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

Monday, July 16, 2012
7:00 p.m.

AGENDA

7:00 I. Meeting Called to Order and Pledge of Allegiance
A. Official Meeting Notification
B. Roll Call

7:00 II. Closed Session - The Board will take action to enter into closed session pursuant to Section 19.85(1)(c), 19.85(1)(e), 19.85(1)(f), and Section 19.85(1)(g).

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.

Section 19.85(1)(f) reads: Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Section 19.85(1)(g) reads: Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

A. Approval of June 25, 2012 closed session meeting minutes.
B. Discussion regarding legal, contractual, procedural and personnel issues concerning long term care benefits for retired administrators.
C. Discussion regarding legal, contractual, procedural and personnel issues concerning current and future benefits for current administrators.
D. Discussion regarding evaluation of District Administrator.

7:45 III. Open Session
A. Discussion with appropriate action regarding legal, contractual, procedural and personnel issues concerning long term care benefits for retired administrators.
B. Discussion with appropriate action regarding legal, contractual, procedural and personnel issues concerning current and future benefits for current administrators.

7:45 IV. 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.

8:00 V. Approval of Agenda

8:00 VI. Approval of Minutes
A. June 25, 2012 Board of Education Meeting

8:00 VII. Consent Agenda
A. Donations

8:05 VIII. Correspondence, Reports, and Information Items
A. Mission Sightings
B. Logos
C. Copy Center Costs

8:15 IX. Building Committee
A. Discussion with appropriate action regarding Village Park and Recreation Department facility fund.
B. Discussion with appropriate action regarding Village of Germantown Intergovernmental Agreement.
C. Update on remaining items from July 11, 2012 Building Committee meeting.

8:30 X. Transportation Committee
A. Discussion with appropriate action regarding district-wide transportation contract.
B. Discussion with appropriate action regarding Buy-a-Seat Program.
C. Discussion with appropriate action regarding private school busing.
D. Update on remaining items July 11, 2012 Transportation Committee meeting.

8:45 XI. Insurance Committee
A. Discussion with appropriate action regarding health insurance.
B. Update on remaining items from July 11, 2012 Insurance Committee meeting.

9:15 XII. Policy Committee
A. Discussion with appropriate action regarding sister school agreement.
B. Discussion with appropriate action regarding Policy 6680 - Recognition.
C. Discussion with appropriate action regarding Policy 2340 - Field and Other District Sponsored Activities.
D. Update on remaining items from July 16, 2012 Policy Committee meeting.

9:30 XIII. Personnel Committee
A. Discussion with appropriate action regarding lane/division advancement for 2012-13.
B. Discussion with appropriate action regarding policy for exit interviews.
C. Discussion with appropriate action regarding resignations.
D. Discussion with appropriate action regarding new teacher contracts.
E. Discussion with appropriate action regarding personal and leave days for teaching staff.
F. Discussion regarding personnel topics previously presented and updates from July 16, 2012 Personnel Committee meeting.

9:45 XIV. New Business
A. Discussion with appropriate action regarding administrator course approval.
B. Discussion with appropriate action regarding middle school co-curricular contracts.
C. Discussion with appropriate action regarding FC Milwaukee facility use request.
D. Discussion with appropriate action regarding Novell lease.
E. Discussion with appropriate action regarding district asphalting contract.

10:15 XV. Adjourn

GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
June 25, 2012

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 Offices Board Room at 7:31 p.m. Director of Human Resources Cynthia Coley read the official meeting notification. Roll Call: Soderberg – yes, Kline – yes, Warnimont – yes, Barney – yes, Larson – yes, Spies – arrived at 7:45 p.m., and Loth – absent (excused).

2. Motion by Kline, second by Larson to enter into closed session pursuant to Section 19.85(1)(c), 19.85(1)(e), 19.85(1)(f), and 19.85(1)(g) to approve June 11, 2012 closed session meeting minutes, confer with legal counsel regarding legal, contractual, procedural, and personnel issues concerning long term care benefits for retired administrators, and discussion regarding contract and pay range for Director of Pupil Services position. Roll call vote: Kline – yes, Warnimont – yes, Barney – yes, Larson – yes, Soderberg - Yes. Motion carried. The Board entered into closed session at 7:32 p.m.

3. The Board of Education returned to open session at 10:01 p.m.

4. Motion by Kline, second by Larson to accept the Long Term Care Benefits Addendums to Contract and authorize the Board President, Treasurer and Clerk to execute the Addendums with the retired administrators previously identified by the Board on March 26, 2012 and April 3, 2012. Motion carried.

5. Motion by Warnimont, second by Kline to schedule a second round of interviews of candidates for the position of Pupil Services Director with the Board of Education only on July 10 or 11, 2012. Motion carried.

6. Germantown High School Teacher Rob Fliss and parent of an existing open enrollment student in the district encouraged the Board to reconsider their decision and accept siblings for the 2012-2013 school year.

