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# EMPLOYEE NEWSLETTER

November—December 2015

## Health Insurance Update

On July 1, 2015, the District moved to a health insurance plan year associated with the school’s fiscal year (July 1-June 30). Therefore, unlike previous years, there won’t be any January 1<sup>st</sup> changes to the plan.

The District is self-insured for purposes of health insurance. In short, our costs are related to the health of the subscribers of the plan. Currently, we have over 930 individuals on our plan, based on 359 employees. The majority of the eligible employees are Professional Educators.

Over the past few years, we are trending healthier as a group. This is great news on a number of levels. Obviously, living a healthy lifestyle has its own rewards for individuals, but taken as a whole, it also has the effect of keeping health insurance costs down. While we don’t know what our plan design and premiums will be for July 1, 2016, our experience as a healthier group will help us keep the best plan possible at the lowest cost to both the District and employees.

## Benefits Website

In an effort to provide employees with the most information possible about their benefits, visit the District’s Human Resources website, under “Employee Benefits.”

The direct link is:

<http://greenfield.schooldesk.net/Departments/HumanResources/EmployeeBenefits/tabid/38248/Default.aspx>

For more information on your health insurance coverage, be sure to login to [www.myUHC.com](http://www.myUHC.com)



## Insurance Terms

Health insurance doesn’t need to be complicated. Here are some common terms and definitions.

**Insured:** You and other members of your family on the plan.

**Policyholder:** The employee who carries the group health insurance plan.

**Carrier:** United Health Care (UHC)

**Provider:** Health professionals who provide health care services.

**Deductible:** Amount of loss that the insured pays before the insurance kicks in. For our plan, the deductible is \$500/1000 (single/family).

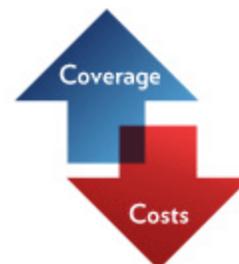
**Co-pay:** A predetermined, flat fee an individual pays for health-care services, in addition to what an insurance covers.

**Co-insurance:** It is a percentage of each claim above the deductible paid by the policyholder.

**MOOP:** Maximum out-of-pocket expenses. The amount an individual must pay before the insurance company will pay 100% of the insured’s expenses. For our plan, the MOOP is \$1,000/2,000 in-network.

**Premiums:** The monthly cost to employer and employee for the insurance. In Greenfield, the District pays 90% of the premium cost and employees pay 10%.

For more information on our plan design, visit the HR Employee benefits website.



## **Do you have money remaining in your HRA or HSA?**

Prior to July 1, 2015, the District offered a health reimbursement account (HRA) through Mid America, and a health savings account (HSA) managed by Diversified Benefit Services.

If you had a HRA or HSA, you may still have funds in that account. Those funds can be accessed to cover health-related expenses such as deductibles and co-pays. At this moment, there is no requirement to spend these funds within a certain period of time. Visit the HR Employee Benefits website for links to those vendors.

For those employees who had a HSA, you recently received notice that your funds are being transferred from Bancorp to HealthEquity. More information about the transfer of custody of those funds can be found in the letter from Bancorp HSA.

## **Flexible Spending Account**

Another tool for employees to save on health care-related expenses is through a Flexible Spending Account (FSA).

A FSA allows employees to pay for certain expenses (such as medical expenses or dependent care expenses) with pre-tax dollars deducted from employee's paychecks. The maximum FSA medical election is \$2,550; dependent care is \$5,000. While this year's enrollment has passed, employees should look for enrollment information this spring for period of July 1, 2016 through June 30, 2017.

Unlike the HSA or HRA funds, money set aside in a FSA is forfeited if not claimed by the end of the plan year.

The District utilizes Diversified Benefits (DBS) to coordinate the FSA. To submit claims, check accounts, and enroll, visit the DBS website: [www.dbsbenefits.com](http://www.dbsbenefits.com).

## **Fitness Center**

Employees of the District can take advantage of the Fitness Center located at GHS. There is no cost to employees. Registration is required, however. Please contact High School Athletics Director Trent Lower for more information.



## **Wisconsin Retirement System**

The Wisconsin Department of Employee Trust Funds (ETF) manages the Wisconsin Retirement System (WRS). All Wisconsin public employers, including the School District of Greenfield participate in the WRS.

