

**GERMANTOWN SCHOOL DISTRICT  
NOTICE OF BOARD OF EDUCATION MEETING  
District Administrative Offices - Board Room  
N104 W13840 Donges Bay Road  
Germantown, WI 53022**

**Monday, May 20, 2013  
7:00 p.m.**

**AGENDA**

- I. Meeting Called to Order and Pledge of Allegiance
  - A. Official Meeting Notification
  - B. Roll Call
  
- II. Approval of Agenda
  
- 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 Minutes
  - A. April 22, 2013 Board Meeting
  - B. April 29, 2013 Board Meeting
  
- V. Consent Agenda
  - A. Donations
  
- VI. Correspondence, Reports, and Information Items
  - A. Update on Gifted and Talented Program
  - B. Update on Middle School Schedule Change
  - C. Mission Sightings
  - D. Alternate Compensation Consultant Update
  - E. Enrollment Update
  
- VII. Building Committee
  - A. Discussion and update regarding facilities study.
  - B. Update on remaining items from April 24, 2013 Building Committee meeting.
  
- VIII. Superintendent Search Committee
  - A. Update on superintendent search process.
  
- IX. Finance Committee
  - A. Update on remaining items from May 20, 2013 Finance Committee meeting.

- X. New Business
  - A. Discussion with appropriate action to approve SEWNTP consortium contract.
  - B. Discussion with appropriate action to approve CESA #1 contract.
  - C. Discussion with appropriate action to approve summer school contracts.
  - D. Discussion with appropriate action regarding facility use variance request – Germantown Police Department.
  - E. Discussion with appropriate action regarding AFSCME transition to handbook.
  - F. Discussion with appropriate action regarding high school FBLA travel request.
  - G. Discussion with appropriate action regarding teacher resignations.
  - H. Discussion with appropriate action regarding high school Poms travel requests.
  
- XI. Closed Session - The Board will take action to enter into closed session pursuant to 19.85(1)(c), 19.85(1)(e) and 19.85(1)(f).
  - A. Approval of April 22, 2013 closed session meeting minutes.
  - B. Approval of April 29, 2013 closed session meeting minutes.
  - C. Discussion regarding 2012-2013 GEA negotiations.
  - D. Discussion regarding 2013-2014 AFSCME negotiations.
  - E. Discussion regarding resignation of district comptroller.
  - F. Discussion regarding administrator benefit plan.
  - G. Discussion regarding 2012-2013 administrator and Professional/Technical employee compensation.
  - H. Discussion regarding new superintendent contract.
  
- XII. Open Session
  - A. Discussion with appropriate action regarding administrator benefit plan.
  - B. Discussion with appropriate action regarding 2012-2013 administrator and Professional/Technical employee compensation.
  - C. Discussion with appropriate action to offer new superintendent contract.
  
- XIII. Adjourn.

**GERMANTOWN SCHOOL DISTRICT**  
**GERMANTOWN, WISCONSIN 53022**  
**MINUTES OF THE BOARD OF EDUCATION**  
**April 22, 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 District Office Board Room at 7:15 p.m. District Administrator Dr. Susan Borden read the official meeting notification. Roll call: Soderberg – yes, Medved – yes, Loth – yes, Warnimont – yes, Barney – yes, Larson – yes, Spies – yes.
2. Motion by Larson, second by Spies to approve the agenda with items XI.B. moved to follow item XI.C. Motion carried.
3. Motion by Warnimont, second by Barney to approve the April 8, 2013 Board meeting minutes. Motion carried.
4. Motion by Barney, second by Loth to approve Consent Agenda items as follows:

Accept the donation of \$3,000 from Jimi Sellars on behalf of the Nancy Sellars Foundation for the high school Every 15 Minutes program April 25-26, 2013.

Accept the donation of \$1,000 from the Mark Stoffel family to be used toward technology improvements at Amy Belle.

Accept the donation of a Formica counter top valued at \$300 from Bob Kopfmann of The Kopfmann Company Inc. to Kennedy Middle School for the Blue Office copy room.

Motion carried.
5. Dr. Borden presented mission sightings noting special student achievements and events that reflect the District's Mission Statement.
6. Director of Pupil Services Jan Chapman updated the Board on the district medical advisor and custodian of health records in the district.
7. Dr. Borden provided an update on the status of the District Goals and indicated that the district is progressing well in all areas.
8. Dr. Borden and Director of Teaching and Learning Maria Kucharski provided an outline of Kennedy Middle School master schedule changes.
9. Superintendent Search Committee Chair Lester Spies updated the Board on the meeting on Wednesday, April 17, 2013 and indicated that the committee reviewed the results of the district survey and focus group feedback with School Exec Connect representative Dr. Jack Linehan and will review potential candidate names on Monday, April 29, 2013. Board President Soderberg added that the superintendent attributes determined from the survey and focus group feedback will be posted on the website and that School Exec Connect already has a healthy candidate pool for the district to review on April 29, 2013.

10. Recommendation from Policy Committee to approve updates to remaining policies 8330 – Student Records and 5722 – School Sponsored Publications and Productions from NEOLA Policy Update #4. Motion carried (Warnimont – no).
11. Director of Business Ric Ericksen updated the Board on items discussed at the Finance Committee meeting prior to the Board meeting including enrollment, revenue controls, bonds, purchases, and the 2013-2014 preliminary budget. Director of Communications Marc Gabrysiak provided an update on the need for upgrades to the district wireless infrastructure.
12. Motion by Spies, second by Larson to nominate Bob Soderberg for Board President. No other nominations were made. Motion carried unanimously.
13. Motion by Loth, second by Spies to nominate Sarah Larson for Board Vice President. No other nominations were made. Motion carried unanimously.
14. Motion by Barney, second by Larson to nominate Michael Loth for Board Treasurer. No other nominations were made. Motion carried unanimously.
15. Motion by Warnimont, second by Larson to nominate Lester Spies as Board Clerk. No other nominations were made. Motion carried unanimously.
16. Motion by Warnimont, second by Barney to nominate Lester Spies as CESA #1 Delegate. No other nominations were made. Motion carried unanimously.
17. Board President Soderberg asked Board members to indicate which committees they would like to serve on so that he can finalize committee appointments at the May 20, 2013 meeting.
18. Motion by Spies, second by Warnimont to approve the 2013-2014 board meeting schedule as revised with the addition of Building Committee meetings and two meetings in December 2013 and May 2014. Motion carried.
19. Motion by Warnimont, second by Barney to approve individual contracts for 2013-2014 for 282 returning certified employees (teaching staff) for a total FTE of 276.15. Motion carried.
20. Motion by Warnimont, second by Spies to approve the variance request from the Germantown Park and Rec Department to use rooms D4, D1, E1, B5, B8, the gold gym, and the cafeteria at Kennedy Middle School for summer programs subject to the terms of the current Intergovernmental Agreement between the district and the Village of Germantown Park and Rec Department. Motion carried.
21. Motion by Warnimont, second by Spies to approve 2013-2014 Professional/Technical Staff Letters of Employment for Jayne Borst, Cynthia Dieringer, Don Erickson, Marc Gabrysiak, Danielle Goodman, Cameron Jackowick, Nick Kelnhofer, Jim Meixner, Susan Uselding, and Justin Baumgartner. Motion carried.

