

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

**August 13, 2018
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. July 23, 2018 Board of Education
- V. Reports and Information Items
 - A. Update on Activities Director Remediation Plan
 - B. Update on District Initiative Action Plan
 - C. Update on District Crisis Plan
 - D. Summer School Update
- VI. Policy Committee
 - A. Discussion and action to approve District Policy and Bylaw updates.
 - B. Update on remaining items discussed at August 8, 2018 committee meeting.
- VII. Personnel Committee
 - A. Discussion and possible action regarding proposed salary increases for co-curricular coaches and advisors.
 - B. Discussion and possible action regarding fall co-curricular contracts.
 - C. Discussion and possible action regarding staff handbooks.
 - D. Discussion and possible action regarding middle school and high school Dean of Students positions.
 - E. Discussion and possible action regarding additional teaching staff.
 - F. Update on items discussed at August 13, 2018 committee meeting.

- VIII. Building Committee
 - A. Discussion and possible action regarding Intergovernmental Agreement with Village.
 - B. Discussion and possible action regarding sale of Donges Bay Rd property.
 - C. Discussion and possible action to transfer authority of Owners Group to Building Committee.
 - D. Update on remaining items discussed at the August 13, 2018 committee meeting.

- IX. New Business
 - A. Discussion and action to approve donations.
 - B. Discussion and action to approve high school Pom and Dance Team overnight travel request.
 - C. Discussion and action to approve resignations.
 - D. Discussion and action to approve new contracts.
 - E. Discussion and action to approve Department of Justice safety grant.
 - F. Discussion and action to retain KMS school resource officer.
 - G. Discussion and action to approve supplemental contracts.

- X. Closed Session: The Board will entertain a motion to convene in closed session pursuant to Section 19.85(1)(c) and Section 19.85(1)(f) to discuss employee related matters. The Board may 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
July 23, 2018**

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 7:21 p.m. Superintendent Jeff Holmes read the official meeting notification. Roll call: Medved – yes, Loth – yes, Borden – yes, Barney – yes, Larson - yes. Board President Soderberg - absent (excused). Board Member Spies arrived at 7:42 p.m.
2. Motion by Barney, second by Borden to approve the agenda. Motion carried.
3. Motion by Loth, second by Medved to approve the June 25, 2018 Board of Education and Closed Session meeting minutes. Motion carried.
4. Director of Human Resources Mike Nowak presented an updated enrollment report.
5. Jeff Holmes informed the Board that he has been working with district administration and the activities director regarding hiring, financial practices, relationships and communications and will be bringing a draft remediation plan to the Board in August.
6. Jeff Holmes provided an update on the District Initiative Action Plan and meetings with administrators and principals following the full staff survey in May. The Board will receive a revised action plan and will need to plan for the parent survey this fall which has been tentatively scheduled for the end of the first quarter of the 2018-2019 school year.
7. Positive recommendation from Building Committee to approve the Village of Germantown Park and Rec Department's 2018-2019 Fall and Winter only, school district facility use requests with the condition that additional review of requested space will need to take place due to construction. Motion carried.
8. Brian Medved provided an update on additional items discussed in Building Committee including dates for school tours for the public on August 9, 29, and 30, 2018. Jeff Holmes will announce and share times and locations to parents and community members.
9. Recommendation from Finance Committee to purchase 55 EliteBook laptop computers and Fortinet Chromebook Enterprise Management Server (EMS) in an amount not to exceed \$167,588, financing the purchase through a 4-year lease with Vantage Financial and charged to the appropriate capitalization and lease accounts in the general fund. Motion carried.
10. Michael Loth and Ric Ericksen provided updates on remaining items discussed in Finance Committee including the 2018-2019 budget, additions of custodial FTE's and a School Resource Officer for Kennedy Middle School, and an update from American Deposit Management.
11. Recommendation from Policy Committee to approve first meeting readings of the following bylaws and policies: 2271, 5111, 5113.01, 5130, 5310.01, 5421, 5517, 5540, 5610, 5771, 5830, 6605, 6800, 7430, 7530.02, 8146, 8310, 8320, 8320.01, 8330, 8350, 8452, 8500, 8770, 8800, 9130, and 9140, with Board Policy 5330 held for further review. Motion carried.

12. Motion by Spies, second by Barney to approve revisions to the 2018-2019 Germantown School District high school, middle school, and elementary school student handbooks. Motion carried.
13. Motion by Loth, second by Spies to approve the Schoology Learning Management System platform for grades 6-12, renewable yearly, beginning in the fall of 2018. Motion carried.
14. Motion by Barney, second by Borden to approve the 2018-2019 GoRiteway transportation rates. Motion carried.
15. Motion by Spies, second by Loth to approve the 2018-2019 CESA #1 services contract. Motion carried.
16. Motion by Spies, second by Medved to approve the .9 FTE part-time contract for Jennifer Tasch at \$36,000, the 1.0 FTE regular contract for Scott Muenzmaier at \$49,300, the 1.0 FTE regular contract for Corrine Beresford at \$55,125, the 1.0 FTE regular contract for Diane Brown at \$58,500, the 1.0 FTE regular contract for Carissa Tumidajewicz at \$46,800, the .6 FTE part-time contract for Seth Huttner at \$24,000 and the .8 FTE part-time contract for Jodi Viera at \$57,600. Motion carried.
17. Motion by Barney, second by Spies to accept the resignations of Kelly Simonis and Lauren Jakubowski, thank them for their service, and approve posting and filling the related vacancies. Motion carried.
18. Motion by Borden, second by Medved to accept the donation of an Apple MacBook Pro 13 (value undetermined), from Wayne Fischer to be utilized in the middle school video production program. Motion carried.
19. Motion by Spies, second by Barney to adjourn.
20. Board Vice President Sarah Larson declared the meeting adjourned at 8:09 p.m.

Jayne Borst
Recording Secretary

Lester Spies
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Activities Director Remediation Plan
FROM: Jeff Holmes **BOARD MEETING:** August 13, 2018
DATE: August 9, 2018 **AGENDA ITEM:** V.A.

BACKGROUND:

Please see attached progress update regarding the “Activities Director Remediation Plan” in development by Sara Unertl et al. Mrs. Unertl will be in attendance to answer any questions the Board may have regarding work done to this juncture and upcoming tasks.

RECOMMENDATION:

Informational only.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** District Initiative Action Plan Update
FROM: Jeff Holmes **BOARD MEETING:** August 13, 2018
DATE: August 9, 2018 **AGENDA ITEM:** V.B.

BACKGROUND:

Please see attached background material and the following: With the results of this past May's staff survey, the upcoming October parent survey, and the District Initiative Action Plan in mind, work toward the continual improvement process within Germantown School District was enhanced. Driving that work, which was initiated by the Board's 2013 Directive, are guiding questions that have helped move us in a new and exciting direction than the majority of other Wisconsin public school districts -

- Do we want to merely improve our schools as they currently exist, or do we want learning to be different for our students in response to the demands of their future? Do we educate in relation to our past or for our students' future?
- Is this initiative merely about abandoning the Common Core, or is it about something much deeper regarding the educational goals we have for our students?
- How strongly do we believe that our purpose as a school system should be to develop the whole child? What does that really mean?
- Do we want to design/redesign our educational delivery system to intentionally implement learning structures and instructional processes that are designed to develop within our students the knowledge, skills, dispositions, and passions regarding what it takes to be successful in life in relation to modern times?
- Are we willing to do whatever it takes to accomplish the initiative and weather the storm of change that will come when we really start changing things?

With the above questions affirmed in incremental stages over the past several years, the next step is improvement upon action plans or strategies previously created and implemented for addressing the overarching District Initiative Action Plan at departmental and building levels that coincide and/or align with Board, staff, and parent sentiment and/or perceptions for the upcoming school year and beyond:

- Finish articulating the Essential Success Factors – the community's response to the question, "What will benefit our students the most in their future?" (and then develop and implement an aggressive communications plan).
- Translate the Essential Success Factors into a clearer picture of the kind of learning and teaching it will take to actualize the Success Factors.
- Conduct a complete "system" analysis to determine what structures and practices align

and mis-align with the development of the Success Factors in our students.

- Develop and then implement plans of action throughout the organization to transform our system of education to align with and accomplish the defined goals.
- Re-align resources and support structures to support the development of systems, and especially staff, to accomplish the initiative.
- Create an aligned system of accountability and measurement – both for student learning and for teacher/administration/staff effectiveness.
- Create opportunities for innovation and prototype models development.

RECOMMENDATION:

Informational only.

**The Germantown School District “Way”
Vision into Action**
What will benefit our students the most in their future:

MISSION	
Empower and Inspire Every Student to Success!	
INITIATIVE: Building a foundation for SUCCESS within every child.	
<ul style="list-style-type: none"> • Cultivate the “WHOLE” child - discover passions, develop strengths, grow potential • Develop the Essential Success Factors (ESF) <ul style="list-style-type: none"> ■ HOW to learn ■ How to COLLABORATE ■ Know THEMSELVES • Foster a Growth Mindset 	
GOAL: All teachers advancing their instructional practice to better prepare all students for their future.	
Teaching & Learning: <ul style="list-style-type: none"> • Universal Instruction - Every student engaged and learning successfully • Content Expertise - Learning and implementing Professional Research; Best-Practice; Innovation • Whole Child Development for Success - Teaching Essential Success Factors, Growth Mindset • Powerful Learning – Experiences that evoke greater passion, motivation, collaboration, perseverance, and strength of mind and character within all learners 	
ROLE: School Community Stakeholder Purpose/Responsibilities	
<ul style="list-style-type: none"> • Teachers - advance their instructional practice in alignment with the District Initiative • Support Staff - perform assigned tasks in a manner that supports teaching and learning • Principals - foster an environment that advances learning; provide instructional leadership • District Office/District Leadership Team - align systems that support teaching and learning • School Board - align and adopt policy and procedures to advance the District Initiative • Parents - partner with school staff in learning and fostering a Growth Mindset in their children • Community - enhance partnerships with schools to support student learning 	
HOW: Continuous Improvement Process	
<ul style="list-style-type: none"> • Teachers - engage in Professional Growth Model • Support Staff - connect their work to support and advance teaching and learning • Principals - ongoing staff engagement in District Initiative; Professional Growth Model facilitation • District Office - monthly system analysis/alignment, monitoring, coaching, and reporting • District Leadership Team - bi-monthly processing, sharing, next-step planning • School Board - monthly monitoring of and sharing in progress • Parents - monthly newsletter articles; Mindset book study groups; presentations at gatherings 	

EVIDENCE: Indicators/Metrics of Progress

External, mandated, quantitative metrics:

- State Report Card, ACT, Aspire, Advanced Placement, Forward, MAP

Internal, qualitative and quantitative measures that support and validate progress with the District Initiative:

- Increasing number and quality of authentic performances/demonstrations of Powerful Learning
- Increasing student engagement in and personal development results related to the District Initiative as analyzed, revealed, and documented through the above Continuous Improvement Process
- Increasing knowledge, satisfaction, and supportive action by school community stakeholders
 - Utilize staff survey results - end of school year (May)
 - Utilize parent survey results - end of first quarter (October)

As part of the continual improvement process, which incorporated the staff survey in May 2018 and will additionally include the parent survey in October 2018, the superintendent initiated summer meetings with department and building leaders to reflect on last year's efforts and utilize those thoughts, information, and data for moving the organization forward. The meetings held were both individual and group. As a result of those meetings, priorities were collaboratively developed to help guide the work done for the upcoming 2018-19 school year to address areas identified for immediate improvement.

