

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

**September 17, 2019
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:

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. August 26, 2019 Board of Education
 - B. August 26, 2019 Closed Session
- V. Reports and Information Items
 - A. Student Representative Report
 - B. Transcribed Credit Courses Update
 - C. Robotics Update
 - D. Print Copy Report
 - E. Reunification Drill Report
 - F. Special Education and Pupil Services Update
- VI. Building Committee
 - A. Update on items from September 17, 2019 Building Committee meeting.
- VII. New Business
 - A. Discussion and possible action regarding superintendent search.
 - B. Discussion and action regarding transcribed credit for Environmental Science.
 - C. Discussion and action regarding adjustment of fines for lost keys.
 - D. Discussion and action to approve fee waiver requests.
 - E. Discussion and action to approve resignations.
 - F. Discussion and action to approve new teacher contracts.
 - G. Discussion and action to approve addendum to contract for physical therapy services.
- VIII. Closed Session: The Board will entertain a motion to convene in closed session pursuant to Sections 19.85(1)(e), (f) and (g) to discuss a student issue, the Donges Bay Road property, and pending litigation. The Board may take action in closed session, if necessary or appropriate or entertain a motion to reconvene into open session to take further action, if necessary and appropriate, and/or to entertain a motion to adjourn the meeting.

**GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
August 26, 2019**

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg in the District Offices Board Room at 7:00 p.m. Superintendent Jeff Holmes read the official meeting notification. Roll call: Soderberg – yes, Medved – yes, Loth – yes, Borden – yes, Barney – yes, Spies – yes, Larson – yes.
2. Motion by Larson, second by Spies to move item VIII.I. Assistant Principal Contract up to VIII.A. and approve the agenda as revised. Motion carried.
3. Motion by Barney, second by Spies to approve the August 12, 2019 Board of Education (correction to paragraph 8) and Closed Session meeting minutes. Motion carried.
4. Brian Medved updated the Board on the newly established Ad hoc Curriculum Committee's mission statement, initiatives, purpose, and goals.
5. Transportation Committee Chair Tom Barney updated the Board on items discussed at the August 19, 2019 Transportation Committee meeting including GoRiteway preparations for the new school year, non-mandatory bussing, and transportation rates for 2019-2020.
6. Recommendation from Finance Committee to approve awarding the 2019-2020 paper bid/purchase to Veritiv/Unisource in an amount not to exceed \$24,730.80, charged to the appropriate accounts across the entire district budget. Motion carried.
7. Finance Committee Chair Michael Loth updated the Board on remaining items discussed in the August 26, 2019 Finance Committee meeting including the school breakfast program, final construction payments for referendum building and final walk-throughs with the full Board, warranty on construction work, American Deposit Management reports and 2019-2020 cash flow requirements.
8. Motion by Spies, second by Larson to approve the two year contract for Jennifer Johannsen as the new Germantown High School Assistant Principal with a first year prorated salary of \$79,261 based on a yearly salary of \$93,250. Motion carried.
9. Approve the donation of numerous classroom science, learning, and sensory materials valued at \$519.91 from Donor's Choose to Sara Schaus's Amy Belle Kindergarten classroom and approve the donation of a collection of country western dresses and vintage typewriter, clothing, furniture, hat, and a prop trombone valued at approximately \$300 from Store-All to the school district PAC for future drama productions. Motion carried.
10. Motion by Barney, second by Spies to approve the continuation of two School Resource Officer positions for the 2019-2020 school year. Motion carried.
11. Motion by Spies, second by Medved to approve 2.5 FTE of additional custodial staff and 1.0 FTE additional maintenance technician. Motion carried.
12. Motion by Spies, second by Medved to approve the two-year Village of Germantown and School District Intergovernmental Agreement. Motion carried.

13. Motion by Larson, second by Spies to approve the overnight travel request for 19 Pom and Dance Team members and two advisors to travel to Orlando, FL February 12-17, 2020 to perform in the Badgerette All Star Talent Tour with all costs paid through team members and club funds. Motion carried.
14. Motion by Larson, second by Barney to nominate Lester Spies as a candidate for the three-year WASB Region 15 Representative term. Motion carried.
15. Motion by Larson, second by Spies to approve the resignations of Sarah Thompson (no liquidation damages assessed) and Christine Trainor and approve posting and filling the related vacancies. Motion carried.
16. Motion by Spies, second by Barney to approve the .5 FTE part-time teacher contract for Sara Kureck at \$22,250. Motion carried.
17. The Board confirmed that Mike Nowak may proceed with posting an additional teacher position for MacArthur Elementary and bring to the Board for approval at the September 16, 2019 meeting.
18. Motion by Larson, second by Spies to enter into closed session pursuant to Sections 19.85(1)(e) and (g) to discuss the District transportation contract, superintendent search proposals, and Donges Bay Road property.
19. The Board entered into closed session at 7:52 p.m.
20. The Board returned to open session at 8:27 p.m.
21. Motion by Barney, second by Medved to approve the GoRiteway contract Addendum #1 representing a 3.25% increase in transportation rates in the 2019-2020 school year and a 3.25% in transportation rates for the 2020-2021 school year. Motion carried with a unanimous roll call vote.
22. Motion by Medved, second by Barney to adjourn. Motion carried.
23. Board President Soderberg declared the meeting adjourned at 8:28 p.m.

Jayne Borst
Recording Secretary

Lester Spies
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Transcribed Credit Information

FROM: Brenda O'Brien

BOARD MEETING: September 16, 2019

DATE: September 3, 2019

AGENDA ITEM: V.B.

Several teachers at Germantown School District are seeking certifications to be able to teach transcribed credit courses - courses where students have the opportunity to earn college and high school credit for taking credits at Germantown High School.

Currently, Germantown High School offers one transcribed course - Calculus III - through Milwaukee Area Technical College. The Board previously approved a CAPP course (through University of Wisconsin - Oshkosh) for Spanish V beginning with the 2020-21 school year. Tonight, the Board will take action on a proposal for another CAPP course - Environmental Science - beginning with the 2020-21.

There are possibilities to expand transcribed credit through a program called College Credit in High School (CCIHS) at the University of Wisconsin - Green Bay. CCIHS works the same way as CAPP - students have the option of earning college and high school credit for courses or high school credit only. College credits through CCIHS would be billed to students at \$100 per credit.

The Germantown High School math department is looking into the possibility of offering Statistics, AB and BC Calculus, PreCalculus, and College Math through CCIHS. There is also a possibility of offering Interior Design, Child Care, and Automotive Repair through transcribed credit with MATC. The University of Wisconsin - Milwaukee is also interested in partnering with Germantown High School to offer transcribed credit, although no specific courses have been discussed as they are just beginning their transcribed program. Regardless of the higher educational institution offering the college credits, all transcribed credits are transferrable to any school in the University of Wisconsin (UW) system. Students and their parents are highly encouraged to seek out how the credits will be applied to the various UW schools or other colleges.

Teacher licensing begins the entire transcribed credit process. Teachers must have 18 graduate credits in the content area or equivalent experience or a combination of both. Beginning in 2022, all licensing will be approved in content areas only if the teacher has received 18 graduate credits. No alternative credentialing will be approved for the content areas. Therefore, it's important to note that teachers who are approved through alternative credentialing now may not be able to continue teaching transcribed courses after 2022.

