



Taking Care of Business

Wisconsin Association of School Business Officials

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Larry Dalton, Onalaska, Receives 2015 Wallace E. Zastrow Award

Larry Dalton of Onalaska School District is the winner of this year's Wallace E. Zastrow Award. The award is sponsored by Wisconsin Investment Series Cooperative (WISC).

Larry's nominations cited his humble, quiet, yet powerfully effective leadership, which was a crucial component for Onalaska's numerous successful operational and capital referenda. He has garnered community support with his thorough yet simple messages on the district's financial management.

Larry has given his time and talent to WASBO and was a driving force behind the creation of the West Central Business Officials regional. He served on the WASBO board and was among those who worked with Viterbo University to build the 08 business manager licensure program.



Larry Dalton (left) with Chad Trowbridge, who presented the award on behalf of WISC during the WASBO Spring Conference business meeting on May 15 at the Madison Marriott West in Middleton.



LEFT: Larry Dalton is congratulated by his family, who attended the business meeting and award ceremony.

See more WASBO Professional Recognition Program coverage inside on pages 28-29

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Editor: Woody Wiedenhoef

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President's Message

Opening Doors and Stepping Forward

By John Gahan, Business Manager, Pewaukee School District
President, WASBO Board of Directors



John Gahan

We have often heard the expression "I cannot believe how fast that year went." This is truly how I am feeling after being able to serve as the President of WASBO for the past year. One of the most rewarding experiences this year has been the exposure to all of the great things our members are doing throughout the state every day. Our daily routines can make us hyper-focused to what is happening within the bounds of our district and lose sight of the fact that we are all really striving for the same goal: "Opening Doors to Every Child's Future."

At the Spring Conference and in this newsletter, we are proud to recognize the accomplishments of several talented students from across this state. Through the generosity of our members and co-sponsors we were able to award over \$20,000 in scholarships to 10 deserving graduates of our great public schools.

The greatest strength of this association is the willingness of its members to step forward and serve our WASBO community. Congratulations to Brian Adesso, Menasha Joint School District; Lori Ames, Middleton-Cross Plains Area School District; and Jessica Schroeder, CESA #10 on their election to the Board of Directors. These new members will share in the experience of contributing to the future of WASBO and carrying on the strong tradition of servant leadership.

Entering into the Leadership Team of WASBO is Ken Mischler, Manitowoc School District after a short one-year sabbatical after ending his term on the Board of Directors. Ken was elected to serve as the Treasurer. Our President Elect, Pat Finnemore, Kenosha Unified School District will begin his journey through the leadership positions of WASBO. Over the next three years, these two will shape the direction of WASBO to meet the needs of our members.

The Presidency of WASBO is passed on to

the capable hands of Bob Avery, Beaver Dam School District. Bob shared his vision of how, under his leadership, we would work to achieve the WASBO Mission. In addition to the activities undertaken in the past year we will be reviewing the current Mentorship Program, exploring a Payroll Certification Program, and working toward replacement of the Association Software we operate under. Bob has been very thoughtful and thorough in his approach. Under his leadership WASBO will succeed in "Reaching Out and Pulling Together."

We also must commend the members that are leaving their term of service for the Board and Leadership Team. Jay Clark, Holmen School District, Andy Weiland, Oregon School District, Dale Zabel, Kettle Moraine School District and Jeanne Stahl, Hayward School District. Over the past three years (six in Jeanne's case) these members have committed countless hours to the association. Thanks for your contributions.

Finally, I thank the outgoing Past President Lynn Knight, School District of Nekoosa for her years of service beginning in 2008. Lynn possesses a passion for excellence in everything she put her mind to accomplishing. This drive along with her affable personality makes her a joy to serve with. She is the definition of a servant leader who, after a long term on the Board has volunteered to co-chair the Member Resources and Technology Goal Action Committee. The charge of this group is to ensure that WASBO continues to meet the desires of the membership. Lynn will just never stop her pursuit of bringing our mission to life. Thank you, Lynn.

Acknowledging the contributions of all these great colleagues has been one of the greatest pleasures of my time as the President of WASBO. The role of leaders in WASBO is to steer the organization to meet the ongoing needs of the membership.

Continued on page 18

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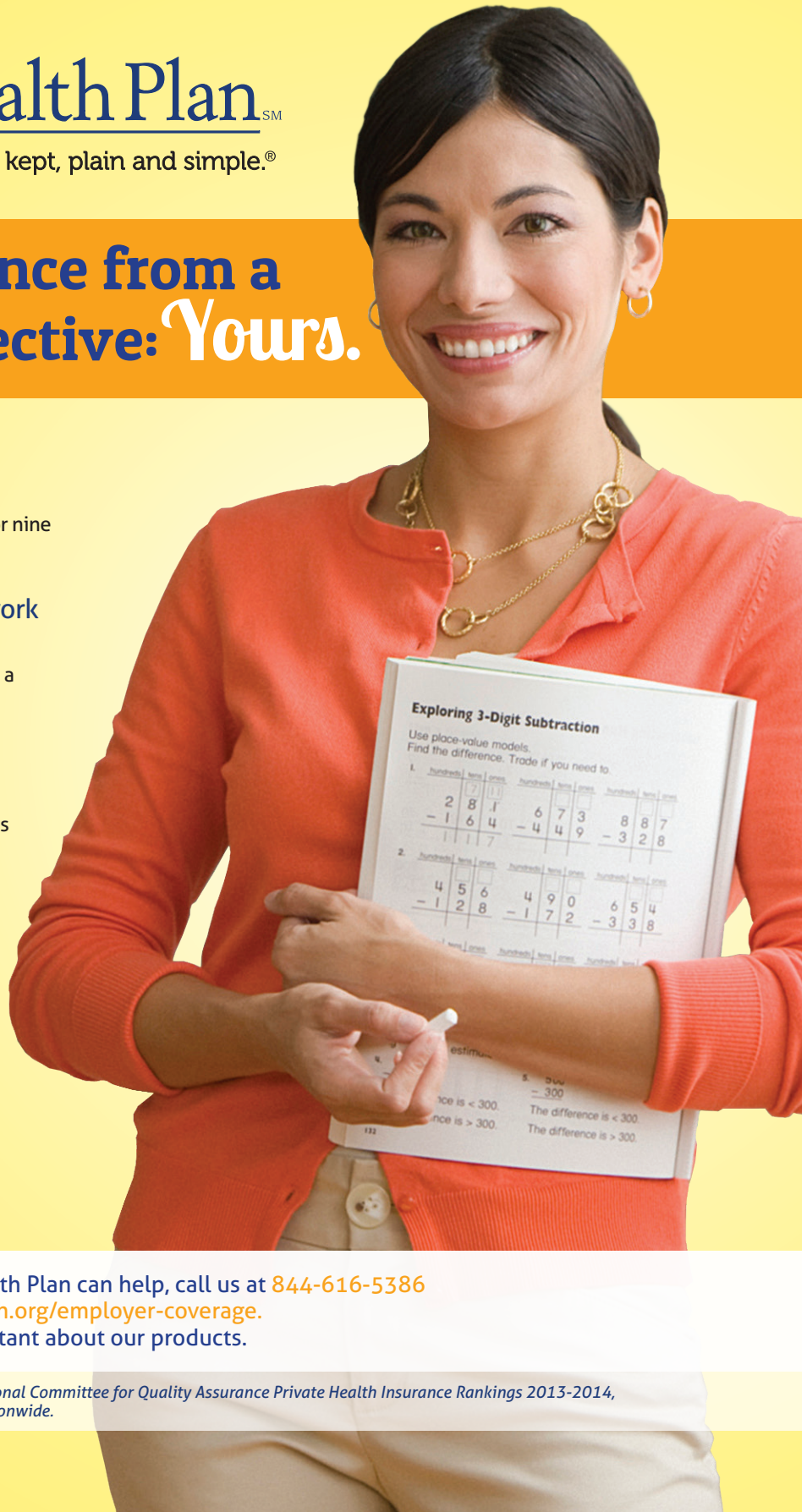
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2014-15: A Year of Successes and Challenges

By Woody Wiedenhoeft, Executive Director, WASBO



Woody
Wiedenhoeft

WASBO is a unique organization with unique individuals. Many WASBO members have accomplished great professional successes in their school districts. Some have had considerable challenges in their work. As one reflects on these successes and challenges, WASBO members wisely understand we support our colleagues. Please take time to thank your peers, at least in spirit.

WASBO provides a professional development and a support network to each other. This actually can be measured with data that supports the successes of WASBO professionals in delivering the WASBO mission. What does the data show?

1. Membership continues to grow. WASBO has over 1,300 members.
2. WASBO offers 15 conferences, 12 Certified School Risk Management classes, a Certified Administrator of School Finance and Operations (SFO) study group and a p-Card user group workshop. This is 36.5 days of formal professional development and networking opportunities for WASBO members.
3. Attendance at conferences continues to grow. Over 3,000 attendees participated in conferences, classes and study groups. Service affiliates participated with over 400 exhibit spaces at conferences as well as participating in conference planning and professional presentations.
4. WASBO members developed 17 sessions for the Joint State Education Convention this year. Also, WASBO has agreed to provide three to four articles for the WASB monthly magazine. WASBO also collaborates with WASB to support school board members in the areas of school finance and operations.
5. WASBO continues to participate with the DPI, WASDA, AWSA, WCASS and WSSCA on improvements pertaining to school safety.
6. Kathy Johnson, on behalf of WASBO, wrote the curriculum for a Wisconsin Worker's Compensation course for CSRSM update credit and a Worker's Compensation Specialist Certificate. Furthermore, Jodi Traas rewrote the CSRSM Bullying Prevention course to make the information applicable to Wisconsin. Several professional WASBO members are now certified CSRSM instructors, which helps correlate the CSRSM classes to Wisconsin laws. WASBO is the licensed instructional institution in Wisconsin to offer CSRSM courses for The National Alliance for Insurance Education & Research.
7. WASBO reviewed and updated the Year of Success program for new administrators and finance staff.
8. WASBO refined the Mentorship Program for all new WASBO members.
9. The Facilities Committee updated the curriculum for the Facilities Manager Certification Program.
10. The Midwest Facility Masters committee added the Missouri School Plan Managers Association as a new partner for the conference. They were welcomed by all current partners.
11. WASBO ad hoc committees, in collaboration with WASPA, continue their work on payroll and Human Resource certifications.
12. WASBO ad hoc committee members updated the Professional Recognition Program such as the Zastrow Award, School Business Manager of the Year Award, Business Services Award, etc. Amy Kohl, who won this year's WASBO Business Services Award, went on to win the ASBO Pinnacle Award for best business practices.
13. WASBO is proud that Tom Wohlleber served on the ASBO Board, helping lead the ASBO Board in strategic thinking and planning.
14. WASBO continues to provide the Investing in Wisconsin Public Schools Program for various school districts, universities, WASB members, WSPRA members, WASBO members and CESAs.
15. WASBO continues to rewrite the Handbook for Evaluation and Improvement of Business Office Support Functions, the School Budgeting Cycle. In addition WASBO and the DPI are developing a consistent set of procedures for school districts by August as schools implement the new Federal Omni circular.
16. WASBO continues to collaborate with other organizations on various projects, scholarship selections and other educational issues.
17. The Career Center continues to provide a venue for connecting school districts with school business managers. The WASBO office also serves school districts in helping fill interim placements or provide assistance for school district projects. In addition, the Executive Director provides information on reference checks done by school districts or placement firms.

Continued on page 19



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SAA Position on JFC K-12 Education Budget

By John Forester, Director of Government Relations, School Administrators Alliance



John Forester

I am writing to follow up on the Joint Finance Committee's (JFC) adoption of their K-12 education package, to provide you all with some factual information about that package and to clearly articulate the SAA's unwavering position on the budget.

First, let me update you on the budget process. JFC is nearing completion of their work on the budget. As of this writing, we anticipate JFC will wrap up their work by Friday, June 5 at the latest. Agreement among GOP negotiators for the Assembly, Senate and Governor's office on transportation and the Milwaukee arena is proving elusive. The SAA continues to monitor the JFC deliberations. Just as charter school expansion provision found its way into the budget in the UW System motion, other "surprises" could show up in the committee's final "wrap-up" motion.

Once JFC completes its work, the two houses of the legislature will likely take up the budget bill the week of June 15. Once it has passed both houses in identical language, it moves on to the Governor's desk for partial vetoes and signature.



We are providing for you summary information as well as talking points on the major issues in the JFC education package at this link: <http://bit.ly/JFCTalkingPoints>

Please use this information in your communications to your legislators, staff, parents, community leaders and news media. For your convenience we have provided the following links:

Senate Directory: <http://docs.legis.wisconsin.gov/2015/legislators/senate>

Assembly Directory: <http://docs.legis.wisconsin.gov/2015/legislators/assembly>

Who Are My Legislators: <http://maps.legis.wisconsin.gov/>

The SAA position on the JFC education package was made quite clear in our news release issued May 20. But, we wanted to make it crystal clear that our position on the budget is unwavering.

Here is the SAA Position:

1. The Joint Finance Committee's (JFC) education budget underfunds Wisconsin public schools, forcing school districts to reduce educational opportunities for the children they serve. We need an inflationary increase in revenues to meet the needs of students.
2. We oppose the private school voucher expansion proposals in the budget. Voucher expansion siphons resources away from public school children. The current under-funding of our public schools illustrates we simply can't afford two systems of education in Wisconsin.

3. We oppose the special needs voucher proposal in the budget. This proposal threatens both the students with disabilities who would use the vouchers to attend private schools and the students who remain in public schools.
4. We oppose the independent charter school expansion proposals in the budget. Charter school expansion will siphon additional resources away from public school children.
5. We oppose dumping education policy provisions into the budget without a public hearing or adequate public scrutiny. Provisions related to teacher licensure, a required civics exam, contract renewal notices, and mandating private or home school student participation in public school activities/extracurricular activities have no place in the budget bill.

I want to emphasize that it is not too late to make a difference in this budget process. The SAA encourages members to use this information in communicating your deep concerns about the budget with your legislators. Just as important, use it to empower your staff, parents and community.

Thank you so much for listening. We will keep the membership informed of any further late breaking developments on the budget. 🇺🇸

ASBO Update: The Final Chapter

By Tom Wohlleber, ASBO International Director

Assistant Superintendent - Business Services, Middleton-Cross Plains Area School District



Tom Wohlleber

My 30-year career as a school business official in Wisconsin will conclude at the end of this month. It seems like just yesterday that I walked through the door of the Verona Area School District Office in July 1985. I have so many good memories and have met so many wonderful people as a member of WASBO and ASBO. I would not have realized the level of success that I have enjoyed as a school business official had it not been for the guidance and support from my colleagues in WASBO and ASBO as well as the outstanding professional development opportunities made available through my membership in WASBO and ASBO.

The ASBO Board is continuing to focus on its legislative strategic initiative. The Board approved formation of a new Legislative Action Committee (LAC) to help ASBO develop its legislative priorities and grassroots advocacy. Specifically, the LAC will recommend legislative priorities for the association, help develop advocacy opportunities for members, and support the association's goal to make ASBO the primary source for K-12 federal legislative and regulatory information affecting the school business profession. Committee members will identify legislative priorities for the association; suggest topics and produce content on legislative/regulatory issues for the Global School Business Network; engage volunteer members to support the committee's efforts; expand ASBO's advocacy network and broaden the association's public relations efforts; and work with other associations to enhance grassroots advocacy efforts. The ASBO Board will review the association's legislative priorities in February and, based on that review, provide guidance to the LAC regarding the focus of the committee's work moving forward. The core purpose of the LAC is to serve as a resource for ASBO staff and to help the association become recognized as the primary source of information and influence on federal legislative/regulatory issues as they affect the school business profession. Specific tasks for the committee are:

- Review and recommend legislative priorities for the association annually.
- Identify legislative/regulatory topics and produce unique content (blogs/discussions/resources) for the Global School Business Network.
- Collaborate with staff to enhance legislative content and engagement in the Legislative Affairs Community on the Global School Business

Network and on the Legislative Action Center website.

- Work with ASBO state affiliates, non-ASBO organizations, and other K-12 stakeholders to identify relevant advocacy opportunities and expand ASBO's influence on federal policy and legislation.
- Serve as "first responders" to legislative issues and/or position statements that have critical deadlines.
- Fulfill other duties as assigned.

Please visit ASBO's Legislative Action Center at <http://cqrcengage.com/asbo>. It is your gateway to K-12 education policy information and your platform for legislative involvement. Also, join the Legislative Affairs Community on the ASBO Global School Business Network to read blogs, participate in discussions, receive legislative alerts, and learn more about ASBO's advocacy opportunities.

2015 AASA/ASBO Legislative Advocacy Conference

AASA has partnered with ASBO International in holding their annual legislative advocacy conference. The 2015 conference will be held July 7-9 in Washington, DC. The conference begins with a panel session featuring three leaders from various education work groups/think tanks, convened to talk about what to expect for the rest of this Congress and this year, as well as the broader education policy environment followed by advocacy briefings in preparation for conference attendee visits to legislators on the hill the following day.