22. Motion by Spies, second by Barney to enter into closed session pursuant to Sections 19.85(1)(c), 19.85(1)(e), and 19.85(1)(f) for the purposes of discussion regarding GEA and AFSCME negotiations and Preliminary Notices of Non-renewal. Motion carried.
23. The Board entered into closed session at 8:04 p.m. and discussed the status of GEA negotiations and Preliminary Notices of Non-renewal. Board member Warnimont left the closed session at 8:29 p.m. prior to discussion regarding AFSCME negotiations.
24. The Board of Education returned to open session at 8:45 p.m.
25. Motion by Spies, second by Barney to proceed with issuing two non-performance related Preliminary Notices of Non-renewal for the 2013-2014 school year due to reductions in staff time (FTE). Motion carried.
26. Motion by Larson, second by Warnimont to adjourn. Motion carried.
27. Board President Soderberg declared the meeting adjourned at 8:46 p.m.

Jayne Borst  
Recording Secretary

---

Lester Spies  
School Board Clerk

**GERMANTOWN SCHOOL DISTRICT**  
**GERMANTOWN, WISCONSIN 53022**  
**MINUTES OF THE BOARD OF EDUCATION**  
**April 29, 2013**

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg in the District Office Board Room at 7:00 p.m. Jayne Borst read the official meeting notification. Roll call: Soderberg – yes, Medved – yes, Loth – yes, Warnimont – yes, Barney – yes, Larson – yes, Spies – yes.
2. Motion by Barney, second by Loth to approve the agenda. Motion carried.
3. Motion by Warnimont, second by Barney to approve a Youth Options request for three credits at Milwaukee Area Technical College and a Youth Options request for three credits at UW-Milwaukee. Motion carried.
4. Motion by Spies, second by Warnimont to approve the overnight travel request for 74 students and 22 team managers to travel to Knoxville, TN May 22 – 29, 2013 to attend the Destination ImagiNation Global Competition. Motion carried.
5. Motion by Spies, second by Loth to enter into closed session pursuant to Section 19.85(1)(c) to review potential superintendent candidates provided by School Exec Connect. Roll call vote: Soderberg – yes, Medved – yes, Loth – yes, Warnimont – yes, Barney – yes, Larson – yes, Spies – yes. Motion carried.
6. The Board entered into closed session at 7:08 p.m., reviewed candidate information, and adjourned at 9:00 p.m.

Jayne Borst  
Recording Secretary

---

Lester Spies  
School Board Clerk

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Board Members

**TOPIC:** Donations

**FROM:** Dr. Susan Borden

**BOARD MEETING:** May 20, 2013

**DATE:** May 14, 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 \$866.02 from Box Tops for Education to the County Line student activity account.
2. Accept the donation of \$634 from LeadDog Marketing Group, Inc. for a Kohl's grant to be used for County Line next year 4<sup>th</sup> graders to visit the Milwaukee Art Museum.
3. Accept the donation of \$50 from the Wells Fargo Community Support Campaign on behalf of County Line parent Tracy Parker for the County Line student activity fund.
4. Accept the donation of playground equipment valued at \$651.46 from the MacArthur PTA to MacArthur Elementary School.
5. Accept the donation of six Smart Board benches and two benches for seating (value undetermined) from Zach Rust to MacArthur Elementary School.

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

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board Members                      **TOPIC:** Gifted and Talented  
**FROM:** Maria Kucharski                      **BOARD MEETING:** May 20, 2013  
**DATE:** May 14, 2013                      **AGENDA ITEM:** VI.A.

In the summer of 2011, I was directed to complete a program evaluation for the gifted and talented program for the Germantown School District. The report had been a sixth month process and had included multiple stakeholders and data sources. The intent was to recommend modifications for improving PK-12 gifted education in the district. This report moved forward to the Board on January 23, 2012. At that time, the following recommendations were brought forth:

1. Additional resources and increased FTE are needed to support K-12 student talent development. A minimal requirement of 1.0 FTE is needed to support the students served.
2. K-12 coordination for GT including staff with expertise in carrying out required responsibilities must be clearly defined and implemented.
3. Continue to include parental participation in program planning.
4. Provide professional development focused on an awareness and identification of variations of talent, GSD's identification process, and understanding of programming for advanced learners.
5. Improve communication internally (within schools) and externally (between schools-parents-community).
6. Ensure linkage with the district strategic plan and school improvement plans through annual board updates on the gifted and talented strategic plan.

In the summer of 2012, those findings were used to complete a three to five year action plan for board approval and included hiring a 1.0 FTE in the area of gifted and talented. Tonight, Katy O'Sullivan, Gifted and Talented Instructional Specialist, will update the Board on progress in the approved action plan and next steps for the 2013-2014 school year.

**RECOMMENDATION:** For informational purposes only.





## Summary of Progress K-12 Gifted Education and Talent Development Germantown School District

This is a summary of progress on the *K-12 Gifted Education and Talent Development Action Plan* approved by the Board in June 2012 in response to the GT Evaluation that was conducted in 2011-12. The four objectives in the strategic plan help guide the Germantown School District in meeting the needs of gifted and talented pupils in five areas: general intelligence, specific academic ability, creativity, leadership, and visual/performing arts.

