



**Wisconsin
Association
of
School
Business
Officials**



Taking Care of Business

A Bimonthly Publication of the Wisconsin Association of School Business Officials - Volume 18, Number 2 - April 2014

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Consider This An Invitation

By John Sackett, Co-Chair, WASBO Foundation
Spring Conference Committee



John Sackett

Your Spring Conference Committee would like to invite you to the 67th Annual WASBO Spring Conference and Exhibits to be held in Wisconsin Dells, May 20-23, 2014.

Once again, this will be your opportunity to attend numerous breakout, on-target, educational sessions as well as renew old acquaintances and meet with those who are new to the industry. Your committee has worked hard to provide you with the best, most up-to-date breakout topics possible. Subjects that are important to you in carrying out your duties as school business officials; healthcare, risk management, human resources, budget, and more.

The theme this year is "WASBO In Wonderland" and doesn't that fit well? As fast as things change in K-12 education, it's hard to know which rabbit to follow, much less which rabbit hole to jump into.

As Alice would ask, "Would you tell me please, which way I ought to go from here?" The nearly 50 breakouts will help you choose the right trail. After all, you can't go back to yesterday because you were a different person then.

As always, besides the great learning opportunities, you'll be able to spend some time relaxing and meeting with other WASBO members while attending the Mad Hatter's Tea Party. This trip down the rabbit trail is what you make of it. Can you really afford not to attend?

Remember, when you ask yourself this question, "have I gone mad?" the answer is this: "I'm afraid so, but let me tell you something — the best people usually are." 🐇



Alice: This is impossible.
The Mad Hatter: Only if you believe it is.



**Read more about the upcoming WASBO Foundation
Spring Conference on pages 22-23!**



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Editor: Woody Wiedenhoef

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President's Message *A Word From Your President*

Learning Beyond Our Borders

By Lynn Knight, Business Manager, School District of Nekoosa

Earlier this month, I had the opportunity to attend Ohio ASBO's annual meeting held in Columbus, Ohio. What an experience! I just want to take a moment to highlight some of things I learned about Ohio.

Their annual meeting consists of business officials, treasurers, and CFOs, unlike ours that is combined with WASDA and WASB. However, the environment is very much like ours in Milwaukee. It is held at the city's convention center in the heart of Columbus. The convention center is huge with many activities going on simultaneously. They also have many sponsors to help them make their annual meeting a success. The vendor hall and dedication time is very similar to our joint State Education Convention in January.

The annual meeting was Wednesday through Friday with three general sessions, one each day. The most memorable was on the first day when the keynote speaker, Joel Zeff, offered his advice on positive reinforcements with Ohio ASBO volunteers through improv. The "volunteers" were asked to show emotions on command (anger, sadness, happiness, and fear), act as puppeteers while others performed

sound effects, and describe an object, an event, and an occupation in jibberish. It was very amusing to see professionals let loose and have some fun while learning it's okay to make mistakes!

The annual meeting also offered track sessions each day. It was extremely interesting to hear that some of the issues in Ohio are the same issues we are facing in Wisconsin. In one session, the State Employment Relations Board (SERB) talked about their health insurance survey that takes place annually. They have been surveying school districts about health insurance details since 1992! In the same session, Forecast5 Analytics explained how to view the results in the Forecast5 Sight software.

In another session, an attorney spoke about the new minimum school year laws, including the required hours of instruction. The new law changed the minimum school year requirement from days to hours. It was very evident that many districts in Ohio are struggling with union contracts and the requirements of the new law.

Another session addressed how technology is shaping school operations and instruction. The speaker polled the audience as to how many districts are currently using virtual instruction in their schools. The surprising result was only one or two districts. The conversation focused on how today's kids learn. Their brains are programmed very differently from the "traditional" way of learning and districts will need to refocus their curriculum to teach this new generation.

My favorite session was also about technology. The name of the session was "There's an App for That; Seven Mobile Apps that can Increase Efficiency and Save your District Money." The speaker was a marketing director for one of the school districts in Ohio (another surprise for



*Lynn Knight
WASBO
President*



Ohio ASBO's past president Mark Pepera (right) visits with Lynn Knight and her husband Steve during the OASBO conference.

Continued on page 24



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Executive Director's Report

By Woody Wiedenhoeft, Executive Director, WASBO



Woody
Wiedenhoeft

My entire life has been blessed with reasonably good health, so I have escaped medical procedures, doctors and hospitals. Four weeks ago, I got to personally witness, for the first time in my life, what a blessing it is to have top notch medical care along with top notch medical insurance when it is needed. I received a new hip on March 3.

Upon reflection, it amazes me how medicine today can fix or replace worn out parts with new man made parts with little hint of there being anything threatening in doing the procedure. All this with the potential of having an even better quality of life. I can only hope and pray that all medical issues will someday be addressed in that paradigm. There is another reflection that I need to share.

WASBO members are an amazing group of people. After the Facilities Management, Transportation and Accounting Conferences, I received hundreds of "best wishes" from attendees on 3M table top easel pads forwarded to me from the WASBO staff. I have also received numerous cards over the last couple of weeks. To say the least, it was uplifting and encouraged me to do my therapy, get back to work and count my blessings. I am truly fortunate to be part of such a wonderful group of people. Thank you all very much for thinking of me and cheering me on.

So, has WASBO slowed down in my absence? Not one bit. WASBO volunteers are doing great work!

During March, according to my expert sources, WASBO had three extremely successful conferences – The Facilities Management, Transportation & Bus Safety, and Accounting Conferences. We thank the WASBO Facilities Committee, led by Joe Ledvina and Ed Butzen; Transportation Committee, led by Joyce Smalley; and Accounting Committee, led by Ken Mischler. Please congratulate them for their

professional work when you get the opportunity.

In May, the Spring Conference will again be exciting and well organized. The Spring Conference Committee, led by Sue Schnorr and John Sackett, continues to exceed all expectations. The WASBO Facilities Committee is putting the finishing touches on the summer Custodial Conferences as well as thinking about next winter's Facilities Management Conference. WASBO volunteers are working with WASB to develop the WASB Leadership Conference being held August 2. Bob Avery is starting to look at what is needed for our New Administrator Conference in August (first conference in the Year of Success Program), collaborating with the DPI for input and working with Diane Pertzborn and Sandy Malliet to develop value added connections between our Year of Success and Mentorship Programs. The Fall Conference Committee, led by Jill Collins and Jennifer Buros, is meeting and developing curriculum and selecting speakers. The Midwest Facility Masters Program Committee is doing likewise for their Conference to be held in November. The committees working on the Joint Convention, led by John Stellmacher, will be meeting for the first time this spring for next January's convention. The WASBO/WASPA Joint Conference Committee will meet in June to develop the December conference. And I would be willing to make a bet that Ken Mischler and the Accounting Committee are already starting to think about next year's Accounting Conference planning process as well as working on their other projects.

Then we throw in a little spice with our HR and Payroll Program Certification Committees, led by Jerrud Rossing, Jonathan Mitchell, Brian Adesso, and Bob Avery, having met twice as they develop two new programs for the WASBO membership. Last, but definitely not least, the WASBO Board

continues to expand its leadership horizons by fostering change sought by the WASBO membership and providing additional member value in a strategic way.

Additionally, the WASBO staff is working hard. Tina, Jeanne and Deb were gone the first week in April to a conference to help determine what association management software we should use in the future. Kristin handled the Certified School Risk Managers training in Oshkosh. Áine is working on the newsletter for April. Obviously, WASBO is moving in the right direction through the work of volunteers and staff.

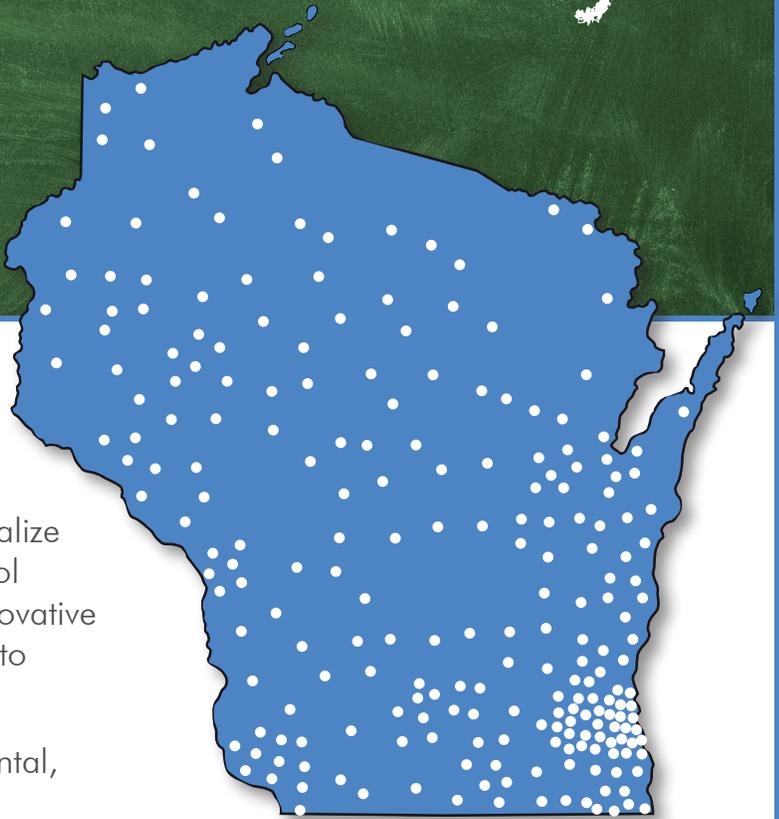
Wow! What a great opportunity to be a part of something so positive!

On the legislative front, the Wisconsin Senate has adjourned. Thank you all for providing your legislators the valuable input that they needed to hear. Now that our legislators are heading home until the next session, there is no better time to invite your elected state officials into your school districts to show them the valuable work that is being accomplished with our children. It is an opportunity to build relationships and provide accurate background for their next session. We need legislators to approach local professionals with their ideas and to hear from local school experts what the issues are in educating our children. Building relationships after they are back in session could be too late.

WASBO is blessed with quality candidates running for the WASBO Board. The month of April is the time to vote and select your leaders. Please vote for the candidate(s) of your choice.

Thanks again for all the well wishes and encouragement! I look forward to "getting back to work." 🍷

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Legislative Update

Legislative Session Comes to a Close

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



John Forester

With the State Legislature's 2013-14 session having all but ended, I would like to make a few comments on the status of the major education issues that dominated the 2014 floor period. I would also like to highlight three bills that the SAA had a significant hand in getting passed as the floor period came to a close.

The irrational debate over the Common Core State Standards (CCSS) poisoned the entire legislative session for K-12 education and forced the SAA and other K-12 advocates to fight harder, longer and on more issues than we have ever had to before. Given this poisonous environment, if you had told me six months ago that we would get out of the legislative session with the passage of no damaging legislation on CCSS, school accountability, charter school expansion and special needs vouchers, I would have called you crazy. But, that is exactly what happened. In the end, the only legislation to pass in these four major areas was a "slimmed-down" version of Senate Bill 286 (school accountability) that essentially brings the voucher schools into the school report card system two years quicker than previous law. The SAA supported this legislation.

Late in the 2014 floor period, the SAA helped shepherd to passage legislation on the 180-day requirement, special education substitute teachers and para-educators, and Fund 80.

180-Day Requirement

Governor Scott Walker signed Senate Bill 589, relating to the number of school days and hours of instruction held in a school year, into law April 8th as Wisconsin Act 257.

Act 257 eliminates the 180-day requirement and retains the minimum instructional time requirement. The new law also ensures that a school

district employing a flexible year-round instructional calendar can receive state aid for pupils during both summer school and interim session classes. In this fashion, Act 257 removes a current law impediment (loss of summer school aid) to school districts exploring innovative year-round schooling.

The removal of the 180-day requirement became effective with the Governor's signature, therefore the 180-day requirement ceases to exist. Districts can use this new calendar flexibility for this school year.

The SAA strongly supported this legislation from its inception. Special thanks to Senator Luther Olsen and Representative Steve Kestell for bringing this legislation forward and for allowing the SAA to participate in the bill development process.

Special Education Substitutes

Governor Walker signed Senate Bill 271, relating to privately-contracted special education substitute teachers and para-educators, into law April 8th as Wisconsin Act 255.

In recent years, increasing numbers of Wisconsin school districts have turned to contracting for substitute teacher and para-educator placements with private staffing services. However, until now school districts could not receive state special education aid for the costs of contracting with a staffing service for special education substitutes. Senate Bill 271, authored by Senator Olsen and Representative Kestell with the SAA's strong support, solves this problem by explicitly authorizing school districts to contract with staffing services and makes the costs eligible for special education aid. The provisions of this law become effective with aid paid in 2014-15 for expenditures made in the current school year.

Special thanks again go to Senator Olsen and Representative Kestell for bringing the legislation forward and for allowing the SAA to participate in the bill development process.

Fund 80

As of this writing, both houses have passed SB 478 (as amended), relating to school district expenditures for community programs and services, and the bill awaits Governor Walker's signature. Given the intense political pressure to pass legislation on this issue, the SAA worked with the authors of SB 478, Senator Cowles and Representative Steineke, and with the DPI to fashion the framework for the amended bill that will soon become.

The bill (as amended) does 3 things:

1. It directs DPI to promulgate rules defining "eligible costs" for community programs and services under Fund 80 and provides that only those expenditures that are eligible costs under the rules are excluded from a school district's revenue limit;
2. It requires each school district's annual audit report to provide information about the district's expenditures for community programs and services; and
3. It allows the DPI to decrease the revenue limit otherwise applicable to a school district in any school year by an amount equal to the school district's ineligible expenditures for community programs and services in the previous school year. The amount of the decrease, if any, does not affect the base for determining the school district's revenue limit for the following school year.

Continued on page 10

DPI Talking Points for April 2014

By Erin Fath, Assistant Director, School Finance Team, Wisconsin DPI

Anticipated law changes (bills that have passed both the Assembly and Senate, but not yet signed by the Governor) – More information will be coming as soon as the new laws are effective – watch the SFS Team Listserv!