7. Motion by Larson, second by Spies to approve the agenda. Motion carried.

8. Motion by Spies, second by Kline to approve the June 11, 2012 Board of Education meeting minutes. Motion carried.

9. Motion by Warnimont, second by Spies to approve consent agenda item donations as follows:

   Accept the donation of fund raising money (undetermined amount) from the County Line PTA for the purchase of one additional SmartBoard for the 2012-2013 school year at County Line.

   Accept the donation of $800 from the Waukesha County Community Fund, Inc. to Germantown High School for Destination ImagiNation attendance at the DI Global Competition in Knoxville, TN.

   Motion carried.

10. Director of Human Resources Cynthia Coley updated the Board on monthly Mission Sightings.

11. Recommendation from Transportation Committee to leave the St. Boniface/St. Mary's attendance areas as defined pending an official updated formal request from the Archdiocese governing body of the private schools. Motion failed (Kline – no, Soderberg – no, Warnimont – no, Spies – yes, Barney – yes, Larson – abstain).

12. Motion by Warnimont, second by Larson to change the attendance area designated as St. Mary's so that it becomes a shared attendance area with St. Boniface. Motion carried. (Kline – yes, Soderberg – yes, Warnimont – yes, Spies – no, Barney – no, Larson – abstain).

13. Motion by Warnimont, second by Barney to direct the Business Office to contact the Archdiocese directly to obtain updated attendance boundary information. Motion carried (unanimous).

14. Recommendation from Transportation Committee to send a letter of non-extension of contract to Riteway Bus Service Inc. with the ability to rescind said letter within 90 days pending successful negotiation of contract term, rate, and insertion of an out clause, with the contract final end date indicated as being June 30, 2013. Motion carried (Spies – no).

15. Transportation Committee Chair Tom Barney updated the Board on discussion that took place at the June 18, 2012 meeting regarding a "Buy a Seat" program for students in the district not eligible for bussing. District practice currently allows siblings of kindergartners living less than one mile of their school to ride busses as long as bus routes can accommodate them. The Transportation Committee did not feel it was necessary to begin to charge resident students for transportation as it does not add any cost to the District and that the "Buy a Seat" program would be better suited for non-resident students requesting transportation. Mr. Barney informed the Board that the Transportation Committee will continue to discuss the "Buy a Seat" program and will establish fees for non-resident and open enrollment students. There were no other updates.

16. Recommendation from Policy Committee to approve NEOLA Policy Update #3 (0167.2, 0167.3, 3122, 3140, 3220, 4122, 6320, 7530.01, 7530.02, 7540.03, 7540.04, 8141, 8210, 8330, 8405, 8451, 8462, 8500, 8540, 9160) with changes as presented. Motion carried.

17. X.B. Discussion with appropriate action regarding creating policy on sister-school agreements was tabled.

18. X.C. Discussion with appropriate action regarding NEOLA Policy 6680 – Recognition was tabled.

19. X.D. Discussion with appropriate action regarding NEOLA Policy 2340 Field and Other District Sponsored Activities was tabled.

20. Recommendation from Insurance Committee to contract with Delta Dental effective August 1, 2012 for employee dental coverage per Option 1 of Exhibit #4 with Evidence Based Integrated Care Plan (EBICP) and $25 deductible (Attachment A). Motion carried (Spies – no).

21. District Insurance Consultant Greg Kamps updated the Board on the status of requests for proposals (RFP) including declinations from WPS and United Health Care, and renewal increase information from WEA. Mr. Kamps will attend the next Insurance Committee meeting on June 11, 2012 with additional information regarding the RFP.

22. Recommendation from Personnel Committee to approve the 2012-2013 Letters of Employment for Daniel Kerkovich at $46,050 and Gina Luehrs at $47,596. Motion carried.

23. Recommendation from Personnel Committee to add to Section 31 REDUCTION IN FORCE of the Non-AFSCME Employee Handbook paragraph 3 at the end of the sentence "will consider volunteers first" to read as....For certified staff, when determining who will be laid off as part of a reduction in force the District ***will consider volunteers first***. Motion carried.

24. Recommendation from Personnel Committee to accept the resignation of Beth Thorson effective June 30, 2012, thank her for her ten years of service to the Germantown School District, enforce liquidation damages, and proceed with posting and filling the position. Motion carried.

25. Acting Finance Committee Chair Tom Barney provided updates from the June 25, 2012 Finance Committee meeting including June 2012 vouchers, purchases and project bids, Novell license renewal, Odyssey license renewal, and the Wisconsin Library Services support products.

26. Motion by Kline, second by Spies to offer ten additional open enrollment seats to siblings of existing open enrollment students only for the 2012-2013 school year as follows: Grade 9 – 4, Grade 8 – 2, Grade 7 – 2, Grade 3 – 1, Grade 2 – 1. Motion carried.