Three Highest Administrative Priorities Identified for Planning Purposes

- Better district-wide and building-level communication with enhanced processes/protocols
- More opportunity for district-wide collaboration and/or team-building with additional weight given in the area of "Change Readiness"
- Increase staff perception that their efforts in regard to student learning is recognized and appreciated; regardless of position or location within the District

Seven Highest Staff Identified Priorities for Planning Purposes:

- Better prepare students for life after high school—whether this be college or career; 58%*
- Provide additional intervention/support services for struggling students; 51%
- Provide educational opportunities to enhance student life-success skills; 49%*
- Develop innovative programs to improve student learning; 37%*
- Provide additional counseling, psychologist and social work services; 32%
- Develop a growth mindset in our students; 31%*
- Increase the number hands-on/project-based learning opportunities; 30%*

* Directly related to the District Initiative Action Plan

2018-19 Focal Points, which moves the District toward employee perceptions that; 1) they are adequately informed; 2) have the opportunities to be a part of creating a more cohesive organization and; 3) every employee is appropriately acknowledged for behavior, effort and accomplishments that support the organization's goals and values.

Current and upcoming tasks?

- Work toward improvement of departmental and building level action plans was initiated Summer 2018
- Directors and building principals are incorporating items into their individual goals that capture the priorities associated with the staff survey
- Directors and building principals are working with or have scheduled work with their respective employees to address the priorities identified in the staff survey; i.e., building leadership teams (BLTs), departmental staff meetings, job description reviews, etc.
- First drafts of departmental and building level action plans will be ready for Board review at the August 27 regular Board meeting, as prepared by directors and building principals
- Second drafts of departmental and building level action plans will be ready for Board review at the September 24 regular Board meeting, which will allow for the staff's input on action plans
- First draft of "Parent Survey" will be ready for Board review at the September 24 Regular Board meeting
- Board approves "Parent Survey" on October 8 and administered on Wednesday, October 10
- Third drafts of departmental and building level action plans will be ready for Board review at the November 26 regular Board meeting, which will allow for initial plan adjustments in relation to parent sentiment

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Update on District Crisis Plan
FROM: Jeff Holmes/Don Erickson **BOARD MEETING:** August 13, 2018
DATE: August 9, 2018 **AGENDA ITEM:** V.C.

BACKGROUND:

Ahead of final approval of the updated "District Crisis Plan" at the Board's August 27 meeting, Don and I are looking for feedback on the current plan and want to make the Board aware of items to be addressed in the August 27 version. Please see attached, a draft of our Activities Director's recommendation for addition to the plan and, below, other language/material/items for insertion - most are earmarked for addition to the current plan and came about as a result of the WI Department of Justice's recommendations provided this summer; however, the Safety Committee should vet the language/wordings utilized upon their return in September. Please note that the Board's approval of the current plan provides for updates to occur to the plan on a regular basis; however, by statute, the Board is required to do a formal review every three years.

- BOE, President's role in communications
- Awareness (See Something Say Something awareness, etc.)
- Testing the plan (active shooter drills, table top, etc.)
- Visitor Control; authorized and otherwise
- Staff/Student Identification
- School Perimeter Controls
- Riteway/Transportation Provider to join Safety Committee
- Parent Version/Overview/Highlights (for public consumption)

RECOMMENDATION:

Informational only.



DRAFT - AUGUST 6, 2018

Germantown Co-Curricular Athletic Event Procedures

Including Non-District Sponsored Events
For Event Management Use

Emergency Contact Numbers

Germantown Police and Fire (Non-Emergency) 262-253-7780

Don Erickson: (*Director of Maintenance*) 414-406-3421

262-305-5125

Custodial Staff 414-406-3427

Maintenance Staff 414-406-3429

Pre-Event Walkthrough

- ☐ Space Permit; Completed and Approved (Event Manager Identified)
- ☐ Tour/Review All Facilities to be Used
- ☐ Review Space Rules
- ☐ Review Emergency Contact Information
- ☐ Review Site Maps/Evacuation Plans
- ☐ Review Medical Emergency Plans
- ☐ Review Sound System Operations and Limitations
- ☐ Review Scoreboard Operations

Datka Stadium & Ball Diamonds Usage Guidelines
<p>Restrooms will be available for all events.</p> <p>Usage of Concessions or Ticket Booths can be arranged through the permitting process.</p> <p>Pressbox and Scoreboard usage can be arranged through the permitting process.</p> <p>Sound Systems are available through the permitting process.</p> <p>Datka Stadium Message Board is <i>not</i> available for use.</p> <p>Access to on-site storage is <i>not</i> available.</p> <p>Field Playability will be determined by the Grounds Staff in Charge, two hours prior to the event. (See Contact Information on Front Cover)</p>

Emergency Procedures

1. CRISIS INCIDENT OCCURS

2. CALL 911 AS NEEDED • Who • What • When • Where • How

3. EVENT MANAGER ORGANIZES AVAILABLE STAFF • Crowd Control • Access Points • Announcements

Injuries	Inclement Weather
Licensed Athletic Trainer (LAT) if available; Takes Lead until Medical Personnel Arrive	Game Officials will decide whether to cancel or postpone the event
See Attached Procedures (Appendix)	Seek Shelter in Vehicles or High School if Available. Access to building at gym or field house Entrance.
	Event Manager, in conjunction with the officials will ensure that organizational guidelines will be followed before returning to the field. ex. Waiting period after last lightning strike.

Appendix

Germantown High School Athletic and Activity Injury Action Plan

The purpose of an emergency action plan is to establish a set of guidelines that can be followed by staff in case of an emergency.

Address:

Germantown High School
W180N11501 N. River Ln
Germantown, WI 53022
(262) 253-3400

Emergency Personnel:

When at home events and practices at Germantown High School, a Licensed Athletic Trainer (LAT) will be on site. Coaches or other school personnel will be asked to participate on an as needed basis.

Emergency Communication:

Cellular phones will be used to contact athletic training staff for additional medical assistance.

Emergency Equipment:

Automated External Defibrillators (AED), Splint Bags, Crutches, and any other emergency equipment needed will be kept with the Athletic Training staff or inside the Athletic Training room if deemed appropriate. Coaches will have access to first aid supplies in their team's medical kit and some teams will have an AED depending on off site location.

Emergency Contact Information:

Name	Number
Jamie Pecha: Athletic Trainer	(262) 751-0504
Sara Unertl- Athletics and Activities Director	(262) 253-3415 or (414) 331-2275
Don Erickson	(414) 406-3421 or (262) 305-5125
Grounds Staff	(414) 406-6848
City of Germantown Fire/EMS	(262) 502-4701
City of Germantown Police	(262) 253-7780
Froedert	(262) 532-1100

Common Sense Prevails

Role of Emergency Care Provider(s):

The Emergency care providers (1st responders) are considered to be all coaches and administrative staff who will be assisting the LAT at the time of an emergency. The first responder should notify the LAT if an emergency occurs, and then proceed to call 911 if instructed to do so by LAT, if the LAT is unavailable or detained by another emergency, or if the situation warrants it.

- Contact LAT (if not present) via cell phone
- Immediate care of injured/ill athlete
- Equipment retrieval if needed as directed by LAT
- **Designated individual** activates Emergency Medical Service (EMS) (call 911). The following information should be given to EMS:
 - Provide name
 - Provide address or location
 - Provide phone number
 - Provide number of individuals injured/ill
 - Provide current care/1st aid being rendered
 - Provide specific directions to location
 - Answer any questions the operator may have
 - HANG UP LAST and return to LAT for further instructions
- Notify parents/guardians, and/or other administration as necessary. Please refer to emergency contact numbers on page 2
- Designate an individual to direct EMS to scene:
 - Open appropriate doors/gates
 - Direct EMS to exact scene
 - Limit entry to just medical staff
- Answer questions/assist EMS as needed
- Control Traffic/Observers to allow EMS to work
- Keep other players clear of the area
- Fill out appropriate paperwork

Emergency Action Plan—Datka Stadium

Address: W180N11501 N. River Ln., Germantown, WI 53022

EMS Directions:

Accessibility to the field can be gained via the northeast gate which is accessed through the west entrance to the field. Someone will meet you by the gate.

Phone Location:

LAT/coach will have a cell phone to call 911

AED Location: (If in attendance, the LAT will have AED)

- AED located in athletic training room in the first cabinet and it is labeled. This AED will be with trainer when events are occurring.
- AED located outside of the main gym hallway.
- AED located outside the main office by the elevator.

Emergency Response:

LAT will be the first to respond and assess situation.

Coaches and Administrative staff will assist the LAT in caring for the athlete.

- Game manager (game/event) or coach (practice) will call EMS and go to get the closest AED if necessary.
- Coach or event staff who called 911 will be sent to the emergency vehicle access gate to meet EMS personnel.
- All other coaches or event staff will serve as crowd control personnel.
- Coach or Administrative staff will get injured person's parent or guardian if applicable.

Contact Information:

Jamie Pecha, LAT

Cell Phone: (262) 751-0504

Emergency Action Plan—Baseball fields

Address: W180N11501 N. River Ln., Germantown, WI 53022

EMS Directions:

Accessibility to the fields can be gained via the north gate. Someone will meet you.

Phone Location:

LAT will have a cell phone to call 911

AED Location: (If in attendance, the LAT will have AED)

- AED located in athletic training room in the first cabinet and it is labeled. This AED will be with trainer when events are occurring.
- AED located outside of the main gym hallway.
- AED located outside the main office by the elevator.

Emergency Response:

LAT will be the first to respond and assess situation.

Coaches and Administrative staff will assist the LAT in caring for the athlete.

- Game manager (game/event) or coach (practice) will call EMS and go to get the closest AED if necessary.
- Coach or event staff who called 911 will be sent to meet EMS personnel.
- All other coaches or event staff will serve as crowd control personnel.
- Coach or Administrative staff will get injured person's parent or guardian if applicable.

Contact Information:

Jamie Pecha, LAT

Cell Phone: (262) 751-0504

Emergency Action Plan (After school hours) - Gym, Fieldhouse, Pool, Locker rooms

Address: W180N11501 N. River Ln., Germantown, WI 53022

EMS Directions:

Enter the building through the gym or fieldhouse entrance. Someone will meet you here.

Phone Location:

Coach/LAT will have a cell phone to call 911

AED Location: (If in attendance, the LAT will have AED)

- AED located in athletic training room in the first cabinet and it is labeled. This AED will be with trainer when events are occurring.
- AED located outside of the main gym hallway.
- AED located outside the main office by the elevator.
- There is a red emergency phone with auto dialing on the south pool wall

Emergency Response:

LAT will be the first to respond and assess situation.

Coaches and Administrative staff will assist the LAT in caring for the athlete.

- Game manager (game/event) or coach (practice) will call EMS and go to get the closest AED if necessary.
- Coach, or event staff who called 911 will be sent to the entrance by the pool/rec offices to direct EMS when they have arrived
- All other coaches or event staff will serve as crowd control personnel.
- Coach or Administrative staff will get injured person's parent or guardian if applicable.

Contact Information:

Jamie Pecha, LAT

Cell Phone: (262) 751-0504

Emergency Action Plan—Kennedy Middle School (Softball)

Address: W160N11836 Crusader Ct, Germantown, WI 53022

EMS Directions:

Accessible off of Freistadt Rd- the gate is on the north side. Someone will meet you by the field in the parking lot.

Phone Location:

Coach/LAT will have a cell phone to call 911

AED Location:

LAT or coach will have AED

Emergency Response:

LAT will be the first to respond and assess situation.

Coaches and Administrative staff will assist the LAT in caring for the athlete. (Unless at practice)

- Game manager (game/event) or coach (practice) will call EMS and go to get the closest AED if necessary.
- Coach or event staff who called 911 will be sent to edge of parking lot to meet EMS personnel.
- All other coaches or event staff will serve as crowd control personnel.
- Coach or Administrative staff will get injured person's parent or guardian if applicable.

Contact Information:

Jamie Pecha, LAT

Cell Phone: (262) 751-0504

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Summer School Update

FROM: Brenda O'Brien

BOARD MEETING: August 13, 2018

DATE: August 1, 2018

AGENDA ITEM: V.D.

