

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

**June 25, 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. June 11, 2018 Board of Education
  - B. June 11, 2018 Closed Session
  - C. June 18, 2018 Board of Education
  
- V. Policy Committee
  - A. Discussion and action to approve new Board policies and policy revisions.
  - B. Update on remaining items discussed at the June 18, 2018 Policy Committee meeting.
  
- VI. Finance Committee
  - A. Discussion and action to approve purchases over \$15,000.
  - B. Update on remaining items discussed at June 25, 2018 Finance Committee meeting.
  
- VII. New Business
  - A. Discussion and action regarding Village of Germantown Tax Incremental District #8.
  - B. Discussion and action regarding District Crisis/Emergency Plan.
  - C. Discussion and action to approve teacher resignations.
  - D. Discussion and action to approve supplemental contracts.
  - E. Discussion and action to appoint community representative to Building Committee.
  
- VIII. Closed Session: The Board will entertain a motion to convene in closed session pursuant to Sections 19.85(1)(e) and (f) to discuss employee matters and the 2018-2019 Riteway Transportation contract. The Board may take action in closed session or 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**  
**June 11, 2018**

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg in the District Office Board Room at 7:02 p.m. Superintendent Jeff Holmes read the official meeting notification. Roll call: Soderberg – yes, Borden – yes, Barney – yes, Larson - yes. Board Members Medved and Loth - absent (excused). Board Member Spies arrived at 7:47 p.m.
2. Motion by Barney, second by Larson to move item VII.G. before item VII.A. and approve the revised agenda. Motion carried.
3. Motion by Larson, second by Borden to approve the May 21, 2018 Board of Education and Closed Session meeting minutes. Motion carried.
4. Board committees for 2018-2019 have been assigned and will remain the same as 2017-2018. Board members were requested to contact Board President Soderberg with any desired changes.
5. The Board meeting calendar for 2018-2019 has been completed and will be distributed.
6. Director of Business Ric Ericksen reported on the Village of Germantown Joint Review Board meeting he attended prior to the Board of Education meeting and provided updates on the proposed Village TID #8. The TID will be discussed at the June 25, 2018 Finance Committee and Board meetings to provide direction for Ric Ericksen to take to the next Joint Review Board meeting for voting.
7. Ray Borden provided updates from the June 11, 2018 Building Committee meeting including the tabling of discussion and action on the sale or use of County Line property until all committee members are present, and construction and maintenance updates, swim club partnerships and donated scoreboards.
8. Motion by Borden, second by Barney to approve the art course changes presented for ceramics and sculpture beginning with the 2019-2020 school year. Motion carried.
9. Motion by Larson, second by Barney to thank the donors for their generosity and accept the donations of gift certificates valued at \$699.05 from US Games to County Line for the purchase of recess equipment, concrete edging valued at \$400 from Concrete Curbz to the Liz Perry Memorial Fund for County Line, ten Wiggle Seats valued at \$766.63 from Box Tops for Education to Ms. McGowan and Mrs. Karrels at County Line, transportation valued at \$388 from GoRiteway for the Art Docent Program and grade one teachers at County Line, and classroom organization supplies valued at \$583.18 from Box Tops for Education to Ms. Simonis at County Line. Motion carried.
10. Motion by Barney, second by Borden to approve the 1.0 FTE contract for Liberty Wieseman at \$40,000, the 1.0 FTE contract for Alexandra Landreman at \$48,000, and the 1.0 FTE contract for David Stell at \$44,500. Motion carried.

11. Motion by Borden, second by Larson to accept the resignations of Keenan McAuliffe and Lindsay Baranowski, thank them for their service in the district, and approve posting and filling the related vacancies. Motion carried.
12. Motion by Larson, second by Barney to approve the overnight travel request for the high school Pom and Dance Team and coach Chelsea Hammett to attend the Badgerette Pom Pon Camp at St. Norbert College in Depere, WI, July 16-19, 2018 with all costs paid through club funds. Motion carried.
13. Motion by Barney, second by Larson to approve hiring one helpdesk technician now with reconsideration and review of the hiring of an additional network technician in October of 2018. Motion carried.
14. Motion by Borden, second by Barney to approve additional summer school contracts for April Kielar, Laura Suprenand, Kristyn Brandt, and Jennifer Runde. Motion carried.
15. Motion by Spies, second by Barney to approve the “Resolution authorizing the borrowing of not to exceed \$5,000,000 and providing for the issuance and sale of general obligation promissory notes...” for the purpose of paying the cost of building and equipping an addition to Amy Belle Elementary School. Motion carried (Larson – no).
16. Motion by Barney, second by Borden to approve and ratify the agreement between the Germantown School District and the Germantown Education Association for the 2017-2018 school year. Motion carried.
17. Motion by Larson, second by Spies to enter into closed session pursuant to Section 19.85(1)(e) and Section 19.85(1)(f) to discuss employee matters and the 2018-2019 GoRiteway transportation contract. Roll call vote unanimous. Motion carried.
18. The Board entered into closed session at 8:17 p.m. and did not return to open session, adjourning at 9:25 p.m.

Jayne Borst  
Recording Secretary

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Lester Spies  
School Board Clerk

**GERMANTOWN SCHOOL DISTRICT**  
**GERMANTOWN, WISCONSIN 53022**  
**MINUTES OF THE BOARD OF EDUCATION**  
**June 18, 2018**

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg in the District Office Board Room at 6:00 p.m. Superintendent Jeff Holmes read the official meeting notification. Roll call: Soderberg – yes, Medved – yes, Borden – yes, Barney – yes, Spies – yes, Larson - yes. Board Member Loth - absent (excused).
2. Motion by Barney, second by Spies to approve the agenda. Motion carried.
3. The Board reviewed revised expansion plans for Amy Belle Elementary School. Nick Kent from Plunkett Raysich Architects and Josh Rooker of CD Smith were in attendance to answer questions regarding the new site plan, paved areas, green space, costing, and timelines. Board Member Spies left the meeting at 6:36 p.m.
4. Motion by Medved, second by Soderberg to preliminarily approve funding for the Amy Belle site plan north addition at a cost not to exceed \$3,971,164. Motion carried (Larson and Borden - no).
5. The revised site plan will be brought back to the Board for final approval.
6. Motion by Medved, second by Barney to adjourn. Motion carried.
7. Board President Soderberg declared the meeting adjourned at 6:45 p.m.

Jayne Borst  
Recording Secretary

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Lester Spies  
School Board Clerk

**GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education                      **TOPIC:** Policy Updates  
**FROM:** Jeff Holmes                              **BOARD MEETING:** June 25, 2018  
**DATE:** June 21, 2018                          **AGENDA ITEM:** V.A.

**BACKGROUND:**

On June 18, 2018, the Policy Committee met and reviewed the following bylaws and policies (revised/new/delete) for Board consideration: 0100, 0131.1, 0144.1, 0151.2, 0155, 0164.1, 0166, 1210, 1619 (3419/4419), 1619.02 (3419.02/4419.02) [new], 1619.03 (3419.03/4419.03) [new] 1630.01 (3430.01/4430.01), 2260, 2260.02, 2261.01, 2271, 2370 [delete], 2411, 2430, 2431, 2510, 3120.01, 3122.01 (4122.01), and 3160 (4160). Please see the following bylaws and policies enclosed with this background page.

**RECOMMENDATION:**

The Policy Committee is forwarding a positive recommendation to the Board to approve the above revised and new bylaws for first meeting reading approval with the exception 1630.01/3430.01/4430.01 and 2271 held for further review and; approve the deletion of 2370.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of DEFINITIONS
Number	po0100 *26-2
Status	
Adopted	August 1, 2011
Last Revised	July 10, 2017

#### 0100 - DEFINITIONS

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

##### Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

##### Apps and Web Services

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

##### Board

The Board of Education also commonly referred to as the School Board.

##### Bylaw

Rule of the Board for its own governance.

##### Clerk

The chief clerk of the Board. (See Bylaw 0170)

##### District

The School District.

##### District Administrator

The chief executive officer of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities to appropriate staff members.

#### Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

#### Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

#### Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

### Law Enforcement Officer(s) or Agencies

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

#### May

This word is used when an action by the Board or its designee is permitted but not required.

#### Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3.)

#### Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

#### Parent

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

#### Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

#### Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

#### President

The chief executive officer of the Board. (See Bylaw 0170)

#### Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

#### Professional Staff Member

District employees that are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees that are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

#### Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.

#### Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

#### Student

A person who is officially enrolled in a school or program of the District.

#### Superintendent

As noted under District Administrator, locally some districts refer to the chief executive officer of the School District as Superintendent. In policy, capitalization of the "S" in Superintendent implies delegation of responsibilities to appropriate staff members.

#### Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals.

### Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

#### Treasurer

The chief financial officer of the ~~Board~~District. (See Bylaw 0170)

#### Vice-President

The Vice-President of the Board ~~of Education~~. (See Bylaw 0170)

#### Voting

A vote at a meeting of the Board ~~of Education~~. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 2/13/12



Legal

Last Modified by Richard Zimman on February 12, 2018



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of BYLAWS AND POLICIES
Number	po0131.1 *26-2
Status	
Adopted	August 1, 2011
Last Revised	July 10, 2017

#### 0131.1 - **BYLAWS AND POLICIES**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute.

Those bylaws and policies which are not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board. Only one reading is required for new policy and amendments of current policies.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be included printed in the Board policy manual. ~~Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.~~

The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The District Administrator shall inform the Board of any such changes at the next regular Board meeting.

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Last Modified by Richard Zimman on February 12, 2018



Book Policy Manual  
 Section Ready for Supt Review  
 Title Copy of COMPENSATION  
 Number po0144.1 \*26-2, 27-1  
 Status

#### 0144 - **COMPENSATION**

~~Board members shall receive compensation as approved by the electors at the Annual Meeting.~~ As approved by the electors at the annual meeting, Board members shall receive an annual salary or an amount for each Board meeting the member actually attended, unless the member has provided timely annual notice of refusal to accept the salary. Notice must be provided prior to taking the oath of office and performing any service for the initial year of election or appointment, and may be renewed for subsequent years by notice at least thirty (30) days prior to the member's taxable year, unless statutory exceptions apply.

Expenses of a Board member when authorized by the Annual Meeting shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- D. Purchase of any printed or other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the District Administrator.
- E. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- F. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- G. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval within sixty (60) days after the expenses have been incurred.

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Last Modified by Jeff Holmes on June 20, 2018



Book Policy Manual  
 Section Ready for Supt Review  
 Title Copy of REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM  
 Number po0151.2 \*27-1  
 Status  
 Adopted July 10, 2017

**0151.2 - REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM**

In accordance with 120.12(13), Wis. Stats., at ~~At~~ the first ~~school~~ Board meeting in July, the Board shall include an item on the agenda to approve a notice that clearly identifies the student academic standards under §118.30(1g)(a)1 that will be in effect for that school year.

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Legal 118.30

Last Modified by Richard Zimman on February 11, 2018



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of COMMITTEES
Number	po0155 * ASU
Status	
Last Revised	January 12, 2015

## 0155 - **COMMITTEES**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

The Board President shall appoint the committees deemed necessary by the Board of Education. The Board President shall appoint any committee chair not specified in Board policy. Committee membership shall be reviewed on an annual basis.

Board members may attend any committee meeting that they are not a member of and take part in discussion, however, they may not vote. The Board President shall be an ex-officio member of all committees.

The Board shall approve all special committees. Such committees shall automatically dissolve upon completion of their assigned tasks. The function of all committees established by the Board shall be investigative and advisory, not legislative or administrative.

No official action may be taken by a committee except as provided in Board policy and established procedures. A committee shall require a quorum, consisting of a majority of its members, to take any action. Any recommendation from a committee shall be acted on at a regular or special Board meeting.

Committee members have the right to recommend items for the agenda. The Committee Chair in consultation with the Superintendent shall determine the agenda for committee items. Items may be referred to the Committee by the Board of Education.

Committee meetings shall be properly noticed in accordance with the Open Meetings Law. A committee may conduct a closed meeting providing it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

The committee meeting agenda and minutes shall also be distributed to all Board members.

### A. Operating Procedures

1. Board of Education committee meetings are held to deal with a task assigned by the Board or specified by Board policy.
2. Committee meetings shall be open to the public, except as specifically provided by State law.
3. All Board members, the Superintendent, pertinent central office staff and building principals are encouraged to attend committee meetings to give input into committee deliberations. Only committee members, however, shall vote.

4. Agendas shall be posted according to the Open Meetings Law.
5. The committee chairman shall call the meeting to order, take roll call and review the agenda.
6. The current edition of Robert's Rules of Order, Newly Revised shall be adopted for the conduct of all committee meetings.
7. The committee shall discuss the item(s) on the agenda, obtain input from others in attendance, and then deliberate as a committee.
8. Committee voting may be exercised and recorded accordingly. Minutes shall be for reference purposes only. They shall have no official status.
9. A written finalized report shall be submitted to the Board prior to action.

Board meeting agenda.

## **B. Standing Committee Responsibilities**

Each standing committee shall be chaired as indicated below. In case the Board Member designated as chairman is not able to attend the committee meeting, the committee shall appoint a chairman pro tem.

The Board shall have five standing committees as follows:

### **A. Finance Committee**

The chairman of the Finance Committee shall be the Board Treasurer. It shall consist of three Board members. The Finance Committee shall meet monthly, prior to the regular Board meeting.

The main tasks of the Finance Committee shall be to review the monthly vouchers, analyze the Financial Statement (Treasurer's Report) and review any purchase orders according to Board policy. Any additional tasks regarding financial matters assigned by the Board shall be dealt with in an advisory manner by the Finance Committee.

