

**GERMANTOWN SCHOOL DISTRICT
NOTICE OF BOARD OF EDUCATION MEETING
District Administrative Offices - Board Room
N104 W13840 Donges Bay Road
Germantown, WI 53022**

Monday, October 22, 2012

7:30 pm

AGENDA

- 7:30 I. Meeting Called to Order and Pledge of Allegiance
A. Official Meeting Notification
B. Roll Call
- 7:30 II. Citizen Comments (15 Minutes):
Community Members are invited to share their questions, comments, or concerns with the School Board. When speaking, citizens should state their name for the record. The presentation time frame shall be determined by the Board President once an indication of the number of people wishing to speak is made. Wisconsin law authorizes the school board to receive information from members of the public. Where possible, the Board will answer factual questions immediately or may provide a written response if information is not available. If a response would involve discussion of Board Policy or decisions which might be of interest to citizens not present at the meeting, the Board may place the item on a future meeting agenda. Comments which may be injurious to school district personnel or other individuals will not be allowed.
- 7:30 III. Approval of Agenda
- 7:30 IV. Approval of Minutes
A. October 8, 2012 Board Meeting
- 7:30 V. Consent Agenda
A. Donations
- 7:30 VI. Correspondence, Reports, and Information Items
A. Mission Sightings
B. Emergency Response Exercise Update
- 7:35 VII. Personnel Committee
A. Discussion with appropriate action regarding new contracts.
B. Discussion with appropriate action regarding future teacher retirement benefits.
C. Update on remaining items discussed at October 22, 2012 Personnel Committee meeting.
- 7:45 VIII. Finance Committee
A. Discussion with appropriate action regarding final budget and tax levy.
B. Update on remaining items discussed at October 22nd Finance Committee meeting.

8:00 IX. New Business
A. Discussion with appropriate action regarding Wellness Action Plan.

8:30 X. Closed Session - The Board will take action to enter into closed session pursuant to Section 19.85(1)(c) and 19.85(1)(e).

Section 19.85(1)(c) reads: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Section 19.85(1)(e) reads: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- A. Approval of October 8, 2012 Closed Session Minutes.
- B. Discussion regarding elementary school assistant principal.
- C. Discussion regarding middle school Dean of Students position.
- D. Discussion regarding administrator and professional/technical staff compensation for 2011-2012.
- E. Discussion regarding district administrator compensation for 2011 - 2012.
- F. Discussion regarding St. Mary busing communication.

XI. Open Session

- A. Discussion with appropriate action regarding elementary school assistant principal.
- B. Discussion with appropriate action regarding middle school Dean of Students position.
- C. Discussion with appropriate action regarding administrator and professional/technical staff compensation for 2011 - 2012.
- D. Discussion with appropriate action regarding district administrator compensation for 2011 - 2012.
- E. Discussion with appropriate action regarding St. Mary busing communication.

XII. Adjourn

**GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
October 8, 2012**

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg with the Pledge of Allegiance and a moment of silence in the District Office Board Room at 7:18 p.m. District Administrator Dr. Susan Borden read the official meeting notification. Roll Call: Soderberg – yes, Kline – yes, Loth – yes, Warnimont – yes, Barney – yes, Spies – yes, Larson - yes.
2. Motion by Spies, second by Warnimont to approve the agenda. Motion carried.
3. Motion by Warnimont, second by Spies to approve the September 24, 2012 Budget Hearing and Annual Meeting minutes. Motion carried.

4. Motion by Loth, second by Larson to approve the September 24, 2012 Board of Education meeting minutes. Motion carried.

5. Motion by Warnimont, second by Spies to approve the following donations:

Accept the donation of a welding helmet valued at \$71 from Michael Loth to the high school welding class.

Accept the donation of \$100 from BNI Germantown Group to MacArthur Elementary School.

Accept the donation of \$8,350 from the Germantown High School Wrestling Team for the purchase of a Dollamur Flexi Roll Mat.

Accept the donation of 35 backpacks from Bubricks and many additional school supplies from various community donors from the GO Riteway Transportation Group's "Stuff the Bus" school supply drive.

Accept the donation of \$2,200 from Germantown Little League to pay for renovations to the Kennedy Middle School softball diamonds.

Accept the donation of \$1,000 from Plastic Components, Inc. to the 2012 high school girls Battle Bots team.

Motion carried.