Upon meeting age and years of service requirements, the WRS provides retirees a monthly annuity payment. The annuity amount is based on years of service, annual salary and other variables.

Both the employer and employee contribute a percentage of the employee's salary to the WRS. Annually, ETF sets the contribution rates for participating employers and employees.

For the calendar year 2016, ETF has set the contribution percentage at 6.6% for both the employer and employee. This is a reduction from 2015's rate (6.8%) and will go into effect on January 1, 2016.

## The chart shows the WRS rates on an annual basis:

The chart shows the WRS rates on an annual basis:

<u>Year:</u>	<u>Rate</u>
2016:	6.6%
2015:	6.8%
2014:	7.0%
2013:	6.65%
2012:	5.9%
2011:	5.1%
2010:	4.8%

For more information on your retirement annuity through the EFT, or to plan for an impending retirement, visit <http://etf.wi.gov>.



### Tax-Sheltered Annuity

In addition to the annuity that you may receive from the WRS, employees may also plan for their retirement through a tax-sheltered annuity (TSA). Employee's earnings invested in a TSA are not considered taxable and the growth of the TSA is also tax-free. The District contracts with MidAmerica as the 3<sup>rd</sup> party administrator. There are 4 different vendors with whom employees may choose to establish their TSA.

For a list of those vendors and information on the TSA program, visit the Employee Benefits website.

## District-Sponsored Post-Employment Benefits

Last spring, the Board of Education approved a Post-Employment Benefit Plan for both Professional Educators and Classified Staff employees. Professional Educators age 57 with 20 years of experience are eligible to receive a TSA in an amount established based on their years of service as of June 30, 2015.

Classified staff, who are contracted to work at least 1250 hours/annually, may receive a post employment benefit upon reaching age 58 and 25 years of experience.

Information on the District-sponsored post-employment benefit plans can be found on the Employee Benefits website.

### Help Available

Employees can take advantage of our **Employee Assistance Program (EAP)** through Aurora Health Care. Free, anonymous help is available on a number of issues including child and elder care issues, educational, legal and financial matters as well as interpersonal issues.

Aurora EAP: (800) 236-3231.



## Licensing Matters

### Professional Development Plan (PDP)

Those who complete an educator preparation program for the first time in a particular license category (i.e. teaching, pupil services, administration) after August 31, 2004 will receive an Initial Educator license for that license category. All initial educators must complete a PDP to advance to Professional Educator licenses and will continue to complete a PDP for each renewal of their Professional Educator license.

Those who completed their educator preparation program prior to August 31, 2004 have the option to complete either a PDP or six semester credits to renew their Professional Educator license.

It is the responsibility of each Professional Educator to ensure that their license is up to date.

Through the PDP process, an educator's license renewal is based on planned professional growth and evidence of the effect of that growth on student learning. A documented completion of a PDP as verified by a PDP review team of 3 members is required in order to renew a Professional Educator license or advance from Initial Educator to Professional Educator license.

The PDP Verification information must be submitted through an electronic PDP service provider and received by the DPI as part of license application processing requirement. The following electronic service providers are available to create and submit your PDP electronically:

[Quality Educator Interactive \(QEI\)](#)  
[WECAN PDP](#)

For additional information regarding license renewal using the PDP process, please visit the DPI website:

<http://tepd.dpi.wi.gov/pdp/pdp-requirements-for-licensing>

If you have additional questions regarding the PDP process, please feel free to contact Melissa Cook, Associate Principal at GHS at: 414-855-2412 or [mcook@greenfield.k.12.wi.us](mailto:mcook@greenfield.k.12.wi.us)

## Compensation Matters

### Educators Exceeding Expectations—E<sup>3</sup>

Teachers who are interested in developing and implementing a plan to earn an additional stipend as part of the Professional Educator Compensation Model are reminded that the E<sup>3</sup> documentation may be submitted to their building principal any time between now and **February 15, 2016**. If an E<sup>3</sup> Plan is submitted after the February 16<sup>th</sup> date, the educator would be ineligible for the additional stipend.

The E<sup>3</sup> Plan must be directly related to the educator's Professional Practice Goal (PPG), and needs to clearly indicate how he/she plans to share his/her professional learning in a meaningful and substantial manner, with a wider audience, demonstrating instructional leadership among colleagues. The E<sup>3</sup> Plan asks the educator to use the Understanding by Design Model to plan, implement, and assess the impact of the professional learning he/she has provided to the intended audience.