The final day of the conference features a session on the latest laws/regulations and court decisions impacting education and a panel discussion with education association executives from AASA, ASBO International, National School Boards Association, National Education Association, American Federation of Teachers and The Council of Chief State School Officers. The conference agenda and registration form can be found at <http://www.aasa.org/legconf.aspx>.

2015 ASBO Annual Meeting & Expo

Please consider taking advantage of an outstanding professional development opportunity by attending the 2015 ASBO Annual Meeting & Expo. The Annual Meeting & Expo will be held October 23rd to 26th at the Gaylord Texan Resort & Convention Center in Grapevine (Dallas), Texas.



Attending the meeting will not only enhance your knowledge and skills, it will provide the opportunity to:

- Interact with experts in school business management
- Participate in face-to-face dialogue with your peers on topics most relevant to you
- Expand your network and build new relationships
- Acquire creative ways to increase efficiencies and reduce costs for your district
- Build confidence in your ability to communicate and negotiate in high-stakes situations
- Develop skills to budget effectively despite unknown variables
- Discover valuable products and services for your schools and your office
- Earn CPE and CEU credits at informative hands-on workshops and educational sessions

More information regarding the ASBO 2015 Annual Meeting & Expo can be found at <http://www.asbointl.org/meetings/annual-meeting-expo>. Just a reminder that the early bird registration discount expires on August 21.

2016 ASBO Executive Leadership Forum

As you plan your 2015-16 professional development plan, consider attending ASBO's Executive Leadership Forum. This year's Executive Leadership Forum will be held on February 18th to 20th in Las Vegas. Details on the forum and program will be available later this summer or early fall.

ASBO Website Update

The ASBO website is in the process of being updated to enhance networking and access to important information for ASBO members. Stay tuned!

Ado

Thank you so much for the opportunity to represent WASBO on the ASBO Board of Directors for the past three years! It has been a truly rewarding and memorable experience. I am very proud of the work that the ASBO Board and staff have accomplished to serve our members and support ASBO state affiliates such as WASBO.

Keep up the great work that you do every day to support public education and the students of Wisconsin! 🇺🇸

ASBO International New Members

April 2015

- Jeff Pruefer, SD of Baraboo, Baraboo, WI
- Gretchen R. Thomes, SFO, Oostburg SD, Sheboygan, WI



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ASBO MEETING DATES

2015 Annual Meeting & Expo
Oct. 23-26, 2015 - Grapevine, TX

2016 Annual Meeting & Expo
Sept. 23-26, 2016 - Phoenix, AZ

2017 Annual Meeting & Expo
Sept. 22-25, 2017 - Denver, CO

2018 Annual Meeting & Expo
Sept. 21-24, 2018 - Kissimmee, FL

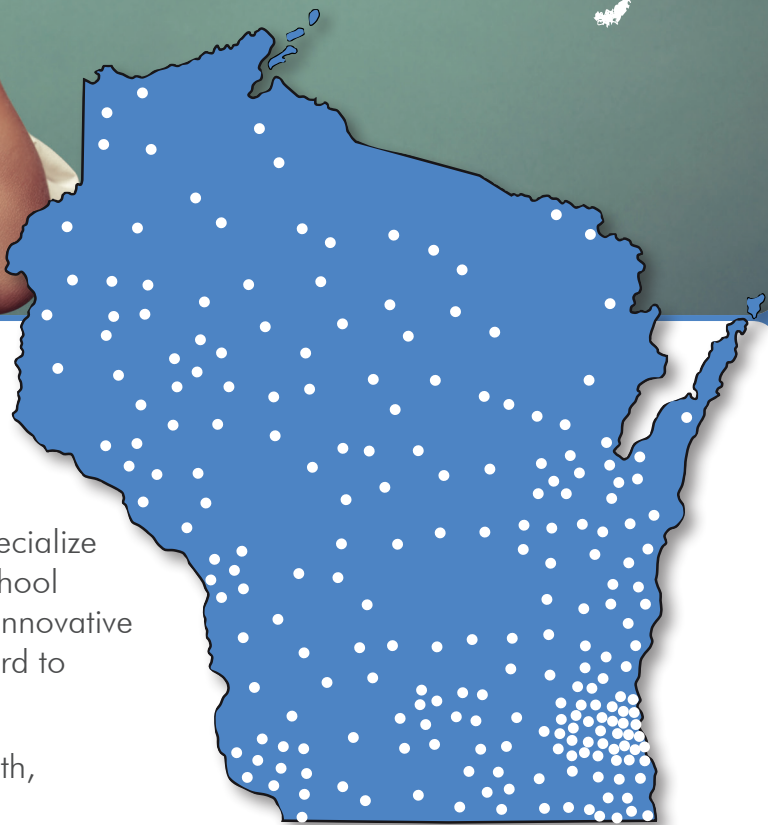
2019 Annual Meeting & Expo
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Reaching Out ... Pulling Together

By Bob Avery, Director of Business Services, Beaver Dam Unified School District
President-Elect, WASBO Board of Directors



Bob Avery

I am excited, anxious, and humbled to have had the President's gavel passed to me from John Gahan at the Spring Conference. I am honored to have been elected by you, the membership, to lead WASBO during the 2015-16 year. And it is, with a little trepidation that I step in to fill the big shoes that John is stepping out of and that he inherited from Lynn Knight.

In the last two years, the WASBO Board has been actively pushing a strategic planning model. If you were at the Spring Conference, you got to hear/see the updates to the plan developed in 2013-14, including about this year's focus on developing a policy governance model. (If you missed the business meeting at the conference, the PowerPoint is available at <http://bit.ly/2015-16StrategicPlanWASBO>.) In 2015-16, we will begin implementing this and ensuring that it is aligned with our association constitution. This will likely require amending the constitution. Any changes will come to the membership at the business meeting held at the Joint Convention in January 2016 and will be voted on at the business meeting at the Spring Conference next May.

As we wrap up the third year of our strategic plan, The Member Resources and Technology Goal Action Team will be surveying you to identify future goals and needs for the next strategic plan.

You may noticed that I haven't talked about the headline to this article yet: "Reaching Out ... Pulling Together." This is the WASBO theme for 2015-16. I think it represents many of our efforts and key components of our strategic plan: professional development, networking, and advocacy. We are

reaching out to colleagues through networking, by sharing our stories through presenting at the professional development opportunities WASBO offers, and reaching out to others through advocating for public K-12 education. We pull together, responding to WASBO and SAA requests to share our stories during critical legislative discussions as they occur, we assist colleagues through mentoring, the regionals, and our conferences. That is the beauty of our association and our profession. We are not competitors, but colleagues who collaborate while dealing with many of the same issues.

This spirit of collegiality goes beyond Wisconsin and WASBO, though, and can also be found in ASBO International. When you renew your WASBO membership this summer, I hope that you consider joining our international association if you are not already a member. ASBO is a valuable asset, providing insights into the challenges that colleagues in other

states are facing, as well as how they are rising up to meet those challenges. Combined, your WASBO and ASBO dues are lower than those for other state associations alone. Membership really is a great value.

I am looking forward to this year. I am excited about the work that the Board has in front of it and, as President, will facilitate that work to the best of my abilities. I'm confident that the Board, Woody and the excellent WASBO staff won't let me steer the ship off course and into an iceberg.

Finally, I want to say that if you have any feedback about the direction the association is heading, please feel free to contact me. I want to hear from you, especially if you have concerns or ideas for how we can make a great organization even better. Thank you again for this opportunity. Have a wonderful summer. I hope to see you at the Fall Conference in October. 🇺🇸

John Gahan, WASBO President for 2014-15, passes the gavel to incoming 2015-16 President Bob Avery. The ceremony took place during the business meeting held May 15 as part of the WASBO Spring Conference. (See more on pages 34-35)





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Farewell, But Not Goodbye

By Lynn Knight, Business Manager, School District of Nekoosa
Past President, WASBO Board of Directors



Lynn Knight

At this moment, the WASBO office is waiting for my newsletter article so they can finish up the *Taking Care of Business* newsletter. I've procrastinated long enough. It's time to say "Farewell." But no worries, I've had a lot of practice this year!

For those of you who didn't know, my father suddenly passed away in April; two days before his 76th birthday. The past few months have been very difficult and emotional. We celebrated my father's life this past weekend and said our farewells as his ashes were scattered in his hometown of Maple Grove, WI. Farewell, Dad, but not goodbye.

I have two sons who served proudly in the Navy. After their service they attended UW Stevens Point and both have graduated this spring. My

youngest is on his way to Minneapolis and my oldest is on his way to Japan. I couldn't be prouder of their accomplishments. Farewell, Justin and Steven, but definitely not goodbye.

A few months ago, Tom Wohlleber, Assistant Superintendent of Business Services in the Middleton Cross Plains School District announced that he accepted a position in Arizona. Tom has been an inspiration to me as a business manager, colleague, and friend. I had the chance to see him at this year's Spring Conference and wish him well on his new adventure. Farewell, Tom, but not goodbye.

On June 30, my time will end as an officer of WASBO. I cannot portray the emotions I'm now feeling in a newsletter article. Just know that because of this experience, I'm

a better business manager, coworker, mom, wife, and friend. WASBO has touched every aspect my life. I am truly honored to have had this experience. Farewell, WASBO, but not goodbye.

So as you can see, farewells have become the norm with me. But that doesn't make it any easier.

To all of you, Thank You. You have helped me become a better person and a better leader. Farewell, but not goodbye.

Thankfulness is being grateful for what we have. It is an attitude of gratitude for learning, loving, and being. Appreciate the little things that happen around you and within you every day. Think positively. Thankfulness brings contentment. 🙌

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The Importance of Facility Use Agreements

By Ted Hayes, Senior Risk Manager, M3 Insurance; WASBO Director
Submitted on behalf of the WASBO Safety & Risk Management Committee



Ted Hayes

Simply stated, any organization or outside group using your school district facilities (gym, pool, auditorium, classroom, etc.) or grounds should sign a facility use agreement.

This agreement outlines the responsibility of the school and the organization/group using your facility. It also requires the organization to provide evidence of insurance coverage and list your school district as an additional insured on the general liability policy.

This creates a layer of primary protection for the school district in the event of a claim.

Facility use agreements should be used for meetings, luncheons, conferences, concerts, recreational activities, or other special events that take place on school property. In general, there are two types of facility use agreements that will involve your school district:

- Outside groups asking permission to use your school district's facilities or property.
- Your request to another school district or nearby business to use their facilities or property during an emergency such as an evacuation.

If an outside group requests use of your school facilities or property to host an activity or event, consider the following controls:

- As a general rule, insurance should be required for any event that is deemed high-risk to your school district. This includes but is not limited to the rental of a school's recreational facility (excluding use of its meeting room) for outdoor activities and overnight activities.

Meetings, luncheons, etc. will ordinarily not require proof of insurance.

- Develop clear guidelines regarding the type of activities or groups that can use your school's facilities or property. Dangerous activities such as fireworks, the use of combustible or flammable materials, overcrowding, and the presence of dangerous animals should never be allowed in your school under any circumstances.
- No amusement rides or attractions, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting (including bow and arrow), should be allowed to be brought onto the your school premises or used in any manner.
- Before any facility use takes place, ensure a written agreement is in place that lists the parties, date and time of activities, number of people attending, the identified facility or property, and any restrictions that are to be enforced.
- The outside group (facility user) should take out an insurance policy with a reputable insurer, having an A.M. Best rating of A- or better.
- The outside group(s) should agree to indemnify and hold harmless everyone associated with the school district. This includes the school, school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of the school district.
- Ensure the approved facility use applicant holds the school district harmless for all accidents and incidents. The applicant should assume all liability responsibilities arising from any accidents or incidents arising from the occupancy/use of the school district facility.
- The school district should be indemnified in an amount not less than \$2 million for any claims (including injury to persons or damage to property) arising out of the use of the school premises by the outside group.
- The school district should be named as an 'additional insured' under the general liability policy. The outside group must provide the insurance policy or a certificate of insurance prior to use of the school facilities or grounds.
- The outside group must agree that their insurance policies are primary and non-contributory. Any policies procured by the school district that might happen to provide protection or benefits to the school district arising out of the outside group's use of the school facilities must be excess.
- Restrict access to your school facilities. Only those areas identified in the facilities use agreement should be available to the applicant. Use physical barriers such as gates, locked doors, or increased supervision to prevent access to restricted areas of your school.
- Consider the use of additional supervisors or security personnel if a large number of attendees are present.

- Develop your school district's facility use policies and agreements with the advice of your district's legal counsel. Many good examples of facility use agreements can be found on the Internet.
- Ensure that any furniture or equipment that is moved during use of your premises is replaced.
- A school representative should be present at any significant event and the school custodial or maintenance department should be responsible for inspection and any clean up not performed by the user(s) after the event.
- The person receiving the permit shall obtain permission from the school district to decorate, using only materials acceptable to the local fire marshal. All decorations should be removed before the group leaves your school building or property.
- All decorations must be removed by the outside group before they leave your school building or property. If the decorations are not removed the school district should consider a fee that addresses decoration removal.
- Reserve the right to terminate the agreement immediately by notice in writing.
- Require the outside group (facility user) to provide written notice of any incident or accident that results in bodily injury or damage to school facilities or property. This notice should be provided within 24 hours of the incident or accident. The notice must include details of the time, place, circumstances, and the names and addresses of any person(s) witnessing the accident.
- The building administrator should forward the facility use application to the necessary personnel. This may include your superintendent, maintenance supervisor, activities director, and the kitchen supervisor.
- Require check in and check out procedures with your building administrator and/or maintenance supervisor.
- Do not rent your school facilities or equipment to any profit-making individuals or organizations for private or commercial use not directly associated with your school district.
- Never loan your school equipment to individuals or organizations unless the loan is part of the agreement for rental or use of your district facilities.
- Develop a list of facilities and classrooms that are not for rent except under special conditions.
- Clearly define the activities which will not be allowed on school district property. This includes but is not limited to gambling or games of chance, and promoting any activity that damages the school district.
- Clearly state that the possession or use of alcoholic beverages, illegal substances, tobacco products, and weapons in and on all the school district property, including all district buildings, district grounds, district owned and leased vehicles, and sites leased by the district is prohibited.
- The selling or consuming of food or drink in auditoriums, gymnasiums, or other sitting areas must be approved by the school district.
- The use of any special equipment must be identified in the application and, if necessary, may require district personnel to operate. Any overtime compensation will be paid by the applicant.
- The applicant should understand they may be required to provide supervision and security depending on the activity.
- Damages or destruction to any facility and/or premises is not permitted and the cost of all repairs will be charged to the applicant.
- Never allow outside groups to exceed room capacity.
- Restrict outside groups from making temporary electrical or mechanical modifications.
- Do not allow outside groups to use open flame, candles, or fire on or around school district property at any time.
- Do not allow individuals into the building if they appear to have partaken of alcoholic beverages and/or illegal substances, etc.
- If your school district requests the use of facilities or property of another school district or nearby business in cases such as emergency evacuation, a formal written facility use agreement should be reviewed and signed by all concerned parties.

The development of effective, binding facility use agreements may require significant effort on behalf of your school district. Taking the time to develop these agreements will assist in protecting the school district in future general liability litigation. 📌

If you have questions about this article, contact Ted Hayes at ted.hayes@m3ins.com or 715.849.9400 x5517.

Safety Reminders: A Back-to-School Letter

By Joe Bellomo, Director of Facilities & Safety Coordinator, Waunakee Community School District
Submitted on behalf of the WASBO Safety & Risk Management Committee



Joe Bellomo

The safe and secure operations of our schools may be assigned to principals, facility directors, or perhaps business services in your school district, but the act of operating in a safe and secure manner is everyone's responsibility.

Many of our actions are driven by common sense. You would not allow students to lean over a three story roof without fall protection, and you would not permit a 5th grader to operate a motor vehicle. Sometimes, our safety depends on having prior knowledge regarding a specific issue. If you are not familiar with the hazards associated with mold, why would you take the time out of your day to report a small leak? If a teacher does not realize that there is a board policy prohibiting animals in their classroom, it's reasonable to believe that sooner or later you will see a pet.

We need to first educate, then periodically remind our staff of important laws regarding safe operations and policies unique to our district. There are a number of ways this can be accomplished, but a tried and true method is to utilize a "welcome back to school" letter. If you are currently using a tool of this nature, keep up the good work. If you have always wanted to do something like this, but did not know where to begin, Please feel free to gather ideas from the following example letter submitted by Bill Eberhardt of the Middleton-Cross Plains Area School District:

Back to School Reminders and Information

Facilities Services Department

2014-2015 (current school year)

Date: Current Date

To: New/All Staff

From: Name, Facilities Services Manager, Phone #, Email

RE: Welcome

Welcome new and returning staff to (school district name or school name) School District. I am excited to have you as part of our school community. This memo is intended to give you information regarding your building's custodial staff, my assistant (name), and myself. Additionally, I will explain some things for you to be aware of as you personalize your classroom or workspace.

Chain of Communication: Should you have any questions, concerns, or requests for your classroom, please communicate these to your head custodian. You'll be served best by direct communication to the head custodian. They will let you know the best way to get in touch with them [i.e. voicemail, email or a written note]. Each head custodian handles things a little differently depending on which building you are in.

