



# EMPLOYEE NEWSLETTER



November-December 2014

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## Health Insurance Changes for 2015

On November 18<sup>th</sup>, employees met with representatives associated with the health insurance benefits offered by the District. This included the health reimbursement account (HRA) managed by National Insurance Services through MidAmerica, health savings account (HSA) managed by Diversified Benefit Services, and flexible spending account (FSA) also managed by Diversified Benefit Services.

On July 1, 2015, the District will be moving to a plan year associated with the school year (July 1-June 30). In addition, the District will be offering a different health insurance plan to eligible employees. Information about this plan will be made available in March 2015. The plan will not be a High Deductible Health Plan.

Please note that there will be no changes in the provider. United Healthcare (UHC) will continue to be the provider.

### Transitional Change

For the Jan 1-June 30 period, employees will still need to choose between the HSA or the HRA.

Employees who elect the HRA will still be responsible for the first \$500/1000 (single/family) of their costs, and \$1500/3000 will be placed into the HRA. Costs incurred from Jan 1-June 30 will be eligible for reimbursement.

Employees who elect the HSA will still receive the deposit of \$1500/3000 into their account.

Money not spent, after June 30, 2015, will remain in the employee's HRA and/or HSA. Beginning on July 1, 2015, remaining HRA funds can be used all for section 213(d) expenses, including deductibles, copays, dental, vision, etc.

### Health Insurance Election Forms

Employees who wish to change their plan should return the Election Form to Human Resources by December 1, 2014. If you do not submit a form, you will be kept on the existing plan. The election form can be found on the [Human Resources website](#).

### Flexible Spending Account Enrollment

The District offers a Flexible Spending Account (FSA) through Diversified Benefit Services (DBS). The FSA allows employees to pay for certain expenses (such as medical expenses or dependent care expenses) with pre-tax dollars. For more information, as well as enrollment forms, visit the [Human Resources website](#). Enrollment must be completed between Dec. 1 and Dec. 15<sup>th</sup>.

Please note that the FSA will be for Jan 1-June 30. The maximum health election amount that can be put into the FSA for the period is \$1,250 (dependent care will be \$2,500). Another opportunity to enroll in the FSA will occur again for the July 1, 2015-June 30, 2016 time period.

Employees must enroll via the DBS website: [www.dbsbenefits.com](http://www.dbsbenefits.com).

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## Wisconsin Retirement System

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

The WRS provides retirees a monthly annuity payment. The annuity amount is based on years of service, salary and other variables.

Both the employer and employee contribute a percentage of the employee's salary to the WRS. Up until 2011, the employer paid for both portions of the contribution (employee & employer). Annually, ETF sets the contribution rates for participating employers and employees. For the calendar year 2015, ETF has set the contribution percentage at 6.8% for both the employer and employee. This is a slight decrease from 2013.

The chart shows the WRS rates on an annual basis:

Year:	Rate
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 ETF, visit <http://etf.wi.gov>

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## United Way

Employees will be receiving information about the 2014 Suburban Combined Giving Campaign

soon. Please note that the Greenfield Education Foundation is listed among the many worthy recipients.

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## Life Insurance

On November 7<sup>th</sup>, all employees received a memo on life insurance changes. The District will be transitioning all employees to the State Plan, offered through ETF. Currently, the professional educators (teachers) are not covered under the State Plan. Once all employees are with the State Plan, we'll be able to offer employees a wide range of life insurance benefits at the lowest possible costs.

Employees will be able to purchase up to 4X their salary in life insurance, as well as Spouse and Dependent coverage. All eligible

employees currently receive a life insurance benefit equal to 1X their salary at no cost paid by the District. Further, employees have a death benefit associated with the WRS.

Professional educators will be switched to the State Plan on February 1, 2015. All professional educators should complete the Enrollment Form and return it by December 1, 2015. Please contact Mary Kaminski if you have any questions.

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## 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.

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>

For additional information regarding assistance with developing your PDP, please visit the SEWNTP website for available sessions:

<http://www.stitch.edu/Academic-Programs/education-leadership/Professional-Development-and-Continuing-Education/SEWNTP/PI-34/-/PDP-Support/>

If you have additional questions regarding the PDP process, please feel free to contact Charity Eich at: 414-855-2034 or [ceich@greenfield.k12.wi.us](mailto:ceich@greenfield.k12.wi.us)

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## 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 16, 2015. 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 Effectiveness page on the [Human Resources page](#).

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## 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) or Mary Kaminski, 855-2021 [mkaminski@greenfield.k12.wi.us](mailto:mkaminski@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.*

## Opportunities for Employees

Occasionally, local companies will make certain programs available to District employees. To the extent that the District can make employees aware of the offerings, without providing an endorsement, we will do so. Below are some offers exclusively for District employees.

**WILDE TOYOTA** #1

Wilde Toyota would like to offer a special discount offer to all Greenfield district employees. Bring a copy of this coupon during November 22-December 31, 2014

and receive an additional **\$500** towards your trade in amount or off your purchase price. Wilde Toyota would love a chance to earn your business on your next pre owned vehicle purchase. Search our webpage [www.wildetoyota.com](http://www.wildetoyota.com) to preselect the vehicle of your choice. Wilde Toyota is the largest pre owned vehicle dealer in Wisconsin. We have 350-400 import and domestic vehicles year end clearance priced.