27. Motion by Spies, second by Larson to approve only the high school co-curricular contracts as presented and bring the middle school co-curricular contracts back to the next Board of Education meeting for consideration. Motion carried.

28. Motion by Warnimont, second by Spies to express to the Village of Germantown Park and Rec Department, the desire to extend the existing contract until March 2013. Motion carried.

29. Motion by Warnimont, second by Spies to offer a facility use waiver to the Village of Germantown Park and Rec Department for the use of the Kennedy Middle School cafeteria and gold gym only and Germantown High School band room only. Motion carried.

30. Motion by Warnimont, second by Kline to adjourn. Motion carried.

31. Board President Soderberg declared the meeting adjourned at 11:35 p.m.

Jayne Borst
Recording Secretary

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Diana Kline
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Donations
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	July 11, 2012	**AGENDA ITEM:**	VII.A.

Please act on the donation request 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 five sets of soccer goals (value undetermined) and maintenance of the nets from Germantown Soccer Club, currently placed at County Line, MacArthur, Rockfield, Kennedy Middle School and Germantown High School.

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

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Mission Sightings
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	July 9, 2012	**AGENDA ITEM:**	VIII.A.

Lots of great things happening in the district!

The Health Care Career Academy ended their summer work with graduation on Friday, July 6. Eight Germantown High School students participated this summer and had the opportunity to observe a wide variety of healthcare careers in cooperation with Froedtert Health-Community Memorial Hospital. This fall, we will invite students to share their learning with the School Board.

AND…Graduation was held for students participating in Second Chance. Second Chance is a model for alternative high school programs that provides high school students with a nontraditional approach to earning their high school diploma while working in the business (manufacturing) sector. Congratulations to Nicolas VanRoo, Zachary Schlee, Jordan Dunne, and Jordan Bayer for their successful completion of their program and best wishes!

AND…Thank you to the Village of Germantown. With our recent dry weather, the Village was exceptionally diligent in helping us ensure that our grassy areas were watered in order to be proactive and preventative with respect to any hazards related to July 4th fireworks.

AND…Summer school is going strong. July 16 is the last week of summer school. Thank you to all the teachers who are working hard to ensure students are getting the best services throughout the summer school experience!

RECOMMENDATION: No action needed. For information only.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Logos
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	July 10, 2012	**AGENDA ITEM:**	VIII.B.

Over the course of the last few weeks of school, Germantown High School students with background in marketing and design were asked to create ideas for a possible new logo for the District.

The current logo is the school house with three "stick figures" and the motto "Reaching for Excellence…Together" arching over the schoolhouse and under it. With our current mission statement (Empower and Inspire Every Student) being updated in the last year, there was also some thinking about the possibility of updating the logo.

Provided are samples for the Board's consideration. At the Board's discretion, we could move toward a new logo or keep the one we use.

RECOMMENDATION: No action needed. For information only.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Copy Center Costing
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	July 11, 2012	**AGENDA ITEM:**	VIII.C.

At the request of the Board of Education, information regarding District copy center costing has been compiled including an analysis of cost of in-house copies versus outside vendors.

RECOMMENDATION: Information item only. No action required.

Copy Center Costs Report

This report is being given in response to a request from several School Board members to examine our copy center costs and consider outsourcing those functions if economically feasible.

As background, the Germantown School District currently operates 2 centralized copy centers within the district. These are located at Kennedy Middle School, and Germantown High School. The high school copy center serves the high school exclusively, and the Kennedy copy center serves the remainder of the district, including the high school in the summer months. Both locations have high duty cycle black and white Xerox copy machines. In addition, the district has 33 walkup Xerox multi-function machines in various locations throughout the district. Currently, the KMS copy center has a full time year round Xerox employee. The GHS copy center has a part time district employee working in the center during the school year. Staff in the buildings can scan jobs to the copy centers electronically via any of the walkup machines throughout the district. Staff can also email jobs to the copy center staff people as well as turn in copy requests in person to both centers. This makes it easy and convenient for staff to get their copying done, and frees them up from waiting in line at a copier in their building to make copies. It also is the most cost effective method of copying and printing due to the economics of scale, and staff is encouraged to make use of the copy centers whenever possible. The copy center concept has existed since 2004, and was put in place to remove teachers from the copying chain, allowing them to concentrate on instructional tasks. Xerox has been the vendor for all of the copying equipment in the district since 2004, and was initially selected through a bid process. The most recent contract with Xerox was signed in 2010, and extends for 5 years. That contract was obtained via a bidding process, and we purchased at better than MHEC (Midwest Higher Education Compact) pricing. Information on MHEC is attached to this document.

The request from the board was to look at two local vendors and get costs for outsourcing the functions that currently are performed in our two copy centers. The two vendors were:

Digital Edge Copy Center, located in Hubertus.

