

**GERMANTOWN SCHOOL DISTRICT  
NOTICE OF BOARD OF EDUCATION MEETING  
Germantown High School – Tech Ed Room  
N180 W11501 River Lane  
Germantown, WI 53022**

**January 29, 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. January 15, 2018 Board of Education
  - B. January 15, 2018 Closed Session
  
- V. Correspondence, Reports, and Information Items
  - A. JW Speaker Recognition as First Tech Ed Platinum Sponsor
  - B. Employee Recognition
  - C. State Education Convention Update
  - D. Special Education Update
  
- VI. Finance Committee
  - A. Discussion and action to approve purchases over \$15,000.
  - B. Discussion with possible action regarding 2018 summer school fees.
  - C. Update on items discussed at January 29, 2018 committee meeting.
  
- VII. New Business
  - A. Discussion and action regarding open enrollment seats for 2018-2019.
  - B. Discussion and action to approve teacher resignations.
  - C. Discussion and action to approve high school Key Club travel request.
  - D. Discussion and action to approve high school DECA travel request.
  - E. Discussion and action to approve high school Choir travel request.
  - F. Discussion and action to approve administrative contracts for eligible individuals.
  
- VIII. Closed Session: The Board will entertain a motion to convene in closed session pursuant to Section 19.85(1)(c) to discuss the District Administrator's evaluation and contract. The Board may motion to reconvene into open session to take further action, if necessary and appropriate, and/or to entertain a motion to adjourn the meeting.

**GERMANTOWN SCHOOL DISTRICT**  
**GERMANTOWN, WISCONSIN 53022**  
**MINUTES OF THE BOARD OF EDUCATION**  
**January 15, 2018**

1. The meeting of the Board of Education was called to order by Board Vice President Sarah Larson in the District Office Board Room at 7:04 p.m. Superintendent Jeff Holmes read the official meeting notification. Roll call: Larson - yes, Loth – yes, Borden – yes, Barney – yes, Spies – yes. Board members Soderberg and Medved were absent (excused).
2. Motion by Barney, second by Borden to approve the agenda. Motion carried.
3. Motion by Spies, second by Barney to approve the December 18, 2017 Board meeting and closed session meeting minutes. Motion carried.
4. Student Representative Report: Shree Dudhat provided an update on student activities in the district.
5. District Initiative Update: Dr. Rick Grothaus informed the Board that a meeting has been scheduled with JW Speaker to discuss their sponsorship of the high school tech ed department. Jeff Holmes provided a draft Branding Guide for review. A Saturday meeting will be scheduled to work on district rebranding and a SWOT analysis.
6. State Education Convention: Jeff Holmes requested Board members review the Wisconsin Association of School Board (WASB) 2018 Resolutions and share any input with Bob Soderberg prior to the Delegate Assembly at the State Education Convention.
7. January 29, 2018 Board Meeting: Sarah Larson reminded the Board and public that the next Board meeting will be held at Germantown High School in the new Tech Ed Center.
8. Insurance Committee: Committee Chair Tom Barney updated the Board on items discussed at the last committee meeting on January 8, 2018 including district health insurance enrollment, critical illness insurance, wellness requirements, health screenings, and health insurance options for retirees over the age of 65.
9. Transportation Committee: Committee Chair Tom Barney updated the Board on items discussed at the January 8, 2018 committee meeting including elementary attendance area survey responses. Attendance boundaries will continue to be discussed in committee before bringing forward to the Board with a recommendation by March 2018 for implementation for the 2018-2019 school year.
10. GoRiteway Ridership: Tom Barney informed the Board that GoRiteway will continue to look for ways to reduce the number of buses with extremely low ridership at the end of the high school day. Jeff Holmes added that GuideK12 software will be implemented to create efficiencies in bus routing
11. High School Schedule Change: Tom Barney indicated that the Transportation Committee had also discussed a proposed high school schedule change with slightly later start and release times to allow for student career planning and various other options with GoRiteway officials present. The committee will continue to investigate the proposed schedule change options and how it would affect middle school bus routes.
12. Building Committee: Committee Chair Michael Loth updated the Board on discussion that took place at the January 15, 2018 committee meeting including electrical usage and meters at the middle school and high school, a quarterly Trane report on district energy savings, the proposed swim club partnership, high school art room remodeling, the Trane five-year service agreement, and approval of new boilers for the district offices.

13. Motion by Barney, second by Spies to accept donations in the amount of \$500 from OTS Appliances, LLC to the high school choir department, a teacher grant to Jeff Thielke in the amount of \$500 from the Germantown Community Scholarship Fund to the middle school tech ed department, and a grant in the amount of \$1500 from Walmart to the middle school AODA program and thank all donors for their generosity. Motion carried.
14. Motion by Spies, second by Barney to accept the resignation of Teryn Buchanan (without liquidation damages), thank her for her service in the district, and approve posting and filling the vacancy. Motion carried.
15. Motion by Spies, second by Barney to approve the 1.0 limited-term contract for Lisa Bennett at \$20,542. Motion carried.
16. Motion by Spies, second by Barney to approve technology purchases in an amount not to exceed \$13,000 with funding revisited again if necessary, for the art programs at Amy Belle and County Line. Motion carried.
17. Motion by Spies, second by Loth to approve the addition of Digital Photography, NASA Technologies, Animal Adventures, and LEGO Builders to the summer school 2018 complete course offerings list. Motion carried.
18. Motion by Barney, second by Spies to enter into closed session pursuant to Section 19.85(1)(c)(f) and (g), as well as Section 118.125 of the Wisconsin Statutes, as appropriate, to discuss the status of an employment investigation with related pupil issues, and to confer with legal counsel and administration representatives regarding same. The Board will entertain a motion to reconvene into open session to take further action, if necessary and appropriate, and/or to entertain a motion to adjourn the meeting.
19. The Board entered into closed session at 8:04 p.m. and did not return to open session, adjourning at 8:22 p.m.