Building Security Systems: Each building, other than (name) High School, (name) Community School and the Transportation Center, has a security system that must be disarmed prior to building occupancy. If you are in possession of a building outside door key or access card, you must know the system code and procedure prior to entering the building. Contact

your head custodian or building office for details if you are not sure of the code or process.

Pets/Animals in Classrooms: It is understood there can be benefits of pets in the classroom. Pets that reside in the classroom on a full-time basis do create special concerns. Many pets can have negative impacts to classroom indoor air quality. Pets can escape and potentially cause harm, cause disruptions to class and create building damage. Please reference (policy number if applicable).

Classroom Ventilation: Indoor air quality has been a top priority throughout the District for many years. Each classroom and occupied space has certain ventilation requirements. Please be aware of where you place room equipment, posters, decorations and other classroom items so they do not block room ventilation equipment. Air supply and return grilles, and unit ventilators are often inadvertently covered causing potential indoor air quality problems. Some classrooms have windows or window-like vents that can be opened. These should be shut and locked when you leave for the night. See your custodian if you have any questions identifying ventilation grilles.

Classroom Furniture: The local fire departments and District insurance officials have deemed most household or residential furniture unsafe for commercial use in schools. These include but are not limited to couches, futons, recliners, and floor pillows. Often these kinds of furniture are not constructed with flame-retardant textiles or coverings like commercial grade furniture. In addition, sanitary conditions of the furniture and

indoor air quality are also concerns associated with residential kinds of furniture and therefore should not be brought into school.

Carpets/Rugs: Carpets and/or rugs are often brought into classrooms that have floor tiles, especially in the elementary school. It is understood that floor space is frequently utilized as a learning/reading area. Staff should refrain from bringing carpeting into the school building for the same reasons as classroom furniture. If you are in need of an area carpet for educational purposes, please work with your building principal who may be able to help facilitate the process.

Cleaning Chemicals: If you need cleaning chemicals for your classroom, please ask a building custodian. Generally, we will not routinely let you keep a custodial supplied spray bottle on a permanent basis. Supplying your own cleaning products is not permitted. We request that you take any personal product home that you may currently have in your room. If you have any questions, your head custodian will be able to assist you.

Plants: Plants are allowed in classrooms in reasonable numbers and limited to 4 to 6 per space. Each building determines how many plants within this framework are appropriate in classrooms. Classroom plants should be indoor plants only. Care for plants during non-school times is the responsibility of the teacher. Before bringing in any plants, please discuss this with your principal. Principals have the right to determine if plants are an appropriate instructional tool.

Work Order Entry: (Enter your work order procedure) Example: Work orders may be entered using our email system. First - COMPOSE a new email. The email should be sent TO - "work order". Enter a subject description. Next enter within the body of the email the following information: Building site, location or room and description of the need. Finish by sending the email. The work order will be sent to the Head Custodian where he/she will complete the work order or they will reassign it to

another for completion. You will receive an email notice when work orders are reassigned. This email and further emails will be sent keeping you advised of any changes in your work order's status.

Energy Conservation: Energy conservation is a major priority of the (your school district). The District recognizes that the conservation of energy is in the best interest of our total society, as well as our local community. Therefore, a concerted effort is expected from each employee to do his or her part to conserve energy. Conservation efforts for staff to focus on would include: turning off lights, computers, smart boards and other instructional equipment. Please remember to turn off classroom or office lights when the space is unoccupied, not just at the end of the day. Please be sure to power down and turn off all computers, monitors and smart boards in your area. If you have other electrical equipment/appliances like printers, photocopiers, radios, television sets, etc these are expected to be turned off nightly. In the case of computers, turning them off nightly is also good for them.

Other Electrical Issues: Our buildings are electrically challenged, some more than others. Please be aware that electrical issues have become more of a priority in recent years due to restrictive budgets and safety concerns.

- Extension cords are to be used only as a temporary power supply. They must be unplugged, coiled up and stored nightly or whenever they are not in use. Extension cords, if used appropriately, must be the grounded 3-wire insulated cords that you typically use for outdoor use. The un-insulated, 2-wire extension cords are not allowed in our buildings. These kinds of cords look like a long appliance cord.
- Power strip extension cords are allowed as a means of providing power in a more "permanent" fashion. Power strip extension cords may not be plugged into one another

to make a longer cord.

- Bringing personal non-district owned appliances (such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers, and/or other cooking or refrigeration appliances) to school is strongly discouraged. If a staff member needs to bring a personal appliance to school, he/she is required to receive written approval from their principal or supervisor. The request for use of a personal appliance shall include rationale as to why the personal appliance is needed. Approval granted by the staff member's principal or supervisor will NOT extend beyond the current school year.
- The use of personal space heaters is strictly prohibited.
- The use of small fans, radios and desk lamps (only with fluorescent or LED lamps) are allowed, but must be turned off when not in use. Incandescent or quartz lamp fixture/bulbs are NOT allowed.
- Air fresheners that are the electrical plug-in type are not to be used in any room.
- Holiday lighting (Christmas lighting) is not allowed because of their inherent poor quality and lack of a grounding wire/conductor.

Besides the issue of energy use related to personal appliances/lamps, the safety issues related to use of personal appliances/lamps is a major concern. Heat generated by incandescent or quartz bulbs and appliances such as coffee makers that are left on or unattended create a potential fire hazard. Unfortunately we have experienced fires from these conditions.

Other Issues:

- All open flame use is prohibited, unless used for maintenance, secondary level Art, and Science and Tech Ed/STEM curriculum.
- Storage on shelving and cabinets must remain 24" from any ceiling

Continued on next page

Safety Reminders: A Back-to-School Letter

Continued from previous page

unless the storage is within a cabinet. If the space is protected with sprinkler system, storage is prohibited 18" from the sprinkler head. There are very few buildings that are protected with a sprinkler system, thus look for sprinkler heads within your space. If none are apparent, the 24" rule applies. If you are unsure, please see your Head Custodian.

- Per Policy (your policy if applicable), any proposed physical change (not routine maintenance) to the district buildings or grounds, regardless of funding source, requires the approval of the Facilities Services Manager.
- The use of pesticides or herbicides is prohibited by any person unless that person is certified to do so and has the approval from the Facilities Services Manager. Call (insert appropriate person's name) if you have any questions.
- A material safety data sheet (MSDS), safety data sheet (SDS) or product safety data sheet (PSDS) is an important component of product stewardship and workplace safety. It is intended to provide workers and emergency personnel

with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures. The Occupational Safety and Health Administration require that MSDS be available to employees for potentially harmful substances handled in the workplace under the Hazard Communication regulation.

(Your district name) has a new web-based program used to manage its library of MSDS. Go to: *District's web page/For Staff tab/Webaccess column/Public School Works tab* and scroll down the specific topics list and click on the "Get a Material Safety Data Sheet (MSDS)". Follow the instructions to find your product.

The school district's goal is to assure that every hazardous chemical used and accessed by staff and/or students is found within our MSDS database. Each employee is therefore responsible for insuring that each product or chemical in their work space has its MSDS and that MSDS is entered into the district's MSDS system. If you have

personal products we ask that you remove these from your work space. *(This above section will change when the new law takes full effect)*

- Labeling of all secondary storage bottles that are created for distribution of smaller amounts of the chemical are regulated and require at minimum:
 1. The name of the chemical in English (no symbols)
 2. Appropriate hazard warnings (any combination of words and symbols)
 3. Specific physical/health hazards, including target organs

Portable or working containers are exempt from the labeling regulations as long as the container remains in the direct control and supervision of the employee and only over the duration of a standard working day. *(This above section will change when the new law takes full effect)*

Thank you for your understanding and cooperation regarding these matters. Please contact your head custodian if you have any questions. Again, I welcome you all, and I hope you have a very rewarding and successful school year. 🐼

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President's Message: Opening Doors and Stepping Forward

Continued from page 3

With that in mind I encourage you to reach out to the members of the Board with any questions or ideas that you may have to assist in the betterment of WASBO. As we develop goals for the upcoming year, we need input from the membership to ensure that we are meeting this mission. Yogi Berra once said, "You've got to be careful if you don't know where you're going 'cause you might not get there!"

Thank you again, WASBO, for the honor to serve as your President this past year. 🐼

2014-15: A Year of Successes and Challenges

Continued from page 5

18. WASBO members will be receiving a survey this summer for WASBO member feedback pertaining to needed improved services. The Board will use this feedback to develop future SMART goals.
19. WASBO continues helping an expanded number of school districts make p-Card decisions.
20. The AMS (association management software) system WASBO used was purchased by another software company, requiring the WASBO office to search out and implement a new AMS. The new AMS selected is not as reliable or user friendly as expected for WASBO members. The WASBO office will need to reevaluate the future options that are available.
21. In order to assure strategic thinking, the WASBO Board has been developing an improved governance model that facilitates

providing enhanced resources for WASBO members. It is expected that the membership will be able to review this work next year and vote on any possible constitutional revisions that may be recommended by the Board.

22. The WASBO staff has been and continues to make reorganization changes to better serve WASBO members.
23. WASBO continues to prioritize student success through the scholarship program, providing \$21,500 in scholarships for graduating high school students.
24. Last, but not least, as improvements take place, the WASBO organization remains fiscally viable and positioned financially to continue improving.


In addition, WASBO is committed to advocating for children. With the help of WASBO members, SAA developed the legislative agenda

titled "Wisconsin's PK-12 Pathway to World-Class Student Success – An Evidence Based Agenda" which led our thinking and actions as we advocated for Wisconsin public school children this spring. WASBO worked directly with the DPI, other SAA organizations, other statewide organizations on a variety of issues. WASBO worked with the DPI and the WTA on Fund Balance issues which resulted in positive communications at conferences and at the capitol. The SAA blog by John Forester has numerous action examples.

WASBO is unique because all of the above accomplishments need to be attributed to WASBO members volunteering to support their colleagues. I personally want to thank the WASBO members for supporting each other and making the WASBO organization what it is. These specific successful activities are accomplished because of the leadership culture WASBO members demonstrate. 🙌

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Take the Opportunity

By Jeanne Stahl, Business Manager, Hayward Community Schools; WASBO Treasurer



Jeanne Stahl

It is so difficult to believe that my three years serving as the WASBO treasurer are almost completed. I have enjoyed the privilege of being on the Board, both as a director and as the treasurer. We have a great group of members and I have the greatest respect for all of those that I have worked with while on the Board.

My respect has grown as the Board has worked through the process to transition WASBO to a Policy Governance model. Our Board's ability to work as a cohesive unit along with the fantastic WASBO staff has made

this process very smooth. I firmly believe that our organization met this task better than most would have. Going through this process will make our Board and organization even stronger.

As I write my last article, I want to strongly encourage members to seek a position on the Board. The experience provides opportunities to increase one's leadership skills. Serving on the Board is a great learning experience. The people one gets to work with are second to none. And members shouldn't feel that they are too far

away from Madison to participate. The meetings are sometimes held in other locations when Board members volunteer to host. Even though I preferred to attend meetings in person to enjoy the collegiality of the people at the meetings, many times I participated by conference call because of the distance.


In closing, I would just like to extend my thanks for the opportunities I have had while serving on the WASBO Board! 🙌

President Elect, Treasurer, and New Directors on the WASBO Board

Results of the 2015 WASBO Board elections were announced during the WASBO business meeting on Friday, May 15 during the Spring Conference at the

Madison Marriott West in Middleton. The new members will be welcomed to the current board's June meeting and will take office on July 1, 2015.

Patrick Finnemore
 Director of Facilities,
 Kenosha Unified
 School District
*WASBO President
 Elect*



Ken Mischler
 Director of Business
 Services, Manitowoc
 Public School
 District
WASBO Treasurer




Brian Adesso
 Director of Business
 Services, Menasha
 Joint School District
WASBO Director



Lori Ames
 Fiscal Services
 Manager, Middleton-
 Cross Plains Area
 School District
WASBO Director



Jessica Schroeder
 Environmental,
 Health and Safety
 Program Manager,
 CESA 10
WASBO Director



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Barbara Salatto
Member Since 1989
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Upcoming WASBO Events

Professional Development

Custodial & Maintenance Conferences and Exhibits

- June 17 - Kenosha
- July 8 - West Salem
- July 22 - Appleton
- July 29 - Stevens Point

Mentoring Orientation

- Aug 11 - Holiday Inn, Stevens Point

New School Administrator & Support Staff Conference

- Aug 12-13 - Holiday Inn, Stevens Point (Viterbo Credit)

SFO Study Group

- Aug 19 - Grand Lodge, Wausau

Fall Conference

- Oct 8-9 - The Osthoff Resort & Conference Center, Elkhart Lake, (Viterbo Credit)

ASBO International Annual Meeting & Expo

- Oct 23-26 - Gaylord Texan Resort & Convention Center, Grapevine, TX (Viterbo Credit)

Midwest Facility Masters Conference

- Nov 2-3 - Kalahari Resort & Conference Center, Wisconsin Dells (Viterbo Credit)

Winter at a Glance Conference

- Dec 1 - Madison Marriott West, Middleton

WASBO/WASPA School Personnel Academy

- Dec 2-3 - Madison Marriott West, Middleton (Viterbo Credit)

Scholarship Fundraisers

Fall Golf Outing

- Oct 7, 2015 - Quit Qui OC Golf Club, Elkhart Lake

Fall Bike Tour

- Oct 7, 2015 - Old Plank Road Trail

Certified School Risk Managers (CSRM)

Courses (Viterbo Credit)

Administering School Risks

- June 24 - Holiday Inn at The American Center, Madison

School Safety from A to Z

- June 25 - Holiday Inn at The American Center, Madison

Fundamentals of Risk Management

- Sept 23 - Wisconsin School Leadership Center, Madison

Handling School Risks

- Sept 24 - Wisconsin School Leadership Center, Madison

Funding School Risks

- Nov 11 - Wisconsin School Leadership Center, Madison

Measuring School Risks

- Nov 12 - Wisconsin School Leadership Center, Madison

Administering School Risks

- Dec 9 - Wisconsin School Leadership Center, Madison

**Visit WASBO.com for future WASBO
Professional Development & Networking
opportunities!**

Wisconsin Schools Improve Energy Efficiency Gains through Education

By Annie Baker, School Energy Education Specialist, Wisconsin K-12 Energy Education Program (KEEP) and Dan Martinson, Communications Coordinator, Wisconsin Center for Environmental Education (WCEE)

Three Wisconsin school districts are on a similar mission: to embrace long-term, sustainable practices that not only save money and benefit the environment, but also improve the health, wellness and safety of their students and staff.

It's proving successful for Colby, Glendale-River Hills and Maple Dale-Indian Hill school districts. In 2014, Maple Dale School, in Fox Point, Wisconsin, was the first school in the world to earn LEED Gold certification under the LEED v4 Operations and Maintenance: Schools rating system; and in 2015, Colby Elementary School received the Green Ribbon Schools award from the U.S. Department of Education which recognizes the highest performing green schools in the nation.

These very different districts are all employing common strategies and organizations to achieve their schools' long-term goals. One of those organizations, the Wisconsin K-12 Energy Education Program (KEEP), facilitates opportunities to pair education for staff and students with facility management practices, a strategy vital to both districts' sustainability initiatives and successes.

Jim Beckmann, director of operations for Glendale-River Hills and Maple Dale-Indian Hill school districts, admits that it is easy to have lofty goals and ideas, but he says the hard work is maintaining the desire and energy to continue those efforts.

Of course, staff members play a major role in integrating and continuing sustainable practices throughout a district's buildings. Teacher professional development courses through KEEP help maintain an

interest in, and ongoing education for, energy efficiency efforts.

In the spring of 2014 about a dozen Glendale-River Hills and Maple Dale-Indian Hill teachers participated in KEEP's School Building Energy Efficiency Education course, which focuses on raising awareness of energy use in school buildings and guiding PK-12 staff towards utilizing the school building as a teaching tool. The course brings together teachers with energy professionals, including the district facility manager, who provide information tailored for classroom application of energy management practices and who emphasize sustainable behaviors which can further reduce consumption of energy and resources.

The course requires teachers to create and implement energy action plans, giving themselves, and their students, ownership of the direction of the school's energy savings projects. Energy action plans developed by Colby Elementary School teachers participating in the course during summer 2014 purposefully built upon the district's sustainability initiatives and allowed their students to investigate energy-efficient practices first-hand. For example, activities planned for Energy Action Month (October), including classroom energy audits and energy saving tips for home, were carried out weekly during Monday morning school-wide assemblies where best practices were shared and classroom behaviors rewarded. Additionally, fourth grade art students created advertisements focusing on the district's energy saving and sustainability initiatives to garner support and recognition from the community at-large.

Collaborations pairing operational and educational services can be very successful. To that end, Colby School District partnered with CESA 10's Sustainability Service for a three-year-long sustainability initiative. Energy was identified as a top priority and school buildings were challenged to reduce their electricity consumption by 5 percent. During the 2012-2013 school year, Colby Elementary School achieved 8.6 percent savings, in part due to energy conservation behavior changes made by staff and students.