Minuteman Press, located in Menomonee Falls.

Both vendors were contacted and a RFP was given to them for copying services of an average of 1,000,000 copies per month. We run more copies during the school year, and slightly less during the summer months as the high school copy center is not staffed during those months.

Here are the results of those RFP's as well as a comparison to the costs of our current copy center operations.

Analysis of Copy Center Costs per Page

Print Shop Costs			
Labor (Xerox and .5 FTE Clerical Aide)	$	80,400	
Copier Rental	$	38,988	
Per Copy Costs	$	13,167	
Paper	$	55,377	
	$	187,932	
Annual Copies (2011)		9,910,000	
Cost Per Copy In house	**$**	**0.0190**	
Minuteman Initial Estimate	**$**	**0.0250**	Includes free delivery.
Digital Edge Initial Estimate	**$**	**0.0400**	*Copy rate.

Free delivery from either vendor.
Staples are .02 per staple if needed at either vendor.

Notes: The print shop copier at GHS does not have a click charge, and paper was based on the current cost of $27.94 per case.

*Digital Edge proposed to do any job larger than a run of 5,000 at a lower "press" rate of .024. We currently do not run many jobs of that size, if any.

As you can see, the costs for the district for the copy centers and keeping the work in house, is substantially cheaper than outsourcing. Additional benefits to keeping the work in house include:

1. Fast turnaround. We currently offer a 24 hour turnaround time for jobs submitted to the copy centers.

2. Free delivery using the inter-building delivery system. These jobs get delivered along with the interoffice mail on the daily mail runs.

3. The ability to work with expert staff in house, as opposed to an outsourced operation.

In addition, the district is contracted with Xerox until 2015. There are substantial penalties for breaking that contract. Those would total $68,149.20 in early termination fees. That figure is based on our monthly equipment costs for the equipment in our copy centers. The Xerox contract currently in place was signed by former Superintendent Kenneth Rogers June 8th 2010, and had been approved by the School Board Finance Committee on May 24th.

This report was prepared collaboratively by:

Julie Thoreson, GSD Comptroller

Marc Gabrysiak, GSD Director of Technology

If there are any comments, questions or concerns with anything contained in this report, we would be happy to reply. Please feel free to forward those to either one of us.

Purchasing From a MHEC Contract

The printer contract between the Midwestern Higher Education Compact (MHEC) and Xerox is intended to serve not-for-profit institutions of higher education, K-12 school districts, state and local government agencies, and not-for-profit entities having an affiliated interest in education located in the member states of the Midwestern Higher Education Compact. These states are: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, and Wisconsin.

Established in 1991 as an interstate compact organization, MHEC is charged with promoting interstate cooperation and resource sharing in higher education. The Compact sponsors a variety of programs to reduce costs, to increase student access and to conduct policy research and analysis. In order to become a member of the Compact, a state must pass the enacting compact statute (the same statutory language must pass and be signed into law in each state). The statute makes MHEC an instrumentality of state government in each of the member states, and authorizes it to enter into agreements on behalf of the member states for the purpose of advancing higher education and the public good through interstate cooperation and resource sharing. *Wisconsin became a member of MHEC when it enacted Wisconsin Statutes Section 39.80 in 1994. This statute also made MHEC a body corporate of the State of Wisconsin.* Once a state becomes a member of MHEC, all not-for-profit institutions of higher education in both the public and private sector are eligible to participate in any MHEC agreement. Where appropriate, MHEC's programs are also available for use by state and local governments, K-12 schools and other not-for-profit entities having affiliated interests in education.

An education, government and not-for-profit organization is able to purchase from the MHEC printer contract with Xerox under MHEC's interstate compact authority to enter into contracts on behalf of the member states. In establishing the printer contract MHEC also underwent an RFP process, thereby alleviating the need for organizations to conduct their own competitive bid process. Since MHEC is an instrumentality of state government acting under the authority of its member states, public education and government organizations are able to make purchases from MHEC contracts under joint powers provisions. An important benefit of participating in group procurement initiatives under the authority of MHEC is to avoid costly duplication of independent bid processes. MHEC has taken great care to establish purchasing guidelines and processes that comply with the various procurement rules and regulations of colleges, universities and state and local agencies in the eleven member states. The RFP process undertaken by MHEC's Hardware Committee that led to the agreement with Xerox for printers have been described and documented in detail and is available upon request.

For more information about the Midwestern Higher Education Compact, visit www.mhec.org or contact Rob Trembath at 612-624-1812 or by e-mail at robt@mhec.org. To learn more about the MHEC printer contract with Xerox, go to http://www.mhectech.org/hardware_xerox.html. To find out about all of MHEC's technology related agreements, visit www.mhec.org.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Village Park and Recreation Department Facility Fund

FROM: Ric Ericksen

BOARD MEETING: July 16, 2012

DATE: July 10, 2012

AGENDA ITEM: IX. A.