Jayne Borst  
Recording Secretary

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Lester Spies  
School Board Clerk



# Co-Teaching Update

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Germantown High School  
*January 29, 2018*



## Background - What is Co-Teaching?

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*Co-Teaching is an established partnership between two teachers (content area and special education) in which both share ownership for the instructional planning, delivery of instruction, assessment of student learning, and management of classroom routines and procedures.*

## Background - Why Co-Teaching?

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- Least Restrictive Placement (LRE) - Co-Teaching supports this in ensuring that special education services are maximized within the context of the learning, not separate from it.
- Achievement Gap - GHS, like all other schools, has an achievement gap. Co-Teaching allows for increase in resources and educational structures to support all students (not just special education students).
- District Initiative - Co-Teaching provides resources in the classroom that facilitate new opportunities for implementation of instructional strategies (co-teaching models, PEAK, etc.) that support the idea that students will understand how they learn, how to collaborate, and what their strengths and interests are.

## Background - Why Co-Teaching?

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*It is important that Co-Teaching is not viewed as a special education initiative. It is truly meant to increase opportunities for engagement, learning, and success for **ALL** students within a classroom.*

# Background - Professional Development

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## Year 1 (2015-16):

- Two Professional Training Conferences (teachers, administrator)
- Co-Teaching Leadership Conference (district/building administrators)
- UW-Whitewater Training and Coaching (teachers, administrator)

## Year 2 (2016-17):

- Professional Training Conference (teachers)

## Year 3 (2017-18):

- Development of In-House Teacher Training (teachers, administrator)



# Background - Programming

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- **2014-15 School Year and Prior**
  - *One Teach, One Support* was the primary format for special education inclusive practice
- **2015-16 School Year**
  - 4 teachers (2 math and 2 special education) and 1 administrator formally trained, offering 3 sections of co-taught Algebra
- **2016-17 School Year**
  - 8 additional teachers (English, math, special education) formally trained, offering 14 co-taught sections in English and math

## Background - Programming

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- **2017-18 School Year**

- 20 additional teachers (English, math, social studies, science, business, special ed) formally trained, offering 32 co-taught sections in English, math, science, social studies and business

# Current Structure

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**Math:** 3 sections of Algebra, 1 section of Algebra A, 3 sections of Geometry, 1 section of Transitional Math, 1 section of Advanced Algebra

**English:** 3 sections of English 9, 1 section of American Literature A, 1 section of English 10A, 1 section of Content Reading, 1 section of Critical Thinking and Writing, 3 sections of English 10, 1 section of Contemporary Literature

**Social Studies:** 2 sections of American History, 2 sections of World History

**Science:** 2 sections of Physical Science, 2 sections of Biology, 1 section of Biology Patterns and Principles, 2 sections of Environmental Science

**Business Education:** 1 section of Personal Finance Literacy

# Data Trends - Classroom Data

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Quarter grades are gathered and analyzed annually for trends in student performance in core academic classes that have both co-taught and non co-taught sections (2015-16: Algebra / 2016-17: Algebra, Geometry, English 9).

- Students with disabilities demonstrated marked growth in co-taught courses when reviewing the percentage of those that earned a grade of “C or better” in co-taught sections, as compared to performance of special ed students in non co-taught sections.

*Note: Special ed students enrolled in co-taught sections were primarily identified as having a disability related to that specific content.*

# Data Trends - Classroom Data

Comparison of percentage of students with disabilities earning a "C or Better" in co-taught sections versus students with disabilities in non co-taught sections

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
15-16 Algebra	-22%	-26%	+2%	-6%
16-17 Algebra	0%	+18%	+7%	+6%
16-17 Geometry	+37%	+5%	-27%	+7%
16-17 English 9	+10%	+14%	-6%	+20%

## Data Trends - Classroom Data

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- Students without disabilities generally demonstrated consistent performance when reviewing the percentage of those that earned a grade of “C or better” in both co-taught and non co-taught sections.

# Data Trends - Classroom Data

Comparison of Percentage of Students without Disabilities earning a "C or Better"  
(co-taught vs. non co-taught sections)

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
15-16 Algebra	+1%	+7%	+6%	+4%
16-17 Algebra	-1%	-1%	-7%	-16%
16-17 Geometry	-1%	+1%	+13%	+6%
16-17 English 9	-2%	-5%	+2%	-1%

# Data Trends - ACT

## English Language Arts Supplemental Data for Students with Disabilities

2014-15			2015-16			2016-17		
Total	% Advanced	% Proficient	Total	% Advanced	% Proficient	Total	% Advanced	% Proficient
37	0%	13.5%	32	0%	9.4%	25	0%	20%

## Mathematics Supplemental Data for Students with Disabilities

2014-15			2015-16			2016-17		
Total	% Advanced	% Proficient	Total	% Advanced	% Proficient	Total	% Advanced	% Proficient
39	0%	12.8%	32	0%	6.3%	25	8%	16%

Data Source: DPI 2016-17 Germantown High School State Report Card



# Data Trends

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- While positive progress has been noted, students without disabilities continue to outperform students with disabilities in all courses when comparing classroom and state testing data.
- Work will continue in regards to closing the achievement gap for all students. Co-Teaching will be one facet of that work.