6. Student Representative Syndey Langmann reported on homecoming events at the high school.
7. Dr. Borden updated the Board of Education on the Southeast Wisconsin Education Effectiveness Consortium (SWEEC).
8. Advisor Diane Seramur and eight high school students provided a presentation on the 2012 Healthcare Career Academy they participated in over the summer at Community Memorial Hospital. The eight student participants thanked the Board for allowing them the opportunity to explore careers in healthcare.

9. Dr. Borden informed the Board that an emergency response exercise will take place in the high school A-Wing from noon to 3:30 p.m. on Friday, October 12, 2012 in cooperation with the Germantown Police Department.
10. Director of Human Resources and Assistant Superintendent Cynthia Coley presented an enrollment update.
11. Buildings Committee Chair Bruce Warnimont provided an update on discussions that took place at the September 26, 2012 meeting and asked for opinions from Board members regarding long term facility use agreements, usage fees, areas of usage, the School Dude system, and Little League and Diamond Club usage.
12. Recommendation from Personnel Committee to approve 2012-2013 Letters of Employment for Lisa Frye 1.0 FTE at \$35,171 and Sandra Wiesolek .60 FTE at \$32,350.76. Motion carried.
13. Personnel Committee Chair Sarah Larson informed the Board that the administrator benefit plan is a work in progress and the committee is working on combining the two current benefit plans into one document. The Personnel Committee will continue discussion at the next Personnel Committee meeting.
14. Committee Chair Larson also informed the Board that the committee is making progress on developing a district administrator evaluation process and will be discussing goals to incorporate into the evaluation form but would like to confer with district legal counsel at the Personnel Committee meeting on November 12, 2012. Mrs. Larson indicated that discussion was tabled on future teacher retirement benefits and future teacher salary components.
15. Recommendation from Policy Committee to approve Whistleblower Protection Policy 1211 and corresponding sections 3211 and 4211 with the noted change reversing district administrator and Board in the second to last paragraph and implement immediately. Motion carried.
16. Recommendation from Policy Committee to approve modifications to Policy 3140 – Termination, Non-renewal and Resignation as presented. Motion carried.
17. Recommendation from Policy Committee to approve Policy 3131 – Reduction in Staff as presented. Motion carried.
18. Recommendation from Policy Committee to approve the revised copy of Policy 5460 – Graduation Requirements for implementation in the 2013-2014 school year. Motion carried (Warnimont – no, Spies – no).
19. Policy Committee Chair Diana Kline informed the Board that Policy 2414-Human Growth and Development, Policy 5630.01-Use of Restraint and Seclusion, exit interviews, and Policy 6520-Payroll Deductions were tabled at the October 8, 2012 Policy Committee meeting and will be discussed at the next Policy Committee meeting.
20. Motion by Spies, second by Barney to approve District Goals as presented. Motion carried (Warnimont – abstained).

21. Motion by Spies, second by Warnimont to approve the overnight travel request for approximately 21 high school students and advisors Kristen Mickie and Heidi Slater to travel to Stevens Point November 15-17, 2012 to compete at the WHSFA Theaterfest.

Motion by Warnimont, second by Spies to amend the motion to include a male chaperone if any male students are attending the WHSFA Theaterfest competition. Motion carried.

Original motion to approve the overnight travel request for approximately 21 high school students and advisors Kristen Mickie, Heidi Slater, and a male chaperone if male students are participating, to travel to Stevens Point November 15-17, 2012 to compete at the WHSFA Theaterfest. Motion carried.
22. Motion by Spies, second by Loth to approve high school and middle school co-curricular coaching contracts as presented. Motion carried.
23. Motion by Spies, second by Barney to authorize the temporary borrowing and award tax and revenue anticipation notes in the amount of \$5,300,000 to US Bank at an interest rate of 0.4460%. Motion carried.
24. Motion by Spies, second by Barney to enter into closed session pursuant to Section 19.81(1)(c) and Section 19.85(10)(e) for approval of closed session meeting minutes, discussion regarding the Director of Teaching and Learning, elementary school assistant principal and middle school Dean of Students positions, the district transportation contract, GEA negotiations, administrator and professional/technical staff compensation for 2011-2012, district administrator compensation for 2011-2012, and St. Mary busing communications. Motion carried.
25. The Board of Education entered into closed session at 8:25 p.m.
26. The Board of Education returned to open session at 10:45 p.m.
27. Motion by Warnimont, second by Spies to approve the Notice of Adjustment to Contract for Maria Kucharski assigning her to the role of Director of Teaching and Learning for the remainder of the 2012-2013 school year and through current agreement date of June 30, 2013, adjust current salary to \$102,000 prorated based on the effective date of change of assignment, and adjust the current agreement thirty non-work days to fifteen paid vacation days. Motion carried.
28. Motion by Loth, second by Barney to approve the five-year district transportation contract with GoRiteway Transportation dated September 11, 2012. Motion carried.
29. Motion by Warnimont, second by Spies to adjourn.
30. Board President Soderberg declared the meeting adjourned at 10:50 p.m.