As part of the arrangement between the Village of Germantown and the School District of Germantown the Village adopted a resolution that created a Non-Lapsing Operating Fund. The definition, purpose, and other key provisions are clearly stated in the attached copy.

To date, the school district has not spent any of the proceeds available in this fund. As reported to the Building Committee by Recreation Department Director Brett Altergott on February 22, 2012 the fund balance is $13,152.85. This figure will be updated for Monday.

It has been the desire of the administration and building committee to use the proceeds to install a door at Kennedy Middle School at a strategic location in order to provide additional security.

The committee will be bringing forward its recommendation pending discussions at the committee meeting.

Attachment: Combined report of Don Erickson's recommendation (refer to first two pages) and the Village of Germantown Intergovernmental Agreement (Refer to page 3 and Exhibit C of agreement)

RECOMMENDATION: Approve the plan presented by Director of Facilities Don Erickson pending the final Building Committee recommendation.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Riteway Transportation Contract
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	June 5, 2012	**AGENDA ITEM:**	X.A.

The current transportation contract warrants review at this time. Please see the attached copy of the transportation contract. A letter of non-extension of contract was mailed following the June 25, 2012 Board of Education meeting.

RECOMMENDATION: The Transportation Committee may bring forward recommendations to the Board of Education.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Buy-a-Seat Program
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	June 5, 2012	**AGENDA ITEM:**	X.B.

Current Board policy speaks to transporting students required to be transported by state law and DPI. However, it does not speak to transporting students whose parents request transport (not related to special education or parent transportation contracts), but are within the non-transport areas.

In accordance with the past practice of the District, the District does not bus students who live within one mile (reasonable uniformity) and have a safe passage to school. However, the district does transport all kindergarten students. Thus, in some families, the kindergarten student is transported, while the older child walks to school.

Each year, there are requests to transport both siblings in a family or a single child who would be considered a "walker" given a stop is established for the sibling or the stop is proximal to the home (better suited than walking). Given space available and appropriate behavior, "walkers" have been allowed to be "bus riders" with a number of criteria being met:

- The route and stops are not altered.
- Students added to the route are on a first-come, first-serve basis.
- Request is made by parent through letter or email to be placed on the "free, requested transportation" list to the building principal.
- If students who move into the district are assigned to the route later in the year and space needs to be created on the bus, the last student on the "free, requested transportation" list who was added to the route will be bumped.
- There is no additional cost to the district.
- Ridership can be revoked at any time because this is a non-transport area.
- The student maintains appropriate ridership behaviors.

However, through a request of parent and under law, the District may provide transportation and may charge for that transportation:

"s. 121.545(1), Wis. Stats., allows a school district to provide transportation to a pupil who attends a public or private school and is not required to be transported if the district receives a request from that pupil's parent or guardian. The school district may, but is not required to, provide transportation for such a pupil, and may charge a fee for the cost of providing the transportation. The school district may waive the fee, or any portion of it, for any person who is unable to pay. The law specifies that the school district does not receive state categorical transportation aid for such transportation."

Depending on the transportation situation of each District, they have offered a service (at a fee) to Board and ride buses. These programs have a variety of titles including "Buy-a-Seat." Information on one such program is listed.

RECOMMENDATION: The Transportation Committee provide feedback related to a Buy-a-Seat Program or the continuation of current practice related to allowing ridership with the criteria listed above as bullets.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Private School Busing
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	June 11, 2012	**AGENDA ITEM:**	X.C.

At a prior Board meeting, members of the Saint Boniface church community presented concerns related to transportation. At that time, the Board President directed the issue to the first meeting of the Transportation Committee. The Transportation Committee brought forward a recommendation to the Board on June 25, 2012 to leave the St. Boniface/St. Mary's boundaries as defined pending an official updated formal request from the Archdiocese governing body of the private schools.

The following motions were made at the June 25, 2012 Board meeting:

1. Recommendation from Transportation Committee to leave the St. Boniface/St. Mary's attendance areas as defined pending an official updated formal request from the Archdiocese governing body of the private schools. Motion failed (Kline – no, Soderberg – no, Warnimont – no, Spies – yes, Barney – yes, Larson – abstain).

2. Motion by Warnimont, second by Larson to change the attendance area designated as St. Mary's so that it becomes a shared attendance area with St. Boniface. Motion failed (Kline – yes, Soderberg – yes, Warnimont – yes, Spies – no, Barney – no, Larson – abstain).

3. Motion by Warnimont, second by Barney to direct the Business Office to contact the Archdiocese directly to obtain updated attendance boundary information. Motion carried (unanimous).

This agenda item is being presented to allow additional discussion in the event the Transportation Committee brings forward any additional information or recommendations following the July 11, 2012 meeting.