## Testimonials

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*"I have had numerous conversations with special education and regular education teachers across the district regarding our implementation of IEP services. I was particularly excited to hear the level of knowledge of specific services provided to specific students as expressed to me by our regular education teachers. This was only possible as a result of your collaboration and your shared ownership of each student."*

*-Todd Lamb, Director of Pupil Services*

# Testimonials

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*"I have been very pleased with the partnership my co-teacher and I have formed. It is adding great value for the kids. One of the challenges of teaching any course is the differentiation between students. Having approaches and techniques to reach all students is a great challenge, but something we must do. Co-teaching allows a more practical way to differentiate in the classroom. Also, giving all kids another perspective in a subject like personal finance challenges them to look at things from multiple points of view. The bottom line, I appreciate the opportunity to have been included in the program. I look forward to working with my co-teacher in the years to come as we both strive to provide the highest quality financial education for all of our students."*

*-Steve Martin, Business Education Teacher*

# Testimonials

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*"Even though this is our first year working together in the co-teaching capacity, my co-teacher and I have already experienced many positives for both our students and ourselves. Students enjoy the luxury of having two very vested professionals in the room who are able to assist and offer help. This decreases waiting time, and increases amount of time spent with each student. Students enjoy having a wider variety of teaching styles. Hence, if their learning style better aligns with a specific teacher, this increases understanding and achievement, as well as overall happiness. Students feel proud of and encouraged by their success. Having two teaching professionals working together means meeting more students' needs, faster. Based on our current experience, the students involved have expressed positive feedback with regard to the co-teaching model. Many times, there is a minimum required amount of collaborative time which must exist between the special education staff, and the content teacher. Allowing us to teach together provides us more than ample time to communicate needs of our students, and how to best meet those needs. Our students again, are better served, in a more thorough manner."*

*-Becky Chandler, Science Teacher*

# Testimonials

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- Teacher Representatives
- Parent Representatives

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Thank you to building administration, district administration, and the Board of Education for supporting this work as we continue to pursue the District mission of “Empowering and Inspiring Every Student to Success” through enhancement of quality teaching practices.



### **In Depth Analysis:**

The Department of Public Instruction (DPI) states the following in regards to assigning summer school fees.

*There shall be no cost to the resident student or parent beyond incidental supplies, textbook or similar items (workbooks) if the district claims state aid. The Board of Education may assess fees within the constraints of the law. To determine if a fee is allowable, a fee must be considered in light of the constitution, state statute, DPI administrative rule and case law. Although charging student fees is legal, they must be allowable and for actual costs. Students must have equal access to benefit from a class. Students may be charged for items that have an individual benefit and the fees can be for supplies, materials, and personal items. Fees may be no more than the district's actual cost of the item.*

*Fees may not be charged for the following.*

- a. Instruction, registration, or tuition*
- b. Books for indigent children residing in the school district*
- c. Teacher salary*
- d. Buildings, maintenance, or equipment*
- e. Courses credited for graduation*
- f. Computers or microfilm readers*
- g. Transportation, shuttling, and food and lodging for off-campus activities and field trips that are required for the summer or interim class*

During an audit of summer school, auditors will request the receipts of any course with a fee and a list of all courses with fees assigned. They will multiply the number of students in the course by the fee assigned. They will verify that the total amount of fees collected for any one course is at least the same as or less than the total of all receipts for the course. If DPI determines a district has charged an inappropriate student fee, student membership is reduced equal to the number of students that were charged the illegal fee. This could equate to a loss of approximately \$13,000 of state aid.

Collecting, verifying, and calculating the total amount spent on each course is a time-consuming process. It is also quite labor-intensive if there is a need to reimburse families when the fee charged is greater than the actual expense. This is more likely to happen for classes involving food, as the amount of food needed depends on how many students attend the class. For example, if there are 10 students enrolled in a course with a \$5 fee yet only 6 students attend on a regular basis, the receipts for this course need to total at least \$50. The actual amount of food needed would decrease yet the spending would still need to be the same as if all students attended regularly. In these types of examples, some families are refunded about a dollar. Another example of time-consuming efforts occurs when, for example, 25 students' sign up for a course and 19 actually attend. All the supplies purchased for those students now roll over into the next year. This happens each year for practically every class that has a fee, causing a lot of surplus and a lot of tracking of receipts from one year to the next. Due to students registering but not attending summer school, there is always a surplus of supplies that need to be accounted for year after year. Receipts need to be tracked for these items for at least three years. The whole summer school fee management and verification process takes approximately 40-45 hours and this excludes business office involvement.

### **Attachments:**

None



Germantown High School Technical Education Department						
Equipment Purchasing & Funding Report						
Prepared for January 29, 2018 Finance Committee Meeting						
Ref.		Estimated	Approval Date	Actual	Notes/Status	Ref.
7	<b>SOURCES OF FUNDING</b>					7
8						8
9	<b>A) FUND 10 - GENERAL FUND – Board Approved Use of Fund Balance</b>		12/18/2017	\$1,069,733	Dec 18, 2017 - Board Approved: Utilize general fund balance unless other sources available	9
10	<i>Above figure is adjusted for items in green below.</i>					10
11						11
12						12
13	<b>B) OTHER POTENTIAL SOURCES:</b>					13
14	1) 2018/2019 GHS Site Budget - Tec Education Line Item Budget	\$25,000			Up to \$25,000 finalized during 2018/2019 budget development	14
15	2) Board Contingency Fund	TBD			2017/2018 could/should be allocated in/ty May or June	15
16	3) Grants	TBD				16
17	4) GHS Construction FF&E	TBD				17
18	5) Sale of Existing GHS Tec Ed'n Assets					18
19	<i>a) Proceeds from Wisc Surplus</i>	\$50,000		\$60,367	Funds Received 12/2017	19
20	6) Donations from Business & Community Sponsorship Partners	TBD				20
21	<i>a) JW Speaker - Platinum Sponsor</i>			\$25,000	Funds Received 1/2018	21
22						22
23						23
24						24
25	<b>C) TOTAL APPROVED FUNDING</b>			\$1,155,100		25
26						26
27						27
28	<b>E) PURCHASES REQUESTED: JANUARY 29, 2018 FINANCE COMMITTEE</b>	\$1,072,923	Pending	\$1,072,923		28
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30						30
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33	<b>F) AVAILABLE</b>	\$82,177		\$82,177		33
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GERMANTOWN SCHOOL DISTRICT