### **B. Personnel Committee**

The Personnel Committee shall be chaired by the Board Vice- President. It shall consist of three Board members. The Personnel Committee shall meet as often as necessary, but not less than once per calendar quarter.

The main tasks of the Personnel Committee shall be to advise the Board on recommended regular and/or supplemental employment contracts, job descriptions, and overall staffing patterns throughout the school district. The committee shall also implement in coordination with the Director of Human Resources a feedback system for exiting staff. Any additional tasks regarding personnel matters assigned by the Board shall be dealt with in an advisory manner by the Personnel Committee.

### **C. Policy Committee**

The Policy Committee shall consist of three Board members, including the chair. The chair shall be the School Board Clerk. The Policy Committee shall meet as often as necessary, but not less than once per calendar quarter.

The main task of the Policy Committee shall be to review policy and recommend additions, deletions, or modifications to the Board as deemed necessary.

### **D. Negotiations Committees**

Negotiations shall be chaired by the Board President. The President will appoint Board members to committees to negotiate master contracts. One committee will be assigned for each master contract, for each represented group. No negotiating committee will be more than three (3) members in order to avoid a simple majority of the full Board.

Negotiating committees will get direction from the full Board prior to starting negotiations with the represented group. Committee chairs will give progress reports back to the full Board as appropriate.

The primary task of the Negotiations Committees shall be to negotiate successor agreements to the existing union contracts when necessary.

#### **E. Building and Grounds Committee**

The Building and Grounds Committee shall consist of three (3) Board members, including the chair. The Board President shall appoint the members and assign the chairmanship. The Committee shall also include one (1) eligible voter from within the Germantown School District community: this person shall be appointed by the Board President and approved by a majority vote of the Board, shall not be a public official, and shall serve a two-year term. The Committee shall also include the Director of Business and Auxiliary Operations for the Germantown School District. All members of the Committee, other than the Director of Business and Auxiliary Operations, shall be voting members.

The primary tasks of the Building and Grounds Committee shall be to provide general oversight in the construction, renovation and repair of all school district properties, to review monthly vouchers associated with capital improvement projects, and to provide appropriate recommendations to the Board of Education for official action. The Board may assign other temporary advisory duties or tasks to the Building and Grounds Committee from time to time.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84(2)(3), Wis. Stats. In addition, committees will provide appropriate minutes of the meeting. A committee may conduct a closed meeting providing it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

The President is authorized to appoint as soon after the Annual Reorganizational meeting as practicable, members of the Board to standing committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and changed at any time by the President or a majority of the members present at any meeting at which the need for a committee becomes evident or the District Administrator with the approval of the Board.

Members of ad hoc committees shall serve until the committee is discharged.

A member may request (or refuse) appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

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Legal                      19.84(2)(3), Wis. Stats.

Last Modified by Richard Zimman on February 11, 2018



Book Policy Manual  
Section Ready for Supt Review  
Title Copy of REGULAR MEETINGS  
Number po0164.1 Tech Correction for Common School Districts \*26-2  
Status

**0164.1 - REGULAR MEETINGS**

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

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Last Modified by Richard Zimman on February 12, 2018





Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of AGENDA
Number	po0166 *26-2
Status	

### 0166 - **AGENDA**

The District Administrator shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. The level of specificity of the description of subject matter for discussion shall be determined considering the following: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and, (3) whether the meeting will involve routine or novel issues.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the District Administrator on information relating to the District with such recommendations as s/he shall make.

#### AGENDA FORMAT (Order of Business)

The School Board may change its order of business to accommodate someone who has been asked to appear before the Board and/or when a Closed Session of the School Board is held.

The order of business for all regular Board of Education meetings shall be:

#### A. Call Meeting to Order and Pledge of Allegiance

1. Official Meeting Notification
2. Roll Call

#### B. Citizen Comments (Fifteen (15) Minutes)

Community Members are invited to share their questions, comments, or concerns with the School Board. When speaking, citizens should state their name and address 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.

#### C. Review and approval of agenda

#### D. Approval of Minutes

#### E. Consent Agenda

F. Correspondence, Reports, and Information Items

G. Unfinished Business

H. New Business

I. Adjournment

The agenda and supporting materials for each regular meeting shall be mailed or delivered, electronically or in person, to each Board member so as to provide proper time for the member to study the agenda. The agenda and supporting materials for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, ~~consistent with provisions calling for special meetings.~~

The Board shall transact business according to the agenda prepared by the District Administrator and submitted to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.

If the Board wishes to discuss items that were not posted at least twenty-four (24) hours prior to the meeting, the Board must: (1) post a separate notice of the item(s) no less than two (2) hours prior to the meeting; and, (2) show good cause why posting the item at least twenty-four (24) hours prior to the meeting was impossible or impractical.

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Legal

19.84(3) Wis. Stats

Last Modified by Richard Zimman on February 12, 2018



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP
Number	po1210 *ASU
Status	

### 1210 - **BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP**

The Board of Education believes that, in general, it is the primary duty of the Board to establish policies and that of the District Administrator to administer such policies. Policy should not be originated or changed without the recommendation of the District Administrator. The District Administrator should be given the latitude to determine the best method of implementing the policies of the Board.

The District Administrator, as the chief administrative officer of the School District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the District. ~~The Board shall retain oversight supervision of such administrative guidelines.~~

The District Administrator and those administrators directed by the District Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

The Board is responsible for determining the success of the District Administrator in meeting the goals established by the Board through annual evaluations of the District Administrator's performance. The Board, in formulating its position with regard to the performance of the District Administrator, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

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Book Policy Manual  
 Section Ready for Supt Review  
 Title GROUP HEALTH PLANS  
 Number po1619 New \*26-1, 27-1  
 Status

**1619 - GROUP HEALTH PLANS**

The Board shall have discretion to establish and maintain group health plans for the benefit of eligible employees. These group health plans may provide certain health benefits to employees as permitted by law.

~~The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents. **[END OF OPTION]**~~

Eligible employees may receive compensation in lieu of the District’s medical coverage. Eligible employees who waive the medical coverage will be paid an additional ~~( )~~ monthly ~~( )~~ quarterly ~~**[END OF OPITONS]**~~ compensation equal to ~~( )~~ % of the cost of single medical coverage for that employee,  an amount, as determined by the Board, **[END OF OPTIONS]** with the understanding that this additional compensation is subject to FICA, Medicare, and Federal and State income tax.

This benefit will be administered only to the extent permitted by State or Federal tax regulations and if not permitted for any reason, the benefit shall be discontinued. If the benefit is discontinued, the Board may, but is not obligated to, provide some other form of benefit or compensation. **[This policy should be adopted only if the District has established a flexible benefit plan qualified by the Internal Revenue Service.] **[END OF OPTION]****

~~The Board has elected not to provide minimum value health coverage for any of its eligible employees. The Board is aware that the failure to offer minimum value health coverage to employees may result in penalties under the Affordable Care Act. **[END OF OPTION]**~~

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Book Policy Manual  
 Section Ready for Supt Review  
 Title PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS  
 Number po1619.02 New \*26-1  
 Status

#### 1619.02 - **PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS**

The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- A.  Medical Plan
- B.  Prescription Drug Plan
- C.  Dental Plan
- D.  Vision Plan
- E.  Employee Assistance Plan
- F.  Long-term Care Plan (not long-term disability)
- G.  Other; specify \_\_\_\_\_

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Human Resources Director to serve as the Security Official of the group health plans. All of the group health plans' functions are carried out by the insurer and the insurer owns and/or controls all of the equipment and media used to create, maintain, receive, and transmit electronic protected health information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule.

The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.

[ X ] The U.S. Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official in connection with the performance of their delegated duties for the group health plans, except to the extent that any liability is imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official as defined by law.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

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Legal	20 U.S.C. 1232g
	29 C.F.R. Part 1635
	42 U.S.C. 1320d-2
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
	Health Insurance Portability and Accountability Act (HIPAA)
	45 C.F.R. 160.102(a), 164.302, 164.308 (a)(2), 164.404, 164.406, 164.408
	45 C.F.R. 164.502, 164.502(a), 164.520(a), 164.530(g), 164.530(h), 164.530(j)
	45 C.F.R. 164.530(k)

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Book Policy Manual  
 Section Ready for Supt Review  
 Title PATIENT PROTECTION AND AFFORDABLE CARE ACT  
 Number po1619.03 New \*26-1  
 Status

**1619.03 - PATIENT PROTECTION AND AFFORDABLE CARE ACT**

The Board of Education acknowledges that the Patient Protection and Affordable Care Act ("ACA") imposes certain obligations upon the District. Such obligations may include the following:

- A. The District shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee's employment start date. Sample form notices are available from the U.S. Department of Labor at:

<http://www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html>

- B. Employees of the District have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the District enrolls in the Health Insurance Marketplace and receives a subsidy, then the District may be liable for a penalty.

In event that the District concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the District shall incur the potential penalty.

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Legal 26 USC 4980H  
 29 USC 218B

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Book Policy Manual  
 Section Vol. 26, No. 2  
 Title Vol. 26, No. 2 Revised NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY  
 Number po2260 - new mandatory nondiscrimination language  
 Status

## 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

In furtherance of ~~order to achieve~~ the aforesaid goal, the District Administrator, in conjunction with the Director of Teaching and Learning and Business Office, shall:

### A. Curriculum Content

1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society;



2. provide that necessary programs are available for students with limited use of the English language;

#### B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the ~~p~~Protected ~~e~~Classes in all aspects of the program;

#### C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

#### D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

#### E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis ~~(see AG-2260F)~~.

#### Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

#### District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

[NOTE: School Districts may want to consider appointing both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) COs, there should always be a CO available to investigating a claim that pertains to the other CO.]

Jeff Holmes  
(Name)

Superintendent  
(School District Title)

262-253-3900  
(Telephone Number)

N104 W13840 Donges Bay Rd. Germantown WI 53022  
(Office Address)

jholmes@gsdwi.org  
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Brenda O'Brien  
(Name)

Director of Teaching and Learning  
(School District Title)

262-253-3900  
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N104 W13840 Donges Bay Rd. Germantown WI 53022  
(Office Address)

bobrien@gsdwi.org  
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually: **[NOTE: select at least two options]**

- A. (  ) in the staff handbooks.
- B. (  ) in the School District Annual Report to the public.
- C. (  ) on the School District's web site.
- D. ( ) on each individual school's web site.
- E. ( ) in the School District's calendar.
- F. ( ) \_\_\_\_\_.

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult

the ( ) **Principal** (  ) **District Administrator** prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt, unless additional time is agreed to by the complaining party. ~~Within five (5) business days of receiving the complaint, the CO will initiate an investigation.~~

~~Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint.~~ The investigation will include:

- A. interviews with the eComplainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the eComplainant, rRespondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the eComplainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

(  ) The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding or request the complaint further investigation. A copy of the District Administrator's final decision will be delivered to the complainant.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator ( ) **shall be final** (  ) **will be reviewed** by the Board upon request.

If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The Board reserves the right to investigate and resolve a complaint or report of regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

#### Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

#### Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All eComplainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the eComplainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy ([see Policy 8310](#)). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

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#### Legal

118.13 Wis. Stats.

P.I. 9, Wis. Adm. Code

P.I. 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Last Modified by Jeff Holmes on June 6, 2018



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of ENGLISH LANGUAGE PROFICIENCY
Number	po2260.02 *27-1
Status	

### 2260.02- ENGLISH LANGUAGE PROFICIENCY ~~English Language Proficiency~~

The Board ~~of Education~~ recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited ~~command of the~~ English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English ~~language~~ Learners (EL~~s~~), the implementation of curricular and instructional modifications, the assessment of the EL~~s~~ student's academic progress, identification of EL~~s~~ students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements; the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The parent(s) of EL~~s~~ students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL~~s~~ students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL~~s~~ students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL~~s~~ student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL~~s~~ student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL~~s~~ student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.

EL~~s~~ students will no longer be considered limited-English proficient when they have the language skills necessary to compete with mainstream English speakers. The District Administrator shall establish administrative guidelines that provide the:

- A. standards for reclassification/exit decisions;
- B. process for monitoring and maintaining documentation on the exiting student for two (2) years;

- C. access for students to re-enter a bilingual or **ESL** program if there is evidence that the reclassification decision was premature;
- D. opportunity for the parent(s) to participate in each entry, exit and re-entry decision;
- E. opportunity for the parent(s) to appeal the exit or re-entry decision.

The District will include in its annual report to the public information required by statute regarding the performance of **EL+** students.

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P.I. 13 Wis. Admin Code

118.13, 118.30(2), 115 Wis. Stats.

Last Modified by Richard Zimman on February 11, 2018





Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS
Number	po2261.01 *26-1
Status	

### 2261.01- PARENT AND FAMILY ENGAGEMENT ~~PARTICIPATION~~ IN TITLE I PROGRAMS

In accordance with the requirements of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents and families of the students being served.