Here are a few examples of activities an educator could engage in as a part of his/her E<sup>3</sup> Plan:

- ◆ Sharing with grade level, content-area, and/or site-based colleagues
- ◆ Facilitating professional learning session(s)
- ◆ Publishing learning via paper or in an electronic environment (newsletter, professional publication, blog, or online learning module)
- ◆ Writing and executing a grant
- ◆ Engaging in action research and sharing professional learning, via results, in a district school, or other educational setting (i.e. poster session, conference, seminar, forum, summit, convention, symposium, or roundtable)

Questions regarding the E<sup>3</sup> Plan should be directed to the Building Principal or consult the Professional Educator Compensation and Educator page on the [Human Resources Page](#).

Professional Educators will have an opportunity to present their E<sup>3</sup> Plan at the **April 22, 2016** *Presentation of Adult Learning*.



## Payroll Changes

Based on your feedback, the District is moving forward with plans to allow Professional Educators to annualize their salaries over 26 paychecks. Currently, Professional Educators are paid in 22 checks. Under the new plan, certain employees will have the choice between the 22 and 26 paychecks. Election forms will be distributed with the 2016-17 Professional Educator contracts in May of 2016. Details are being worked out, but if you have any payroll-related questions, please contact Cresta Dennhof.

## Educational Foundation

Professional Educators are reminded that grants up to \$1,000 that enhance learning opportunities for students are available through the Greenfield Educational Foundation. If you are interested in applying for a teacher grant or know a student who is in need of a student grant, please go to the following link for applications: <http://greenfield.schooldesk.net/Foundation/tabid/27320/Default.aspx>

## Board of Education Update

The School District of Greenfield is governed by a seven-member Board of Education. Since the passing of Len Cich and the resignation of Russ Spahn, two individuals (Jim Sabinash & \_\_\_\_\_) have been appointed to the Board to fill the vacancies. These individuals will serve through April 2016. In April, elections will be held for these two vacancies, as well as the seats occupied by incumbents Rob Hansen and Rick Moze.



## Did you know?

For the school year 2015-16, the School District of Greenfield employs **254** Professional Educators. The median age is **41**. The percentage **female** is **78.3%** (77% statewide).

## Star Wars: The Force Awakens



Interested in attending a private advanced screening of “*Star Wars: The Force Awakens*” on Thursday, December 17<sup>th</sup>? Employees can enter to win 4 passes, courtesy of United Healthcare of Wisconsin, to the Family Movie Night at the Majestic Cinema of Brookfield by emailing Mark Kapocius ([mkapocius@greenfield.k12.wi.us](mailto:mkapocius@greenfield.k12.wi.us)) with the question to the following answer (think “Jeopardy!”):

A: The baseball diamond at Greenfield High School is named after this former GHS athlete and Vietnam War veteran, who despite losing both legs in combat, has completed numerous marathons (without a wheelchair), and travels the country inspiring, and advocating for, others.

Q: Who is \_\_\_\_\_?

Submissions are due by December 1. Winner to be selected via random drawing on Friday, December 4<sup>th</sup> at 12:00 pm. Only employees are eligible to participate. The winning employee may take anyone they choose (family, friends, colleagues, HR guy, etc).

## Questions or Concerns

The Human Resources department welcomes your questions and concerns while we work to live up to our mission. If you have any questions or concerns, please feel free to contact us.

Mark Kapocius, 855-2041

[mkapocius@greenfield.k12.wi.us](mailto:mkapocius@greenfield.k12.wi.us)

### Mission of the Human Resources Department

The Human Resources Department serves all stakeholders of the School District of Greenfield by communicating effectively with District employees and the community; staffing District vacancies with high-quality individuals; problem solving in a helpful and timely manner; and providing courteous service in a welcoming atmosphere.



