

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

Germantown High School - Library

**W180 N11501 River Lane
Germantown, WI 53022**

Monday, March 25, 2013

7:00 p.m.

AGENDA

- I. Meeting Called to Order and Pledge of Allegiance
 - A. Official Meeting Notification
 - B. Roll Call

- II. 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. Discussion regarding new superintendent contract parameters.

- III. 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.

- IV. Approval of Agenda

- V. Approval of Minutes
 - A. March 11, 2013 Board Meeting

- VI. Consent Agenda
 - A. Donations

- VII. Correspondence, Reports, and Information Items
 - A. High School Presentation – Financial Literacy
 - B. Mission Sightings
- VIII. Insurance Committee
 - A. Update from discussion at March 18, 2013 Insurance Committee meeting.
- IX. Superintendent Search Committee
 - A. Updates from discussion at March 11, 2013 and March 18, 2013 Superintendent Search Committee meetings.
- X. Finance Committee
 - A. Discussion with appropriate action to approve purchases exceeding \$15,000.
 - B. Update on additional discussion at March 25, 2013 Finance meeting.
- XI. Old Business
 - A. Discussion with appropriate action regarding professional staff lane changes.
- XII. New Business
 - A. Discussion with appropriate action regarding Human Growth and Development committee establishment.
 - B. Discussion with appropriate action regarding high school travel request.
 - C. Discussion with appropriate action regarding new contracts.
- XIII. Closed Session - The Board will take action to enter into closed session pursuant to 19.85(1)(e).

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. Discussion regarding GEA negotiations.
 - B. Discussion regarding AFSCME negotiations.
- XIV. Adjourn

**GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
March 11, 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 County Line Elementary School library at 7:39 p.m. District Administrator Dr. Susan Borden read the official meeting notification. Roll call: Soderberg – yes, Loth – yes, Warnimont – yes, Barney – yes, Larson – yes, Spies – yes. Board member Kline absent.
2. Larraieina McNeal, Tim Wiza, and Andy Gagnon addressed the Board regarding the County Line 5th grade student trip to Upham Woods. Cathy Plank addressed the Board regarding the excellent job Dr. Borden has done as a superintendent and urged the Board to look for the same qualities and devotion to the district and students when conducting the search for a new superintendent.
3. Motion by Warnimont, second by Barney to approve the agenda. Motion carried.
4. Motion by Spies, second by Larson to approve the February 25, 2013 Board minutes. Motion carried (Warnimont – abstain).
5. Motion by Spies, second by Larson to approve the February 25, 2013 closed session minutes. Motion carried (Warnimont – abstain).
6. Motion by Warnimont, second by Barney to approve Consent Agenda items as follows:

Accept the donation of a pitching machine valued at approximately \$1,300 from the Germantown softball team to Germantown High School.

Accept the donation of an engine, engine stand, and service manual valued at approximately \$600 from MATC to the Germantown High School Tech Ed Department.

Accept the donation of \$1,621 from the Amy Belle PTA for the purchase of six document cameras for Amy Belle Elementary School.

Motion carried.
7. Student Representative Sydney Langmann updated the Board on student events taking place in the district.
8. County Line Principal Cathy Schultz provided a presentation titled *The Peaceful Playground* that featured new playground games, rules for behavior on the playground, and conflict resolution as a result of PBIS training and updated the Board on County Line's Literacy Night Guided Reading.
9. Dr. Borden's mission sightings included the high school boys basketball championship, Youth Art Month, County Line's Schlitz Audubon Assembly, Rockfield's Irish dancers and Alice in Dairyland visit, the middle school talent show and hosting of Destination ImagiNation regionals, and recognized retiring County Line custodian Rick Krueger for his service to County Line and the district.

