjourn. Motion carried.
9. Committee Chair Sarah Larson declared the meeting adjourned at 6:08 P.M.

Jayne Borst
Recording Secretary

Lester Spies
School Board Clerk



**Preferred Educational
Partnership**

Teaming with Educational organizations
to prepare leaders for our future.

CUW

**Concordia University WI
12800 N Lake Shore Dr.
Mequon, WI 53097-2416
262-243-7322
www.cuw.edu**

CONCORDIA PREFERRED EDUCATIONAL PARTNERSHIP

Benefits for Educational Partner

- Partnership with local university that has an excellent academic and ethical reputation
- School personnel would receive a 24% tuition discount on coursework leading to a certificate or master's degree.
- School personnel would receive up-to-date and direct communication regarding Concordia's graduate education programming.
- Graduate courses would be available through an online delivery, at our Mequon or an off campus location.
- Professional development options could be customized to meet the specific needs of the district/school, i.e., a special certificate in educational design and technology could be crafted for a district which wants its faculty to move to a 1:1 initiative and demonstrate 21st century teaching skills.
- Teachers and administrators from within the school could serve as adjunct instructors in the graduate courses if they meet Concordia's adjunct faculty requirements. This would represent an exciting opportunity for professional development as well.
- *Preferred district partners could receive significant financial discounts on targeted professional developments from CUW faculty for their district employees*

Benefits for CUW

- Concordia would be the preferred partner to advertise graduate education professional development opportunities within the school/district.
- During the scope of the agreement, Concordia would be able to offer informational sessions on site to school personnel at least twice a year.
- As a preferred provider, Concordia would be able to meet directly with school leadership and teachers in order to develop professional development programs (full graduate programs and individual workshops) which meet the specific needs and strategic targets of the school/district.
- Concordia will have access to a dedicated group of potential adjunct faculty from within the district.
- Concordia could simultaneously market its other programming (professional developments) to appropriate stakeholders within the preferred districts/school.

Programs Offered Through Partnership

- **English as a Second Language – minor (1395 license)**
 - The ESL program is a certifiable minor or license based on equivalency to a minor. The purpose of the ESL program at Concordia University Wisconsin is to prepare school of education candidates to serve students who are English language learners (ELLs) and assist them to become proficient in academic English and prepare them for their continuing education and career readiness goals.

- **Master of Science in Education - Curriculum and Instruction**
 - This specialty is designed to prepare you to be a master classroom teacher through improved teaching skills and an increased understanding of the process of education. It provides student-educators with a range of choices of classes for license renewal or to increase expertise in your area of special interest. Portfolio assessment is done throughout the program. It is not required that a student hold a teaching license for acceptance into the program.
 - **Alternative Education - #1952 add-on license**
 - The Alternative Education License is an additional license for people who currently possess a teacher's license from the Wisconsin Department of Public Instruction. Acknowledging that large and/or traditional school environments do not meet the needs of all students, the program is designed to work with teachers and school districts to develop programs that help all students become successful, including those who are at-risk, vulnerable or disengaged.
 - This license requires two classes: Educating Students at Risk and Alternative Education. Each of the courses is three credits and must be taken consecutively. Only six credits are required to complete licensing requirements.

- **Master of Science in Education – Counseling**
 - The purpose of the Master of Science in Education-Counseling program is to help prepare and train you in the counseling field so that you may help others cope with and understand their life situation. You will learn the basic skill areas of counseling, including assessment, consultation, individual and group counseling, ethics and research, how and when to counsel people, and information on the resources available to church and community.

- **Master of Science in Education – Education Administration**
 - The Educational Administration Program offers a master's degree, which includes eligibility for the K-12 Principal (#5051) in the state of Wisconsin. Students may also opt to add on the Director of Instruction license (#5010). The Principal Program prepares one to serve in an administrative role in an elementary, middle or high school. It encourages one to become a leader among peers and to the district students academically and socially. The Director of Instruction Program prepares one to become a Director of Instruction/Curriculum Coordinator for a school or district. This program also prepares one to become a more effective instructional leader as an administrator in the school.

- **Education Specialist/ #5003 Superintendent License Program**
 - The Education Specialist/Superintendent License Program is a blended program (almost entirely online, with 2 required face-to-face residences) that leads to the #5003 Superintendent License in the state of Wisconsin and is for individuals who have already obtained their Master's degree and hold or be eligible to hold an Administrator's license.

- **Master of Science in Education – Literacy**
 - The Reading Program is designed to assist elementary, middle and high school teachers to obtain Wisconsin K-12 DPI Licenses 1316, Reading Teacher and 5017, Reading Specialist certification. Reading Teacher certification requires 18 credits while the Reading Specialist certification requires a master's degree, including a Reading Teacher certification, and an additional 15 credits.
- **Master of Science in Education – Special Education**
 - This specialty is designed to prepare students in both cross-categorical and early childhood special education. It provides teaching professionals with the opportunity to identify characteristics of children with disabilities, assess their individual needs, and design intervention strategies by adapting and/or accommodating instruction. Developed to meet all state and CEC standards, the program provides rigorous, comprehensive courses that include numerous field experiences. Graduate students may choose to earn only their Special Education licensure or, by including a research component, earn a master's degree in Special Education.
- **Graduate Teacher Certification – Elementary and Secondary and Early Childhood**
 - Concordia University Wisconsin offers an accelerated Graduate Teacher Certification Program for adults who wish to be certified to teach in Grades 1-8 (Middle Childhood through Early Adolescence), in Grades 6-12 (Early Adolescence-Adolescence) or Birth-3rd (Early Childhood.) Individuals interested in these programs must already have a Bachelor's degree from an accredited university, and meet our program entrance requirements. Once students complete the licensing portion of the program, they take additional graduate credits to complete the Master's degree in Curriculum and Instruction.