Questions for the Board's consideration: Is it the Board's will to have all transcribed credit be approved through a formal process - first presented at the Instructional Improvement Council (IIC) then taken to the full Board for approval? Should the process moving forward be more informal - an information item when courses will be offered as transcribed courses? Might the Board want to consider a stipend for teachers who are pursuing 18 graduate credits?

RECOMMENDATION: For information only.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Robotics Course Update

FROM: Brenda O'Brien

BOARD MEETING: September 16, 2019

DATE: September 9, 2019

AGENDA ITEM: V.C.

Mr. Tim Mehring, Technology Education teacher at Germantown High School, is proposing to replace the year-long Robotics course currently offered at GHS with two semester-long courses.

The year-long Robotics course is currently open to sophomores, juniors, or seniors. The two main focus areas for this course are Vex robotics, with an emphasis on programming, and Industrial robotics, which includes training for students who want to pursue careers operating robotic arms.

Robotics I will include the focus on Vex robotics and programming. The proposal will be to expand this course offering to freshmen as it would be transition from middle school robotics to this high school course. Robotics II will include the focus on the Industrial portion of the current year-long curriculum.

Offering two semester courses as opposed to one year-long course might increase enrollment in this course as a little more flexibility will be added to scheduling. Students who want to continue to study robotics after middle school yet also want to explore other areas of interest may have more flexibility with a semester course as opposed to a year-long course.

This proposal will be reviewed at the Instructional Improvement Council (IIC) meeting on September 11, 2019 and will be forwarded to the Board for action on September 30.

If the Board approves this proposal, it will begin with the 2020-21 school year.

RECOMMENDATION: Information only at this time.

GERMANTOWN SCHOOL DISTRICT

TO:	Board of Education	TOPIC:	Reunification Drill
FROM:	Andy Eisenbach Don Erickson	BOARD MEETING:	September 17, 2019
DATE:	September 13, 2019	AGENDA ITEM:	V.E.

Please see attached summary report on the “Student/Parent Reunification Drill” conducted by Germantown School District staff members on August 27, 2019. Administration greatly appreciates the full cooperation of staff for that important drill. As a result of the exercise, the District’s Safety Committee has learned valuable information regarding the protocols and processes associated with reunification and will use that information to strengthen those facets involved - staff input was extensive.

RECOMMENDATION: Informational Only.

GSD Reunification Drill 8/27/19 Summary

In partnership with the Germantown Police Department, Washington County Sheriff, Germantown Fire Department, GO Riteway Bus Company, Germantown Recreation Department, and CrossWay Church, the Germantown School District conducted a full reunification drill on the morning of August 27th, 2019. The reunification process is a system we use to bring parents and their children back together in an orderly fashion following a crisis. The drill served 3 purposes at this time. 1) The GSD Safety Committee needed to see if the plan we had on paper was feasible once put into action. 2) All GSD staff needed to have a general understanding of what the reunification process entails. 3) The GSD safety committee and GSD staff were instructed to observe the drill and look for gaps and opportunities to improve the reunification process.

The GSD Safety Committee began discussing and planning the drill during the second semester of the 2018-19 school year. A smaller group of individuals on that committee were able to meet several times over the summer of 2019 to review our reunification plan in detail, and organize the reunification drill conducted on 8/27/19. The GSD has adopted the reunification framework established by the "I Love You Guys" foundation. This framework can apply to many schools, businesses, churches, etc, but the details need to be individualized based on facilities used and populations impacted.

Participants in the drill included all staff from the 6 buildings as well as DO staff. County Line staff facilitated the drill as if the crisis occurred at CL, filling the roles they would normally have in a true crisis. Other district staff played the roles of parents, students, and observers. There was no simulation of an actual emergency. The drill focused on all of the steps that would occur immediately following any large scale crisis such as an active shooter, large fire, gas leak, bomb threat, tornado impact, etc. Many aspects of the drill were recorded for buildings to later use as instructional videos/conversation starters for their own crisis teams.

- The drill started by Go Riteway busing GSD staff from GHS to CL elementary school - thank you to Go Riteway for the in gratis services to hold this event.
- GSD staff were assigned to CL classrooms as students.
- An announcement was made to begin the evacuation drill.
- Everyone in CL school followed the lead of CL staff and evacuated the building, walking directly to one of CL's rally points.
- Once at the rally point, attendance was taken and staff were loaded onto buses in a systematic fashion.
- CL staff with roles to play at the reunification site loaded the first bus so they could get into their positions and set up their areas.

GSD Reunification Drill 8/27/19 Summary

- Buses unloaded at the reunification site and staff & students were placed into designated areas for easier location of “students” when they were ready to be reunified with their parent(s).
- GSD staff playing the role of parents drove to the reunification site and went through all of the necessary steps to be reunified with their “student”.
- The drill ended with a brief wrap up of the drill and a directive to take observations and suggestions back to individual schools and the district safety committee.

Initial suggestions to fill gaps and to make the reunification plan more efficient.

- More bodies/volunteers escorting parents and students to their meeting point.
- More bodies/volunteers directing traffic in the reunification parking lot.
- More bodies/volunteers greeting parents and answering parent questions at the reunification site.
- At least three staff members greeting buses at the reunification site and ushering students into the building.
- Make high visible vests available at the rally point to make it easier to locate staff.
- Use cones or arrows along the path from the parent holding area to the meeting point. This is for runners not familiar with the reunification site to be able to navigate the hallways.
- Establish parent car flow for after they are reunified with their child and leaving the site.
- Request police presence in the parent holding area at the reunification site.
- Establish a system for communicating to runners and counselors which students have been impacted. This is so runners can escort those parents to the counseling area, and counselors know what information they need to share with the parents.
- What do we do with students with cell phones? Allow them to pass information to their parents/friends, or confiscate the phone/device?
- Maintain updated student records locally (paper or local hard drive) if internet connection is overwhelmed or down?
- Make sure to have handheld radios appropriately disbursed during reunification

Next Steps

- The GSD Safety Committee will review the drill and look for opportunities to improve the process.
- The Safety Committee will share its findings and suggested changes with all GSD staff.
- Individual buildings will discuss their procedure, staff roles, and unique circumstances that need to be taken into account when they look at what the reunification process looks like for them.

GSD Reunification Drill 8/27/19 Summary

- Future drills or table top scenarios will be planned in an effort to be proactive rather than reactive, look for ways to improve the plan, keep the plan fresh in staff's minds, and onboard new staff as they are added to the District.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Environmental Science
Transcripted Credit

FROM: Brenda O'Brien

BOARD MEETING: September 16, 2019

DATE: September 3, 2019

AGENDA ITEM: VII.B.

The Cooperative Academic Partnership Program (CAPP) through the University of Wisconsin - Oshkosh creates an opportunity for students to be awarded retroactive college credits upon successful completion of high school courses. The CAPP program offers an affordable way for high school students to earn concurrent high school and college credit.