Steve Kolden, Colby School District's superintendent who spearheaded the effort, said that fiscal and environmental responsibility and sustainable practices "just make sense." Mr. Kolden believes that being a steward of the district's resources, from tax dollars to students, is the responsibility of the public school system.

The U.S. Green Building Council's Center for Green Schools, U.S. Department of Energy's EnergySmart Schools, and U.S. Environmental Protection Agency all recommend educating and engaging staff and students in school building facility operations and as part of energy efficiency planning processes. An untapped potential, it is widely acknowledged that engaging building occupants in behavior-based strategies can save on average 5-20 percent of energy costs each year.

The following success stories from Colby, Glendale-River Hills and Maple Dale-Indian Hill school districts are examples of energy conservation strategies that KEEP, and other common organizations, help K-12 schools to implement:

The building as a teaching tool

By following LEED protocol and involving staff and students in building energy efforts, Glen Hills Middle School, located just north of Milwaukee in Glendale, Wisconsin, became the first school to earn LEED Gold certification under the LEED v3 Operations and Maintenance: Existing Buildings rating system.

The sustainable design features of the building provide a learning opportunity for students. Jim Beckmann, director of operations for Glendale–River Hills and Maple Dale–Indian Hill school districts, teaches the school’s fifth grade classes about renewable technologies by sharing the basics of how the solar collector, housed on the roof of the building, heats the school’s pool saving the district roughly \$5,000 per year.

Staff and student ownership

By reinforcing the message that ‘every little bit helps,’ Colby School District buildings and grounds supervisor Dennis Wenzel says the district has saved more than \$16,000 through the combined efforts of staff and students consistently improving their energy-saving behaviors like turning off the lights, closing blinds and doors, and shutting down computers when not being used.

Colby School District teachers recognized a potential energy-saving opportunity and used watt meters to calculate the electricity consumption of their schools’ vending machines. They received a small grant from KEEP to purchase three VendingMisers®, and the district expects to see a minimum savings of \$1,400 over the next five years.

Pairing operational and educational services

CESA 10 Sustainability Service partnered with KEEP and the Wisconsin Center for Environmental Education to offer nine professional development courses (face-to-face

RIGHT: Dennis Wenzel (third from left), buildings and grounds supervisor for Colby School District, and Luke Schultz (third from right), Focus on Energy, provide school staff with a behind-the-scenes look at how their school uses energy, as part of KEEP’s School Building Energy Efficiency Education course.



and online) during their 2011-2014 relationship with Colby School District. Nineteen teachers received in-depth training in topics such as energy education, renewable energy, energy efficiency, biomass energy, and education for sustainability. As a result, participants developed 30 energy action plans, curriculum units and lesson plans for their students, directly supporting the goals of the district’s sustainability plan.

Energy management professionals including CESA 10 staff, Focus on Energy’s Agriculture, Schools and Government program Energy Advisors, local Utility representatives and the school district’s facility manager all interacted with staff during these courses, by touring the building’s energy systems, leading a walkthrough energy audit, discussing the district’s energy policy and goals, and explaining how a school’s energy bill differs from a residential bill.

Curriculum integration

The Green & Healthy Schools Wisconsin program, the state conduit for the federal Green Ribbon Schools program, certified Glen Hills Middle School and Maple Dale School for their successes in demonstrating achievement in a number of sustainability areas, including effective environmental and sustainability education.

To fulfill the Environmental and Sustainability Education focus area of the Green & Healthy Schools application, energy action plans developed by Glen Hills Middle School fifth grade teachers, participating in a KEEP course during spring 2014, expanded upon the existing energy unit to address the social, ecologic and economic aspects of various sources of energy.

These stories, and others from more than 230 K-12 schools in Wisconsin registered as a Green & Healthy School, demonstrate that utilizing the school building as a teaching tool, empowering staff and students to take ownership of facility operations, pairing operational and educational services, and integrating environmental and sustainability concepts into the curriculum are all successful strategies for long-term change that saves money and improves the health and wellness of students and staff. Ultimately, the education and training opportunities provided by KEEP, and other common organizations, can raise awareness of the power of no-cost operational adjustments and behavior change and lead to significant savings for Wisconsin. 🇺🇸

For further information please contact Annie Baker, Wisconsin K-12 Energy Education Program, UW-Stevens Point, at 715-346-4320 or abaker@uwsp.edu.

Recognizing Excellence in Wisconsin's Students 2015 WASBO Foundation Scholarship Recipients

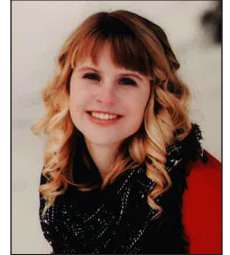


WASBO Foundation \$4,000 Matching Scholarship

Aubree Dumke, School District of Florence County

Sponsored by  **EMC**
Insurance Companies

Aubree is her class valedictorian, and was active in 4-H, the National Honor Society, choir, student government, forensics and sports. She is enrolling in the Honor Program at UW-Eau Claire as a pre-med student.



WASBO Foundation Facilities Management Conference / Joel Konze Memorial \$4,000 Matching Scholarship

Kayla Brei, Marion School District

Sponsored by  &  **SCHOOL DUDE**
.com

Kayla is active in sports, music, and many school organizations, and graduated as class valedictorian with a 4.0 GPA. She will attend Michigan Technological University, where she will study Civil Engineering.



WASBO Foundation \$3,000 Matching Scholarship

Catharine Kollath, Seymour Community School District

Sponsored by  **BMO** Harris Bank

Catharine served in student government, the National Honor Society, music, community service, and art. Catharine served on a mission trip to Honduras, and in her own district tutored at middle and elementary schools. She will major in microbiology at the University of Minnesota-Twin Cities.



WASBO Foundation \$3,000 Matching President's Scholarship

Presented in honor of WASBO President John Gahan

Shared by Zach Schmidt and Kaitlin Beattie, Pewaukee School District

Sponsored by  **UnitedHealthcare**

Zach is a self-taught computer programmer, and participated in the swim team, football, National Honor Society and Future Business Leaders of America. He will study computer engineering at UW-Madison. Kaitlin was a cheerleader and participated in the Global Solidarity Club and Pewaukee's Best Buddies program. She plans to attend UW-Oshkosh to pursue a degree in nursing.



WASBO Foundation \$2,000 Matching Scholarship

Muriel Metko, School District of New London

Sponsored by



Muriel is class valedictorian with highest honors and was involved with music, track, and the National Honor Society. She volunteered as a summer camp counselor. Muriel plans to study biochemistry at UW-Eau Claire and attend medical school to become a family physician.



School Business Manager of the Year Award \$1,500 Scholarship

Presented in honor of 2015 School Business Manager of the Year Betty Zimdars

Emily Lilla, Howard Suamico School District

Sponsored by



Emily was involved in the Science Academic Team, National Honor Society, tutoring and Cross Country, maintaining a weighted GPA of over 4.2. Emily overcame a troubled childhood and plans to major in pharmaceutical chemistry at Michigan Technological University, eventually pursuing graduate studies.



WASBO Foundation \$1,500 Matching Scholarship

Jack Hop, School District of New Richmond

Sponsored by NATIONAL INSURANCE & SERVICES



Jack maintained a 4.0 GPA while taking 9 AP classes and dedicating more than 200 hours to volunteer work. He was captain of the soccer, basketball and tennis teams, and won the Scholar Athlete Award for his school. He plans to pursue pre-med at the University of Minnesota-Twin Cities.



Wallace E. Zastrow Award \$1,500 Scholarship

Presented in honor of 2015 Zastrow Award Recipient Larry Dalton

Brianna Maddasion, School District of Onalaska

Sponsored by



Brianna participated in sports, National History Day state competition, O'Club, and an Elementary Education Mentorship. She plans to attend Winona State University, majoring in Elementary Education.



WASBO Foundation Dr. Bambi Statz Academic \$1,000 Scholarship

Terilyn Fritz, Northland Pines School District, UW-Whitewater Student

Sponsored by



Terilyn is in her sixth year as Payroll and Benefits Coordinator with Northland Pines School District. She originally pursued dental studies, but realized it was not her calling. She began working in banking, and worked as the Executive Director of the Three Lakes Chamber of Commerce after moving there with her husband. She is attending UW-Whitewater.



Honoring Excellence in Wisconsin's School Business Officials



Four awards were presented May 15 at the business meeting during the WASBO Spring Conference. Two individuals and two school districts were recognized with the Wallace E. Zastrow Award (see page 1); School Facilities Manager of the Year Award; Safety, Security & Wellness Grant; and Business Services Award.

An ad hoc committee led by Jay Clark and Bob Avery reviewed and revised the award criteria for six of the eight awards. After completing this initial review, several awards will be presented at upcoming conferences. The Shining Star honoree will be recognized at the Fall Conference in Elkhart Lake this October. The School Business Manager of the Year and the New School Business Manager of the Year will be honored at the WASB-WASDA-WASBO State Education Convention in Milwaukee in January 2016.

Special thanks to our award sponsors and to all who nominated a peer for consideration. Find out more about the awards process at WASBO.com/awards.

School Facilities Manager of the Year John Daily, School District of Holmen

The recipient of the 2015 School Facilities Manager of the Year Award is John Daily from the School District of Holmen.

John's recommendations noted that his leadership continually brings about changes that improve facilities and sustain cost effectiveness in the district's operations. His efforts create improvements in the learning environment for students, the working environment for staff, and allow for more fiscal resources to flow to education rather than facilities. He is a mentor to new facility managers and is gracious in giving his time to others.

John has earned the WASBO Facilities Manager Certification and is a regular presenter at WASBO conferences. He was a founding member of a local group of area Buildings and Grounds professionals, which he leads and coordinates.



Steve Stalker (left) of Stalker Sports Floors, which co-sponsors the award with SchoolDude.com, presented the award to John Daily.

Safety, Security & Wellness Grant McFarland School District

The 2015 Safety, Security & Wellness Grant was presented to the McFarland School District, represented by Jeff Mahoney. M3 Insurance sponsored the grant.

To address safety concerns on the second shift, the district is working with the local police to improve communication with and between Buildings & Grounds staff.

A second shift police officer now carries one of the district-wide walkie-talkies, and each second shift Buildings & Grounds employee carries a walkie-talkie and a school district cell phone. Each location can view all security cameras throughout the district. A custodial rotation gives each staff member the chance to become familiar with every building. The district implemented a "Who to Call" list and a safety issues checklist.



Marty Malloy (left) of M3 Insurance presented the award to Jeff Mahoney.



Amy Kohl of Greenfield (right) with Lisa Voisin of Baird Public Finance.

Business Services Award School District of Greenfield - Amy Kohl

The 2015 Business Services Award was presented to the School District of Greenfield, represented by Director of Business Services Amy Kohl. The award is sponsored by Baird Public Finance.

The school district implemented the STEP, or Senior Tax Exempt Program, which provides students with the opportunity to establish multigenerational relationships with positive role models in the community. The STEP program offers senior citizens the chance to earn a tax credit for hours volunteered in the schools, and the seniors offer a wide variety of assistance to teachers. Seniors read with children, play math games, and even interpret for kids who are learning English.

Amy recently learned her submission was selected for ASBO International's Pinnacle of Excellence Award. Greenfield School District will be recognized at ASBO's annual conference, Oct. 23-26 in Grapevine, TX.



Are You Using Your Custodial Staff to Their Potential?

By Dale Zabel, Director of Facility Services & Safety, School District of Kettle Moraine; WASBO Director

Developing your custodial staff to perform their duties in the education environment is a constant challenge.

Do budget reductions and the constant pressure to outsource have you looking for ways to enhance the type and amount of work your in-house staff can accomplish? We all know the answer, but how do we go about exposing custodial and maintenance staff to new techniques and equipment without sending these staff members to courses that are expensive and time consuming?

Custodial staff needs to be trained in after school emergencies, bleacher safety, door hardware repair and adjustment, event management, and HVAC operation, to name just a few important topics. A well-trained custodian is an asset to your school district. The more ownership your staff takes on, the more reason they have to

take pride in their duties and shine a positive light on the entire district. We cannot fail to mention the countless members of the community who walk through school doors for events on weekends and evenings.

Now that we have asked the questions and pointed out some of the obvious reasons to have a well-trained custodial staff, let's take a look at a few of the options available to administration. Vendors who sell custodial products are willing to answer questions and offer support with training. This is one of the most cost-effective resources for obtaining a thorough understanding of the products and techniques – which is why training should be part of the RFP when you are seeking new products and suppliers. Consultants can train staff in a variety of topics, such as blood borne pathogens, asbestos awareness training and well water



Can you spot any safety hazards? Custodial & Maintenance attendees competed in last year's Safety Room Challenge at each conference location.

testing. Staff can attend classes on an individual basis to gain specific knowledge; however, these tend to be expensive and you have to either operate without the staff member or hire a substitute.

WASBO offers an easy, cost-effective option for assistance and training:

Continued on next page



WASBO Foundation Custodial & Maintenance Conferences

June 17, 2015

Indian Trail High School & Academy, Kenosha
(includes Facilities Manager Certification Module 1)

July 22, 2015

Appleton North High School, Appleton
(includes Module 6)

July 8, 2015

West Salem High School, West Salem
(includes Module 4)

July 29, 2015

Ben Franklin Junior High School, Stevens Point
(includes Module 5)

Full day of training for ONLY \$15!

Save your inservice budget and send your entire team. (Registration includes continental breakfast, lunch, materials, and certificate)

Why Attend?

- Many Educational Offerings
- Equipment Demos & Exhibits
- Safety Room Challenge
- Learning and Leading as a Team
- Networking

Exhibit and Sponsorship Opportunities

Meet the custodial & maintenance staff in Wisconsin's K-12 public schools. Exhibitor rates starting at only \$165. For more information go to WASBO.com/custodial or call 608.249.8588.

Thank you to our sponsors to date:

Complete Control (West Salem) and Performance Services (Kenosha)

Conference Agenda

8-9 am	Registration & Continental Breakfast
9-10 am	Welcome & Keynote
10 am-2 pm	Vendor Exhibits
10:10-11 am	Sessions
11:10 am-12 pm	Sessions
12-1 pm	Vendor Exhibits & Lunch
1-1:50 pm	Sessions
2-2:50 pm	Sessions
2:50-3 pm	Wrap Up, Attendance Certificates, Prizes

Register NOW at
WASBO.com/custodial

2015 Facilities Manager Certification Recipients

The 2015 recipients of the WASBO Facilities Manager Certification were recognized May 15 during the Spring WASBO business meeting. Presenting their certificates were Ed Butzen, co-chair, WASBO Facilities Committee; Jim Beckmann, committee member, WASBO Facilities Committee; and Kathy Guralski, Assistant Director, Wisconsin Department of Public Instruction.

Jeff Bloch

Maintenance Mechanic
DeForest Area School District

Larry Cihlar

Director of Buildings and Grounds
Wausau School District

Frank "Fritz" Crall, Jr.

Buildings & Grounds Supervisor
Northland Pines School District

Loren Daane

Facilities Coordinator
Appleton Area School District

Daniel Dommek

Special Projects
New Berlin

Lowell Fromm

Buildings & Grounds Supervisor
Sparta Area School District

Malcome Hathorne

Maintenance
School District of New London

*RIGHT:
Facilities
Manager
Certification
class of 2015*



Jim Heinemann

Director of Buildings and Grounds
Hayward Community School District

Dan Hornickel

Head Custodian
DeForest Area School District

Lisa Lamers

Support Specialist
Appleton School District

John Linneman

Lead Custodian
East Troy School District

John Nettesheim

Maintenance Director
Merton Community School District

Brian Potter

Buildings and Grounds
School District of Marinette

Terry Poulter

Buildings and Grounds Supervisor
Barron Area School District

Mark Scullion

Director of Facilities/Safety
Monona Grove School District

Mike Stange

Building and Grounds Supervisor
Bangor School District

Kathy Stoltz

Business Official
Richland School District

Gary True

Assistant Account Director
DTZ

Rich Wagner

Buildings and Grounds Director
Palmyra-Eagle School District

Are You Using Your Custodial Staff to Their Potential?

Continued from previous page

the annual Custodial & Maintenance Conferences. These summer conferences offer a variety of hands-on and classroom training. Four dates and locations are available this year, and registration is just \$15 per person. Topics are based on the needs of the membership as well as new trends and requirements that are constantly presented to school districts. Custodial staff can network and exchange ideas on practices that are working in other districts. If your staff brings back one new idea that can make a difference in your school district, it was well

worth sending them to one or more of the WASBO Custodial & Maintenance Conferences. (See dates and locations on opposite page.)

Another option to consider for some of your lead custodians is to enroll them in the Facility Managers Certification Program. This program offers more in-depth training in leadership and management. This is very helpful when you have staff members in charge of crews and building operations. They can be your extra pair of eyes and ears to view your building operations. The additional input can assist in managing your staff and resources

more efficiently by identifying possible problems before they develop. This knowledge also helps when you are initiating new programs or making changes in operations to be as seamless as possible.