Thank you,  
Eric Schoessow  
Pre owned Sales Manager  
Wilde Toyota

**CONNECT**

**Eric Schoessow**  
Pre-Owned Sales Manager  
Office: (414) 545-8010  
ext. 6009  
[eric@wildetoyota.com](mailto:eric@wildetoyota.com)

Wilde Toyota Scion  
3225 S. 108th St.  
West Allis, WI 53227

**Choose From Over 400 Vehicles In Our Pre-Owned Inventory!**

**BUDGET VEHICLES AS LOW AS \$3995!**  
**LOW FINANCING AVAILABLE!**

**New Patient Special**

Now offering first visits for \$39.  
This includes an exam, consult,  
and any necessary x-rays!

**414-220-9441**

270 E Highland Ave, Ste A  
Milwaukee, WI 53202  
[milwaukeemetrochiropractic.com](http://milwaukeemetrochiropractic.com)

**MetroChiropractic, LLC**

## 2014-2015

**District Office: 4850 S. 60<sup>th</sup> St., Greenfield, WI 53220**  
**Maintenance Bldg.: 4900 S. 60<sup>th</sup> St., Greenfield, WI 53220**  
**Main Extension: 855-2050 ~ Fax: 855-2051**

<p>Ball, Patrice, Dir. Curriculum 6-12 .....2047  Board Room ..... 2037  Boehm, Dave, Mail/Maintenance ..... N/A  Cabrera, Patty, Pupil Services Secretary .....2042  Computer Help Desk..... 2460  Coubal, Mary, Student Enroll/Data Specialist/OE/TW/220 .....2032  Czubkowski, Jenny, Curriculum Secretary .....2043  Dennhof, Cresta, Payroll.....2026  Doornek, Mark, District Nurse .....2439  Eich, Charity, Dir. Curriculum K-5 .....2034  Elliott, Lisa, Superintendent.....2033  Fox, Dennis, Custodian-HS.....2598  Gerhard, Kelsey, Accts. Payable .....2023  Graziano, Pat, Technology Manager.....2595  Gumieny, Korrin, School Psych.....2417  <i>Gumieny, Korrin, School Psych (CO office #).....2045</i>  Help Desk ..... 2460</p>	<p>Henderson, Jim, Maintenance Supervisor ..... 2589  Justinger, Brooklyn School Psych .....2040  Kaminski, Mary, Benefits/HR .....2021  Kapocius, Mark, Dir. Human Resources .....2041  Kitchen/Lounge .....2038  Kohl, Amy, Dir. Business Services.....2020  Krikelas, Ellen, Superintendent Secretary .....2031  Martin, Gerry, Technology .....2594  Miller, Scott, Dir. Bldg/Grounds.....2025  Morgan, Kara, School Psych 2046  Niemiec, Joanie, Accountant2024  NOCR.....2036  Sanders, Cheryl, Dir. Communication/Mktg ..... 2030  Server Room (HS) .....2498  Stein, Jessica, Parent Engagement Teacher .....2035  Steinke, Terri, Bldg &amp; Grounds Secretary/Facilities .....2022  Warnke, Monica, Dir. Pupil Services .....2044</p>
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### Schools 2014 – 2015

School Principal/Secretary	Principal/Secretary	Phone Principal/AP	Fax/ Secretary Ext.	Hours
<b>Edgewood Elementary</b> 4711 S. 47 <sup>th</sup> St. 53220 281-5750	Sue Sterner <i>Debbie Wasikowski</i>	Principal: x 4105	281-3909  Secretary: x 4100	Office: 7:30-4:00 JK AM: 8:45-11:21 JK PM: 12:50-3:26 SK-5: 8:45-3:26
<b>Elm Dale Elementary</b> 5300 S. Honey Creek Dr. 53221 281-7100	Christine Brzycki <i>Judy Paluszka</i>	Principal: x 1501	281-2580	Office: 7:30-4:00 JK AM: 8:45-11:21 JK PM: 12:50-3:26 SK-5: 8:45-3:26
<b>Glenwood Elementary</b> 3550 S. 51 <sup>st</sup> St. 53220 545-2280	Steve Newcomer <i>Robin Mallon</i>	Principal: x 5101	545-5626	Office: 7:30-4:00 JK AM: 8:45-11:21 JK PM: 12:50-3:26 SK-5: 8:45-3:26
<b>Maple Grove Elementary</b> 6921 W. Cold Spring Rd. 53220 541-0600	Dana Croatt <i>LaRae Malinauskas</i>	Principal: x 1702	541-8070	Office: 7:30-4:00 JK AM: 8:45-11:21 JK PM: 12:50-3:26 SK-5: 8:45-3:26
<b>Greenfield Middle</b> 3200 W. Barnard Ave. 53221 282-4700	Brad Iding DaLynn Brookshire-Cain AP Lori Maldonado, AP <i>Donna Spahn</i>	Brad I. 281-3310 DaLynn B: 281-3311 Lori M: 281-3316	282-1017 Secretaries: Cindy Arnott: 281-3481 Carol Sliga: 281-3313 Donna Spahn: 281-3314 Linda Schneider 281-3357	Office: 6:30-3:30 Teachers: 7:10-3:10 Students: 7:30-2:41
<b>Greenfield High</b> 4800 S. 60 <sup>th</sup> St. 53220 281-6200	Paul Thusius Becky Gordon, AP Kathy Liszewski, AP Dave Williams, AP <i>Karen Schilz</i>	Paul T. 855-2410 Becky G. 855-2412 Kathy L. 855-2411 Dave W. 855-2413 Trent L. 855-2405	281-8860 Secretaries: Cameo Abifarin 2401 Shelley Hatcher: 2430 Sharon Sabinash: 2407 Karen Schilz: 2402	Office: 6:00-3:00 Teachers: 7:25-3:25 Students: 7:30-2:41