- 1) SB 589/AB 749 – 180 Days, Interim Periods, On-line Summer School Courses
 - a. Elimination of requirement to schedule at least 180 days of instruction:
 - i. Districts will still be required to meet the minimum hours of instruction contained in statute.
 - ii. DPI will maintain the current PI-1505-Calendar Year Report for the 2013-14 school year & likely future years (i.e., districts will continue to report days and hours of instruction).
 - b. Creation of “interim” periods
 - i. Districts that offer “year round” school could create interim periods (“year round” is not defined in current law or in the Legislation); the hours of instruction during interim periods will not count towards the minimum required hours of instruction (Kindergarten: 437 hr; Grades 1-6: 1050 hr; Grades 7-12: 1137 hr).
 - ii. Districts could count pupil instructional minutes for courses taken during an interim period towards “summer school” membership, following all current law requirements/prohibitions pertaining to summer school (academic purposes, no tuition for residents, allowable fees, etc.).
 - 2) SB 478/AB622 – Community Programs and Services Fund (Fund 80)
 - a. Requires DPI to create administrative rules defining eligible/ineligible expenditures from the Community Programs and Services (CPS) Fund (Fund 80).
 - b. Requires DPI to determine if ineligible CPS expenditures exist and if so, reduce the district’s allowable revenue limit authority the following year by the amount of the ineligible CPS expenditures; structured as a negative exemption rather
 - 3) SB 271 [no companion bill in Assembly] – Special Education
 - a. Permits a school board to contract with private or public agencies for substitute teaching and paraprofessional staffing services, and allows these expenditures to be claimed as eligible costs for state categorical Special Education Aid.
 - b. The change is first effective for state aid paid in the 2014-15 school year (for expenditures in 2013-14).
- c. Online courses for summer school and interim periods
 - i. Districts will be permitted to count, for summer school purposes, the minutes that pupils receive online instruction for an online summer course (pupils in grades 7 - 12).
 - ii. Districts will be permitted to include in their summer school counts for online courses those non-resident pupils who Open Enroll into the district (unlike regular “classroom” summer school, for which districts may not include the summer minutes for non-resident pupils who were already OE-into the district).
 - iii. The same prohibition against charging tuition and the authority to charge reasonable fees to cover the cost of personal items/consumables/materials, for summer school applies the new law for online courses.
 - iv. Will first be effective for summer school 2014 (i.e., for 2014-15 membership).
 - c. Online courses for summer school and interim periods
 - i. Districts will be permitted to count, for summer school purposes, the minutes that pupils receive online instruction for an online summer course (pupils in grades 7 - 12).
 - ii. Districts will be permitted to include in their summer school counts for online courses those non-resident pupils who Open Enroll into the district (unlike regular “classroom” summer school, for which districts may not include the summer minutes for non-resident pupils who were already OE-into the district).
 - iii. The same prohibition against charging tuition and the authority to charge reasonable fees to cover the cost of personal items/consumables/materials, for summer school applies the new law for online courses.
 - iv. Will first be effective for summer school 2014 (i.e., for 2014-15 membership).
- than a reduction to the district’s base (first applies to Revenue Limit calculation for 2015-16 school year, based on 2014-15 expenditures).
- c. Requires that Fund 80 expenditures be audited by the school district’s auditor.
 - d. NOTE: Current law already directs DPI to exclude from Shared Costs (for General Aid purposes) any CPS expenditures. If an audit of the CPS expenditures were to determine that a district had inappropriately coded CPS expenditures to Fund 10, those expenditures would have to be removed from Fund 10 and would decrease the district’s Shared Costs for General Aid purposes.

Upcoming State Aid Payments:

- 1) April 28: Common School Fund Library Aid: http://sfs.dpi.wi.gov/sfs_comsch
- 2) High-Cost Transportation (new in 2013-14): aid eligibility will be based on prior year audited expenditure data; thus, the SFS will be calculating this aid later this month (estimated Aid Payment no

Continued on next page

DPI Talking Points for April 2014

Continued from previous page

later than May 1st). Payment will occur in June 2014. For more information, please see “High Cost Transportation Aid” on the SFS Team’s “Aid Information webpage at: http://sfs.dpi.wi.gov/sfs_aid_info_all_types

and Planning” page: \$75 per pupil adjustment, low-revenue ceiling remains at \$9,100: http://sfs.dpi.wi.gov/sfs_revlimworksheet

- 3) Be mindful of Transfer of Service for calculation of 2014-15 Revenue Limit Exemption (SFS Team Contact is Bruce Anderson – Bruce.Anderson@dpi.wi.gov, or 608-267-9707)

- b. If your district WAS selected for a Membership Audit, your district’s Sept & Jan Pupil Count Reports will remain open; districts must enter the changes (not the auditor); a district’s Pupil Count Reports will be closed upon receipt of the district’s Membership Audit by DPI.
- c. If your district WAS NOT selected for a Membership Audit, please contact Erin Fath by email at erin.fath@dpi.wi.gov to request that your district’s report be opened for making changes; please include in the email the reason for the needed changes.

Reminders for 2014-15

Budgeting:

- 1) Per Pupil Categorical Aid for 2014-15 (2014-15: \$150 per Revenue Limit Member [line 6 on 2014-15 worksheet]) – will be paid March 23, 2015. (This is categorical aid received outside the Revenue Limit; the 2014-15 per pupil adjustment is addressed below, #2).
- 2) A 2014-15 blank executable and a 2014-15 pre-populated Revenue Limit worksheets are available on the “Revenue Limit for Budget

Reminder: 2013-14 Membership Audits:

The list of districts selected for a 2013-14 Membership Audit was released on Friday, January 31st. The list of selected districts, as well as general information about Membership Audits, can be found here: http://sfs.dpi.wi.gov/sfs_m_audit

- a. Membership Audits are due to DPI on May 1.

Upcoming Conferences, Workshops

May 20–23: 2014 WASBO Spring Conference (Wisconsin Dells) 🍷

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ASBO Member Spotlight: Jill Bodwin



Jill Bodwin

Throughout her 25-year tenure in school business, Jill Bodwin, currently the business manager of Denmark School District in Denmark, Wisconsin, has taken her father's advice to heart: "Work hard. Be kind to everyone. Have fun and enjoy what you do."

Prior to joining Denmark School District, which serves about 1,500 Pre-K-12 students from the Village of Denmark and three surrounding counties, Jill's experiences in school business have varied greatly. In addition to years in "traditional" business offices, she has worked with special needs and Head Start/Early Head Start populations as well as taught courses in public service administration and business manager certification classes at area colleges.

"I sincerely hope the term 'bean counter' is never associated with our business office," Jill says. Instead, she hopes to hear words like friendly, helpful, collaborative, and innovative. Jill is currently working to restructure the Denmark School District business

office by cross-training staff, developing procedures, updating job descriptions, and automating practices. "My goal is to allow the staff to focus on the children while the business office concentrates on making their job easier by providing the tools, information, and assistance they need," she says. "I hope to eventually implement some fun activities into meetings so participants will look forward to attending. I believe in having fun while you learn."

Jill explains that in Wisconsin there are limits on the revenue that a school district can receive each year, and the amount of money that a district can levy through property taxes is controlled by the Revenue Limit Worksheet. "The only way to exceed the limit and tax additional dollars is if the voters approve it through an election," Jill says. "Many Wisconsin school districts, including Denmark, have reduced staff and programs and/or spent down their fund balance in order to balance their budget."

Jill relies on knowledge gained from

her ASBO International and Wisconsin ASBO peers to keep getting the job done right. "I have learned more from these colleagues and by attending national and state conferences than I could ever have learned in a college classroom," she says. "I'm lucky to work in a field where everyone is willing to help each other out whenever we can." 🍷

Reprinted from ASBO International Accents Online, Feb. 20, 2014

Win a Free ASBO International AM&E Registration to the 2014 Convention in Florida!



Join WASBO at the ASBO Annual Meeting as we gear up for Tom Wohlleber's election efforts in his run for 2015 Vice President of ASBO.

Here's your chance to win one of 16 complimentary registrations to attend ASBO International's 2014 Annual Meeting & Expo (AM&E), September 19-22 in Kissimmee, Florida—and to win a reserved, front-row seat for the opening keynote presentation by Dan Thurmon. Dan's presentation will brilliantly illustrate how you can embrace uncertainty and initiate positive changes that lead to growth in your district. See asbointl.org/meetings/annual-meeting-expo for details.

Security Benefit, proud sponsor of ASBO's 2014 opening keynote speaker, is providing 16 complimentary registrations to get you in the door.

Enter online by April 24, 2014 for your chance to win*: <http://bit.ly/2014ASBODrawing>

*Limit 1 entry per person. Winners will be selected at random and will be notified by email after the drawing closes. See official rules on the entry form for details. 🍷

ASBO International New Members January/February 2014

- Carol Cottingham, Muskego, WI
- Judy L. Rogers, SFO, Kenosha USD No. 1, Kenosha, WI
- Bryan Ruud, Hamilton SD, Sussex, WI

ASBO International Milestones

March 2014

- Michael Markgren, Spooner Area SD, Spooner, WI (5 years)
- Patricia Sprang, SD of Mishicot, Mishicot, WI (5 years)
- James S. Milzer, Franklin Public Schools, Franklin, WI (20 years)

April 2014

- Andrew T. Weiland, Oregon SD, Oregon, WI (20 years)

Legislative Update

Continued from page 7

Although the SAA technically remained "neutral" on the bill, we want to thank Senator Cowles and Representative Steineke for working with the SAA and the DPI to make the bill better.

Thanks for listening and, as always, thank you for all your efforts on behalf of Wisconsin school children. 🍷

ASBO Update

By Tom Wohlleber, ASBO International Director
Assistant Superintendent - Business Services
Middleton-Cross Plains Area School District



Tom Wohlleber

It feels so good to finally get a break from this very, very long Wisconsin winter we experienced this year! Now that our hibernation is officially over, I am looking forward to seeing many of you next month at the WASBO Spring Conference in Wisconsin Dells.

I began my second year as a Director for ASBO International in January. It has been a very rewarding experience so far and I am looking forward to the year ahead. The ASBO Board and staff are committed to providing our members with meaningful and relevant programs and services. Your feedback, input and suggestions are extremely important in the process of assessing the effectiveness of current programs and services and in considering what programs or services should be provided in the future.

Executive Leadership Forum

In February, 13 WASBO members participated in ASBO's Executive Leadership Forum (ELF) in Lake Buena Vista, Florida. It was an extremely valuable professional development experience. Friday's sessions were facilitated by staff from the Disney Institute. The first session, *Disney's Approach to Leadership Excellence*, focused on the strategic importance and strong relationship between storytelling, an organization's culture and a leader's values. The session covered the four key functions a leader must perform - envision the future, organize the operation,

engage the team/people and commit to the results. The second session, *Creative Leadership in Action: An Interactive Experience*, involved applying leadership principles in a team environment.

The activity involved each team developing a 30-second commercial for an assigned product/service on a designated television network. Saturday's session, *Leading During a Crisis*, was presented by Dr. Jeff McCausland. Following a discussion of what constitutes a crisis and opportunities that a crisis may yield, Dr. McCausland reviewed the framework for addressing a crisis. He stressed that during a crisis, leaders must lead and be seen leading. Following the crisis, leaders must demonstrate caring, deal with the trauma from the crisis, and set a new vision or direction. The session concluded with discussion on three crisis scenarios.

The dates and location have been announced for the 2015 Executive Leadership Forum. It will be held February 19-21 in San Diego, California. Please consider attending this outstanding professional development opportunity. Reserve these dates on your 2015 calendar - you won't be disappointed!

Career Central

A valuable benefit of ASBO membership is access to the Career Central portal. Career Central is much more than a job board - it offers a variety of valuable resources, tools and professional services including a career learning center, career tips, professional resume writing, career coaching, social networking / profile development and reference checking / employment verification. The career learning center consists of a number of very helpful career building programs including *Creating Powerful Resumes*, *Avoiding Career Obsolescence*, *Stand Out by Building Your Brand*, *Networking for Job Search and Career Success*, *Powerful Resumes & Avoiding Job Search Sabotage*, *Developing an Effective Network*, and *Ace the Interview: Behavioral Interview Tips*. Please take the opportunity to try out these informative resources which can be accessed at <http://www.asbointl.org/learning-career-development/career-central>.

Pinnacle Awards

The deadline for applications for ASBO's 2014 Pinnacle Awards is May 1. The Pinnacle Awards recognize innovation and resourceful solutions implemented by school business officials. Wisconsin "stole the show" at last year's ASBO

Continued on page 18

ASBO MEETING DATES

2014 Annual Meeting & Expo

Sept. 19-22, 2014 - Gaylord Palms Resort & Convention Center - Kissimmee, FL

2015 Annual Meeting & Expo

October 23-26, 2015 - Grapevine, TX

2016 Annual Meeting & Expo

September 23-26, 2016 - Phoenix, AZ

2017 Annual Meeting & Expo

September 22-25, 2017 - Denver, CO

2018 Annual Meeting & Expo

September 21-24, 2018 - Orlando, FL

2019 Annual Meeting & Expo

October 25-29, 2019 - Washington, DC

2020 Annual Meeting & Expo

October 2-5, 2020 - Nashville, TN



Director's Corner: Should You be Considering a School District Sponsored Clinic?

By Jason P. Demerath, Director of Business Services, School District of Fort Atkinson



Jason Demerath
WASBO Director

There is a movement occurring in the health care options offered by school districts across the state. We are beginning to realize the possible advantages of sponsoring our own health care clinic, something that private employers and factories realized long ago (see John Torinus' book, *The Company that Solved Health Care*). The Sheboygan Area School District has partnered with Sheboygan County and the City of Sheboygan to open a clinic dedicated only to their staff. The same type of partnership is occurring in Waukesha County as you read this. However, you do not need to be a large school district to offer your employees the benefits associated with this service. In CESA #2 we have come together around the idea of seeing what models are available out there and working with those models to match them to each district's needs.

There are several different models available to be considered, depending on your district's unique situation and size. There are national companies whose sole business is to provide independent onsite employee clinics. Another obvious provider of this model would be the health insurance carriers or health care companies (sometimes one in the same) that you have in your area. These clinics can be onsite in one of your buildings; near your site in a rented facility; part of a current health care facility; or "virtual," where there are simply hours dedicated just to your employees at an already established medical clinic facility. To determine which type best suits your district's needs, you would have to consider factors such as the locations of your school buildings and staff, available facilities for rent, and current medical facilities, to name a few.