This year, we experienced some challenges with Summer School and the construction at Kennedy Middle School. The greatest challenge was drop-off and pick-up. Immediately after a new traffic pattern was created, we had numerous parent concerns and negative feedback regarding the change. However, once the traffic pattern was well-established, we did receive positive comments from parents, thanking us for keeping their children safe. This was certainly a team effort. Thank you to Doris Berget, Administrative Assistant for the Office of Teaching and Learning, the summer school teaching staff and support staff, the Kennedy custodial staff, the summer school administrative team as well as the administrative team at Kennedy, the Department of Buildings and Grounds, parents, students, and the Germantown Police Department for helping summer school run as smoothly as possible given the challenges associated with the construction.

RECOMMENDATION: No action required.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Policy and Bylaw Updates
FROM: Jeff Holmes **BOARD MEETING:** August 13, 2018
DATE: August 9, 2018 **AGENDA ITEM:** VI.A.

BACKGROUND:

The Policy Committee asked for a review, after their June 18 meeting, of Policy 5330 by NEOLA regarding the proposed language in their update materials; based upon NEOLA's response, the Policy Committee was provided with the attached updated language for their consideration at their August 7 meeting and agreed that this revised language should be adopted by the Board; an overview of the proposed language is also included in the background document. Please know that, if revision is adopted, the superintendent will be working with the District's nurse to ensure that only district-authorized personnel dispense medications in our school settings.

RECOMMENDATION:

Approve the revised language as presented by the Policy Committee.

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board ~~of Education~~ shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers package which lists the ingredients and dosage in a legible format may be administered.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, **an opioid antagonist**, and epinephrine, unless the act or omission constitutes a high degree of negligence **and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose**. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a

health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Students who may require administration of a drug on an emergency basis may have such medication in their possession with written authorization of their parent. Written authorization must be presented to the building principal.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any **district** administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as **D**istrict employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) and/or a registered nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). ~~The plan shall [OPTION #1] () state whether and to what extent the District () or individual schools will retain opioid antagonists [END OF OPTION #1] [OPTION #2] () provide for District acquisition and maintenance of opioid antagonists [END OF OPTION #2] for use in the event an authorized employee or volunteer observes an apparent overdose.~~

~~The District Administrator shall prepare administrative guidelines to ensure the proper implementation of the requirements of this policy.~~

Overview

Policy 5330 – Administration of Medication/Emergency Care (Revised)

The policy is revised to provide the Board with the authority to limit the approval of persons authorized to administer medications to students. The Board need not limit the authority, and may provide that authorization can be given by all three permitted categories, namely, the Board, the District Administrator, or the principal, or may limit those permitted to extend such authorization.

The policy is also revised to reflect that the District must determine, with the assistance of an employed registered nurse, or a consulting nurse, which employees will be authorized to administer medications and consent.

Legislation was approved which permits school district personnel, with approval, to administer opioid antagonists and to be immune from liability arising as a result of the administration of an opioid antagonist, provided they properly notify emergency medical services. Opioid antagonists come in different forms. Some are administered by means of a nasal spray and others by means of injection. Each district will have to decide whether it will obtain opioid antagonist for use or not and, if so, to what extent they will be available.

The policy does not discuss the specifics regarding the district's permission to use antagonists, what if any training will be provided or required, and to whom the district's personnel may administer the opioid antagonist on school grounds (students, adults, both). This is for two reasons. First, Policy 5330 deals exclusively with students, and therefore does not speak to the

administration of any medications, including opioid antagonists, to persons other than students. Second, the specific circumstances that will apply in each district is a function of the district's emergency nursing service plan which must be developed locally and must be developed in consultation with appropriate health care professionals. District officials are reminded to review those plans and to consult with their nursing services provider on doing so. The policy does permit the Board to either direct that the nursing plan provide for the stocking of opioid antagonist medications, or it may opt to leave that to those involved in developing the emergency nursing plan.

GERMANTOWN SCHOOL DISTRICT

TO:	Board of Education	TOPIC:	Coaching Salaries
FROM:	Sara Unertl and Mike Nowak	BOARD MEETING:	August 13, 2018
DATE:	August 13, 2018	AGENDA ITEM:	VII. A

The Personnel Committee was presented with the following information relating to co-curricular salaries. In researching surrounding area school districts, Germantown is below average when looking at co-curricular salaries. Comparable schools in terms of size and conference affiliation were looked at.

We ask that the information below be considered for the 2018-19 school year.

As part of the proposal, all co-curricular positions would use the “base” of \$40,000 instead of \$34,815. The additional cost for 2018-19, for all listed District salaried co-curricular advisors and coaches, would be about \$45,000.

Recommendation: Will of the Board of Education.

2018-2019 Germantown School District Coaches/Advisors

Activity	Season	Hours	Staffing Rate	Base Staffing Cost	Rounded Staffing Cost	Base Staffing Cost	Coach's Name	Building
	^^^^^^	^^^^	^^^^^^	^^^^^^	^^^^^^	^^^^^^	^^^^^^^^^^^^^^^^^^^^	^^^^^^
HIGH SCHOOL LEVEL ATHLETICS				\$ 34,815.00		\$ 40,000.00		
Fall Athletics (Before School Starts)								
Cross Country - Boys Head Coach	Aug - Oct		10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	Harris Jones	GHS
Cross Country - Boys Assistant Coach	Aug - Oct		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Nicholas Foti	GHS
Cross Country - Girls Head Coach	Aug - Oct		10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	Nancy Pietrowiak	GHS
Cross Country - Girls Assistant Coach	Aug - Oct		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Robert Wehner	GHS
Football - Head Coach	Aug - Nov		12%	\$ 4,177.80	\$ 4,200.00	\$ 4,800.00	Jacob Davis	GHS
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	David Branske	GHS
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Michael Pfeiffer	GHS
Football - Assistant Coach	Aug - Nov		6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	Jason Baumann	GHS
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Todd Krupicka	GHS
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Steven Tennes	GHS
Football - Assistant Coach	Aug - Nov		6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	Jonathan Davis	GHS
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Robert Fliss	GHS
Football - Assistant Coach	Aug - Nov		4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Steven Martin	GHS
Football - Assistant Coach	Aug - Nov		4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Ray Baran	GHS
Football - Assistant Coach	Aug - Nov		4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Scott Schubert	GHS
Golf - Girls Head Coach	Aug - Oct		9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	Thomas Kujawa	GHS
Golf - Girls Co-Assistant	Aug - Oct		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Jennifer Catalano	GHS
Golf - Girls Co-Assistant	Aug - Oct		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Stephanie Milmoie	GHS
Soccer - Boys Int. Co-Head Coach	Aug - Oct		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Erik Knudson	GHS
Soccer - Boys Int. Co-Head Coach	Aug - Oct		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Robert Huss	GHS
Soccer - Boys Co-Assistant Coach	Aug - Oct		5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Tyler Asen	GHS
Soccer - Boys Co-Assistant Coach	Aug - Oct		5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	James Davis	GHS
Swimming - Girls Head Coach	Aug - Nov		12%	\$ 4,177.80	\$ 4,200.00	\$ 4,800.00	Lori Bruss	GHS
Swimming - Girls Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Timothy Damico	GHS
Diving - Girls Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Gary Cox	GHS
Tennis - Girls Head Coach	Aug - Oct		9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	Vincent Daniels	GHS
Tennis - Girls Assistant Coach	Aug - Oct		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Michael Kolz	GHS
Volleyball - Boys Head Coach	Aug - Oct		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Laura Suprenand	GHS
Volleyball - Boys Assistant Coach	Aug - Nov		10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	Brian Rushmer	GHS
Volleyball - Boys Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Blake Janz	GHS
Volleyball - Girls Head Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Matthew Schultz	GHS
Volleyball - Girls Head Coach	Aug - Nov		11%	\$ 3,829.65	\$ 3,900.00	\$ 4,400.00	Amy Wagner	GHS

2018-2019 Germantown School District Coaches/Advisors

Activity	Season	Hours	Staffing Rate	Base Staffing Cost	Rounded Staffing Cost	Base Staffing Cost	Coach's Name	Building
Volleyball - Girls Assistant Coach	Aug - Nov		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Lisa Stigler	GHS
Volleyball - Girls Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Arianna Cohen	GHS
<i>Total High School Athletics - Fall</i>				\$ 91,911.60	\$ 92,900.00	\$ 105,600.00		
Winter Athletics								
Basketball - Boys Head Coach	Nov - Mar		13%	\$ 4,525.95	\$ 4,600.00	\$ 5,200.00	Steven Martin	GHS
Basketball - Boys Assistant Coach	Nov - Mar		9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	Cole Reindl	GHS
Basketball - Boys Assistant Coach	Nov - Mar		9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	TBD	GHS
Basketball - Girls Head Coach	Nov - Mar		13%	\$ 4,525.95	\$ 4,600.00	\$ 5,200.00	Matthew Stuve	GHS
Basketball - Girls Assistant Coach	Nov - Mar		9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	Stephanie Milmoie	GHS
Basketball - Girls Assistant Coach	Nov - Mar		9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	Vincent Daniels	GHS
Gymnastics Co-Coach	Nov - Mar		10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	Michael Giles	GHS
Gymnastics Co-Coach	Nov - Mar		3%	\$ 1,044.45	\$ 1,100.00	\$ 1,200.00	Kym Remillard	GHS
Swimming - Boys Head Coach	Nov - Mar		12%	\$ 4,177.80	\$ 4,200.00	\$ 4,800.00	Meridith Berghauer	GHS
Wrestling - Co-Head Coach	Nov - Feb		10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	Jeffrey Szohr	GHS
Wrestling - Co-Head Coach	Nov - Feb		10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	Michael Krause	GHS
Wrestling - Assistant Coach	Nov - Feb		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Joseph Dhein	GHS
<i>Total High School Athletics - Winter</i>				\$ 40,037.25	\$ 40,600.00	\$ 46,000.00		
Spring Athletics								
Baseball - Head Coach	May - July		12%	\$ 4,177.80	\$ 4,200.00	\$ 4,800.00	Jeffrey Wolf	GHS
Baseball - Assistant Coach	May - July		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	James Doedens	GHS
Baseball - Assistant Coach	May - July		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Kyle Rogers	GHS
Golf - Boys Head Co-Coach	Mar - May		2%	\$ 696.30	\$ 700.00	\$ 800.00	Troy Schmidt	GHS
Golf - Boys Head Co-Coach	Mar - May		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Benjamin Laubusch	GHS
Golf - Boys Assistant Coach	Mar - May		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Thomas Kujawa	GHS
Golf - Boys Assistant Coach	Mar - May		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Michael Pfeiffer	GHS
Soccer - Girls Head Coach	Mar - June		10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	Paul Sikinger	GHS
Soccer - Girls Assistant Coach	Mar - June		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Eric Vivoda	GHS
Soccer - Girls Assistant Coach	Mar - June		4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Robert Huss	GHS
Soccer - Girls Assistant Coach	Mar - June		4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Jamie Janczak	GHS
Softball - Head Co-Coach	Mar - June		5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Kurt Raguse	GHS
Softball - Head Co-Coach	Mar - June		5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Dru Sumwalt	GHS
Softball - Assistant Co-Coach	Mar - June		4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Tammie Kochevar	GHS
Softball - Assistant Co-Coach	Mar - June		4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Thomas Otto	GHS
Softball - Assistant Co-Coach	Mar - June		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Diane Seramur	GHS
Tennis - Boys Head Coach	Mar - June		9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	Vincent Daniels	GHS
Tennis - Boys Assistant Coach	Mar - June		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	TBD	GHS
Track - Boys Head Coach	Mar - June		12%	\$ 4,177.80	\$ 4,200.00	\$ 4,800.00	Jared Foerch	GHS

2018-2019 Germantown School District Coaches/Advisors

Activity	Season	Hours	Staffing Rate	Base Staffing Cost	Rounded Staffing Cost	Base Staffing Cost	Coach's Name	Building
Track - Boys Assistant Coach	Mar - June		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Robert Fliss	GHS
Track - Boys Assistant Coach	Mar - June		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Nicholas Foti	GHS