Development of Administrative Guidelines for Parent and Family Engagement ~~Participation~~

The District Administrator shall ensure that the Title I plan under Section 6312 contains administrative guidelines which have been developed and approved by the District and parents of participating students and distributed to parents. The guidelines shall describe how:

- A. the District expects and encourages parents and families to be engaged ~~involved~~ in the planning, review, and improvement of Title I programs, including their participation in the development of the plan under Section 1112 and the process for school review and improvement under Section 1116;
- B. meetings will be conducted with parents and families including provision for flexible scheduling and whatever assistance the District may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand;
- C. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
- D. opportunities will be provided for parents and families to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- E. information concerning school performance profiles and their child's individual performance will be communicated to parents;
- F. parents will be provided with assistance (e.g., literacy training and technology) in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;
- G. timely responses will be given to parental or family questions, concerns, and recommendations;
- H. the District will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement and school performance;
- I. an annual evaluation of the parental and family engagement ~~involvement~~ plan will be conducted with parents and families, identifying any barriers to greater parental and family engagement ~~involvement~~ (such as limited English,

limited literacy, economic disadvantage, disability, etc.) and how strategies will be devised to improve parental and family engagement~~involvement~~ and to revise, if necessary, this policy;

- J. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters;
- K. other activities will be conducted as appropriate to the plan and State and Federal requirements.

The District Administrator shall also ensure that the guidelines include a school-parent compact developed jointly by the District and parents, which outlines the responsibilities of the school staff, the parents, family, and the student for academic improvement. The school-parent compact shall include provisions addressing:

- A. the school's responsibility to provide high quality curriculum and instruction in a supportive, effective learning environment;
- B. parent's responsibility for such things as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom; and positive use of extra-curricular time; and
- C. the importance of parent-teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to parents; reasonable access to staff; and to opportunities to observe and participate in classroom activities.

Informing Parents and Families of Their Right to be Engaged~~Involved~~ in Development and Administration of this Policy

The District Administrator shall also assure that each Title I participating school develops a specific plan, with parental and family engagement~~involvement~~, which:

- A. convenes an annual meeting, at a convenient time, to which parents and families of participating children are invited and encouraged to attend, to explain the school's involvement under Title I, the requirements to develop this policy, and the parents' right to be involved;
- B. engages~~involves~~ parents and families in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities;
- C. provides participating students' parents with:
  1. timely information about the Title I programs;
  2. an explanation of the curriculum, the forms of academic assessment, and the proficiency levels expected;
  3. regular meetings, upon request by a parent, to make suggestions and receive response regarding their student's education;

#### Notice to Parents and Updating the Policy

The District will notify all parents of this policy, the guidelines, and the school-parent compact in a language understandable to the parents and families, to the extent practicable. Additionally, this policy will be made available to the local community and will be updated periodically to meet the changing needs of parents, families, and the school.

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Legal

20 U.S.C. 6318  
34 C.F.R. Part 200 et seq.

Last Modified by Richard Zimman on February 12, 2018

27







Book Policy Manual  
 Section Ready for Supt Review  
 Title Copy of EDUCATIONAL OPTIONS  
 Number po2370 Delete \*26-2  
 Status  
 Adopted August 1, 2011  
 Last Revised July 10, 2017

~~2370—EDUCATIONAL OPTIONS~~

~~The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District. An optional plan to meet the recognized educational needs of a student shall be approved by the District Administrator. The District Administrator shall prepare a plan of educational options for use in meeting special needs. Such options shall be consistent with Chapter 118 and may include, but not be limited to, tutorial programs, independent study, correspondence courses, work study or school work training programs, high school equivalency programs, technical college programs, summer school, early college entrance, etc. Credit may be granted to the student upon complete evaluation of the program. The credit shall be placed on the student's transcript. The amount of credit counting toward graduation shall comply with the graduation requirements of the State and the District. The District Administrator shall establish administrative guidelines where each educational option is properly analyzed, planned, and implemented and complies with all applicable requirements of the State. A list of the educational options available to students who reside in the District shall be provided to all parents on an annual basis. The list shall include public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, youth options, and course options. Such notice shall be published as a Class 1 Notice, pursuant to State law requirements, and posted on its website no later than January 31st each year. This notice shall include the performance category assigned to each school within the District, including charter schools and private schools participating in parental choice and shall inform parents that the full reports described in Policy 2605 are available on the website.~~  
 Revised 9/14/15  
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Legal 115.385(4), 118.15, 118.55, 118.57 Wis. Stats.

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Book Policy Manual  
 Section Ready for Supt Review  
 Title Copy of SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING  
 Number po2411 \*26-2, 27-1  
 Status

#### 2411 - SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING ~~GUIDANCE AND COUNSELING~~

The Board ~~of Education~~ requires that a planned program of guidance and counseling be an integral part of the educational program of the District. ~~Such a program should be developmentally appropriate and:~~ The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes").

This plan should be developmentally appropriate and:

- A. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired;
- B. assist students in achieving their optimum growth;
- C. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- D. ~~assist students in career awareness and planning and in the selection of appropriate postsecondary educational opportunities;~~
- E. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;  
and
- F. help students learn to make their own decisions and solve problems independently.†
- G. ~~enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired.~~

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation.

The District Administrator is directed to implement the counseling and guidance program which carries out these purposes and:

- A. involves appropriate staff members at every level;
- B. honors the individuality of each student;
- C. is integrated with the total educational program;

- D. is coordinated with available resources of the community;
- E. cooperates with parents and recognizes their concern and ideas for the development of their children;
- F. provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;
- G. provides that an appropriate amount of time and effort shall be given to providing guidance and counseling services to those students sixteen (16) to nineteen (19) years of age who do not intend to enroll in an institution of higher education after graduating from high school or who require or desire employment in connection with their continued education;
- H. establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.

The Board shall provide the following services, through the counselors' office, for students who have limited English proficiency:

- A. an effective instructional program and supportive services appropriate to meet the needs of the student;
- B. the opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and
- C. programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction intended to improve the skills of such students in the use of their native language to assist the student in becoming proficient or advanced in all subject areas.

Guidance and counseling personnel are directed to provide information and direction to students with limited English proficiency regarding access to [English Learner \(EL\)](#) programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.

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- Legal
  - 121.02 (1)(e) Wis. Stats.
  - P.I. 8.01(2)(e), Wis. Adm. Code
  - 34 C.F.R. 100.3(b)(I)
  - 34 C.F.R. 100.3(b)(iv)
  - 34 C.F.R. 100.3(b)(v)
  - 34 C.F.R. 106.36
  - 34 C.F.R. 104.37(b)
  - 28 C.F.R. 35.130, Guidelines V-D
  - Vocational Educational Guidelines, Appendix B, Title 6

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### 2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 -- Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

Non-curricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No nondistrict-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.

Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The District Administrator shall prepare administrative guidelines to implement a program of curricular-related clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

Whenever a student becomes a member of a District-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

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Legal                      120.12(23), Wis. Stats.  
                                    P.L. 98-377

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Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of INTERSCHOLASTIC ATHLETICS
Number	po2431 *26-2
Status	

### 2431 - INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics. Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

~~The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.~~

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The District Administrator is to develop guidelines for coaches to follow which will ensure that as many students as possible have the opportunity to play so they have the opportunity to benefit from the learning experience.

The Board further adopts those eligibility standards set by the Constitution of the Wisconsin Interscholastic Athletic Association (WIAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

The District Administrator shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.
- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug,

medication, or food supplement solely for performance-enhancing purposes.

The guidelines should also provide a set of behavioral expectations for each type of participant. The District Administrator is authorized to implement suitable disciplinary procedures against those who violate these sportsmanship expectations.

To support the efforts to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- C. support and reward participants, coaches, school administrators, and fans who display good sportsmanship.

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Legal                                    120.12(23), Wis. Stats.  
    P.I. 9.03(1)(h), Wis. Adm. Code

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Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of ADOPTION OF TEXTBOOKS
Number	po2510 *ASU
Status	

### 2510 - ADOPTION OF TEXTBOOKS

The Board of Education shall approve all textbooks used as part of the educational program of this District. "Textbook", for purposes of this policy, shall mean the principal source of instructional material for any given course of study, in whatever form the material may be presented, that is available or distributed to every student enrolled in the course.

The criteria established for the method of selection and later Board adoption of textbooks shall not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, age, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability. Further, the District Administrator shall review all textbooks for compliance with Standard H prior to Board approval.

The District Administrator shall be responsible for the selection and recommendation of textbooks for Board consideration. In considering the approval of any proposed textbook, the Board will weigh its decisions based on recommendations related to:

- A. suitability for the maturity level and educational accomplishment of the students who will be using the material;
- B. freedom from bias;
- C. relationship to the curriculum adopted by the Board;
- D. relationship to a continuous multigrade program;
- E. manner of selection;
- F. cost;
- G. appearance and durability.

~~The District Administrator shall develop administrative guidelines for the selection of textbooks that includes effective consultation with professional staff members at all appropriate levels.~~

Legal

118.03, Wis. Stats

118.13 Wis. Stats.

121.02 Wis. Stats.

P.I. 9, 41

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979 Department of Public Instruction, Content & Learning Team [www.dpi.wi.gov/cal/index.html](http://www.dpi.wi.gov/cal/index.html)

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Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of JOB DESCRIPTIONS
Number	po3120.01 *26-2
Status	
Adopted	August 1, 2011
Last Revised	July 10, 2017

### 3120.01 - **JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional staff positions. Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the Board and maintained by the Human Resources Department.

The job description of the District Administrator and all cabinet level positions shall be included in the Board policy manual.

~~All other job descriptions shall be approved by the District Administrator and will be maintained by the Human Resources Department.~~

As long as the provisions of the job descriptions are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District."

Employees will be evaluated, at least in part, against their job descriptions.

Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

Each job description shall include a statement that reserves authority to the District Administrator to assign additional duties and responsibilities as necessary within the scope of the employment position.

During the hiring process, the current job description for the position for which the individual(s) interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

~~From time to time, the Board further recognizes that the District Administrator may find it necessary to revise job descriptions.~~

During the revision of a job description, the District Administrator may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

The District Administrator shall prepare administrative guidelines necessary for the proper implementation of this policy.

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 Title Copy of DRUG-FREE WORKPLACE  
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 Status

**3122.01 - DRUG-FREE WORKPLACE**

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from alcohol and other drug abuse~~illegal drugs~~.

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance ~~or, including~~ alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Professional staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of the view of students. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty.

Any staff member who violates this policy shall be subject to disciplinary action in accordance with the Employee Handbook~~District guidelines and applicable terms of any collective bargaining agreements~~.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming alcohol, illegal drug use, or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for alcohol, illegal drug use, or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

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Legal P.L. 101-126  
 Drug-Free Workplace Act of 1988, 41 U.S.C. 701 et seq.  
 20 U.S.C. 3224A

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Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of PHYSICAL EXAMINATION
Number	po3160 *27-1
Status	
Adopted	August 1, 2011
Last Revised	July 10, 2017

### 3160 - PHYSICAL EXAMINATION

The Board ~~of Education~~ requires any candidate who has been offered employment, as a condition of employment, to submit to an examination, including a ~~test for~~ tuberculosis screening questionnaire, subject to further tests, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.

The Board shall also require the candidate based on a contingent job offer, to submit to a test for controlled substances the results of which must indicate there is no evidence of unlawful drug use. Such examinations shall be done in accordance with the District Administrator's guidelines and and applicable law.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification.

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 3122.02, the successful candidate who is required to submit to a medical examination, as well as the health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

In the event of a report of a condition that could influence job performance, the District Administrator shall base a nonemployment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. Freedom from tuberculosis in a communicable form is a condition of employment.

The Board shall assume the fees for examinations.

Revised 5/15/12

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Legal

118.25, Wis. Stats.

29 C.F.R., Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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Book Policy Manual  
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 Title GROUP HEALTH PLANS  
 Number po3419 New \*26-1, 27-1  
 Status

**3419 - GROUP HEALTH PLANS**

The Board shall have discretion to establish and maintain group health plans for the benefit of eligible employees. These group health plans may provide certain health benefits to employees as permitted by law.

~~[ ] The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents. [END OF OPTION]~~

[ X ] Eligible employees may receive compensation in lieu of the District's medical coverage. Eligible employees who waive the medical coverage will be paid an additional ( ) monthly ( ) quarterly [END OF OPTIONS] compensation equal to ( ) % of the cost of single medical coverage for that employee, ( X ) an amount, as determined by the Board, [END OF OPTIONS] with the understanding that this additional compensation is subject to FICA, Medicare, and Federal and State income tax.

This benefit will be administered only to the extent permitted by State or Federal tax regulations and if not permitted for any reason, the benefit shall be discontinued. If the benefit is discontinued, the Board may, but is not obligated to, provide some other form of benefit or compensation. **[This policy should be adopted only if the District has established a flexible benefit plan qualified by the Internal Revenue Service.] [END OF OPTION]**

~~[ ] The Board has elected not to provide minimum value health coverage for any of its eligible employees. The Board is aware that the failure to offer minimum value health coverage to employees may result in penalties under the Affordable Care Act. [END OF OPTION]~~

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 Number po3419.02 Options to complete \*26-1  
 Status

### 3419.02 - PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

~~The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.~~

~~The fully insured group health plans established by the Board shall:~~

- ~~A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.~~
- ~~B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.~~
- ~~C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.~~

~~Fully insured group health plans established by the Board shall not create or receive protected health information, except for:~~

- ~~A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.~~
- ~~B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.~~

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**The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:**

1.  **Medical Plan**
2.  **Prescription Drug Plan**
3.  **Dental Plan**
4.  **Vision Plan**
5.  **Employee Assistance Plan**
6.  **Long-term Care Plan (not long-term disability).**
7.  **Other; specify \_\_\_\_\_**

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Director of Human Resources \_\_\_\_\_ to serve as the Security Official of the group health plans. All of the group health plans' functions are carried out by the insurer and the insurer owns and/or controls all of the equipment and media used to create, maintain, receive, and transmit electronic protected health information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule.