10. Director of Human Resources Cynthia Coley provided an enrollment update.
11. Director of Teaching and Learning Maria Kucharski provided an update regarding Advanced Placement courses offered at the high school and outlined the process involved in making course changes.
12. Dr. Borden informed the Board that the Insurance Committee is scheduled to meet on Monday, March 18, 2013 with insurance consultant Greg Kamps to discuss the Affordable Healthcare Act. Staff has been informed and one additional informational meeting for staff is scheduled for Wednesday, March 20, 2013.
13. Recommendation from Superintendent Search Committee to approve School Exec Connect as the district superintendent search service contractor pending negotiation of a contract and BWP as the next choice if an agreement cannot be reached with School Exec Connect. Motion carried.
14. Motion by Warnimont, second by Spies to approve the FBLA overnight travel request for 24 students and FBLA advisors Jason Baumann and Peter Hammen (must include a female advisor if any female FBLA students are making the trip) to travel to Wisconsin Dells April 14-16, 2013 to compete at the FBLA State Leadership Conference. Motion carried.
15. Motion by Warnimont, second by Loth to approve the overnight travel request for six Tech Ed students and advisor Jon Stachowiak (must include a female advisor if any female students are making the trip) to travel to Wisconsin Dells April 10-11, 2013 to compete at the Skills USA State Competition. Motion carried.
16. Motion by Spies, second by Barney to approve the overnight travel request for County Line 5th graders to travel to Upham Woods Environmental Center in Wisconsin Dells October 23-25, 2013 with the school principal, teachers, staff, and parents as chaperones. Motion carried.
17. Motion by Spies, second by Larson to approve a student Youth Options request to take two courses for a total of five college credits at UW-Washington County. Motion carried.
18. Motion by Warnimont, second by Spies to approve the limited term contract for Scott Peterson 1.00 FTE at \$12,278.64 and approve the contract increase of Sandra Wiesolek from .60 FTE to .80 FTE (Title I funds). Motion carried.
19. Motion by Warnimont, second by Loth to adjourn. Motion carried.
20. Board President Soderberg declared the meeting adjourned at 8:39 p.m.

Jayne Borst
Recording Secretary

Diana Kline
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: Board Members **TOPIC:** Mission Sightings
FROM: Dr. Susan Borden **BOARD MEETING:** March 25, 2013
DATE: March 12, 2013 **AGENDA ITEM:** VII.B.

NORTHSHORE SUMMER TECH ACADEMY - Germantown is collaborating with four other districts - Nicolet, Fox Point-Bayside, Brown Deer and Whitefish Bay - to provide summer instructional technology learning opportunities for staff. Whitefish Bay started this initiative a few years ago, calling it the North Shore Summer Tech Academy. The hope is that if districts share resources, there will be more diverse offerings available to teachers and savings through collaboration. Staff has been sent a link for signup/participation. Great work organizing this collaboration effort!

PRESENTING AT A MATH CONFERENCE – Brian Beaman, math teacher at GHS, will be speaking at the Wisconsin Math Council Annual Meeting in Green Lake on Friday, May 3. The title of the presentation is "Moving Past Points." His co-presenter is Jake Misiak of New Berlin Eisenhower, and Mr. Beaman will be talking about how he has implemented a standards-based grading system in his classroom. Standards-based instruction teaches students what quality looks like through clearly defined targets and rubrics. Mr. Beaman is a great example of moving forward our thinking about grading practices.

PARENTS IN THE KNOW – Thank you to Officer Toni Olson, GHS staff, and area law enforcement for presenting "Parents in the Know." This informational session was held at GHS to share basic warning signs of potential student drug and alcohol use with parents. This is part of empowering and inspiring every parent!

UPCOMING MISSION SIGHTING – We're keeping an eye out for our fall of 2012 WKCE results. The results will be the NAEPized scores. Again, as we talked about previously, we are measuring on a different scale. We look forward to reporting our scores!

RECOMMENDATION: No action needed. For information only.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Purchases Exceeding \$15,000 –
HP Laptop replacement cycle
for SPED students and staff

FROM: Ric Ericksen
Marc Gabrysiak
Jan Chapman

BOARD MEETING: March 25, 2013

DATE: March 19, 2013

AGENDA ITEM: X.A.