Germantown High School Technical Education Department						
Equipment Purchasing & Funding Report						
Prepared for January 29, 2018 Finance Committee Meeting						
Ref	PURCHASES REQUESTED- JANUARY 29, 2018 FINANCE COMMITTEE	Estimated Unit Price	Units	Total	Department	Vendors Providing Quotes/Other Notations
58	<b>COMPUTER, HARDWARE ETC.</b>					
60	30 LAPTOPS WITH CART AND MICE	N/A	1	#VALUE!	PLTW 2	MARC GABRYSLAK
61	30 LAPTOPS WITH CART AND MICE	N/A	1	#VALUE!	METALS	MARC GABRYSLAK
62	Printers	N/A	5	#VALUE!	MULTIPLE	MARC GABRYSLAK
63	Elmo	N/A	2	#VALUE!	MULTIPLE	MARC GABRYSLAK
64	<b>HASS QUOTE</b>					
65	HAAS Mini Mill EDU	\$ 30,937.00	1	\$ 30,937.00	FAB LAB	
66	HAAS Tool Room Mill 2	\$ 44,495.00	1	\$ 44,495.00	MANU	FACTORY DIRECT FROM HAAS WITH EDUCATIONAL DISCOUNTS, TRAINING, AND LOCAL BUSINESS RESOURCES
67	HAAS Tool Room Mill 2	\$ 49,397.00	1	\$ 49,397.00	MANU	
68	HAAS Tool Room Lathe	\$ 26,540.00	1	\$ 26,540.00	MANU	
69	HAAS Simulators	\$ 1,750.00	6	\$ 10,500.00	MANU	
70	Shipping			INCLUDED		HAAS INCLUDES SHIPPING IN THEIR PRICING
71	<b>Total</b>			\$ 168,879.00		
72	<b>NEUS QUOTE</b>					
73	JET JTM-4VS 2005 Mill with Attachments	\$ 15,138.40	4	\$ 60,541.60	MANU	SHARP AND KENT OFFERED QUOTES. JET MOST COST EFFECTIVE
74	JET GH-1440 Lathe with Attachments	\$ 11,700.85	12	\$ 140,410.20	MANU	SHARP AND KENT OFFERED QUOTES. JET MOST COST EFFECTIVE
75	JET HBS-916G Horizontal Band Saw	\$ 3,768.20	1	\$ 3,768.20	MANU	SHARP AND KENT OFFERED QUOTES. JET MOST COST EFFECTIVE
76	PM2020 Short Bed Lathe	\$ 3,400.89	1	\$ 3,400.89	WOODS	
77	JET J-2530 Drill Press	\$ 550.05	2	\$ 1,100.10	FAB LAB	
78	JET J-8201k Bandsaw	\$ 1,378.65	2	\$ 2,757.30	FAB LAB	
79	PM 2013B Bandsaw	\$ 5,338.99	1	\$ 5,338.99	METALS	
80	PM VBS-1408 Bandsaw	\$ 4,274.05	1	\$ 4,274.05	WOODS	
81	PANEL SAW	\$ 2,706.75	1	\$ 2,706.75	WOODS	EDUCATIONAL DISCOUNT, TECHNICAL SUPPORT, AND SUPPORTING LOCAL BUSINESS, POWERMATIC AND JET WILL SHIP THE EQUIPMENT FOR ALMOST FREE.
82	SAWSTOP Equipment	\$ 1,168.00	1	\$ 1,168.00	WOODS	
83	DeWalt 14" Saw	\$ 593.00	1	\$ 593.00	WELDING	
84	PM2700 Shaper	\$ 4,749.98	1	\$ 4,749.98	WOODS	
85	M18 Cordless Drill Kit	\$ 370.05	8	\$ 3,024.40	MULTIPLE	
86	M12 Cordless Drill Kit	\$ 94.06	2	\$ 188.10	FAB LAB	
87	Milwaukee 1/2" Impact	\$ 428.55	1	\$ 428.55	AUTOS	
88	HP-5A, 5-TON HYDRAULIC PRESS					
89	Shipping			\$ 780.00		SHIPPING FOR ALL ITEMS
90	<b>Total</b>			\$ 234,836.01		
91	<b>BAILEIGH QUOTE</b>					
92	HYDRAULIC IRONWORKER SW-623	\$ 16,095.00	1	\$ 16,095.00	MANU	
93	HYDRAULIC SHEET METAL PRESS BRAKE BP-5060NC	\$ 38,395.00	1	\$ 38,395.00	MANU	
94	SHEAR BRAKE ROLL SBR-5216	\$ 2,286.00	1	\$ 2,286.00	MANU	
95	ARBOR PRESS AP-5	\$ 595.00	1	\$ 595.00	MANU	
96	TUBE BENDER - RD9-150	\$ 6,095.00	1	\$ 6,095.00	MANU	
97	BAILEIGH DRILL PRESS VARIABLE SPEED DP-1000VS	\$ 3,095.00	1	\$ 3,095.00	MANU	
98	HOLE SAW NOTCHER TN-210H	\$ 210.00	2	\$ 420.00	MANU	WE RECEIVED MULTIPLE QUOTES AND BAILEIGH'S OVERALL PRICES WERE BETTER. BAILEIGH ALSO OFFERS MACHINES THAT OTHER BRANDS DO NOT.
99	SHEET METAL CORNER NOTCHER SN-F16-FN	\$ 695.00	2	\$ 1,390.00	MANU	
100	MPS-5 THROATLESS SHEAR	\$ 795.00	1	\$ 795.00	MANU	
101	COMPACT METAL SHEAR SH-6010	\$ 14,695.00	1	\$ 14,695.00	MANU	
102	MANUAL SLIP ROLLER SR-9622M	\$ 995.00	1	\$ 995.00	MANU	
103	POWER BEAD ROLLER BR-18E-24	\$ 995.00	1	\$ 995.00	MANU	
104	HEAVY DUTY BOX AND PAN BRAKE BB-4816	\$ 1,895.00	1	\$ 1,895.00	MANU	
105	ATTACHMENTS	\$ 1,534.00	1	\$ 1,534.00	MANU	
106	Shipping			\$ 2,200.00		SHIPPING FOR ALL ITEMS
107	<b>Total</b>			\$ 91,285.00		
108	<b>FAXTON / PATTERSON QUOTE</b>					