<p><b>Compliance with State Standard (t)</b> <i>Provide Access to an Appropriate Program for Pupils Identified as Gifted and Talented</i></p> <ul style="list-style-type: none"> <li>• Established K-12 Identification Process               <ul style="list-style-type: none"> <li>○ Screening Flowchart</li> <li>○ Parent Referral Form</li> <li>○ Teacher Referral Form</li> <li>○ Grade Level Universal Screener</li> </ul> </li> <li>• Established K-12 Identification Criteria</li> <li>• Developed a Gifted Education Parent Support Team that met quarterly               <ul style="list-style-type: none"> <li>○ GT Website Design</li> <li>○ FAQ Development</li> <li>○ Survey of Needs</li> </ul> </li> </ul>	<p><b>Communication</b> <i>Improve communication to build understanding of and create programming in response to student needs</i></p> <ul style="list-style-type: none"> <li>• Designed GT website to include:               <ul style="list-style-type: none"> <li>○ Contact Information and Beliefs</li> <li>○ Identification and Programming</li> <li>○ Enrichment Opportunities</li> <li>○ Resources</li> </ul> </li> <li>• Created <i>Gifted Education</i> District Newsletter</li> <li>• Gifted Education Awareness Week</li> <li>• Met with teachers and building teams to develop services and interventions for students with exceptional needs</li> </ul>
<p><b>Student Services</b> <i>Integrate GT into Teaching and Learning Services</i></p> <ul style="list-style-type: none"> <li>• Revised honor course criteria for incoming 9<sup>th</sup> graders</li> <li>• Coordinated/Communicated/Supported enriched learning opportunities:               <ul style="list-style-type: none"> <li>○ Camp Invention</li> <li>○ Destination Imagination</li> <li>○ Young Author's Conferences</li> <li>○ Trivia Night</li> <li>○ Express Yourself &amp; Jr. Art Docent</li> <li>○ Opportunity Fair</li> <li>○ Destination Imagination</li> </ul> </li> <li>• Provided training in differentiation</li> </ul>	<p><b>Collaboration</b> <i>Align GT to district's mission</i></p> <ul style="list-style-type: none"> <li>• Provided professional development through:               <ul style="list-style-type: none"> <li>○ GT Steering Committee meetings</li> <li>○ Parent Support Team meetings</li> <li>○ District-wide Counselor meetings</li> <li>○ Building presentations</li> </ul> </li> <li>• Created informational materials for students, families, and counselors for additional testing opportunities through Northwestern University</li> <li>• Participated in <i>CESA #1 Gifted and Talented Coordinator, Parents of Gifted Education, and Wisconsin Center for Gifted Learners</i> meetings</li> </ul>





**District Retirements** - The following support staff have announced their retirement at the end of the 2012-2013 school year.

**Wendy Nelson**

Head Cook at KMS

22 years of service to Germantown – as a server, kitchen aide, and then a Head Cook in September of 2006.

**Cynthia Frederick**

Head Cook at GHS

22 years of service to Germantown – as a server, kitchen aide, and then a Head Cook in August of 1999.

**Cyndy Bell**

Custodian at KMS

19 years of service to Germantown –

Hired in 1994 as a Special Education Program Aide

1995 – Food Service Secretary

1999- Secretary KMS

2013 - Custodian

**RECOMMENDATION:** No action needed. For information only.

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board Members                      **TOPIC:** Facility Study  
**FROM:** Ric Ericksen                      **BOARD MEETING:** May 20, 2013  
**DATE:** May 15, 2013                      **AGENDA ITEM:** VII.A.

Board President Soderberg, in conjunction with the Buildings Committee, has directed the administration to request proposals for a facility study.

I will be using Springsted to assist me in this process. Information about Springsted's services and the individual assigned to the Germantown account is attached. Please know that Mr. Dudzik is a resident of Germantown and his children attend our schools. He is also a former school business manager and has excellent credentials. Springsted's fee will not exceed \$2,500 but will likely be \$500.

### Probable Time Table

- √ Engaged Springsted to assist in development of RFP
- May 31 - Mail RFP
- June 18 – Mandatory Facility Walkthroughs' by Interested Bidders
- June 24 – Board President determines Citizen Study Group
  - Determine role of Citizens Group is part of analysis of facilities
    - Part of analysis OR
    - Take study results and develop plan
- July 9 – Receive Bids
- July 15 Board Meeting - BOE Awards Bids
- July/Aug – Study/Analysis Begins
- July/August – Citizen Group Meets
- Sept – Spring of 2014 --- Study/Analysis Continues & Citizen Group Meets
- April 28, 2014 – Full Report to Board of Education

**RECOMMENDATION:** None, reporting only.



## Support for Districts

### In-District Consultation

In-district consultation by SEWNTP director, associate director, and/or administrator liaison to meet individual district needs.

### District Council Meetings

The SEWNTP District Council, represented by two persons from each member district (one lead mentor-teacher, the second the administrator principally in charge of induction) meets four times during the school year to collaborate to address district induction needs.

### Superintendent and Program Lead Breakfast

Designed for the Consortium superintendents and program leads to dialogue about how the Consortium can best meet district needs.

### Role of the Principal in Supporting High Quality Teacher Induction

Principals and other district administrators will gain effective strategies to help new teachers thrive.

### Online Principal Network Forums

Online forums designed for Consortium principals to dialogue about how to best support the beginning teachers and mentors in their school.

### Designing an Effective Induction Program

This workshop focuses on the research, rationale, beliefs and principles that form the foundation of a quality induction program.

### District Induction Team Work Day

This workshop allows our districts to learn from each other on ways to build and sustain an effective district induction/mentoring program.

"The Consortium provides a systemic program designed to create a strong induction program in and among its member districts. Not only do we now meet the letter of the law PI-34 but we go beyond the spirit of the law with quality mentoring and lifelong learning for all of our teachers. When speaking to teacher candidates, I feel very confident in saying we have a strong mentoring program; that program is due to the offerings of SEWNTP."

- SEWNTP administrator

For more information about the SEWNTP, visit [www.strich.edu/sewntp](http://www.strich.edu/sewntp) or contact:

Rhonda Dubin, director, (414) 410-4688, [rdubin@strich.edu](mailto:rdubin@strich.edu)

Jonathan Dunn, associate director, (414) 410-4432, [jdunn@strich.edu](mailto:jdunn@strich.edu)

Mary Whittet, program coordinator, (414) 410-4464, [mwhittet@strich.edu](mailto:mwhittet@strich.edu)

Katie Kurtz, program coordinator, (414) 410- 4243, [kkurtz@strich.edu](mailto:kkurtz@strich.edu)



**CARDINAL STRITCH**  
UNIVERSITY



New  
Teacher  
Center



- ◆ Arrowhead Union High School
- ◆ Brown Deer
- ◆ Capitol West Academy
- ◆ Cedarburg
- ◆ Cudahy
- ◆ Elmbrook
- ◆ Fox Point– Bayside
- ◆ Germantown
- ◆ Grafton
- ◆ Greenfield
- ◆ Hamilton
- ◆ Hartland-Lakeside
- ◆ Kettle Moraine
- ◆ Lutheran Urban Mission Initiative, (LUMIN)
- ◆ Mequon-Thiensville
- ◆ Milwaukee Academy of Science/ School for Early Development and Achievement
- ◆ Pewaukee
- ◆ Shorewood
- ◆ South Milwaukee
- ◆ St. Francis
- ◆ Swallow
- ◆ University School of Milwaukee
- ◆ Urban Day School
- ◆ Waukesha
- ◆ West Allis-West Milwaukee
- ◆ Whitefish Bay
- ◆ Wisconsin Evangelical Lutheran Synod (WELS)

Cardinal Stritch University is in partnership with the New Teacher Center: [www.newteachercenter.org](http://www.newteachercenter.org)

**SEWNTP vision statement:** Students' needs are met by effective and confident teachers who grow professionally through a collaborative network of induction. This network will transform and sustain the quality of leadership and education one person at a time.