2018-2019 Germantown School District Coaches/Advisors

Activity	Season	Hours	Staffing Rate	Base Staffing Cost	Rounded Staffing Cost	Base Staffing Cost	Coach's Name	Building
Track - Girls Head Coach	Mar - June		12%	\$ 4,177.80	\$ 4,200.00	\$ 4,800.00	Jessica Reece	GHS
Track - Assistant Coach	Mar - June		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Harris Jones	GHS
Track - Assistant Co-Coach	Mar - June		4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Jeremy King	GHS
Track - Assistant Co-Coach	Mar - June		4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Brian Kuhlbeck	GHS
Track - Assistant Coach	Mar - June		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Patrick Pretty	GHS
Track - Assistant Coach	Mar - June		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Kathleen Orr	GHS
<i>Total High School Athletics - Spring</i>								
High School Athletics Total								
HIGH SCHOOL LEVEL CO-CURRICULAR ACTIVITIES								
Fall Activities (Before School Starts)								
Band Advisor (GHS)			10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	Jonathan Bell	GHS
Band Advisor Assistant (GHS)			9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	Andrew Stone	GHS
Cheerleading Coach			10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	TBD	GHS
Cheerleading Coach - Assistant			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	TBD	GHS
Pompons Coach			10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	Chelsea Hammett	GHS
Pompons Coach - Assistant			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Jessica Boehm	GHS
Yearbook (Annual) Advisor			9.5%	\$ 3,307.43	\$ 3,400.00	\$ 3,800.00	Andrew Kavanaugh	GHS
Yearbook (Annual) Assistant Advisor			9.5%	\$ 3,307.43	\$ 3,400.00	\$ 3,800.00	Diane Seramur	GHS
<i>Total High School Co-Curricular Activities - Fall</i>								
Year Long Activities								
Choir Advisor			8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Jonathan Brooks	GHS
Drama Production 1-Head Advisor			6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	Susan Duecker	GHS
Drama 1 - Assistant Advisor			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Jonathan Brooks	GHS
Drama Production 2 - Head Advisor			6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	Stephanie Staszak	GHS
Drama Production 2 - Assistant Advisor			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Jonathan Brooks	GHS
Drama Production 2 - Assistant/Percussion			2%	\$ 696.30	\$ 700.00	\$ 800.00	Andrew Stone	GHS
Drama Production 2 - Assistant/Piano			2%	\$ 696.30	\$ 700.00	\$ 800.00	Alison Bekolay	GHS
Drama Production 2 - Assistant/Lighting			2%	\$ 696.30	\$ 700.00	\$ 800.00	Adam Qutaishat	GHS
Drama Co-Assistant			2%	\$ 696.30	\$ 700.00	\$ 800.00	Jonathan Brooks	GHS
Drama Co-Assistant			2%	\$ 696.30	\$ 700.00	\$ 800.00	Stephanie Staszak	GHS
Variety Show Advisor			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Thomas Kujawa	GHS
Forensics Advisor			7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Gina Ray	GHS
Forensics Assistant Advisor			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Harris Jones	GHS
Intramurals Co-Coach			4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Stephanie Milmoie	GHS

2018-2019 Germantown School District Coaches/Advisors

Activity	Season	Hours	Staffing Rate	Base Staffing Cost	Rounded Staffing Cost	Base Staffing Cost	Coach's Name	Building
Intramurals Co-Coach			4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	Steven Tennies	GHS
Student Council Advisor			14%	\$ 4,874.10	\$ 4,900.00	\$ 5,600.00	Carolyn Solie	GHS
DECA Advisor			7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Peter Hammen	GHS
DECA Assistant Advisor			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Vincent Daniels	GHS
FBLA Advisor			7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Steven Martin	GHS
FBLA Assistant Advisor			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Jason Baumann	GHS
Peer Listeners			6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	Caryn Hernandez	GHS
Weightlifting Co-Coach (Fall)	Fall		2%	\$ 696.30	\$ 700.00	\$ 800.00	Matthew Stuve	GHS
Weightlifting Co-Coach (Winter)	Winter		3%	\$ 1,044.45	\$ 1,100.00	\$ 1,200.00	Jacob Davis	GHS
Weightlifting Co-Coach (Spring)	Spring		2%	\$ 696.30	\$ 700.00	\$ 800.00	Scott Schubert	GHS
Skills USA (formerly VICA)			2.5%	\$ 870.38	\$ 900.00	\$ 1,000.00	Jon Stachowiak	GHS
Skills USA (formerly VICA)			2.5%	\$ 870.38	\$ 900.00	\$ 1,000.00	Timothy Mehring	GHS
Advisors-Gr 9 #1		40	\$16.50	\$ 660.00	\$ 660.00	\$ 660.00	Jeremy King	GHS
Advisors-Gr 9 #2		40	\$16.50	\$ 660.00	\$ 660.00	\$ 660.00	Wesley Hoopes	GHS
Advisors-Gr 10 #1		50	\$16.50	\$ 825.00	\$ 825.00	\$ 825.00	Sara Lundbohm	GHS
Advisors-Gr 10 #2		50	\$16.50	\$ 825.00	\$ 825.00	\$ 825.00	John Julka	GHS
Advisors-Gr 11 #1		70	\$16.50	\$ 1,155.00	\$ 1,155.00	\$ 1,155.00	Jason Baumann	GHS
Advisors-Gr 11 #2		70	\$16.50	\$ 1,155.00	\$ 1,155.00	\$ 1,155.00	Steven Martin	GHS
Advisors-Gr 11 #3		20	\$16.50	\$ 330.00	\$ 330.00	\$ 330.00	Cynthia Collins	GHS
Advisors-Gr 11 #4		20	\$16.50	\$ 330.00	\$ 330.00	\$ 330.00	Christine Dougherty	GHS
Advisors-Gr 12 #1		70	\$16.50	\$ 1,155.00	\$ 1,155.00	\$ 1,155.00	Jeremy King	GHS
Advisors-Gr 12 #2		70	\$16.50	\$ 1,155.00	\$ 1,155.00	\$ 1,155.00	Wesley Hoopes	GHS
Spanish Honor Society		40	\$16.50	\$ 660.00	\$ 660.00	\$ 660.00	Carrie Lilige	GHS
Best Buddies		40	\$16.50	\$ 660.00	\$ 660.00	\$ 660.00	Lisa Densing	GHS
German Honor Society/Club		20	\$16.50	\$ 330.00	\$ 330.00	\$ 330.00	Jennifer Zimmerman	GHS
German Honor Society/Club		20	\$16.50	\$ 330.00	\$ 330.00	\$ 330.00	Aurelia Schumacher	GHS
NHS		40	\$16.50	\$ 660.00	\$ 660.00	\$ 660.00	Laura Suprenand	GHS
NHS		40	\$16.50	\$ 660.00	\$ 660.00	\$ 660.00	Cynthia Collins	GHS
Political Science		20	\$16.50	\$ 330.00	\$ 330.00	\$ 330.00	Adam Johnson	GHS
Strategists Co-Advisor		35	\$16.50	\$ 577.50	\$ 577.50	\$ 577.50	Margaret McComack	GHS
Strategists Co-Advisor		35	\$16.50	\$ 577.50	\$ 577.50	\$ 577.50	Kathleen Orr	GHS
Key Club Co-Advisor		50	\$16.50	\$ 825.00	\$ 825.00	\$ 825.00	Marin Siebert	GHS
Key Club Co-Advisor		50	\$16.50	\$ 825.00	\$ 825.00	\$ 825.00	TBD	GHS
Band Tri M Advisor		40	\$16.50	\$ 660.00	\$ 660.00	\$ 660.00	Jonathan Bell	GHS
Math Club Co-Advisor		20	\$16.50	\$ 330.00	\$ 330.00	\$ 330.00	Jessica Tummett	GHS
Math Club Co-Advisor		20	\$16.50	\$ 330.00	\$ 330.00	\$ 330.00	Kelly Korek	GHS
Robotics (formerly Battle Bots IQ)		60	\$16.50	\$ 990.00	\$ 990.00	\$ 990.00	Timothy Mehring	GHS

2018-2019 Germantown School District Coaches/Advisors

Activity	Season	Hours	Staffing Rate	Base Staffing Cost	Rounded Staffing Cost	Base Staffing Cost	Coach's Name	Building
Robotics (formerly Battle Bots IQ)		60	\$16.50	\$ 990.00	\$ 990.00	\$ 990.00	Timothy Mehring	GHS
Environmental Club		20	\$16.50	\$ 330.00	\$ 330.00	\$ 330.00	Mark McClellan	GHS
Environmental Club		20	\$16.50	\$ 330.00	\$ 330.00	\$ 330.00	Laura Suprenand	GHS
Emerging Women		40	\$16.50	\$ 660.00	\$ 660.00	\$ 660.00	Jennifer Catalano	GHS
Cup O Controversy		40	\$16.50	\$ 660.00	\$ 660.00	\$ 660.00	John Whitehead	GHS
<i>Total High School Co-Curricular Activities - Year Long</i>								
				\$ 62,091.15	\$ 62,865.00	\$ 68,365.00		
High School Co-Curricular Total								
				\$ 85,765.35	\$ 86,965.00	\$ 95,565.00		
HIGH SCHOOL GRAND TOTAL								
				\$ 284,210.85	\$ 287,665.00	\$ 323,565.00		
MIDDLE SCHOOL LEVEL ATHLETICS								
<i>Fall Athletics (Before School Starts)</i>								
Cross Country Coach	Sep - Oct		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Christina Gagan	KMS
Cross Country Coach	Sep - Oct		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Benjamin Schuh	KMS
Cross Country Coach	Sep - Oct		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Jared Foerch	KMS
Cross Country Coach	Sep - Oct		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Kevin Breitzmann	KMS
<i>Total Middle School Athletics - Fall</i>								
				\$ 9,748.20	\$ 10,000.00	\$ 11,200.00		
Non-Fall Athletics								
Basketball - Girls Coach	Sep - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Jay Dettlaff	KMS
Basketball - Girls Coach	Sep - Nov		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Kyle Suprenand	KMS
Basketball - Boys Coach	Nov - Jan		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	James Doedens	KMS
Basketball - Boys Coach	Nov - Jan		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	Thomas Wilcox	KMS
Track Coach - Co-Ed	Apr - May		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Benjamin Schuh	KMS
Track Coach - Co-Ed	Apr - May		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Thomas Wilcox	KMS
Track Coach - Co-Ed	Apr - May		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Julia McMahon	KMS
Track Coach - Co-Ed	Apr - May		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Robert Wehner	KMS
Volleyball Coach	Jan - Mar		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Lindsay Baranowski	KMS
Volleyball Coach	Jan - Mar		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	James Cannestra	KMS
Wrestling Coach	Nov - Jan		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Thomas Nelson	KMS
Wrestling Coach	Nov - Jan		7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	John C. Will	KMS
Softball-none				\$ -	\$ -	\$ -		
<i>Total Middle School Athletics - Non-Fall</i>								
				\$ 30,637.20	\$ 31,200.00	\$ 35,200.00		
Middle School Athletics Total								
				\$ 40,385.40	\$ 41,200.00	\$ 46,400.00		