GERMANTOWN SCHOOL DISTRICT

Germantown High School Technical Education Department							
Equipment Purchasing & Funding Report							
Prepared for January 29, 2018 Finance Committee Meeting							
Ref	PURCHASES REQUESTED JANUARY 29, 2018 FINANCE COMMITTEE	Estimated Unit Price	Units	Total	Department	Vendors Providing Quotes/Other Notations	Ref
109	M489420 TS-10 Wood Working Cabinet	\$ 2,912.00	3	\$ 6,936.00	WOODS	MIDWEST AND WORTHINGTON DIRECT OFFERED QUOTES	109
110	M557618 MW68E Work Benches	\$ 1,536.00	6	\$ 6,168.00	WOODS	MIDWEST AND WORTHINGTON DIRECT OFFERED QUOTES	110
111	Shipping					INCLUDES SHIPPING IN THEIR PRICING	111
112	<b>Total</b>			\$ 15,114.00			112
113	<b>TAYLOR QUOTE</b>						113
114	Narrow Slice Miter Door Clamp - #717M	\$ 6,275.00	1	\$ 6,275.00	WOODS	NO OTHER ITEMS ON THE MARKET LIKE THESE	114
115	Pneumatic Drawer Box Clamp #190B-M3	\$ 4,775.00	1	\$ 4,775.00	WOODS	NO OTHER ITEMS ON THE MARKET LIKE THESE	115
116	6" Panel Clamp - #79F-6-P1	\$ 2,275.00	1	\$ 2,275.00	WOODS	NO OTHER ITEMS ON THE MARKET LIKE THESE	116
117	#312A 6" Roller Spreader	\$ 1,990.00	1	\$ 1,990.00	WOODS	NO OTHER ITEMS ON THE MARKET LIKE THESE	117
118	Shipping			\$ 1,090.00		SHIPPING FOR ALL ITEMS	118
119	<b>Total</b>			\$ 16,315.00			119

Germantown High School Technical Education Department						
Equipment Purchasing & Funding Report						
Prepared for January 25, 2018 Finance Committee Meeting						
Ref	Estimated	Units	Total	Department	Vendors Providing Quotes/Other Notations	Ref
	Unit Price					
<b>PURCHASES REQUESTED: JANUARY 25, 2018 FINANCE COMMITTEE</b>						
120						120
121						121
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123						123
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Germantown High School Technical Education Department							
Equipment Purchasing & Funding Report							
Prepared for January 23, 2018 Finance Committee Meeting							
Ref	PURCHASES REQUESTED, JANUARY 23, 2018 FINANCE COMMITTEE	Estimated Unit Price	Units	Total	Department	Vendors Providing Quotes/Other Notations	Ref
171	QUOTE						171
172			1	\$ -	MANU	FLOW AND WARDLET OFFERED QUOTES	172
173	Shipping					SHIPPING FOR ALL ITEMS	173
174	Total			\$ -			174
176	COMPUTER BUILD WITH VR QUOTE						176
176	HTC VIVE with Computer	\$3,600.00	1	\$ 3,600.00	PLTW	PURCHASE IN PIECES AND WILL BE BUILT	176
177	Shipping					SHIPPING INCLUDED ON THE PRICES	177
178	Total			\$ 3,600.00			178
179	VEX QUOTE						179
180	VEX KITS	\$10,000.00	1	\$ 10,000.00	PLTW	PURCHASE IN PIECES	180
181	Shipping			\$ 1,000.00		SHIPPING FOR ALL ITEMS	181
182	Total			\$ 11,000.00			182
183							183
184							184
185	Grand Total "not to exceed" Amount			\$ 1,072,922.52		The Finance Committee and Board of Education are being asked to approve this amount.	185
<b>NOT IN THIS QUOTE LIST</b>							
	TOOLING FAB	\$1,000.00					
	TOOLING MANUFACTURING	\$80,000.00					
	TOOLING WELDING	\$2,000.00					
	TOOLING WOODS	\$5,000.00					
	TOOLING AUTOS	\$30,000.00					
	(AUTOS) LOW PROFILE TIRE MACHINE	\$15,000.00					
	AUTOS 4TH LIFT	\$5,000.00					
	BRAKE LATHS	\$6,000.00					
	ENGINE CRANE	\$300.00					
	SCAN TOOL	\$5,000.00					
	TOTAL:	\$133,350.00					

**GERMANTOWN HIGH SCHOOL TECHNICAL EDUCATION DEPARTMENT**  
**PURCHASING AND FUNDING GUIDELINES**

(APPROVED DECEMBER 18, 2017)

The investment to modernize programming through the purchase of state-of-art equipment to support woods, manufacturing, fabrication lab, welding, PLTW, and auto mechanics.

<b>THE TOTAL INVESTMENT IS SEPARATED INTO THREE CATEGORIES</b>	
Immediate	\$715,800
Important	\$336,900
Future	\$102,400
<b><i>\$1,155,100</i></b>	

**Investment Timetable**

<b>TECH ED'N AREA</b>	<b>CONSTRUCTION COMPELTION DATE</b>	<b>IMMEDIATE</b>	<b>IMPORTANT</b>	<b>FUTURE</b>
PLTW	12/31/17		\$68,000	
AUTOS	12/31/17	\$45,000	\$21,500	\$22,700
MANUFACTURING	8/31/2018	\$461,600	\$101,600	\$43,700
WELDING	8/31/2018	\$77,900		
FAB LAB	8/31/2018	\$79,600	\$130,900	\$2,000
WOODS	10/31/2018	\$51,700	\$14,900	\$34,000
		<b>\$715,800</b>	<b>\$336,900</b>	<b>\$102,400</b>
		<b><i>\$1,155,100</i></b>		

**Optional Sources of Funding**

The current portion of the FF&E high school construction budget will not be enough to cover these investments. Therefore, the Board of Education requested the administration to list possible funding scenarios.

