

**GERMANTOWN SCHOOL DISTRICT
NOTICE OF BOARD OF EDUCATION MEETING**

Kennedy Middle School

**Gold Activity Center
W160 N11836 Crusader Ct.
Germantown, WI 53022**

**Monday, February 11, 2013
7:00 p.m.**

AGENDA

- 7:00 I. Meeting Called to Order and Pledge of Allegiance
A. Official Meeting Notification
B. Roll Call
- 7:00 II. Citizen Comments (15 Minutes):
Community Members are invited to share their questions, comments, or concerns with the School Board. When speaking, citizens should state their name for the record. The presentation time frame shall be determined by the Board President once an indication of the number of people wishing to speak is made. Wisconsin law authorizes the school board to receive information from members of the public. Where possible, the Board will answer factual questions immediately or may provide a written response if information is not available. If a response would involve discussion of Board Policy or decisions which might be of interest to citizens not present at the meeting, the Board may place the item on a future meeting agenda. Comments which may be injurious to school district personnel or other individuals will not be allowed.
- 7:15 III. Approval of Agenda
- 7:15 IV. Approval of Minutes
A. January 28, 2013 Board Meeting
B. February 2, 2013 Board Learning/Planning
- 7:15 V. Consent Agenda
A. Donations
- 7:15 VI. Correspondence, Reports, and Information Items
A. KMS Presentation
B. WASB Award Recipient
C. Mission Sightings
D. Enrollment Update
E. Student Representative Report
- 8:00 VII. Calendar Committee
A. Discussion with appropriate action to approve 2013-2014 school calendar.
B. Review of January 2013 committee meeting minutes and update on any additional discussion from January 29, 2013 meeting.

- 8:10 VIII. Policy Committee
- A. Discussion with appropriate action regarding exit interview policy.
 - B. Discussion with appropriate action regarding NEOLA Policy Update #4 (131.1, 167.6, 167.7, 1422, 3122, 4122, 2260, 5724, 5730, 7530.02, 8330, 5722).
 - C. Update on additional discussion from February 11, 2013 meeting.

- 8:30 IX. Personnel Committee
- A. Discussion and possible action regarding 2013-14 teacher compensation for new hires.
 - B. Discussion and possible action regarding granting lane changes for 2013-14.
 - C. Discussion and possible action regarding teacher resignation/separation fee agreements.
 - D. Update regarding sick and personal leave days for teachers.
 - E. Update on additional discussion from February 11, 2013 Personnel Committee meeting.

- 8:45 X. New Business
- A. Discussion with appropriate action regarding Holy Hill Road land lease.
 - B. Discussion with appropriate action regarding new contracts.
 - C. Discussion with appropriate action regarding retirements and resignations.
 - D. Discussion with appropriate action regarding DECA travel request.

- 9:00 XI. Closed Session - The Board will take action to enter into closed session pursuant to Section 19.85(1)(c) and 19.85(1)(e).

Section 19.85(1)(c) reads: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Section 19.85(1)(e) reads: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- A. Approval of January 29, 2013 Closed Session #1 Minutes.
- B. Approval of January 29, 2013 Closed Session #2 Minutes.
- C. Discussion with appropriate action regarding teacher resignation.
- D. Discussion regarding GEA negotiations for 2012-2013.
- E. Discussion regarding administrative contract nonrenewals.
- F. Discussion regarding 2011-2012 administrator compensation.
- G. Discussion regarding 2011-2012 district administrator compensation and contract.
- H. Discussion regarding Amy Belle Principal position.

- XII. Open Session
- A. Discussion with appropriate action regarding administrative contract nonrenewals.
 - B. Discussion with appropriate action regarding 2011-2012 administrator compensation.
 - C. Discussion with appropriate action regarding 2011-2012 district administrator compensation and contract.