SEWNTP:

Transforming Education –  
One New Teacher at a Time  
[www.strich.edu/sewntp](http://www.strich.edu/sewntp)

## Support for Initial Educators and Beyond

Community of Practice for New Educators Seminar Series

To provide ongoing support to improve teaching and student achievement through topics that include: classroom environment, communicating with parents, assessment, differentiated instruction, and self-reflection.

**Intended audience:** K-12th grade first year beginning teachers and their mentors.

Urban Teaching Seminar Series

This series is designed to help teachers explore best practices in being successful educators of urban students. In particular, it will focus on classroom culture and relationship building with students from urban communities.

**Intended audience:** K-12th grade first year beginning teachers, their mentors, and experienced teachers who teach urban students.

Literacy Seminars for Elementary Teachers Across Academic Disciplines

This is a series of four sessions designed to add to the body of knowledge and strategies used in an exemplary elementary literacy program.

**Intended audience:** K-5th grade second and third year beginning teachers, their mentors and experienced educators across academic disciplines.

Literacy Seminars for Secondary Teachers Across Academic Disciplines

This is a series of four sessions designed to add to the body of knowledge and strategies used in an exemplary secondary literacy program.

**Intended audience:** 6-12th grade second and third year beginning teachers, their mentors and experienced educators across academic disciplines.

Assessment Seminars

These four sessions are designed to add to the body of knowledge and strategies used in an exemplary assessment program.

**Intended audience:** K-12th grade second and third year teachers, their mentors and experienced educators.

Differentiation Seminars

This series is designed for teachers to explore elements of effective instructional practice through the lens of content, process, and product differentiation.

**Intended audience:** K-12th grade second and third year beginning teachers, their mentors and experienced educators.

PI 34 PDP Support

The SEWNTP offers a variety of courses related to PI 34 and the PDP.

**Intended audience:** All educators: First, second and third year beginning teachers, mentors, experienced teachers, and administrators.

"The day after our seminar on assessing student learning, I walked into my classroom with new inspiration and ideas. The consortium continues to be a valuable and apparently renewable resource in professional development"

- SEWNTP beginning teacher

## Support for Mentors

Mentor Professional Development Trainings

Foundational courses for mentor teachers, teacher leaders, curriculum directors, principals, and administrators to gain the understanding, skills, strategies, and tools to support beginning teachers.

Mentoring/Coaching Certificate

This program is designed for teachers and administrators who support colleagues through mentoring. Participants earn ten graduate credits taking coursework/workshops that result in a Mentoring/Coaching Certificate, which can be applied to the **Master of Education Leadership: Professional Learning**.

District Lead Mentor Network Forums

To support district lead mentors with training, support, and networking to be effective in providing on-going in-district mentor support.

Mentor Assessment for Growth and Accountability

This consultation and facilitated meeting provides structure to build a district's mentoring capacity. The day's goal is to prepare district teams, comprised of lead mentor(s) and administrators, to promote mentor accountability through formative assessment of mentor practice.

Analyzing Student Work Mentor Forum

To provide the opportunity to reflect and discuss the successes and challenges in applying the knowledge, skills, and understanding of the Analyzing Student Work Mentor Professional Development Training.

Mentor Refresher Day

Allows educators who attended both Instructional Mentoring and Coaching and Observation Strategies to revisit key concepts, skills, strategies, and tools addressed prior to the new school year.

Community of Practice for New Educators Seminar Series, Urban Teaching Seminar Series, Literacy Seminars, Assessment Seminars, and Differentiation Seminars  
See descriptions under Support for Initial Educators and Beyond.

PI 34 PDP Support

The SEWNTP offers a variety of courses related to PI 34 and the PDP.

**Intended audience:** All educators: First, second and third year beginning teachers, mentors, experienced teachers, and administrators.

"The mentoring process has definitely opened my eyes to my own practices. I never imagined that my own teaching practices would be challenged and improved upon during the process. I appreciate this opportunity to not only help other teachers, but also improve the academic achievement of my own students with these new skills! It is definitely a win-win situation that I hope many school districts partake to help these precious new teachers!"