The Director of Technology along with the Director of Pupil Services is requesting the purchase of five staff laptops and ten student laptops. The purchase of these laptops follows the district replacement cycle in replacing old outdated laptops with newer more efficient ones.

This purchase will utilize special education entitlement funds which are to be used for the excess costs of educating students with special needs.

Total cost: \$15,645.00

RECOMMENDATION: Approve, pending Finance Committee discussions.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members **TOPIC:** Human Growth and Development
FROM: Maria Kucharski **BOARD MEETING:** March 25, 2013
DATE: March 20, 2013 **AGENDA ITEM:** XII.A.

The State of Wisconsin revised the Human Growth and Development (HGD) Statute, Wis.sec.118.019, effective April 6, 2012. The law establishes new requirements for a School Board appointed "ad hoc" advisory committee. The requirement for the configuration of the district advisory committee is also specified in the law. The committee membership must include parents, teachers, school administrators, students, and health care professionals, members of the clergy and other residents of the school district. School district staff can make up no more than one quarter of the membership. No category other than parents can be more than one-fifth of the membership. The committee will be meeting three times a year to evaluate elementary, middle and high school HGD curriculum and materials.

Recommended Committee:

Committee Representative Member	Name
Director of Teaching and Learning- School Administrator Representative	Maria Kucharski
Parent	TBD
Health Care Representative	Dr. Dirk Steinert
Student- High School	TBD
Clergy	TBD
School Board Member	TBD
Rotating District Teacher/Staff	Elementary- Cindy Dieringer Middle School- Jeff Gillen High School- Anne Yarnot
Resident/Community	TBD

The School Board member that serves on the committee will need to attend all three meetings. Previous law required the review of the curriculum every three years. The revised statute does not require regular curriculum review. However, it is still advised to update the curriculum and instructional materials and that the advisory committee meets regularly.

In the Spring District Newsletter, an announcement was placed for interested community members. It requested them to contact the Teaching and Learning office and to fill out an application by May 1, 2013.

I suggest that the Board President fill the committee based on the following criteria:

- Person can fill a membership category (e.g....health care professional) noted in the state law
- Time commitment can be met
- Application was submitted on time
- Follows district guidelines for being a volunteer
- If more than one community member volunteers for a particular membership category, they will be chosen as determined by the current Board President.

After May 1st, I would like to meet with the Board President, Bob Soderberg, and the other appointed Board member to organize meeting dates, agendas, and to finalize committee membership. After this meeting, I will contact every interested volunteer to communicate if they will be serving on the committee, or thanking them for their willingness to serve. I anticipate the first meeting will take place during the Summer of 2013.

- RECOMMENDATION:**
1. Approve the proposed timeline, membership structure and proposed process.
 2. Make a motion to establish the law required committee.
 3. Establish the Board committee member.

parent or guardian upon his or her request at any time, including prior to their use in the classroom.

(4) **EXEMPTION FOR INDIVIDUAL PUPILS.** No pupil may be required to take instruction in human growth and development or in the specific subjects under subs. (2) and (2m) if the pupil's parent or guardian files with the teacher or school principal a written request that the pupil be exempted.

(5) **ADVISORY COMMITTEE.** In any school district that offers a human growth and development curriculum, the school board shall appoint an ad hoc advisory committee whose role is to advise the school board on the design and implementation of the human growth and development curriculum and to review the curriculum. Parents, teachers, school administrators, pupils, health care professionals, members of the clergy, and other residents of the school district shall comprise the committee. No one category of member shall constitute more than one-fifth of the membership of the committee, except that parents may comprise more than one-fifth of the membership of the committee. No more than one quarter of the members of the committee may be made up of employees of the school district or their spouses or members of the school board or their spouses.

History: 1985 a. 56; 1987 a. 399; 1989 a. 203; 1995 a. 27; 1997 a. 27; 2001 a. 16; 2005 a. 341, 445; 2009 a. 134; 2011 a. 216.