- XIII. Adjourn

**GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
January 28, 2013**

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg with the Pledge of Allegiance and a moment of silence in the MacArthur Elementary School Library at 7:00 p.m. District Administrator Dr. Susan Borden read the official meeting notification. Roll call: Soderberg – yes, Kline – yes, Loth – yes, Warnimont – yes, Barney – yes, Spies – yes, Larson - yes.
2. Personnel Committee Chair Sarah Larson introduced consultant James Shaw who informed the Board of his credentials and background, and presented his analysis of research and data collected regarding Germantown School District administrator benefits and compensation.
3. Motion by Spies, second by Kline to enter into closed session pursuant to Section 19.85(1)(c) for discussion regarding administrator benefits and compensation. Roll call vote: Kline – yes, Loth – yes, Warnimont – yes, Barney – yes, Spies – yes, Larson – yes, Soderberg – yes. Motion carried.
4. The Board of Education left the library and entered into closed session at 7:20 p.m. to continue discussion regarding administrator benefits and compensation with Mr. Shaw.
5. The Board of Education returned to open session at 8:03 p.m.
6. CITIZEN COMMENTS: Germantown resident Cathy Plank informed the Board that invitations had been extended to all school board candidates, new and incumbent, to participate in a public forum but indicated that a forum will not take place due to the unavailability of the candidates on the dates available.
7. Motion by Larson, second by Spies to approve the agenda. Motion carried.
8. Motion by Larson, second by Spies to approve the January 14, 2013 Board of Education meeting minutes with corrections as noted. Motion carried.
9. MacArthur Principal Adrienne Schneider provided a presentation on Germantown School District's Literacy Night.
10. High School Principal Joel Farren, High School Guidance Counselor Perry Benz, and Second Chance Program Administrator Anthony Pizzo provided a presentation on alternative education opportunities in the district with students Richard Guetzke and Jared Trzebiatowski outlining their personal experiences and success in the Second Chance program.
11. Dr. Borden updated the Board on mission sightings in the district including the retirements of district employees Virginia Forsythe and David Lippert. Board President Soderberg commented on Martin Luther King Day activities at Kennedy Middle School that he had attended.
12. Dr. Borden informed the Board that the Calendar Committee will meet again on Tuesday, January 29, 2013.

13. Dr. Borden and Board of Education members who attended the State Education Convention the previous week provided highlights of the convention.
14. Recommendation from Finance Committee to award the 2013-2015 financial audits including any required enrollment audits, pending the Business Manager's review of the technical proposal portion of the audit bids, to Reilly, Penner and Benton in the amounts of \$17,000 (2013), \$17,470 (2014), and \$17,950 (2015). Motion carried.
15. Recommendation from Finance Committee to approve the 2013-2014 student fee schedule. Motion carried (Warnimont – no, Spies – no).
16. Finance Committee Chair Michael Loth updated the Board on remaining items discussed at the January 28, 2013 Finance Committee meeting.
17. Motion by Warnimont, second by Spies to accept the retirement of Judith Michals and thank her for her nineteen years of service in the district. Motion carried.
18. Motion by Warnimont, second by Spies to enter into closed session pursuant to Section 19.85(1)(c) and Section (19.85(1)(e) for approval of closed session meeting minutes, discussion regarding administrator contract renewals, professional/technical staff compensation for 2011-2012, GEA negotiations, and the district administrator evaluation. Roll call vote: Loth – yes, Warnimont – yes, Barney – yes, Spies – yes, Larson – yes, Soderberg – yes, Kline – yes. Motion carried.
19. The Board of Education entered into closed session at 9:03 p.m.
20. The Board of Education returned to open session at 10:23 p.m.
21. Motion by Barney, second by Spies to issue 2013-2015 administrator contracts for Lynn Bub, Ric Ericksen, Mark Kaminski, Jack Klebesadel, Maria Kucharski, Cathy Schultz, Adrienne Schneider, and Steven Williams and direct the superintendent to provide each administrator a letter with the contract stating as of July 1, 2013 prior contracts will become null and without effect. Motion carried (Warnimont - no).
22. Motion by Warnimont, second by Spies to adjust 2011-2012 professional/technical salaries by adding \$989 to each employee base pay. Motion carried.
23. Motion by Spies, second by Barney to adopt the *Resolution of the School Board of the Germantown Public School District* stating.....(1) The Board declares that the parties are at impasse in negotiations over the 2011-2012 Collective Bargaining Agreement between the Board and GEA, (2) That the Board's last offer for the base wage for each bargaining unit member be increased by \$719, be implemented as soon as practicable: and (3) That this offer be incorporated into the 2011-2012 Collective Bargaining Agreement along with its duration. Motion carried (Kline – abstained).