- SEWNTP mentor



## 2013-2014 SEWNTP Consortium Services

<p><b>Black = 2013-2014 Proposed Services</b></p> <p><b>Blue = Services adding in 2013-2014</b></p>	<ol style="list-style-type: none"> <li>1. 1<sup>st</sup> year K-12<sup>th</sup> gr. Beginning Teacher (BT) and Mentor WI Tchr. Standards Based Support Seminars – PI-34 Requirement - (5X/year) in 2 locations (northeast and southwest) <ul style="list-style-type: none"> <li>• 2 hours in length, after school</li> <li>• Differentiated sections: K-5<sup>th</sup> gr., 6<sup>th</sup>-12<sup>th</sup> gr., special education &amp; specialist</li> </ul> </li> <li>2. 1<sup>st</sup> year K-12<sup>th</sup> gr. BT and Mentor PI-34 PDP Informational Overview in 2 locations (northeast and southwest) - 1 hour in length following a BT/Mentor Standards Based Seminar</li> <li>3. 1<sup>st</sup> -3<sup>rd</sup> year K-12<sup>th</sup> gr. BT and Mentor Urban Education Seminar Series- Four, two &amp; half hour sessions, after school</li> <li>4. 2<sup>nd</sup>, 3<sup>rd</sup>, &amp; 4<sup>th</sup> year K-12<sup>th</sup> gr. BT and Mentor Seminar on the PDP Annual Review, Gathering Evidence &amp; Final PDP Requirements</li> <li>5. 2<sup>nd</sup> &amp; 3<sup>rd</sup> year K-12<sup>th</sup> gr. BT and Mentor Differentiation Seminar Series- Four, two &amp; half hour sessions, after school</li> <li>6. 2<sup>nd</sup> &amp; 3<sup>rd</sup> year K-12<sup>th</sup> gr. <b>BT and Mentor Common Core Seminars (two &amp; half hour sessions, after school):</b> <ul style="list-style-type: none"> <li>• <b>Unpacking &amp; Lesson Planning</b></li> <li>• <b>Text Complexity</b></li> <li>• <b>Vocabulary Development</b></li> </ul> </li> <li>7. 2<sup>nd</sup> &amp; 3<sup>rd</sup> year 4<sup>th</sup>-12<sup>th</sup> gr. BT and Mentor Best Practices in Assessment Series- Four, two &amp; half hour sessions, after school</li> <li>8. Inter-district SEWNTP PDP Reviewer Database</li> <li>9. SEWNTP PI-34 coordinator &amp; resource for consortium members</li> </ol>	<ol style="list-style-type: none"> <li>10. <i>Analyzing Student Work</i> Mentor Forum (2x/year)</li> <li>11. Mentor Refresher Day</li> <li>12. District Induction Team Work Day</li> <li>13. Partnership between New Teacher Center and Stritch/SEWNTP</li> <li>14. End of the Year Program Evaluation disaggregated by district</li> <li>15. SEWNTP Lead Mentor Network</li> <li>16. Discount on: <ul style="list-style-type: none"> <li>• Mentor Professional Development Trainings and <i>Role of the Principal</i></li> <li>• PI-34, PDP courses: ED 690 <i>Intro. To Prof. Development Plans and Processes</i> and ED 584 <i>Writing the PDP with the IE</i></li> </ul> </li> <li>17. District Council representation (one administrator and one teacher leader/district) <ul style="list-style-type: none"> <li>• Quarterly meetings at which consortium districts share information, learn from one another and offer direction to the SEWNTP</li> </ul> </li> <li>18. Support from the SEWNTP Co-directors to meet individual district needs (i.e.: resource for district induction coordinator/team)</li> <li>19. Webinar Principal Network Forums (2x/year)</li> <li>20. SEWNTP Principal Liaison</li> <li>21. SEWNTP Data of Impact Coordinator</li> <li>22. Online Platform ( i.e.: a wiki and/or SEWNTP Ning)</li> </ol>
---	--	---

**2013-2014 SEWNTP CONSORTIUM BUDGET**  
**Estimated Costs Determining Consortium Fee**

1. 12 Facilitators (four K-5 <sup>th</sup> gr., Four 6 <sup>th</sup> -12 gr., two Sp. Ed, two Specialists) for 1 <sup>st</sup> yr. BT/M Standards Based Support Seminars Series (\$1100/facilitator for Sp. Ed & Specialists for 10 sessions + \$550/facilitator for K-5 <sup>th</sup> & 6 <sup>th</sup> -12 for 5 sessions= \$8,800)	\$8,800
2. 1 Facilitator for BT/M PI-34 Informational Overview (2 Locations with co-support from PI-34 Coordinator)	\$100
3. 2 Facilitators for 2 <sup>nd</sup> -3 <sup>rd</sup> yr. Urban Teaching Seminar Series (\$250/Facilitator per session x4)	\$2,000
4. 1 Facilitator for the PDP Annual Review, Gathering Evidence & Final PDP Requirements (with co-support from PI-34 Coordinator)	\$100
5. 2 Facilitators for 2 <sup>nd</sup> -3 <sup>rd</sup> yr. BT/M Differentiation Seminar Series (\$250/Facilitator per session x4)	\$2,000
6. 2 Facilitators for Common Core Seminars (\$250/Facilitator per session x3 + curriculum development)	\$2,000
7. 2 Facilitators for 2 <sup>nd</sup> -3 <sup>rd</sup> yr. BT/M Assessment Seminar Series (\$250/Facilitator per session x4)	\$2,000
8. Inter-district PDP Reviewer Database	Covered by Line 25
9. PI-34 Coordinator (Including co-facilitation of the three PDP seminars)	\$1,000
10. Analyzing Student Work Mentor Forum (2x/year)	Covered by Lines 25, 26, & 27
11. Mentor Refresher Day	Covered by Lines 25, 26, & 27
12. District Induction Team Work Day	Covered by Lines 25, 26, & 27
13. Partnership between New Teacher Center and Stritch/SEWNTP	Covered by Line 25 & Mentor PD Fees/Credit
14. Program Evaluation disaggregated data	Covered by Lines 21 & 25
15. SEWNTP Lead Mentor Network	Covered by Lines 25, 26, & 27
16. Mentor Professional Development Trainings & PI34 PDP Courses	Not Included In Fee Dependent on Use
17. District Council	Covered by Lines 25, 26, & 27
18. Support from SEWNTP Co-directors	Covered by Line 25
19. Webinar Principal Network Forums (\$250 per session x2)	\$500
20. SEWNTP Principal Liaison	\$500
21. SEWNTP Data of Impact Coordinator	\$4,000
22. Online Platform	\$200
23. Curriculum writing for new seminars and revision of current seminars	\$750
24. BT/M Standards Based Support Seminars Series Coordinator	\$5,000
25. Contribution to Leadership Team Salaries	\$75,000
26. Food for all Consortium only offerings	\$5,000
27. Materials/Coping for all Consortium only offering	\$6,000
28. SEWNTP Office & Facilitation Supplies	\$700
29. SEWNTP Mailing/Postage	\$200
30. Mileage (For Facilitators and Leadership Team)	\$1,500
31. PD: NTIN (2 people 2x/year=\$5,200), Symposium (4 people x \$2000=\$8,000), Presenters' Academy (\$5,100)	\$18,500
<b>Total Estimated Expenses</b>	<b>= \$135,850</b>

# of Districts in the Consortium:	Even Distribution of Cost per District:
27	(\$135,850 ÷ 27 = \$5,031.48)
	<b>\$5,000</b>

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board Members

**TOPIC:** CESA #1 Contract

**FROM:** Jan Chapman

**BOARD MEETING:** May 20, 2013

**DATE:** May 15, 2013

**AGENDA ITEM:** X.B.

### **BACKGROUND INFORMATION:**

Created by the Wisconsin legislature more than 40 years ago, Cooperative Educational Service Agencies (CESA) partner with school districts to provide educational services that benefit students. The services of the agency are comprised of consulting services, direct student instruction services, and educator professional development.

In Germantown, we contract for special education services for low incidence special education student needs. Primarily, for students with visual and hearing impairments and students needing Autism specialized support.

CESA #1 is able to keep the payments for these services low by contracting with several districts and sharing the cost of the salary and benefits of the specialty staff.