The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.

The U.S. Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official in connection with the performance of their delegated duties for the group health plans, except to the extent that any liability is imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official as defined by law.

The fully insured group health plans established by the Board shall:

1. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
2. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
3. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
4. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

1. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
2. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
3. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

Legal

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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 Title PATIENT PROTECTION AND AFFORDABLE CARE ACT  
 Number po3419.03 New \*26-1  
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**3419.03 - PATIENT PROTECTION AND AFFORDABLE CARE ACT**

The Board of Education acknowledges that the Patient Protection and Affordable Care Act ("ACA") imposes certain obligations upon the District. Such obligations may include the following:

- A. The District shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee's employment start date. Sample form notices are available from the U.S. Department of Labor at:

<http://www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html>

- B. Employees of the District have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the District enrolls in the Health Insurance Marketplace and receives a subsidy, then the District may be liable for a penalty.

In event that the District concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the District shall incur the potential penalty.

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Legal 26 USC 4980H  
 29 USC 218B

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 Status

#### 4122.01 - DRUG-FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from alcohol and other drug abuse~~illegal drugs~~.

~~Consistent with the Drug-Free Workplace Act, t~~The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance ~~or, including~~ alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event.

Support staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken in private, out of the view of students. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty.

-  
 Any staff member who violates this policy shall be subject to disciplinary action in accordance with the Employee Handbook~~District guidelines and consistent with applicable terms of collective bargaining agreements~~.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

#### Use of Resources for Treatment

-  
The District makes available resources to assist staff members in overcoming alcohol, illegal drug use, or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for alcohol, illegal drug use, or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

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Legal P.L. 101-126  
 Drug-Free Workplace Act of 1988, 41 U.S.C. 701 et seq. 20 U.S.C. 3224A  
 20 U.S.C. 3224A

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Last Revised	July 10, 2017

#### 4160 - **PHYSICAL EXAMINATION**

The Board ~~of Education~~ requires any candidate who has been offered a position in which s/he will come in contact with children or prepare food for children, as a condition of employment, to submit to an examination, including a ~~test for~~ tuberculosis screening questionnaire, subject to further tests, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.

The Board shall also require the candidate based on a contingent job offer, to submit to a test for controlled substances the results of which must indicate there is no evidence of unlawful drug use. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification.

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 4122.02, the successful candidate who is required to submit to a medical examination, as well as the medical health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

In the event of a report of a condition that could influence job performance, the District Administrator shall base a nonemployment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. Freedom from tuberculosis in a communicable form is a condition of employment.

The Board shall assume any fees for required examinations.

Revised 5/15/12

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118.25, Wis. Stats.

121.52(3), Wis. Stats.

29 C.F.R., Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Richard Zimman on February 11, 2018



Book Policy Manual  
 Section Ready for Supt Review  
 Title GROUP HEALTH PLANS  
 Number po4419 New \*26-1, 27-1  
 Status

#### 4419 - GROUP HEALTH PLANS

The Board shall have discretion to establish and maintain group health plans for the benefit of eligible employees. These group health plans may provide certain health benefits to employees as permitted by law.

~~[ ] The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents. [END OF OPTION]~~

[ X ] Eligible employees may receive compensation in lieu of the District's medical coverage. Eligible employees who waive the medical coverage will be paid an additional ~~( ) monthly~~  
~~( ) quarterly [END OF OPTIONS] compensation equal to ( ) % of the cost of single medical coverage for that employee, (~~  
**X) an amount, as determined by the Board, [END OF OPTIONS]** with the understanding that this additional compensation is subject to FICA, Medicare, and Federal and State income tax.

This benefit will be administered only to the extent permitted by State or Federal tax regulations and if not permitted for any reason the benefit shall be discontinued. If the benefit is discontinued, the Board may, but is not obligated to, provide some other form of benefit or compensation. **[This policy should be adopted only if the District has established a flexible benefit plan qualified by the Internal Revenue Service.] [END OF OPTION]**

~~[ ] The Board has elected not to provide minimum value health coverage for any of its eligible employees. The Board is aware that the failure to offer minimum value health coverage to employees may result in penalties under the Affordable Care Act. [END OF OPTION]~~

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Last Modified by Jeff Holmes on March 21, 2018





Book Policy Manual  
 Section Ready for Supt Review  
 Title Copy of PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS  
 Number po4419.02 Options to Complete \*26-1  
 Status

#### 4419.02 - PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

~~The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.~~

~~The fully insured group health plans established by the Board shall:~~

- ~~A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.~~
- ~~B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.~~
- ~~C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.~~

~~Fully insured group health plans established by the Board shall not create or receive protected health information, except for:~~

- ~~A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.~~
- ~~B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.~~

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**The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:**

**Medical Plan**

**Prescription Drug Plan**

**Dental Plan**

**Vision Plan**

**Employee Assistance Plan**

Long-term Care Plan (not long-term disability).

Other; specify \_\_\_\_\_

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Human Resources Director \_\_\_\_\_ to serve as the Security Official of the group health plans. All of the group health plans' functions are carried out by the insurer and the insurer owns and/or controls all of the equipment and media used to create, maintain, receive, and transmit electronic protected health information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule.

The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.

The U.S. Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official in connection with the performance of their delegated duties for the group health plans, except to the extent that any liability is imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official as defined by law.

The fully insured group health plans established by the Board shall:

1. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
2. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
3. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
4. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

1. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
2. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
3. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

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29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Jeff Holmes on March 21, 2018



Book Policy Manual  
 Section Ready for Supt Review  
 Title PATIENT PROTECTION AND AFFORDABLE CARE ACT  
 Number po4419.03 New \*26-1  
 Status

#### 4419.03 - PATIENT PROTECTION AND AFFORDABLE CARE ACT

The Board of Education acknowledges that the Patient Protection and Affordable Care Act ("ACA") imposes certain obligations upon the District. Such obligations may include the following:

- A. The District shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee's employment start date. Sample form notices are available from the U.S. Department of Labor at:

<http://www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html>

- B. Employees of the District have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the District enrolls in the Health Insurance Marketplace and receives a subsidy, then the District may be liable for a penalty.

In event that the District concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the District shall incur the potential penalty.

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Legal 26 USC 4980H  
 29 USC 218B

Last Modified by Richard Zimman on February 11, 2018

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board of Education                                      **TOPIC:** Purchases Over \$15,000  
**FROM:** Todd Lamb    **BOARD MEETING:** June 25, 2018  
                Ric Ericksen  
**DATE:** June 20, 2018                                      **AGENDA ITEM:** VI.A.

**FC Date:** June 25, 2018  
**FC Agenda Item(s):** VII. A.

-- The intent is to review due diligence with respect to seeking competitive bids/quotes when possible.  
Vetting for the purpose of the purchases may have occurred at other committees. --

---

### \$18,920: Pupil Services - iPads

**Recommendation to the Board of Education and Finance Committee:**

Bring forward to the Board of Education with a positive recommendation to purchase 44 replacement iPads for an amount not to exceed \$18,920.00, as presented, and charge to the appropriate IDEA Federal Flow-Through accounts of the special education budget.

**From Director of Pupil Services, Todd Lamb**

**Background:**

Students and staff utilize iPads for communication and other instructional purposes for which specific apps are required. Previously purchased iPads were scheduled into a routine replacement cycle that is currently past due. Many of the devices in need of replacement are no longer compatible with district wireless technology and / or do not support the current versions of apps. A districtwide analysis of student / staff needs in comparison to available devices resulted in the determination that 44 new iPads are necessary to be purchased.

Please see attached quote(s).

# Apple Store for Education Institution

## Proposal 2103261451

Proposer: Marc Gabrysiak

Thank you for your proposal dated 06/04/2018. The details we've provided below are based on the terms assigned to account 47174, GERMANTOWN SCHOOL DIST.

To access this proposal online, please search by referencing proposal number 2103261451.

Comments from Proposer:

Part Number	Description	Total Quantity	Unit Price	Total Price
BN592LL/A	Personalized iPad Wi-Fi 128GB - Space Gray (10-pack) with 3-	4	4,730.00	<b>18,920.00 USD</b>
PR8E2LL/A	Personalized iPad Wi-Fi 128GB - Space Gray (10-pack) Engraving: Germantown School District	40		
S6560LL/A	3-Year AppleCare+ for iPad / iPad mini	40		
			<b>Subtotal</b>	<b>18,920.00 USD</b>
			<b>Estimated Tax</b>	<b>0.00 USD</b>
			<b>Total</b>	<b>18,920.00 USD</b>

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

## How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [ <https://ecommerce.apple.com> ] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

---

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

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**GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education                      **TOPIC:** Tax Incremental District # 8  
**FROM:** Ric Ericksen                              **BOARD MEETING:** June 25, 2018  
**DATE:** June 20, 2018                              **AGENDA ITEM:** VII.A.

The Joint Review Board is meeting on July 10, 2018 for action on consideration of TID #8.

Village Manager Steve Kreklow and Ehler Municipal financial advisor(s) will be present at the Finance Committee meeting this evening to answer questions relative to TID #8.

The TID 8 Project Plan document originally sent as an email attachment on June 13, 2018 and posted at the Finance Committee web link is attached.

**RECOMMENDATION:** At the will of the Board.



June 11, 2018

## Project Plan for the Creation of Tax Incremental District No. 8



Organizational Joint Review Board Meeting Held:	Scheduled for: June 11, 2018
Public Hearing Held:	Scheduled for: June 11, 2018
Consideration for Approval by Plan Commission:	Scheduled for: June 11, 2018
Consideration for Adoption by Village Board:	Scheduled for: June 26, 2018
Consideration for Approval by the Joint Review Board:	Scheduled for: TBD





# Tax Incremental District No. 8 Creation Project Plan

## Village of Germantown Officials

### Village Board

Dean Wolter

David Baum

Terri Kaminski

Daniel Wing

Rick Miller

Robert L. Warren

Dennis Myers

Jeffrey M. Hughes

Art Zabel

Village President

Village Trustee

Village Trustee

Village Trustee

Village Trustee

Village Trustee

Village Trustee

Village Trustee

Village Trustee

### Village Staff

Deanna Boldrey

Steven R. Kreklow

Kim E. Rath

Jeffrey W. Retzlaff

Brian Sajdak

Village Clerk

Village Administrator

Finance Director

Community Development Director

Village Attorney

### Plan Commission

Dean Wolter, Chairperson / Village President

Lori Johnson, Secretary

David Baum, Village Trustee

Robert Williams, Member

Anthony Laszewski, Member

Peter Nilles, Member

William Shadid, Member

Matthew Kimmler, Member

### Joint Review Board

Village Representative

Washington County

Milwaukee Area Technical College District

Germantown School District

Public Member



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# Section 1: Executive Summary

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## Description of District

### Type of District, Size and Location

Tax Incremental District (“TID”) No. 8 (the “TID” or “District”) is proposed to be created by the Village of Germantown (“Village”) as an industrial district. A map of the proposed District boundaries is in Section 3 of this plan. The area proposed to be included in the district encompasses 224.8 acres, which is broken into two development areas the property controlled by the Zilber Property Group (approximately 151.3 acres) and the remaining 73.5 acres to be developed in later phases.

### Estimated Total Project Expenditures.

The Village anticipates making total project expenditures of approximately \$14.2M not including issuance and interest expense to undertake the projects listed in this Project Plan. The Village anticipates completing the projects in phases as development requires. The Expenditure Period of this District is 15 years from the date of adoption of the authorizing Resolution of the Village Board (the “Creation Resolution”). The projects to be undertaken pursuant to this Project Plan are expected to be financed with debt issued by the Village, however, the Village may use other alternative financing methods which may provide overall lower costs of financing, preserve debt capacity, mitigate risk to the Village, or provide other advantages as determined by the Village Board. A discussion and listing of other possible financing mechanisms, as well as a summary of total project financing, is in Section 10 of this plan.

### Economic Development

Based on the anticipated initial development proposed by the Zilber Property Group, the Village projects that additional land and improvements value of approximately \$33M will be created in the initial phase. Additional development of the approximate remaining 145 acres will lead to another \$55M in development over the life of the TID. This additional value will be a result of the improvements made and projects undertaken within the District. A table detailing assumptions as to the timing of new development and associated values is in Section 10 of this Plan. In addition, creation of the District is expected to result in other economic benefits as detailed in the Summary of Findings hereafter.

### Expected Termination of District

Based on the Economic Feasibility Study located in Section 10 of this plan, this District would be expected to generate sufficient tax increments to recover all project costs by the year 2039 which is the maximum life of this District.