The main questions may be, "Why would I want a clinic dedicated solely to my staff, and how will I be able to fund it?" The possible funding mechanisms

will be discussed later in this article. At this point, let's focus on why you would want a dedicated employee clinic. In the manufacturing world, having an onsite clinic is not uncommon. Given all of the injuries that could occur in a manufacturing environment, it sometimes makes sense to have those medical resources available within the building. So, why would we want an employee clinic for school employees, most of whom are professionals with advanced degrees and working in a service environment as opposed to a manufacturing environment? Think of the possibilities...convenience, integrated wellness services, increased awareness of personal health status, increase in productivity, decrease in sick days and sub costs, budget planning for a fixed cost, reducing your health insurance renewal increases, integrated employee assistance program, integrated worker's compensation services...and the list could go on.

A Closer Look at the Benefits

Let's take a closer look at just a few of these possible benefits. If you told a prospective employee that they had free access to a clinic for them and their family, where they could go for minor care such as sinus infections, ear infections, colds, flu, etc., and they could meet with someone that knew them and their health history better than anyone else, and they could also get prescriptions written, do you think that would sound attractive and increase your chances of recruiting that individual? Definitely!

Now, from an employer's perspective, we all know how hard it is to get an appointment to see your doctor or, especially, to get your kids in to see their doctor. Usually you take whatever the next available appointment is which, is usually in the middle of the day a week or two from now. If this is

a teacher, they have to take at least a half day off of work to make it happen. Then you have to hire a sub and eat that cost. On top of that, your employee just made an office visit and possibly had some lab work or other tests done...all of which gets billed back to your insurance and affects your experience when it comes to renewal time. If a district sponsored clinic were available, that teacher could have called, scheduled an appointment over their prep time today or tomorrow, visited the clinic and been back in time for their next class, thus avoiding the cost of the sub...and none of it would have been billed to your insurance! As a school district we just saved the cost of the sub, the cost of whatever may have been billed to our insurance plan, our best teacher was in the classroom with the kids, and that employee's morale is higher because they took care of their illness in a quick and convenient manner while working with someone in that clinic that is not trying to push them out the door to pump through as many patients as possible. Oh, and they also realize that their employer cares about their health and well-being and the importance of them being in front of their students rather than a substitute. Sound like a win-win? Are you convinced you should seriously consider opening a clinic yet? If not, let's look at the financial side of the situation.

Funding a Health Care Clinic

You may be thinking, "How in the world am I going to fund a health care clinic?" Well, let's look at the setup and then we can take a look at possible financing mechanisms. As far as setup, you do not need to hire a doctor to provide the care your employees need. You could hire a Nurse Practitioner who comes at a cheaper rate, but can do

Continued on next page

Should You be Considering a School District Sponsored Clinic?

Continued from previous page

almost everything a family practitioner can do. They can meet with and examine patients, write prescriptions, and pull samples for labs. They also have the bedside manner of a nurse...a very important factor in your employees gaining the trust of this service as opposed to thinking that the school district is looking at their personal health records. You get to choose the Nurse Practitioner that would fulfill this role, but they are already connected in the health industry. If they examine a patient and that patient needs further care, they can become a "care navigator" in helping the employee find the specialist or type of doctor they need to see for their condition. This further builds the trust with this service among your employees.

This clinic also would have the focus of patient care as opposed running from exam room to exam room, trying to see everybody as fast as they can.

With a limited customer base (your employees, dependents, retirees, and possibly students) as opposed to the entire population of your town or city, they have the time available to dedicate to deeper discussions during the exam, thus further building that trust with your employees.

Yet another advantage to a school district sponsored clinic, and perhaps the most important, is that the individual(s) staffing the clinic could also become the school district's wellness coordinator(s). We all know how important wellness is, especially with the emphasis in health care reform. However, we don't have the staff in the district to support a "true" wellness program. We have all attempted the wellness and biometric screenings with an incentive such as a gift card, but the results never really went anywhere. With the staff available in a clinic, they could develop a wellness program that actually has

some impact in your district. They could conduct the assessments and biometrics one by one at the clinic, compile and study the results, and then make recommendations about the programs to be offered to target the highest needs in your population.

Additionally, the individual could even coordinate follow up programs for the individuals and deliver reports on their effectiveness. Again, further building that trust with your employees by showing they are there to help them in their wellness efforts. Are you convinced yet?

Finally, this is what business managers have been waiting for...the money. How am I going to pay for a clinic that is free for all my employees, their dependents, retirees on my health plan and possibly even all of my students? Well, there are various funding mechanisms that could be examined to make this possible, but here are a couple of suggestions that

Continued on page 17

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Missouri State Auditor

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Resumes of Candidates for WASBO Board of Directors

Bob Avery

Director of Business Services,
Beaver Dam Unified School District
President-Elect Candidate



Phil Frei

Deputy District Administrator
(Business and Operations),
Sun Prairie Area School District
President-Elect Candidate



Work Experience			Work Experience		
Aug.2012 - present	Beaver Dam Unified School District	Director of Business Services	1998-present	Sun Prairie Area School District	Deputy District Administrator for Business & Operations
Feb. 2011 - Aug. 2012	Wisconsin Department of Public Instruction	School Finance Consultant	1993-1998	River Valley School District	Business Manager
July 2008 - Feb. 2011	Somerset School District	Director of Business & Operations	1991-1993	Auburndale School District	Business Manager
July 2005 - June 2008	Wisconsin Heights School District	Director of Business Services			
July 2002 - June 2005	Sun Prairie Area School District	Business Services Manager			
Aug. 1997 - June 2002	Stoughton Area School District	Transportation Director			
Educational Experience			Educational Experience		
2002-2004 and 2008-2009	UW-Whitewater	School Business Manager, MSEd, DPI 08 License	1990-1991	UW-Whitewater	Master's - School Business Management
1987-1989, 1993	UW-Madison	History, MA	1987-1990	UW-Oshkosh	Business Management
1983-1987	Drake University	History / Political Science, BA			
Professional Activities			Professional Activities		
WASBO: Member (2000-Present); Board of Directors (2011-Pr); School Finance Puzzle Committee (2008-Pr); Fall Conference Comm (2010-Pr); Spring Conf Comm (2012-Pr); Year of Success Program (2012-Pr); Transportation Comm (2000-2005); Investing in WI Public Schools (2011-Pr) Presenter at multiple conferences ASBO: Member Wisconsin School Bus Association: Member (1997-2002)			WASBO: Board of Directors Madison Area School Business Officials: President ASBO: Member		
Community Activities			Community Activities		
Beaver Dam Noon Kiwanis: Member (2013-Pr) Somerset Chamber of Commerce: Member (2009-2011) Team LIVESTRONG (Fundraising for LIVESTRONG Foundation): Participant, RAGBRAI Team (2010-Pr), Raised over \$12,500 in 4 years			Our Savior's Church: Sunday School Teacher		
Interests & Hobbies			Interests & Hobbies		
Family, Cycling, Current Events, Reading			Family, Reading, Outdoors, Hunting, Fishing		

Resumes of Candidates for WASBO Board of Directors

Jim Beckmann

Director of Operations, Glendale River Hills/Maple Dale-Indian Hill School District
Director Candidate



Cathy Cramer

Director of Business Services, Oak Creek Franklin Joint School District
Director Candidate



Work Experience			Work Experience		
May 2003 - present	Glendale-River Hills School District	Director of Operations	Nov. 2004 - present	Oak Creek-Franklin Joint School District	Director of Business Services
May 1993 - Feb. 2003	Sears Roebuck & Co.	Store Manager (through Aug. 1995); Milwaukee District Business Manager	July 2001 - Nov. 2004	South Milwaukee School District	Business Manager
Sept. 1991 - May 1993	Seifert Corp.	Regional Vice President	July 1999 - June 2001	Greendale School District	Director of Business Services
Oct. 1982 - Sept. 1991	Kohl's Department Store	Store Manager	Aug. 1997 - June 1999	Kenosha Unified School District	Director of Finance
Nov. 1968 - Oct. 1982	KMart Corp.	Assistant Store Manager, 7 stores	July 1994 - Aug. 1997	South Milwaukee School District	Business Manager
Educational Experience			Educational Experience		
May 1993 - May 1995	Sears Management College		1990-1991	UW-Whitewater	Master's - School Business Management
Sept. 1970 - May 1972	UW-Milwaukee	Music Major	1987-1990	UW-Oshkosh	Business Management
Professional Activities			Professional Activities		
WASBO: Co-Chair of Facilities Committee, (7 years) and member (9 years); Presenter at numerous WASBO conferences; Facility Manager of the Year (2001) WSSCA: Board of Directors, 6 years; Chair of Conference & Professional Development Committee			WASBO: Member; Participant on School Finance Puzzle Planning Committee and Table Facilitator; beginning a role as a Mentor Southeast WASBO: Past President, Secretary ASBO: Member 20 years; presented at 1999 National Convention SIRM (School Insurance Risk Management Cooperative): Member District; Elected to Board in Spring 2012 Cardinal Stritch University: Taught course in School Business Management		
Community Activities			Community Activities		
Glendale Lions Club: Member, Treasurer, and President (1990-1991); Glendale-River Hills School Board: Member (9 years) and President (5 years); Whitefish Bay United Methodist Church: Youth Counselor/Mission Trip Leader (1995-2013) Nicolet Recreation Department: Softball Coach (12 years)			South Milwaukee Softball Baseball Booster Club: Former Vice President; Secretary; Chairperson of Annual Silent Auction/Raffle/Dance Fundraiser South Milwaukee Middle School Parent Group: Former Coordinator and Fundraising Chairperson St. Matthew Parish: Personnel Committee Member, Lector, Former 3rd Grade Religious Education Instructor Forward South Milwaukee (referendum support group): Treasurer Girl Scouts: Former troop leader		
Interests & Hobbies			Interests & Hobbies		
Boating, Fishing, Biking, Playing with Grandchildren			Family, Attending Badger football games, Spring training, Hiking/Working Out, Cooking, Reading		

Resumes of Candidates for WASBO Board of Directors

Dr. Jack E. Stoskopf, Jr.

Assistant Superintendent for Business/
Personnel Services,
D.C. Everest Area School District
Director Candidate



Work Experience

July 2010 - present	DC Everest Area School District	Assistant Superintendent for Business/ Personnel Services
July 2009 - June 2010	Stevens Point Public Schools	Assistant Superintendent of Operations
July 2004 - June 2009	Stevens Point Public Schools	Director of Communications and Information Technology
July 1986 - June 2004	Stevens Point Public Schools	Junior High Math Teacher
Aug. 1983 - June 1986	Stevens Point Public Schools	Elementary Teacher - Grades 5 and 6

Educational Experience

2010-2013	Edgewood College	Doctor of Education - Superintendent Licensure
2002-2009	Marian University	Principal, Dir.Spec. Ed and Pupil Services, School Business Manager Licensures
2004-2005	UW-Madison	Technology Coordinator Licensure
1988-1992	UW-Stevens Point	Master of Education Degree
1978-1983	UW-Stevens Point	Bachelor of Science Degree in Education 1-8 Licensure

Professional Activities

WASBO: Member (since 2009)
ASBO: Member (since 2009)
Association of Wisconsin School Administrators: Member (since 2004)
International Society of Technology in Education: Member (2004-2009)
Midstate Technical College Advisory Committee: 2009-2012

Community Activities

United Way: Funds Distribution Advisory Committee
Stevens Point Education Enrichment Fund: Co-Founder and Member (2004-2009)
DC Everest Education Foundation: Treasurer - Board Member
DC Everest Alumni Association: Treasurer - Board Member
Stevens Point Area Youth Hockey Assoc.: Coaches Committee, volunteer coach

Interests & Hobbies

Reading, Traveling, Hockey, Photography, Real Estate Investing, Walking, Water Skiing, Golf, Finance and Investments, Boating

2014 Elections



WASBO members should have received a ballot via email on April 1. (Some members may have received a paper ballot a few days later.) Voting deadline is April 30. Contact WASBO at 608.249.8588 if you have any questions.

The President Elect and new Directors will be introduced during the WASBO Business Meeting on Friday, May 23 during the Spring Conference and will officially start their terms on July 1. Leaving the Board on June 30 will be WASBO Past President Janice DeMeuse, Director of Business Services for Fox Point-Bayside School District. Finishing their Director terms are Bob Avery, Director of Business Services for Beaver Dam Unified School; Ken Mischler, Director of Business Services for Manitowoc Public School District; and Rob Nelson, President of Dousman Transport Co., Inc. We thank Bob, Janice, Ken and Rob for their dedication to WASBO.



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Should You be Considering a School District Sponsored Clinic?

Continued from page 13

may not cost your district a penny. In my district, in looking at the possible modifications we could make to our health plan design, I came across the fact that if I were to raise my office visit copay by \$20 we could save about 4.5% of our premium costs. This alone would be enough to fund a clinic for the year with a full time Nurse Practitioner. It also would have the added benefit of steering minor cases to the clinic if it were free because the office visit they would have to make would cost them \$20. I know a lot of districts have already made plan design changes like this, but perhaps there is a small increase or tweak that could be made to your plan that would generate enough money to fund a clinic designed to meet the needs of your staff.

Another funding mechanism that I have heard floating around is the idea of increasing the number of hours an employee must work to be eligible for insurance. Some districts offer their employees insurance at 20 hours per week, or 0.5 FTE. By now, we are all familiar with the health care reform requirement of offering health insurance to those who work 30 hours per week or more. With that in mind, could you save enough in expenses by only offering health insurance to those who work 30 hours per week or more, instead of 20 hours? If so, you could ease the pain of increasing that threshold by having a free clinic that any employee can access, whether they are on the insurance plan or not.