Mr. Mark McClellan, Science Teacher at Germantown High School, has become certified to teach a CAPP Environmental Science course at the high school. The outline of the proposed syllabus for the course is attached.

Students who enroll in the Environmental Science course will have the option to take this course for college and high school credit or as a high school credit-only course. The cost for this proposed three college credit course is \$300 (\$100 per credit). This fee would be paid by the students who enroll in the course and choose to earn college and high school credit for this course. The CAPP option for this course is proposed to start in the 2020-21 school year.

Currently, Germantown High School has one transcripted class through Milwaukee Area Technical College (MATC) which is Calculus III and another CAPP Spanish V class beginning with the 2020-21 school year.

RECOMMENDATION: IIC forwarded this with a positive recommendation. Approve the CAPP option for Environmental Science beginning with the 2020-21 school year as presented.

Environmental Science

UW Oshkosh CAPP ES 260 (3 credits)

2019-2020

Mark McClellan Rm. A115



**UNIVERSITY OF
WISCONSIN
OSHKOSH**

Required Texts:

Environmental Science 3rd edition by J.M LeBel

UWO Course description:

This is a core course that will provide an overview of: 1) scientific principles on which studies of the environment are based; 2) current understandings of environmental problems from a scientific perspective; and 3) evaluation of scientific evidence. This course will be an intensive survey of a broad range of scientific disciplines. All of our readings will come directly from the scientific literature.

First semester focuses on the study of Limnology and how pollutants effect aquatic ecosystems and ultimately humans. Second semester will focus on a variety of issues throughout the environment. Some topics covered are ecology, climate change, endangered species and pesticide use. I believe this to be one of the most important topics of our time and how we react to some of these problems now or lack thereof, will have irreversible consequences in the future.

UWO Course objectives/goals:

1. Gain a rigorous foundation in various scientific disciplines as they apply to environmental science, such as ecology, evolutionary biology, hydrology, and human behavior.
2. Provide a forum for discussion of current issues in environmental science.
3. Provide each student with a set of tools to use in applied situations such as careers that may involve environmental problems and/or issues.
4. Critically analyze and communicate the findings of primary research.
5. Mold the student into a global citizen that understands the science and politics of environmental issues.

Methods of Evaluation

Grading Policy: Standard school scale

Assignments/Point Scale:

20pts. Folders /binder checks-This includes all assignments, projects and questions of the day.

10pts. Readings-You need to do two readings/month on an interesting article pertaining to environmental science. You will also have a chance to do **3 extra credit readings/quarter.**

50pts. Test-chapter and unit test

TBA Assignments-labs, worksheets and debates

50pts. Attitude points. This will be added to your final

50pts. Outdoor classroom. This will be added to your final

Quarter Break Down:

Semester Break Down:

Homework & Labs 40%

Quarter 1 or 3- 40%

Tests & Quizzes 60%

Quarter 2 or 4- 40%

Semester Exam- 20%

Grading Scale:

High School Grading scale

UWO Grading scale (course equivalent to 3 credits at UWO)

Final Grade Min. %

A	94.0
A-	90.0
B+	87.0
B	83.0
B-	80.0
C+	77.0
C	73.0
C-	70.0
D+	67.0
D	63.0
D-	60.0
F	0.0

Course policies – High School and CAPP

Late work Policy:

Work received after the due date will be given a 50%
Work will not be accepted after a unit is completed.

Academic honesty policies are clearly defined at UW Oshkosh and all students are expected to abide by them. Penalties for violations are severe in this course. Cheating on an exam or plagiarism on a written assignment at a minimum leads to zero, with no opportunity for a make-up or extra credit. A second offense is an F in the course and a report to Dean of Students.

See the following link for UWO's statement on academic integrity and policies regarding academic misconduct: <http://www.uwosh.edu/deanofstudents/university-policies-procedures/academic-misconduct>

Course content and program

Course Outline

Unit 1

4 weeks

This unit covers water quality issues from chemical testing to Benthic Macroinvertebrate identification. Students will test for dissolved oxygen, nitrates, phosphates, carbon dioxide, change in temperature, turbidity, pH, fecal coliform, total solids and biological oxygen demand. This data is then shared with the DNR. Students will know what these tests indicate for water quality. Students will be able to identify Benthic Macroinvertebrates that are sensitive to environmental conditions. Students will learn about the different parts of river systems and how rivers change. Algae blooms will be covered as well as nonpoint and point source pollution.

Unit 2

2 weeks

In this unit students will identify human's encroachment into the natural world and how human population growth is causing major problems with aquatic ecosystems. Differences between natural streams to those that have been channeled will be covered. In addition, students will understand the valuable functions of wetlands and how to identify them. Wetland mitigation is also covered in this unit and how man's encroachment into nature is causing problems and solutions to those problems.

Unit 3

3 weeks

Students in this unit will cover the advantages and disadvantages of hydroelectric power and the economic and environmental impacts of the construction of these structures. The value of river floodplains and flood control will also be highlighted. How the Corp of Engineers functions will also be looked at and the structures that they build. In addition, waste water treatment facilities and the different types will be discussed. Students will evaluate the effectiveness and compare the cost of different methods of sewage treatment.

Zebrafish Module

3 weeks

Wastewater treatment facilities are not able to treat all that comes into the facility and many chemicals and medicines are released into waterways. How does exposure to these chemicals affect the development of an embryo? In this three week module, zebrafish will be bred in class and their embryos will be observed over the course of one week. Students will develop their own lab, conduct the research and present their data to their peers. Students will vote on the best research posters and these individuals will present their research at UW-Milwaukee in April with other schools across Wisconsin.

Semester 1 Final

Unit 4

2 weeks

This unit's focus is on ecology, biomes and how they interact. These interactions include food webs and chains and how the stability can be compromised if index species are lost. Energy is also talked about and how it flows through an ecosystem. This includes the nitrogen cycle, water cycle carbon-oxygen cycle, and mineral cycle. Students will show the relationship between the biotic and abiotic components of the biogeochemical cycles.

Fathead Minnow Module

2 weeks

Lead exposure has become a major issue in our cities across the country. Students will take a closer look at the side effects of lead exposure in humans. We will also look at the locations that have the highest concentrations of lead and the people most affected by it.

Sources of lead in the environment will also be identified. The second part of the module involves Fathead Minnows that have been exposed to lead and a group that has not. Without knowing which group is exposed, students will observe the minnows and 5 behaviors that they exhibit during breeding. This observation lab reinforces the behaviors you would expect to see in an organism exposed to this heavy metal. A research paper will be written explaining what was observed and how lead affects communities and the body.

Unit 5

3 weeks

Invasive species cost our nation well over \$100 billion dollars a year. What are invasive specie's and how did they get here? Students will identify the traits and conditions that permit an introduced species to become an invasive species. Methods will also be looked at in preventing the spread of these species. Our planet could lose up to a million plant and animal species before the end of this century. Students will be able to explain how the Endangered Species Act and Habitat Conservation Plans help endangered species. What does the loss of biodiversity mean to a food web and the health of an ecosystem? Students will also be able to compare how hunting has changed from the practices of the early 1900s. How does management of game species help in the health of the ecosystem?