## Summary of Findings

As required by Wisconsin Statutes Section 66.1105, and as documented in this Project Plan and the exhibits contained and referenced herein, the following findings are made:

1. **That “but for” the creation of this District, the development projected to occur as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or**

**within the timeframe desired by the Village.** In making this determination, the Village has considered the following information:

- The lands to be developed have remained vacant due to a lack of adequate infrastructure. Given that the sites have not developed as would have been expected under normal market conditions, it is the judgment of the Village that the use of Tax Incremental Financing (“TIF”) will be required to provide the necessary infrastructure and inducements to encourage development on the sites consistent with that desired by the Village.
  - To make the areas included within the District suitable for development, the Village will need to make an investment to pay for the costs of installation of utilities; installation of streets and related streetscape items; development incentive payments, and other associated costs. Due to the extensive initial investment in public infrastructure that is required to allow development to occur, the Village has determined that development of the area will not occur solely because of private investment. Accordingly, the Village finds that absent the use of TIF, development of the area is unlikely to occur.
2. **The economic benefits of the Tax Incremental District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements.** In making this determination, the Village has considered the following information:
- As demonstrated in the Economic Feasibility Section of this Project Plan, the tax increments projected to be collected are more than sufficient to pay for the proposed project costs. On this basis alone, the finding is supported.
  - The initial development proposed by the Zilber Property Group will generate approximately 35 jobs. However, as the business park develops additional jobs will be created providing economic activity benefiting the overall Village.
1. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.**
- If approved, the District’s creation would become effective for valuation purposes as of January 1, 2018. As of this date, the values of all existing development would be frozen and the property taxes collected on this base value would continue to be distributed amongst the various taxing entities as they currently are now. Taxes levied on any additional value established within the District due to new construction, renovation or appreciation of property values occurring after January 1, 2018 would be collected by the TID and used to repay the costs of TIF-eligible projects undertaken within the District.
  - Since the development expected to occur is unlikely to take place or in the same manner without the use of TIF (see Finding #1) and since the District will generate economic benefits that are more than sufficient to compensate for the cost of the improvements (see Finding #2), the Village reasonably concludes that the overall benefits of the District outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the “but for” test is satisfied, there would, in fact, be no foregone tax

increments to be paid in the event the District is not created. As required by Section 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been made and can be found in Appendix A of this plan.

4. Not less than 50% by area of the real property within the District is suitable for industrial sites and zoned for industrial use within the meaning of Wisconsin Statutes Section 66.1101. Any real property within the District that is found suitable for industrial sites and is zoned for industrial use at the time of the creation of the District will remain zoned for industrial use for the life of the District.
5. Based upon the findings, as stated above, the District is declared to be an industrial District based on the identification and classification of the property included within the District.
6. The project costs relate directly to promoting industrial development in the District consistent with the purpose for which the District is created.
7. The improvement of such area is likely to enhance significantly the value of substantially all the other real property in the District.
8. The equalized value of taxable property of the District, plus the value increment of all existing tax incremental districts within the Village, does not exceed 12% of the total equalized value of taxable property within the Village.
9. The Village estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1.
10. The Project Plan for the District in the Village is feasible, and is in conformity with the master plan of the Village.

## Section 2: Type and General Description of District

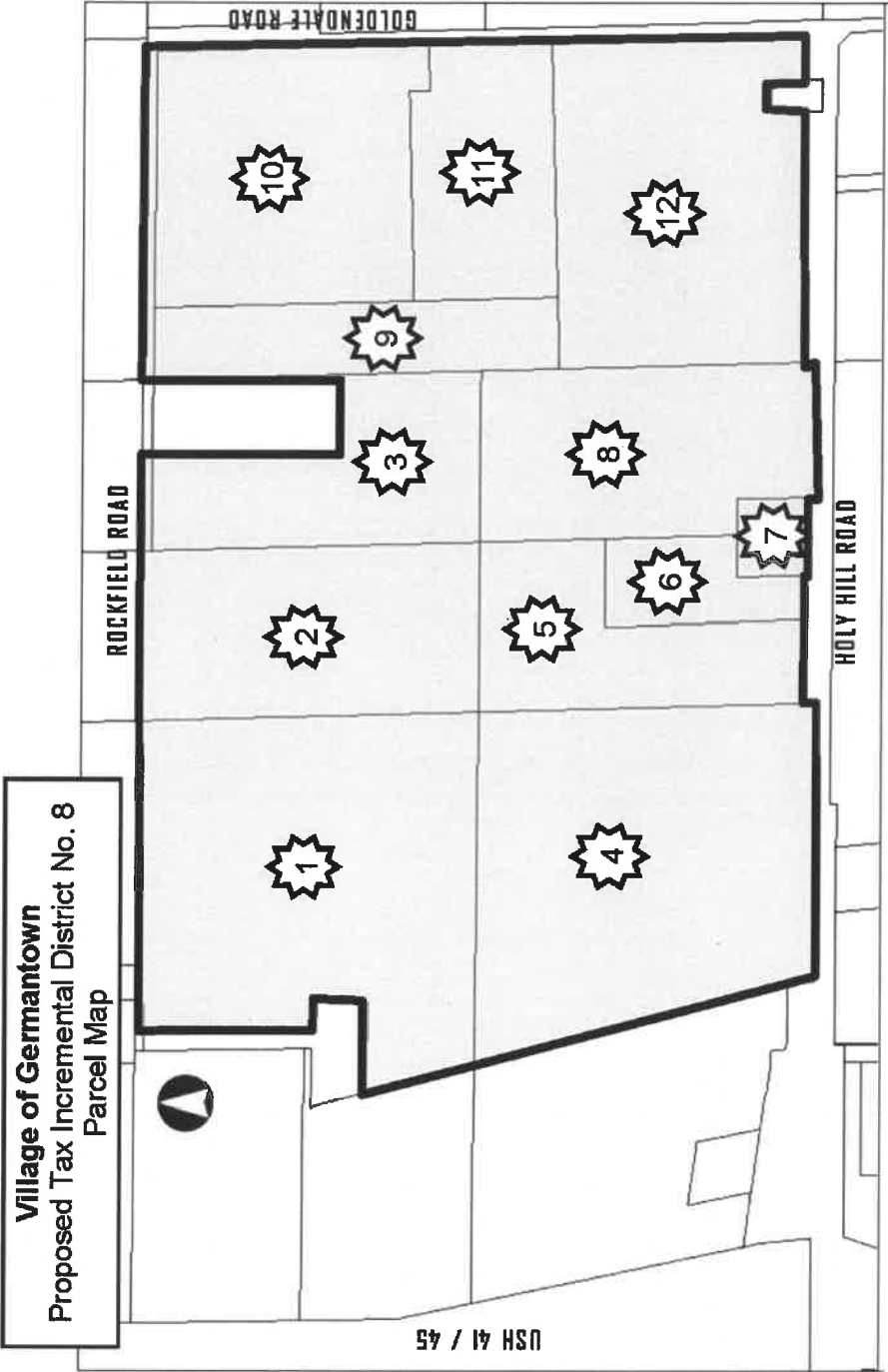
---

The District is being created by the Village under the authority provided by Wisconsin Statutes Section 66.1105. This District is created as an "Industrial District" based upon a finding that at least 50%, by area, of the real property within the District is zoned and suitable for industrial sites within the meaning of Wisconsin Statutes Section 66.1101 (See Section 5 of this plan for a breakdown of District parcels by class and calculation of compliance with the 50% test). That area within the TID that is either a stream bed or wetland is hereby excluded from the District.

A map depicting the boundaries of the District is found in Section 3 of this Plan. A map depicting the proposed uses of the District is found in Section 8 of this plan. The Village intends that TIF will be used to assure that industrial, distributor and related private development locates in this District. This will be accomplished by installing public improvements, and making necessary related expenditures, to promote industrial development within the District. The goal is to increase the tax base and to provide for and preserve employment opportunities within the Village. The project costs included in this Plan relate directly to promoting industrial development in the District consistent with the purpose for which the District is created.

Based upon the findings, as stated within this Plan, the District is declared to be an industrial District based on the identification and classification of the property included within the district.

Section 3: Preliminary Map of Proposed District Boundary



# Section 4: Map Showing Existing Uses and Conditions





## Section 5: Preliminary Parcel List and Analysis

Village of Germantown												Approved by Public Works Director										
TID No. 8 Creation												Approved by Planning Director										
Base Property Information												Approved by Finance Director										
Property Information												Approved by Public Works Director										
Line	Ref #	Parcel Number	Street Address	Owner	Acreage	Assessed	Part of	Assessed Information				Equalized Value				Rehab/Conservation/Vacant			Zoning	District		
								Land	Imp	PP	Total	Land	Imp	PP	Total	Rehab	Conservation	Vacant				
						1/1/04*	Existing TID?															
1	074-995	VACANT		BRIAN A KAZMIERCZAK, KEVIN J KAZMIERCZAK	40.90	No	No	16,000				31,000	100.00%	16,000	0	0	16,000	40.90	A-1 Zoning District	AG		
2	074-995	VACANT		BRIAN A KAZMIERCZAK, KEVIN J KAZMIERCZAK	30.00	No	No	4,300				4,300	100.00%	4,300	0	0	4,300	20.00	A-1 Zoning District	AG		
3	074-995	VACANT		BRIAN A KAZMIERCZAK, KEVIN J KAZMIERCZAK	14.40	No	No	3,900				3,900	100.00%	3,900	0	0	3,900	14.40	A-1 Zoning District	AG		
4	074-999	VACANT		BRIAN A KAZMIERCZAK, KEVIN J KAZMIERCZAK	27.90	No	No	3,300				3,300	100.00%	3,300	0	0	3,300	17.90	A-1 Zoning District	AG		
5	074-983	VACANT		BRIAN A KAZMIERCZAK, KEVIN J KAZMIERCZAK	13.10	No	No	3,300				3,300	100.00%	3,300	0	0	3,300	13.10	A-1 Zoning District	AG		
6	074-984	VACANT		RICHARD A STEPHAN, MARY K STEPHAN	5.00	No	No	100,000	71,300			180,000	100.00%	100,000	71,300	0	180,000	5.00	RS-1 Zoning District	AG		
7	074-999	VACANT		WEDMERS, FRANK E, JR & MARY J	2.00	No	No	28,400	140,000			168,400	100.00%	28,400	140,000	0	168,400	0.00	R-2 Zoning District	Residential		
8	074-991	VACANT		BRIAN A KAZMIERCZAK, KEVIN J KAZMIERCZAK	18.60	No	No	4,900				4,900	100.00%	4,900	0	0	4,900	18.60	A-1 Zoning District	AG		
9	074-990	VACANT		GSZYM LHC	10.10	No	No	10,500				10,500	100.00%	10,500	0	0	10,500	10.10	A-1 Zoning District	AG		
10	074-989	VACANT		GSZYM LHC	23.90	No	No	4,900				4,900	100.00%	4,900	0	0	4,900	23.90	A-1 Zoning District	AG		
11	074-988	VACANT		GSZYM LHC	13.40	No	No	13,500				13,500	100.00%	13,500	0	0	13,500	13.40	A-1 Zoning District	AG		
12	074-987	VACANT		GSZYM LHC	28.10	No	No	90,200	11,000			101,200	100.00%	90,200	11,000	0	101,200	28.10	A-1 Zoning District	AG		
Total Assessed								214,900				373,200	226,300	0	599,500							
Estimate of Base Value								214,900				373,200	226,300	0	599,500				0.00%	0.00%	99.11%	

## Section 6: Equalized Value Test

The calculations to the right demonstrate that the Village is in compliance with Wisconsin Statutes Section.66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property in the proposed District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the Village.

The equalized value of the increment of existing tax incremental districts within the Village, plus the base value of the proposed District, totals \$98,963,200. This value is less than the statutory maximum of \$309,297,588 in equalized value that is permitted for the Village. The Village is therefore in compliance with the statutory equalized valuation test and may proceed with creation of this District.

<b>Village of Germantown</b>	
Tax Increment District # 8	
Valuation Test Compliance Calculation	
Anticipated Creation/Boundary Amendment	7/26/2018
	Valuation Data
	Est. Creation Date
	2017
Total EV (TID In)	2,577,479,900
12% Test	309,297,588
Increment of Existing TIDs	
TID #4	98,164,500
TID #6	199,200
	0
	0
	0
	0
	0
Total Existing Increment	98,363,700
Projected Base of New or Amended District	599,500
Total Value Subject to 12% Test	98,963,200
Compliance	<b>PASS</b>

## Section 7: Statement of Kind, Number and Location of Proposed Public Works and Other Projects

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The following is a list of public works and other TIF-eligible projects that the Village expects to implement in conjunction with this District. Any costs necessary or convenient to the creation of the District or directly or indirectly related to the public works and other projects are considered "Project Costs" and eligible to be paid with tax increment revenues of the District.

### Property, Right-of-Way and Easement Acquisition

#### Property Acquisition for Development

To promote and facilitate development and/or redevelopment the Village may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred to make the property suitable for development and/or redevelopment. Any revenue received by the Village from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the Village to acquire property and make it suitable for development and/or redevelopment exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered "real property assembly costs" as defined in Wisconsin Statutes Section 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

#### Property Acquisition for Conservancy

To promote the objectives of this Plan, the Village may acquire property within the District that it will designate for conservancy. These conservancy objectives include: preserving historic resources or sensitive natural features; protection of scenic and historic views; maintaining habitat for wildlife; maintaining adequate open space; reduction of erosion and sedimentation by preserving existing vegetation; and providing adequate areas for management of storm water. The cost of property acquired for conservancy, and any costs associated with the transaction, are eligible Project Costs.

#### Acquisition of Rights-of-Way

The Village may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, storm water management practices and other public infrastructure. Costs incurred by the Village to identify, negotiate and acquire rights-of-way are eligible Project Costs.

#### Acquisition of Easements

The Village may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, storm water management practices and other public infrastructure. Costs incurred by the Village to identify, negotiate and acquire easement rights are eligible Project Costs.

#### Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include, but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wisconsin Statutes Sections 32.19 and 32.195.

## Site Preparation Activities

### Demolition

To make sites suitable for development, the Village may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

### Site Grading

Land within the District may require grading to make it suitable for development and/or redevelopment, to provide access, and to control storm water runoff. The Village may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the Village for site grading are eligible Project Costs.