Finally, and perhaps the most viable option for some districts to fund a clinic, would be the future decreases in health insurance costs. Clinic models that are properly setup, after conducting the feasibility assessment and aligning the overall strategies,

“...you can recruit the best and brightest when you tell them they have free access to a clinic for their family and you can give them bigger raises because you don't need to cover high health insurance increases.”

can be very effective. The initial focus of the model should be around the medical professional engaging the staff members with an aggressive wellness model (starting with biometrics) that also establishes early “care navigation” and “shared decisions” with the staff members and their family. This early, convenient, non-threatening, frequent and ongoing intervention can effectively begin bending the trend and redirecting care to the most efficient care delivery available. If lower amounts of expense on visits, screenings, etc. are run through your insurance plan, as well as mitigating the next catastrophic claim at an earlier stage (i.e., heart disease, etc.), you will begin bending your renewal trend downward.

Yes, initially it may take an investment from your fund balance to get it up and

running. However, if that investment starts paying off and it not only pays back your fund balance, but also cuts your health care expenses in the long-run, it would be hard to argue against implementation. Public sector employers who have had a clinic model implemented for an extended period of time are seeing rate renewal increases of under 5% as opposed to the double digit increases most are seeing. Are you convinced yet?

There are a lot of considerations to look at when investigating whether or not to offer a clinic to your staff that would be free of charge when they use it. Everything from your location, to the players in your health care market, to employee acceptance of the concept, to funding mechanisms comes into play. All of these and more need to be explored however, I hope the few things that were laid out here at least convince you to look further into setting up a clinic, especially when you can recruit the best and brightest by telling them they have free access to a clinic for their families, and you can give them bigger raises because you don't need to cover high health insurance increases. Are you convinced yet? 🍷

If you have questions or would like to know more about district sponsored clinics, contact Jason at demerathj@fortschools.org.

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ASBO Update

Continued from page 11

Annual Meeting with two Pinnacle Award winners. Scot Ecker was the recipient of the Pinnacle of Excellence Award and Joe Marquardt was a Pinnacle of Achievement recipient. I know that many of you have developed and implemented creative and innovative solutions in your districts. Please consider being recognized on a national level for your efforts through the ASBO Pinnacle Awards program. We need to keep the Wisconsin winning streak alive! Information regarding the Pinnacle Awards program and application materials can be found at <http://www.asbointl.org/learning-career-development/awards-scholarships/pinnacle-awards>.

Other ASBO News

ASBO International recently rolled out a new website at www.asbointl.org. It

features current ASBO members on the homepage. I am confident that you will find the new website much easier to use and helpful in accessing the information you need.

The ASBO Board of Directors approved an update to ASBO's strategic plan at its January Meeting. The strategic plan is the association's roadmap, and serves as a communications tool to show strategic objectives, key strategies, key measures of success, and specific goals. You can view the updated strategic plan at <http://www.asbointl.org/asbo/media/documents/about/Strategic-Plan.pdf>.

Please contact me at twohlleber@mcpasd.k12.wi.us if you have any questions or would like to provide feedback or suggestions regarding ASBO. 🇺🇸



Read about the upcoming
**WASBO Foundation
Spring Conference,**
"WASBO in Wonderland,"
on pages 1, 22 & 23!

Tech Tip: Spring Into Summer

By Richard Walker, Trane



It's been a long cold winter, but here we are in mid-April at last. This time of year we begin to prepare our facilities for some of the most difficult times of year to maintain comfort and keep energy consumption and costs predictable.

Nature continually throws us operational curve balls in the spring swing season. Temperatures can vary dramatically day to day, morning to afternoon, even hour to hour. Relative humidity can shift dramatically too. In spring in Madison the average humidity is 81% between 4–6 am yet is 53% between 3-5 pm.

In addition to nature we tend to see much more variability in student load. Field trips increase; physical education and sports move outside and staff starts opening and closing windows to get fresh air and spring/summer breezes.

This time of year also brings us spring start-up of cooling equipment. The longer you can keep these larger pieces of equipment off, the less you'll be paying due to cooling costs.

Below are some tips to help during the shoulder season and to prepare for the summer:

Economizer

Wisconsin is one of the best locations for using economizers. Make sure that your economizer is working properly. Economizers fail and increase your energy use primarily for one, or a combination of, the following reasons.

- **Stuck dampers or broken linkages.** Economizer dampers, especially outside air dampers, can seize in place due to entrained debris and humid conditions. Also, the linkages, which connect the actuator to the damper, can fail.
- **Actuators not adjusted for full closure.** Even a “crack” in the “closed” return air dampers during integrated economizer

and mechanical cooling can significantly reduce the efficiency of the system due to increased mechanical cooling load.

- **Worn blade and jamb seals.** Blade and jamb seals help reduce damper leakage when the damper is closed. With no seals, leakage can be as much as 10 percent of rated damper airflow.
- **OA and RA sensors out of calibration.** Temperature and enthalpy sensors can drift out of calibration.
- **Linkages.** Either broken or disconnected. This is an incredibly common occurrence.
- **Actuator not functioning or not stroking the entire way.**

If you have a building automation system with trending capabilities you should be able to see whether the economizer cycle is operating properly by trending and graphing:

- Outside-air temperature
- Damper position
- Chiller status
- Supply-air temperature (SAT)
- Return-air temperature (RAT)
- Mixed-air temperature (MAT)

Graph the chiller status with respect to the other points. You should see the OA dampers close as OA temps increase and be at minimums when (if) mechanical cooling kicks in.

Billing

Check with your utility company for the projected meter reading dates for the next couple of months. You want to avoid running high kW equipment if at all possible in the March-April and April-May time periods. Here's an example. Say you are planning on test running your towers and chillers in advance of actually needing them. If you were in a billing cycle where your

March-April reading happened around April 20th, chances are that you may not have needed to actually *Richard Walker* run that machine for temperature control yet. However if you are a Time Of Use customer and run it in your on-peak time, the kW peak you hit will likely be the high for the billing month and through planning likely could have been avoided. This is a good time of year to plan on the best times for those events.

Human Factor

Have students and staff prepared for spring. The complaints about temperatures being too hot/too cold are already forming in their heads! Remind everyone what the protocol is for work orders. Many work orders will be “self-healing” if you can just hold off until the next day. In those instances where you DO override systems, remember to remove the overrides as soon as unoccupied hours begin.

Outside Maintenance

Spring Cleaning! As the temperatures improve outside, begin to clean off those pieces of equipment that seem to get extra dirty over the winter or have not been cleaned since the previous spring. Coils and other heat transfer surfaces are a great start and will help keep costs low and efficiency high later in the year.

Filters

Check those air filters in your AHU's and unit ventilators. First off, make sure they exist! Second, make sure they are clean. The winter deposits a lot of material in parking lots, sidewalks, streets and playgrounds. The spring winds lift that material and make it more readily available for your air intakes. Not only will you reduce particulates in the air in classrooms, you'll save yourself some cleaning issues as well.

Continued on next page

Tech Tip: Spring Into Summer

Continued from previous page

Towers

Finally, cooling towers. Have your water treatment service provider perform a start-up on your treatment system. Once the tower water systems have been returned to operation and are stabilized, the service provider should perform a water analysis to determine if any immediate action must be taken to correct irregularities in the water chemistry. Why? It's not just a good practice for efficiency of the tower. Last year during June 1 – Sept. 30, 2013, 58 clinically diagnosed cases of Legionnaires' disease, confirmed

by laboratory testing, were reported in Milwaukee County, more than twice the number of total annual case reports in each of the previous 5 years. The U.S. Department of Labor has this to say:

“Cooling towers, evaporative condensers, and fluid coolers use a fan to move air through a recirculated water system. This allows a considerable amount of water vapor and sometimes droplets to be introduced into the surroundings, despite the presence of drift eliminators designed to limit

droplet release. This water may be in the ideal temperature range for Legionnaires' disease bacteria (LDB) growth, 20°-50 °C (68°-122 °F). Good maintenance is necessary, both to control LDB growth and for effective operation.”

Have a great end of school year and good luck during your equipment start-ups, as well as your cooling season. 🍂

If you have questions about this Tech Tip, contact Richard at richard.walker@trane.com.

Tornado and Severe Weather Awareness Week

The week of April 21-25, 2014, is Tornado and Severe Weather Awareness Week in Wisconsin.

School administrators, safety officers, teachers, and other staff are encouraged to take time that week to go over the procedures needed when severe weather strikes to ensure that staff and students are prepared.

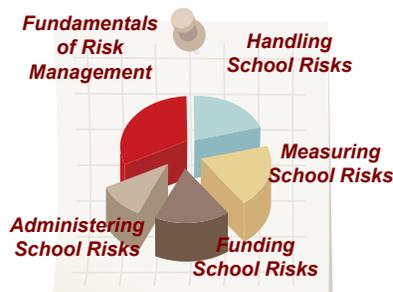
A voluntary statewide tornado drill, planned for Thursday, April 24, affords an ideal opportunity to practice severe weather safety procedures. A mock tornado watch will be issued statewide by the National Weather Service (NWS) at 1 pm, followed by a statewide mock tornado warning at 1:45 pm.

Wisconsin averages 23 tornadoes annually. Last year, 16 tornadoes were reported in the state by the NWS, including six during the night of August 6-7. The strongest tornado, rated EF2, hit near New London in Waupaca and Outagamie counties on August 7. Two injuries occurred as a result of the tornadoes. 🍂

WASBO Certified School Risk Managers Program

Register at WASBO.com/riskmanagement

Curriculum & National Designation provided by



Who Should Attend?

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

Courses Available Online and In Person

Viterbo Credit Available
Contact the WASBO office for more information



Administering School Risks

June 17, Oshkosh, Best Western

Learn how a school risk manager implements and monitors school risk management.

Bullying Prevention

June 18, Oshkosh, Best Western

CSRM & CIC Update Credit available

Fundamentals of Risk Management

Oct. 14, Madison, School Leadership Center

Get an in-depth look at the overall risk management process

Handling School Risks

Oct. 15, Madison, School Leadership Center

Study the development of a safety and health plan, loss control fundamentals, risk control and mitigation of exposures, and managing school claims.

Funding School Risks

Nov. 12, Madison, School Leadership Center

Learn the mechanics of developing, forecasting, and trending losses.

Measuring School Risks

Nov. 13, Madison, School Leadership Center

Examine various loss funding techniques.

Administering School Risks

Dec. 9, Madison, School Leadership Center

Workers Compensation

Dec. 10, Madison, School Leadership Center

CSRM Update Credit available

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To learn more, please contact Kim Hurtz, Aegis Corporation,
1.800.236.6885 or kim@aegis-wi.com

Upcoming WASBO Events

Professional Development

WASBO Spring Conference

May 20-23, 2014, Kalahari,
Wisconsin Dells (Viterbo Credit)

Save with
Professional
Development Coupons
WASBO.com/coupons

WASBO Custodial & Maintenance Conferences

June 19, 2014, Black River Falls Middle School, Black River Falls
June 19, 2014, Glen Hills Middle School, Glendale
July 16, 2014, Antigo High School, Antigo
July 30, 2014, Oaklawn Elementary School, Oshkosh

WASBO New School Administrators & Support Staff Conference

Aug. 12-13, 2014, Holiday Inn at the American Center, Madison
(Viterbo Credit)

WASBO Fall Conference

Oct. 2-3, 2014, Osthoff, Elkhart Lake (Viterbo Credit)

Midwest Facility Masters Conference

Nov. 3-4, 2014, Kalahari, Wisconsin Dells (Viterbo Credit)

Scholarship Fundraisers

Spring Golf Outing

May 21, 2014 - Trappers Turn Golf Course, Wisconsin Dells

Spring Bike Tour

May 21, 2014 - Wisconsin Dells

Fall Golf Outing

Oct. 1, 2014 - Autumn Ridge Golf Course, Valders

Certified School Risk Managers (CSRM) Courses (Viterbo Credit)

Administering School Risks

June 17, 2014 - Best Western, Oshkosh

Bullying Prevention

June 18, 2014 - Best Western, Oshkosh (Update Credit)

Fundamentals of Risk Management

Oct. 14, 2014 - School Leadership Center, Madison

Handling School Risks

Oct. 15, 2014 - School Leadership Center, Madison

Funding School Risks

Nov. 12, 2014 - School Leadership Center, Madison

Measuring School Risks

Nov. 13, 2014 - School Leadership Center, Madison

Administering School Risks

Dec. 9, 2014 - School Leadership Center, Madison

Workers' Compensation

Dec. 10, 2014 - School Leadership Center, Madison
(Update Credit)

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

May 20-23, 2014

Kalahari Resort &
Conference Center
Wisconsin Dells, WI

WASBO.com/spring



Recharge your professional development and
get inspired to find your way out of the rabbit hole!

Choose from over 50 sessions with learning
tracks on:

- Efficiency, Money Saving and Best Practices
- HR/Insurance/OPEB/Handbook
- Technology
- Auxiliary Services
- New School Administrators
- Facilities Core Certification (Modules 1 & 3)
- Facilities & Safety CE Certification

Visit over 120 vendors offering products and
services school districts need.

WASBO Gives Back!

This year, WASBO Foundation is awarding over \$20,000 in scholarships to eight deserving high school students, as well as the Dr. Bambi Statz scholarship to a graduate student working towards 08 certification. Your support makes this possible!

Continue giving back at the Spring Conference by:

- Participating in the **WASBO Spring Bicycle Tour and Golf Outing** which provides funding for these scholarships.
- Donating to WASBO's **Hearts for Kids** to support student music programs.
- Bidding on or donating an item at the **Silent Auction** to help fund WASBO's influence on the national stage through its participation in ASBO International.
- Donating at WASBO's first-ever **Red Cross Blood Drive** on Thursday, May 22.



Register today at WASBO.com/spring!