Unit 6

2 weeks

The focus of unit 6 is on the various forms of succession in lakes, ponds, forests and bogs. Many outside forces affect the stage of succession that an ecosystem is in. These forces can be natural or man-made. One of these outside forces is logging. Students will analyze the different forms of logging and replanting techniques. How do these different forms of logging affect deep forest species? Students will compare the biodiversity of managed forest to unmanaged forest.

Unit 7

3 weeks

Climate change will be discussed throughout the course of the year but in unit 6 we will take a deeper dive into the causes and solutions to this very important issue. Students will first understand a climate issue that was addressed by the international community, the ozone hole and CFC's . By understanding that humans caused this and that solutions were

presented successfully, the climate issue can also be addressed if the will power is there to fix it. Weather versus climate is discussed and the misunderstandings of these. Students will identify greenhouse gases and how they cause the greenhouse effect. Positive feedback mechanisms will be addressed and students will be able to identify them.

Unit 8

2 weeks

The final unit is on agriculture and challenges that farmer's face. Students will need to identify different types of erosion and conservation practices that go with it. Identification of primary nutrients and what is needed to make fertile soil is analyzed. Students will also compare synthetic versus organic fertilizers. In addition, problems associated with the use of pesticides and ways of reducing or eliminating the problems will be looked at.

Semester 2 Final

CAPP students and families, please note:

All CAPP students, through their UW Oshkosh student ID number, email, Net ID, and Titan Card have access to UW Oshkosh on-campus and online events and resources, just as regular UWO students do.

These include the Polk Library database and research resources, on-campus clubs, events, contests as well as **CAPP scholarships**.

If a CAPP student plans to enroll at UW Oshkosh as an incoming freshman, they may apply for a: **CAPP Scholarship of \$500** or, if eligible, **CAPP Honors College Scholarship of \$1000**.

For more information on the CAPP Scholarships <http://www.uwosh.edu/capp/students/capp-student-scholarship>

If you or your parents would like further information about the Environmental Studies program at UW Oshkosh, please contact the CAPP Course liaison, Dr. Shannon Davis-Foust at davisfos@uwosh.edu

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Lost Keys
FROM: Jeff Holmes **BOARD MEETING:** September 17, 2019
DATE: September 13, 2019 **AGENDA ITEM:** VII.C.

In response to recent discussions with staff leaders regarding our current practice of lost key reimbursement by staff, I am requesting that the Board consider changing the current amount utilized in that process to be changed from an all-encompassing amount of \$200 to a two-tiered application: \$250 fine for lost master key and \$100 fine for lost area, classroom, office, et al keys (keeping the lost fob amount at \$25).

RECOMMENDATION: Approve a two-tiered lost key reimbursement in the following manner: \$250 for lost master key; \$100 for other lost keys and \$25 for lost fob; to become effective as of September 18, 2019 and; to be posted in the appropriate staff handbook(s).

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Facility Use Fee Waiver Request:

FROM: Ric Ericksen

BOARD MEETING: September 17, 2019

DATE: September 11, 2019

AGENDA ITEM: VII.D.

The following group(s) is/are requesting a fee waiver for facility use.

Milwaukee Chinese Community Center – The Milwaukee Chinese Community Center offers Chinese lessons to students at County Line Elementary School. Description of services included. They are requesting a fee waiver for their lessons. This group has used the facilities in the past without fees charged.

Hornets Wrestling Club – The Hornets Wrestling Club is requesting a fee waiver for their practices that will be held at Germantown High School in the Multi-Purpose Room. This club has used the facilities in the past without fees charged.

Germantown Girls Hawks Basketball Club – The Germantown Girls Hawks Basketball Club is requesting a fee waiver for their practices that could potentially be held throughout the District. The calculations for their use, are only an approximate, as exact schedules & availability have not been determined yet. This Club has used the facilities in the past without fees charged.

Attachment: Germantown School District Waiver request forms & Fee Sheets

RECOMMENDATION: At the Will of the Board of Education.

Germantown School District

Facility Request-Fee Waiver Form for 2019-2020 School Year

Community groups or individuals may be permitted and are encouraged to use school facilities when such use does not interfere with the regular school program. Use is granted to groups in priority order with the District having first priority (1), the next priority group (3) Germantown School District affiliated groups, community groups, including Parks and Recreation Department(s), with all other organizations or individuals per their designated priority groups in (4, or 5). Any student, student related, civic, or non-commercial group may petition the Germantown School District Board of Education to have fees waived and should be in attendance at the Board meeting that the waiver is considered.

Individuals or groups requesting a fee waiver must complete the following information and submit the request to the Office of Business and Auxiliary Services prior to the first (1st) Monday of each month for consideration by the Board at its 1st regular monthly meeting typically held the second (2nd) Monday of each month. **Completed waivers may be dropped off or mailed to the District's Business Office at N104 W13840 Donges Bay Road, Germantown, WI, 53022 or if completing electronically, the form must be saved on your personal device ahead of submitting and emailed to doorsecurity@gsdwi.org**

Date Submitted: 9/10/19

I. Contact Information:

Name, Mailing Address, & Email Address of Organization/Individual: Melissa Parmenter, melissa.parmenter@milwaukeechinese.org
Milwaukee Chinese Community Center, PO Box 664, Brookfield, WI 53008
Name, Mailing Address, & Email Address of Main Contact; if different from above:

Primary Cell/Phone Number: 262-347-8011 Secondary Cell/Phone Number: 262-251-1884

II. Facility Request information:

Date(s) Requested: 10/7-12/16 (11 Mondays) Fall Facility Requested: CL Library
approx. same for Spring

Time of Day Facility is needed (from when to when): 3:50 - 4:50pm Mondays

General Questions:

- Does this event directly benefit regular school programming? ☒ Yes ☐ No
- Is this a fundraising civic or non-commercial event? ☒ Yes ☐ No
- Are you recognized by the IRS as a Non-Profit? ☒ Yes ☐ No
- What percentage of your organization's membership are GSD residents? 100%
- Does your organization/group charge a membership fee to your participants ☒ Yes ☐ No

III. Briefly describe your reason(s) for requesting a fee waiver in the space below:

We are a non-profit organization that offers Mandarin Chinese lessons taught by a native speaker. This opportunity exposes our students to an Asian foreign language and culture through speaking, reading, writing, singing and arts + crafts. In order to keep tuition affordable for our Germantown students, please consider granting a fee waiver to MCCC.

FOR OFFICE USE ONLY		
Fee Waiver Approved	Fee Waiver Denied	Special Conditions if Approved or Reason for Denial - See attached*

Date Received: 9.11.19 by [signature] Confirmed by: _____ Date: _____

Return completed form to: Office of Business & Auxiliary Services, N104 W13840 Donges Bay Road, Germantown, WI, 53022

USE OF FACILITIES FEE STRUCTURE

Fee worksheet to estimate application fee and facility usage charge for gymnasiums and other co-curricular areas.