RECOMMENDATION: Recommendations from the Transportation Committee may be brought forward to the Board for action.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Insurance Committee
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 11, 2012
DATE:	July 10, 2012	**AGENDA ITEM:**	XI.A.

District Insurance Consultant Greg Kamps met with the Insurance Committee on Wednesday, July 11, 2012. The committee may have additional information to present to the Board pending discussion and information received from Mr. Kamps from the meeting on July 11th.

RECOMMENDATION: The Insurance Committee may bring forward to the Board of Education, recommendations based on information received at the July 11, 2012 meeting.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Sister-School Agreements
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	June 4, 2012	**AGENDA ITEM:**	XII.A.

At prior Policy Committee meetings, the administration was directed to write policy related to sister-school agreements. WASB was sought for consultation, but with no ability to provide sample policy. NEOLA also does not have sample policy related to this. Please find below a first draft of a policy that may meet the needs of the Board:

"The District recognizes the importance of intercultural awareness, knowledge and respect in developing global competence for students.

The District may participate in international sister-school programs in accordance with applicable law and the relevant policies and rules of the District.

The Board shall be advised, for prior approval, of any and all international sister-school agreements being examined by the District.

The Board reserves the right to reject any and all international sister-school programs."

RECOMMENDATION: Adopt as presented and direct the administration to forward to NEOLA for the assignment of an appropriate policy number.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	6680 - Recognition
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	June 4, 2012	**AGENDA ITEM:**	XII.B.

Policy 6680 was put into place through the adoption of the "old" Germantown policy on recognition. This policy no longer matches what the District has been doing or any ideas current Board members may have on recognition. Taking this opportunity to adjust the policy as the committee would like will start the year (2012-13) knowing the intent of the current Board.

RECOMMENDATION: Approve recommendations as presented and forward to NEOLA for revisions, upload to the website.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	2340 – Field Trip and Other District Sponsored Experiences
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	June 5, 2012	**AGENDA ITEM:**	XII.C.

Recent events have stimulated a review of current policy related to overnight travel specifically related to WIAA tourney events.

In previous policy (370), WIAA tournament events were specifically exempted from the policy given the timing and movement of various teams through tournament brackets. As an example, a team can win one weekend and their competition the next weekend may warrant an overnight stay. With or without a Board meeting between, accurate information (number of students, transportation, alternates, lodging, etc.) is not always fully developed to present to the Board on a Monday night. Further, in a survey of twelve (12) area districts, Board approval for WIAA overnight travel is not required.

The following is suggested as a modification to current Board policy 2340 (inserted after "insert" on page one (1) of the policy. Bold indicates the new addition.

"The Board shall approve those field experiences and other District-sponsored experiences which are planned to keep students out of the District overnight or longer, **except WIAA competitions which shall be approved by the District Administrator.**"

RECOMMENDATION: Approve as presented.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Teacher Salary Schedule and Non-base compensation for 2012-13

FROM: Cynthia Coley

BOARD MEETING: July 16, 2012

DATE: July 10, 2012

AGENDA ITEM: XIII.A

This item is placed on the Board agenda, as the Personnel Committee discussed teacher salary schedules and non-base wage compensation for 2012-13. The information provided included the following:

During the 2010-11 year, teacher count equaled 291 individuals; providing a 285.69 FTE. Following the WERC guidelines for calculating base wages*, the "snapshot" date of January, 2011 yielded a base salary calculation of $12,545,920. The maximum CPI at 1.6% would equal $200,735 available for negotiable salaries for the 2011-12 school year, or an average of $690 per individual.

The tables below indicate the amounts over the 1.6% Base Salary that would occur if teachers were granted a step advancement based upon the 2010-11 schedule.

2010-11		**Base Salary Calc**	**1.6% of Base Salary**	**Actual + 1.6%**
Actual: Jan. 2011	$16,442,992	$12,545,920	**$200,735**	$16,643,728
Option: With Advancement of a Step (2010-11)	$16,760,808			
Difference with Step (Actual)	**$317,816**			
Amount Over	**$117,081**			

There was a posed salary schedule of lane changes at the June 4, 2012 Personnel Committee meeting submitted for costing.

2010-11 Posed	Actual	**Base Salary Calc**	**1.6% of Base Salary**	**Base + 1.6%**
w/grandparent	$16,502,606	$12,545,920	**$200,735**	**$12,746,655**
Option: With Step Advancement	$17,051,978			
Difference with Step (Actual)	**$549,372**			
Amount Over	**$348,637**			

The cost of actual division/lane changes for 2011-12 totaled $96,301.72. All teachers who have submitted their intent to take courses that would constitute a lane change based on 2011-12 parameters would be approximately$98,600 for the 2012-13 school year.

*Calculations include fourteen (14) individuals at a Master's Degree level, for the purpose of certification needed for licensure and 277 teachers at a Division I.