WASBO Spring Conference & Exhibits

WASBO in Wonderland • May 20-23, 2014

Kalahari Resort & Conference Center, Wisconsin Dells

Conference Schedule

Tuesday, May 20

6-8 pm President's Recognition Dinner (By Invitation)
 8-11 pm Opening Mixer

Wednesday, May 21

10 am-4 pm Scholarship Golf Outing
 10:30 am-4 pm WASBO Spring Bicycle Tour
 3-8 pm Conference Registration
 6-10 pm WASBO Reception, Silent Auction & Live Auction

Thursday, May 22

6:30-8:30 am Continental Breakfast
 6:30 am-5 pm Conference Registration
 7-8 am Effective Hiring & Orientation Process (Core - Module 1)
 8:05-8:25 am Conference Welcome
 8:30-9:30 am Concurrent Sessions

9 am - 2 pm
 9:40-10:40 am

- Custodial Staffing Levels (Core - Module 1)
- Five Ways to Maximize Your District's Operations Effectiveness
- School Nutrition at 5,000 Feet: Does Your Program Have a Parachute?
- Summer at a Glance
- Health Care Reform: What You Need to Do From Now Until 2015
- 1 to 1 Panel
- Exploring Cooperative Purchasing Options

Red Cross Blood Drive
 Concurrent Sessions

- Product and Equipment Selection (Core - Module 1)
- The 25-Point Checklist Every School Should Use
- Tax Increment Financing Districts - The Fiscal Impact on School Districts
- Preparing for Year End: Closing Out the Fiscal Year
- Staff and Student Wellness Programs for School Districts
- How Schools Can Better Use Social Media
- Developing and Building Relationships with your Legislators

10:40 am-1 pm
 1-2 pm
 2:15-3:15 pm

Exhibit Hall Open - Over 120 Exhibitors
 Lunch
 Concurrent Sessions

- Custodial Supervision & Evaluation (Core - Module 1)
- The Longest 24 Months: Project Close-out Practices
- Post Act 10 - Balancing Job Classification with Compensation
- Fiscal Audit: What You Need to Know About Your Upcoming Audit
- Post-Employment Benefit Trends: Reshaping the Post-Employment Benefits World
- Data Breach and Security Issues
- Fraud: Are You A Target?

3:25-4:25pm

Concurrent Sessions

- Integrated Pest Management Part 1: Bugs (Core - Module 3)
 - Five Secrets to Passing a Referendum Every District Should Know
 - What is All the Buzz About the WASBO p-Card?
 - Transportation Basics
 - A Collaborative Approach to Long-Term Salary & Benefit Planning
 - What it Takes for Districts to Go Cashless: The Rosemount School District Experience
 - Legislative Update
- Evening Networking Reception

4:30-5:30 pm

Friday, May 23

6:30-8:30 am Full Breakfast
 6:30 am-12 pm Conference Registration
 7-8 am Indoor Air Quality: Part 1 (Core - Module 3)
 7:30-8:45 am General Session
 8:55-9:55 am Concurrent Sessions

10:05-11:05 am

- 20 Areas of Safety and Concern (Core - Module 3)
 - Inside Out Design: Creating Flexible Learning Spaces to Support Personalized Active Learning
 - District Responsibility in the Bond Issuance Process
 - Transfer of Service
 - OPEB and the ACA: Maximizing Retiree Benefit Opportunities Under Healthcare Reform
 - Google Spreadsheets
 - Improving Cost Reduction Efforts in School Districts
- Concurrent Sessions
- Asbestos: Part 1 (Core - Module 3)
 - The Do's and Don'ts of Driving a Successful Fundraising Campaign
 - ASBO Certificate of Excellence in Financial Reporting
 - Introduction to OPEB and Fund 73
 - Federal Health Care Reform (PPACA) a 12-Step Employer Guide
 - Skyward Task Manager
 - Natural Gas Outlook

11:15 am-12:15 pm

- Concurrent Sessions
- Life Safety & Building Codes (Core - Module 3)
 - Evaluating the Procedures for Dust and Air Contamination
 - Book Study: *The Dream Manager*
 - Tying it All Together
 - Rehired Annuitants, Independent Contractors and Outsourcing
 - Apps for the Business Office

12:15-12:30pm

Grab 'n Go Lunch

Planning for Summer: Reducing Workers' Compensation Costs

By Kathy Johnson, CSRM, Independent Risk Management Consultant, Risk Management Strategies LLC
Submitted on behalf of the WASBO Safety & Risk Management Committee



Kathy Johnson

As the end of the school year approaches, districts are preparing for many activities and events: prom, graduation, award ceremonies, audits and more. Those who are responsible for managing Workers' Compensation injuries and their impact on the district's costs may not be aware of a very effective tool to reduce costs as the school year ends: offering work within an injured employee's physical restrictions to avoid the carrier paying Temporary Total Disability (TTD) over the summer.

The Workers' Compensation Act dictates that when an injured employee is unable to return to his regular job, TTD will be paid by the carrier (or you may continue wages) unless you offer work within the doctor-prescribed restrictions, which halts the TTD payments. You know that applies during the school year when

all employees are scheduled to work, correct?

But, did you know that when the school year ends, an employee who is still unable to perform his normal job duties—even though his job does not require him to work during the summer—will continue to collect TTD, unless you offer work that is within his physical restrictions? Being prepared for the year-end injury and ensuing disability with restricted-duty tasks will mitigate the impact of that injury on your Experience Mod, and perhaps your dividend. Often, the job doesn't have to be within the employee's department or a job even close to the employee's own.

And the even greater savings occur when you return to the employee to restricted duty before the state-imposed 3-day waiting period occurs. You save 70% on how that claim is

calculated into the Experience Mod.

Many times, the employee has summer plans that discourage or prevent him from accepting the offer of work. Fortunately, when the offer is refused, the carrier's obligation to pay TTD ceases and your Workers' Compensation exposure is reduced. To ensure that there is no misunderstanding regarding the offer to work, especially when the employee learns that the TTD payments cease, it is wise to prepare a document outlining the work offered and obtain the employee's signature declining the offer. Provide that to your carrier's adjuster to halt any TTD payments.

As always, an insurance agent or consultant who provides claims consulting services will assist you with this strategy. 🍷

President's Message

Continued from page 3

for me that an Ohio district has a marketing director). He mentioned that he has about 20 apps that could improve efficiency but Ohio ASBO didn't give him enough time (sessions are only an hour). So, here are his top 7:

1. Expensify — go-to app for expense accounting
2. Asana — teamwork without e-mail
3. Zenpayroll — modernized employee payroll
4. Square — simplified mobile credit card payments
5. Milebug — mileage plus expense tracking on the road

6. Skype - mobile meeting, small group
7. Go To Meeting — mobile meeting/professional development

If anybody would like his PowerPoint that gives specifications on the apps above, please let me know and I would be happy to e-mail it to you.

When I received the invitation to attend Ohio ASBO's annual meeting, I was hesitant. I knew that I would probably not know a soul but I took the leap of faith and I'm sure glad I did! It was fun and informative, and I made some new friends. If you ever have the opportunity to attend another state's event, don't hesitate, go — you won't regret it. 🍷

Service Affiliates: Is Your Company Missing from this Newsletter?

If you aren't advertising in *Taking Care of Business*, you're missing an opportunity to reach over 1,000 WASBO members, including individuals in virtually every Wisconsin K-12 school district.

Past issues of the newsletter are archived at WASBO.com/newsletter for continuous exposure. Your ad will have impact long after each issue's print date!

For rates, more information, and an ad contract, go to WASBO.com/advertising today.

Spring Fever on the Bus

By Rhonda Page, Business Services Manager, Sun Prairie Area School District
Submitted on behalf of the WASBO Transportation Committee

Spring is in the air! This time of year kids and drivers alike seem to fall victim to the phenomenon known as “spring fever.” This can create a challenge when trying to maintain a safe, responsible, and respectful bus environment. So how can we remedy this situation? Why not get into the spirit of the season and start over fresh? Spring is a great time to go back to the basics and review the bus rules and expectations. A good driver finds a happy medium somewhere between being friendly and being an enforcer. We want the children to “like” us, but we also want them to understand that when we have expectations in place, we expect them to be followed. Teach the rules, post the rules, and consistently enforce them.

Successful bus drivers build relationships and create a positive climate. It is important to remember that all behavior is communication. Many times the very behaviors we want to change are the ones that are occurring because the child desires to communicate a want or need, but is unable to do so with speech. Welcome

each student onto the bus with a smile. Make eye contact whenever possible without forcing the child to look at you. Create a “team” or “community” environment on your bus and acknowledge and reward positive behaviors.

Once students are aware of the bus expectations they should be provided continuous opportunities to learn and practice them. Have fun with this! Students, staff, and bus drivers can make videos to demonstrate both appropriate and inappropriate bus riding behaviors. Take a bus to a school and practice getting on and off, sitting correctly, and lining up. Have teachers and students write and perform a skit. Be creative, get buy-in from the students, and have fun!

Students aren’t the only ones who should have expectations to follow. Drivers also need to be actively seeking out positive behavior. Positive adult-to-student interactions should exceed the negative. Acknowledge the positive whenever possible. For every one negative comment we should be giving a positive comment or acknowledgement four times. Seek



out and reinforce the students who are following the rules. Introduce a “gotcha” program. Catch kids being good and reward them.

If only there was a magic pill or we could wave our magic wand and inappropriate behaviors on the bus would disappear. According to a statistic, for every year that a behavior has been in place it takes approximately one month of consistent intervention to see a major decrease in the behavior. If the intervention is not implemented consistently, the intervention will take longer to work. Be patient and know that with consistent rules, teaching, and interventions, positive outcomes will be achieved. 🍌

For more information, contact Rhonda Page at rspage@spasd.k12.wi.us.

WASBO Service Affiliate Corner

PublicSchoolWORKS wins Stevie Award

PublicSchoolWORKS was selected as the Bronze Stevie® Award for Sales & Customer ServiceSM honoree for Customer Service Department of the Year – Public Services & Education. Grant Slusher, account executive with WORKS, is a Service Affiliate member of WASBO. This is the 4th time WORKS has been selected as a final Stevie honoree. WORKS has dedicated in-house teams focusing on research, development and programming to ensure that all content is compliant with ever-changing federal, state and local regulations.

Entries were considered in 43 categories for customer service and contact center achievements, 43 categories for sales and business development achievements, and additional categories to recognize new products, services and solution providers. Details at stevieawards.com/sales.

Submit your news to WASBO: calgaro@wasbo.com

Service Affiliate Checklist

- It’s almost time again! Renew your membership through June 30, 2015 at WASBO.com/renew.
- Sponsorship Opportunities at WASBO.com/sponsor:
 - Spring Conference
 - Custodial & Maintenance Conferences
- *Taking Care of Business* Articles due May 31 for June issue - send to calgaro@wasbo.com.
- Advertise in *Taking Care of Business* - contact Áine at calgaro@wasbo.com.
- Update your profile and Buyer’s Guide categories at WASBO.com.
- Join a WASBO Committee.
- Attend the Service Affiliate meeting May 22 at the Spring Conference exhibit hall.

Free Workshops for Green & Healthy School Educators!*

Composting in Schools Workshop

Join composting experts as you discover how to introduce composting into your school. You'll be provided with an introduction to composting and vermicomposting, the challenges and techniques of composting in schools, how to manage food waste, tying composting into the Common Core standards, and much more.

Personnel from schools with successful composting programs will be presenting about their methods and how they have integrated composting into their lunchroom, classroom, and school site.

This workshop is open to all members of the school community, but facility managers, food service personnel, teachers, and administrators are encouraged to attend.

Date and Location: April 30 from 9 am to 3 pm at the Dane County Extension Office, Madison

Registration: Registration ends April 22. To register, please go to: <http://bit.ly/1g409oJ>

School Gardens Workshop

In this workshop, participants will discuss why youth gardening and garden-based education is important and will learn strategies to plan, design, and implement child-centered youth gardens for school, early childhood, and after-school sites. Participants will also review garden-based curriculum and share ideas for incorporating such lessons into their classroom.

In addition, participants will build their knowledge of best practice youth garden and garden-based education planning and design with regard to program sustainability. Topics will include developing a mission and goals for your garden program, engaging your garden community, and planning for the future. Gain activities and resources to help support your

education in two of the GHS focus areas: School Site and Health & Wellness.

This workshop will be presented by the Wisconsin School Garden Initiative, a collaborative project of Community GroundWorks, the University of Wisconsin, and other state agencies. The project promotes youth gardening and garden-based education to improve the health of Wisconsin's children through trainings, resource development and technical assistance supporting gardens and garden-based education at schools, early childhood centers and after-school programs across the state.

Dates and Locations:

- May 13 from 8:30 am to 3 pm at Middleton High School, Middleton
- May 22 from 8:30 am to 3 pm at Summit Environmental School, La Crosse

Registration: Registration ends May 6 for the Middleton location and May 15 for the La Crosse location. To register, please go to: <http://bit.ly/1nH6uN8>

Not a member of a Green & Healthy School?

Participants are required to register their school as a Green & Healthy School to attend free of charge. A charge of \$25 will be assessed to any participant not with a registered Green & Healthy School. Visit www.GHSWisconsin.org to learn more.

** Attendees must be from a registered Green & Healthy School to attend free of charge and receive the expense stipend. Lunch will be provided as part of the workshop and schools will be provided an expense stipend after the workshop of \$100 per attendee (up to 4 individuals from each school) to be used to cover expenses of attending the workshop (substitute fees, mileage, etc.) or expenses related to Green & Healthy Schools efforts thanks to a grant from the US Environmental Protection Agency.*

For more information, contact Katie Boseo at katie.boseo@uwsp.edu or 715.346.4254. To learn more visit: www.GHSWisconsin.org.

WASB/WASBO School Budget Cycle Handbook

- Comprehensive handbook written by experienced, Wisconsin school finance experts.
- Understand the school district budgeting process – from strategic planning to preparation, presentation, administration and evaluation.

Visit WASB.org for complete information.



How Standard & Poor's Considers U.S. Public Finance Alternative Financing In Its Rating Process

From Standard & Poor's, March 26, 2014

On Feb. 18, 2014, Standard & Poor's Ratings Services published "Alternative Financing: Disclosure Is Critical To Credit Analysis In Public Finance" to underscore the need for transparency when issuers incorporate these types of financing vehicles into their debt profiles and highlight their potential risks. Here we answer some frequently asked questions regarding disclosure procedures, credit concerns, and other considerations for alternative financings in U.S. public finance.

"Alternative financing" is a broad term; can you define it?

Generally, we use "alternative financing" to refer to debt other than traditional long-term fixed-rate debt, notes, variable-rate demand bonds, and commercial paper commonly sold in the U.S. municipal market. Alternative financing typically includes bank loans, direct purchase bonds, and other types of privately placed debt. These types of financing have grown to offset the decline in recent years in the issuance of variable-rate demand bonds, which were supported by letters of credit and other bank credit or liquidity facilities.