2 FACILITY/ROOM NEEDS

Main High School Gym	\$	Per Hr.	X	0	hours	\$	-
Regular/Auxillary Gym	\$	Per Hr.	X	0	hours	\$	-
Library	\$ 7.50	Per Hr.	X	13.75	hours	\$	103.13
Labs (*Computer Aide Required)	\$	Per Hr.	X	0	hours	\$	-
Classroom-GHS	\$	Per Hr.	X		hours	\$	-
Kitchen (**Cook required)	\$	Per Hr.	X	0	hours	\$	-

3 EMPLOYEE NEEDS

*Computer Aide	\$	Per Hr.	X	0	hours	\$	-
**Cook	\$	Per Hr.	X	0	hours	\$	-
Custodian (set ups, cleaning, etc.)	\$	Per Hr.	X	0	hours	\$	-

Name of employee in place of custodian: _____

4 ADDITIONAL SERVICES

Group Priority #3
 25% of \$30/hr. Charge
 Calculation is based on Usage
 Fees Per Quarter
 11 days x 1.25 hrs. per day

\$ -

Total Charges \$ 103.13

Group Name

Milwaukee Chinese
 Community Center

Person In Charge

Melissa Parmenter

Building Principal

Andy Eisenbach

NOTES:

9.11.19 bjm



PO Box 664, Brookfield, WI 53008-0664

August 21, 2019

Board of Education
Germantown School District
N104 W13840 Donges Bay Road
Germantown, WI 53022

Dear Mr. Holmes and the Germantown School Board,

The Milwaukee Chinese Community Center (MCCC) is a non-profit school that promotes Chinese language and culture to children. We have a small but dedicated group of Germantown students learning Mandarin Chinese in an after school program at County Line. Our goal is to offer a creative learning environment to as many students as possible. In order to keep the tuition affordable while maintaining small class sizes, we respectfully request a facilities use fee waiver for the 2019-2020 school year.

The class uses part of the library after school once per week and requires no additional custodial or staff services, equipment or needs. At least two adults are present at all times and we take the utmost care of the library.

We remain a non-profit school because of our passion to share the Chinese language and culture in Germantown. In addition to teaching, our teachers often volunteer their talents at County Line's High Interest Days and Kindergarten Chinese New Year celebrations. We hope to expose students to China's language and culture as China remains an important part of the global economy.

We appreciate your continued support of our after school program and we thank you for offering successful Chinese classes in summer school!

Thank you for your consideration,

A handwritten signature in black ink, appearing to be 'Wei Gao', written over a horizontal line.

Wei Gao
Secretary General of
Milwaukee Chinese Community Center

Rec'd
11/13

Germantown School District Application for Facility Use

N104 W13640 Donges Bay Road

Germantown, WI 53022

(262) 253-3900

****Must be completed and returned at least 14 days prior to the date(s) being requested, but no earlier than nine (9) month prior to requested day****

Applicant Organization <u>Milwaukee Chinese Community Center (MCCC)</u>			
Applicant First Name <u>Melissa</u>		Last Name <u>Parmenter</u>	
21 or older? <u>Y</u>			
Address <u>PO Box 664</u>		City <u>Brookfield</u>	State <u>WI</u>
Zip <u>53008</u>			
Phone Number <u>262 347 8011</u>		Email: (Print Clearly) <u>melissa.parmenter@gmail.com</u>	

Check One: ☐ GSD Curricular or Co-Curricular Group (Must be funded thru GSD)
☒ Non-for-Profit Organization ☐ Business Organization

Attach proof of insurance and non-for-profit status (if applicable)

What is the Title of the Event: Chinese

Type of Event: Chinese language lessons Total Expected Participants & Attenders: 15

Date of Use: 10/7/19 (Date range if being used for a seasonal program.) Ending Date of Use: 12/15/19

Days of the Week Being Requested: Sunday Monday Tuesday Wednesday Thursday Friday Saturday
(Please Circle) 11 Mondays

Start Time: 3:50 AM PM Ending Time: 4:50 AM PM

If additional time is required for set up prior to the event or tear down after, please give time being requested:

Hours Before: 15 min Hours After: 15 min

Germantown High School Performing Arts Center (PAC) use must be requested on PAC Request form, which can be obtained by emailing GtownPac@gsdwi.org

What School Building are you requesting: (Please Circle)

Amy Belle County Line MacArthur Rockfield Kennedy Middle Germantown High School

10/7
10/14
10/21
10/28
11/4
11/11
11/18
11/25
12/2
12/9
12/16

Area/Room you are requesting: (Please Circle)

Cafeteria	Elementary Gym	KMS Blue Gym	KMS Gold Gym
GHS Field House	GHS Main Gym	GHS Fitness Center	GHS Track
FH # of Courts _____	Weights/Yoga/Cardio	Pool	Elem. Art Room
Classroom: Specific Classroom # _____	# of Classrooms _____	Library	Misc

(Classroom use approval is given on an individual basis and not automatically approved.)

Only one door entrance will be programmed for your use, and that entrance will be the door closest to your location use. Per Germantown Board of Education Policy, an adult door monitor must be present for doors unlocked for your use.

Door access points, determined by GSD. If you have questions about your access point, please contact your school office or person you are working with for your requested use.

Do you require any additional items? Chairs _____ Tables _____

What special requirements / needs are you requesting for your use?

Do you require any AV Equipment: (Please Circle)

Speaker System - Yes or No

Screen - Yes or No

Projector - Yes or No

I understand fees may be associated with my use, if I fall under those Board Policy priority groups, and that I must request and submit the proper waiver request forms to the Board of Education within 30 days of my scheduled use.

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.

Melissa Parmenter
Applicant Name (Print)

Melissa Parmenter
Applicant Signature

6/10/19
Date

Andy Eisenbach
Building Principal Name (Print)

Andy Eisenbach
Building Principal Signature

6/27/19
Date

Date Received by School/District: 6/13/19	Received By (Initial/Signature) Ann A. Berg	School Dude Schedule ID Assigned: 27235
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Germantown School District

Facility Request-Fee Waiver Form for 2019-2020 School Year

Community groups or individuals may be permitted and are encouraged to use school facilities when such use does not interfere with the regular school program. Use is granted to groups in priority order with the District having first priority (1), the next priority group (3) Germantown School District affiliated groups, community groups, including Parks and Recreation Department(s), with all other organizations or individuals per their designated priority groups in (4, or 5). Any student, student related, civic, or non-commercial group may petition the Germantown School District Board of Education to have fees waived and should be in attendance at the Board meeting that the waiver is considered.

