

GERMANTOWN SCHOOL DISTRICT

Notice of Personnel Committee Meeting

May 21, 2018

5:00 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. April 16, 2018

V. New Business

A. Discussion and action to approve addition of an Elementary School Counselor.

B. Discussion and action to approve modification of Pupil Services Support Staff positions.

C. Update on additional items discussed.

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**

APRIL 16, 2018

1. The meeting of the Personnel Committee was called to order by Committee Chair Sarah Larson at 5:18 p.m. in the District Office Board Room.
2. Personnel Committee Members present: Sarah Larson, Brian Medved and Lester Spies, and ex-officio committee member Board President Bob Soderberg.
3. Motion by Spies, second by Medved to approve the agenda. Motion carried.
4. Motion by Spies, second by Medved to approve the December 18, 2017 committee meeting minutes. Motion carried.
5. Motion by Spies, second by Medved to forward to the Board with a positive recommendation, approval of the Germantown School District to participate in the Preferred Educational Partnership offered through Concordia University in Mequon, WI. Motion carried.
6. The Committee discussed at length the staffing proposal presented and reviewed each position and discussed funding sources. The staff and the committee will continue to discuss these positions and those presented earlier that may be necessary for staffing new areas again in the near future.
7. Motion by Spies, second by Medved to forward to the Board with a positive recommendation, the approval to post two 1.0 FTE Tech Education, a .6 FTE Science, and a .9 FTE Business Education positions for the 2018-2019 school year. Motion carried.
8. Director of Human Resources Mike Nowak provided an update on Alternative Compensation and indicated they will meet again in early May.
9. Motion by Spies, second by Medved to adjourn. Motion carried.
10. Committee Chair Sarah Larson declared the meeting adjourned at 6:23 P.M.

Jayne Borst
Recording Secretary

Lester Spies
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: Personnel Committee **TOPIC:** Pupil Services Support Staff
FROM: Mike Nowak **BOARD MEETING:** May 21, 2018
DATE: May 16, 2018 **AGENDA ITEM:** V. B.

For the past 13 years, the Department of Pupil Services support staff has consisted of one 8 hour (12 month) position and two 6.5 hour (12 month) positions. Prior to that time, the staffing consisted of two 8 hour positions and one 5 hour position. As a result of additional federal and state compliance requirements, the responsibilities of the department have steadily increased during these past 13 years. Examples of increased compliance demands relate to progress reporting to parents, student transfers to/from other districts, immunization procedures, documentation of guardianship changes, documentation for Medicaid, verification of purchase orders and invoices, coordination of monthly screenings for pre-kindergarten children, as well as other data entry necessary for state reporting purposes.

These positions also serve as support to all special education and pupil services staff throughout the district including special education teachers, speech pathologists, school psychologists, school social workers, English Language Learning teachers, and the school nurse for routine procedural tasks as well as unexpected student-specific situations. The expectation for a working knowledge of special education procedures, and the ability to apply the knowledge to time-sensitive situations, requires a level of expertise developed through thorough training by the district.

While the demands for these positions have increased over the years, the number of overall hours have remained unchanged. At the same time, the department has experienced concerning levels of turnover following the previously mentioned changes to positions and hours, including a recent resignation. This brings to the forefront a need for consistency in order for our district to maintain compliance, both of which link directly to the appropriateness of services provided to our students with specific needs.

Given the level of training and knowledge required to effectively support the department, including staff districtwide, and given the history of turnover within these positions, increasing to a second 8 hour position would help to ensure that the department needs can be more consistently met.

RECOMMENDATION: Bring forward to the Board of Education a positive recommendation for the approval to increase the current Department of Pupil Services Administrative Assistant role from 6.5 to 8.0 hours and to reduce the second 6.5 hour position to 5.0 hours.