The WASBO Facilities Committee members volunteer their time and expertise to offer current and realistic solutions to managing and operating your school facilities. Take advantage of the training, networking and conferences opportunities that are offered by WASBO to improve your custodial staff skills and abilities. 🇺🇸

The Value of Being a CSRM from a Facilities Director's Point of View

By Dale Zabel, Director of Facility Services & Safety, Kettle Moraine School District
WASBO Director



Dale Zabel

Having earned my CSRM (Certified School Risk Manager) certificate training has given me the understanding of how insurance premiums are determined. As a facility manager this understanding helps drive the decision making process for many of the programs and procedures throughout my school district. The focus is not only on lowering the insurance mod factor but enacting an overall plan of safety and risk avoidance.

At Kettle Moraine we are constantly working on expanding and maintaining our culture of safety. Having the knowledge gained through the CSRM training assists in eliminating potential risk or finding other ways to lower the

exposure of loss. We all know in a perfect world there would be no risk for a potential loss or we could transfer it to another entity, but unfortunately we do not have such a luxury.

Communicating to staff on how risk is calculated offers opportunities to lower risk as well as to enhance the safety program as a whole. Insurance company consultants are a great resource to assist in training staff. The district staffs' interaction with consultants has helped to develop programs that have the support and buy-in of all involved.

Another benefit is that I speak the same insurance language as my business manager, who is a CSRM

as well. This enables us to work together and find solutions to current challenges and coming up with fresh ideas to lower risk and premiums. One example is we have worked very hard over the last few years to lower our workmen's compensation premiums by lowering our mod factor considerably. This task was made easier by having the ability for us to look at the challenge from each other's point of view. We came up with ideas that were customized for each department giving ownership and responsibility to their staff and students as well. Another example involves the district-wide remodeling project that we are currently involved in. Staff will be

Continued on page 40



WASBO Certified School Risk Managers Program



CSRM Designation Series

Spring classes at the Holiday Inn at The American Center, Madison, WI

Fall classes at the WI School Leadership Center, Madison

Fundamentals of Risk Management

Sept. 23, 2015

Handling School Risks

Sept. 24, 2015

Funding School Risks

Nov. 11, 2015

Measuring School Risks

Nov. 12, 2015

Administering School Risks

June 24 or Dec. 9, 2015



Online classes offered. Viterbo University graduate credit available.

Who Should Attend?

Risk managers, business managers, safety personnel, HR personnel, insurance providers and agents who work in school risk management.

Register at WASBO.com/riskmanagement

School Safety from A to Z

June 25, 2015 • Holiday Inn at The American Center, Madison, WI

WI Workers' Compensation Specialist Course

Dec. 10, 2015 • WI School Leadership Center, Madison, WI

Anyone is eligible to attend these classes. CSRMs and CISRs will receive update credit for their designations for attending.

Curriculum & National Designation provided by



Training to Protect Your School District.

2015 Certified School Risk Managers (CSRM) Designees

New Certified School Risk Managers designees were recognized during the Spring WASBO business meeting on May 15. The designees received their certificates from Stacy Corluccio, CSRM, Academic Director, Risk Management, The National Alliance for Insurance Education & Research; Jodi Traas, MS, CSRM, and Joe Bellomo, CSRM, co-chairs of the WASBO Safety & Risk Management Committee; and Kathy Guralski, Assistant Director, Wisconsin Department of Public Instruction.

Brian A. Adesso, CSRM

Director of Business Services
Menasha Joint School District

Nicholas Alioto, CSRM

Educational Consultant
Performance Services

Brittany Altendorf, CSRM

Director of Finance
West Bend School District

Michele Baillies, CSRM

Grant Coordinator
CESA 5

Michael G. Barry, CSRM

Assistant Superintendent
Madison Metropolitan School District

Melissa Anne Beck, CSRM

Benefits Coordinator
School District of Waukesha

Andrew E. Chromy, CSRM

Director of Business Services
West Allis West Milwaukee School District

Scott M. DeYoung, CSRM

Business Manager
Mount Horeb Area School District

Mary Jo Filbrandt, CSRM

Director of Business Services
Unified School District of Antigo

James M. Fochs, CSRM, PMP

Director of Buildings & Grounds
Oshkosh School District



New CSRM designees who were present for the May 15 recognition ceremony.

Jeffrey J. Gross, CSRM

Director of Business Services
School District of Menomonee Falls

Carl R. Gruber, CSRM

Senior Loss Prevention Representative
SFM Insurance Company

Carrie L. Hallquist, CSRM

Safety Coordinator
Eau Claire Area School District

Jeremiah Johnson, CSRM

Supervisor of Buildings & Grounds
Muskego-Norway School District

Monika Knapp, CSRM

Accounting Supervisor
Neenah Joint School District

Amy T. Kohl, CSRM

Director of Business Services
School District of Greenfield

Shari Ann Kordecki, CSRM

Director of Fiscal Services
School District of New Berlin

Nancy K. Liverseed, CSRM

Business Administrator
Columbus School District

John Clark Livingston, CSRM

Business Manager
Luxemburg-Casco School District

Keith J. Lucius, CSRM

Assistant Superintendent
Ashwaubenon School District

Tammy M. Marty, CSRM

Business Manager
School District of New Glarus

Linda R. Mont, CSRM

Senior Benefit Consultant
Key Benefit Concepts, LLC

Laura J. Peachey, CSRM

Director of Business Services
School District of Jefferson

Jill G. Radzinski, CSRM

Senior Benefits Technician
Madison Metropolitan School District

Daniel L. Storch, CSRM

Director of Business Services
School District of Manawa

Andrew J. Thorson, CSRM

Director of Facilities/Engineer
Neenah Joint School District

Sarah L. Viera, CSRM

Finance Manager
West Bend School District

WASBO Foundation Spring Conference & Exhibits and Scholarship Golf Outing & Bike Tour



PRESIDENTS' DINNER



Former WASBO presidents gathered at Biaggi's in Middleton for their annual dinner.



LEFT: Tina Hafeman, former Associate Executive Director of WASBO, was given a quilt personalized with images of her through the years.

SCHOLARSHIP GOLF OUTING...



Golfers played a best ball scramble at Pleasant View Golf Course in Middleton to raise funds for the WASBO Scholarship Foundation.

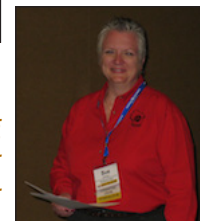
...& BIKE TOUR



Bikers rode the Capital City Trail and stopped for lunch at the Grumpy Troll in Mount Horeb.

NETWORKING

RIGHT: Spring Conference co-chair Sue Schnorr



Conference attendees gathered for an evening of camaraderie and participated in the WASBO Game Show during Wednesday's reception.

EXHIBIT SHOW



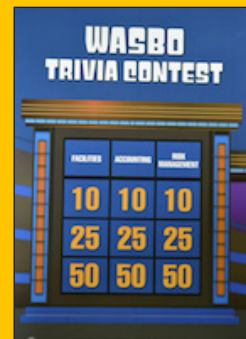
GIVING TO OTHERS



LEFT: Donors at the 2nd annual Spring Conference blood drive saved 75 lives.



The "Name that Tune" for Kids fundraiser sponsored by Key Benefit Concepts generated \$1,300 towards supporting school music at the State Education Convention in January.



PROFESSIONAL DEVELOPMENT



Over 50 sessions were offered Thursday and Friday during the conference.

The Exhibit Show had over 130 vendors, who were encouraged to participate in the Game Show theme. The Silent Auction & Raffle fundraiser for WASBO members' involvement with ASBO International took place during exhibit hours.

Booth Theme Contest Winners:

- 1st Place: Performance Services
- 2nd Place: Rinderle Door
- 3rd Place: T.E. Brennan

THANK YOU TO OUR SPONSORS!
SEE FULL SPONSOR LISTING ON PAGE 37



MIDWEST
Facility Masters
CONFERENCE

SAVE THE DATE! November 2-3, 2015
Kalahari Resort & Conference Center
Wisconsin Dells, WI

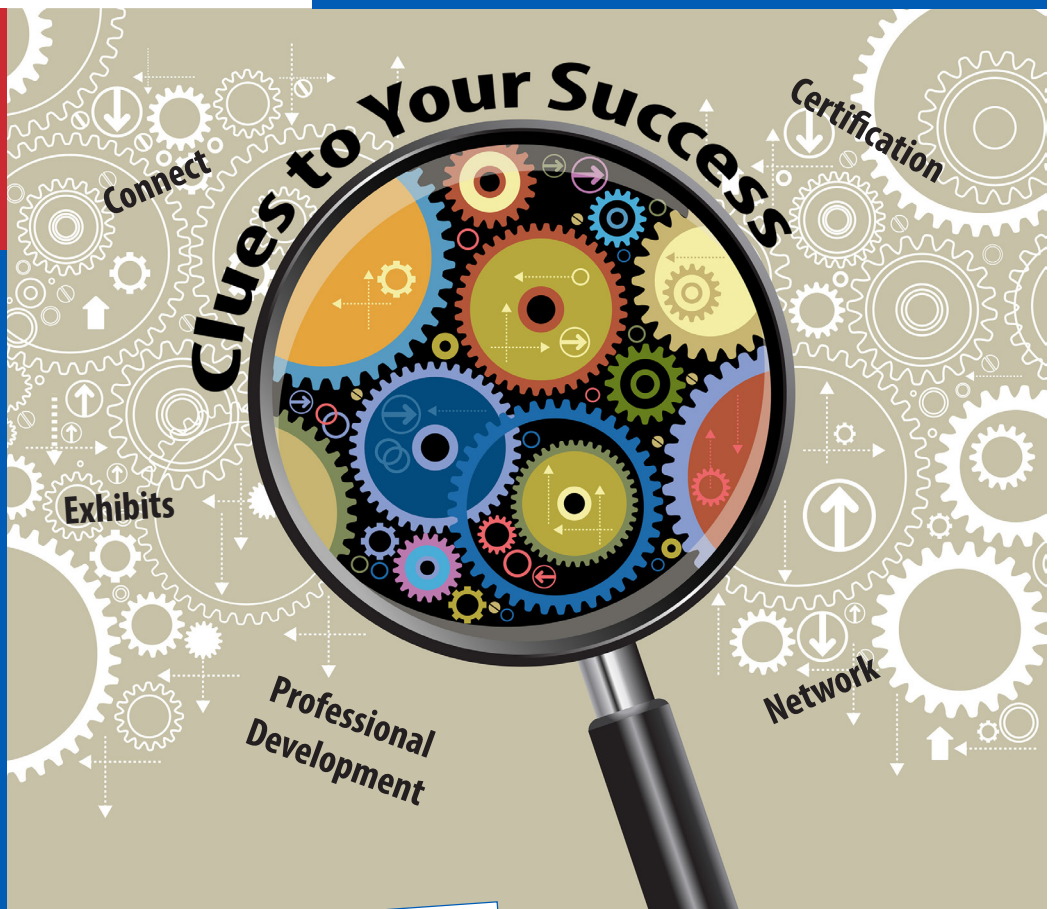
Career Development and Educational Training for those responsible for **Facilities, Operations, Safety, Risk Management and School Finance.**

Connect with vendors who specialize in flooring, architecture, grounds equipment, maintenance, cleaning, building envelope, energy, sustainability, technology infrastructure, cost containment, security and more, all in one place.

Network with facilities, operations, safety, risk management and school finance professionals.

Credit offered for Wisconsin ASBO Facility Manager Core (Module 2) and Continuing Education Certifications and Illinois ASBO Facility Manager Certification

Certification approval requested for CPMM & CPS. Earn graduate credit through Viterbo University.



Kelly Swanson

Stand Up and Stick Out in a Crowded Market: Because Nobody Notices Normal
It's not about being better that defines you — it's about being different. In a crazy crowded world of noise and confusion, you had better find a way to stand up and stick out among the competition. Join Kelly Swanson as she takes you on a hilarious and powerfully moving journey to a happier ever after by helping you find out what makes you unique, and helping you jump outside your comfort zone.



Normal isn't good enough any more — you need to bring innovation, efficiency and leadership to your work in your school district. Attend this conference to get the nuts and bolts of best practices through **learning** and **networking** while enhancing your **leadership skills**. Become a **facility master**.

General Sessions:

- Kelly Swanson
- Idea Exchange: Sharing Challenges & Solutions

Learn from Peers & Industry Experts on:

- Leadership
- Learning Environment
- Safety, Security & Risk Management
- Technology, Social Media & Communication
- Funding Unfunded Mandates
- Maintenance and Operations
- Auxiliary Services

Attendee Registration

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How Elmbrook School District spends less to get more from its employee benefits

Elmbrook School District in Southeastern Wisconsin consistently earns accolades in many areas. Most recently, the district ranked #2 on Niche's "2015 Best School Districts in Wisconsin" list, which evaluated 8,738 districts. Newsweek recently included two of Elmbrook's schools in its list of America's Best High Schools. The Milwaukee Journal Sentinel named Elmbrook one of the Top 100 Workplaces in the area.

If Elmbrook was a baseball team, it would be the New York Yankees in terms of accolades and long-term success. But Assistant Superintendent Erik Kass identifies with the underdog – with the Oakland A's, rather than the Yankees. Kass compares his district's current challenge to the A's famous 2002 season when they created an outstanding team despite crippling budgetary setbacks. Like Oakland's general manager in the movie Moneyball, Kass and his team have devised a way to generate more value with less money.



Erik Kass

Instead of battling the Yankees, however, Kass faces an even more formidable foe: the healthcare industry. He must squeeze as much value from his district's health plan as possible despite rising healthcare costs, healthcare reform mandates that could cripple his budget, and many other powerful forces.

Two ambitious goals

"Like Oakland's GM Billy Beane, we had to think beyond traditional methodology," Kass says. "We became focused on improving the level and quality of care while finding innovative ways to control our healthcare costs. In many cases, it's like we had to make one plus one equal three."

Specifically, two of the district's major goals are to:

1. Improve the quality of healthcare services
2. Decrease costs for the employees and district

"Many school districts – and businesses across the nation – are having trouble maintaining the quality of healthcare and preventing cost increases for themselves and employees," says Senior Vice President Scott Fuller, who is one of Elmbrook's benefits consultants from Associated Financial Group. "You would think Elmbrook has a magic formula, but in reality they are implementing strategies and resources that are available to all employers – and they are letting go of traditional plan design."



Scott Fuller

Elmbrook pioneers the CDHP-only package

Elmbrook offers only consumer-driven health plans (CDHPs) to employees – centered around a health savings account (HSA) and health reimbursement arrangement (HRA) – with no traditional options, such as a health maintenance organizations (HMO) plan. This makes Elmbrook a rarity. Today, only 22% of employers offer only CDHPs to employees without any traditional plan option, according to a report by the National Business Group on Health. If you just count school districts that offer only CDHPs to employees, the number would be much smaller than 22%, if these districts exist at all outside of Elmbrook.

The report shows that the most frequently offered type of health insurance today remains a preferred provider organization (PPO) plan, offered by 84% of organizations.

However, these plans – along with other traditional plan designs – continue to decline in popularity as consumer-driven health plans become the norm. In Minnesota, Wisconsin and Illinois, employer data from AFG's MarketPulse shows that 45.3% of employers are offering an HSA or HRA this year, an increase of three percentage points from 2014.

- Elmbrook uses HSAs to help employees and their families save on a tax-free basis for future qualified medical and retiree healthcare costs. Contributions to HSAs can be made by the employer, the employee or both.
- HRAs are similar to flexible spending accounts, except that the employer may permit funds to roll over from year to year, allowing employees to accumulate funds over time. These accounts are set up by Elmbrook for its employees, and Elmbrook pays for up to 50% of the deductible toward healthcare services.

This aggressive consumer-driven approach is critical for accomplishing the two goals mentioned previously – reducing costs and providing quality healthcare services (with an employee clinic). However, this approach would fail without cooperation from employees, the community, the school board and district leadership. A great strategy alone does not guarantee success. The moneyball tactics were nearly undermined by the Oakland A's front office and players who didn't understand or agree with them.

Why communication with staff is critically important

It would make sense if healthcare consumerism flourished among teachers. It seems likely that educators would learn what they need to know about their health plans, appreciate them, and utilize them correctly.

In reality, this isn't usually the case – sometimes just the opposite. While educators might be more likely to read and comprehend the materials you send them, the culture of a school district typically is not conducive to healthcare consumerism.

“Prior to 2011, teachers didn't have to deal with consumer-driven healthcare,” Kass says. “The collective bargaining agreements have typically supported traditional plan designs, so they haven't been introduced to consumerism. Adopting it can be more of a culture shock in the public sector than in corporate America currently.”

Therefore, it's important that communication remains a two-way street.

1. Listening to employees. Elmbrook conducts regular staff surveys to find out, among many topics, how well employees understand and appreciate their employee benefits. In 2014, after the consumer-driven health plans were introduced, staff responded to the prompt “I understand my health benefit plan” with:

- Strongly agree - 7%
- Agree - 54%
- Disagree - 31%
- Strongly disagree - 9%

2. Responding to employees. Knowing that nearly half of employees did not understand their health plan, Elmbrook quickly dedicated the necessary time and resources to educate and engage staff. Elmbrook also included a group of staff members in the early planning meetings for the new employee benefits strategy. “These employees became champions of the vision at a grassroots level,” Kass says. “They helped communicate its advantages to other employees, dispel rumors, and pave the way for a radical departure from our traditional health plan.”