Individuals or groups requesting a fee waiver must complete the following information and submit the request to the Office of Business and Auxiliary Services prior to the first (1st) Monday of each month for consideration by the Board at its 1st regular monthly meeting typically held the second (2nd) Monday of each month. **Completed waivers may be dropped off or mailed to the District's Business Office at N104 W13840 Donges Bay Road, Germantown, WI, 53022 or if completing electronically, the form must be saved on your personal device ahead of submitting and emailed to doorsecurity@gsdwi.org**

Date Submitted: 8-26-19

I. Contact Information:

Name, Mailing Address, & Email Address of Organization/Individual:

Germantown Hornet's Wrestling Club Tammyszahr@gmail.com

Name, Mailing Address, & Email Address of Main Contact; if different from above:

JEFF SZOHR W147 N9640 Farm Valley Dr. Germantown WI 53022 Tammyszahr@gmail.com

Primary Cell/Phone Number:

414-916-0607

Secondary Cell/Phone Number:

414-791-0608

II. Facility Request Information:

Date(s) Requested: 11-26-19 thru 3-26-20

Facility Requested:

GHS

Multi-Purpose Room

Time of Day Facility is needed (from when to when): Tues and Thurs 6-7:30pm (11-26-19 thru 3-26-20)

General Questions:

- Does this event directly benefit regular school programming? ☒ Yes ☐ No
- Is this a fundraising civic or non-commercial event? ☐ Yes ☒ No
- Are you recognized by the IRS as a Non-Profit? ☐ Yes ☐ No
In Process
- What percentage of your organization's membership are GSD residents? 100%
- Does your organization/group charge a membership fee to your participants ☒ Yes ☐ No
- What is the number of participants attending your events 30-40

III. Briefly describe your reason(s) for requesting a fee waiver in the space below:

#1) The Hornet's Wrestling Club is a feeder program for the high school. The money raised through our Hornet's fundraising events is used to help support the high school wrestling program's greatest needs.

FOR OFFICE USE ONLY

Fee Waiver Approved

Fee Waiver Denied

Special Conditions if Approved or Reason for Denial - See attached*

Date Received: 8.26.19 by [Signature]

Confirmed by: _____

Date: _____

Return completed form to: Office of Business & Auxiliary Services, N104 W13840 Donges Bay Road, Germantown, WI, 53022

USE OF FACILITIES FEE STRUCTURE

Fee worksheet to estimate application fee and facility usage charge for gymnasiums and other co-curricular areas.

2 FACILITY/ROOM NEEDS

Main High School Gym	\$	Per Hr.	X	0	hours	\$	-
GHS MultiPurpose Room	\$6.25	Per Hr.	X	106.5	hours	\$	665.63
IMC/Cafeteria	\$	Per Hr.	X		hours	\$	
Labs (*Computer Aide Required)	\$	Per Hr.	X	0	hours	\$	-
Classroom	\$	Per Hr.	X	0	hours	\$	
Kitchen (**Cook required)	\$	Per Hr.	X	0	hours	\$	-

3 EMPLOYEE NEEDS

*Computer Aide	\$	Per Hr.	X	0	hours	\$	-
**Cook	\$	Per Hr.	X	0	hours	\$	-
Custodian-set ups, cleaning-Sunday Use	\$	Per Hr.	X		hours	\$	

4 ADDITIONAL SERVICES

Group Priority #3
 25% of Priority #4 (\$25)
 Total Number of Days=71
 1.5 hours per Practice

\$ 665.63

Group Name

Hornets Wrestling

Person In Charge

Jeff Szohr

Building Principal

Joel Farren

9.11.19 bjm

Germantown School District Application for Facility Use

N104 W13846 Donges Bay Road

Germantown, WI 53022

(262) 253-3900

****Must be completed and returned at least 14 days prior to the date(s) being requested, but no earlier than nine (9) month prior to requested day****

Applicant Organization <u>Hornets Wrestling</u>			
Applicant First Name <u>Jeff</u>		Last Name <u>Szohr</u>	
Address <u>W147 N9648 Farm Valley Ct</u>		City <u>Germantown</u>	State <u>WI</u>
Phone Number <u>414-916-0607</u>		Zip <u>53022</u>	
		Email: (Print Clearly) <u>tamm.szohr@gmail.com</u>	

Check One: ☐ GSD Curricular or Co-Curricular Group (Must be funded thru GSD)
☐ Non-for-Profit Organization ☐ Business Organization

Attach proof of insurance and non-for-profit status (if applicable)

What is the Title of the Event: Hornets Wrestling Practice

Type of Event: Practice Total Expected Participants & Attenders: 25

Date of Use: 11-26-19 (Date range if being used for a seasonal program.) Ending Date of Use: 3-26-20

Days of the Week Being Requested: Sunday Monday Tuesday Wednesday Thursday Friday Saturday
(Please Circle)

Start Time: 6:00 AM (PM) Ending Time: 7:30 AM (PM)

If additional time is required for set up prior to the event or tear down after, please give time being requested:

Hours Before: _____ Hours After: _____

Germantown High School Performing Arts Center (PAC) use must be requested on PAC Request form, which can be obtained by emailing GtownPac@gsdwi.org

What School Building are you requesting: (Please Circle)

Amy Belle County Line MacArthur Rockfield Kennedy Middle Germantown High School

Area/Room you are requesting: (Please Circle)

Cafeteria	Elementary Gym	KMS Blue Gym	KMS Gold Gym
GHS Field House	GHS Main Gym	GHS Fitness Center	GHS Track
FH # of Courts _____	Weights/Yoga/Cardio	Pool	Elem. Art Room
Classroom: Specific Classroom # _____	# of Classrooms _____	Library	Misc Wrestling Rm

(Classroom use approval is given on an individual basis and not automatically approved.)

Only one door entrance will be programmed for your use, and that entrance will be the door closest to your location use. Per Germantown Board of Education Policy, an adult door monitor must be present for doors unlocked for your use.

Door access points, determined by GSD. If you have questions about your access point, please contact your school office or person you are working with for your requested use.

Do you require any additional items? Chairs _____ Tables _____

What special requirements / needs are you requesting for your use?

Do you require any AV Equipment: (Please Circle)

Speaker System – Yes or No

Screen – Yes or No

Projector – Yes or No

I understand fees may be associated with my use, if I fall under those Board Policy priority groups, and that I must request and submit the proper waiver request forms to the Board of Education within 30 days of my scheduled use.

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.

Jeff Szohr
Applicant Name (Print)

Jeff Szohr
Applicant Signature

4-4-19
Date

Building Principal Name (Print)

Building Principal Signature

Date

Date Received by School/District: Original Request 3/5	Received By Initial/Signature: [Signature]	School Dude Schedule ID Assigned: sent to D.O.
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ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/05/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 6501 S. Fiddlers Green Cir Greenwood Village, CO 80111 303 837-8500	CONTACT NAME: RITA NICHOLSON PHONE (A/C, No, Ext): 7205438803 FAX (A/C, No): E-MAIL: RITA.NICHOLSON@USI.COM ADDRESS: INSURER(S) AFFORDING COVERAGE: INSURER A : Evanston Insurance Company NAIC # 35378 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED United States of America Wrestling Association, Inc. 6155 Lehman Drive Colorado Springs, CO 80918	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> ABUSE/MOLESTATION GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X X	SI8ML01584191	09/01/2019	09/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					
A	UMBRELLA LIAB OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X X	SI8EX00989191	09/01/2019	09/01/2020	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate of liability insurance is in effect for chartered club practices, of which all participants MUST be individual members of USA Wrestling. No liability coverage extends to any event that the club may host. The above coverage is primary & noncontributory where required by written contract. Named Insured Includes Germantown Hornets Wrestling Club. This certificate of liability insurance is in effect for chartered club practices, of which (See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

Germantown Hornets Wrestling Club
 W147 N9640 Farm Valley Court
 Germantown, WI 53022

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



DESCRIPTIONS (Continued from Page 1)

all participants **MUST** be Individual members of USA Wrestling. No liability coverage extends to any event that the club may host.

