

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

**Monday, July 28, 2014
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. July 14, 2014 Board Meeting

- V. Correspondence, Reports, and Information Items
 - A. Enrollment Update

- VI. Finance Committee
 - A. Discussion and action to approve purchases over \$15,000.
 - B. Discussion and action to approve issuance of notes/bonds for capital improvements.
 - C. Discussion and action to approve the 2014-2015 preliminary budget.
 - D. Discussion and action regarding General Fund Balance.
 - E. Update on remaining items discussed in Finance Committee.

- VII. New Business
 - A. Discussion and action to approve resignations.
 - B. Discussion and action to approve new teacher employment contracts.
 - C. Discussion and action regarding Youth Futures facility use request.
 - D. Discussion and action regarding Germantown Hawks Basketball.
 - E. Discussion and action to approve donations.

VIII. Closed Session - The Board will take action to enter into closed session pursuant to Section 19.85(1)(c), Section 19.85(1)(e), 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)(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 is or is likely to become involved.

- A. Approval of July 14, 2014 closed session meeting minutes.
- B. Discussion and update regarding former employee issue.
- C. Discussion and update regarding long term care insurance litigation.

IX. Adjourn

GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
July 14, 2014

1. The meeting of the Board of Education was called to order by Board Vice President Sarah Larson in the District Office Board Room at 7:05 p.m. District Administrator Jeff Holmes read the official meeting notification. Roll call: Larson – yes, Medved – yes, Loth – yes, Barney – yes. Board Members Soderberg, Spies, and Warnimont were absent (excused).
2. Motion by Barney, second by Medved to approve the agenda. Motion carried.
3. Motion by Larson, second by Spies to approve the June 23, 2014 minutes. Motion carried.
4. Director of Teaching and Learning Brenda O'Brien updated the Board on a summer childcare pilot program for staff. The daycare program will be staffed with an adult supervisor and high school Key Club students filling volunteer hours.
5. Director of Human Resources Cynthia Coley provided an enrollment report and Jayne Borst provided an update on the status of registration of Chapter 220 and open enrollment students for the 2014-2015 school year.
6. Recommendation from Building Committee to authorize the Director of Business and Auxiliary Services to negotiate a competitive lease agreement with Compass Properties, LLC, contingent upon the ability to fund 100% of the lease cost through Flow Through dollars, for the site located on Mequon Rd near Starbucks and as defined in the initial lease agreement provided by Compass Properties and further authorize the engagement of the district's legal counsel to review the lease at such appropriate time and advise the Board of Education with respect to WI Statutes 120.08 and 120.13 et al with respect to a building lease; and further authorize the district to apply for a Conditional Use Permit with the Village of Germantown. Motion carried.
7. Recommendation from Building Committee to approve the Germantown Park and Rec Department Intergovernmental Agreement and district facility use program schedule for 2014-2015. Motion carried.
8. Director of Business Ric Ericksen provided updates from the July 10, 2014 Building Committee meeting including renovations to the high school main gym and chorus room, the MacArthur playground, the gold entrance overhang at the middle school, and the high school ticket booth, as well as information regarding the implications of the upgrades and roundabout project on the corner of Fond du Lac Avenue and Donges Bay Road.
9. Personnel Committee Chair Sarah Larson informed the Board that the Committee had reviewed a draft teacher employee handbook and had given direction to the administration to proceed with the development of four employee handbooks customized for each employee group to be brought to the Board in the near future for approval.

10. The Board was also updated on discussion that took place in Personnel Committee regarding new hires, open positions, and co-curricular contracts.

11. Motion by Medved, second by Loth to approve the following donations and thank all parties for their generous gifts:

Accept the donation of \$1000 from the Kennedy Middle School PTA for the purchase of a SmartBoard for the school.

Accept the donation of \$950 from the Kennedy Middle School PTA to the Kennedy PBIS Committee for tools and supplies for the program.

Accept the donation of \$1,000 from the Kennedy Middle School PTA for the Civil War Reenactment for 8th grade students.