This year's staff survey has not been conducted yet, but early indications suggest that employees are engaged in their employee benefits, well informed, and even enthusiastic about them.

The district is offering employees a valuable new benefit in 2015 that warrants their enthusiasm.

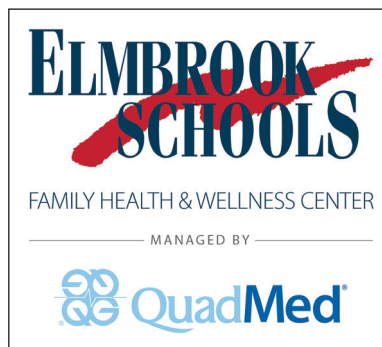
The employee clinic

Elmbrook's health and wellness center managed by QuadMed, which was recently approved by the school board and will open in September 2015, is in the exact center of the school district. The clinic is also the emerging centerpiece of Elmbrook's employee benefits strategy.

“We need district employees to use the clinic to achieve our goal of reducing costs for both the district and its employees,” says Senior Benefits Consultant Al Jaeger, who established the return on investment (ROI) process that Elmbrook used to evaluate employee clinic providers. “The cost savings will depend on employee utilization, and utilization will depend on how well employees understand this resource and its advantages, which of course depends on effective communication. Every part of the employee benefits strategy is interconnected.”



Al Jaeger



• Wellness/clinic integration. The clinic will specialize in comprehensive primary care that revolves around prevention, wellness, early intervention and chronic condition management. Elmbrook's employee wellness program will be closely integrated with the clinic. The physicians will help direct employees toward the wellness components they need. They will leverage health information, technology and other process innovations to assure high-

AT A GLANCE

Industry

- Public sector (school district)

Business challenges

- Rising health insurance costs
- Lack of healthcare consumerism among employees
- Nearly half of workers did not understand their health plan
- Healthcare reform mandates impose possible cost increases

Solutions

- Employee benefits and healthcare reform strategic planning
- Consumer-driven health plans
- Employee communication and consumerism education
- Employee healthcare clinic

Business results

- Reduction in healthcare costs
- Superior patient care
- High employee satisfaction

quality, accessible and efficient care.

- Focus on screening and prevention. Through the use of health risk assessments and biometric screenings, Elmbrook will be able to identify risk and target effective programs and services for specific population risk segments. By preventing illness and keeping existing conditions under control, they can reduce their downstream cost of healthcare.
- Technology-enabled, evidence-based and coordinated. The use of electronic medical records aids the sharing of secure information among specialists. By leveraging point-of-care decision support tools and practicing evidence-based medicine, the clinic will prescribe a personalized treatment plan designed to proactively address future health risks. Web and mobile applications will provide patients with convenient access to health information, educational content,

Continued on next page

WSSCA Programs Offered

School Active Shooter Training - Oconomowoc

The Wisconsin School Safety Coordinators Association (WSSCA) invites school districts and law enforcement agencies to the popular ALICE training on August 3-4, 2015 in Oconomowoc. ALICE, an acronym that means Alert, Lockdown, Inform, Counter, and Evacuate, teaches options that school staffs will have in an incident involving school intruders. For more information, visit the WSSCA website at www.wssca.org or call Peter Pochowski, WSSCA executive director, at 414.559.7487.

25-Point School Safety Assessments

WSSCA continues to conduct school security assessments for Wisconsin's schools — public or private. The cost is approximately \$1,100 per school. DPI has approved a \$1,000 reimbursement to any district that contracts with WSSCA to assess two or more schools. This is almost a two-for-one program. You will receive a thorough review of the good, the bad, and the ugly of your school security posture. WSSCA's team of experienced Wisconsin school safety coordinators average more than 20 years of experience in Wisconsin schools. They know what is acceptable and what is not — and what is legal and what is not. What they have found in 60 schools thus far will surprise you. For a cost estimate, contact Pete at wssca@wssca.org, or call 414.559.7487.

The Value of Being a CSRM from a Facilities Director's Point of View

Continued from page 32

packing up their classrooms and doing lifting that is not in their normal daily routines. We brought in consultants from our insurance company to teach proper lifting techniques. We did this during their regularly scheduled staff meetings. The feedback was very positive as it showed that we were concerned about their well-being and we were lowering our potential exposure to claims. That is an example of a win-win for the district and staff.

The bottom line as I see it is, if you have the opportunity to enroll in the CSRM program through WASBO it will give you valuable tools and knowledge to enhance and improve your culture of safety in your district. If you are fortunate as I am to have your business manager also being a CSRM, it brings another dimension to your safety program.

How Elmbrook School District spends less to get more from its employee benefits

Continued from previous page

secure messaging with their providers and a constant source of motivation and inspiration to drive greater engagement.

- Help with Affordable Care Act (ACA) compliance. Because the clinic can help employees reduce the cost of their healthcare, it can help Elmbrook avoid the high-plan-cost excise tax (Cadillac tax) scheduled to take effect in 2018. "An employee clinic specifically geared to address this high-cost population's needs may be the best hope for keeping the cost of healthcare manageable and avoiding the Cadillac tax," says Jaeger. The ACA also encourages the implementation of wellness and disease management programs, including an expansion of the ability to encourage healthy behaviors with rewards. "The employee clinic is one of the most effective devices to ensure that these programs achieve their full potential, in terms of clinical outcomes and financial results," Jaeger adds.

With the new employee clinic and other components of its strategic plan, Elmbrook projects a reduction in healthcare costs, superior patient care and high employee satisfaction.

For more information about employee clinics, consumer-driven healthcare or any other issues mentioned in this article, contact 800.258.3190 or info@AssociatedFinancialGroup.com.

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Common Core: A Perspective

By Don Mrdjjenovich, Retired WASBO Executive Director



Don
Mrdjjenovich

Based on international comparisons, our students have not been ranking very well for more than a decade. While one can argue about causes, and how different countries might choose those to be tested, the results have been a concern. Some have even viewed that concern as a threat to our national security. For that reason, the National Governors Association and the Chief State School Officers, in partnership with the Gates Foundation and others, set about the task of addressing the disparities in the comparative performance of our students and their foreign counterparts. It is important to note that this was not a Federal government initiative, although the feds did support the effort with targeted funding.

To suggest that Common Core has become a political issue in many states would be a gross understatement. Gubernatorial and the upcoming presidential elections have politicians running on both sides of the controversy. For the most part, the controversy is based on the fear that the Federal Government will use its future funding powers to establish a national curriculum. That fear is not without merit as we well know that federal funding has always come with specific requirements and controls, not to mention burdensome regulations and reporting requirements.

In simplistic terms, the core curriculum, which only currently targets math and language/reading skills, represents the culmination of the best efforts of researchers, teachers, parents and other stake holders to determine: What should students know, and at what age or level should they know it? Secondly, reliable tests are to be developed to measure the level of mastery which is then used to determine to

what degree the performance standards have been met. Enter accountability, which is the byproduct of the entire effort. State tests can now be developed to measure mastery of what was taught when it was taught. No more algebra questions on a seventh grade test in a school system that doesn't introduce algebra until the eighth grade.

With all its possible shortcomings and concerns, Common Core appears to have more promise than having a group of teachers in every school district serving on textbook selection committees. After all, isn't that just textbook publishers and their own researchers and experts determining what and when students would be introduced to subject matter? That process also required them to find a standardized test that best fit, but did not necessarily match the curriculum they were teaching.

Then you have the Texas State Board of Education, which selects millions of dollars worth of textbooks annually for the entire state. Textbook publishers scramble for the business with the goal of satisfying the Texas Board. So now what the teacher textbook selection committee in Wisconsin had to select from, was heavily influenced by Texas.

So, in a defacto way, who had a major role in setting educational standards for the rest of the nation? To best judge Common Core, we have to look at how we have always done curriculum planning and textbook and learning materials selection, and how we measured student progress. Finally, Common Core does not dictate how a curriculum is taught. 🐼

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Act 10 and Its Effect on School District Human Resources

Act 10 created a new landscape for Wisconsin school districts' HR departments

By Erin Green, Director of Business, and Julie Grotophorst, Human Resources Director, Greendale School District

This article originally appeared in the April 2015 School Business Affairs magazine and is reprinted with permission of the Association of School Business Officials International (ASBO). The text herein does not necessarily represent the views or policies of ASBO International, and use of this imprint does not imply any endorsement or recognition by ASBO International and its officers or affiliates.

One of the most carefully watched elections in 2012 was the movement to recall Governor Scott Walker in Wisconsin. The recall effort began a year earlier as a fight against Walker's attempt to curb public unions in the state. It culminated on June 5, 2012, when Walker defeated the recall and was elected for a second time—by an even-greater margin—to continue leading Wisconsin. The public had spoken.

Public union leaders had hoped that the recall would succeed and the clock would be turned back to restore their collective-bargaining rights and lost benefits. It is now clear that the alignment of public-sector bargaining rights and benefits to something similar to those of the private sector will stand.

With Walker's reelection and the passage of Wisconsin Act 10 in 2011 (also known as the Wisconsin Budget Repair Bill), Wisconsin public school districts are facing a new landscape with regard to human resources. Districts are now free to release nonperforming teachers without fear of arbitration. Most districts are scaling down their supplemental retiree health insurance offerings significantly or eliminating the program altogether. New compensation systems are being developed that will promote

accountability and incorporate some degree of pay for performance. The former salary grids, with lanes for educational attainment and steps for seniority, are gone.

For Wisconsin public school districts, the challenge is to manage their operations without labor contracts in a way that is fair and in line with state and federal laws. Bargaining with teachers unions is limited to agreeing to a "base wage" settlement, which cannot exceed the consumer price index without a referendum.

The other challenge is to maintain teaching as an attractive career path, given the severe constraints on revenue, and to remain competitive with salaries and benefits. That challenge will become increasingly difficult. The Wisconsin economy has not recovered from the past 30 years' loss of its industrial base and the recent recession, meaning revenue coming into school districts has shrunk.

Going Forward

The Budget Repair Bill, designed to balance the books midyear, will reorder the state's fiscal and political landscape, perhaps for a generation to come. Tucked into that legislation was language to curtail collective bargaining for most public employees. The only item that can be bargained for is base pay, and that is limited by the consumer price index. If the two sides disagree in bargaining, there is no arbitration. Impasse is declared, and the pay rate increase is imposed by the employer. That's it. Seniority, arbitration, pay structures, layoff procedures, and all fringe benefits are

off the bargaining table and cannot be part of a contract.

District administrators now have the authority to set all pay and benefits at market rates. With that new freedom comes responsibility. Districts can no longer fall back on the "contract" to govern; they will have to be vigilant in their human resource management practices in order to avoid lawsuits for discrimination.

Rather than sitting across the bargaining table from union leaders trying to protect the status quo, district leaders, including school business officials, will have an opportunity to think outside the box about such questions as "What benefits does our school system need to provide to attract and retain the best employees?" "Now that we have the latitude to make benefit changes, how can we lower the costs of benefits or alter traditional salary schedules in order to shift resources into the classroom and empower and reward our best and brightest?" and "How can we design a pay-for-performance system?" We may finally have the freedom to work with our top teachers on those questions!

Retiree Benefits and Pension Reform

Since the late 1970s, Wisconsin public employees have enjoyed fully paid-for pensions, thanks to the efforts of strong unions. Now under Act 10, all public employees must pay half the contribution rate.

Most districts have offered locally negotiated retiree benefits on top of the pension, typically involving a set number of years of health insurance

(five to eight is common). Districts will now have the option to change benefits or to eliminate them. Care must be taken to honor marital property rights and avoid litigation. Most districts are evaluating what to do with those benefits—most of which are classified as other postemployment benefits and must be actuarially accounted for. We believe most districts will scale back those benefits or eliminate them where possible.

Regarding Health Insurance

Wisconsin school districts are now free to change health care plans, assess their own budgetary needs, and alter employee premium share amounts, or add health reimbursement arrangements or health savings accounts paired with high-deductible plans.

Many school districts in Wisconsin are focused on reducing health care costs. For some, that means implementing an on-site or near-site health clinic. Greendale School District, for example, has an on-site nurse practitioner. She sees employees and their dependents whether or not they are covered on the district insurance plan, at no cost to the employee. That is a huge benefit for employees and provides them the time and convenience of avoiding an urgent care visit or medical appointment for which they might have to miss work time.

The on-site nurse practitioner can write prescriptions and diagnose a variety of medical conditions. She also sees any student at no charge, performs athletic physicals, and treats non-life-threatening conditions. Staff and student attendance has been on an upward trend for three years, possibly because of that on-site care.

Teacher Compensation Issues

As a consequence of Act 10, teachers now have the negotiating power to demand higher salaries. Some teachers are using that power as a bargaining chip by casting their nets beyond the district, receiving an offer of a higher salary from another district, and then using that offer to

negotiate a higher salary within their current district. They are free agents with the power to negotiate their own salaries. Their success depends on many factors—some districts are willing to pay more; others are not—but the result just may be increased salaries for the highest-performing teachers who are in the greatest demand.

When negotiating individual salaries, districts are struggling to define objective criteria on which to base their decisions. That can be dangerous territory. Discrimination lawsuits are the tip of the iceberg. Districts also need to consider the effect of those types of negotiations on employee morale. If one teacher negotiates a raise, others may scramble to do the same.

In addition, what happens when a district pays top dollar to bring in a star teacher who is suddenly making more money than a longtime district employee? Does the district give the veteran employee a salary increase to maintain internal equity?

And how does the district determine which teachers are “high performers”? A new teacher evaluation system in Wisconsin, Educator Effectiveness, was crafted to develop expertise in teachers to improve student learning. Yet the Wisconsin Department of Public Instruction cautions against using Educator Effectiveness outcomes in determining compensation. The purpose of the system is to improve teaching practice—not to decide merit increases, although some districts have chosen to use it in that way.

New Territory

With the sweeping changes of Act 10, districts now find themselves in unexpected territory. The once-flooded market of teacher candidates is suddenly facing severe supply shortages. Districts are struggling to fill vacancies with substitute teachers; even in areas where just a few years ago Glendale School District had more than 500 applicants, we are now struggling to find highly qualified candidates to meet the needs of our

students.

The elimination (or reduction) of the retirement benefits that once tied teachers to a particular district means that districts are experiencing higher-than-ever teacher turnover. Teachers now have the flexibility to transfer between districts in a way that they didn't before. The applicant pool is dwindling, and districts are now competing for the limited supply of teacher candidates in all subject areas, not just the once hard-to-fill fields of math and science.

Some districts view that shortage as an opportunity to make the changes they were unable to negotiate in prior contracts. Other districts have proceeded cautiously, with a “just because we can doesn't mean we should” attitude. Although Act 10 gave districts the ability to make sweeping changes, many districts viewed it as an opportunity to collaborate with their best and brightest teachers to determine the best ways to attract and retain high-quality staff focused on providing the best education to all students.

Speaking from Experience

Employee retention is a popular topic in school districts today. With increased turnover, districts must be more proactive in how they attract and retain top talent. Compensation is an important part of that equation, but it certainly isn't all of it. Teachers aren't drawn into the profession because of the money; they became educators because the profession allows them to do their best work for our young people. They are looking for a district that values and rewards their talents. We need to create an environment that encourages collaboration and sharing of best practices—not one that pits one teacher against another.

Districts should engage employees in discussions about what they value in the workplace. Employee satisfaction surveys, focus groups, or “stay interviews” are some of the ways to gather such information. Many districts have begun conducting exit interviews

Continued on next page

Act 10 and Its Effect on School District Human Resources

Continued from previous page

to determine the factors driving the decision to leave; stay interviews allow districts to gather information from employees before it's too late.

Creating an environment in which teacher leaders can collaborate and engage as professionals helps provide the fulfillment they are seeking in their career. Paying attention to employee morale and ensuring that employees feel valued will help connect them to their work environment and build loyalty.

In Greendale, we offer our teachers "professional hours." We removed the defined "teacher workday" language. As long as teachers are in the school for student contact time and they meet their professional responsibilities, such as student and parent meetings and faculty meetings, they do not have to be at school for a defined period each

day. They can flex their schedules on the basis of family needs before and after school. Some teachers walk in 10 minutes before the students, then stay late and work into the evening. Other teachers may have afterschool commitments and leave at the end of the day with students. They also have the flexibility to run personal errands during their prep period. That flexibility has helped offset some of the unintended consequences of Act 10.

Districts pour a lot of attention, time, and resources into orienting and acclimating new employees. It is just as important to pay attention to retaining the employees you already have. Attracting, recruiting, and hiring new employees have significant costs for a district. A lot of time and resources go into the hiring process. Districts need to cultivate those efforts while continuing to provide opportunities for current employees.

What's Ahead?