Jayne Borst
Recording Secretary

Diana Kline
School Board Clerk

October 22, 2012 Final Budget & Tax L Adjustments for 2012/2013

10/17/2012 13:17

Account Category	Presented at Budget 2012/2013	October Budget 2012/2013	Comment
7 General Fund Revenue			
8 Current Property Tax	\$28,800,679	\$28,212,179	Normal Oct Adj - After State Aid Certified
9 Prior Year Property Tax Charge Back	15,000	11,325	Normal Oct Adj - After State Aid Certified
10 Resale of Materials	30,000	35,950	Normal Oct Adj - After 2011/2012 Final Audit
11 Student Fees	467,460	500,000	Normal Oct Adj - After 2011/2012 Final Audit
12			Improved waiver & collection processes
13 Open Enrollment	452,846	438,260	Normal Oct Adj - After 2011/2012 Final Audit
14 Transit of Federal Aid - Title III,A English Lang. Acquis./Other	12,500	9,089	Normal Oct Adj - After 2011/2012 Final Audit
15 State Sources	11,065,395	11,740,144	Normal Oct Adj - After State Aid Certified
16			
17 Federal Sources	167,793	206,611	Normal Oct Adj - Grant Allocations better known
18			
19			
	\$41,011,673	\$41,153,558	\$141,885
Total General Fund Revenue			
20 General Fund Expenditures			
21 Employee Compensation	27,714,162	27,632,250	Complete Review of this category
22 School Building Budgets	904,249	957,520	Complete Review - changes correspond with adjustments in revenue accounts for common school & resale
23			
24 State Grants & NCLB Grants	180,293	215,700	Adjusted for Grant Allocation changes
25 Summer School Supplies	0	8,000	Normal Oct Adj - After 2011/2012 Final Audit
26 New Kindergarten at Rockfield Supplies/Materials	10,000	12,500	Cabinet Oct Adj - \$2,500 Rockfield Kindergarten
27 Textbooks - Social Studies	76,300	96,300	Cabinet Oct Adj - \$20,000 Social Studies Texts
28 Pupil Contest/Athletic Event Fees	9,000	58,835	Transactions only allowed in general fund, not Activity Fund. Offset is in Revenues
29			
30 Wellness Supplies	150	2,200	Normal Oct Adj - After 2011/2012 Final Audit
31 Library & Media Resources - Media	49,019	56,283	Normal Oct Adj - After 2011/2012 Final Audit
32 Board of Education - Non-Cap Equipment	0	3,000	Cabinet Oct Adj - New chairs at \$150x20
33 Communications/Public Relations Account	0	10,000	Ric Oct Adj
34 Business Office - General Supplies	13,908	16,680	Normal Oct Adj - After 2011/2012 Final Audit
35			
36 GHS Science Area	0	6,000	Ric/Don Oct Adj - Chemical Disposal/Possible Cabinets
37			
38 Increased Maintenance Services - Yearly Recurring Expenses	35,000	130,000	Ric/Don Oct - Establish New Accounts for yearly recurring costs in order to improve curb appeal and increase the maintenance budget.
39			
40			
41			
42			
43			
44 Pupil Transportation	2,244,496	2,245,853	Ric Oct Adj - Impact of Riteway Contract Settlement
45 Replacement of Telephone Equipment	0	37,215	Marc Oct Adj - Phone Replacements:
46			
47 Human Resources - Drug Testing	0	4,000	All elementary schools and district office
48 Human Resources - TeachScape Evaluation Software	8,200	12,200	Cabinet Oct Adj - \$100@\$40/ea
49 Human Resources - 3rd Party Cobra Service	800	4,600	Cabinet Oct Adj
50 IT Department - Office Setup - Supplies/Materials/Furniture	0	3,000	Resulting from changes in insurance vendors
51 IT Department - Increase budget to cover Aristotle License	50,000	55,600	Cabinet Oct Adj
52 Account Adjustment to Capitalize Purchase - See Lease Account	105,000	10,000	Marc Oct Adj - \$5,600 Normal Oct Adj