<b>SOURCE</b>	<b>CURRENT AVAILABLE FUNDS</b>	<b>AMOUNT ALLOCATED</b>
Donations from manufacturing sponsorships.	TBD	TBD
Grants	\$20,000 to \$45,000	\$20,000
Current high school construction FF&E budget.	Undetermined	TBD
Adjust high school FF&E budget due to actual construction costs.	Undetermined	TBD
2017/2018 Board Education Contingency Fund	Up to \$100,000	TBD
Any combinations of above.		
2017/2018 and/or 2018/2019 high school site & department budgets	Range is \$15,000 - \$25,000 annually	TBD
<b>2017/2018 General Fund 10 Ending Balance</b>	<b>Up to \$1,155,100</b>	<b>TBD</b>
Any combinations of above.		



**GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education   **TOPIC:** Summer School Fees  
**FROM:** Ric Ericksen   **BOARD MEETING:** January 29, 2018  
**DATE:** January 25, 2018   **AGENDA ITEM:** VI.B.

**Recommendation to the Finance Committee:**

Bring forward to the Board of Education with a positive recommendation to eliminate summer school fees beginning with the 2018 summer school program year.

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*If you wish to get a sense of the time-consuming effort to collect fees .... Skip to last paragraph on next page.*  
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**Background:**

The Business and Director of Teaching & Learning Offices are jointly bringing the recommendation forward. The underlying reason is simply that the labor hours spent administering the assignment and collection of summer school fees does is not cost effective nor an efficient use of time for those involved.

In addition, the Department of Public Instruction closely monitors the assignment of fees and will require a district to refund fees if the assignment does not meet strict guidelines. These guidelines are articulated on the next page. The reasons the Department does this is in part due to the distribution of state shared revenue (state general aid) and the potential for districts to receive more aid than allowable.

**Cost/Revenue/State Aid Analysis:**

Financial Information for the 2016/2017 (2017 Program Year):

Gross Expenses	\$125,559
Fee Income	3,538
<hr/> Net Program Cost Before State Aid	<hr/> \$122,021

<hr/> State Aid based on 31 FTE	<hr/> \$229,554 <i>this aid is received in 2017/2018</i>
Net Program "Gain" After State Aid	\$107,533

Noting that a "Gain" should be thought of in terms of a shift from local taxes to state funding because of the state imposed revenue control formula. Also, note that for 2017/2018 the district is no longer in negative tertiary aid. If it were, the favorable impact would be less.

### **In Depth Analysis:**

The Department of Public Instruction (DPI) states the following in regards to assigning summer school fees.

*There shall be no cost to the resident student or parent beyond incidental supplies, textbook or similar items (workbooks) if the district claims state aid. The Board of Education may assess fees within the constraints of the law. To determine if a fee is allowable, a fee must be considered in light of the constitution, state statute, DPI administrative rule and case law. Although charging student fees is legal, they must be allowable and for actual costs. Students must have equal access to benefit from a class. Students may be charged for items that have an individual benefit and the fees can be for supplies, materials, and personal items. Fees may be no more than the district's actual cost of the item.*

*Fees may not be charged for the following.*

- a. Instruction, registration, or tuition*
- b. Books for indigent children residing in the school district*
- c. Teacher salary*
- d. Buildings, maintenance, or equipment*
- e. Courses credited for graduation*
- f. Computers or microfilm readers*
- g. Transportation, shuttling, and food and lodging for off-campus activities and field trips that are required for the summer or interim class*

During an audit of summer school, auditors will request the receipts of any course with a fee and a list of all courses with fees assigned. They will multiply the number of students in the course by the fee assigned. They will verify that the total amount of fees collected for any one course is at least the same as or less than the total of all receipts for the course. If DPI determines a district has charged an inappropriate student fee, student membership is reduced equal to the number of students that were charged the illegal fee. This could equate to a loss of approximately \$13,000 of state aid.

Collecting, verifying, and calculating the total amount spent on each course is a time-consuming process. It is also quite labor-intensive if there is a need to reimburse families when the fee charged is greater than the actual expense. This is more likely to happen for classes involving food, as the amount of food needed depends on how many students attend the class. For example, if there are 10 students enrolled in a course with a \$5 fee yet only 6 students attend on a regular basis, the receipts for this course need to total at least \$50. The actual amount of food needed would decrease yet the spending would still need to be the same as if all students attended regularly. In these types of examples, some families are refunded about a dollar. Another example of time-consuming efforts occurs when, for example, 25 students' sign up for a course and 19 actually attend. All the supplies purchased for those students now roll over into the next year. This happens each year for practically every class that has a fee, causing a lot of surplus and a lot of tracking of receipts from one year to the next. Due to students registering but not attending summer school, there is always a surplus of supplies that need to be accounted for year after year. Receipts need to be tracked for these items for at least three years. The whole summer school fee management and verification process takes approximately 40-45 hours and this excludes business office involvement.