Jayne Borst
Recording Secretary

Diana Kline
School Board Clerk

**GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
February 2, 2013**

1. The meeting of the Board of Education Learning Session was called to order by Board President Bob Soderberg with the Pledge of Allegiance and a moment of silence in the District Offices Board Room at 8:05 a.m. District Administrator Dr. Susan Borden read the official meeting notification. Roll Call: Soderberg – yes, Larson – yes, Loth – yes, Barney – yes. Board members Spies, Warnimont, and Kline - absent (excused).
2. Motion by Barney, second by Loth to approve the agenda. Motion carried.
3. The Board of Education discussed alternate compensation models and Board goals.
4. Motion by Larson, second by Barney to adjourn. Motion carried.
5. Board President Soderberg declared the meeting adjourned at 10:06 a.m.

Susan Borden
Recording Secretary

Diana Kline
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Donations

FROM: Dr. Susan Borden

BOARD MEETING: February 11, 2013

DATE: February 4, 2013

AGENDA ITEM: V.A.

Please act on the donation requests described below. The Board of Education should consider acceptance of the donations in accordance with Board Policy 7230 – Gifts, Grants, and Bequests.

1. Accept the donation of \$2300 from SPE Education Foundation to the Kennedy Middle School Plastics Technology Education program.
2. Accept the donation of \$7,950 from the Germantown Booster Club and the high school girls and boys tennis teams to be used for the purchase of wind slats around the tennis courts at Germantown High School provided sufficient review of the project has taken place by the Director of Maintenance and district administration.

RECOMMENDATION: Thank the respective individuals and/or organizations for their generosity and approve the donations as listed.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	TOPIC:	Mission Sightings
FROM:	Dr. Susan Borden	BOARD MEETING:	February 11, 2013
DATE:	February 5, 2013	AGENDA ITEM:	V.I.C.

Mission sightings are examples of empowering and inspiring students (our mission) that are a part of the each and every day jobs we do.

ACADEMIC WRITING HANDBOOK – Hats off to the members of the English Department at GHS for preparing the Academic Writing Handbook. It is our own guide for students (on the writing process, types of writing, thesis statements, etc.) filled with examples and some important guidance on what is plagiarism. Thank you for empowering the students with a great reference!

FRESHMAN ORIENTATION – Parents of eighth grade students participated in the Freshman Orientation on January 30. It is the first of many transition experiences the high school team offers to both parents and students entering the high school in the fall of 2013. Parents learned about the success of the high school and the expectation that the 8th grade students continue working at that high level of excellence. Thank you to all of the staff: administrative, guidance, and teaching who were present to work with parents!

COUNTY LINE SPELLING BEE – All 3rd-5th grade students participated in the County Line Spelling Bee, sponsored by the Scripps National Spelling Bee. Emma Slaski will represent Count Line at the regional spelling bee on February 5. She is an inspired speller. Congratulations to all the students who participated and to the grade level finalists!

D.A.R.E AT ROCKFIELD – February is when Drug Abuse Resistance Education (D.A.R.E) is presented at Rockfield Elementary School. Rockfield and Amy Belle work with officers from Washington County Sheriff’s Department while County Line and MacArthur work with officers from Germantown Police Department. This curriculum is a tremendous example of empower our students to make good decisions.

AMY BELLE STUDENT RAISES MONEY FOR HURRICANE SANDY – congratulations to Tess Miller (5th grade) and all the Wildcats for raising more than \$800 to give as relief money for the victims of Hurricane Sandy. Our Wildcats are empowerd to make a difference!