We have seen a real change in the teaching profession over the past few years; fewer students are choosing teaching as a career. Whether because of the political environment or other factors, school districts must work to attract and retain high-quality teachers. The increased competition among districts to attract the best candidates means that in a world of dwindling financial resources, districts must provide cost-effective alternatives to retain high-quality employees. Teachers are in the classrooms providing the best education possible for our students; we need to provide the necessary support for them to continue to do so. 📌

If you have questions about this article, contact Erin at erin.green@greendale.k12.wi.us or Julie at julie.grotophorst@greendale.k12.wi.us.

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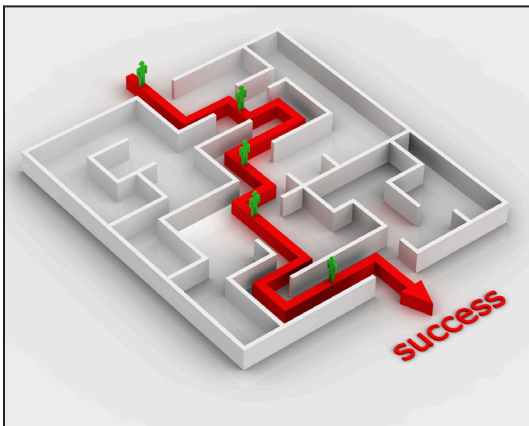
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- Fall Conference • Oct 8-9, 2015
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- Wisconsin Federal Funding Conference • Feb 16-17, 2016
- Accounting Conference • March 16-17, 2016
- Spring Conference • May 26-27, 2016

WASBO.com/Success



NEW School Administrators & Support Staff Conference

Coming to Stevens Point August 12-13

If you are a **new business official, superintendent or business staff person** in your district, the WASBO New School Administrators (business manager or superintendent) & Support Staff Conference on August 12-13 in Stevens Point should be on your calendar.

Solidify your knowledge and your team. While this conference is for new school district administrators, school business officials, and business support staff who are responsible for tasks related to school finances, veteran personnel can benefit as well. Viterbo University graduate credit is available.

Watch for registration online soon!

WASBO.com/NewAdmin



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WASBO offers a Mentorship Program which fulfills the **PI34** requirement for **formal mentoring** for licensed (08) school business officials. Mentorship is open to all WASBO members.

The annual Mentorship Program Orientation will take place on Aug. 11 in Stevens Point. Explore the benefits of mentorship and the best practices for establishing a professional mentoring relationship.

Fill out your Protégé or Mentor application online now, and watch for Mentorship Orientation coming soon.

WASBO.com/Mentorship

Twenty-six entries advance to second phase in 'Wisconsin YES!' youth biz plan contest

A statewide panel of judges have selected 26 entries to advance to Phase 2 of Wisconsin YES!, a youth business plan contest for students in middle school and high school.

Students submitted their science- and tech-based 250-word business summaries through the contest website – www.WisconsinYES.com – in April to compete in Phase 1. Eighty-three entries were received from around the state, representing more than 130 students. Professionals committed to the development of young business leaders in Wisconsin served as judges, scoring the entries and providing constructive feedback to the students.

Entries advancing to the next round, including the school and names of team members, are:

- Abstract Energy (Delavan-Darien High School): Haley Gilson and Alexis Mancin;
- Cow Buddies (Longfellow Middle School): Kortney Lorenzen;
- Crowd-sourced Concept Foods (Wayland Academy): Tianrui Ren;
- Dance Spectroscopy for Autism (Longfellow Middle School): Angela Glowacki and Kortney Lorenzen;
- DAP Manufacturing (Longfellow Middle School): Henry W/B;
- DiabeTECH (Nicolet High School): Rebecca Perl;
- Eat Out (Brookfield East High School): Colin Gray-Hoehn;
- Eco-Bandage (James Madison Memorial High School): Renee Kar-Johnson;
- Equation Solver (Crivitz Middle School): Matt Cherry, Kailee Golla and Leandra Klaver;
- Fashionista Headband Camera (Cambridge): Emma Hanisko;
- Find My Bus (Forest Park Middle School): Ashley Kampa, Katie Lehman, Alexa Moran and Julia Paulos;
- Free Online Tutoring (University School of Milwaukee): Anshul and Amogh Bhatnagar;
- Helping the Blind See (Longfellow Middle School): Jake Gresk;
- Judges Live (Longfellow Middle School): Jack Stuart;
- KidZips (Pembine High School): Seth Barribeau;
- Lego Decal Maker (Longfellow Middle School): Sam Heitz;
- Ludus Positus (Crivitz Middle School): Nick Lesperance, Mackenzie Versland and Tommy Whalen;
- SafetyKeyBoard (Longfellow Middle School): Pable Dale;
- SANZM Furniture (Delavan-Darien Middle School): Zachary Gidcumb, Shelby Gramly, Adrienna Rodriguez, Nick Ward and Melonie Wright;
- Shirt with Phone Pocket (Sacred Hearts of Jesus and Mary): Marianna Crossen;
- SmartMicrowave (Forest Park Middle School): Jacob Selensky;
- Stuff'n with Noth'n (Aquinas Middle School): Elizabeth Hlavacka;
- Style (Longfellow Middle School): Sienna Daniels, Margaret Kasdorf, Anna Lowe and Sasha Simons;
- The Beat Pit (Notre Dame of De Pere Middle School): Theodore Van Straten;
- The Everlast (Oregon High School): Hayden Storms;
- ThunderStorm Speakers (Delavan-Darien High School): John Loomer, Chris McKay and Hunter Schwarz.

Phase 2 requires students to develop their business plan in more detail in a 1,000-word executive summary. Place finishers will be announced in



early June and will be eligible for cash and prizes. The grand prize winner will have the opportunity to present their winning idea at the Wisconsin Entrepreneurs' Conference. For more information on the conference, visit www.witrepsconference.com.

The Wisconsin Technology Council produces the contest, with major support from IBM and WEA Trust. Additional support is provided by the Wisconsin Technical College System. Contest partners include Department of Financial Institutions, Department of Public Instruction, Make a Difference Wisconsin, Project Lead the Way Wisconsin, STEM Forward, Wisconsin Association of School Boards, Wisconsin Society of Science Teachers and Wisconsin Association of School Business Officials.

The Tech Council is the independent, non-profit and non-partisan science and technology adviser to the Governor and the Legislature. It serves as a catalyst for tech-based economic development in Wisconsin through programs such as the Wisconsin Angel Network, the Governor's Business Plan Contest and the Wisconsin Innovation Network.

Learn more at www.WisconsinYES.com or contact the Wisconsin Technology Council at 608-442-7557. 🇺🇸

Service Affiliate Checklist

- Watch your mail for your dues renewal notice, and be sure your membership is up to date for 2015-16.
- Sponsorship Opportunities - contact Áine at calgaro@wasbo.com:
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 - New School Administrator & Support Staff Conference
 - Fall Conference
 - Midwest Facility Masters Conference
- *Taking Care of Business* Articles due July 15 for August issue - send to calgaro@wasbo.com.
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When you renew with your affiliate ASBO, check the box for ASBO International Membership. With one payment, you can participate in both organizations—doubling the tools, resources, and colleagues you can call on to help you in your everyday responsibilities. Together, we can effectively manage resources to give every child the power of education.

With the increasing responsibilities and fewer staff, the help and expertise that I gain through ASBO membership is priceless.
Peter Willcoxon Sr., RSBA, White Bear Lake Area Schools (MN)



Association of School Business Officials International

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EEOC Proposed Wellness Regulations: Many Programs Would Be Allowed... With Some New Complications

By Brett Schnepfer and Matthew Flanary, Attorneys, Buelow Vetter



Brett
Schnepfer

Matthew
Flanary

On April 16, 2015, the U.S. Equal Employment Opportunity Commission (“EEOC”) finally released proposed regulations that would allow many workplace wellness programs to operate without violating the Americans with Disability Act (“ADA”). The EEOC filed several lawsuits last year alleging that some very common wellness programs violated the ADA even though they complied with the Affordable Care Act and other traditional employee benefits laws.

The EEOC’s decision to attack common wellness programs frustrated many employers who believed portions of the Affordable Care Act indicated that Congress fully supported the idea of using wellness programs to control employer health plan costs. In filing their lawsuits, the EEOC argued that some of the most common wellness program tools (e.g., health risk assessments with biometric screening) are actually a form of medical examination which requires that the wellness program be “voluntary” under the ADA. The EEOC lawsuits specifically challenged whether the particular wellness programs were truly voluntary if employees would be penalized for not participating.

The proposed regulations recognize a distinction between participatory and health-contingent wellness programs. Participatory programs that do not require specific health-related information or results are generally permissible and exempt from the EEOC’s proposed regulations. Some examples of participatory wellness programs would include incentives for merely attending healthy eating, smoking cessation or weight-loss classes. In contrast, health-contingent programs still require careful analysis under the ADA. An example of a health-

contingent program would include a wellness program that provides incentives based upon health-risk assessments or biometric screening. Those wellness programs are subject to the higher standards under the proposed regulations.

The EEOC’s proposed regulations explain that, to be voluntary, a health-contingent wellness program must not:

- Require employees to participate;
- Deny coverage or certain benefits for non-participation, except pursuant to permissible incentives; or
- Take any adverse employment action against, interfere, coerce, threaten, or intimidate employees.

The proposed regulations provide employers with some much needed guidance regarding the second and third bullet points above. Consistent with the Affordable Care Act, the EEOC’s proposed regulations allow an employer to offer “incentives,” whether imposed as a reward or a penalty, provided that the maximum incentive available under all health-contingent program incentives is no more than 30 percent of the total cost of employee-only coverage.

While the proposed regulations provide much needed guidance regarding financial incentives and penalties, they also create some additional requirements for health-contingent wellness programs. Namely, the proposed regulations specify that the permissible medical examinations and inquiries must have a reasonable chance of improving the health of, or preventing diseases in, participating employees, and that they not be overly burdensome, a subterfuge for violating discrimination laws, or “highly suspect.” The proposed

regulations specifically prohibit wellness programs that: (1) provide no follow-up information or advice after collecting medical information; (2) overly burden employees with the time it takes to participate; (3) utilize unreasonably intrusive procedures; (4) place significant medical costs on employees; and (4) exist to shift costs from the employer to certain employees based on their health.

Finally, the proposed regulations add a new and cumbersome notice requirement for any wellness program that is offered in conjunction with a group health plan. Under this requirement, health plan participants would need to receive a formal notice. The notice must explain what medical information will be collected, how it will be used, who will have access to the information and the steps that the plan will take to ensure that the information is not disclosed improperly to anyone else. This notice is beyond the standard Department of Labor and Health Insurance Portability and Accountability Act requirements that also apply to the plan.

Though the EEOC’s regulations are not in final form, they are at least an indication of what the final rules will look like. They highlight the fact that employers will need to navigate a maze of legal requirements under multiple laws and guidance from several federal agencies in order to maintain compliant wellness programs. The proposed rules are subject to a 60-day comment period. 🐼

If you have questions about this article, contact Matthew Flanary at mflanary@buelowvetter.com or 262-364-0253, Brett Schnepfer at bschnepfer@buelowvetter.com or 262-364-0262.

Wisconsin awardees recognized for sustainability

State Superintendent Tony Evers congratulated three public schools, one school district, and one postsecondary institution from Wisconsin honored with a 2015 Green Ribbon Schools award from the U.S. Department of Education. The program, in its fourth year, recognizes schools, districts, and postsecondary institutions that demonstrate promising practices to improve the health of students, cut costs, and engage students in hands-on learning experiences.

“Congratulations to our five 2015 U.S. Department of Education Green Ribbon Schools award winners,” Evers said. “Their efforts to practice and teach sustainability during all levels of education prepare our students with lifelong skills that are important for ensuring the health of future generations.”

The three Wisconsin awardees are among only 58 schools recognized nationwide as 2015 U.S. Department of Education Green Ribbon Schools:

- Colby Elementary School
- Lake Mills Elementary School
- Columbus Elementary-Discovery Charter School

Additionally, the Middleton-Cross Plains Area School District was among only 14 nationwide to receive the 2015 U.S. Department of Education Green Ribbon Schools District Sustainability Award.

New this year, the U.S. Department of Education Green Ribbon Postsecondary Sustainability Award was added to show the full spectrum of these exemplary efforts from early learning to postsecondary education.

Western Technical College in La Crosse was one of only nine colleges and universities nationwide to receive this award. Western Technical College was nominated for the award by the University of Wisconsin System.

The winners will be invited to a national recognition event in Washington,

D.C., this month and professional development events in Wisconsin this October.

The U.S. Department of Education Green Ribbon Schools awards recognize schools and districts for achieving the often-intertwined goals of saving energy, reducing costs, fostering health and wellness, and providing effective environmental and sustainability education which incorporates STEM (science, technology, engineering, and mathematics), civic skills, and green career pathways.

Evers nominated the school and district awardees after they applied to the state’s Green and Healthy Schools program. Green and Healthy Schools Wisconsin, offered through a partnership between the departments of Public Instruction and Natural Resources, along with the Wisconsin Center for Environmental Education, supports and recognizes schools for such goals as reducing environmental impacts and costs, improving health and wellness of students and staff, and providing environmental education. 🌱



WASBO Career Center

Connecting school business professionals with the leading employers in Wisconsin.



The WASBO Career Center is a dedicated search and recruitment resource for school business professionals and employers in Wisconsin. We offer simple and easy-to-use tools to make searching for career opportunities and finding qualified professionals fast, more efficient, and more successful than ever before.

Tools for Job Seekers

The WASBO Career Center gives job seekers access to inside opportunities available only through the association and provides the tools needed to quickly find and apply for jobs.

Advanced Job Search

Find the most relevant jobs from top school districts throughout Wisconsin.

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Create an anonymous profile and resume to quickly apply for jobs and have employers come to you.

Advantages for Employers

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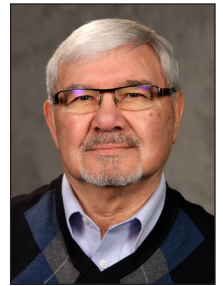
www.wasbo.com/jobs



The Way of the Seal

Authored by Mark Divine

Review by Orvin R. Clark, EdD, RSBA, Chair, Graduate Council,
Educational Leadership Department, University of Wisconsin - Superior



Orvin R. Clark,
EdD, RSBA

Mark Divine, author of *The Way of the SEAL*, holds an MBA from New York University's Leonard N. Stern School of Business, CPA New York State. BUD's Class 170 Honor Man, SEAL TEAM 3 Platoon CDR, Commanding Officer, NR SEAL TEAM are among his various roles and honors.

Mark launched SEALFIT and Unbeatable Mind which draws from his 20 YEARS as a SEAL and Business leader, 25 years as a martial artist and 15 years as yoga practitioner. SEALFIT and Unbeatable Mind are uniquely effective at elevating clients to a higher level of operating, thinking and leading-encompassing the full spectrum of human experience- Body, Mind and Spirit in Self, Team and Organization. He has coached thousands of Navy SEAL and other Special Ops candidates. Mark trains the public in the eight Way of the SEAL (WOS) principles.

The Way of the SEAL is 240 pages in length, organized in 10 chapters. Each chapter has a series of quotes, and exercises. The last chapter has self-assessment questions and training plans for guidance and self-development. Mark Divine uses five mountains to his approach to leadership to develop skills in the physical, mental, emotional, intuitional and spiritual arenas. He focuses the book on the mental, emotional and intuitional aspects. He encourages the reader to pursue the other two mountains, physical and spiritual. He states that "strengthening in any arena is relatively meaningless without the support of the others." The WOS principles are:

Principle 1 – Establish Your Set Point.

Establishing your set point requires you to:

- Make a stand
- Find your purpose
- Embrace risk, loss and failure

Principle 2 – Develop Front-sight Focus.

You can overcome any obstacle and achieve any goal with front-sight focus through a four-pronged approach:

- Prepare your mind
- Envision your goal
- Define the mission
- Simplify the battlefield

Principle 3 – Bulletproof Your Mission.

To avoid costly mistakes, you must bulletproof your mission, which means:

- Selecting only high-value targets
- Exploring your options
- Communicating your vision to others
- Dirt-diving the mission

Principle 4 – Do Today What Others Won't.

Push yourself to:

- Find your 20X factor
- Build the three Ds (discipline, drive and determination)

Principle 5 – Forge Mental Toughness.

The five WOS skills for forging mental toughness are:

- Controlling your response
- Controlling your attention
- Developing emotional resilience
- Setting effective goals
- Visualizing powerfully

Principle 6 – Break Things.

You often need to break things before you can make them into something better:

- Applying total commitment
- Failing forward fast
- Navigating gaps for opportunity
- Innovating and adapting quickly

Principle 7 – Build Your Intuition.

Develop your intuition by:

- Expanding your awareness
- Strengthening your sensory perception
- Uncovering your background of obviousness
- Opening up your inner wisdom

Principle 8 – Think Offense, All the Time.