2018-2019 Germantown School District Coaches/Advisors

Activity	Season	Hours	Staffing Rate	Base Staffing Cost	Rounded Staffing Cost	Base Staffing Cost	Coach's Name	Building
MIDDLE SCHOOL LEVEL CO-CURRICULAR								
Yearbook (Annual) - Co-Advisor			5.5%	\$ 1,914.83	\$ 2,000.00	\$ 2,200.00	Laura Pilz	KMS
Yearbook (Annual) - Co-Advisor			5.5%	\$ 1,914.83	\$ 2,000.00	\$ 2,200.00	Aaron Gaskell	KMS
Band Advisor			7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Jonathan Fox	KMS
Band Advisor			7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Kelsey Shook	KMS
Chorus			7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Lauren Schell	KMS
Cheerleading Coach (Fall)			4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	TBD	KMS
Cheerleading Coach (Winter)			2%	\$ 696.30	\$ 700.00	\$ 800.00	TBD	KMS
Dramatics - Advisor			7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Lauren Schell	KMS
Dramatics - Assistant Advisor			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Garrett Kuhn	KMS
Forensics - Head Coach			7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	Kristin Hillshafer	KMS
Forensics - Assistant Coach			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Corey Ahrens	KMS
Newspaper - Co-Advisor			6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	Wendy Veldboom	KMS
Newspaper - Co-Advisor			6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	Heidi Feucht	KMS
Student Council Advisor			6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	Rebecca Wittemann	KMS
Student Council Advisor			6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	Thomas Wilcox	KMS
Variety Show Advisor			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Lauren Schell	KMS
Variety Show Advisor			5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	Beth Buettner	KMS
PAC (Service Club)		36	\$16.50	\$ 594.00	\$ 594.00	\$ 594.00	Rannon Tabaska	KMS
PAC (Service Club)		36	\$16.50	\$ 594.00	\$ 594.00	\$ 594.00	Stephanie Steinert	KMS
PAC (Service Club)		36	\$16.50	\$ 594.00	\$ 594.00	\$ 594.00	Paulette Szuminski	KMS
Ski Club		24	\$16.50	\$ 396.00	\$ 396.00	\$ 396.00	Benjamin Schuh	KMS
Ski Club		24	\$16.50	\$ 396.00	\$ 396.00	\$ 396.00	Peter Schwantes	KMS
Ski Club		24	\$16.50	\$ 396.00	\$ 396.00	\$ 396.00	Karen Wunschel	KMS
Ski Club		24	\$16.50	\$ 396.00	\$ 396.00	\$ 396.00	Lisa Stigler	KMS
Ski Club		24	\$16.50	\$ 396.00	\$ 396.00	\$ 396.00	Christina Gagan	KMS
Ski Club		24	\$16.50	\$ 396.00	\$ 396.00	\$ 396.00	Amy Brehmer	KMS
Middle School Co-Curricular Total				\$ 37,580.40	\$ 38,358.00	\$ 42,558.00		
MIDDLE SCHOOL GRAND TOTAL								
				\$ 77,965.80	\$ 79,558.00	\$ 88,958.00		
GRAND TOTAL (ALL DISTRICT)								
				\$ 362,176.65	\$ 367,223.00	\$ 412,523.00		

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Coaching Contracts

FROM: Sara Unertl and Mike Nowak

BOARD MEETING: August 13, 2018

DATE: August 13, 2018

AGENDA ITEM: VII. B

The Personnel Committee was presented with the following information relating to current and additional co-curricular coaching positions for the fall 2018-19 school year.

The Director of Student Activities is requesting approval to issue the attached co-curricular contracts for Germantown High School and Kennedy Middle School for the Fall Season. The remainder of the co-curricular contracts will be requested at a later date. The additional positions being added are: a third girls' tennis coach, a third girls' golf coach, a girls' diving coach and a fourth middle school cross country coach. These positions are being added for equity and Title IX reasons.

(Contracts for new and existing employees will not be issued until appropriate forms have been received and background checks have been completed.)

Recommendation: Will of the Board of Education.

		Base Cost:		\$ 34,815.00		\$ 40,000.00		
Fall Athletics (Before School Starts)	Name						Weeks	Students
Cross Country - Boys Head Coach	Harris Jones	GT	10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	10-11	61
Cross Country - Boys Assistant Coach	Nicholas Foti	CR	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	10-11	
Cross Country - Girls Head Coach	Nancy Pietrowiak	CR	10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	10-11	44
Cross Country - Girls Assistant Coach	Robert Wehner	CR	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	10-11	
Football - Head Coach	Jacob Davis	GT	12%	\$ 4,177.80	\$ 4,200.00	\$ 4,800.00	12-15	103
Football - Assistant Coach	David Branske	CR	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	12-15	
Football - Assistant Coach	Michael Pfeiffer	GT	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	12-15	
Football - Assistant Coach	Jason Baumann	GT	6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	12-15	
Football - Assistant Coach	Todd Krupicka	GT	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	12-15	
Football - Assistant Coach	Steven Tennies	GT	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	12-15	
Football - Assistant Coach	Jonathan Davis	GT	6%	\$ 2,088.90	\$ 2,100.00	\$ 2,400.00	12-15	
Football - Assistant Coach	Robert Fliss	GT	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	12-15	
Football - Assistant Coach	Steven Martin	GT	4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	12-15	
Football - Assistant Coach	Ray Baran	CR	4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	12-15	
Football - Assistant Coach	Scott Schubert	GT	4%	\$ 1,392.60	\$ 1,400.00	\$ 1,600.00	12-15	
Golf - Girls Head Coach	Thomas Kujawa	GT	9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	9-11	22
Golf - Girls Co-Assistant	Jennifer Catalano	GT	7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	9-11	
Golf - Girls Co-Assistant	Stephanie Milmoie	GT	7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	9-11	
Soccer - Boys Int. Co-Head Coach	Erik Knudson	CR	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	11-13	52
Soccer - Boys Int. Co-Head Coach	Robert Huss	CR	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	11-13	
Soccer - Boys Co-Assistant Coach	Tyler Asen	CR	5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	11-13	
Soccer - Boys Co-Assistant Coach	James Davis	GT	5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	11-13	
Swimming - Girls Head Coach	Lori Bruss	CR	12%	\$ 4,177.80	\$ 4,200.00	\$ 4,800.00	13-14	30
Swimming - Girls Assistant Coach	Timothy Damico	CR	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	13-14	
Diving - Girls Assistant Coach	Gary Cox		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	13-14	
Tennis - Girls Head Coach	Vincent Daniels	GT	9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	9-10	56
Tennis - Girls Assistant Coach	Michael Kolz	NR	7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	9-10	
Tennis - Girls Assistant Coach	Laura Suprenand	GT	7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	9-10	
Volleyball - Boys Head Coach	Brian Rushmer	NR	10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	11-13	39
Volleyball - Boys Assistant Coach	Blake Janz	NR	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	11-13	
Volleyball - Boys Assistant Coach	Matthew Schultz	CR	8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	11-13	
Volleyball - Girls Head Coach	Amy Wagner		11%	\$ 3,829.65	\$ 3,900.00	\$ 4,400.00	11-13	41
Volleyball - Girls Assistant Coach	Lisa Stigler	NR	7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	11-13	
Volleyball - Girls Assistant Coach	Arianna Cohen		8%	\$ 2,785.20	\$ 2,800.00	\$ 3,200.00	11-13	
Total High School Athletics - Fall				\$ 91,911.60	\$ 92,900.00	\$ 105,600.00		
HIGH SCHOOL LEVEL CO-CURRICULAR ACTIVITIES								
Band Advisor (GHS)	Jonathan Bell	GT	10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	9 mth	100+
Band Advisor Assistant (GHS)	Andrew Stone	GT	9%	\$ 3,133.35	\$ 3,200.00	\$ 3,600.00	9 mth	
Cheerleading Coach	TBD		10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	9 mth	
Cheerleading Coach - Assistant	TBD		5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	9 mth	
Pompons Coach	Chelsea Hammett	DT	10%	\$ 3,481.50	\$ 3,500.00	\$ 4,000.00	9 mth	24
Pompons Coach - Assistant	Jessica Boehm	NR	5%	\$ 1,740.75	\$ 1,800.00	\$ 2,000.00	9 mth	
Yearbook (Annual) Advisor	Andrew Kavanaugh	GT	9.5%	\$ 3,307.43	\$ 3,400.00	\$ 3,800.00	sch yr	
Yearbook (Annual) Assistant Advisor	Diane Seramur	GT	9.5%	\$ 3,307.43	\$ 3,400.00	\$ 3,800.00	sch yr	
Total High School Co-Curricular Activities - Fall				\$ 23,674.20	\$ 24,100.00	\$ 27,200.00		
HIGH SCHOOL GRAND TOTAL				\$ 115,585.80	\$ 117,000.00	\$ 132,800.00		
MIDDLE SCHOOL LEVEL ATHLETICS								
Cross Country Coach	Christina Gagan	DT	7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	250 hrs	126
Cross Country Coach	Benjamin Schuh	DT	7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	250 hrs	
Cross Country Coach	Jared Foerch	GT	7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	250 hrs	
Cross Country Coach	Kevin Breitzmann	CR	7%	\$ 2,437.05	\$ 2,500.00	\$ 2,800.00	250 hrs	
Total Middle School Athletics - Fall				\$ 9,748.20	\$ 10,000.00	\$ 11,200.00		
GRAND TOTAL (ALL DISTRICT)				\$ 125,334.00	\$ 127,000.00	\$ 144,000.00		

TO: Board of Education

TOPIC: Staff Handbooks

FROM: Michael Nowak

BOARD MEETING: August 13, 2018

DATE: August 8, 2018

AGENDA ITEM: VII. C.

Our current Staff Handbook was adopted by the Board of Education on October 9, 2017. It has proven to be a valuable resource for all employees. Without question, it has enhanced our ability to respond to concerns, questions and situations in an efficient manner. After conducting an annual review, we would like to propose minor clarifications and modifications as we enter the 2018-2019 school year.

RECOMMENDATION: The will of the Board of Education

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Dean of Students Positions

FROM: Michael Nowak

BOARD MEETING: August 13, 2018

DATE: August 8, 2018

AGENDA ITEM: VII. D.

During our personnel committee meeting on April 16, 2018, a proposal was made to add Dean of Students positions at Kennedy Middle School and Germantown High School for the 2018-2019 school year. A proposal was made to the Personnel Committee for these positions to offer a 200 day professional / technical contract with a salary range of \$50,000-\$60,000 per year depending upon a candidate's level of experience. Many area school districts were consulted in regard to positions of this nature. We have included a draft of a job description for consideration.

RECOMMENDATION: The will of the Board of Education.

**MIDDLE / HIGH SCHOOL DEAN OF STUDENTS
(Job Description)**

JOB SUMMARY:

1. To establish a well-disciplined school by developing a relationship of mutual respect between administration, students and teachers.
2. To aid and assist the Principal and Assistant Principals in the management of student discipline and supervision.
3. To aid and assist the Principal and Assistant Principals in the overall administration of the school.
4. To assist in the design and implementation of school improvement efforts that lead all students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

RESPONSIBLE FOR:

Student Discipline
Conflict Resolution
Maintenance of Building Climate
Truancy Office
Assisting with Special Education student programming
Assisting with Student At-Risk and Section 504 programming
Assisting in developing transition programs
Assisting in supervising student programming options
Assisting with building climate, safety and security
Assisting with public relations
Assisting with staff relations
Assisting in staff hiring
Aiding and assisting the Principal and Assistant Principals

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The Dean of Students shall:

1. Share with the Principal and Assistant Principals the responsibility for protecting the health and welfare of students.
2. Compile, analyze, and share student discipline data regularly, and use that data to make decisions.
3. Act for the principal in his/her absence as designated (if administrative license is possessed).
4. Maintain visibility and monitoring of students throughout the instructional day, including lunch and bus duty supervision.
5. Discipline, supervise, and control students, and oversee disciplinary procedures keeping record of same to provide a safe and orderly environment.
6. Assist staff with the creation and alignment of classroom student behavioral expectations and classroom management issues.

7. Oversee all matters of student attendance.
8. Arrange for and conduct parent and/or staff conferences as needed for behavioral, attendance and other developmental concerns.
9. Assist with supervision of various school and co-curricular activities. This includes working with the faculty advisors in the organization of faculty chaperones, procedures for student admittance, and handling of student discipline.
10. Conduct meetings with the Guidance Department and with Pupil Services personnel as necessary.
11. Assist with school and community services (Department of Social Services, fire, police, etc.) in dealing with student welfare related and other school matters. Train faculty and staff as necessary.
12. Assist the building level teams, staff and principals in the development, implementation, and evaluation of school improvement goals related to student achievement.
13. Collaborate and communicate effectively with key stakeholders through a variety of methods.
14. Attend appropriate workshops/conferences to ensure ongoing professional growth.