Additional Educational Cohorts Available:

- **Master of Science in Education – Educational Design and Technology***
 - The graduate degree in educational technology is designed to help you explore the nature of 21st century teaching and learning, integrate faith and learning, and reflect upon the implications of educational ministry in the digital world. The program exists to help individuals in schools and other learning organizations, including teachers, church workers, trainers and others committed to various aspects of learning, to serve as ethical, innovative and effective educational technology leaders. While we address the use and management of technology in portions of the program, our emphasis is upon learning design and facilitation.
- **Master of Science in Education – Family Studies***
 - The Family Studies program focuses on the family and how it relates to school and society. It provides core knowledge and understanding on major issues facing families and educators. Program emphasis is given to effective methods in child nurturing techniques with a focus on building self-esteem, problem solving, motivation and discipline.

**These additional educational cohorts do not end in a WI DPI license.*

Please note, some programs offered online or on the main campus in Mequon only.

In an effort to provide educational opportunities and help prepare future leaders, we hereby agree to join into a Concordia Preferred Educational Partnership.

CUW Representative

Date

School/ District Representative (signature)

Date

(print name – School / District Representative)

(School/District/Organization Name)

This agreement will cover three academic years and can be terminated by either party at any time with 30 days written notice. The parties agree that all students currently enrolled and/or affected by the termination will be transitioned in good faith and smoothly so as not to adversely impact their educational experience.

We value you as a partner and look forward to a strengthened relationship.

GERMANTOWN SCHOOL DISTRICT

TO: Personnel Committee **TOPIC:** New Staffing Proposal
FROM: Mike Nowak **BOARD MEETING:** April 16, 2018
DATE: April 16, 2018 **AGENDA ITEM:** V. B.

As we look forward to the 2018-19 school year, we are proposing the addition of six new positions. They include a Dean of Students at Germantown High School, a Dean of Students at Kennedy Middle School, a Student Monitor at Germantown High School, a Student Monitor at Kennedy Middle School, a School Counselor at the elementary level, and a district-wide Instructional Coach. The attached chart provides description, rationale and salary information for each of the proposed positions. Along with ensuring the security and safety of our staff and students, these positions also serve to support our focus of building a foundation for success within every child.

RECOMMENDATION: Bring forward to the Board of Education a positive recommendation for the addition of six new positions for the 2018-19 school year, dependent upon budgetary review and eventual adoption.

PROPOSED STAFFING ADDITIONS 2018 - 2019

Position	Description	Proposed By	Rationale	Salary
Dean of Students-GHS		GHS Administrative Team	Activities Director job responsibilities changed, which shifted responsibilities to the Principal and AP. Additional, but different responsibilities were added to the Activities Director's responsibilities.	\$50,000 - \$70,000
1 Additional Student Monitor		GHS Administrative Team	Additional space and two secure entrances (Front and Fieldhouse)	\$22,977
Dean of Students - KMS		KMS Administrative Team	Attendance (truancy), daily minor discipline and parent contact	\$45,000 - \$65,000
Student Monitor - ISS		KMS Administrative Team	Monitoring in-school suspension	\$22,977
Elementary Counselor		Elementary Principals and Director of Pupil Services	Additional counselor time is needed to support the increasing incidence of anxiety and other mental health needs which are becoming barriers to the learning for many of our students. Counselors provide education, prevention and intervention activities related to social/emotional learning, which are essential for developing skills to promote academic achievement.	\$50,000 - \$70,000
Instructional Coach-District-wide	The instructional coach will work with individual teachers or groups of teachers on a consistent basis to continue advancing instructional practice of all teachers- building professional relationships, engaging in and facilitating collaborative and constructive conversations about teaching and learning, asking probing questions, and exploring philosophical beliefs.	Director of Teaching and Learning	Continue advancing the District Initiative through a coaching model; our core purpose as an organization has been articulated, the framework for professional learning is created, and action toward improving instructional practice has begun. Establishing an instructional coaching position and identifying lead teachers would continue this momentum and build capacity for continued professional learning throughout the district.	\$50,000 - \$70,000
TOTAL				\$240,954 - \$320,954

GERMANTOWN SCHOOL DISTRICT

TO:	Personnel Committee	TOPIC:	Proposed Posting of Positions
FROM:	Mike Nowak	BOARD MEETING:	April 16, 2018
DATE:	April 16, 2018	AGENDA ITEM:	V. C.

As we work through the initial phasing of developing a staffing plan for the the 2018-19 school year, we are requesting permission to post for three positions. They include a 2.0 FTE in Technology Education, a .6 FTE in Science, and a .9 FTE in Business Education. All three positions are in relatively high-demand disciplines. Additionally, all three of these departments have frequently needed to utilize teaching overloads during the past several school years. Posting for these positions will alleviate this need.

RECOMMENDATION: Bring forward to the Board of Education a positive recommendation for the posting of a 2.0 FTE in Technology Education, a .6 FTE in Science, and a .9 FTE in Business Education for the 2018-19 school year.