AND,

JUST A REMINDER THAT KINDERGARTEN REGISTRATION HAPPENS ON FEBRUARY 27 AND 28

RECOMMENDATION: No action needed. For information only.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members **TOPIC:** Calendar Committee
FROM: Dr. Susan Borden **BOARD MEETING:** February 11, 2013
DATE: February 5, 2013 **AGENDA ITEM:** VII.A.

The Calendar Committee met last on January 29, 2013 and is prepared to bring forward the 2013-2014 calendar for Board approval.

Committee minutes from January 9 and January 29, 2013 are attached for review only, in the event the calendar is approved at the Board of Education meeting and the Calendar Committee will not be scheduling additional meetings.

RECOMMENDATION: Approve the 2013-2014 school calendar.

DRAFT

**2013-2014
 Teacher and Staff Calendar**

TWI-Teacher Work Days/Staff Inservice (3.5 Days)

- August 26, 2013 Full Day
- August 27, 2013 Full Day
- August 28, 2013 Full Day
- August 29, 2013 Half Day

I/R= Teacher In-Service/Record (7.5 Days)

- October 17, 2013 Teacher Prof. Dev./Record Day (6-12)
- October 18, 2013 Teacher Prof Dev.
- December 2, 2013 Teacher Prof Dev./Record Day (elem)
- January 24, 2014 Teacher Prof Dev.(elem) /Record Day (6-12)
- February 18, 2014 Teacher Prof Dev.
- March 14, 2014 Teacher Prof Dev.(6-12)/Record Day (elem)
- April 17, 2014 Teacher Prof Dev.
- June 13, 2014 1/2 Day P.M. Record Day

B= Staff Non-Work Days

- August 30 (B)
- September 2 Labor Day (B)
- September 3 First Day for Students
- November 28 & 29 Thanksgiving (B)
- December 23—January 1 Holiday Break (B)
- February 17 Mid-Winter Break—President's Day (B)
- April 18-April 25 Spring Break (B)
- May 23 Snow Make-Up Day (SMU)
- May 26 Memorial Day (B)

ER =Student Early Release Days

- November 27, 2013 (Students and Staff)
- June 11, 2014 (Students Only)

Conferences (Tentative) (3 days)

- October (6-8), October (9-12), October (Elem)
- November (Elem), November (6-8), November (6-8), GHS = TBD
- February (Elem), March (9-12), March (6-8)

Quarters	Trimester
Quarters (HS & MS)	Trimester (Elem.)

- Nov. 6: 1st Qtr. Ends (45days)
- Nov. 27: 1st Trimester Ends (60 days)
- Jan. 23: 2nd Qtr. Ends (45 days Sem=90)
- Mar. 12: 2nd Trimester Ends (60days)
- April 2: 3rd Qtr. Ends (45 Days)
- June 13: 3rd Trimester Ends (58 days)
- June 13: 4th Qtr. Ends (43 days Sem=88)

Snow Day Make-Up Schedule

- Day 1: May 23 SMU
- Day 2: Minutes added to school days as needed
- Day 3: TBD

MAPS Assessment

Student Days = 178 Staff Equivalency Days = 191

August 2013						
SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29ER	30	31

September 2013						
SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 I/R	18 I/R	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
SU	M	T	W	TH	F	S
					1	2
3	4	5	6 Q	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 T	28	29	30

December 2013						
SU	M	T	W	TH	F	S
1	2 I/R	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Q	24 I/R	25
26	27	28	29	30	31	

February 2014						
SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 I/R	19	20	21	22
23	24	25	26	27	28	1

March 2014						
SU	M	T	W	TH	F	S
2	3	4	5	6	7	8
9	10	11	12 T	13	14 I/R	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
SU	M	T	W	TH	F	S
		1	2 Q	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 I/R	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13 Q/T	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
CALENDAR COMMITTEE MEETING**

January 8, 2013

1. The meeting of the Calendar Committee was called to order at 6:05 p.m. in the district office Board Room. Calendar Committee members present included Committee Chair Lester Spies, Bruce Warnimont, and Sarah Larson. Superintendent Borden, Director of Human Resources Cynthia Coley, and Board President Bob Soderberg were also present at the meeting.
2. Motion by Warnimont, second by Larson to approve the agenda. Motion Carried.
3. The committee discussed the 2013-2014 draft calendar. The committee directed Dr. Borden to share the draft with the District Administrator Advisory Committee (DAAC), the leadership team, parochial schools, and at listening sessions.
4. The next Calendar Committee meeting will be tentatively scheduled for the last week of January 2013.
5. Motion by Larson, second by Warnimont to adjourn. Motion carried.
6. The Calendar Committee adjourned at 6:28 p.m.