What are some of Standard & Poor's credit concerns about alternative financing?

First, as we outlined in our Feb. 18 article, our goal is to keep our ratings current by incorporating all elements of an obligor's debt profile. If we are not aware of the terms of an obligor's alternative financings, we cannot keep current our ratings on the obligor or its issues.

Second, because alternative financings may contain events of default or covenants that, in our view, favor the lender over existing bondholders, such financings expose the obligor to potentially detrimental credit factors.

For example, a common remedy in alternative financing documents is an acceleration of debt repayment, which prioritizes payment to the alternative financing lender over traditional capital markets investors and which could pressure an obligor's liquidity position. The severity of the liquidity pressure could essentially subordinate the claims of other debtholders, and thus needs to be considered in relation to rated debt outstanding.

Third, cross-default provisions could accelerate repayment not only of the alternative financing obligations, but also of the obligor's capital market debt, which could create a liquidity crisis for the obligor. Even if the events of default for these alternative financings do not include acceleration as a remedy, they could cause acceleration of other parity debt either through cross-default provisions or most-favored-nations clauses.

Finally, there is the concern of transferability of these assets to other lenders. Many of the alternative financing documents reviewed by Standard & Poor's give the lender the right to transfer its rights to a different lender. Whereas the initial alternative financing lender may have a banking relationship with an obligor and be less likely to exercise its remedies, a different lender may have different incentives to exercise provisions within the document. These different incentives could make it more likely that remedies could be used, impacting the obligor's credit.

Variable-rate demand bonds supported by letters of credit and standby bond purchase agreements often contain reimbursement provisions that are similar to the provisions that we've seen under alternative financings. What makes

alternative financings different?

While the credit risk of banks providing letters of credit and standby bond purchase agreements is similar to that of banks providing alternative financings, in our view, one major difference relates to the bank's position. In providing a letter of credit or serving as the standby bond purchase provider, the bank acts primarily as a credit enhancer in the capital structure. In a bank loan or direct purchase agreement, on the other hand, the bank's primary role is that of an investor. In our view, a bank's rights as an investor should be the same as that of other investors in parity debt. In addition, regardless of the bank's position, our view is that both situations introduce risk.

Is posting information on alternative financing debt to the EMMA website sufficient disclosure to Standard & Poor's?

No. We expect issuers we rate or issuers whose debt we rate to disclose all debt, in any form, to us directly, and we prefer to learn of such transactions while the agreements are still under consideration. This is notwithstanding the fact that the Municipal Securities Rulemaking Board has encouraged issuers to voluntarily post information about bank loans to the Electronic Municipal Market Access (EMMA) website.

If any issuer is contemplating or has recently closed on this type of financing, where should the issuer send the documents?

To facilitate the flow of information concerning these transactions, we ask issuers to send any alternative financing documents to: USPF_Review@standardandpoors.com. Identifying any potential risks of a

Continued on page 29

Food Service Ergonomics

By Jason P. Demerath, Director of Business Services, School District of Fort Atkinson
Submitted on behalf of the WASBO Safety & Risk Management Committee



Jason Demerath
WASBO Director

Ergonomics is defined as an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely.¹ This could apply to everything from how we use our cell phones to how we sit at our desk. In this article we will take a look at ergonomics in food service and hopefully provide some helpful tips and things to think about as you look at your food service program.

An article from the Penn State University School of Hospitality Management states, “The food service industry ranks number one in work-related injuries and illnesses in the United States with estimates by the National Academy of Sciences of 45 to 54 billion dollars in associated costs.” It further discusses the effect of ergonomic design on productivity in food service stating, “The results indicated that individuals working on adjustable workstations improved their productivity by 35% compared to the group using the fixed workstations.”² So, not only does paying attention to ergonomics in food service result in increased employee satisfaction, it also effects productivity, which ultimately affects the bottom line financial performance of your food service program. In addition, we all know how accidents and injuries affect our worker’s compensation premiums and how the costs associated with just one injury can linger for years in our mod factor, thus negatively impacting our premium costs for several years. If food service ranks number one in the nation in work-related injuries and illnesses, we should turn our attention to addressing this area and evaluating the ergonomics within it.

Food service is a labor intensive industry and pausing for a moment to consider the hazards within your prep kitchen could give any worker’s compensation agent or business

manager chills. Every day in the preparation of food at what is likely the largest “restaurant” in any community there is pushing, pulling, lifting, bending, stretching, cutting, cleaning, standing, walking, etc. Then, consider that most school food service workers are women who have their own susceptibility to injury due to gender, increasing with age.³ Some of these gender specific physiological changes include bone density issues, atrophy of muscles, loss of muscle tone and elasticity, a thinning of the skin, loss of hearing, and vision changes. We also know that people come in all different shapes and sizes, so if we are looking at how people and things interact, that interaction is going to be different for each and every person based upon their body type, age, gender, etc.

With all of these factors in mind, let’s now consider the work environment in food service by looking at the design of the kitchen, storage and serving areas. There should be a logical flow of the space design based on the logical flow of the food preparation and serving process. For example, if we want to minimize the distance food should be carried or transported within the kitchen, the storage area or cooler/freezer should be as close to the prep area as possible. From the prep area it should be easy to transport the food to the cooking area, then the service area. Once the food has been served, the empty serving dishes and trays should be easily transported to the dishwashing area. Also, any aisles within the kitchen should be wider to ensure easy transportation of food, pans and utensils with carts from one area to the next.

Next, think about the equipment within those areas and some considerations to be made when you are looking to upgrade, replace or purchase food service equipment. When looking to purchase equipment there are two important factors that should be

considered. First, can it be purchased with wheels and second, is it adjustable in height. If a piece of equipment can be purchased with wheels, it is that much easier to move around the kitchen to find the perfect kitchen design to maximize efficiency and safety. Obviously, you would want the ability to lock the wheels on a piece of equipment that is ultimately meant to be stationary, as opposed to a cart that will be used on a daily basis to transport food. The other consideration is the adjustability of the height of the equipment. Given that each person’s ideal table height may vary based on their personal height, if a prep table can be moved up and down to accommodate staffing changes, injuries from repetitive motions such as cutting and chopping can be reduced and money can be saved.

Finally, let’s consider the service and post-service clean up. In looking at the service aspect, much of that is standing and reaching. Consider an anti-skid thick mat so the individual standing in one spot for a long time has some cushion below them. Also, look at the serving line and how far a server will have to stretch to place food on the student’s trays. Finally, at the end of the line, examine the work station for the cashier. Likely, the cashier is working on a computer that is on some type of cart. So, are they standing or can they sit on a stool? If they are standing, do they also have a thick mat to provide some relief for the long period they will be standing in one place?

If we turn our attention to post-service clean up consider the tools that are used for this process. Can the mop bucket have a drain plug on it so that it does not have to be lifted to be emptied? Are all of the staff required to wear non-slip shoes that not only

Continued on next page

Food Service Ergonomics

Continued from previous page

provide comfort while standing and serving, but also provide protection when walking in wet areas? Are carts provided to transport dishes and serving trays back to the dishwasher rather than having staff carry stacks of dishes through the kitchen?

There are a lot of considerations to be made when it comes to ergonomics and safety in food service. Everything from the design of the facility to the purchase of tables, ovens, and coolers should be made with employee comfort in mind. As we know, there

are many repetitive functions within the kitchen every day and if those functions are routinely done in a way that stresses the body of the kitchen staff, it is only a matter of time before an injury occurs. I know that none of us are experts by any means in looking at the ergonomics of a food service kitchen. That is why I would encourage you to reach out to your worker's compensation carrier and/or agent. They would be more than happy to provide an ergonomic assessment of your kitchen, or any work area, to prevent an injury from occurring. 🍷

If you have questions or would like to know more, contact Jason at demerathj@fortschools.org.

Sources:

¹ Merriam-Webster Dictionary: <http://www.merriam-webster.com/dictionary/ergonomics>

² Humantech: <http://www.humantech.com/blog/article-review-ergonomic-design-increases-productivity-35-in-food-service/>

³ A Successful Model for Reducing Kitchen Injuries, Diane Schweitzer, PhD, SNS, School Nutrition Association

How Standard & Poor's Considers U.S. Public Finance Alternative Financing In Its Rating Process

Continued from page 27

transaction and communicating with an issuer's management about these risks through an open dialogue and exchange of information is critical to both assigning and maintaining our ratings. We request that this exchange occur before a transaction is finalized so that management can consider any rating implications of the transaction.

What happens when Standard & Poor's receives the information on an alternative financing?

We will conduct a review of the rating on the obligor or the obligor's debt, taking into account the alternative financing. This may require updated financial information and conversations with management to fully update all the areas we analyze. Our review will not necessarily be confined to the obligor's debt profile.

What could happen if an issuer doesn't provide to Standard & Poor's all documents related to its debt, including all documents related to all of its alternative financing?

If an issuer doesn't provide us with all documents related to all of its debt financings, including alternative financings, we may take action consistent with our rating suspension and withdrawal procedures with regard to the provision of supplemental analytic information:

- Standard & Poor's will contact the obligor (by phone or e-mail) to request the necessary documents.
- If we don't receive them within 15 days, we will make a second request (by phone or e-mail).
- If we don't receive the requested documents within 10 days of the second request, we will make a third request (by phone or e-mail) and place the ratings on the obligor's related debt (or the issuer credit rating, as applicable) on CreditWatch with negative implications.
- If we haven't received the requested documents within 15 days after placement of the rating(s) on CreditWatch, Standard & Poor's will likely suspend or withdraw the rating(s).

- If, after placing the rating(s) on CreditWatch, we receive all documents related to an issuer's debt, including all alternative financing, we will conduct a review and take any rating action(s) that we consider appropriate within 90 days of the CreditWatch placement.

Does Standard & Poor's have a threshold for the size of a financing it considers "material" in terms of its credit impact on an issuer's other debt?

No. In our view, private placements or direct-purchase obligations can have substantial implications for the credit quality of an obligor's capital market debt, irrespective of how large or small the alternative financing might be relative to the issuer's balance sheet. 🍷

For more information, contact Steven J. Murphy, New York 212.438.2066; steve.murphy@standardandpoors.com.

Policies Should Be Revised in Light of Changes to Open Enrollment Law

By Alana Leffler, Buelow Vetter Buikema Olson & Vliet

On February 19, 2014, the Department of Public Instruction (“DPI”) issued guidance relating to the new Course Options Program established by 2013 Wisconsin Act 20 (the 2013-2015 state budget bill). The Course Options Program expands Part-Time Open Enrollment, a program which allowed public high school students to attend courses in a nonresident school district while remaining enrolled in their resident district. Like the Part-Time Open Enrollment program, the Course Options program allows public school students to take up to two courses at another Wisconsin school district at no cost, but it is more expansive than the Part-Time Open Enrollment program in at least two respects:

1. Part-Time Open Enrollment was only available to high school students. The Course Options program is available to any student currently enrolled in a public school, including elementary school students and middle school students.
2. Part-Time Open Enrollment only allowed public high school students to attend courses at a nonresident public school district. The Course Options program allows public school students to attend courses at “an educational institution,” which includes: a public school in a nonresident school district; the University of Wisconsin System; a technical college; a nonprofit institution of higher education;

a tribal college; a charter school; and any nonprofit organization that has been approved by DPI.

Section 118.52 of the Wisconsin Statutes sets forth specific procedures and timelines for submitting and processing Course Options applications. In addition, DPI recently issued a press release relating to the implementation of the Course Options program and announced that Course Options materials, including the application form and instructions for processing applications, are now available on the DPI website.

School districts should revise their part-time open enrollment policies and be prepared to implement the new Course Options Program for the 2014-15 school year. If you have questions about the Course Options program, or if you would like assistance drafting or revising school board policies, please contact Alana Leffler at 262.364.0267 or aleffler@buelowvetter.com.

This Legal Update is intended to provide information only on general compliance issues and should not be construed as legal advice. Please consult an attorney if you have any questions concerning the information discussed in this Legal Update.



Alana Leffler

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- Black River Falls Middle School, Black River Falls
- Glen Hills Middle School, Glendale

July 16, 2014

- Antigo High School, Antigo

July 30, 2014

- Oaklawn Elementary, Oshkosh

June 19, 2014 - Black River Falls

Keynote - Ted Hayes

Facility Mgr Core Cert. Sessions (Module 5)

- Long Range Capital Projects Planning
- Comprehensive Facility Planning
- Budgeting for School Facilities
- Budget Tracking Tools for Operating Budgets and Capital Projects

June 19, 2014 - Glendale

Keynote - Jim Froemming

Facility Mgr Core Cert. Sessions (Module 6)

- Employee Relations Part 1: Hiring Support Staff
- Employee Relations Part 2: Managing Support Staff with the Employee Handbook
- Interaction with the Public: How to Sell Your Program

July 16, 2014 - Antigo

Keynote - Jim Froemming

Facility Mgr Core Cert. Sessions (Module 4)

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July 30, 2014 - Oshkosh

Keynote - Jim Froemming

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*Ted Hayes
Senior Risk Manager
M3 Insurance*



Ted has served as a safety and security consultant to school districts throughout Wisconsin. He has been a speaker at a number of national school safety and security conferences.

June 19 - Black River Falls

Golf Lessons, Life Lessons, Work Lessons

*Jim Froemming
Director of Business Services
Port Washington-Saukville
School District*



Jim has been an educator for 25 years, facilitating learning for 15 years for middle school math students and the last 10 years as the Director of Business Services for the Port Washington Saukville School District.