Accept the donation of \$1,178.58 from the Kohl's Community Relations Field Trip Program to County Line for field trips to the Milwaukee County Zoo and Betty Brinn Museum during the 2014-2015 school year.

Accept the donation of \$800 from Waterstone Bank to the two high school Destination Imagination teams that attended Global Finals.

Motion carried.

12. Motion by Barney, second by Loth to Approve the 2014-2015 teacher contracts and proposed salaries of \$36,923 for Shelley Adair, \$43,527 for Susan Byshenk, \$36,923.00 for Tiffany Hansen, \$36,923 for Ashley Svitak, \$47,000 for Jodie Carroll, \$41,905 for Melissa Scott, \$43,527 for Benjamin Schuh, \$50,908 for Tiffany Redner, \$35,629.60 for Tracy Miller, \$31,101 for Nancy Kurten, \$29,856.50 for Lisa Cross, \$8,179 for Abdelaziz Ait El Hassouni, and \$61,400 for Shelley Juedes. Motion carried.

13. Motion by Medved, second by Barney to approve the revised list of fall 2014 co-curricular coaching contracts. Motion carried.

14. Motion by Loth, second by Medved to approve the following resolution:

Whereas the following school districts have a need and desire to participate in the 2014-2015 Peer Review Mentor Grant program in order to advance the Educator Effectiveness Evaluation Model, and whereas it appears that the long-term educational interests of all students and staff in the school districts will be served best by the districts joining together, as authorized by the Department of Public Instruction.

Be it, and it is hereby resolved that the school boards of the Germantown School District, Cudahy School District, and Hartland-Lakeside School District agree to participate in the 2014-2015 Peer Review Mentor Grant program, on a cooperative basis, pursuant to section 66.0301 of the Wisconsin Statutes.

Motion carried.

15. Motion by Barney, second by Medved to enter into closed session pursuant to 19.85(1)(c), 19.85(1)(e), and 19.85(1)(g). Roll call vote: Medved – yes, Loth – yes, Barney – yes, Larson – yes. Motion to enter into closed session carried at 8:08 p.m.
16. The Board entered into closed session at 8:11 p.m. and did not return to open session. Board President Soderberg declared the meeting adjourned at 7:49 p.m.
17. The Board reconvened in open session at 10:02 p.m.
18. Motion by Barney, second by Medved to approve the contract for Steven Williams to serve as MacArthur Principal. Motion carried.
19. Motion by Loth, second by Barney to adjourn. Motion carried.
20. The Board adjourned at 10:04 p.m.

Jayne Borst
Recording Secretary

Lester Spies
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: School Board

TOPIC: Purchases Over \$15,000:
Asphalting Project(s)

FROM: Ric Ericksen

BOARD MEETING: June 23, 2014

DATE: July 23, 2014

AGENDA ITEM: VIA.

Please see the finance committee packet emailed to the Board of Education or visit the Finance Committee web link for background material.

RECOMMENDATION: Pending discussions/recommendations from the Finance Committee approve as presented.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Approval of the Preliminary
2014-2015 Budget

FROM: Ric Ericksen **BOARD MEETING:** July 28, 2014

DATE: July 23, 2014 **AGENDA ITEM:** VI.C.

From the Finance Committee Background Packet

Preliminary Budget Recent Approval History

- 2013/2014 Budget Year – June 10, 2013
- 2012/2013 Budget Year – June 11, 2012
- 2011/2012 Budget Year - June 27, 2011
- 2010/2011 Budget Year - June 14, 2010
- 2009/2010 Budget Year - June 8, 2009

Timely Budget Approval

It is important to adopt the budget not later than July to assure more accurate numbers:

- 1) District officials are able to move forward with capital projects, general spending, and meet all lease/debt obligations.
- 2) Ample time is available to publish the budget in preparation of the annual meeting, print and mail the annual report to the citizens.
- 3) Favorable assessments by bond rating firms, investors in bonds and TRANS.
- 4) Timely preparation of cash flow borrowing legal documents.

Continual Process

It should be noted that the budget process continues into October when the Board of Education finalizes the tax levy and adjusts the budget accordingly, if necessary. The Board will have the detailed budget as entered into Skyward's general ledger.