Dr. Susan Borden
Recording Secretary

**GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
CALENDAR COMMITTEE MEETING**

January 29, 2013

1. The meeting of the Calendar Committee was called to order at 6:07 p.m. in the district office Board Room. Calendar Committee members present included Committee Chair Lester Spies and Sarah Larson. Superintendent Borden and Director of Human Resources Cynthia Coley were also present at the meeting.
2. Motion by Spies, second by Larson to approve the agenda. Motion Carried.
3. The committee continued discussion regarding development of the 2013-2014 calendar.
4. Motion by Larson, second by Spies to forward to the Board of Education with a positive recommendation, the draft 2013-2014 school district calendar. Motion carried.
5. Motion by Larson, second by Spies to adjourn. Motion carried.
6. The Calendar Committee adjourned at 6:55 p.m.

Dr. Susan Borden
Recording Secretary

**Germantown School District, Washington County
State of Wisconsin**

Limited Term Teacher Contract

IT IS HEREBY AGREED by and between the Germantown School Board (hereinafter "Board") and Vanessa Cefalu, a legally qualified and certified Wisconsin Public School Teacher (hereinafter "Teacher"), that said Teacher is to teach in the schools of Germantown School District (hereinafter "District") as a limited term teacher for the period of time commencing on the November 29, 2012 and ending on March 8, 2013. It is understood and mutually agreed that in consideration of such teaching services satisfactorily performed, Germantown School District, Germantown, Wisconsin, shall pay the said Teacher the sum not less than the amount listed below less authorized deductions:

\$13,199.55

1.00 FTE

65 Days per year

IT IS FURTHER AGREED that the Teacher employed under the terms of the limited term contract is subject to the policies, rules, and regulations duly adopted by the Board, including those published in District policy and the Professional Staff Non-AFSCME Employee Handbook as may be modified by the Board from time to time, as well as any directives or instructions by the Board and/or Administration, or other requirements or expectations of the District.

IT IS FURTHER UNDERSTOOD AND MUTUALLY AGREED that in performance of this contract both parties shall abide by the provisions of the Laws of Wisconsin, that those laws are incorporated by reference into this contract, and that this contract shall be interpreted in accordance with state law.

The parties agree that this limited term agreement constitutes a binding legal contract for the term set forth, the breach of which by either party, will result in liability for damages to the other. This limited term contract may be modified or terminated at any time during its term by mutual written agreement of the parties. If the Teacher is legally dismissed from teaching in the District, or has his/her certificate legally annulled by expiration or otherwise, then the Teacher shall not be entitled to compensation offer such dismissal or annulment.

The Board may unilaterally suspend or discharge said Teacher from employment for a breach of this contract. The Teacher shall be entitled to procedural due process prior to any termination which occurs during the term of this contract. This limited term contract may be terminated by the Board

during its term for reasons which are neither arbitrary nor capricious.

It is further agreed by the parties hereto that in the event said Teacher breaches this limited contract by termination of services during the term hereof \$500.00 is determined to be the reasonable liquidated damages which the parties, looking forward, reasonably anticipate will follow from such a breach and the Board may, at its option, demand to recover from the Teacher such amount of liquidated damages.

The undersigned teacher represented to the Board that he/she is not now under a contract of employment with another school district for any portion of the term covered by this contract.

If any article or part of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such tribunal, the remainder of the Agreement shall not be affected thereby.

THIS CONTRACT IS NOT VALID unless signed and returned by the teacher on or before the 12th of December, 2012. Dated this 12th day of December 2012.