118.02 Special observance days. On the following days when school is held or, if the day falls on a Saturday or Sunday, on a school day immediately preceding or following the respective day, the day shall be appropriately observed:

(1) January 15, Dr. Martin Luther King, Jr. Day.

(2) February 12, Abraham Lincoln's birthday.

(3) February 15, Susan B. Anthony's birthday.

(4) February 22, George Washington's birthday.

(5) March 4, Casimir Pulaski Day.

(5m) March 17, for "The Great Hunger" in Ireland from 1845 to 1850.

(5r) April 9, Prisoners of War Remembrance Day.

(6) April 13, American Creed Day.

(6m) April 19, Patriots' Day.

(7) April 22, Environmental Awareness Day.

(7g) The last Friday in April, Arbor Day, except that if the governor by proclamation sets apart one day to be designated as Arbor and Bird Day under s. 14.16 (1), that day shall be appropriately observed.

(7r) June 14, if school is held, Robert M. La Follette, Sr. Day.

(8) September 16, Mildred Fish Harnack Day.

(9) September 17, U.S. Constitution Day.

(9g) Wednesday of the 3rd week in September, as part of Wonderful Wisconsin Week under s. 14.16 (8), Wisconsin Day.

(9r) Friday of the 3rd week in September, POW-MIA Recognition Day.

(9t) Wednesday of the 4th week in September, Bullying Awareness Day.

(10) September 28, Frances Willard Day.

(11) October 9, Leif Erikson Day.

(12) October 12, Christopher Columbus' birthday.

(13) November 11, Veterans Day.

History: 1975 c. 204, 219, 398, 422; 1979 c. 214, 301, 355; 1985 a. 232; 1987 a. 11, 16, 403; 1989 a. 146; 1993 a. 333; 1999 a. 83; 2001 a. 16, 20, 104, 105; 2003 a. 305; 2005 a. 149; 2009 a. 309.

118.025 Arbor day observance. The principal of a public, private, or tribal school may request one free tree provided from state forest nurseries by the department of natural resources under s. 28.06 for each 4th grade pupil in the school for planting in conjunction with an annual observance and celebration of arbor day.

History: 1981 c. 59; 2009 a. 302.

118.03 Textbooks. (1) The school board shall adopt all the textbooks necessary for use in the schools under its charge. The

list of the adopted books shall be filed with the school district clerk.

(2) The school board may purchase textbooks and sell them to the pupils at cost or it may designate agents of the school district to sell the textbooks to the pupils. The agents, at stated times, shall make settlement with the school district for books sold. The agents may add a selling commission which shall not exceed 10% of the net price.

(3) No dealer in textbooks may sell any books at a price to exceed 15% above the net list prices, transportation added thereto.

(4) Any person violating this section may be fined not less than \$25 nor more than \$100.

History: 1983 a. 412.

118.035 School uniforms. (1) In this section, "school" means a public school and includes a charter school other than a charter school under s. 118.40 (2r).

(2) A school board may adopt a policy that requires all pupils enrolled in school in the school district, or all pupils enrolled in one or more schools in the school district, to wear a uniform while in school or while under the supervision of a school authority.

(3) If a school board adopts a policy under sub. (2), it shall do all of the following:

(a) Establish a method whereby the parent or guardian of a pupil enrolled in a school in which the policy is in effect may exempt his or her child from complying with the policy.

(b) Ensure that no pupil is penalized academically or otherwise discriminated against because the pupil's parent or guardian has chosen to exempt the pupil from complying with the policy.

(c) Notify each parent or guardian of a pupil enrolled in a school in which the policy will be implemented of the policy at least 3 months before the school board implements the policy.

(d) Assist economically disadvantaged pupils to obtain the uniforms.

(4) The requirements under sub. (3) do not apply to any school board that has in effect on September 1, 2001, a school uniform policy for pupils enrolled in a school in the school district and has had such a policy in effect continuously since that date.