MARGINAL FUNCTIONS:

1. Perform such other tasks and assume such other responsibilities as may be assigned by the Principal or the Superintendent including, but not limited to, supervision of activities outside of the school day.

REQUIREMENTS OF ESSENTIAL FUNCTIONS:

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

LICENSE/CERTIFICATION:

Valid State of Wisconsin teaching certification
Valid State of Wisconsin administrative certification #5051 (Preferred)

EDUCATION AND/OR EXPERIENCE:

1. Bachelor's degree (B.A.) or equivalent; Master's Degree (M.A.) related to educational administration preferred.
2. Minimum of two years of classroom teaching and/or leadership experience, preferably at the high school level; or equivalent.
3. Such alternatives to the above or additional qualifications as the Board of Education may find appropriate and acceptable.

LANGUAGE SKILLS: Very High Level Skills Needed

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS: High Skills Needed

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

TECHNOLOGY SKILLS: High Skills Needed

Effectively apply technology to facilitate office functions and job responsibilities.

REASONING SKILLS: High Skills Needed

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

Frequency Scale	Not at all	Up to 1/3 Occasionally	1/4 to 1/2 Frequently	2/3 or more Constantly
-----------------	------------	------------------------	-----------------------	------------------------

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Description	Frequency
Stand	The ability to remain on one's feet in an upright position at a work station without moving about.	1/4 to 1/2 Frequently
Walk	The ability to move about on foot.	1/4 to 1/2 Frequently
Sit	The ability to remain in a normal seated position.	1/4 to 1/2 Frequently
Finger	The ability to type, pick, pinch, or otherwise work primarily with fingers, rather than the whole hand or arm.	Up to 1/3 Occasionally
Handle	The ability to seize, hold, grasp, or turn, or otherwise work with hand or hands. (Fingers are involved only to the extent that they are an extension of the hand.)	Up to 1/3 Occasionally

Feel	The ability to perceive attributes of objects, and materials such as size, shape, temperature or texture by touching with the skin, particularly fingertips.	Up to 1/3 Occasionally
Reach	The ability to extend the hands and arms in any direction.	Up to 1/3 Occasionally
Climb	The ability to ascend or descend ladders, stairs, ramps, poles, ropes, and the like using feet and legs and/or hands or arms.	Up to 1/3 Occasionally
Balance	The ability to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.	Not at all
Stoop	The ability to bend the body downward and forward by bending the spine at the waist; required full use of the lower extremity and back muscles.	Up to 1/3 Occasionally
Kneel	The ability to bend legs at the knees to come to rest on knee or knees.	Up to 1/3 Occasionally
Crouch	The ability to bend the body downward and forward by bending legs and spine.	Up to 1/3 Occasionally
Crawl	The ability to move about on hands and knees or hands and feet.	Not at all
Trunk Rotation	The ability to rotate the trunk side to side.	Up to 1/3 Occasionally
Talk	The ability to express or exchange ideas, accurately, loudly, or quickly by means of the spoken word, to impart information or detailed instructions to clients, to the public, or to other workers.	2/3 or more Constantly
Hear	The ability to perceive the nature of sounds by ear.	2/3 or more Constantly
Taste or Smell	The ability to accurately distinguish differences or similarities in intensity or quality of flavors or odors, using tongue and/or nose.	1/4 to 1/2 Frequently

LIFTING:

Up to 50 pounds - Occasionally, Up to 1/3

Up to 100 pounds - Not at all

VISION ABILITIES:

The requirements of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: Exposure to the following environmental conditions are:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Wet or humid conditions (non-weather)

Not at all

Work requires contact with water or other liquids or humid conditions that are not related to weather. Amount of exposure is sufficient to cause marked bodily discomfort.

Work near moving mechanical parts

Not at all

Work requires exposure to possible bodily injury from moving mechanical parts of equipment, tools, or machinery.

Work in high, precarious places

Not at all

Work requires exposure to possible bodily injury from falling.

Fumes or airborne particles

Occasionally - Up to 1/3

Work requires exposure to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes, or skin.

Toxic or caustic chemicals

Not at all

Work requires exposure to possible injury from toxic or caustic chemicals.

Outdoor weather conditions

Not at all

Work surroundings provide no effective protection from weather.

Extreme cold (non-weather)

Not at all

Work requires exposure to temperatures sufficiently cold to cause marked bodily discomfort.

Extreme heat (non-weather)

Not at all

Work requires exposure to temperatures sufficiently high to cause marked bodily discomfort.

Risk of electrical shock

Not at all

Work requires exposure to possible injury from electrical shock and electrocution.

Work with explosives

Not at all

Work requires exposure to possible bodily injury from explosives.

Risk of radiation

Not at all

Work requires exposure to possible bodily injury from radiation.

Vibration

Not at all

Work requires exposure to a shaking object or surface.

NOISE LEVEL CONDITIONS: Typically exposed to moderate level noise conditions.

Examples of moderately noisy environment include: business office where typewriters, computers, and/or printers are used, department store or grocery store and light traffic.

EVALUATES:

Building Secretarial, Office Support and Teacher Aide Staff Selected Annually

REPORTS TO:

High School Principal and Assistant Principals

TERM OF EMPLOYMENT:

Two hundred working day contract. Salary to be recommended by the Superintendent and established by the Board.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Additional Teaching Staff

FROM: Michael Nowak

BOARD MEETING: August 13, 2018

DATE: August 8, 2018

AGENDA ITEM: VII. E.

As we monitor enrollment throughout the district, there has been a spike in Kindergarten students at MacArthur Elementary School. At the present time there are 72 students enrolled with 3 designated sections. This is beyond the threshold of consideration for another section being added. We are requesting to hire a teacher to support an additional section of Kindergarten at MacArthur Elementary School.

RECOMMENDATION: The will of the Board of Education.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Village of Germantown
Intergovernmental Agreement
(IGA)

FROM: Ric Ericksen

BOARD MEETING: August 13, 2018

DATE: August 8, 2018

AGENDA ITEM: VIII.A.

Recommendation to the Board of Education and Building Committee:

Pending discussions.

Background/Attachment(s):

Please see the May 21 and July 23, 2018 Building Committee packet for previous background.

The current IGA expires on August 31, 2018.

Along with administrative input, the district's legal counsel has prepared the attached amendment to the current agreement for Board consideration.

Village officials will be present at this meeting.

Below was reported at the July 23 Building Committee meeting:

An Option

A few weeks ago Mr. Kreklow, Village Administrator, informally proposed to me a one-year IGA renewal. Should this be considered I would suggest a few stipulations, which could be put directly into the agreement or stated in a Memorandum of Understanding (MOU). These are:

- The district reserves the right to open the agreement at any time.
- The district will charge a fee for use of the pool, field house, and performing arts center.
- Language relative to storage of Park & Rec property at our facilities.

An Option

- Completely re-write the IGA and cover the items stated above as well as adding language to include:
 - Fees structures for classrooms use, playground use, etc.
 - **Alternatively**, a general annual fee which covers the bullet point above and does not include the pool, field house, and performing arts center – these would have separate fees.

Attachment(s):

Amended IGA

**FIRST AMENDMENT TO THE
FACILITY USAGE AGREEMENT
BETWEEN THE VILLAGE OF GERMANTOWN
AND THE
GERMANTOWN SCHOOL DISTRICT**

The Village of Germantown ("the Village") and the Germantown School District ("the District"), collectively referred to as "the Parties", entered into a Facility Usage Agreement, dated September 1, 2015, pursuant to the authority provided for in Section 66.0301, Wis. Stats. the Parties now wish to amend that agreement.

The parties agree to amend the Agreement as follows:

Paragraph 1, "Purpose", is amended to read as follows:

1. **PURPOSE:** The Village may make reasonable use of certain School District facilities (the "Facilities") for the educational or recreational uses (the "Permitted Uses"). The Village agrees that the Facilities shall not be used for any unlawful purpose or for any purpose that will damage or harm in any way the Facilities or any third party, and the Village will not use or keep about the Facilities any article or equipment that would in any way affect the validity of the fire and extended coverage insurance policy carried by the School District or would cause an increase in any premium for insurance carried by the School District.

The Facilities expressly include recreational facilities constructed and available for use beginning January 1, 2019. The use of any Facilities is subject to any and all terms and conditions of the use of such Facilities as may be implemented by the School Board or District Administration for the safe and lawful usage of such Facilities.

Paragraph 4, "Term of Agreement" is amended to read as follows:

4. **TERM OF AGREEMENT:** The initial term of this Agreement is three (3) years commencing on September 1, 2015 continuing through August 31, 2018. The Parties agree to extend the initial term through June 30, 2019. The Parties may agree to extend the Agreement in writing, otherwise the Agreement shall expire as of June 30, 2019.

Paragraph 5, "Improvements and Repairs" is amended to read as follows:

5. **IMPROVEMENTS AND REPAIRS:** In consideration of the use of the Facilities according to the terms of this Agreement, the Village shall fund the purchase of replacement equipment and/or maintenance, repairs and improvements to the Facilities when such expenditures satisfies the following

criteria: (i) to the extent funds are available from the Germantown Park and Recreation Department Special Non-Lapsing Operating Fund, created by the Village Board by Resolution No. 4-10 for that purpose; (ii) for which the parties to this Agreement mutually determine will benefit and promote the Permitted Uses under this Agreement; and (iii) which disbursements shall be made strictly in accordance with Village expenditure policy, except that any remaining monies in the fund shall be paid to the District for Facilities maintenance by May 31 of each contract year. Any equipment or improvements funded hereunder shall remain the property of the School District on termination of this Agreement.

Paragraph 6, "Usage Fees" shall be amended to read as follows:

6. **USAGE FEES:** ~~The Village shall pay to the School District twenty five percent (25%) of the School District's published usage fees as described in Germantown School District Policy 7310.01. The Board shall establish fees for usage of Facilities, which may involve establishing varying rates depending on the type of facility being used, to include (a) general room use, (b) special room use, defined in policy, including for example, an art room; (c) pool facility; (d) PAC; (e) Fieldhouse or gymnasium, and other classifications as the School Board may deem appropriate. The fee schedule shall be as it exists on the date of the execution of this Agreement. The Village shall not pay more than \$3000.00 per year for the Permitted Uses each calendar year. If the Village is granted use of facilities beyond those Permitted Uses, the Village shall pay the aforementioned twenty five percent (25%) of the published fees.~~

Signature page Follows This Page

IN WITNESS WHEREOF, the Village and School District have entered into this Agreement as of the date set forth above.

VILLAGE OF GERMANTOWN

GERMANTOWN SCHOOL DISTRICT

Village President

President

Village Clerk (Attest)

Clerk (Attest)

Park & Recreation Director

Superintendent/Business Manager

Park & Recreation Commission Chair

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Donges Bay Property

FROM: Ric Ericksen

BOARD MEETING: August 13, 2018

DATE: August 8, 2018

AGENDA ITEM: VIII.B.

Recommendation to the Board of Education and Building Committee:

Bring forward to the Board of Education with a positive recommendation to approve the Due Diligence Expiration Date as presented on form WB-40 Amendment to Offer to Purchase.

Background/Attachment(s):

Mr. Matt Cudney, Veridian Homes, will be present tonight to explain the request and answer other questions the committee/board may have.

Mr. Holmes and I have asked Mr. Cudney to provide an update relative to the development of the property.

The attached should be self-explanatory.

Attachment(s):

WB-40 Amendment and extract from original Offer to Purchase that covers this clause.