Teacher Signature

School Board President Signature

Date

Date

Address: Vanessa Cefalu

City, State, Zip: 2446 N. 66th St., Wauwatosa, WI 53213

Date of Birth: 11/11/1984

GERMANTOWN SCHOOL DISTRICT

TO: All Board Members

TOPIC: Retirements

FROM: Cynthia Coley

BOARD MEETING: February 11, 2013

DATE: February 5, 2013

AGENDA ITEM: X.C.

Liz Diedrich, 5th grade teacher at Amy Belle School, recently submitted her letter of retirement effective the end of the 2012-2013 school year. Liz was hired in August of 1994, serving the district for 19 years.

RECOMMENDATION: Approve the request for retirement at the conclusion of the 2012-2013 school year for Liz Diedrich and thank her Diedrich for her 19 years of service to the Germantown School District.

LIZ DIEDRICH

W162 N10180 Indianwood Drive
Germantown, Wisconsin 53022
(262) 251-8186

RECEIVED
JAN 31 2013
HUMAN RESOURCES DEPT.
GERMANTOWN SCHOOL DISTRICT

January 31, 2013

Dear Mrs. Coley and Administrative Team,

I have always been very grateful for the opportunity to serve learners in the Germantown School District. In particular, it has been such a pleasure to have worked with the children, families, and staff of the Amy Belle Community. We have spent many joyful days together.

It is with great personal loss that I will be retiring, effective at the close of the 2012-2013 school year.

I wish you all well as you continue your important work on behalf of children.

Sincerely,



Liz Diedrich

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: DECA Competition

FROM: Joel Farren

BOARD MEETING: February 11, 2013

DATE: February 4, 2013

AGENDA ITEM: X.D.

The high school has submitted an overnight travel request for twelve high school DECA students and advisors Peter Hammen and Sally Kowalczyk to compete at the State DECA Competition in Lake Geneva, WI March 19-21, 2013. The total cost of the trip for students, including travel, lodging, and registration, will be covered by Board funds, participating students and fundraising.

RECOMMENDATION: Approve the overnight travel request for twelve DECA students and advisors Peter Hammen and Sally Kowalczyk to attend the State DECA Competition in Lake Geneva March 19-21, 2013.

**GERMANTOWN HIGH SCHOOL
OVER NIGHT FIELD TRIP REQUEST**

TO: Joel Farren, GHS
 FROM: Peter Hammen, DECA

RE: REQUEST FOR OVERNIGHT FIELD TRIP
 (Breakdown of Field Trip Costs and Sources of Funds)

Date submitted to Building Principal: 2-01-13
 Date submitted to District Office _____

Explanation of Activity, Location, and Dates: State DECA, March 19-21, Lake Geneva

BREAKDOWN OF FIELD TRIP COSTS (per student and advisor)

EXPLANATION	COSTS PER STUDENT		COSTS PER ADVISOR	
	Board Budget	Club Funds	Board Budget	Club Funds
Registration		100	100	
Transportation <u>bus</u>	22			
Lodging: Advisor - <u>double</u>		100	100	
Lodging: Student - <u>Quad</u>				
Meals				
Transportation (other)				
Others (list)				
Total Cost per Individual	22	200	200	
Multiplied by # of Participants	<u>x12</u>	<u>x12</u>	<u>x1</u>	
TOTALS	<u>264</u>	<u>2400</u>	<u>200</u>	

Explain Amounts and Sources of Funds for the Trip

Board Budget: Amount 264 Acct.# 10-401-341-256740
 Amount 200 Acct.# 10-401-342-161305
 Amount _____ Acct.# _____
 Amount _____ Acct.# _____

High School Funds: Amount 2,400 Acct.# 529-40-1613050-DECA club
 Amount _____ Acct.# _____
 Amount _____ Acct.# _____
 Amount _____ Acct.# _____
 Amount _____ Acct.# _____

Direct from Students: \$135 - deposited to DECA club acct.

Other Requests (list) Brown Deer H.S. drives 1 way; G'town 1 way

Advisor(s) to make trip: Hammen (3/19-3/20); S. Kowalczyk (3/20)

Students to make trip: See attached.