(5) By July 1, 2005, the department shall submit a report to the appropriate standing committees of the legislature under s. 13.172 (3). The report shall address all of the following issues relating to the imposition of school uniforms by school boards:

(a) Methods of encouraging the involvement of the parents or guardians of pupils enrolled in a school district in a school board's decision to require school uniforms.

(b) The ability of pupils to obtain the uniforms.

(c) The effect of the imposition of the requirement on crime in the school, including weapons possession, assault, battery, and vandalism, and on pupil suspensions and expulsions.

(6) Nothing in this section affects the authority of a school board to require pupils to wear uniforms for extracurricular activities, and the provisions of sub. (3) do not apply to such a requirement.

History: 2001 a. 16.

118.04 Summer classes. Any school board may elect to operate summer classes or to permit pupils to attend summer classes operated by another school district on a tuition basis if the school district of operation will accept them. Sections 118.15 and 118.16 shall not apply to summer classes. Every school board electing to operate summer classes:

(1) Shall make rules governing attendance and cause them to be spread on the school board minutes.

(2) May accord to children living in the school district during the summer session the status of residents of the school district for the purpose of attendance at summer classes, even though the children were not regular residents of the school district during the preceding regular school session, but any such children who are

GERMANTOWN SCHOOL DISTRICT

TO: Board Members **TOPIC:** Overnight Travel Request –
Costa Rica

FROM: Joel Farren **BOARD MEETING:** March 25, 2013

DATE: March 14, 2013 **AGENDA ITEM:** XII.B.

Germantown High School has submitted a travel request for Board of Education approval.

Approximately 10-12 high school Spanish students and head chaperone Jennifer Collings are requesting permission to travel to Costa Rica, June 16-29, 2014. Additional female and male chaperones will accompany the group. The trip is organized through the company Language and Friendship and meets all criteria for licensing, registration and bonding, insurance, and compliance with Federal law per Board Policy 2340 and adjoining Administrative Guidelines.

The total cost of the trip for students, including travel, lodging, and registration, will be covered in total by the individual student. Funding and travel information are attached.

RECOMMENDATION: Approve the travel request for approximately 10-12 high school Spanish students and head chaperone Jennifer Collings to travel to Costa Rica, June 16-29, 2014.

GERMANTOWN HIGH SCHOOL OVER NIGHT FIELD TRIP REQUEST

TO: School Board

FROM: Jennifer Collings

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

Date submitted to Building Principal: _____

Date submitted to District Office: _____

Explanation of Activity, Location, and Dates: Costa Rica June 11-29 2014

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				
Transportation				
Lodging: Advisor <u>Costa Rica</u>				
Lodging: Student <u>(10-12 students)</u>				
Meals				
Transportation (other)				
Others (list)				
Total Cost per Individual				
Multiplied by # of Participants				
TOTALS				

Explain Amounts and Sources of Funds for the Trip All costs are paid by individual students going on trip. \$2800/student

Board Budget: Amount _____ Acct.# _____
 Amount _____ Acct.# _____
 Amount _____ Acct.# _____
 Amount _____ Acct.# _____

High School Funds: Amount _____ Acct.# _____
 Amount _____ Acct.# _____
 Amount _____ Acct.# _____
 Amount _____ Acct.# _____
 Amount _____ Acct.# _____

Direct from Students:
 Other Requests (list)

Advisor(s) to make trip:
 Students to make trip:

Costa Rica June 16-29 2014

- The initial information meeting was March 12, 2013
 - 59 students attended the meeting with a parent or guardian.
 - 40 student application packets were handed out and more copies have to be made because more students/ parents are interested than copies were available
 - Students / Parents who could not attend the meeting are required to attend a different information meeting that will be held next fall.
- Student to chaperone ratio will be 10:1 on the plane and then 3:1 in Costa Rica
- Chaperones
 - **Collings** will be the primary chaperone and in charge of the trip. This would be her 3rd trip taking students from Germantown to Costa Rica. There have been no incidents on previous trips.
 - When in Costa Rica there are two male Chaperones specific to our group; both chaperones are fluent in both English and Spanish. There are also 3 additional female Chaperones specific to our group; two of whom are fluent in both Spanish and English.
 - Additional chaperones must be fluent in both Spanish and English because chaperones will be living with families in the same manner as students. Marcus Harris and Silvia Aranda are possible chaperones if enough students are enrolled in the trip. Mark McClellan has also been approached to chaperone the trip because he is interested in the science / biology aspect of a trip to Costa Rica.
 - Collings will have a cellular phone for the entire trip
- The trip is organized through the company **Language and Friendship**. This is the same company that both the previous trips to Costa Rica traveled with and the French program traveled to France. Once again there were no negative behavioral incidents on any of the previous trips
- If students/ parents are able to send in their applications and first payment by April 1st they will save \$150 on the cost of the trip

Proposal

DATE: February 1, 2013

TO: Teachers Traveling to Costa Rica 2014
Costa Rica 2014

FROM: Rachel Aldrich

RE: Summ 2014 Program to Costa Rica



Two Appletree Square Suite 250
8011 34th Avenue South
Bloomington, Minnesota 55425

phone 952-841-9898
toll-free 888-927-0120
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info@languageandfriendship.com

www.languageandfriendship.com

Queridos Amigos

Following is our proposal for the 14-Day Guided Program to Costa Rica: Family Stay + Travel Itinerary (Arenal/Monteverde/Playa). Departure dates are finalized in December with all participating schools.

June 9 or June 16 or June 23 are current departure dates. Let me know your preference!

Itinerary:

Day	Date	Day	Itinerary/Notes	Overnight
1		Mon	Depart US; Arrive San José; Transfer to hotel; welcome dinner	San José
2		Tue	After breakfast, get to know San José and its museos, mercados and plazas. Orientation meeting. Meet host families from the small towns surrounding San José. Begin your family stay! All meals with host families.	Family Stay
2-8			Immerse yourself in la vida tica for 6 nights. Students and teachers are placed one per family. This is your time to see what it is really like to live like a tico. Help prepare a meal! Go to the market! Play games! Meet their extended family! And, remember, share a bit about yourself with them, too!	Family Stay
8		Mon	With your naturalist guide, travel to Arenal via Poás Volcano; Bask in the hot springs this evening; dinner	Arenal
9		9	Morning recycle/art project with a local women's group. Travel across Lake Arenal with your guide to Monteverde. Watch out for the elusive quetzal! dinner	Monteverde
10		10	Monteverde: This morning get a bird's eye view of Monteverde trekking over the canopy on the hanging bridges. Time for optional activities according to student tastes: zip lines, horseback riding, hummingbird gardens, coffee plantation...	Monteverde
11		11	Travel to the Pacific-side beaches*	Playa
12		12	Enjoy the magnificent beaches of the Pacific Ocean; dinner	Playa
13		13	Return to San José; Farewell dinner	San José
14		14	Transfer to the airport; Depart for US.	US
			*Playa will either be Guanacaste province or in Manuel Antonio depending on group's air arrangements. If in Guanacaste, the return flight will be out of Liberia and the additional San José night will be added at the beginning of the program.	

Inclusions:

- Roundtrip airfare including estimated taxes and fuel (*smaller airports may have a supplement of \$100*)
- Costa Rica departer tax is included
- Meet and Assist upon arrival in San José
- 7 nights hotel accommodation and continental breakfast
- Family-stay arrangements for students AND LEADERS organized by local L&F Family-Stay Coordinator (family meals included)
- Naturalist guide and private transportation throughout travel itinerary
- Entrances: national parks, hot springs, hanging bridges
- 2 airport transfers
- 5 pre-arranged dinners
- \$50 per person kitty allowance for miscellaneous
- \$420 leader stipend (\$30/day x # days x # leaders; may be split as you wish)
- \$50 leader cell phone allowance (for primary leader)
- Medical/Accident insurance + Limited cancellation protection
- Liability insurance for leaders
- Student and leader preparatory materials

Exclusions:

- Passport or other document costs
- Meals not indicated as included
- Baggage fees (currently one checked bag is allowed for overseas travel; airlines may change policies)
- Spending money (about \$20-30 per day suggested; less during family stay)
- Items not listed as included

Estimated Price Range*: \$2950-3050 based on a combined group of 24

EXTRA COSTS as requested by group: additional meals, zip-lining, other activities, travel as a small group

See payment schedule below + reminders for early planning incentives!