The advanced skills of winning with an offense mind-set include:

- Developing unwavering confidence
- Sharpening your awareness
- Doing the unexpected
- Leading with rapid execution

Mark Divine writes about leadership being character versus a skill. Servant leadership, situational leadership, visionary leadership, gung-ho leadership are popular models and they treat leadership as a skill. But what if leadership is not a skill or collection of behaviors? What if it's character? Maybe it's not the lack of skills but the lack of character that makes the difference between good, so-so and bad leaders. Read *The Way of the SEAL* to discover your belief. 🐾

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WASBO FALL CONFERENCE

SCHOOL TREK: VENTURING INTO NEW TERRITORIES



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For More information:
Contact Richard Waelti
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rwaelti@mvpbanking.com

HVAC Coils – Keeping Clean

By Ben Klawitter, Certified Air Filter Specialist, Filtration Systems



Ben Klawitter

Keeping condensing and cooling coils clean increases their efficiency by 15% to 30% depending on what research paper you read. The problem with most of these coils is they are difficult to get at or inside the AHU and require shutting the system down – which may not be a viable option.

In spring, we are all concerned about cottonwood – the white stuff in the air. As cooling season quickly approaches, the Spring PM schedule usually involves an inspection and cleaning of critical components. Though it may be nice to get up on the roof on a sunny 50-60 degree spring day after being stuck inside all winter, there are usually more important things on the PM list during the change-over season.

“But we can’t just skip cleaning the coils!” And we’re not suggesting you do that, but there are some simple cost-effective technologies available to you that can significantly reduce the time it takes to clean coils. They may even eliminate the build-up on the coils that gets them dirty in the first place. Whether you maintain a large AHU, some rooftops, a large cooling tower, or air-cooled chillers, there are solutions that can help your equipment operate at system design year-round by keeping the coils clean without constant maintenance.

Durable, UV-resistant screening has been developed specifically for the purpose of keeping cottonwood and other debris from getting in your cooling towers or embedded into your condensing coils. This technology has been around for several years and several manufacturers make

the product. With a typical airflow resistance of 0.02” w.c., these solutions allow for air to move through the coil or tower almost unhindered but will prevent cottonwood, pollen, and other common debris from clogging fins and traps. The best part from a maintenance standpoint is that it can remain up year-round (it is designed specifically for this application). Cleaning the coil is now as simple as brushing off the screen with a broom. An added benefit is that the screen also acts as a barrier from hailstones and other debris that would damage coil fins.

Cooling coils present a whole different set of challenges, as they are located within the AHU/RTU. For some older air handlers, access to these coils may be near impossible. RTU cooling coils usually need to be split to get deep within the coils that are protected by usually minimal filtration. Larger air handlers with coils several inches deep present an issue of how to clean it without just embedding the debris in the middle of the coil. Foaming chemical cleaners and compressed air have been the standards, but they require a lot of downtime for the system, which in some settings is not practical or requires overtime hours. This can become costly very quickly for the maintenance engineering department.

The good news is that with the correct application of UV-C light on the cooling coil, you should never have to clean them again. UV-C lamps emit an incredibly narrow, intense band of light that bounces off the aluminum fins penetrating deep within the coil.

When the light comes in contact with the material plugging the coil, it breaks down the material at a cellular level. This reaction reduces the sludge, mold, bacteria, or whatever else is stuck in your cooling coil to water vapor, meaning no excess material is put into the airstream. When UV-C light is in constant use, the presence of the light will clean up the coil and prohibit the formation of new blockages. Once UV-C is installed and the bulbs/emitters are changed approximately every 18 months to maintain adequate UV-C output, you will not have to clean that coil and it will operate as close as possible to system design. Again, there are many different companies that offer this technology.

UV-C technology has been used in various applications since the 1920s. At that time, it was a control measure that helped eradicate tuberculosis in the United States. In places where TB continues to be a problem, UV-C technology is still commonly used for that purpose. Water treatment has also been a popular application, in some small residential pools and hot-tubs “filterless” systems are possible due to adequate UV-C output in the recirculation system of the water. Coil irradiation has been around for over 20 years, but modern advancements in the technology have brought acquisition, installation, and replacement bulb costs down to a level where it is becoming more common. Often times payback for coil irradiation systems are 3-9 months, which is especially important for climates like ours with limited cooling seasons. 🇺🇸



MAKE THE MOST OF YOUR WASBO MEMBERSHIP – GET INVOLVED!

Dear WASBO Members:

Reaching Out – Pulling Together. This is the essence of the WASBO experience.

WASBO is a professional association that depends on the willingness of its membership to play an important role in planning and carrying out its numerous functions. We do not rely on an expensive dues structure or a large number of salaried staff. We divide our activities and services into manageable pieces. A lot of people give their time and talents to keep WASBO a responsive and healthy organization.

Please consider serving on a WASBO committee or sharing your expertise at a conference during this upcoming fiscal year. Whether you are new to WASBO or have been involved for years, please submit committee membership requests and/or calls for presentations to help keep your organization strong.

Through service, you will make many great connections with colleagues from across the state and it will enhance your growth as a professional. By sharing your expertise, you will be serving your peers and helping them become better professionals. So reach out and pull together to make WASBO an even better organization that serves you, the members.

Bob Avery
WASBO President, 2015-16



Available Committees:

- Accounting
- Constitution/Governance Goal Action Team
- Fall Conference
- HR Certification
- Membership
- Member Resources & Technology Goal Action Team
- Nominating
- Payroll Certification
- Professional Improvement Goal Action Team
- Retirement
- Safety & Risk Management
- School Facilities
- School Finance Puzzle
- Service Affiliate
- Spring Conference
- State Education Joint Convention
- Transportation

COMMITTEE PARTICIPATION

WASBO offers a variety of committees which plan conferences, develop policy positions, manage aspects of governance and bylaws, and provide direction on membership needs. From these varied options, you are sure to find a committee that matches your interests as well as your available time. For additional details on each committee's mission and goals and to indicate your interest in joining a committee, visit WASBO.com/committees.

CONFERENCE PRESENTATIONS

WASBO provides programming for 12 or more conferences every year and is therefore continually considering presentation topics. If you are interested in presenting at one of WASBO's professional development activities, please complete the online form at WASBO.com/present. Final programming decisions are made by the appropriate planning committee for each event.

Selection criteria includes, but is not limited to:

- Presentation fits the planning criteria of the conference planning committee
- Presentation is informative in nature (not a marketing pitch)

PROFESSIONAL ARTICLES

We also look for members to submit articles for our newsletter, *Taking Care of Business*. Learn more at WASBO.com/newsletter.

Go to
WASBO.com or
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to maximize your
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participation!

Welcome New Members • April - May 2015

District Professional Members

- Kathleen Adams, Payroll, Lake Geneva Area Schools
- Jo Ann Armstrong, Accounting Coordinator, School District of Beloit
- Kimberly A. Britten-Barreras, Bookkeeper, Salem School District
- Victor Campbell, Asst Superintendent, DLH Academy
- Rhandi Ehn, Bookkeeper, School District of Winter
- Carl Eklof, Frederic School District
- Sandra Flynn, Accountant, Hayward Community Schools
- Mark Garski, Lead Maintenance Technician, School District of South Milwaukee
- Stephen Gering, Assistant Director of Facilities, UW-Green Bay
- Bryan J. Groshek, District Operations Supervisor, Muskego Norway School District
- Amy Hanson, Accountant, CESA #11
- Julie Holman, Administrator of Business Services, School District of Holmen
- Jeff Jereb, Custodial Supervisor, Tomah Area School District
- Jason Karnopp, Buildings & Grounds Director, Kewaunee School District
- Brad Kettler, Custodial/Maintenance, Platteville School District
- Bill Kuchan, Maintenance Supervisor, Whitewater Unified School District
- Cindy Leinfelder, Business Assistant, Mequon-Thiensville School District
- Jacob Leiterman, Supervisor of Buildings & Grounds, Unified School District of Antigo
- Kyle McCarthy, Head Day Custodian/Maintenance, School District of Waukesha
- Kristen Nickelatti, District Accountant, School District of Waukesha
- Thomas Oechler, Indian Community School of Milwaukee
- Timothy Russ, Custodial Supervisor, Lockport Township High School (IL)
- Jim Spencer, Iola-Scandinavia School District
- Catherine Stampley, Sr Mgr of Admin Svcs, DLH Academy
- Rick Thorson, Transportation Supervisor, School District of Mondovi
- Phillip Trotter, Maintenance Supv, Juda School District
- Jacalyn Van Kauwenberg, Payroll/Benefits Specialist, CESA #7
- Chris Watson, Payroll Specialist, School District of Milton
- Lester Wiese, Director of Transportation, School District of Maple
- Carolyn Wokosin, Administrative Bookkeeper, Seneca School District

Service Affiliate Members

- Mary Aprahamian, Compensation Director, MRA - The Management Association
- Mike Barrickman, Business Development, Bartingale Mechanical, Inc
- Jacob Berg, Education Representative, Inpro

- Dawn Collazo, Regional Sales Manager, Retro-Tech Systems, Inc.
- Josh Cowdery, Account Executive, CTS Group
- Kelly DeLeo, Axis Communications
- Brandy Freechack, Trade Show Manager, The Garland Company
- Jeff Garretson, VP Business Development, Berghammer Construction
- Nicole Gorges, Sales Coordinator, School Specialty
- Justin Haley, Director of Marketing, ICS Consulting, Inc.
- Anthony Heller, Project Coordinator, Energy Performance Lighting
- Mya Higgins, Brand Marketing Coordinator, A'viands Food and Services Management
- Jeff Kaminski, BELFOR Property Restoration
- Joe Kent, Sales Representative, Virco, Inc
- Barbara Koldos, Business Development, Somerville, Inc.
- Kelly Kuglitsch, Attorney, Davis and Kuelthau, s.c.
- Grant Crockett Mason, Head of Business Development, ASU Group
- Tray Moses, Director of Business Development, TCPN
- John Mulcahey, AkitaBox
- Kerry O'Connell, Account Manager, Trane
- Joshua Peach, SchoolDude.com
- Bridget Pedersen, BAYCOM, Inc.
- Karen Printy, Associated Financial Group
- Betsy Rebholz, Office Manager, American Deposit Management Co
- David Schade, Assistant Vice President, Town Bank
- Dave Sippola, Protective Coating Specialists, Inc.
- David Sook, Senior Vice President, BMO Harris Equipment Finance
- Michael Stanch, Midwest Sales Manager, Energy Solutions International
- Sean Stockman, Account Executive, BAYCOM, Inc.
- Anne White, Program Coordinator, Transwestern Sustainability Services
- Betty Woods, Sales Operations and Events, Lightspeed Technologies, Inc.
- Paul Wroblewski, Office Depot Inc.

Student Members

- Jill M. Gonzalez, Disabilities Director, Edgewood College

Keep us Posted!

Retiring? Contact WASBO before you leave so we can update your member type to retired and get your new contact information. Email Kristin Hauser at hauser@wasbo.com. If you are interested in being added to our interim list, send an email to Woody Wiedenhoef at wwiedenhoef@wasbo.com.

Changing Districts? Be sure to update your profile at WASBO.com so you don't miss any communications. Call 608.249.8588 if you need help.



Stay Connected



Watch Your Mail for Your Membership Renewal Notice

To continue receiving the benefits of WASBO membership, including your subscription to *Taking Care of Business*, be sure to renew for 2015-16. Your dues invoice will arrive by regular mail in mid-June, so be sure to watch for it! When you are the only one in your district who does your job, you need to stay connected to your colleagues across the state who are facing the same challenges. If you need help with your dues renewal, please give us a call at 608.249.8588.

Share Your Expertise – Submit a Newsletter Article

Has your school district implemented a new practice? Do you have a story to tell? Share your experience by writing an article for *Taking Care of Business*. Email your submission to Áine Calgaro, calgaro@wasbo.com.

Interim Assignments

As school business officials (business managers, bookkeepers, facility directors and other critical positions) take new positions or retire, the districts they depart are left with a void. In addition, many districts are in need of consulting help on project or oversight work. These districts are in need of assistance from interim school business officials until their openings are filled or specific projects are completed. If you would like to be considered, please send a one-page resume and other pertinent details to Woody at wwoedenhoft@wasbo.com.

Network by Participating on a WASBO Committee

Meet professional school colleagues and service affiliates, share ideas, enhance WASBO services and enrich your professional development and that of your peers. Serve on a WASBO committee – you’ll do all that, and more. Find out more at WASBO.com/committees.

Especially for New Business Managers and Support Staff

If you are a new business manager, or if you have new business staff in your district, be sure to sign up for the New School Administrators & Support Staff Conference – Aug. 12-13 at the Holiday Inn in Stevens Point. This conference kicks off the Year of Success program, a six-conference package offering new business staff preparation on time-sensitive topics throughout the year. The Year of Success program offers a substantial savings (approximately 25%) over individual conference registrations. Watch for registration online, and mark your calendar now. WASBO’s Mentorship Program will hold this year’s orientation on Aug. 11, preceding the conference in Stevens Point. 📍

Is your WASBO membership up to date? Log in at WASBO.com, check your profile and update your communication preferences!

On the Move

- **Brian Potter**, from Buildings & Grounds, Marinette, to Wausaukee
- **Gage Johnson**, from Custodial, Muskego-Norway, to Head Custodian, Greenfield
- **Nadine Wiencek**, from Operations Supervisor, Oconomowoc Area to Greenfire Management Firm

Retirements

- **Larry Dalton**, Director of Finance & Business Services, Onalaska
- **Dr. James Egan**, District Administrator, Southwestern Wisconsin
- **Mary Jo Filbrandt**, Director of Business Services, Antigo
- **Erin Green**, Director of Business Services, Greendale
- **Nancy Mair**, Business Manager, Poynette
- **Tim Stellmacher**, Director of Business Services, Waupun
- **Daniel D. Van De Water**, Executive Director - Business Services, Eau Claire Area
- **Al Wagner**, Chief Financial Officer, Green Bay Area
- **Tom Wohlleber**, Assistant Superintendent of Business Services, Middleton-Cross Plains
- **Betty Zimdars**, Assistant Superintendent of Business Services, Howard-Suamico

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Upcoming Events - WASBO.com

Professional Development

Custodial & Maintenance Conferences and Exhibits

June 17, 2015 - Kenosha

July 8, 2015 - West Salem

July 22, 2015 - Appleton

July 29, 2015 - Stevens Point

Mentoring Orientation

Aug 11, 2015 - Holiday Inn, Stevens Point

New School Administrator & Support Staff Conference

Aug 12-13, 2015 - Holiday Inn, Stevens Point (Viterbo Credit)

SFO Study Group

Aug 19, 2015 - Grand Lodge, Wausau

(Viterbo Credit)

Fall Conference

Oct 8-9, 2015 - The Osthoff Resort &

Conference Center, Elkhart Lake, (Viterbo Credit)

ASBO International Annual Meeting & Expo

Oct 23-26, 2015 - Gaylord Texan Resort &

Convention Center, Grapevine, TX (Viterbo Credit)

Midwest Facility Masters Conference

Nov 2-3, 2015 - Kalahari Resort &

Conference Center, Wisconsin Dells (Viterbo Credit)

Winter at a Glance

Dec 1, 2015 - Madison Marriott West

WASBO-WASPA School Personnel Academy

Dec 2-3, 2015- Madison Marriott West

(Viterbo Credit)

Scholarship Fundraisers

Fall Golf Outing

Oct 7, 2015 - Quit Qui Oc Golf Club,

Elkhart Lake

Fall Bike Tour

Oct 7, 2015 - Old Plank Road Trail

Certified School Risk Managers (CSRM)

Courses (Viterbo Credit) - all courses in

Madison

Administering School Risks

June 24, 2015 or Dec 9, 2015

School Safety from A to Z

June 25, 2015

Fundamentals of Risk Management

Sept 23, 2015

Handling School Risks

Sept 24, 2015

Funding School Risks

Nov 11, 2015

Measuring School Risks

Nov 12, 2015

WI Workers' Compensation Specialist Course

Dec 10, 2015

Committee Meetings

Fall Conference

TBD

Midwest Facility Masters Conference

All meetings at 10 am, by conference call,

July 9; Aug 13, Sept 10; Oct 15; Oct 29 (if

needed)

Safety & Risk Management

All meetings at 11:45 am, WASBO Offices,

Aug 4; Oct 13; Jan 12, 2016; April 12,

2016; Aug 9, 2016

School Facilities

All meetings at 9:30 am, WASBO Offices,

Madison; Aug 4; Oct 13; Jan 12, 2016;

April 12, 2016; Aug 9, 2016

Buildings & Grounds Group Meetings

Coulee Region - First Thursday of the month.

Meetings start at 10 am.

Milwaukee Metropolitan - Meetings are the third

Thursday of the month.

Regionals

Check WASBO.com for details.

Bay Area/Northeast - Meetings start at 11 am.

TBD

Madison Area - Meetings start at 9 am.

TBD

Northwest - Meetings start at 10 am at

Lehman's Supper Club in Rice Lake

Southeast - Meetings from 12-2:30 pm.

TBD

Southwest - Meetings start at 12:30 pm at

CESA 3, TBD

West Central - Meetings from 10 am - 1 pm

at Sparta Area SD Admin & Education

Center, TBD

WI Valley - Coffee at 9 am, Meeting at 9:30 am.

August 11, 2015