These efficiency measures keep costs low for services such as **Deaf and Hard of Hearing, Audiology, and Visually Impaired Teacher services**. For example, local service providers charge an average of \$65 per hour for this service. When compared to CESA #1's average rate of \$23.51 per 15-minute unit, it may appear that the other provider offers a lower price. However, their \$65/hour rate is assessed for all of the therapist's time, including travel, completing paperwork, and attending meetings. CESA #1's rate is assessed for face-to-face time with students and IEP-related activities, resulting in a lower overall cost. The difference becomes evident when evaluating annualized service costs. For one year of these specialized services, CESA #1's estimated charge is \$88,000, while the competitor will charge \$93,600—an additional six percent—for the same service.

**RECOMMENDATION:** Approve the 2013-2014 CESA #1 contract.

CONTRACT  
FOR COOPERATIVE EDUCATIONAL SERVICE AGENCY #1  
2013 - 2014

Germantown School District

This contract is made in duplicate between the Board of Control of Cooperative Educational Service Agency #1, party of the first part, and the Germantown School District, party of the second part.

WHEREAS party of the first part has been designated to serve educational needs in all areas of Wisconsin by serving as a link between school districts and the state; by providing services to school districts, University of Wisconsin System institutions, and technical colleges; and by facilitating communication and cooperation among all public and private schools, agencies, and organizations that provide services to pupils as provided in Chapter 116, Wisconsin Statutes.

NOW, THEREFORE, said party of the first part hereby agrees to provide to the party of the second part education-related services per summary sheet attached to be performed by legally qualified personnel.

SAID PARTY of the first part agrees to make payments to the personnel providing the services and to remit to the authorized governmental or private agencies such amounts for which salary reductions are required or authorized including, but not limited to, the Federal Insurance Contribution Act and Chapter 40, Wisconsin Statutes.

The party of the second part agrees to pay annually pro rata costs in advance for services rendered. All billings from the party of the first part will be based on budgeted estimated costs.

The party of the second part agrees to reimburse the party of the first part for its proportionate share of costs of the services provided under this contract including but without limitation because of enumeration, unemployment compensation, litigation expenses, collective bargaining and monetary awards by courts and agencies as per Section 116.03(4).

Annually, on or prior to **February 1, 2014**, the parties to this contract shall review its term and consider its possible renewal.

The party of the first part is the sole employer of the person or persons providing services under this contract.

The superintendent is authorized by the Board of Education to participate in any state, federal and foundation consortium grants awarded to the party of the first part subsequent to the signing of this contract.

Contract for Educational Services (Page 2)

In witness whereof, the parties have set their hands the day and year written below:

\_\_\_\_\_, Wisconsin \_\_\_\_\_, 2013

\_\_\_\_\_  
Chairman, Board of Control of Cooperative Educational Service Agency #1

\_\_\_\_\_  
Secretary, Board of Control of Cooperative Educational Service Agency #1

\_\_\_\_\_, Wisconsin \_\_\_\_\_, 2013

\_\_\_\_\_  
President, Board of Education, Germantown School District

\_\_\_\_\_  
Clerk, Board of Education, Germantown School District

Please return both copies signed for acceptance by the CESA #1 Board of Control by July 1, 2013.

**CESA #1**  
**Contract Summary Sheet for 2013-14**  
**GERMANTOWN SCHOOL DISTRICT**

<u>CAT #</u>	<u>Service Title</u>	<u>Number of Units Projected 13-14</u>	<u>Projected Cost 13-14</u>
A 1010 01	Basic Membership		\$961.51
A 1010 01	Basic Service Flat Fee		\$900.00
D 3157 02	Assistive Technology Networking Academy		\$3,255.00
D 3104 01	Autism - Consultative Coaching	72	\$9,000.00
D 3244 01	Early Childhood Consultation		Grant Allocation
D 3244 02	Early Childhood Lending Library		Grant Allocation
T 3129 01	<i>Educational Audiologist</i>	351	\$15,619.50
D 3243 03	Family Engagement Lending Library		Grant Allocation
D 3243 04	Family Engagement Training		Grant Allocation
G 3241 01	Regional Service Network (RSN)		Grant Allocation
D 5124 01	School Improvement Services Network (formerly ESEA Network)		\$360.00
D 7239 01	School to Career - Carl Perkins Consortium		Grant Allocation
D 7262 01	Statewide Title I Network		Grant Allocation
T 3131 02	<i>Teacher of the Blind and Visually Impaired</i>	750	\$25,117.50
T 3130 01	<i>Teacher of the Deaf and Hard of Hearing</i>	1,200	\$38,808.00
D 4240 01	Title I (Part D) Programming-Staffing to Supplement Basic Classroom Instruction		Grant Allocation
D 5230 01	Title III Consortium Coordination		Grant Allocation
D 3243 01	WI Statewide Parent-Educator Initiative (WSPEI) - District Parent Liaison Prgm		Grant Allocation
D 3208 01	Wisconsin Statewide Transition Initiative		Grant Allocation
<b>Total Contract Amount</b>			<b>\$94,021.51</b>

*Sum Sufficient Funding - Program cost pro-rated among participating districts*

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board Members                      **TOPIC:** Summer School Contracts  
**FROM:** Maria Kucharski                      **BOARD MEETING:** May 20, 2013  
**DATE:** May 15, 2013                      **AGENDA ITEM:** X.C.

The following 2012-2013 Summer School Contracts are being recommended for approval:

<b>First Name</b>	<b>Last Name</b>	<b>Assignment</b>	<b>Hours Not to Exceed</b>
Peter	Dale	Community Based Instruction - Summer School	65.5
Kenneth	Kasbohm	Credit Recovery - Secondary - Summer School	65.5
Rachel	Straus	Credit Recovery - Secondary - Summer School	12
Michael	Pfeiffer	Credit Recovery - Secondary - Summer School	65.5
Julie	Mandella	Early Childhood - Summer School	65.5
Rhonda	Aumueller	Elementary and Intermediate Summer School	65.5
Dana	Geurts	Elementary and Intermediate Summer School	65.5
Emily	Matuska	Elementary and Intermediate Summer School	65.5
Angela	Wick	Elementary and Intermediate Summer School	65.5
Danielle	Ernster	Elementary and Intermediate Summer School	18
Michelle	Thompson	Elementary and Intermediate Summer School	65.5
Laura	Restivo	Elementary and Intermediate Summer School	65.5
Curtis	Kadow	Elementary and Intermediate Summer School	65.5
Casey	Gabrielson	Elementary and Intermediate Summer School	65.5
Sandra	Wiesolek	Intensive Reading Intervention	65.5
James	Barnes	Secondary Music Clinic	76
Jonathan	Bell	Secondary Music Clinic	124
Kelsey	Eisenmann	Summer Band - Middle School	106
Fred	Heim	Summer Band - Middle School	104
Diane	Seramur	Summer Health Careers Academy	48
Joseph	Totoraitis	Summer School Principal	80
Barb	Krupo	Transition to First Grade	65.5
			<b>1485</b>

Additional contracts for teachers and aides based on enrollment in special education, kindergarten and peer mediation will come forward in early June.