June 19 - Glendale

July 16 - Antigo

July 30 - Oshkosh

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WASBO Foundation Facilities Management Conference

March 13-14, 2014

Kalahari Resort & Conference Center
Wisconsin Dells, WI

This year's conference had over 200 attendees and 109 exhibiting companies come together for two-days of learning and networking. Thanks to the efforts of the Coulee Region of Buildings and Grounds Managers to honor their colleague and friend Joel Konze, two conference attendance scholarships were presented. One went to Dave Kirby of Three Lakes and the other to Andy Koehler of Fort Atkinson. Finally, thanks to the contributions of raffle prizes by our exhibitors, those that participated in purchasing raffle tickets and fundraising efforts during the social networking event our student scholarship fund increased. 🍷



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WASBO Foundation Transportation & Bus Safety Conference

March 13, 2014

Kalahari Resort & Conference Center
Wisconsin Dells, WI



The Transportation & Bus Safety Conference included a wide range of informative topics such as Human Resources A-Z, PBIS's Role in Transportation, School Emergency Planning: Implementing Realistic Drills with Local Police, Fire and Transportation Departments, New Trends with the State Patrol, and Bus Security Best Practices. 57 registered for this conference that was held in conjunction with the Facilities Management Conference. Attendees were welcome to attend sessions at either conference. 🍷



WASBO/WCASS/DPI Federal Funding Conference

February 24-25, 2014
Kalahari Resort & Conference Center
Wisconsin Dells, WI



550 attendees came from around the state to learn the ins and outs of Federal Funding. Interactive sessions on WUFAR and Maximizing Revenue were popular. Julia Martin, Legislative Director at Brustein & Manasevit, PLLC, provided information on the national front; what Congress has done and what we can expect. Mike Thompson, Deputy State Superintendent shared his perspective as well. We thank the Department of Public Instruction and especially Rachel Zellmer, Shelly Babler, Kathy Guralski and Michele Gundrum for their work and expertise in providing the content for this conference. 🇺🇸



WASBO Foundation Accounting Conference

March 19-20, 2014
Madison Marriott West
Middleton, WI



The Accounting Conference brought over 400 school district business office personnel to the Madison area for 2 packed days of education. There were over 35 session offerings plus the DPI Spring Workshop, a Legislative Update by SAA's John Forester and Peter Davis shared current WERC issues. Attendees selected the Neenah Joint School District as the recipient of the Collaborating for Change Contest. A WASBO p-Card User Group Meeting, with over 60 attendees, preceded the conference with speakers from BMO/Harris Bank, Illinois ASBO, and Skyward. 🇺🇸





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Sitting on the Dock of the Bay

By Don Mrdjenovich, Retired WASBO Executive Director



Don Mrdjenovich

Actually, I was doing my Otis Redding thing sitting on the balcony of a condo looking out on the Gulf of Mexico in Gulfport, Mississippi. I learn a lot whenever I read local newspapers. It is almost without exception that when I read about local and state problems and issues, I am glad to be a citizen of Wisconsin. Granted, Wisconsin has its share of issues and challenges, but I wouldn't exchange them with most of the states I have visited. Under-funded public employee pension funds often appear in their news. Failing schools in Mississippi are bundled and put under a special administrator. Private academies flourish there as well and you can guess why. You can also guess why so many of their public schools have fund raisers to buy library books and other school supplies. Before I left, the legislature was considering an across the board, flat rate increase for public school teachers. The will is there, but evidently the resources are not.

School funding is a problem in every state, that is, unless you live near the oil fields of North Dakota, so it is difficult to point to any state and say, "Why can't we do as well in funding our schools?" Many states advertise lower taxes, but fail to mention their plethora of fees. Most of those states don't do a very good job of funding their schools either.

It may be trite to say that all things are relative, but I don't hear of many Wisconsinites leaving the state to seek better schools or social services. Could things be better here? Certainly, but much of the basis for our complaints lie in the fact that we have established higher expectations in keeping with the high standards we, as a state, have set for ourselves. Our State motto is "Forward." When we feel we are losing traction, we don't like it so we complain, lobby, suggest, argue, form political action committees, vote, demonstrate, criticize, write editorials and pay high taxes. What a vibrant state. Would you have it any other way?

I once asked a school principal, "Didn't you think that through?" He responded, "Some people have time to ponder, I don't." When you grow old, and are retired, and gazing out at the vastness of the Gulf of Mexico, and it is happy hour, it is nice to simply ponder. It puts a lot of things into proper perspective. 🍷



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From left: Al Bohl, Energy Advisor, Focus on Energy; Ray Smith, Director of Maintenance, School District of Crandon; and Lee Christenson, Lighting Consultant/Sales, US Lamp, Inc.



From left: Steve Craker, Manager of Business Development, CESA 10; Ray Smith, Director of Maintenance, School District of Crandon; and Lee Christenson, Lighting Consultant/Sales, US Lamp, Inc.

School District of Crandon Recognized for Energy Conservation Project

The School District of Crandon was recognized for completing an energy conservation project at its K-12 facility including lighting upgrades, roofing, and insulation improvements. The projects are expected to save the District more than \$13,800 a year in utility costs and provide an additional

\$37,034 per year in operations and maintenance savings. CESA 10 provided performance contracting services for the energy conservation work. A Focus on Energy incentive of \$66,700 was presented to the district during the WASBO Foundation Facilities Management Conference on March 14.

Chippewa Falls Area Unified School District Receives Focus on Energy Incentive



Chippewa Falls Area Unified School District was presented a Focus on Energy incentive check during the WASBO Foundation Facilities Management Conference in Wisconsin Dells on March 14. From left: Jeremy Bellile, Lighting Consultant/Sales, US Lamp; Randy Knowlton, Director of Buildings Grounds & Safety, Chippewa Falls Area Unified School District; and Al Bohl, Energy Advisor, Focus on Energy. The \$55,438 incentive was for lighting projects which saved over 71kW and over 607,000 kilowatt hours in 2013 alone.

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Grievance Policy Found To Violate Act 10

By Steven Zach, Partner, Boardman & Clark LLP



Steven Zach

Under 2011 Wisconsin Act 10, school districts were required to adopt by October 2011 a grievance policy that established a procedure for “terminations,” “discipline,” and “workplace safety.” Wis. Stat. § 66.0509. However, the statute did not define those terms, and school districts universally undertook to define them in their discretion. In doing so, most policies excluded certain employment actions from the grievance process. For example, “terminations” has been generally defined across the state to exclude situations, among others, in which an employee voluntarily quit, was laid off, and retired. Some school districts defined “discipline” to exclude verbal or written warnings.

With the passage of time since these policies were adopted, we are starting to see issues arise involving the application of the procedures to actual grievances, for example, the use of the standard used by the Impartial Hearing Officer and governing body when judging the administrative action.

In Dodge County Professional Employees Local 1323-A, AFSCME, AFL-CIO and Heidi Burden v. Dodge County, 2013AP535 (Ct. App. Dec. 5, 2013), the court of appeals addressed the ability of a municipal body to define what constitutes a “termination” as that term is used in Wis. Stat. § 66.0509. We will briefly discuss this important development.

The issue arose with respect to Dodge County’s definition of “termination” that excluded from the grievance procedure a “termination of employment due to ...lack of qualification...” Burden’s job required that she not have been convicted of operating a motor vehicle while intoxicated within the past 12 months. When Burden was convicted of OWI, the County immediately dismissed her from employment. Burden sought to

The court of appeals found significant the fact that the Dodge County policy defined the employment action taken when an employee was found to “lack qualifications” for the position as a “termination.”

grieve her dismissal under the County’s grievance system, but was advised that her dismissal was not a termination under the policy so as to allow her to utilize it.

Burden filed a declaratory judgment action in circuit court contending that Dodge County’s grievance system violated Wis. Stat. § 66.0509 and asserting that her dismissal constituted a “termination” as used in the statute. The circuit court held that Dodge County had broad discretion to define “termination” under the statute and that by excluding dismissals for “lack of qualification,” Dodge County did not violate the statute. Burden appealed this decision, and the court of appeals ruled in her favor, reversing the circuit court decision.

In reaching its decision, the court of appeals was required to establish what the legislature meant by the word “termination.” In doing so, the court looked to the dictionary which defined a “termination” as the discontinuation of employment or dismissal. Dodge County contended that Wis. Stat. § 66.0509 authorized municipalities to exclude some forms of terminations from its coverage.

The court of appeals agreed with the proposition that all forms of separation from employment are not “terminations,” for example, voluntary quits or retirement, and further

acknowledged that “in all situations it will [not] be clear whether a ‘termination’ within the meaning of the statute has occurred.” Notwithstanding this, the court of appeals concluded that Burden’s dismissal was a “termination” within the plain meaning of the statute. The court of appeals found significant the fact that the Dodge County policy defined the employment action taken when an employee was found to “lack qualifications” for the position as a “termination.”

School districts were given a short window in which to adopt grievances systems in 2011 and not much guidance from the legislature as to the details of what they should and could address. This case, and the growing body of grievances under the systems, is starting to provide a sufficient background of information to assess policies adopted in 2011. We recommend that sometime in the near future, school districts review with legal counsel their Act 10 grievances policies. 🍷

If you have any questions regarding this topic, please contact Steven Zach at 608.283.1736 or szach@boardmanclark.com.

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Book Review: Living in the Power Zone

Authored by Cedar Barstow and Reynold Feldman

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



Orvin R. Clark,
EdD, RSBA

Cedar Barstow, M.Ed, C.H.T, the founding executive director of the Right Use of Power Institute in Boulder, CO has spent most of her professional career as a Hakomi Holistic Body-Centered psychotherapist and international trainer of new Hakomi therapist. She created a code of ethics for Hakomi practitioners and a companion book *Right Use of Power: The Heart of Ethics*. Reynold Feldman is a retired university literature professor and administrator. He also worked as a program coordinator, fundraiser, nonprofit administrator, an editor and tutor. He has written three books on practical wisdom: *A World Treasury of Folk Wisdom*, *Wisdom-Daily Reflections for a New Era* and *Wising Up-A Youth Guide to Good Living*.

First, C.H.T. means Certified Hakomi Therapist as designated by the International Hakomi Institute. The Hakomi method combines Western psychology, systems theory, and body-centered techniques with mindfulness and non-violence principles of Eastern philosophy. Hakomi is grounded in seven principles:

- Mindfulness
- Nonviolence
- Organicity
- Unity
- Body-mind holism
- Truth
- Mutability

Practitioners of Hakomi look at people as self-organizing systems, organized psychologically around core memories, beliefs and images; this core material expresses itself through habits and attitudes that make people individuals. Hakomi is a method for helping people transform their way of being in the world through working with core material and changing core beliefs. Hakomi relies on mindfulness of body

sensations, emotions and memories.

Living in the Power Zone is 174 pages in length, organized in 8 chapters and a conclusion. The subtitle is *How Right Use of Power Can Transform Your Relationships*. Each chapter includes stories, strategies and invitations to reflection. The Conclusion summarizes the material by listing the Power Concepts and Power Tools to use to live a better, happier, more meaningful life.

Stories are our greatest teachers because our greatest teachers always tell stories. The greatest teachers in history taught with parables and stories. We don't remember facts and figures, but remember the interpretation of the information.

The world runs on power (personal, professional, status and collective power). The definition of power is "the ability to have an effect or to have influence." The Power Zone is the name given to having a variety of responses within a healthy range that are appropriate to various situations and relationships. There are four kinds of power:

- Personal Power
- Role Power
- Status Power
- Collective Power

Personal Power – refers to our individual capacity to have an effect or influence. This type of power is something we all have by virtue of being alive. It's a birthright.

Role Power – also called Positional Power is the increased power, influence, and responsibility that automatically accompany any assigned role. Role power is an add-on to personal power – separate but connected.

Status Power – is related to positional

power but with a difference; status is determined and conferred by our culture. Also varies in terms of up-and-down-power positions as perceived by individuals based on such status measures as education, gender, sexual orientation, wealth, religion, or race.

Collective Power – as related to groups, teams, organizations to use collective knowledge and leverage to accomplish some goal(s).

To use power sensitively, we must all take care not to be influenced by rankism-prejudice based on our perception of where others stand in society in relationship to ourselves. Status power in some cases is quite obvious but in others rather subtle-it is generally related to a person's culture. The multiplicity of up – and down – power positions in one culture can be reversed in another culture. For example:

Up-Power Status	Up-Power Role
Grandmother	Teacher
White person	Executive
Graduate-degree Holder	Ethics Committee Member
Down-Power Status	Down-Power Role
Woman	Patient in Doctor's Office
Middle-class	Parishioner in Church
Introvert	Passenger on Airplane

The power differential consists of the perceived power differences between up- and down-power parties in any relationship. Down-power people have greater vulnerability to

Continued on next page

Book Review: Living in the Power Zone

Continued from previous page

rejection, exploitation, disrespect and manipulation than up-power ones. Up-power individuals have more influence and responsibility than down-power ones. Consequently, whenever we are the up-power party in a relationship, we apply the 150% Principles, whereby both parties are 100% responsible for the health of the relationship, but the up-power party, by being more powerful is even more responsible. Arbitrarily it is said that their responsibility is 50% greater.

The following Power Concepts and Power Tools are examples to use to live a better, happier, more meaningful life.

Power Concepts:

- Ethical behavior consists of using our power wisely and well
- Empowering ourselves — “strengthening our core” — is a

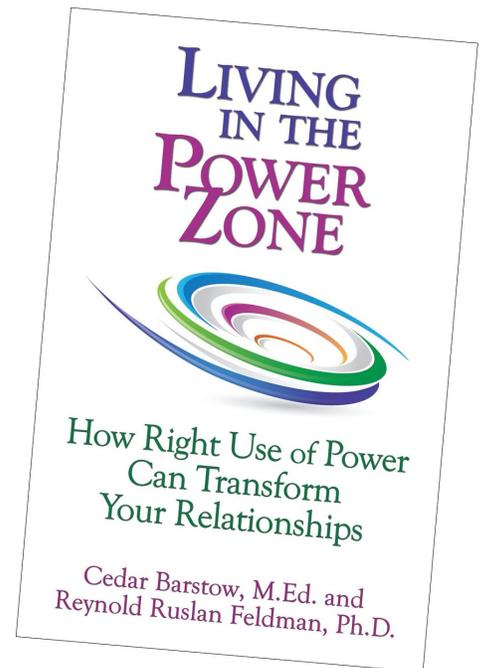
requirement for living in the Power Zone

- The Power Paradox means the more power people get, the more difficult it is for them to use it well

Power Tools:

- Use the 150% Principle
- Good self-care consists of (1) an appropriate work load, (2) a diversified life, (3) service, and (4) moderation
- Use technology carefully, without becoming an addict

Living in the Power Zone means balancing your personal or role power with compassion, staying connected and being accountable in all your relationships, promoting well-being and serving the common good.