## Utilities

### Sanitary Sewer System Improvements

There are inadequate sanitary sewer facilities serving areas of the District. To allow development to occur, the Village may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs.

### Water System Improvements

There are inadequate water distribution facilities serving areas of the District. To allow development to occur, the Village may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand water system infrastructure such as a well and tower located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

### Storm Water Management System Improvements

Development within the District will cause storm water runoff and pollution. To manage this storm water runoff, the Village may need to construct, alter, rebuild or expand storm water management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: storm water collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent storm water management system projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit

allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand storm water management infrastructure located outside of the District. That portion of the costs of storm water management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

## **Streets and Streetscape**

### **Street Improvements**

There are inadequate street improvements serving areas of the District. To allow development to occur, the Village may need to construct and/or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

### **Streetscaping and Landscaping**

To attract development and/or redevelopment consistent with the objectives of this Plan, the Village may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include, but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the Village are eligible Project Costs.

## **Miscellaneous**

### **Cash Grants (Development Incentives)**

The Village may enter into agreements with property owners, lessees, or developers of land located within the District for sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover project costs. No cash grants will be provided until the Village executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the Village are eligible Project Costs.

### **Projects Outside the Tax Increment District**

Pursuant to Wisconsin Statutes Section 66.1105(2)(f)1.n, the Village may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the Village's corporate boundaries and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs, and may include any project cost that would otherwise be eligible if undertaken within the District. The Village intends to make the following project cost expenditures outside the District:

1) Road Improvements including Holy Hill and Goldendale.

### **Professional Service and Organizational Costs**

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include, but are not limited to: architectural;

environmental; planning; engineering; legal, audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

### **Administrative Costs**

The Village may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by Village employees relating to the implementation of the Plan.

### **Financing Costs**

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

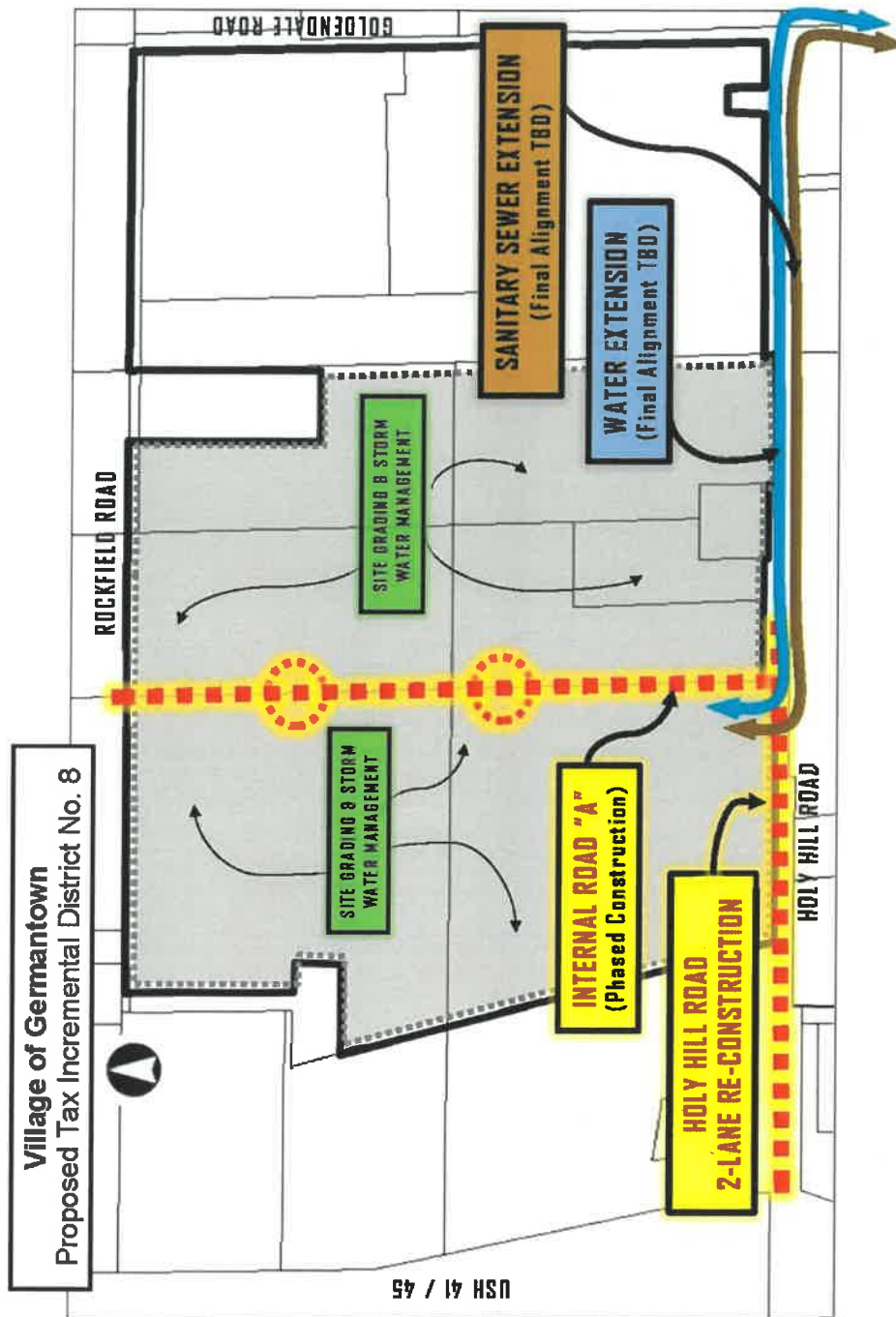
With all projects the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating Village ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

In the event any of the public works project expenditures are not reimbursable out of the special TIF fund under Wisconsin Statutes Section 66.1105, in the written opinion of counsel retained by the Village for such purpose or a court of record so rules in a final order, then such project or projects shall be deleted here from this Project Plan and the remainder of the projects hereunder shall be deemed the entirety of the projects for purposes of this Project Plan.

**The Village reserves the right to implement only those projects that remain viable as the Plan period proceeds.**

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred, by the Village and as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges. To the extent the costs benefit the municipality outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning is completed. Prorations of costs in the Plan are also estimates and subject to change based upon implementation, future assessment policies and user fee adjustments.

# Section 8: Map Showing Proposed Improvements and Uses



## Section 9: Detailed List of Project Costs

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All costs are based on 2018 prices and are preliminary estimates. The Village reserves the right to increase these costs to reflect inflationary increases and other uncontrollable circumstances between 2018 and the time of construction. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

**This Plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on best information available. The Village retains the right to delete projects or change the scope and/or timing of projects implemented as they are individually authorized by the Village Board, without amending the Plan.**



# Proposed TIF Project Cost Estimates

## Village of Germantown

### Tax Increment District # 8

#### Estimated Project List

Project ID	Project Name/Type	Phase I 2018	Phase II 2020	Phase III 2021	Total
1	Public Improvements - Offsite <sup>1</sup>	5,178,903	3,021,097		8,200,000
2	Public Improvements - Internal <sup>1</sup>	1,600,000	1,450,000		3,050,000
3	Development Incentive <sup>2</sup>	1,000,000			1,000,000
4	Well, Water Tower and Lift Station <sup>3</sup>			1,872,923	1,872,923
6	Future Phase - Infrastructure (Non Zilber) <sup>4</sup>			0	0
7	Professional Services	25,000			25,000
<b>Total Projects</b>		<b>7,803,903</b>	<b>4,471,097</b>	<b>1,872,923</b>	<b>14,147,923</b>

**Notes:**

- Note 1 Project costs are estimates per Developer & Village staff
- Note 2 To be provided by Washington County - Dependant Upon Job Creations, etc.
- Note 3 Water Tower/Deep Well/Pressure Boosting Pump Station & Upgrade Main Street & Old Farm Sewage Pump Stations - TID 8 portion is 56.85% of the overall cost to accommodate new users.
- Note 4 Future cost not determined to open up additional TID land not controlled by Zilber. This project has not been included in the cashflow and will only proceed if there is sufficient development to warrant moving forward.

## Section 10: Economic Feasibility Study, Financing Methods, and the Time When Costs or Monetary Obligations Related are to be Incurred

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The information and exhibits contained within this Section demonstrate that the proposed District is economically feasible insofar as:

- The Village has available to it the means to secure the necessary financing required to accomplish the projects contained within this Plan. A listing of “Available Financing Methods” follows.
- The Village expects to complete the projects in one or multiple phases, and can adjust the timing of implementation as needed to coincide with the pace of private development. A discussion of the phasing and projected timeline for project completion is discussed under “Plan Implementation” within this Section. A table identifying the financing method for each phase and the time at which that financing is expected to be incurred is included.
- The development anticipated to occur because of the implementation of this Plan will generate sufficient tax increments to pay for the cost of the projects. Within this Section are tables identifying: 1) the development expected to occur, 2) a projection of tax increments to be collected resulting from that development and other economic growth within the District, and 3) a cash flow model demonstrating that the projected tax increment collections and all other revenues available to the District will be sufficient to pay all Project Costs.

### Available Financing Methods

The following is a list of the types of obligations the Village may choose to utilize.

#### General Obligation (G.O.) Bonds or Notes

The Village may issue G.O. Bonds or Notes to finance the cost of projects included within this Plan. The Wisconsin State Constitution limits the principal amount of G.O. debt that the community may have outstanding at any point in time to an amount not greater than five percent of its total equalized value (TID IN).

#### Bonds Issued to Developers (“Pay as You Go” Financing)

The Village may issue a bond or other obligation to one or more developers who provide financing for projects included in this Plan. Repayment of the amounts due to the developer under the bonds or other obligations are limited to an agreed percentage of the available annual tax increments collected that result from the improvements made by the developer. To the extent the tax increments collected are insufficient to make annual payments, or to repay the entire obligation over the life of the District, the Village’s obligation is limited to not more than the agreed percentage of the actual increments collected. Bonds or other obligations issued to developers in this fashion are not general obligations of the Village and, therefore, do not count against the Village’s statutory borrowing capacity.

#### Utility Revenue Bonds

The Village can issue revenue bonds to be repaid from revenues of the its various systems, including revenues paid by the Village that represent service of the system to the Village. There is neither a statutory nor constitutional limitation on the amount of revenue bonds that can be issued, however, water rates are controlled by the Wisconsin Public Service Commission and the Village must demonstrate to bond purchasers its ability to repay revenue debt with the assigned rates. To the extent the Village utilizes utility revenues other than tax increments to repay a portion of the bonds, the Village must reduce the total eligible Project Costs in an equal amount.

### **Special Assessment “B” Bonds**

The Village can levy special assessments against benefited properties to pay part of the costs for street, curb, gutter, sewer, water, storm sewers and other infrastructure. In the event the Village determines that special assessments are appropriate, the Village can issue Special Assessment B bonds pledging revenues from special assessment installments to the extent assessment payments are outstanding. These bonds are not counted against the Village's statutory borrowing capacity. If special assessments are levied, the Village must reduce the total eligible Project Costs under this Plan in an amount equal to the total collected.

## **Plan Implementation**

Projects identified will provide the necessary anticipated governmental services to the area. A reasonable and orderly sequence is outlined on the following page. However, public debt and expenditures should be made at the pace private development occurs to assure increment is sufficient to cover expenses.

It is anticipated developer agreements between the Village and property owners will be in place prior to major public expenditures. These agreements can provide for development guarantees or a payment in lieu of development. To further assure contract enforcement, these agreements might include levying of special assessments against benefited properties.

The order in which public improvements are made should be adjusted in accordance with development and execution of developer agreements. The Village reserves the right to alter the implementation of this Plan to accomplish this objective.

Interest rates projected are based on current market conditions. Municipal interest rates are subject to constantly changing market conditions. In addition, other factors such as the loss of tax-exempt status of municipal bonds or broadening the purpose of future tax-exempt bonds would affect market conditions. Actual interest expense will be determined once the methods of financing have been approved and securities or other obligations are issued.

**If financing as outlined in this Plan proves unworkable, the Village reserves the right to use alternate financing solutions for the projects as they are implemented.**

# Implementation and Financing Timeline - Phase I & All Phase's

Village of Germantown					
Tax Increment District # 8					
Estimated Financing Plan - All Phases					
	G.O. Bond 2018	G.O. Bond 2020	Municipal Revenue Obligation (MRO) 2018	G.O. Bond 2021	Totals
<b>Projects</b>					
Initial Phase Public Improvements	5,178,903	3,021,097			8,200,000
Remaining Public Improvements					0
Public Improvements Internal Well, Water Tower, lift station	1,600,000	1,450,000		1,872,923	3,050,000
Professional Services	25,000				25,000
Development Incentive			1,000,000		1,000,000
<b>Total Project Funds</b>	<b>6,803,903</b>	<b>4,471,097</b>	<b>1,000,000</b>	<b>1,872,923</b>	<b>14,147,923</b>
<b>Estimated Finance Related Expenses</b>					
Capitalized Interest	147,600	104,650		78,400	
<b>Total Financing Required</b>	<b>7,429,523</b>	<b>4,575,747</b>	<b>1,000,000</b>	<b>1,970,923</b>	
<b>Estimated Interest</b>	<b>1.00%</b>	<b>1.00%</b>		<b>1.00%</b>	
Assumed spend down (months)	8	7	0	6	
	(45,359)	(26,081)	0	(9,365)	
<b>Rounding</b>	<b>(4,164)</b>	<b>334</b>	<b>0</b>	<b>(1,558)</b>	
<b>Net Issue Size</b>	<b>7,380,000</b>	<b>4,550,000</b>	<b>1,000,000</b>	<b>1,960,000</b>	<b>8,380,000</b>

## Development Assumptions – Phase I

<b>Village of Germantown</b> <b>Tax Increment District # 8</b> <b>Development Assumptions - Phase 1 Only</b>						
Construction Year		Building 1 <sup>1</sup>	Building 2 <sup>2</sup>	Annual Total	Construction Year	
1	2018	8,400,000		8,400,000	2018	1
2	2019	19,600,000	5,000,000	24,600,000	2019	2
3	2020			0	2020	3
4	2021			0	2021	4
5	2022			0	2022	5
6	2023			0	2023	6
7	2024			0	2024	7
8	2025			0	2025	8
9	2026			0	2026	9
10	2027			0	2027	10
Totals		<u>28,000,000</u>	<u>5,000,000</u>	<u>33,000,000</u>		

Notes:

<sup>1</sup>Building 1 - Assumes a 700K SF building with a construction value of \$40 per SF completed in 2019. Minimum Value of \$28M.