**RECOMMENDATION:** Approval of the above listed Summer School Contracts.

**GERMANTOWN SCHOOL DISTRICT**

<b>TO:</b>	Board Members	<b>TOPIC:</b>	Facility Use Variance Request – Germantown Police Department New Officer Testing
<b>FROM:</b>	Ric Ericksen	<b>BOARD MEETING:</b>	May 20, 2013
<b>DATE:</b>	May 15, 2013	<b>AGENDA ITEM:</b>	X.D.

The Police Department is requesting use of several GHS facilities which require the board to approve the request because it is a variance from policy. The Facility Use Policy states that the cafeteria and A-Wing at GHS shall not be available for community use.

The Police Department is requesting use of these facilities for their New Officer Testing as follows:

- GHS use of the Main Gym, Hallways, Track and Cafeteria
- Saturday, June 1, 2013
- 12 p.m. - 4 p.m.
- Expecting 60-100 recruits.

**High school administration and district office administration do not anticipate any disruption of operations from this activity.**

Exerpt from Lt. Schreihart's request:

*We need space to conduct a physical ability test for new officer candidates. The test consists of a standing jump, pushups, sit ups, 300 meter run, and a 1.5 mile run. The lunch room would be used for a written exam. I would estimate that we will have between 60-100 recruits.*

*Thank you,*

*Lt. Thomas Schreihart  
Germantown Police Department*

**RECOMMENDATION:** Approve the facility use variance request for use of the high school main gym, hallways, track and cafeteria on Saturday, June 1, 2013 from 12 p.m. - 4 p.m. for new recruit testing.





- State that there will be increased flexibility in shifts and hours. Currently staff works Monday-Friday with weekends at a higher rate. In order to meet the needs of the district, the administration recommends that the work week be Sunday - Saturday.
- State that AFSCME employees will continue to receive personal days however, reasons do not need to be specified, but will now be subject to the same restrictions on personal leave as the other employee groups – not exceeding two days in a row, not extending a long weekend, holiday, vacation period and for school-year employees limiting leave prior September 15 and after May 15.
- State that similar to Section 31 in the Employee Handbook a reduction in force will consider other factors including skills and abilities, effectiveness in current assignment, previous performance history, etc. Although length of service in the District will be considered, it will not be the sole deciding factor in any decision regarding who will be laid off.
- Eliminate the floating holiday.
- State the retirement age as 57 – bringing this employee group into alignment with the others.
- Share that in the event of a partial day closing, employees will be paid for only the hours worked.
- Communicate the following for clarity:
  - Pay dates will be on the 15<sup>th</sup> and last day of the month unless the administration makes a change due to a holiday.
  - Paid breaks continue to occur during the first half of the shift for full-time employees.
  - Pay will be electronically through the use of direct deposit.
  - The grievance procedure will be the procedure articulated in Section the Employee Handbook.
  - Unscheduled call in will result in a minimum two hours of pay.
  - Life insurance will continue to be paid by the district during employment to the next \$1,000 with additional life insurance available for purchase at the employee expense.
  - STD (Short Term Disability) will continue as voluntary.
  - Flex spending (EBC) will continue as voluntary.
  - The 403(b) option will continue as voluntary.
  - The supplemental compensation for performing medical procedures will continue at a rate of 75 cents per hour.
  - Longevity pay will continue.
  - Custodians and food service staff will continue to be provided uniforms for safety through identification of staff through a standard uniform and professional appearance.
  - The \$75 clothing/shoe allowance will continue.
  - Summer/Seasonal workers will be determined by skills and abilities and may be offered to current employees.

Again, this list is not meant to be all encompassing, but rather it is a place to start this transition. This is a systemic change that requires change across all of the major departments to implement. Our effort here is to tackle some of the more substantial changes in this first memo. Then, allow the Board to move through further change as these initial changes become a regular course of business.

**RECOMMENDATION:** No action needed. This list is for information only at the May 20, 2013 meeting. The Board may choose to have further discussion on June 10, 2013 and June 24, 2013. Following that, the Board may approve all or part of the list with implementation on July 1, 2013.

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Board Members                      **TOPIC:** FBLA National Conference  
**FROM:** Joel Farren, Principal GHS                **BOARD MEETING:** May 20, 2013  
**DATE:** May 6, 2013                      **AGENDA ITEM:** X.F.

Five (all male) high school FBLA students and advisor Pete Hammen have submitted an overnight travel request to attend the FBLA National Conference, June 26 – July 1, 2013 in Anaheim, CA. The total cost of the trip for students, including travel, lodging, and registration, will be covered by FBLA funds, participating students and fundraising.

**RECOMMENDATION:** Administration recommends approval of this request.

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

TO: Joel Farren, Principal

FROM: Peter Hammen GHS Busi

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

Date submitted to Building Principal: 5-6-13  
Date submitted to District Office: \_\_\_\_\_

Explanation of Activity, Location, and Dates: FBLA Nationals, 6/26-27, Anaheim, CA

**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		95	95	
Transportation <u>air</u>		340		340
Lodging: Advisor <u>Double</u>				485
Lodging: Student <u>Quads</u>		250		
Meals <u>FBLA group dinner</u>		20		20
Transportation (other) <u>shuttle</u>		34		34
Others (list)				
<b>Total Cost per Individual</b>		739	95	879
<b>Multiplied by # of Participants</b>		x 5	x 1	x 1
<b>TOTALS</b>		3695	95	879

Explain Amounts and Sources of Funds for the Trip

Board Budget: Amount 95 Acct.# 10-401-941-161310  
 Amount \_\_\_\_\_ Acct.# \_\_\_\_\_  
 Amount \_\_\_\_\_ Acct.# \_\_\_\_\_  
 Amount \_\_\_\_\_ Acct.# \_\_\_\_\_

High School Funds: Amount 4574 Acct.# GHS FBLA Acct  
 Amount \_\_\_\_\_ Acct.# \_\_\_\_\_  
 Amount \_\_\_\_\_ Acct.# \_\_\_\_\_  
 Amount \_\_\_\_\_ Acct.# \_\_\_\_\_  
 Amount \_\_\_\_\_ Acct.# \_\_\_\_\_

Direct from Students: \$500 - deposit to FBLA acct.  
 Other Requests (list) \_\_\_\_\_

Advisor(s) to make trip: P. Hammen  
 Students to make trip: Jordan Roper, Matt Klouwak, Reed Gilbert, Johnny Kohlbeck, Linden Pohland

## **GERMANTOWN SCHOOL DISTRICT**

<b>TO:</b>	All Board Members	<b>TOPIC:</b>	Resignations
<b>FROM:</b>	Cynthia Coley	<b>BOARD MEETING:</b>	May 20, 2013
<b>DATE:</b>	May 15, 2013	<b>AGENDA ITEM:</b>	X.G.