Formal Documents

Attached is a combined report which includes:

1. Summary Budget Report
2. Required "Adoption" Format
3. Required "Publishing" Format
4. An extract of the 72 Page Budget Detail ----- The full report is posted at the Finance Committee web link.

Annual Meeting

Once the budget is approved financial information and the annual meeting packet will be posted to the district's Budget/Annual Meeting web link.

Attachments: See next page(s).

Recommendation to the Finance Committee: Take to full board with a positive recommendation to approve the Preliminary 2014/2015 Budget as presented.

RECOMMENDATION: Pending discussions/recommendations from the Finance Committee approve the 2014/2015 Preliminary Budget as presented.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Facility Use Request
Germantown Youth Futures

FROM: Ric Ericksen

BOARD MEETING: July 28, 2014

DATE: July 23, 2014

AGENDA ITEM: VII.C.

Board policy requires a variance request and Board approval for use of KMS Gold areas by an outside group.

Germantown Youth Futures is requesting use of these areas. Please see attached for details.

A variance has been permitted in the past.

RECOMMENDATION: Administration supports the waiver request.

GERMANTOWN SCHOOL DISTRICT

Date of Application: 7/18/14

APPLICATION AND AGREEMENT FOR USE OF FACILITIES:
(Items 1 - 9 must be completed for approval)

(CONTROL #) _____
(# ASSIGNED BY MAINTENANCE DEPARTMENT)

- 1. DESIGNATED FACILITY: KMS - hallways, blue gym, gold gym, cafeteria, gold IMC, F10 Storage room, bathrooms, Blue IMC ROOM: _____ (POLICY 830-E(1))
- 2. APPLICANT: Germantown Youth Futures PHONE: RES: _____
PERSON IN CHARGE: /Marc Lehnerer [Signature] PHONE: BUS: 262-250-4714
ADDRESS: N112 W17001 Mequon Rd ZIP CODE: 53022
- 3. DATE OF EVENT: 5/9/14 15 by TO AND INCLUDING: _____
TIME OF EVENT: 3:30 PM - 12MIDNIGHT DAY(S) OF WEEK: FRIDAY
- 4. IS THERE AN ADMISSION CHARGE OR OTHER CHARGE FOR ATTENDEES? YES YES NO
- 5. LIABILITY PROOF CERTIFICATE: (Please attach copy) _____
- 6. AGREEMENT: The undersigned applicant or organization agrees by all policies, rules and regulations of the School District governing the use of buildings and grounds as a consideration for being permitted to use the school facilities and equipment, and that the rules are obeyed and carried out; to assume responsibility for and make good on any damages what-so-ever resulting from use and further agrees to hold the Board of Education and its officers, agents, and employees free and harmless on any account from any claims arising out of the use of the school facilities controlled by the Board of Education.
- 7. DESIGNATED ORGANIZATION PURPOSE: Lock-in
- 8. IS THIS A SCHOOL RELATED ACTIVITY? NO YES NO If Yes, describe _____
- 9. APPLICANT=S SPECIAL REQUIREMENTS: 25 DISTRICT WIDE TABLES, ALL CAFETERIA TABLES, 75 CHAIRS, GARBAGE CANS (as many as can get), 2 PORTABLE SCREENS/LCD'S FOR DDR & GUIT. HERO, USE OF LCD & SCREEN, USE OF LOBBY AND GOLD ENTRANCES, USE OF PA SYSTEM FOR ANNOUCEMENTS. USE OF 2 MILK COOLERS.

BUILDING USE ONLY:

Designate type of Group Per Board Policy A: Exempt B: District C: Non-District D: Rec Dept

COMMENTS: _____

CHARGE ESTIMATE PER COMPLETED FEE WORKSHEET (830-E2) attached: \$ _____

ADMINISTRATOR: _____ DATE: _____

DIR. FOOD SERVICE: _____ DATE: _____

MAINTENANCE DEPT. USE ONLY

COMMENTS: # 11830

On Hold for BOE Approval

SECURITY DEPOSIT: \$ _____

APPLICATION FEE: \$ _____

OTHER: \$ _____

RECEIVED BY: _____

CHECK NO.: _____

DATE: _____

DATE: _____

DIR. MAINTENANCE: _____

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Facility Use Request:
Germantown Hawks Basketball

FROM: Ric Ericksen

BOARD MEETING: July 28, 2014

DATE: July 23, 2014

AGENDA ITEM: VII.D.