October 22, 2012 Final Budget & Tax Levy Adjustments for 2012/2013

10/17/2012 13:17

Account Category	Presented at Budget 2012/2013	October Budget 2012/2013	Comment
53 Liability Insurance	35,878	38,019	Normal Oct Adj
54 Property Insurance	25,371	30,177	Normal Oct Adj
55 Workman Compensation	220,000	247,246	Normal Oct Adj
56 Capital Leases-Principal - Capitalization of Leases	54,216	164,693	Normal Oct Adj
57 Interest On Short Term Borrowing	75,000	27,428	Normal Oct Adj
58 Transfer Costs To Fund 27 Special Education	5,289,083	5,050,962	Normal Oct Adj - Complete Review of Special Education Budget
59 Open Enrollment	474,500	535,000	Valid as of 9/21
Total General Fund Expenditures	\$37,574,625	\$37,671,261	\$96,636
General Fund Balance	\$ 8,104,661	\$ 8,149,911	\$45,250
65 Fund 39 - Debt Service Tax Levy Adjustment	750,000	735,000	Ric Oct Adjustment - Target ending cash closer to zero.
67 Fund 80 - New Line Item	0	12,500	Ric/Don Oct - Establish New Accounts for yearly recurring Playground Equipment Repair \$3,125 per school

TAX LEVY & RATE IMPACT:	Presented at Annual Meeting	Final	Delta
Total All Property Tax Levies	\$ 30,090,679	\$ 29,483,504	(\$607,175)
Total Property Value	-296,348	-903,523	
Percentage Growth	\$ 3,007,600,000	\$ 2,860,344,127	(147,255,873)
Mill Rate	-0.98%	-4.65%	-3.67%
Per Thousand	\$ 10.00	\$ 10.31	0.30
Dollar Change	\$ (0.12)	\$ (0.18)	(0.06)
Percentage Change	-1.23%	-1.76%	-0.53%
Individual Tax Estimation Based on Equalized Value			
Home Value Basis	\$ 250,000	\$ 238,364	
Individual Owner Tax for Germantown School Purposes	\$ 2,501.22	\$ 2,456.98	(44.24)
Dollar Change	\$ (31.05)	\$ (75.29)	(44.24)
Percentage Change	-1.23%	-2.97%	-1.740%

Talking Points

Wellness Committee Mission Statement

To provide education, activities, and encourage a positive workplace culture that values emotional and physical wellness.

Rationale

The Employee Wellness (EW) criteria provide schools a systematic means of addressing staff wellness within the context of the healthy school environment. Healthy teachers and staff are integral in the promotion of behavior change among students. Healthy employees are more productive, have increased energy and reduced stress and set a positive example for students.

Principles that Guided the Development of the Employee Wellness Criteria

- Employee wellness programs can directly affect employee absenteeism, health care costs, productivity and disability
- Employee wellness programs should be integrated into coordinated school health programs
- Programs should be tailored to the needs of the staff
- Wellness programs should start small and build a strong foundation
- Successful programs are supported across the school community
- Healthy role modeling for students

Did You Know...?

- Approximately two-thirds of all deaths in adults aged 25 years and older in the United States can be attributed to cardiovascular disease, cancer and diabetes. The primary causes of these conditions are four preventable risk factors – tobacco use, poor eating habits, inadequate physical activity and overweight.
- Obesity and related chronic diseases cost employers up to \$93 billion per year in health insurance claims
- The cost of obesity, including medical expenditures and absenteeism, for an employer with 1,000 employees is estimated to be \$277,000 per year

Health insurance expenses are the fastest growing cost component for employers. Since 2000, employment-based health insurance premiums have increased 87%, and

premiums for employer sponsored health insurance have been rising four times faster on average than workers' earnings.

Why are school employee wellness programs important?