Germantown School District

Facility Request-Fee Waiver Form for Remainder of 2019-20 School Year

Community groups or individuals may be permitted and are encouraged to use school facilities when such use does not interfere with the regular school program. Use is granted to groups in priority order with the District having first priority (1), the second priority (2) to the Municipalities of Germantown School District Parks and Recreation Department(s), and all other organizations or individuals per their designated priority group (3, 4, or 5). Any student, student related, civic, or non-commercial group may petition the Germantown School District Board of Education to have fees waived.

Individuals or groups requesting a fee waiver must complete the following information and submit request to the Office of Business and Auxiliary Services prior to the first (1st) Monday of each month for consideration by the Board at its 1st regular monthly meeting typically held the second (2nd) Monday of each month. **Completed waivers may be dropped off or mailed to the District's Business Office at N104 W13840 Donges Bay Road, Germantown, WI, 53022 or; if completing electronically, form must be saved on your personal device ahead of submitting and emailed to doorsecurity@gsdwi.org**

Date Submitted: 8-6-19

I. Contact Information:

Name, Mailing Address, & Email Address of Organization/Individual:

Jon Stocks, W160 N10613 Fieldstone Pass, Germantown WI 53022 jstocks@nescoresource.com

Name, Mailing Address, & Email Address of Main Contact; if different from above:

Primary Cell/Phone Number: 414-793-4681 Secondary Cell/Phone Number: _____

II. Facility Request information:

Date(s) Requested: 10-1-19 Facility Requested: 3-25-20

Time of Day Facility is needed (from when to when): 5:30-8:30PM

General Questions:

1. Does this event directly benefit regular school programming? ☐ Yes ☒ No
2. Is this a fundraising civic or non-commercial event? ☐ Yes ☒ No
3. Are you recognized by the IRS as a Non-Profit? ☒ Yes ☐ No
4. What percentage of your organization's membership are GSD residents? 100

III. Briefly describe your reason(s) for requesting a fee waiver in the space below:

This request is for the use of Germantown facilities to have Girls Youth Basketball practices

FOR OFFICE USE ONLY		
Fee Waiver Approved	Fee Waiver Denied	Special Conditions if Approved or Reason for Denial - See attached*

Date Received: 8/21/19 By Bj confirmed by: _____ Date: _____

Return completed form to: Office of Business & Auxiliary Services, N104 W13840 Donges Bay Road, Germantown, WI, 53022

*This waiver request was filled out prior to the new school yr. form revision.

USE OF FACILITIES FEE STRUCTURE

Fee worksheet to estimate application fee and facility usage charge for gymnasiums and other co-curricular areas.

2 FACILITY/ROOM NEEDS

Field House High School(for 3 courts)	\$22.50	Per Hr.	X	264	hours	\$ 5940.00
KMS Gold Gym	\$	Per Hr.	X		hours	\$
Elementary Gyms	\$3.75	Per Hr.	X	132	hours	\$ 495.00
Labs (*Computer Aide Required)	\$	Per Hr.	X	0	hours	\$ -
Classroom	\$	Per Hr.	X	0	hours	\$
Kitchen (**Cook required)	\$	Per Hr.	X	0	hours	\$ -

3 EMPLOYEE NEEDS

*Computer Aide	\$	Per Hr.	X	0	hours	\$ -
**Cook	\$	Per Hr.	X	0	hours	\$ -
Custodian-set ups, cleaning-	\$	Per Hr.	X		hours	\$

4 ADDITIONAL SERVICES

Requested Hrs Projected for 2019-2020

Group Priority #3 - Requesting

Mid October 2019 – March 2020

FH Use of 88 days (4 nights a week,
when possible)

88 days x 3 hrs/each night x 3 Courts

Used

Elementary Gym Use

44 days (2 nights a week)

44 days x 3 hrs/each night

Approx. Total Charges \$ 6435.00

This calculation is based on usage
requested, but not guaranteed.

REVISED 9.11.19

Group Name

Germantown Hawks Girls
Basketball Club

Person In Charge

Jon Stocks

Building Principal

Multiple

Germantown School District Application for Facility Use

N104 W13840 Donges Bay Road

Germantown, WI 53022

(262) 253-3900

****Must be completed and returned at least 14 days prior to the date(s) being requested, but no earlier than nine (9) month prior to requested day****

Applicant Organization <u>Germantown Girls Hawks Basketball Club</u>			
Applicant First Name <u>Jon</u>		Last Name <u>Stocks</u>	
Address <u>460 N1060 Fieldstone Pass</u>		City <u>Germantown</u>	State <u>WI</u>
Phone Number <u>414-793-4681</u>		Zip <u>53022</u>	
		Email: (Print Clearly) <u>JStocks@nesioresource.com</u>	

Check One: ☐ GSD Curricular or Co-Curricular Group (Must be funded thru GSD)
☐ Non-for-Profit Organization ☐ Business Organization

Attach proof of insurance and non-for-profit status (if applicable)

What is the Title of the Event: Basketball Practice

Type of Event: Basketball Total Expected Participants & Attendees: 10-35 per session

Date of Use: 6-1-19 to 3-25-20 (Date range if being used for a seasonal program.) Ending Date of Use: 3-25-20

Days of the Week Being Requested: Sunday Monday Tuesday Wednesday Thursday Friday Saturday
(Please Circle)

Start Time: 5:30 AM PM Ending Time: 8:30 AM PM

If additional time is required for set up prior to the event or tear down after, please give time being requested:

Hours Before: _____ Hours After: _____

Germantown High School, Performing Arts Center (PAC) use must be requested on PAC Request form, which can be obtained by emailing GtownPac@gsdwi.org

What School Building are you requesting: (Please Circle)

Amy Belle County Line MacArthur Rockfield Kennedy Middle Germantown High School

Area/Room you are requesting: (Please Circle)

Cafeteria	Elementary Gym	KMS Blue Gym	KMS Gold Gym
GHS Field House	GHS Main Gym	GHS Fitness Center	GHS Track
FH # of Courts <u>3</u>	Weights/Yoga/Cardio	Pool	Elem. Art Room
Classroom: Specific Classroom # _____	# of Classrooms _____	Library	Misc

(Classroom use approval is given on an individual basis and not automatically approved.)

Only one door entrance will be programmed for your use, and that entrance will be the door closest to your location use. Per Germantown Board of Education Policy, an adult door monitor must be present for doors unlocked for your use.

Door access points, determined by GSD. If you have questions about your access point, please contact your school office or person you are working with for your requested use.

Do you require any additional items? Chairs N Tables N

What special requirements / needs are you requesting for your use?

Do you require any AV Equipment: (Please Circle)

Speaker System – Yes or No

Screen – Yes or No

Projector – Yes or No

I understand fees may be associated with my use, if I fall under those Board Policy priority groups, and that I must request and submit the proper waiver request forms to the Board of Education within 30 days of my scheduled use.

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.