WB-40 AMENDMENT TO OFFER TO PURCHASE

**Caution: Use A WB-40 Amendment If Both Parties Will Be Agreeing To Modify The Terms Of The Offer.
Use A WB-41 Notice If A Party Is Giving A Notice Which Does Not Require The Other Party's Agreement.**

Buyer and Seller agree to amend the Offer dated March 1, 2018, and accepted March 1, 2018, for the purchase and sale of real estate at 15.38 acres located in the City of Germantown, Washington County, Wisconsin, Parcel ID Number 263988 as follows:

☐ Closing date is changed from , to

☐ Purchase price is changed from \$ to \$

☐ Occupancy date is changed from to

☐ Occupancy charge is changed from \$ to \$

☒ Other: The Due Diligence Expiration Date shall be extended to February 8, 2019. This extension of the Due Diligence Expiration Date shall be equally applicable to the Governmental Approval Contingency, paragraph 2(a)(ii) of Exhibit "B" to the Offer. Both contingencies remain subject to extension as provided in paragraph 2(a)(i) of the Offer. Capitalized terms not otherwise defined herein shall be as defined in the Offer.

13
14
15
16
17
18
19
20
21
22

ALL OTHER TERMS OF THE OFFER TO PURCHASE AND ANY PRIOR AMENDMENTS REMAIN THE SAME.

This Amendment is binding upon Seller and Buyer only if a copy of the accepted Amendment is delivered to the Party offering the Amendment on or before August 6, 2018 (Time is of the Essence).

Delivery of the accepted Amendment may be made in any manner specified in the Offer to Purchase, unless Otherwise provided in this Amendment.

NOTE: The Party offering this Amendment may withdraw the offered Amendment prior to acceptance and delivery as provided at lines 24-27.

This Amendment was drafted by _____ on _____
Licensee and Firm ▲ Date ▲

This Amendment was delivered by _____ on _____
Licensee and Firm ▲ Date ▲

This Amendment was presented by _____ on _____
Licensee and Firm ▲ Date ▲

(x)		(x)	
Buyer's Signature ▲	Date ▲	Seller's Signature ▲	Date ▲
Print name ► VH Acquisitions, LLC		Print name ► Germantown School District	

(x)		(x)	
Buyer's Signature ▲	Date ▲	Seller's Signature ▲	Date ▲
Print name ►		Print name ►	

This Amendment was rejected by _____ on _____
Party Name ▲ Date ▲

EXHIBIT "B"
TO
VACANT LAND OFFER TO PURCHASE

THIS EXHIBIT "B" TO THE VACANT LAND OFFER TO PURCHASE (the "**Offer**", and collectively with this Exhibit "B" the "**Agreement**") is entered into by and between VH Acquisitions, LLC, a Wisconsin limited liability company and/or its assigns (the "**Buyer**") and Germantown School District or assigns as permitted herein (the "**Seller**"). As used herein, the term "**Acceptance Date**" shall mean the date on which this Agreement is last executed by either Seller or Buyer. To the extent any of the provisions in this Exhibit conflict with the provisions of the Offer, the provisions of this Exhibit shall control.

RECITALS

A. Seller is the fee owner of that certain real property located in the City of Germantown, Washington County, Wisconsin more particularly described and depicted in Exhibit A (the "**Property**").

B. The Property consists of approximately 15.388 acres.

C. Buyer wishes to acquire the Property from Seller and Seller is willing to sell the Property to Buyer, subject to the terms, covenants and conditions set forth herein.

NOW, THEREFORE, for a good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed by and between the parties hereto as follows:

1. Earnest Money. Buyer's initial earnest money payment of \$25,000.00 (the "**Initial Earnest Money**") shall be paid to the Title Company, as that term is defined below, to be deposited into an escrow account with said Title Company pursuant to a Joint Order Escrow Agreement on the Title Company's standard form, executed by Seller, Buyer and the Title Company. The Additional Earnest Money, as that term is defined in paragraph 2(a)(ii), below, if paid, shall also be deposited with the Title Company for payment into said escrow account. The Initial Earnest Money and the Additional Earnest Money, collectively referred to herein as the "**Earnest Money**" shall be credited to the purchase price at closing.

2. Buyer's Contingencies.

a. Buyer's obligation to proceed with the purchase of the Property contemplated by this Agreement is contingent upon Buyer's satisfaction or waiver of each of the following contingencies. Contingencies shall be asserted by written notice from Buyer to Seller given on or before the applicable contingency deadline. Any contingency which is not so asserted on or before said date shall be deemed waived. If a contingency is asserted, then this Agreement shall be null and void and neither party shall have any liability hereunder.

i. The following contingency shall be herein referred to as the "**Due Diligence Contingency**". This Agreement is contingent upon Buyer conducting such due diligence investigations as Buyer may determine to be necessary or required, in order to evaluate the Property for Buyer's use as Buyer shall determine in the sole exercise of Buyer's discretion. Such due diligence investigation shall include, but not be limited to: (a) obtaining such surveys, environmental reports, physical inspections of the Property and such other investigations and inspections of the Property as Buyer shall determine to be necessary or desirable in its sole discretion; (b) examining any and all leases, easements, restrictions, use agreements and other matters of record, which may affect or encumber the Property; (c) engaging in discussions with governmental officials, authorities or agencies having jurisdiction, concerning Buyer's planned use and development of the Property, including but not limited to replatting, zoning and land use; and (d) such other investigations as Buyer deems necessary or required in order to evaluate the Property for Buyer's use. This Due Diligence Contingency is for the benefit of Buyer and may only be waived or asserted by Buyer. The deadline for this Due Diligence Contingency shall be one hundred and eighty (180) days after the Acceptance Date (the "**Due Diligence Expiration Date**"). Buyer may extend the Due Diligence Expiration Date for a period of ninety (90) additional days by written notice to Seller given on or before initial Due Diligence Expiration Date, which notice shall be accompanied by an additional Earnest Money payment of \$25,000.00 (the "**Additional Earnest Money**") which shall be paid to the Title Company pursuant to the

terms of paragraph (1), above. Notwithstanding the foregoing or anything else set forth herein, the Additional Earnest Money shall be non-refundable except in the event of Seller's breach.

ii. The following contingency shall be herein referred to as the "Governmental Approval Contingency". This Agreement is contingent upon Buyer obtaining approval from the City of Germantown (the "City") and any other jurisdiction from which such approval is necessary or required, of: (1) a preliminary and final plat for the Property subject to such terms and conditions as Buyer deems acceptable; (2) a development agreement with the City with respect to the Property and Buyer's development thereof; and (3) such other governmental approvals as Buyer deems necessary or required in order to develop the Property as a residential subdivision in accordance with Buyer's plans and specifications as Buyer shall determine in the sole exercise of Buyer's discretion. The deadline for this Governmental Approval Contingency shall be the Due Diligence Expiration Date as the same may be extended.

iii. Seller agrees to cooperate with Buyer in connection with satisfying those conditions which Buyer deems necessary or required in order to waive the Governmental Approval Contingency stated herein, including but not limited to making such appearances and executing such documents as Buyer deems necessary for Buyer to develop the Property in accordance with Buyer's development plans as Buyer shall determine in the sole exercise of Buyer's discretion and platting the Property in accordance with and pursuant to such development plan of Buyer.

3. **Closing.** The closing ("Closing") shall take place on or before thirty (30) days after the date on which Buyer has waived or is deemed to have waived all contingencies (the "Closing Date").

4. **Buyer's Representations and Warranties.** In consideration of Seller entering into this Agreement and as an inducement to Seller to sell the Property to Buyer, Buyer makes the following representations and warranties, each of which is material and is being relied upon by Seller and will survive each Takedown (the continued truth and accuracy of which shall constitute a condition precedent to Seller's obligations hereunder):

a. Authority. Buyer has the full power and authority to buy the Property. This Agreement has been duly and validly authorized, executed and delivered by Buyer and no other authorization or third party consent is requisite to the valid and binding execution, delivery and performance of this Agreement by Buyer.

b. Representations. All representations and warranties of Buyer set forth in this Agreement shall be true on and as of the Closing as if those representations and warranties were made on and as of such time.

5. **Title Insurance.** Seller shall provide to Buyer, at Seller's expense, on or before twenty (20) days following the Acceptance Date, a current commitment for an owner's policy of title insurance issued by Knight Barry Title Company (the "Title Company"), for the Property, together with copies of all underlying documents listed as exceptions thereon (the "Commitment"). If the Commitment discloses exceptions to title or other matters which are objected to by Buyer ("Exceptions"), Buyer shall notify Seller in writing of the same on or before thirty (30) days after delivery of the Commitment and underlying documents. Seller shall then have fifteen (15) days from delivery of such notice to have such Exceptions either removed from the Commitment, insured over or otherwise dealt with in a manner acceptable to Buyer. If Seller fails to notify Buyer that the Exceptions objected to have been removed, insured over or dealt with in a manner acceptable to Buyer within the above stated fifteen (15) day time period, then Buyer may either (i) terminate this Agreement, in which event all Earnest Money shall be returned to Buyer notwithstanding any provision in this Agreement to the contrary; or (ii) waive objections to said Exceptions and take title subject to such Exceptions. Buyer shall make such election on or before ten (10) days after expiration of the aforementioned fifteen (15) day time period. If Buyer shall fail to notify Seller of its election hereunder, it shall be deemed to have waived its objections and have elected to take title subject to such Exceptions. Exceptions which Buyer does not object to, or which Buyer objected to, but as to which Buyer subsequently waived or is deemed to have waived objection to, shall be deemed Permitted Exceptions hereunder. Buyer agrees to take title to the Property subject to the Permitted Exceptions. At the Closing, the Title Company shall deliver to Buyer its policy or policies of title insurance insuring in Buyer marketable title to the Property, in the amount of the Purchase Price, subject only to Permitted Exceptions.

6. **Real Estate Broker.** Seller acknowledges that Buyer is affiliated with a licensed Real Estate Broker and is purchasing the land for investment and profit. No commission is due or payable from Seller to Buyer as a result of this transaction. Each party represents and warrants to the other that it has not dealt with any brokers or other third parties who are, or

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Construction Projects
Owner's Group Restructure

FROM: Ric Ericksen

BOARD MEETING: August 13, 2018

DATE: August 8, 2018

AGENDA ITEM: VIII.C.

Recommendation to the Board of Education and Building Committee:

Pending discussions.

Background/Attachment(s):

Mr. Medved and Mr. Soderberg will lead discussions on this topic.

From Legal

1. **Action Required to Transfer Authority:** The Board would take action to transfer the powers of the Owner's Group to the Building Committee. Thereafter, the building committee would be responsible for the duties of the Owner's Group, as determined by the full Board of Education.
2. **Action to Define BC Authority:** The Building Committee shall have the authority to take action on the Board of Education's behalf between Board of Education meetings with respect to pending construction projects authorized by District referendum and being completed at Amy Belle elementary school. The purpose of this grant of authority is to support continuous progress on pending construction projects by authorizing the Committee to act on matters that will arise between school board meetings.
3. **The Board shall establish a dollar limit for the Building Committee's authority under this provision.** That dollar limit for change orders and other transactions for which the Committee exercises Board authority shall be \$_____. The Board may alter this dollar limit from time to time, in its discretion, in any manner it deems appropriate. This allocation of authority does not limit or abridge Board of Education authority in any way and, further, the Board's grant of authority to the Committee is limited to its express terms and no other, additional authority is implied or authorized.

Attachment(s):

None

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Donations

FROM: Jeff Holmes

BOARD MEETING: August 13, 2018

DATE: August 8, 2018

AGENDA ITEM: IX.A.

Please act on the donation requests described below. The Board of Education should consider acceptance of the donations in accordance with Board Policy 7230 – Gifts, Grants, and Bequests.

1. Accept the donation of \$500 from 1Collision County Line to the Germantown School District Tech Ed program for equipment.
2. Accept the donation of \$25,000 from MGS Manufacturing Group to the Germantown School District Tech Ed program.

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

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Poms Overnight Travel Request
FROM: Joel Farren **BOARD MEETING:** August 13, 2018
DATE: August 8, 2018 **AGENDA ITEM:** IX.B.

Germantown High School Pom and Dance Team students and Coach Chelsea Hammett have submitted an overnight travel request to attend the Badgerette Midwest Competition in Schaumburg, IL on August 16 – 18, 2018. All costs will be paid by parents and through club funds per the attached request.