Prices are based on projected airline fuel costs and exchange rates. We do our best to carefully estimate these factors, but prices are subject to change in case of circumstances beyond the control of Language & Friendship.

Notes/suggestions:

As you know, we are open to any adjustments you would like to discuss.

Family Stay: The students will be placed one per family with families who will welcome them as members of the family. They will be families that the teachers or coordinators know from school or their circle of friends, and they will personally visit each home to talk about the goals of the program. On the Costa Rica program, Leaders also stay with families within the hosting community.

Dinners: We have included 5 pre-arranged dinners. **ADDITIONAL:** More can be added if you wish OR we can include a cash allowance in the budget for one or more dinners; you would then distribute or cover while abroad.

Leader Stipend: The leader stipend is intended to help with meals and phone expenses during the program.

Leader Foreign Cell Phone Allowance: The cell phone allowance is intended to help with expenses for having a cell phone while abroad. Leaders can decide whether they prefer to purchase a foreign SIM card or an inexpensive foreign cell phone or use their own cell (information on options is included in our Leader Guidebook).

Preparation materials: Our Leader Guidebook, Student Guidebook and Study Materials provide you with a wealth of information to prepare both you and your students for their experience to come. We also have a Leader Workshop in January.

When we have agreed on a proposal, we will send you

- *our Organizing Leader Booklet - to help you plan your interest meeting for students and parents*
- *instructions to download L&F's power point presentation (you will be able to adapt it for your specific program)*
- *Program Application Booklets for you to hand out at your meeting*

PURA VIDA

PAYMENT SCHEDULE

Summer

15-Oct \$800*

30-Nov \$800

15-Jan \$800

1-Mar \$800 (European programs only)

15-Apr Balanc

<p><i>Note: Initial payment is by check - whether early bird or fall enrollee Subsequent payments may be made by check or online by credit/debit card</i></p>

** Application Form + Family-Stay Questionnaire/Letter Form due with \$800 payment*

** Payment \$400 less if student has paid \$400 as early-bird enrollee*

REMINDERS FOR EARLY PLANNING INCENTIVES

April 1 Early Bird Plus: \$150 student discount

plus \$50 per student travel grant for teacher to use (add to kitty, to stipend or lower student price)

Application Form + \$400 deposit collected by teacher and postmarked by April 1

(Family Stay Questionnaire/Letter Form due with first fall payment)

June 1 Early Bird: \$100 student discount

Application Form + \$400 deposit collected by teacher and postmarked by June 1

(Family Stay Questionnaire/Letter Form due with first fall payment)

DISCOUNTS FOR HOSTING an L&F student from France, Spain, Switzerland, Argentina, or Costa Rica

\$200: 3-4 weeks (winter, spring or summer)

\$100: 2 weeks during school year

CONFIDENTIALITY NOTICE:

This message or document (and any attachment/s) may contain confidential and/or privileged information and is intended solely for the recipient(s) named above. Any unauthorized copying, disclosure or distribution of this information is strictly prohibited. If you are not the intended recipient, or have received this communication in error, please notify the sender immediately, delete the message, and destroy any hard copy print-outs.

**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 Kimberly M. Whiting, 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 March 11, 2013 through the end of the 2012-2013 school year. 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:

\$11,534.48

1.0 FTE

62 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 20th of March, 2013. Dated this 20th day of March 2013.

Teacher Signature

School Board President Signature

Date

Date

Address: Kimberly M. Whiting

City, State, Zip: 2031 Green Tree Road, Germantown, WI 53090

Date of Birth: 9/26/1976