More than 6.7 million people are employed by public school systems in the United States – about 3.5 million teachers and 3.2 million other employees. This large workforce is charged with one of the nation's most critical functions - preparing our youth to become successful and productive citizens. When school districts ignore the health of their employees, a valuable asset of the nation's school system is put at risk. Further, the conditions that affect the health of employees also influence the health and learning of students. Protecting the physical and mental health of school employees is integral to protecting the health of students and ensuring their academic success.

Potential benefits to the District of school employee wellness programs include:

- Decreased employee absenteeism
- Increased employee retention
- Lower health care and insurance costs
- Improved employee morale
- Fewer work-related injuries
- Fewer work compensation and disability claims
- Healthy role models for students
- Positive community image
- Increased productivity
- Increased motivation to teach about health
- Increased motivation to practice healthy behaviors

Why would an employee participate in a Wellness Program?

- Eligible for participation incentives
(i.e Gift Cards, Fitness and Health Equipment, Electronic Device –possible I-Pad, year end \$\$)
- Increase overall Health Wellness
- Opportunity to enjoy activities with coworkers
- Become a role model to our students
- Potential to reduce employee's health insurance contribution rate

Germanatown School District Wellness



Employee Wellness Action Plan Chart 2012 – 2013

Action Plan					
Goal 1: Encourage employees to increase their health awareness					
Objectives	Programs	Timeline	Roles/ Responsibilities	Communication Strategies	Evaluation
A. Engage <u>90%</u> of employees to participate in health risk assessment screenings (Free Health Risk Assessment)	Biometric Health Screening Health Risk Assessment Screening Blood Pressure Screening	January January February	Communication with employees: <i>wellness committee building representatives, HR, building administration</i>	Building Mtgs. Bulletin Board Email Flyers	Employee participation

Goal 2: Encourage employees to increase their physical activity

Objectives	Programs	Timeline	Roles/ Responsibilities	Communication Strategies	Evaluation
A. Engage <u>70%</u> of employees to participate in at least <i>two</i> physical activity program at the workplace	Fall/Spring Poker Run/Walk Holiday Activity Living Well Program for invited participants Biggest Loser/Fitness Activity Spring Activity Summer Challenge	October/June December January-April January-April April June-August	Communication Circulate information Scheduling Identify location	Building Mtgs. Bulletin Board Email Flyers	Employee participation Program Evaluation Participant Feedback Personal log of activity (1x/per year)
B. Increase the amount of physical activity for each employee outside the workplace	Local fitness and community centers, Team Sports, Run/Walks, Triathlon	On-going	Find Programs Communication Circulate information	Email Flyers	

Goal 3: Encourage healthier eating habits of employees

Objectives	Programs	Timeline	Roles/ Responsibilities	Communication Strategies	Evaluation
A. Increase the average number of fruits or vegetables eaten by employees	Offer healthier food options at meetings	On-going	Contact Building Administration	Building Mtgs. Bulletin Board Email Flyers	Participant Feedback Administration Feedback
B. Decrease the number of employees who report rarely eating a healthy diet	Offer healthier snacks in staff lounges and for celebrations Learn: Healthy Cooking	On-going January-June	Contact Building Administration Find Programs	Building Mtgs. Bulletin Board Email Flyers Building Mtgs. Bulletin Board Email Flyers	

EMPLOYEE HEALTH PROGRAM/WELLNESS INITIATIVE

	2012-13	2013-14	2014-15
Health Risk Assess. for Non-WEA Trust Members-\$40.00/Employee(302)	12,080	12,080 *	12,080 *
Food & Beverages/Screenings-\$1.00/Employee	571	571 *	571 *
Participation Incentives-3 of the programs offered - \$150/Employee(2012-13), 6 of the programs offered - \$300/Employee (2013-14)(2014-15)	8,565	17,130 *	17,130 *
Program Prizes/Incentives	3,000	4,500	4,500
Cost/per employee (Based on 571 employees)	24,216	34,281	34,281
	42	60	60

*Numbers based on 2012-13 data

**Retirees currently receiving health benefits through WEA Trust will be asked to participate in the Health Risk Assessment Screening at no cost to the District. However, their participation will benefit the Districts cost sharing structure.

***Additionally, the District may consider offering employees a reduction in health insurance contribution rates starting the 2013-14 school year for employees/spouses completing Step 1 (the Health Risk Assessment Screening) and Step 2 (the Living Well Program if invited to participate through WEA Trust) during the 2012-2013 school year.