Board policy requires a variance request and Board approval for use of KMS Gold areas by an outside group.

The Hawks Basketball is requesting use of the Gold Gym. Please see attached for details.

A variance has been permitted in the past.

RECOMMENDATION: Administration supports the waiver request.

Germantown School District

Print Form

Facility Request Form

All requests must be received 30 days prior to the requested date of your event

A) Date of Application: B) Name of Individual/Organization:

C) Name of Contact Person (List only one person):

Check if you or your organization is incorporated as any of the following: C-corp; S-Corp, LLC or considered a sole proprietorship.

School or District Funded Event Check if you are a registered 501(c)3 Tax Exempt Organization

C1) Complete Address of Contact Person:

C2) Phone Number of Contact Person: C3) E-mail Address:

C4) Name of Person in Charge (if different than above, list only one):

D) Purpose of Organization/Event:

D1) Check all that apply We charge a membership/participation fee We charge an entry fee
 We do not charge a membership/participation fee We do not charge an entry fee

E1) Facility (s) Being Requested
Check all that apply

- Amy Belle
- County Line
- MacArthur
- Rockfield
- KMS
- GHS

E2) Area(s) Being Requested
Check all that apply

- Classroom
- Library
- Fields
- Gym KMS -Gold Gym KMS -Blue Gym
- GHS -Main Gym GHS -Upper Auxilliary GHS -Lower Auxilliary

Request is for
1 to 2x per week
Monday - Thursday

E3) Dates Requested from:
Dates Requested to:

(Times should include any set up needed)
E4) Time Requested from:
Time Requested to:

E5) Highest Expected Number of Participants plus spectators at peak:

E7) Doors that will be programmed:

E6) Do you need doors unlocked, if so which doors would you prefer? List door #

E8) AV Equipment Needed (podium, microphone, DVD, VCR, etc.):

E9) Food Service Equipment and/or Areas Needed (serving line, freezer, sinks):
(requires additional approval and/or fees)

E9) Event set up requirements:

Tables Needed Chairs Needed

F) Certificate of Liability Attached:

How many Tables: How many Chairs:

G) Agreement

The undersigned applicant or organization agrees by all policies, rules and regulations of the School District governing the use of building and grounds as a consideration for being permitted to use the school facilities and equipment, and that the rules are obeyed and carried out; to assume responsibility for and make good on any damages what-so-ever resulting from use and further agrees to hold the Board of Education and its officers, agents, and employees free and harmless on any account from any claims arising out of the use of the school facilities controlled by the Board of Education.

Signature Daniel Schultz Date Signed 4/28/14

INSTRUCTIONS

When to use: This form must be completed by individual or group when applying for any facility or site use.

How to use: Every box must be filled in and every question must be answered or the form will NOT be processed. Follow the attached flow chart to determine your "designation". Print the form and sign. Submit to facility being requested or business office. *(please send in typed version)*

Do Not Write Below this Line -- Germantown School District Facility Services Use Only

Schedule ID #

Category Assignment:

Priority Group 1:

Priority Group 2 -6

Charges will be assessed Forwarded to Comptroller Total Charges as per Attached Fee Structure Sheet:
 Charges will not be assessed

Principal's Signature: _____ Date Signed _____

Food Service Signature: _____ Date Signed _____

Facility Services Signature: Billie J. Koser Date Signed 7/17/14

District Admin. Signature: _____ Date Signed _____

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Donations

FROM: Jeff Holmes

BOARD MEETING: July 28, 2014

DATE: July 22, 2014

AGENDA ITEM: VII.E.

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 a segment timer valued at approximately \$1,360 from the Germantown Gridiron Club and the high school football team to Germantown High School.

RECOMMENDATION: Thank the donors for their generosity and approve the donations as listed.