RECOMMENDATION: Approve the overnight travel request for 24 Pom and Dance Team students and coach Chelsea Hammett to attend the Badgerette Midwest Competition in Schaumburg, IL, August 16-18, 2018 with all cost paid by parents and through club funds.

GERMANTOWN HIGH SCHOOL

OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Completing this Form:

Chelsea Hammett

Explanation of Field Trip:

Midwest Grand Championship-Schaumburg, IL

Date Submitted to Building Principal:

7/26/2018

Date Submitted to Superintendent's Office:

Location of Field Trip (Be Specific):

Schaumburg, IL

Number of Students on Field Trip: 24

Date(s) of Field Trip:

8/16/18-8/18/18

Number of Advisors on Field Trip: 1

BREAKDOWN OF FIELD TRIP COSTS FOR STUDENT AND FOR ADVISOR

	FOR STUDENTS		FOR ADVISORS	
	Board Funding Portion	Club Funding Portion	Board Funding Portion	Club Funding Portion
Registration	\$ -	\$ 1,248.00	\$ -	\$ 48.00
Transportation	\$ -	\$ -	\$ -	\$ -
Lodging	\$ -	\$ 700.00	\$ -	\$ 115.00
Meals	\$ -	\$ -	\$ -	\$ -
Other (please list)	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Total Cost	\$ -	\$ 1,948.00	\$ -	\$ 163.00
Total Students or Advisors from Above	24	24	1	1
Cost Per Student or Advisor	\$ -	\$ 81.17	\$ -	\$ 163.00
Grand Total Cost	\$ 2,111.00			

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Resignations

FROM: Michael Nowak

BOARD MEETING: August 13, 2018

DATE: August 8, 2018

AGENDA ITEM: IX. C.

Liberty Wieseman recently submitted her letter of resignation effective August 3, 2018. Liberty was hired in June of 2018 in the Germantown School District as a Business Education Teacher at Germantown High School. Additionally, Seth Huttner submitted a letter of resignation effective August 5, 2018. Seth was hired in July of 2018 in the Germantown School District as a part-time Science Teacher at Germantown High School.

RECOMMENDATION: Approve the resignations of Liberty Wieseman and Seth Huttner.
Approve posting and filling the related vacancies.

****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: August 13, 2018

DATE: August 8, 2018

AGENDA ITEM: IX. D.

The administration is recommending the approval of the following regular contracts for the 2018-19 school year.

Employee Assignment/Location	Rationale	FTE	Contract Type	Salary
Caitlyn Gunzel Speech Pathologist Germantown School District	Caitlyn is the recommended candidate to fill the vacancy created by the resignation of Annette Williams	.9	Part-time	\$43,650
Emily Brennan Fourth Grade Teacher Rockfield Elementary School	Emily is filling the vacancy created by the resignation of Sarah Uselding	1.0	Regular	\$46,500
Jenine Cramer Kindergarten Teacher MacArthur Elementary School	Jenine is filling the vacancy created by the transition of Jill Niedfeldt to County Line Elementary School.	1.0	Regular	\$47,300
Tammy Spoerk Technical Education Germantown High School	Tammy is filling this newly created position which was approved this past spring.	1.0	Regular	\$68,500

RECOMMENDATION:

Approve the .9 FTE part-time contract for Caitlyn Gunzel at \$43,650, the 1.0 FTE regular contract for Emily Brennan at \$46,500, the 1.0 FTE regular contract for Jenine Cramer at \$47,300, and the 1.0 FTE regular contract for Tammy Spoerk at \$68,500.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** WI DoJ School Safety Grant
FROM: Jeff Holmes/Don Erickson **BOARD MEETING:** August 13, 2018
DATE: August 9, 2013 **AGENDA ITEM:** IX.E.

BACKGROUND:

Please see attached DoJ grant award letter for background.

RECOMMENDATION:

Accept the grant award as presented.



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

BRAD D. SCHIMEL
ATTORNEY GENERAL

Paul W. Connell
Deputy Attorney General

Delanie M. Breuer
Chief of Staff

114 East, State Capitol
P.O. Box 7857
Madison, WI 53707-7857
608/266-1221
TTY 1-800-947-3529

2018 SCHOOL SAFETY INITIATIVE
Safety Initiative
2018-SSI-01-13594

The Wisconsin Department of Justice (DOJ), hereby awards to **Germantown School District**, (hereinafter referred to as the **Grantee**), the amount of **\$127,602** for programs or projects pursuant to 2017 Wisconsin Act 143.

This grant may be used until **August 31, 2019** for the programs consistent with the budget and general conditions in Attachment A, subject to any limitations or conditions set forth in Attachments B and/or C, if included.

The Grantee shall administer the programs or projects for which this grant is awarded in accordance with the applicable rules, regulations, and conditions of the Wisconsin Department of Justice. The submitted application is hereby incorporated as reference into this award.

This grant shall become effective, and funds may be obligated (unless otherwise specified in Attachments A and/or B) when the Grantee signs and returns one copy of this grant award to the Wisconsin Department of Justice.

BY: _____

BRAD D. SCHIMEL
Attorney General
Wisconsin Department of Justice

07/18
Date

The (Grantee), **Germantown School District**, hereby signifies its acceptance of the above-described grant on the terms and conditions set forth above or incorporated by reference therein.

GRANTEE: **Germantown School District**

BY: _____

NAME: **Robert Sodeberg**

TITLE: **Board President**

8-6-18
Date

Completion of this signed grant award within 30 days of the date of the award is required to release state funds.

**WISCONSIN DEPARTMENT OF JUSTICE
ATTACHMENT A**

Grantee: Germantown School District

Project Title: 2018 School Safety Initiative

Grant Period: From July 1, 2018 To August 31, 2019

Grant Number: 2018-SSI-01-13594 Program Area: 01

APPROVED SCHOOL SAFETY INITIATIVE BUDGET

	<u>State Funds</u>
Travel/Training	
Equipment	
Supplies/Operating Expenses	<u>\$127,602</u>
Consultants	
Other	
TOTAL APPROVED BUDGET	<u>\$127,602</u>

Award General Conditions:

1. Award funds will be used to supplement, not supplant, planned or allocated funds.
2. All funds (state and cash match) must be obligated (purchase order issued) within the grant period.
3. Budget changes in excess of 10% of the approved line item amount, additions of new line items or categories, and any increases for personnel compensation not included in the approved budget require approval from DOJ.
4. Grant funds will be paid to the grantee on a reimbursement basis. Copies of invoices must be submitted with the financial report (G2 Form).
5. Any changes in personnel involved with the grant including the project director, financial officer and/or signatory needs to be reported in a modification to DOJ via Egrants.
6. Fees for independent consultants may not exceed the federal rate of \$650 per eight-hour day, unless prior approval is received from DOJ.
7. Reimbursement for travel (i.e. mileage) is limited to state rates.
8. Recipient fully understands DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.
9. Prior to release of funds, the recipient must forward copies of all contractual agreements to DOJ. All changes to the contractual category required prior DOJ approval.

Initial: DE
Mr. Donald Erickson

WISCONSIN DEPARTMENT OF JUSTICE
ATTACHMENT B

Award Special Conditions:

1. Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.
2. DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to DOJ such as background check fees, etc.
3. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
4. Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other DOJ grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.
5. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
6. Violation of any term of this grant award may result in the department exercising its authority under s. 165.25(2).
7. By January 1, 2019, the district must submit a school safety plan meeting new requirements, with required information regarding annual drills, training, and reviews, as specified in s. 118.07(4)(e).
8. The grantee must conduct the 2018-2019 annual school violence drill required under s. 118.07(4)(cp) prior to 12/31/18 in order to submit the report under s. 118.07(4)(e).
9. Grantees must provide staff with a minimum of 3 hours combined training in Adverse Childhood Experiences (ACE) and Trauma Informed Care/Trauma Sensitive Schools (TIC/TSS) before the end of the 2018-2019 school year; or demonstrate that staff has already received such training.

Staff that must receive this training include all full-time teachers, aides, counselors, administrators, and any other personnel deemed appropriate by the applicant. Staff members that have documentation showing prior completion of this training are not required to repeat it. Free training is available online through the Department of Public Instruction (DPI), or it may be delivered by other qualified individuals or organizations. Costs related to providing this training are eligible for Advanced Security Grant funds as an expenditure for training under s. 165.88(2)(b).
10. Schools receiving Primary Security funds are expected to make proposed improvements expeditiously, to deliver safer schools to students as soon as possible. Advanced Security funds may not be released until Primary Security improvements have been completed.
11. If grantees encounter significant vendor price increases that may be a result of this grant program, applicants are encouraged to contact the Wisconsin Department of Justice Consumer Protection and Antitrust Unit.

Initial: _____

Mr. Donald Erickson

**2018 SCHOOL SAFETY INITIATIVE
ACKNOWLEDGEMENT NOTICE**

Date July 2018

Grantee: Germantown School District Grant No. 2018-SSI-01-13594

Project Title: 2018 School Safety Initiative

The following reporting requirements apply to your grant award.

- ☒ **PROGRESS REPORTS** must be submitted on a scheduled basis and should be completed in Egrants: <http://www.doj.state.wi.us/>, scroll to the bottom of the website, under Resources, (in blue) and click on Grants. Narrative reports on the status of your project are due to DOJ on:

<u>01/12/19</u>	<u>09/30/19 FINAL</u>		

NOTE: Reports due 04/12 includes January, February and March program activity.
Reports due 07/12 includes April, May and June program activity.
Reports due 10/12 includes July, August and September program activity.
Reports due 01/12 includes October, November and December program activity.

- ☒ **FINANCIAL REPORTS** serve two functions: to report fiscal status and to request funds. The Financial Report (G2) form can be found on the DOJ website: <http://www.doj.state.wi.us/>, scroll to the bottom of the website, under Resources, (in blue) and click on Grants. Reports may be submitted monthly but, at a minimum, are due to DOJ on:

<u>10/12/18</u>	<u>01/12/19</u>	<u>04/12/19</u>	<u>07/12/19</u>
<u>09/30/19 FINAL</u>			

NOTE: Reports due 04/12 includes January, February and March program activity.
Reports due 07/12 includes April, May and June program activity.
Reports due 10/12 includes July, August and September program activity.
Reports due 01/12 includes October, November and December program activity.

COPIES OF INVOICES MUST BE INCLUDED WITH THE G2 FORM

☐ Complete and return a W-9 Taxpayer Identification Number Verification Form, enclosed.

☐ OTHER: _____

ACKNOWLEDGEMENT

The materials referenced above were received and reviewed by the appropriate members of this organization. I also acknowledge receipt of the Grant Award and any attached Special Conditions, as well as receipt of the General Conditions which were previously provided in the Instructions for Filing and Application. I understand that this grant is awarded subject to our compliance with all Conditions, Regulations, and Obligations described in the above materials.

8/6/18
Date


Donald Erickson

_____, Project Director

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** KMS School Resource Officer
FROM: Jeff Holmes/Ric Ericksen **BOARD MEETING:** August 13, 2018
DATE: August 9, 2018 **AGENDA ITEM:** IX.F.

BACKGROUND:

As a result of heightened safety and security measures associated with recent school events, it was determined during the last few months of the school year to provide KMS with a full-time school resource officer (SRO). Based upon the review of the work done, the performance of the individual provided by the Village, and budget consideration, it was determined that the position should be included in the upcoming year in order to ensure for enhanced law enforcement assistance in maintenance of appropriate safety and security settings within Germantown School District; the annual cost for two full-time SROs is \$141,000 and can be appropriately accounted for within the 2018-19 budget.

RECOMMENDATION:

Approve the hire of an additional full-time school resource officer with the total annual cost of both positions not to exceed \$141,000 (unless approved by the Board) with the caveat that both positions be annually reviewed and brought to the Board each August for reconsideration.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Supplemental Contracts

FROM: Michael Nowak

BOARD MEETING: August 13, 2018

DATE: August 9, 2018

AGENDA ITEM: IX.G.

The administration is recommending the approval of the following supplemental teacher contracts for the 2018-19 school year.

[illegible]