John O'Connor, Social Studies teacher at Germantown High School, recently submitted his letter of resignation effective the end of the 2012-2013 school year. John was hired in December 2011.

Allison Sedlak, 3<sup>rd</sup> Grade teacher at County Line School, recently submitted her letter of resignation effective the end of the 2012-2013 school year. Allison was hired in August 2010.

**RECOMMENDATION:** Approve the resignation at the conclusion of the 2012-2013 school year for John O'Connor and Allison Sedlak and thank them for their years of service to the Germantown School District.

John O'Connor  
Germantown High School  
May 14, 2013

Cynthia Coley  
Director of Human Resources  
Germantown School District  
Germantown, WI 52022

Dear Cynthia,

I am writing to inform you that I will be resigning from my position as a Social Studies teacher at Germantown high school. This resignation will be effective on the expiration of my current contract.

I have enjoyed my time in the Germantown high school and I am thankful for the opportunities and support provided by the district over that last year and half.

Sincerely,



John O'Connor

5/15/13

Cynthia Coley,

This letter is to inform you that I will be resigning my teaching position at the end of this school year.

Alison Sedlak

RECEIVED  
MAY 14 2013  
HUMAN RESOURCES DEPT.  
GERMANTOWN SCHOOL DISTRICT

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board Members

**TOPIC:** Overnight Travel Requests

**FROM:** Joel Farren

**BOARD MEETING:** May 20, 2013

**DATE:** May 14, 2013

**AGENDA ITEM:** X.H.

- 1) The Germantown High School Pom and Dance Team has submitted an overnight travel request for all twenty-two of the Pom and Dance team members as well as advisors Jennifer Sturm, Heather Zvitkovits, and Stephanie Kelly to travel to Schaumburg, IL on August 15-17, 2013 for the Midwest Competition should they qualify. The team members will be responsible for their own hotel expenses. Transportation would be provided by parents of team members.
- 2) The Germantown High School Pom and Dance Team has submitted an overnight travel request for all twenty-two of the Pom and Dance team members as well as advisors Jennifer Sturm, Heather Zvitkovits, and Stephanie Kelly to travel to LaCrosse, WI January 31-February 1, 2014 if they should qualify for the State Competition. The team members will be responsible for their own hotel expenses. Since this is a state competition, the bus fee would be provided by the school.
- 3) The Germantown High School Pom and Dance Team has submitted an overnight travel request for all Pom and Dance participants wishing to attend and at least one of the following advisors, Jennifer Sturm, Heather Zvitkovits, and/or Stephanie Kelly to perform at Disney World in Orlando, Florida, February 13-18, 2014 if they qualify. The team members will be responsible for their own finances and it will be up to the individual members if they wish to participate.

**RECOMMENDATION:**

- 1) Approve the overnight travel request for all twenty-two of the Pom and Dance team members as well as advisors Jennifer Sturm, Heather Zvitkovits, and Stephanie Kelly to travel to Schaumburg, IL on August 15-17, 2013 for the Midwest Competition should they qualify, with team members responsible for their own hotel expenses and transportation provided by parents of team members.
- 2) Approve the overnight travel request for all twenty-two of the Pom and Dance team members as well as advisors Jennifer Sturm, Heather Zvitkovits, and Stephanie Kelly to travel to LaCrosse, WI January 31-February 1, 2014 should they qualify for the State Competition with team members responsible for their own hotel expenses.
- 3) Approve the overnight travel request for all Pom and Dance participants wishing to attend and at least one of the following advisors, Jennifer Sturm, Heather Zvitkovits, and/or Stephanie Kelly to perform at Disney World in Orlando, FL, February 13-18, 2014 if they qualify, with team members responsible for their own finances.



## GERMANTOWN HIGH SCHOOL OVER NIGHT FIELD TRIP REQUEST

TO: Joel Farren + School Board

FROM Germantown Warchiv Pen + Dance Team

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 \_\_\_\_\_

Aug. 15-17, 2013

Explanation of Activity, Location, and Dates: Schaumburg IL - Midwest Pen Pen Competition

### 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		25.00		
Transportation				
Lodging: Advisor				55.00
Lodging: Student		55.00		
Meals				
Transportation (other)				
Others (list)				
<b>Total Cost per Individual</b>		80.00		55.00
<b>Multiplied by # of Participants</b>		22		3
<b>TOTALS</b>		1760.00		165.00

Explain Amounts and Sources of Funds for the Trip

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: All fees will be paid for by individual students. Transportation by parents.  
 Other Requests (list) Advisors fees will be paid for by team account.

Advisor(s) to make trip: \_\_\_\_\_  
 Students to make trip: See Attached.

## GERMANTOWN HIGH SCHOOL OVER NIGHT FIELD TRIP REQUEST

TO: Joel Farren + School Board

FROM Germantown Warchix Pom + Dance Team

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: Pen Pen Camp, St. Norberts De Pere, July 15-18

### 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				305.00
Lodging: Student		305.00		
Meals		Included		Included
Transportation (other)				
Others (list)				
<b>Total Cost per Individual</b>		305.00		305.00
<b>Multiplied by # of Participants</b>		22		2
<b>TOTALS</b>		6710.00		610.00

Explain Amounts and Sources of Funds for the Trip

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: Students will pay for all fees. Transportation by parents.

Other Requests (list) Advisors will be paid for from team account

Advisor(s) to make trip: Jennifer Sturm, Heather Zortkouts

Students to make trip: See Attached

## GERMANTOWN HIGH SCHOOL OVER NIGHT FIELD TRIP REQUEST

TO: Joel Farren and School Board  
 FROM: Germantown Warhix Pom and Dance Team

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: Performance at Disneyworld Orlando FL Feb 13-18, 201

### 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		320.00		320.00
Lodging: Advisor				900.00
Lodging: Student		900.00		
Meals				
Transportation (other)				
Others (list)				
<b>Total Cost per Individual</b>		1220.00		1220.00
<b>Multiplied by # of Participants</b>		?		?
<b>TOTALS</b>				

**Explain Amounts and Sources of Funds for the Trip**

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) Girls and advisors would determine if they will attend if the team qualifies. Girls would pay for their own trip.

Advisor(s) to make trip: \_\_\_\_\_  
 Students to make trip: Advisors would pay for part of their trip and part would come from the team account.

See Attached for possible attendees.