What can YOU do?
Read *Living in the Power Zone*,
Apply the Power Concepts, and
Use the Power Tools. 📖



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GASB Toolkit Helps State and Local Governments Implement New Pension Accounting Standards

Source: *Financial Accounting Foundation, Norwalk, CT*

A new online pension implementation toolkit was released March 11 by the Governmental Accounting Standards Board (GASB). The toolkit is designed to help preparers, auditors, and users of state and local government financial reports understand and apply the revised pension accounting and financial reporting standards that the GASB approved in June 2012. The toolkit is available at no cost at the GASB website.

“The GASB is committed to providing our stakeholders with a full array of resources to assist in their understanding and implementation of the pension standards,” said GASB Chairman David A. Vaudt. “This toolkit highlights key implementation issues and provides guidance on how preparers and auditors of state and local governments can effectively comply with the requirements.”

Prepared by the GASB staff, the toolkit includes the following resources:

- The Guide to Implementation of GASB Statement 68 on Accounting and Financial Reporting for Pensions, an authoritative resource guide
- The executive summary and full text of GASB Statements No. 68, Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27, and No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68
- A video featuring GASB Project Manager Michelle Czerkawski outlining the key issues addressed by the implementation guide
- A video featuring GASB Chairman David A. Vaudt discussing the top implementation issues arising from the pension standards
- Eight Podcasts featuring GASB Project Manager Michelle Czerkawski discussing the most significant changes to accounting and financial reporting for pensions
- A video featuring GASB Technical Director David Bean and Research Manager Dean Mead discussing stakeholder outreach for the pension standards
- An article outlining the key ways that the pension standards will change how governments calculate and report pension costs and obligations
- A background document and six fact sheets answering frequently-asked questions regarding the pension standards
- An article identifying several areas public officials should consider as they plan, prepare, and collaborate when implementing the new standards, and
- A “Setting the Record Straight” document addressing common misperceptions about the new pension standards.

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GASB Statement 68 (bit.ly/GASBS68) revises existing guidance for accounting and financial reporting for pensions that are provided to the employees of state and local governmental employers. GASB Statement 71 (bit.ly/GASBS71) eliminates a potential source of understatement of restated beginning net position and expense in a government's first year of implementing Statement 68. Governments are required to implement the new accounting standards in fiscal years beginning after June 15, 2014.

This toolkit complements the toolkit (bit.ly/GASBtoolkit) the GASB released in November 2013 for pension plans looking to implement GASB Statement No. 67, Financial Reporting for Pension Plans (bit.ly/GASBS67).

No, That's Not a Bed Bug!

From School IPM 2015, December 2013

Bed bugs continue to be a cause for concern in schools and other environments. An untrained eye can mistake bed bugs for other common pests. Here are some look-alikes that can lead to misidentification and undue alarm:

1. Spider Beetle

Spider beetles are the shape and size of fleas, oval and dark brown. They may appear bloated and reddish brown, as if they had just fed on human blood. Au contraire! Spider beetles typically feed on goods found in household pantries during the night or in dark locations, and are not blood suckers.



2. Cockroach Nymphs



Cockroach nymphs hide in cracks and crevices preferring to stay close to food, warmth and moisture. They are most active at night. They appear white immediately after hatching or molting, and quickly

turn a reddish brown, much like a bed bug. However the cockroach nymph is more like the shape of a cylinder, whereas a bed bug is shorter and oval, or apple-seed shaped. Exposure to cockroaches can lead to asthma and trigger asthma attacks, good reasons for using IPM to prevent problems with these pests, and to act effectively if they appear.

3. Booklice

Booklice are commonly mistaken for bed bug nymphs. They are smaller in size, ranging from translucent white, to gray or brown in color. They can often be found under wallpaper and along the sides of windows and window sills. Their primary food source is fungi, pollen, mold and fragments of dead insects.



4. Carpet Beetles



Although carpet beetles are small, round and brown they have distinct wings. Their larvae look like furry caterpillars. Carpet beetles do not bite, but allergic people can experience welts if exposed to their tiny hairs. Carpet beetles can damage fabric, furniture, carpeting and clothing that contain natural animal fibers.

5. Bat Bugs

Bat bugs are very similar in appearance to bed bugs and are best identified by an expert entomologist with a microscope. The primary difference is the longer length of fringe hairs located just below their head. Also, as their name suggests, they feed on the blood of bats, commonly found in attics. If bats are eliminated and bat bugs left behind, feeding on humans and pets can occur.

The bottom line: Avoid jumping to conclusions before getting an accurate identification. For a good on-line description of bed bug external anatomy, visit FMC Pest Wire's free *Guide to Bed Bug Anatomy* at the following link:

www.fmcpetwire.com/2012/12/a-visual-guide-to-adult-bed-bug-anatomy

At right: Adult Bed Bug

Photo credits: University of Florida
IFAS Extension



Say "Yes" to Dual Benefits

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 www.asbintl.org

Welcome New Members

February - March 2014



District Professional Members

- **Scott Adams**, Buildings & Grounds Supervisor, Stoughton Area SD
- **Todd Barkow**, Buildings and Grounds Supervisor, Athens SD
- **Mitch Breed**, Maintenance I, Rice Lake Area SD
- **Pat Clark**, District Bookkeeper, Shawano SD
- **Kevin Cole**, Building & Grounds Director, Adams-Friendship Area SD
- **Sandra Harris**, Admin Asst. to Business Mgr., Wilmot Union High School SD
- **Holly Hayes**, Attendance/Transportation/Enrollment, Appleton Area SD
- **Jerome Linneman**, Facilities Manager, Salem SD
- **Penny Little**, District Accountant, SD of Whitefish Bay
- **Constance Miller**, Head Custodian/Maintenance, Watertown Unified SD
- **Lisa Miller**, Business Official, Port Edwards
- **Don Olszewski**, Head Groundskeeper, Oak Creek/Franklin Joint SD
- **Lynda Ploeckelman**, Accountant, Mukwonago SD
- **Steve Pope**, Head Custodian, Stoughton Area SD
- **Kevin Schwinn**, Director of Buildings & Grounds, Kiel Area SD
- **Ray Smith**, Cust/Maint Director, SD of Crandon
- **Dianne Verdegan**, Transportation Director, Flambeau SD
- **Jamie Voss**, Administrative Assistant Business Services, Delavan-Darien SD
- **Anne-Marie Woznicki**, Business Office Specialist, Madison Metropolitan SD
- **Heather Young**, Purchasing, Adams-Friendship Area SD
- **Debra Ytzen**, Payroll Specialist, Milton SD

Service Affiliate Members

- **Thomas Belzer**, Director of Educational Sales, Nasco
- **Amber Bettinger**, Marketing Coordinator, MEP Associates, LLC
- **Chris Blawat**, Owner, Safe-Latch / Brinlin LLC
- **Van Brown**, Account Manager, CAT 5 Restoration
- **Phill Carr**, Regional Sales Manager, Aesop and VeriTime - Frontline Technologies
- **Jeanie Coffey**, National Director of Association Relations, Association Member Benefit Advisors
- **Teresa Colemer**, Manager, Adams-Friendship Terminal, Kobussen Buses Ltd.
- **Ritchie Davis**, Terminal Manager, New London, Kobussen Bus
- **John Galek**, President, Aphoneapp.com
- **John Gillis**, Director of Aftermarket Sales/Security, LaForce Inc
- **Jimmy Heathscott**, Sales, Carroll Seating Company
- **Ryan Kimball**, Safety Director, Kobussen Bus
- **Jeff Lavey**, Channel Sales Manager, Ohyama Lights
- **Tim Leary**, Regional Sales Director, Chartwells K-12 School Dining

- **Kassandra Owens**, Sales Coordinator, Infinite Campus, Inc.
- **Nick Papanicholas**, Vice President, Nicholas & Associates, Inc.
- **Jason Piurkowski**, , Nicholas & Associates, Inc.
- **Calvin Rigsby**, Business Development Manager, The Alliance
- **Steven Ryan**, Area Vice President, Arthur J. Gallagher & Co.
- **Barbara Shovan**, Vice President, Federal Home Loan Bank of Chicago
- **Grant Slusher**, Account Executive, PublicSchoolWORKS
- **Chris Smith**, Account Manager, Total Mechanical

Student Members

- **Ryan Bargender**, Teacher, SD of Athens
- **Nathan Mielke**, Director of Technology Services, Hartford Union High School
- **Parone Mulrain**, Student, University of Wisconsin at Whitewater

On the Move

- **Louise Fischer**, from Business Manager, Lakeland UHS to Business Manager, Shawano SD
- **Marty Malloy**, from AJ Gallagher to Practice Group Leader, M3 Insurance
- **Jason McKellips**, from Allegion/Ingersoll Rand to Diebold
- **Gail Moesch**, from Business Manager, Shawano SD to retired
- **Mark Powell**, from Business Manager, Grafton SD, to Business Administrator, Delavan-Darien SD
- **Michael Queoff**, from JP Cullen to Vice President-Milwaukee, Corporate Contractors, Inc.

Looking for products and services?
Check our WASBO's Service Affiliate
Members on the Buyer's Guide
at WASBO.com Member Central



Keep us Posted!

Retiring? Contact us before you leave so we can update your member type to retired and get your contact information. We want to keep in touch! 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



WASBO Foundation Scholarship Fundraisers: Golf and Bike!

Support the WASBO Foundation Scholarship Program by participating in the golf outing or bike tour fundraisers held Wednesday, May 21, during the WASBO Foundation Spring Conference in Wisconsin Dells. Watch your email for registration information to come!

New to School Business Management?

If you are a new school business official, a mentor can help! Find out about WASBO's mentorship program at WASBO.com/mentorship.

Please Send Auction Items

The WASBO Foundation Spring Conference & Exhibits will include the annual silent auction fundraiser. Please send your auction items to the WASBO office, arrange transport with the person handling this in your Regional, or bring items to conference registration before 5 pm on Wednesday, May 21. If you are bringing items to the conference, please fill out the auction donation form at WASBO.com/SilentAuction so the item can be publicized. The proceeds support our WASBO members who participate at ASBO International through Board or Committee service.

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 for 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 wwiedenhoef@wasbo.com.

Network by Participating on a WASBO Committee

Do you want to meet professional school colleagues and service affiliates, share ideas, enhance WASBO services and enrich your professional development and that of your peers? Serving on a WASBO committee can help you do all that, and more. To sign up for one of the many WASBO committees, go to WASBO.com/committees.



Connect on WASBO's Peer to Peer Communication Forum at WASBO.com Member Central



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.

Customized Job Alerts

Stay up-to-date on the latest opportunities by receiving automated notifications.

Apply for Jobs

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

Advantages for Employers

Employers can fill positions faster and at a lower cost than other job websites by reaching a highly qualified and targeted audience of school administration professionals.

Recruit Top Talent

Target WASBO members and job seekers committed to the advancement of school administration and support professions.

Low-Cost Posting Packages

Reduce recruitment costs with flexible, affordable posting options.

Proactive and Direct Recruitment

Take advantage of search, email and online advertising options to recruit candidates.

Visit the WASBO Career Center

Discover the difference the WASBO Career Center can make for you.

To search jobs, post jobs or learn more, visit:

www.wasbo.com/jobs





**Wisconsin Association of School
Business Officials**
4797 Hayes Road, Suite 101
Madison, WI 53704

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Upcoming Events - WASBO.com

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Professional Development

Spring Conference
May 20-23 - Kalahari, WI Dells (Viterbo Credit)
Custodial & Maintenance Conferences
June 19 - Black River Falls & Glendale
July 16 - Antigo
July 30 - Oshkosh
New School Administrators & Support Staff Conference
Aug 12-13 - Holiday Inn at the American Center, Madison (Viterbo Credit)
Fall Conference
Oct 2-3 - The Osthoff, Elkhart Lake (Viterbo Credit)

Scholarship Fundraisers

Spring Golf Outing
May 21 - Trappers Turn Golf Course, WI Dells
Spring Bike Tour
May 21 - WI Dells
Fall Golf Outing
Oct 1 - Autumn Ridge Golf Course, Valders, WI

Certified School Risk Managers (CSRIM)

Courses (Viterbo Credit)
Administering School Risks
June 17 - Best Western, Oshkosh
Bullying Prevention
June 18 - Best Western, Oshkosh
Fundamentals of Risk Management
Oct 14 - School Leadership Center, Madison
Oct 15 - School Leadership Center, Madison
Nov 12 - School Leadership Center, Madison
Measuring School Risks
Nov 13 - School Leadership Center, Madison
Administering School Risks
Dec 9 - School Leadership Center, Madison
Workers' Compensation
Dec 10 - School Leadership Center, Madison

Committee Meetings

Midwest Facility Masters Conference
May 8, 10 am (conference call)
Safety & Risk Management
All meetings at 12 pm, WASBO Offices, Madison, Aug. 12
School Facilities
All meetings at 9:30 am, WASBO Offices, Madison, Aug. 12
Service Affiliates
May 22 in conjunction with the Spring Conference in WI Dells
Spring Conference
All meetings at 2 pm, WASBO/Conf. Call unless otherwise noted.
May 1

WASBO Business Meeting

May 23 - Kalahari, WI Dells

Board of Directors Meetings

April 25 (rescheduled) Pewaukee
June 5 (rescheduled) WASBO, Madison

Leadership Team Meetings

May 14

Buildings & Grounds Group Meetings

Coulee Region - First Thursday of the month. Meetings start at 10 am.
May 1
Milwaukee Metropolitan- Meetings are the third Thursday of the month. May 15
Regionals Check WASBO.com for details.
Bay Area/Northeast - Meetings start at 11 am.
May 30, Manitowoc
Madison Area - Meetings start at 9 am.
May 2
Northwest - Meetings start at 10 am at Lehman's Supper Club in Rice Lake.
May 7, June TBA
Southeast - Meetings from 12-2:30 pm.
April 18
Southwest - Meetings start at 12:30 pm. at CESA 3. April 23
West Central - Meetings from 10 am - 1 pm at Sparta Area SD Admin & Education Center. May 1, June 5
WI Valley - Coffee at 9 am, Meeting at 9:30 am. April 18, Minocqua; June 19, D.C. Everest; Aug. 15, Antigo