<sup>2</sup>Buildings 2 - Assumes a 150K SF building constructed at a value of \$45 per SF completed in 2019. Minimum Value of \$5M.

## Development Assumptions – All Phase's

Village of Germantown						
Tax Increment District # 8						
Development Assumptions - All Phases						
Construction Year	Building 1 <sup>1</sup>	Building 2 <sup>2</sup>	Building 3 <sup>3</sup>	Future Development <sup>4</sup>	Annual Total	Construction Year
1 2018	8,400,000				8,400,000	2018 1
2 2019	19,600,000	5,000,000			24,600,000	2019 2
3 2020					0	2020 3
4 2021				5,000,000	5,000,000	2021 4
5 2022			11,250,000		11,250,000	2022 5
6 2023				5,000,000	5,000,000	2023 6
7 2024					0	2024 7
8 2025				5,000,000	5,000,000	2025 8
9 2026					0	2026 9
10 2027			4,000,000	5,000,000	9,000,000	2027 10
11 2028					0	2028 11
12 2029				5,000,000	5,000,000	2029 12
13 2030					0	2030 13
14 2031				5,000,000	5,000,000	2031 14
15 2032					0	2032 15
16 2033				5,000,000	5,000,000	2033 16
17 2034					0	2034 17
18 2035				5,000,000	5,000,000	2035 18
19 2036					0	2036 19
20 2037					0	2037 20
Totals	<u>28,000,000</u>	<u>5,000,000</u>	<u>15,250,000</u>	<u>40,000,000</u>	<u>88,250,000</u>	

Notes:

<sup>1</sup>Building 1 - Assumes a 700K SF building with a construction value of \$40 per SF completed in 2019. Minimum Value Guarantee of \$28M.

<sup>2</sup>Building 2 - Assumes a 150K SF building being constructed in 2019 with a \$5M value.

<sup>3</sup>Building 3 - Assumes a 250K SF building with a construction value of \$45 per SF completed in 2022.

<sup>4</sup>Future Development - Assumes \$40M in development on the remaining available acreage.

# Increment Revenue Projections – Phase I

Village of Germantown								
Tax Increment District # 8								
Tax Increment Projection Worksheet - Phase 1								
Type of District	Industrial			Base Value	599,500			
Creation Date	July 1, 2018			Appreciation Factor	0.00%			
Valuation Date	Jan 1,	2018		Base Tax Rate	\$17.58			
Max Life (Years)	20			Rate Adjustment Factor	0.00%			
Expenditure Periods/Termination	15	7/1/2033		Tax Exempt Discount Rate	3.50%			
Revenue Periods/Final Year	21	2040		Taxable Discount Rate	4.00%			
Extension Eligibility/Years	Yes	3						
Adverse Impact Eligibility								
Recipient District	No							

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	
1	2018	8,400,000	2019	0	8,400,000	2020	\$17.58	147,664
2	2019	24,600,000	2020	0	33,000,000	2021	\$17.58	580,107
3	2020	0	2021	0	33,000,000	2022	\$17.58	580,107
4	2021	0	2022	0	33,000,000	2023	\$17.58	580,107
5	2022	0	2023	0	33,000,000	2024	\$17.58	580,107
6	2023	0	2024	0	33,000,000	2025	\$17.58	580,107
7	2024	0	2025	0	33,000,000	2026	\$17.58	580,107
8	2025	0	2026	0	33,000,000	2027	\$17.58	580,107
9	2026	0	2027	0	33,000,000	2028	\$17.58	580,107
10	2027	0	2028	0	33,000,000	2029	\$17.58	580,107
11	2028	0	2029	0	33,000,000	2030	\$17.58	580,107
12	2029	0	2030	0	33,000,000	2031	\$17.58	580,107
13	2030	0	2031	0	33,000,000	2032	\$17.58	580,107
14	2031	0	2032	0	33,000,000	2033	\$17.58	580,107
15	2032	0	2033	0	33,000,000	2034	\$17.58	580,107
16	2033	0	2034	0	33,000,000	2035	\$17.58	580,107
17	2034	0	2035	0	33,000,000	2036	\$17.58	580,107
18	2035	0	2036	0	33,000,000	2037	\$17.58	580,107
19	2036	0	2037	0	33,000,000	2038	\$17.58	580,107
20	2037	0	2038	0	33,000,000	2039	\$17.58	580,107
<b>Totals</b>		<b>33,000,000</b>		<b>0</b>		<b>Future Value of Increment</b>		<b>11,169,692</b>

Notes:  
Actual results will vary depending on development, inflation of overall tax rates.

# Increment Revenue Projections – All Phase's

Village of Germantown							
Tax Increment District # 8							
Tax Increment Projection Worksheet - All Phases							
Type of District	Industrial			Base Value	599,500		
Creation Date	July 1, 2018			Appreciation Factor	0.00%		
Valuation Date	Jan 1,	2018		Base Tax Rate	\$17.58		
Max Life (Years)	20			Rate Adjustment Factor	0.00%		
Expenditure Periods/Termination	15	7/1/2033		Tax Exempt Discount Rate	3.50%		
Revenue Periods/Final Year	21	2040		Taxable Discount Rate	4.00%		
Extension Eligibility/Years	Yes	3					
Adverse Impact Eligibility							
Recipient District	No						

Construction Year	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	
1 2018	8,400,000	2019	0	8,400,000	2020	\$17.58	147,664
2 2019	24,600,000	2020	0	33,000,000	2021	\$17.58	580,107
3 2020	0	2021	0	33,000,000	2022	\$17.58	580,107
4 2021	5,000,000	2022	0	38,000,000	2023	\$17.58	668,002
5 2022	11,250,000	2023	0	49,250,000	2024	\$17.58	865,765
6 2023	5,000,000	2024	0	54,250,000	2025	\$17.58	953,660
7 2024	0	2025	0	54,250,000	2026	\$17.58	953,660
8 2025	5,000,000	2026	0	59,250,000	2027	\$17.58	1,041,555
9 2026	0	2027	0	59,250,000	2028	\$17.58	1,041,555
10 2027	9,000,000	2028	0	68,250,000	2029	\$17.58	1,199,766
11 2028	0	2029	0	68,250,000	2030	\$17.58	1,199,766
12 2029	5,000,000	2030	0	73,250,000	2031	\$17.58	1,287,661
13 2030	0	2031	0	73,250,000	2032	\$17.58	1,287,661
14 2031	5,000,000	2032	0	78,250,000	2033	\$17.58	1,375,556
15 2032	0	2033	0	78,250,000	2034	\$17.58	1,375,556
16 2033	5,000,000	2034	0	83,250,000	2035	\$17.58	1,463,451
17 2034	0	2035	0	83,250,000	2036	\$17.58	1,463,451
18 2035	5,000,000	2036	0	88,250,000	2037	\$17.58	1,551,346
19 2036	0	2037	0	88,250,000	2038	\$17.58	1,551,346
20 2037	0	2038	0	88,250,000	2039	\$17.58	1,551,346
<b>Totals</b>	<b>88,250,000</b>		<b>0</b>		<b>Future Value of Increment</b>	<b>22,138,984</b>	

Notes:  
Actual results will vary depending on development, inflation of overall tax rates.



## Cash Flow – Phase I

### Village of Germantown

Tax Increment District # 8

Cash Flow Projection - Borrow Phase 1 Costs

Year	Projected Revenues				Expenditures							Balances			Year	
	Tax Increments	Interest Earnings/ (Cost)	Capitalized Interest	Total Revenues	G.O. Bond 7,380,000			Municipal Revenue Obligation (MRO) 1,000,000			Admin. + 2%	Total Expenditures	Annual	Cumulative		Principal Outstanding
					Dated Date: Principal	Est. Rate	Interest	Dated Date: Principal	Est. Rate	Interest						
		1.00%														
2018			478,020	478,020	Note 1				Note 2		25,000	25,000	453,020	453,020	7,380,000	2018
2019		4,530		4,530	0	2.25%	235,073				5,000	240,073	(235,542)	217,478	7,380,000	2019
2020	147,664	2,175		149,838	0	2.25%	235,073				5,000	240,073	(90,234)	127,244	7,380,000	2020
2021	580,107	1,272		581,379	225,000	2.30%	232,485	(30,188)	3.56%	111,652	5,000	543,949	37,430	164,673	8,185,188	2021
2022	580,107	1,647		581,754	250,000	2.40%	226,898	44,916	3.56%	36,549	5,000	563,362	18,392	183,065	12,440,272	2022
2023	580,107	1,831		581,937	265,000	2.50%	220,585	46,541	3.56%	34,923	5,000	572,049	9,888	192,953	14,088,731	2023
2024	580,107	1,930		582,036	270,000	2.65%	213,695	48,225	3.56%	33,239	5,000	570,159	11,877	204,890	13,770,506	2024
2025	580,107	2,048		582,155	300,000	2.80%	205,918	49,970	3.56%	31,494	5,000	592,382	(10,227)	194,604	13,420,535	2025
2026	580,107	1,946		582,053	325,000	2.90%	197,005	51,779	3.56%	29,686	5,000	608,469	(26,417)	168,187	13,043,757	2026
2027	580,107	1,682		581,789	350,000	3.00%	187,043	53,652	3.56%	27,812	5,000	623,507	(41,718)	126,469	12,640,105	2027
2028	580,107	1,265		581,371	375,000	3.05%	176,074	55,594	3.56%	25,871	5,000	637,538	(56,167)	70,302	12,209,511	2028
2029	580,107	703		580,810	400,000	3.10%	164,155	57,606	3.56%	23,859	5,000	650,619	(69,810)	493	11,751,905	2029
2030	580,107	5		580,112	400,000	3.15%	151,655	59,690	3.56%	21,774	5,000	638,119	(58,008)	(57,515)	11,292,215	2030
2031	580,107	(575)		579,532	425,000	3.20%	138,555	61,850	3.56%	19,614	5,000	650,019	(70,488)	(128,003)	10,805,365	2031
2032	580,107	(1,280)		578,827	450,000	3.30%	124,330	64,088	3.56%	17,376	5,000	660,794	(81,968)	(209,970)	10,291,277	2032
2033	580,107	(2,100)		578,007	475,000	3.35%	108,949	66,407	3.56%	15,057	5,000	670,413	(92,406)	(302,376)	9,749,870	2033
2034	580,107	(3,024)		577,083	500,000	3.40%	92,493	68,810	3.56%	12,654	5,000	678,957	(101,874)	(404,250)	9,181,059	2034
2035	580,107	(4,042)		576,064	525,000	3.45%	74,936	71,300	3.56%	10,164	5,000	685,401	(110,336)	(514,586)	8,584,759	2035
2036	580,107	(5,146)		574,961	575,000	3.50%	55,818	73,881	3.56%	7,584	5,000	717,282	(142,321)	(656,907)	7,935,878	2036
2037	580,107	(6,569)		573,538	600,000	3.55%	35,105	76,554	3.56%	4,910	5,000	721,569	(148,032)	(804,939)	7,259,324	2037
2038	580,107	(8,049)		572,057	670,000	3.65%	12,228	79,324	3.56%	2,140	5,000	768,682	(196,634)	(1,001,573)	6,510,000	2038
2039	580,107	(10,016)		570,091							5,000	5,000	565,091	(436,483)	6,510,000	2039
<b>Total</b>	<b>11,169,692</b>	<b>(19,768)</b>	<b>478,020</b>	<b>11,627,944</b>	<b>7,380,000</b>		<b>3,088,069</b>	<b>1,000,000</b>		<b>466,358</b>	<b>25,000</b>	<b>105,000</b>	<b>12,064,427</b>			<b>Total</b>

Notes:  
 1 Assumes the debt payment for the Village offsite and internal phase infrastructure. Interest rates are based upon the Yield Curves as of 5-17-18 for an A rated Bond.  
 2 Assumes a loan from WCEDC with increment being paid with TID increment.