Jon Stach
Applicant Name (Print)

Building Principal Name (Print)

[Signature]
Applicant Signature

Building Principal Signature

8-6-19
Date

Date

Date Received by School/District:	Received By (Initial/Signature)	School Dude Schedule ID Assigned:
-----------------------------------	---------------------------------	-----------------------------------

Date: August 21st, 2019
To: Germantown School District Board of Education
From: Germantown Girls Basketball Club Board
Subject: GGBC structure, contributions and District Facility Use

This memo is written to provide the Germantown School District Board of Education with a better understanding of both the goals and the contributions which have been made by the Germantown Girls Basketball Club. It is our hope in doing so that that Germantown facility time might be made available for our member use. The Germantown Girls Basketball Club (the GGBC) is an organization formed to promote and teach the game of basketball to girls within the Germantown area. The GGBC is dedicated to creating a positive environment in which girls develop both athletically and personally while playing basketball at a competitive level. The GGBC and its members, coaches, directors, and board support the following goals:

1. Establish a program which focuses on basketball skill development, team play, basketball education, self-discipline, and which creates a positive environment for the intermediate to advanced player, grades 4th through 8th.
2. Provide the highest quality coaching possible, including skills clinics, curriculum and skills goals by age level, and to give player specific input on how to improve their games.
3. Provide affordable memberships to all girls who are willing to commit to the GGBC.

Since our foundation in 2006, the GGBC has donated many thousands of dollars back into the Germantown School District, and specifically to the Girls Basketball program. These donations have been used to pay for coaching, equipment, uniforms, fund banquets, and most recently as a scholarship program for any Germantown girls basketball player who graduates in good standing and who was previously a 4 year member of the club. Below is a summary of donations the GGBC has made most recently to the Germantown School District and its students:

	Assistant Coach Salaries	Senior Banquet / Gifts	Uniforms	Scholarships
2015-2016	\$ 2,000	\$ 140		
2016-2017	\$ 2,000	\$ 294		\$ 1,500
2017-2018	\$ 3,000	\$ 2,375	\$ 2,159	\$ 1,000
2018-2019		\$ 890		\$ 3,500
Grand Total:				\$ 18,858

Over the past several years, due to facility constraints, it has been necessary for the GGBC to rent outside gym time to satisfy the needs of the many teams the GGBC fields. The Club has a paying membership of between 80-100 participants during the Winter basketball season (8-10 teams), and will grow for the Summer season by up to 20 or 30 additional members (100-125 total). This outside gym rental is not a preference of the GGBC, rather it is a necessity to allow for our organization to achieve the goals of teaching and developing girls in Germantown to compete with the very best programs in the State. Club expenditures on gym rentals are outlined below:

	Facility Rental Fees
2015-2016	\$ 3,180
2016-2017	\$ 8,995
2017-2018	\$ 13,145
2018-2019	\$ 10,553

We understand and acknowledge that GGBC use of facilities would create some financial burden on the Germantown School District. It is our primary goal to rent space at Germantown High School for practice time and club use. Given our constituents are also tax payers within the Germantown School District, we hope that this access is granted and that consideration is given to providing a maximum discount to the rental rates of the School District facilities, so we are able to keep our club dues at a reasonable level for our members. Should gym access be provided, the GGBC is prepared to use leftover funds to purchase a basketball training gun to be kept at Germantown High School for GGBC and Germantown Girls Basketball use.

Thank you for your consideration.

Germantown Girls Basketball Club Board

<https://www.germantowngirlshoops.org>

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Resignations

FROM: Michael Nowak

BOARD MEETING: September 17, 2019

DATE: September 12, 2019

AGENDA ITEM: VII.E.

Janice Rodden recently submitted her letter of resignation effective August 28, 2019. Janice was hired in August of 2014 in the Germantown School District as a Music Teacher at Rockfield Elementary School.

RECOMMENDATION: Approve the resignation of Janice Rodden. Approve posting and filling the related vacancy.

****Teacher contract:** "In the event said Teacher with a signed contract for the ensuing year seeks release to accept other employment after July 1, he/she shall forfeit five hundred dollars (\$500), after August 1, he/she shall forfeit seven hundred fifty dollars (\$750), and after August 15, he/she shall forfeit one thousand dollars (\$1,000) as liquidated damages."

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Teacher Contracts

FROM: Michael Nowak

BOARD MEETING: September 17, 2019

DATE: September 12, 2019

AGENDA ITEM: VII.F.

The administration is recommending the approval of the following full-time regular and limited-term contracts for the 2019-2020 school year.

Employee Assignment/Location	Rationale	FTE	Contract Type	Salary
Marissa Weber Second Grade Teacher MacArthur School	Marissa is filling the vacancy created by increased needs based on student enrollment	1.0	Regular	\$40,000
Scott Peterson Seventh Grade Math Teacher Kennedy Middle School	Scott will be filling the vacancy occurring due to an FMLA leave	1.0	Limited-Term (60 Days)	\$14,293
Amy Basse Early Childhood Teacher Rockfield Elementary School	Amy is filling the vacancy created by increased needs based on student enrollment	.5	Limited-Term Part-Time	\$31,750
April Elsesser English Teacher Germantown High School	April is filling the vacancy created by the resignation of Christine Trainor	1.0	Limited-Term	\$43,586
Jamie McConnell Music Teacher Rockfield Elementary School	Jamie is filling the vacancy created by the resignation of Janice Rodden	.65	Limited-Term Part-Time (178 Days)	\$28,350

RECOMMENDATION: Approve the 1.0 FTE regular contract for Marissa Weber at \$40,000, the 1.0 FTE limited-term contract for Scott Peterson at \$14,293, the .5 FTE limited-term contract for Amy Basse at \$31,750, the 1.0 FTE limited-term contract for April Elsesser at \$43,586, and the .65 FTE limited-term contract for Jamie McConnell at \$28,350.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Physical Therapy Services
FROM: Jeff Holmes, Michael Nowak,
 and Todd Lamb **BOARD MEETING:** September 17, 2019
DATE: September 13, 2019 **AGENDA ITEM:** VII.G.

Due to the unexpected exit of our physical therapy services provider and to obtain reliable services in short order, contacts were immediately made with alternate vendors previously considered in the recent RFP process in order to bring a new recommendation to the Board for consideration. However, services from those agencies were not as immediately available, except for physical therapy services from Dominiczak Therapy Associates, LLC (DTA), who is one of our current and long-time providers of occupational therapy services within the District. Within one hour of reaching out to DTA to ask whether any physical therapy services might be available for the District, DTA staff were empathetic to our urgency and on-site in the District to expedite planning for the continuation of services to help our students, parents, and staff. To date, DTA has been able to accommodate any previously scheduled assessments and IEP meetings. The services of physical therapy may be included within the current agreement with DTA, and thus the District is able to access those services with no additional agreement or agreement revisions, except for the caveat to make the physical therapy services provisional through the 2019-20 school year. Through the work of the occupational therapists assigned to our District, DTA already has much familiarity with our schools. Continuity of services through DTA would be the least disruptive manner by which to resolve this unanticipated transition in order to appropriately help meet our students' physical therapy needs.

RECOMMENDATION: Continue with the physical therapy services of Dominiczak Therapy Associates, LLC (DTA) to help our students for the remainder of the 2019-20 school year.