## Schools

<b>Edgewood Elementary</b> 4711 S. 47 <sup>th</sup> Street 53220 Fax: 414-281-3909 Boyd, Meg – Principal Michlig, Jackie – Guidance Wasikowski, Debbie – Secretary	<b>414-281-5750</b>  4105 4107 4100
<b>Elm Dale Elementary</b> 5300 S. Honey Creek Drive 53221 Fax: 414-281-2580 Brzycki, Christine – Principal Starnes, Mary – Guidance Paluszka, Judy – Secretary	<b>414-281-7100</b>  1501 1525 0
<b>Glenwood Elementary</b> 3550 S. 51 <sup>st</sup> Street 53220 Fax: 414-545-5626 Newcomer, Steven – Principal Michuda, Daniel – Guidance Mallon, Robin – Secretary	<b>414-545-2280</b>  5108 5120 0
<b>Maple Grove Elementary</b> 6921 W. Cold Spring Road 53220 Fax: 414-541-8070 McCormick, Ken – Principal Maldonado, Lori – Guidance Malinauskas, LaRae – Secretary	<b>414-541-0600</b>  1702 1736 0
<b>Greenfield Middle School</b> 3200 W. Barnard Avenue 53221 Fax: 414-282-1017 Iding, Brad – Principal Brookshire-Cain, DaLynn – Assistant Principal Laird, Ryley – Assistant Principal Spahn, Donna – Secretary Attendance Guidance	<b>414-282-4700</b>  <b>Ext.</b> 3310  3316 3311 3314 3481 3323/3324
<b>Greenfield High School</b> 4800 S. 60 <sup>th</sup> Street 53220 Fax: 414-281-8860 Thusius, Paul – Principal Van Keuren, Dale – Dean of Students Cook, Melissa – Assistant Principal Williams, Dave – Assistant Principal Lower, Trent – Athletic Director Schilz, Karen – Secretary Fox, Dennis – Bldg./Grounds Supervisor AFJROTC Athletics Attendance Guidance Police Liaison Main Office	<b>414-281-6200</b>  <b>414-855-Ext.</b> 2410 2411 2412 2413 2405 2402  2598 2579 2412 2420 2430 2408 2401

## Administration Center

4850 S. 60<sup>th</sup> Street  
Greenfield, WI 53220

**Main Office & Business Office: 414-855-2050**

**Fax: 414-855-2051**

**Direct lines from outside begin with: 414-855-Ext.**

### Buildings & Grounds

Miller, Scott – Director of Buildings & Grounds 2025  
Gross, Danielle – Facilities 2038

### Business Services

Kohl, Amy – Director of Business Services 2020  
Niemiec, Joanie – Accountant 2024  
Cheney, Andrea – Transportation 2022  
Crewz, Kelsey – Accounts Payable 2023  
Dennhof, Cresta – Payroll 2026  
Gross, Danielle – Business Office Specialist 2038

### Communications & Marketing

Sanders, Cheryl – Director of Communications 2030

### District Nurse

Doornek, Mark – District Nurse 2439

### Educational Services

*Curriculum, Assessment, Instruction, Pupil Services*

Ball, Patrice – Director of Curriculum,  
Assessment and Instruction 6-12 2047  
Meyer, Charity – Director of Curriculum,  
Assessment and Instruction 4K-5 2034  
Warnke, Monica – Director of Pupil Services 2044  
Gumieny, Korrin – Psychologist 2417  
Justinger, Brooklyn – Psychologist 2040  
Morgan, Kara – Psychologist 2046  
Cabrera, Patty – Dept. Assistant, Pupil  
Services 2042  
Czubkowski, Jenny – Dept. Assistant,  
Curriculum 2043

### Human Resources

Kapocius, Mark – Director of Human Resources 2041  
Ehemann, Debbie – Dept. Assistant 2021

### Superintendent's Office

Elliott, Lisa – Superintendent 2033  
Krikelas, Ellen – Executive Assistant 2031  
Coubal, Mary – Open Enrollment/Chapter 220 2032

**Technology - Help Desk 2460**

Coubal, Mary – Student Information System  
Coord. 2032  
Graziano, Pat – Technology Manager 2595

Borchardt, Erik – Computer  
Technician 281-7100/541-0600  
(Elm Dale/Maple Grove)

Martin, Gerry – Computer  
Technician 855-2594/281-5750  
(GHS/Edgewood)

Mutzenbauer, Steve 282-4700/545-2289  
(GMS/Glenwood)

### Food & Nutrition Services (located at GMS)

**414-281-Ext.**

Krause, Jean – Director of Food Service 3358  
Schneider, Linda – Food Service Secretary 3357  
Mifko, Cindy – Kitchen Mgr. 3356  
(GMS, Glenwood, Maple Grove)  
Rand-Zuercher, Patti – Kitchen Mgr. 855-2587  
(GHS, Edgewood, Elm Dale)