# Cash Flow – All Phase's

Village of Germantown																							
Tax Increment District # 8																							
Cash Flow Projection - Borrow All Phases																							
Year	Projected Revenues				G.O. Bond 7,380,000			Municipal Revenue Obligation (MRO) 1,000,000			G.O. Bond 4,550,000			G.O. Bond 1,960,000			Balances						
	Tax Increments	Interest Earnings/ (Cost)	Capitalized Interest	Total Revenues	Dated Date: 09/01/18	Est. Rate	Interest	Dated Date: 09/01/18	Est. Rate	Interest	Dated Date: 06/01/20	Est. Rate	Interest	Dated Date: 09/01/21	Est. Rate	Interest	TID Set Up	Admin. + 2%	Total Expenditures	Annual	Cumulative	Principal Outstanding	Year
2018		1.00%		478,020	Note 1			Note 2		Note 3			Note 3				25,000	7,200	25,000	453,020	453,020	7,380,000	2018
2019		4,530		4,530	0	2.25%	239,010										7,240	246,010	246,010	(241,480)	211,940	7,380,000	2019
2020	147,654	2,115		149,779	0	2.25%	239,010											7,240	246,150	(98,371)	113,569	7,380,000	2020
2021	580,107	1,152	179,915	761,173	100,000	2.90%	237,860	(30,168)	3.56%	111,652	0	2.80%	179,915	0	2.90%	179,915	7,283	606,522	154,651	269,221	8,310,188	2021	
2022	580,107	2,698		582,805	100,000	2.40%	235,510	44,916	3.56%	36,548	0	2.90%	179,915	0	3.00%	76,623	7,428	690,940	(98,135)	171,685	12,715,272	2022	
2023	668,002	1,717		669,719	150,000	2.50%	232,435	46,541	3.56%	34,923	0	3.00%	179,915	0	3.15%	76,623	7,577	728,014	(58,295)	113,390	14,478,731	2023	
2024	865,765	1,134		866,899	250,000	2.65%	227,248	48,225	3.56%	33,239	50,000	3.15%	179,128	30,000	3.15%	76,623	7,729	902,190	(35,291)	78,099	14,100,506	2024	
2025	993,660	781		994,441	300,000	2.80%	219,735	49,970	3.56%	31,684	75,000	3.30%	177,103	35,000	3.30%	75,678	7,883	972,862	(17,421)	60,678	11,640,535	2025	
2026	993,660	607		994,267	300,000	2.90%	211,185	51,779	3.56%	29,686	75,000	3.40%	174,590	60,000	3.40%	74,523	8,041	984,803	(30,535)	30,142	13,153,757	2026	
2027	1,041,555	301		1,041,857	355,000	3.00%	201,510	53,652	3.56%	27,812	75,000	3.50%	172,009	65,000	3.50%	72,483	8,202	1,030,661	11,596	41,338	12,605,105	2027	
2028	1,041,555	413		1,041,969	365,000	3.05%	190,619	55,594	3.56%	25,871	90,000	3.55%	169,093	65,000	3.55%	70,208	8,366	1,039,749	2,220	43,558	12,029,511	2028	
2029	1,199,766	436		1,200,202	475,000	3.10%	177,690	57,606	3.56%	23,899	105,000	3.60%	165,605	110,000	3.60%	67,900	8,533	1,191,392	9,010	52,568	11,281,905	2029	
2030	1,199,766	526		1,200,292	475,000	3.15%	162,846	59,690	3.56%	21,778	130,000	3.65%	161,345	115,000	3.65%	63,940	8,704	1,198,297	1,995	54,563	10,502,215	2030	
2031	1,287,663	546		1,288,207	475,000	3.20%	147,765	61,860	3.56%	19,614	220,000	3.70%	154,715	125,000	3.70%	59,743	8,878	1,282,565	5,642	60,206	9,610,965	2031	
2032	1,287,663	602		1,288,263	475,000	3.30%	132,328	64,088	3.56%	17,376	270,000	3.80%	145,230	130,000	3.80%	55,118	9,055	1,286,295	(10,031)	50,174	8,671,277	2032	
2033	1,375,556	502		1,376,058	500,000	3.35%	116,115	66,407	3.56%	15,057	350,000	3.85%	133,463	130,000	3.85%	50,178	9,236	1,370,456	5,602	55,777	7,624,670	2033	
2034	1,375,556	558		1,376,114	525,000	3.40%	98,815	68,810	3.56%	12,654	475,000	3.90%	119,413	130,000	3.90%	45,173	9,421	1,384,285	(8,171)	47,605	6,526,059	2034	
2035	1,463,431	476		1,463,927	550,000	3.45%	80,403	71,300	3.56%	10,164	600,000	3.95%	109,213	130,000	3.95%	40,103	9,609	1,444,791	(6,741)	46,741	5,324,759	2035	
2036	1,463,431	667		1,464,119	575,000	3.50%	60,853	73,881	3.56%	7,584	500,000	4.00%	84,325	130,000	4.00%	34,968	9,802	1,476,411	(12,292)	54,449	4,045,878	2036	
2037	1,551,346	544		1,551,891	675,000	3.55%	38,809	76,554	3.56%	4,910	500,000	4.05%	64,200	135,000	4.05%	29,768	9,998	1,534,738	17,652	72,101	2,659,324	2037	
2038	1,551,346	721		1,552,067	735,000	3.65%	13,414	79,324	3.56%	2,140	500,000	4.15%	49,700	140,000	4.15%	24,300	10,198	1,548,076	3,591	76,093	1,205,000	2038	
2039	1,551,346	761		1,552,107							775,000	4.30%	16,663	430,000	4.30%	18,490	10,402	1,550,554	301,553	177,646	0	2039	
Total	22,138,984	21,787	657,935	22,818,707	7,380,000		3,263,358	1,000,000	466,358	4,550,000		2,603,628	3,960,000		1,012,435	25,000	180,483	22,441,061				Total	

Notes:  
 1 Assumes the debt payment for the Village offsite and internal phase Infrastructure. Interest rates are based upon the Yield Curves as of 5-17-18 for an A Rated Bond.  
 2 Assumes a loan from WCEDC with increment being paid with TID increment.  
 3 Assumes .50 basis points above the 5-17-18 scale.

## Section 11: Annexed Property

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There are no lands proposed for inclusion within the District that were annexed by the Village on or after January 1, 2004.

## Section 12: Estimate of Property to be Devoted to Retail Business

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Pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1, the Village estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

## Section 13: Proposed Zoning Ordinance Changes

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Proposed industrial development within TID #8 will require changing the zoning districts assigned to all the parcels within the TID #8 area. As indicated in section 5, parcels located within TID #8 are currently located in an A-1: Agricultural, A-2: Agricultural, Rs-1: Single-Family or Rs-2: Single-Family Zoning District. Prior to Village Board adoption of the resolution creating TID #8, all the parcels located within TID #8 will require rezoning into the M-1: Limited Industrial Zoning District. At the time of the drafting of this document, the Village Board was considering, but had not yet approved, a rezoning application to change the zoning for the parcels within the entire TID #8 area to the M-1: Limited Industrial District.

The Village further acknowledges that any real property within the District that is found suitable for industrial sites and is zoned for industrial use will remain zoned for industrial use for the life of the District.

## Section 14: Proposed Changes in Master Plan, Map, Building Codes and Village of Germantown Ordinances

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Proposed industrial development within TID #8 will require amendments to the Village's 2020 Smart Growth Plan; specifically, changes to the 2020 Land Use Plan (LUP) Map. Prior to Village Board adoption of the resolution creating TID #8, the entire TID #8 area will require the following:

1. change the entire TID #8 area from the "Mixed Use" category to the "Industrial/Office" category on the 2020 LUP Map; and
2. extend the Sanitary Sewer Service Area (SSA) boundary on the 2020 LUP Map to include the entire TID #8 area.

At the time of the drafting of this document, the Village Board was considering, but had not yet approved, an application to change the 2020 LUP Map as described above. No changes to the building codes or other Village ordinances are required or anticipated for the implementation of this Plan.

## Section 15: Relocation

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It is not anticipated there will be a need to relocate persons or businesses in conjunction with this Plan. In the event relocation or the acquisition of property by eminent domain becomes necessary at some time during the implementation period, the Village will follow applicable Wisconsin Statutes Section chapter 32.

## Section 16: Orderly Development of the Village of Germantown

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The District contributes to the orderly development of the Village by providing the opportunity for continued growth in tax base, job opportunities and general economic activity.

## Section 17: List of Estimated Non-Project Costs

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Non-Project costs are public works projects that only partly benefit the District or are not eligible to be paid with tax increments, or costs not eligible to be paid with TIF funds.

The Village does not expect to incur any non-project costs in the implementation of this Project Plan.

**Section 18: Opinion of Attorney for the Village of  
Germantown Advising Whether the Plan is Complete and  
Complies with Wisconsin Statutes 66.1105**

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## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education                      **TOPIC:** District's Crisis Plan Review  
**FROM:** Jeff Holmes/Don Erickson        **BOARD MEETING:** June 25, 2018  
**DATE:** June 21, 2018                      **AGENDA ITEM:** VII.B.

In accordance with WI State Statutes, the Germantown School District Safety Committee will annually review the "Crisis Plan." The Germantown School District plan must be reviewed and approved by the Board of Education every three years. The District Safety Committee will re-submit to the School Board at least 60 days prior to the end of the plan's effective period, August 31, 2018 with all previous updates and revisions for approval. The Board of Education must review and either approve, approve with changes, or deny approval at least two weeks prior to the beginning of the new school year. If the Crisis Plan is approved with changes or if approval is denied, the District Safety Committee must make the necessary changes and re-submit the plan to the Germantown School Board prior to the start of the 2018-19 school year. The plan will be provided to Board Members in electronic format to begin the review process.

**RECOMMENDATION:** Direct Safety Committee Chairperson Don Erickson to bring the plan with any revisions and/or additions for the Board's first consideration at the Board's regular meeting on August 13, 2018.

## **GERMANTOWN SCHOOL DISTRICT**

<b>TO:</b>	Board of Education	<b>TOPIC:</b>	Resignations
<b>FROM:</b>	Michael Nowak	<b>BOARD MEETING:</b>	June 25, 2018
<b>DATE:</b>	June 19, 2018	<b>AGENDA ITEM:</b>	VII.C.

Sarah Uselding recently submitted her letter of resignation effective June 1, 2018. Sarah was hired in August of 2008 in the Germantown School District as a Kindergarten Teacher at Rockfield Elementary School. She has taught exclusively at Rockfield Elementary School with a majority of time spent teaching at the second grade level.

Ashley Johnson recently submitted her letter of resignation effective June 1, 2018. Ashley was hired in August of 2014 in the Germantown School District as a Sixth Grade Language Arts and Science Teacher at Kennedy Middle School.

Jessica Boehm recently submitted her letter of resignation effective June 30, 2018. Jessica was hired in June of 2015 in the Germantown School District as the School District Nurse.

**RECOMMENDATION:** Approve the resignations of Sarah Uselding, Ashley Johnson and Jessica Boehm and thank them for their service to the students, their families and to the Germantown School District. 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:** Supplemental Contracts

**FROM:** Michael Nowak

**BOARD MEETING:** June 25, 2018

**DATE:** June 20, 2018

**AGENDA ITEM:** VII.D.

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

Employee Assignment	Hours	Hourly Rate	Prorated Amount
Stephanie Kaebisch School Social Worker	No More than 80 Additional Hours	\$44.55	No More than \$3,563.88
Eddie Campbell School Psychologist	No More than 80 Additional Hours	\$46.19	No More than \$3,695.09
Jamie Ghere School Psychologist	No More than 80 Additional Hours	\$45.85	No More than \$3,668.03
Lori Gerbitz School Psychologist	No More than 48 Additional Hours	\$48.53	No More than \$2,329.32
Sara Wong School Social Worker	No More than 80 Additional Hours	\$50.39	No More than \$4,030.98
Scott Oftedah Pers. Learning Coordinator	No more than 152 Additional Hours	\$54.09	No More than \$8,221.37
Holly Cobb Elementary Library	No More than 56 Additional Hours	\$55.10	No More than \$3,085.51
Elizabeth Mueller School Counselor	No More than 80 Additional Hours	\$35.56	No More than \$2,844.72
Perry Benz School Counselor	No More than 80 Additional Hours	\$56.11	No More than \$4,488.77
Susan Bast Master Scheduler	No More than 120 Additional Hours	\$46.39	No More than \$5,566.32
Susan Bast School Counselor	No More than 80 Additional Hours	\$46.39	No More than \$3,710.88
Caryn Hernandez School Counselor	No More than 80 Additional Hours	\$38.40	No More than \$3,072.19
Deni Topitzes School Counselor	No More than 40 Additional Hours	\$43.50	No More than \$1,740.15
Tracy Lukas Reading Specialist	No More than 80 Additional Hours	\$40.32	No More than \$3,225.46
Becky Wittemann School Counselor	No More than 80 Additional Hours	\$50.89	No More than \$4,071.40
Beverly Meyeroff Reading Specialist	No More than 80 Additional Hours	\$51.90	No More than \$4,151.72
Heidi Feucht Instructional Specialist	No More than 160 Additional Hours	\$47.37	No More than \$7,578.91
Lisa Cross Reading Specialist	No More than 80 Additional Hours	\$43.54	No More than \$3,483.21
Tiffany Marynov Reading Specialist	No More than 24 Additional Hours	\$32.04	No More than \$769.07

**RECOMMENDATION:** Approve the 2018-2019 Supplemental Teacher Contracts

**GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education                      **TOPIC:** Building Committee Community Rep  
**FROM:** Jeff Holmes                              **BOARD MEETING:** June 25, 2018  
**DATE:** June 21, 2018                          **AGENDA ITEM:** VII.E.

**BACKGROUND:**

In accordance with Board Policy, the Building Committee shall also include one (1) eligible voter from within the Germantown School District community: this person shall be appointed by the Board President and approved by a majority vote of the Board, shall not be a public official, and shall serve a two-year term.

**RECOMMENDATION:**

Approve Mr. Mark Koenke to another two-year term to serve as the Community Representative to the Germantown School District Building Committee.