RECOMMENDATION: To recognize education lane division advancement for the 2012-2013 school year not to exceed $98,600 based on the existing 2010-2011 salary schedule and to stipulate that credits applicable to education advancement on the salary schedule must be from an accredited university in support of their core position as approved by administration on the designated application form.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Exit Interview Process
FROM:	Cynthia Coley	**BOARD MEETING:**	July 16, 2012
DATE:	July 11, 2012	**AGENDA ITEM:**	XIII.B.

This item is placed on the Board agenda, as the Personnel Committee discussed exit interview processes, methodology, and timelines at its June 25, 2012 meeting. The result of that discussion was to direct the Policy Committee to come back with a policy revision or a new policy regarding exit interview procedures.

RECOMMENDATION: Direct the Policy Committee to review revisions or develop a new policy regarding exit interview procedures for the future.

GERMANTOWN SCHOOL DISTRICT

TO:	All Board Members	**TOPIC:**	Teacher Resignation(s)
FROM:	Cynthia Coley	**BOARD MEETING:**	July 16, 2012
DATE:	July 11, 2012	**AGENDA ITEM:**	XIII.C.

Ryan Demers, FACE teacher at Kennedy Middle School, recently submitted his letter of resignation effective June 26, 2012. Ryan was hired in August of 2006, serving the district for six years.

RECOMMENDATION: Accept the resignation of Ryan Demers effective June 26, 2012, thank him for his six years of service to the Germantown School district, and proceed with posting and filling the position.

*Note: Per the Employee handbook, "if the instructional employee resigns after June 1, the employee will incur liquidation damages in the sum of $500.00"

GERMANTOWN SCHOOL DISTRICT

TO: All Board Members

TOPIC: Teacher Letters of Employment/Contracts

FROM: Cynthia Coley

BOARD MEETING: July 16, 2012

DATE: July 11, 2012

AGENDA ITEM: XIII.D.

New Employee Assignment/Location	Rationale	FTE	Contract Type	Old Div./Step	Salary
Devon Polzar Music MacArthur	Devon is filling the vacancy of the resignation of A. Lousier	.80	Regular	Div.1 Step 1	$27,852.00
Heidi Henderson Music Rockfield	Heidi is filling the vacancy of the resignation of A. Lousier & S. Ford	.45	Regular	Div.5 Step 8	$23,645.70
Kristin Dhein 8th Science/Rdg. Kennedy Middle School	Kristin is filling the vacancy of the resignation of A. Stoecker	1.00	Regular	Div.1 Step 1	$34,815.00
Jessica Tortomasi 8th Lang. Arts/Rdg. Kennedy Middle School	Jessica is filling the vacancy of the resignation of L. Marino	1.00	Regular	Div. 4 Step 11	$56,595.00
Jessica Gunderson 8th Science/Rdg. Kennedy Middle School	Jessica is filling the vacancy of the resignation of C. Cherney	1.00	Regular	Div.1 Step 1	$34,815.00
Stephanie Pollpeter Kindergarten Rockfield School	This is a new position due to increased enrollment.	1.00	Regular	Div. 1 Step 1	$34,815.00

RECOMMENDATION: Approve the 2012-2013 letters of employment and proposed salary of $27,852.00 for Devon Polzar, proposed salary of $23,645.70 for Heidi Henderson, proposed salary of $34,815.00 for Kristin Dhein, proposed salary of $56,595.00 for Jessica Tortomasi, proposed salary of $34,815.00 for Jessica Gunderson, and for Stephanie Pollpeter $34,815.00.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Teacher Personal and Leave Days for 2012-13
FROM:	Cynthia Coley	**BOARD MEETING:**	July 16, 2012
DATE:	July 11, 2012	**AGENDA ITEM:**	XIII.E.

At the November 14, 2012 meeting, the Board of Education made the following decisions that will subsequently be included in the Employee Handbook for 2012-13. A review and update will be provided regarding the data obtained during the December 1, 2011 – June 30, 2012 regarding these changes.

This sick and personal day language is related to teachers only (as AFSCME is still under contract):

1.) Starting with the 2011-12 school year, certified staff under individual teacher contracts, accumulated leave will be capped at 70 days. Any of the employees who have accrued beyond 70 (seventy) days as of June 30, 2011, will be able to use the accumulated leave days, but will not be granted additional sick or personal days beyond 70 (seventy). **(For a vast majority of our staff; that is 285 of 286 teachers, this is not a change.)**

2.) During the 2011-12 school year, certified staff under individual teacher contracts will be allowed ten (10) leave days per year. Leave days are pro-rated in the first three years of employment in the district (one day after completing eighteen (18) work days, two days after 36 work days, continuing in increments of one day per eighteen (18) work days). After three years of continuous employment, three (3) additional days are awarded. **(No change to previous process for this year.)**