### **Attachments:**

None



**GERMANTOWN SCHOOL DISTRICT**

**TO:** Board Members

**TOPIC:** Open Enrollment 2018-2019

**FROM:** Jeff Holmes

**MEETING:** January 29, 2018

**DATE:** January 23, 2018

**AGENDA ITEM:** VII.A.

Open enrollment space calculations in the district, in accordance with the Board approved NEOLA Policy 5113 (Open Enrollment Program), is based on and calculated using the following:

- Current enrollment cast forward to 2018-19. Kgtn projection is 3-year average with EC added.
- Growth projections provided by Springsted Inc. and averages of past years growth.
- Enrollment projections that include current open enrollment students, Chapter 220 students, and non-resident tuition waiver students already in the district.
- Estimated tracks to accommodate projected enrollment.
- The current number of K-12 teaching staff.
- K-12 district-wide building capacity.
- Board Classroom Enrollment Guide.
- Consideration of disruptions of construction and need to relocate/combine and otherwise alter current classroom space.

For 2018-2019, classroom space calculations have again taken into consideration the scope of the building projects at all schools resulting from the successful \$84,000,000 referendum in November 2016, which will continue to cause disruption while trying to accommodate our current students. Sharing, relocating, and combining of classroom areas and creative use of space temporarily until construction is completed will be necessary. Calculations are based on, and within, the ranges outlined in the attached Regular Classroom Enrollment Planning Guide that is used to determine space availability.

Director of Pupil Services Todd Lamb has provided special education caseload information indicating that special education caseloads can not be increased without exceeding desired maximums or without increasing staff. Therefore, no new special education seats are being recommended.

The district enrollment report was prepared by Director of Pupil Services Mike Nowak and is current as of January 23, 2018 and was used in the calculations on the attached open enrollment worksheet.

The administration, after review of current student enrollment, 2<sup>nd</sup> Friday in January pupil counts, and the open enrollment worksheet calculations determined by the Regular Classroom Enrollment Planning Guide, has determined that no additional or new regular or special education seats for the 2018-2019 school year can be recommended. With higher than anticipated new resident student enrollments over the past two years and the extent of building and classroom disruptions from combining classroom space to accommodate construction, adding additional non-resident students at this time will not be in the best interest of our existing students. Per Board Policy, the district has the option to approve siblings of current open enrollment students attending Germantown schools.

**RECOMMENDATION:** Approve no new open enrollment seats for the 2018-2019 school year due to high enrollments, limited classroom space, and ongoing construction in all schools in the district.

**OPEN ENROLLMENT WORKSHEET  
2018 - 2019**

<b>AMY BELLE ELEMENTARY SCHOOL (3-TRACK BUILDING)</b>						
<b>Grade</b>	<b>A Students</b>	<b>B Classroom</b>	<b>C Sections</b>	<b>D Maximum</b>	<b>E 85%</b>	<b>F (E-A)</b>
<b>K</b>	<b>57</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>1</b>	<b>46</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>2</b>	<b>67</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>3</b>	<b>66</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>4</b>	<b>85</b>	<b>23</b>	<b>4</b>	<b>92</b>	<b>78</b>	<b>0</b>
<b>5</b>	<b>66</b>	<b>23</b>	<b>3</b>	<b>69</b>	<b>59</b>	<b>0</b>

<b>County Line Elementary School (4-Track Building)</b>						
<b>Grade</b>	<b>A Students</b>	<b>B Classroom</b>	<b>C Sections</b>	<b>D Maximum</b>	<b>E 85%</b>	<b>F (E-A)</b>
<b>K</b>	<b>60</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>1</b>	<b>61</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>2</b>	<b>83</b>	<b>18</b>	<b>4</b>	<b>72</b>	<b>61</b>	<b>0</b>
<b>3</b>	<b>71</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>4</b>	<b>90</b>	<b>23</b>	<b>4</b>	<b>92</b>	<b>78</b>	<b>0</b>
<b>5</b>	<b>76</b>	<b>23</b>	<b>3</b>	<b>69</b>	<b>59</b>	<b>0</b>

<b>MacArthur Elementary School (3-Track Building)</b>						
<b>Grade</b>	<b>A Students</b>	<b>B Classroom</b>	<b>C Sections</b>	<b>D Maximum</b>	<b>E 85%</b>	<b>F (E-A)</b>
<b>K</b>	<b>56</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>1</b>	<b>62</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>2</b>	<b>39</b>	<b>18</b>	<b>2</b>	<b>36</b>	<b>31</b>	<b>0</b>
<b>3</b>	<b>67</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>4</b>	<b>66</b>	<b>23</b>	<b>3</b>	<b>69</b>	<b>59</b>	<b>0</b>
<b>5</b>	<b>53</b>	<b>23</b>	<b>2</b>	<b>46</b>	<b>39</b>	<b>0</b>

<b>Rockfield Elementary School (2-Track Building)</b>						
<b>Grade</b>	<b>A Students</b>	<b>B Classroom</b>	<b>C Sections</b>	<b>D Maximum</b>	<b>E 85%</b>	<b>F (E-A)</b>
<b>K</b>	<b>55</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>1</b>	<b>53</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>2</b>	<b>65</b>	<b>18</b>	<b>3</b>	<b>54</b>	<b>46</b>	<b>0</b>
<b>3</b>	<b>43</b>	<b>18</b>	<b>2</b>	<b>36</b>	<b>31</b>	<b>0</b>
<b>4</b>	<b>59</b>	<b>23</b>	<b>3</b>	<b>69</b>	<b>59</b>	<b>0</b>
<b>5</b>	<b>52</b>	<b>23</b>	<b>2</b>	<b>46</b>	<b>39</b>	<b>0</b>

**OPEN ENROLLMENT WORKSHEET  
2018 - 2019**

**KENNEDY MIDDLE SCHOOL**

<b>Grade</b>	<b>A Students</b>	<b>B Classroom</b>	<b>C Houses</b>	<b>D Maximum</b>	<b>E 85%</b>	<b>F (E-A)</b>
<b>6</b>	<b>289</b>	<b>92</b>	<b>3</b>	<b>276</b>	<b>235</b>	<b>0</b>
<b>7</b>	<b>301</b>	<b>92</b>	<b>3</b>	<b>276</b>	<b>235</b>	<b>0</b>
<b>8</b>	<b>315</b>	<b>92</b>	<b>4</b>	<b>368</b>	<b>313</b>	<b>0</b>