3.) Beginning in the 2012-13 school year, certified staff under individual teacher contracts, will be allowed ten (10) days per year. **(This is a reduction of three (3) days for those with three or more years with the district.)**

4.) Beginning December 1, 2011, up to five (5) of the allocated annual leave days may be requested for use as personal leave for any purpose at the discretion of the individual; however, with defined limitations on the granting of the request. Administration may deny requests for personal days only when the number of pre-approved teacher personal leave requests reach 5% of the total number of teachers in that particular building, or three (3) teachers, whichever is greater, for any given day.
   - No more than two personal days may be used concurrently.
   - Personal days will not be permitted for days immediately before or after Thanksgiving, Christmas, or Spring Break.
   - No personal days will be permitted before September 15, or after May 15.

   At the end of each employment year, individuals may
   (a) add unused leave days to their accumulation total, or
   (b) assign his/her unused personal days to the "account" of a co-worker for catastrophic health care needs (taking a $100/day payment for any unused days is no longer an option at the end of the employment year).

RECOMMENDATION(S): Proceed with implementing the updates to the Employee Handbook regarding sick and personal day leave for teachers as indicated in 1.), 2.) and 3.)

Proceed with implementing the update to the Employee Handbook regarding personal leave to include the addition of ***"without a written request of the employee stating the reason and written approval from the Director of Human Resources,*** no more than two personal days may be used concurrently, personal days will not be permitted for days immediately before or after Thanksgiving, Christmas, or Spring Break, nor before September 15, or after May 15.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Course Approval
FROM:	Dr. Susan Borden	**BOARD MEETING:**	July 16, 2012
DATE:	July 8, 2012	**AGENDA ITEM:**	XIV.A.

Through attendance at the WASDA Legal Seminar, I have the option to take the seminar with an additional paper for one credit through Virterbo University.

Per my employment contract, credit approval and reimbursement for the District Administrator must be pre-approved by the Board, be related to the duties of the office, and receive a course grade of "B" or better (or pass in a pass/fail course).

The total cost of the course is $ 220.00

This will serve as a credit that could be applicable to licensure renewal at a future date.

RECOMMENDATION: Approve course and reimbursement per contract stipulations

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Co-Curricular Contracts
FROM:	Jack Klebesadel and Cynthia Coley	**BOARD MEETING:**	July 16, 2012
DATE:	June 18, 2012	**AGENDA ITEM:**	XIV.B.

The Director of Student Activities and Assistant Superintendent/Director of Human Resources are requesting approval to issue the co-curricular contracts attached for Kennedy Middle School. The positions have already been approved by the school board.

(Satisfactory background checks have been completed for Kennedy Middle School co-curricular coaches.)

RECOMMENDATION: Approve the Kennedy Middle School co-curricular contracts as presented.

GERMANTOWN SCHOOL DISTRICT

TO:	Board Members	**TOPIC:**	Novell Lease
FROM:	Ric Ericksen	**BOARD MEETING:**	July 16, 2012
DATE:	July 11, 2012	**AGENDA ITEM:**	XIV. D.

At the June 25, 2012 Finance Committee meeting the committee voted to approve and attest that due diligence was performed in the securing of quotes and bids for this lease/purchase.

It was explained that US Bank, the lessor, requires both official board action and a legal opinion that describes the Germantown Board of Education authority to engage in a lease.

This item is on the agenda in order to meet these requirements.

Additionally, board members had questions regarding the Novell license and network services. Marc Gabrysiak, Director of Technology, will be present to answer any questions in this regards.

Attachment: Lease Agreement.

RECOMMENDATION: Approve lease agreement as presented.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Asphalting Project(s)

FROM: Donald Erickson
Richard Ericksen

BOARD MEETING: July 16, 2012

DATE: July 11, 2012

AGENDA ITEM: XIV. E.

GHS & County Line Asphalt Work

On January 25, 2012 the Building Committee approved asphalt work to be completed at GHS and County Line. At County Line the work included the replacement of the west staff lot along with repairs, crack fill, sealcoat and striping to the rest of the areas. GHS will have crack fill, sealcoat and striping to all areas excluding the main staff lot which was replaced last summer. Bids for the work were opened July 10, 2012, see below for results which includes additional repairs at KMS. All work will be completed by August 13th.

The top priority is County Line.

The Building Committee voted unanimously to move the asphalt project to the full board with a positive recommendation with a project cost not to exceed $128,000.

Contractors Bid Results

Three out of six general contractors bid on this project.

Poblocki Paving Corporation	$154,156.95
Payne & Dolan Inc.	$124,777.71
Stark Asphalt	$176,851.31

RECOMMENDATION: Approve the motion being brought forward by the Building Committee to proceed with the asphalt project(s) in an amount not to exceed $128,000 and award the project to Payne & Dolan Inc.