**GERMANTOWN HIGH SCHOOL**

<b>Grade</b>	<b>A Students</b>	<b>B Classroom</b>	<b>C Sections</b>	<b>D Maximum</b>	<b>E 85%</b>	<b>F (E-A)</b>
<b>9</b>	<b>278</b>	<b>24</b>	<b>14</b>	<b>336</b>	<b>286</b>	<b>0</b>
<b>10</b>	<b>392</b>	<b>24</b>	<b>14</b>	<b>336</b>	<b>286</b>	<b>0</b>
<b>11</b>	<b>348</b>	<b>24</b>	<b>14</b>	<b>336</b>	<b>286</b>	<b>0</b>
<b>12</b>	<b>412</b>	<b>24</b>	<b>14</b>	<b>336</b>	<b>286</b>	<b>0</b>

Director of Pupil Services, Todd Lamb, has provided special education caseload information indicating that special education space is not available at any of our schools without exceeding caseload maximums or without an increase in staff. Therefore, special education spaces for Open Enrollment are NOT being recommended at this time.

<b>CROSS CATEGORICAL STAFF/STUDENT RATIO</b>			
<b>SCHOOL</b>	<b># OF STAFF</b>	<b># OF STUDENTS</b>	<b>RATIO</b>
AMY BELLE	4	33	1:8
COUNTY LINE	3	25	1:8
MACARTHUR	4	38	1:10
ROCKFIELD	2	23	1:12
KMS	9	101	1:11
GHS	13	138	1:11

01/23/2018

**ENROLLMENT 2017-18 (Revised 1/24/18)**

AMY BELLE (101)		K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Staff
<b>2015-16</b>	57	74	52	73	69	72	397	18	
	19/19/19 3	24/25/25 3	17/17/18 3	24/24/25 3	23/23/23 3	23/24/24 3			
<b>2016-17</b>	66	64	80	64	81	70	425	19	
	22/22/22 3	21/21/22 3	20/20/20/20 4	21/21/22 3	27/27/27 3	23/23/24 3			
<b>2017-18</b>	46	67	66	85	66	79	409	20	
	15/15/16 3	22/22/23 3	22/22/22 3	21/21/21/22 4	21/22/23 3	26/26/27 4			
COUNTY LINE (102)		K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Staff
<b>2015-16</b>	70	89	78	74	93	92	496	23	
	22/23/25 3	22/22/22/23 4	19/19/20/20 4	18/18/19/19 4	23/23/23/24 4	22/23/23/24 4			
<b>2016-17</b>	78	68	85	76	70	97	474	22	
	20/19/20/19 4	*22/23/23 3	21/21/21/22 4	19/19/19/19 4	23/23/24 3	24/24/24/25 4			
<b>2017-18</b>	61	83	71	90	76	71	452	20	
	18/21/22 3	20/21/21/21 4	23/24/24 3	22/22/23/23 4	25/25/26 3	23/24/24 3			
MAC ARTHUR (103)		K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Staff
<b>2015-16</b>	64	60	50	68	69	70	381	18	
	21/21/22 3	20/20/20 3	16/17/17 3	22/23/23 3	23/23/23 3	23/23/24 3			
<b>2016-17</b>	41	62	65	54	70	73	365	17	
	21/20 2	21/20/23 3	22/22/21 3	17/18/19 3	23/24/23 3	24/24/25 3			
<b>2017-18</b>	62	39	67	66	53	69	356	17	
	19/21/22 3	19/20 2	22/22/23 3	21/22/23 3	17/18/18 3	22/23/24 3			
ROCKFIELD (104)		K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Incl. EC
<b>2015-16</b>	37	55	43	66	49	63	313	313	
	18/19 2	18/18/19 3	21/22 2	22/22/22 3	24/25 2	21/21/21 3		15.0	
<b>2016-17</b>	58	44	58	46	68	54	328	328	
	19/19/20 3	22/22 2	19/19/20 3	23/23 2	22/23/23 3	27/27 2		15.0	
<b>2017-18</b>	53	65	43	59	52	70	342	342	
	17/18/18 3	21/22/22 3	21/22 2	19/20/20 3	26/26 2	23/23/24 3		16.0	
Totals by Grade	EC	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	TOTAL	EC
2015-16	42	228	278	223	281	280	297	1587	1629
2016-17	27	243	238	288	240	289	294	1592	1619
2017-18	21	222	254	247	300	247	289	1559	1580
Springsted Projections		233	249	255	264	272	278	1551	

KENNEDY MIDDLE SCHOOL (301)	KENNEDY				GHS (401)	GHS				
	Grade 6	Grade 7	Grade 8	TOTAL		Grade 9	Grade 10	Grade 11	Grade 12	TOTAL
<b>2015-16</b>	267	320	281	868	<b>2015 - 16</b>					
	11	12	12	35		342	344	360	365	1411
	24.3	26.7	23.4							
<b>2016-17</b>	311	268	324	903	<b>2016 - 17</b>					
	12	11	12	35		332	342	339	356	1369
	25.9	24.4	27.0							
<b>2017-18</b>	301	315	278	894	<b>2017 - 18</b>					
	12	11	12	35		366	333	340	356	1395
	25.1	28.6	23.2							
Springsted Projections	296	309	271	876		392	348	412	351	1503

DISTRICT ENROLLMENT TOTALS	
2012 - 13 DISTRICT ENROLLMENT TOTAL	3976
2013 - 14 DISTRICT ENROLLMENT TOTAL	3901
2014 - 15 DISTRICT ENROLLMENT TOTAL	3920
2015 - 16 DISTRICT ENROLLMENT TOTAL	3866
2016 - 17 DISTRICT ENROLLMENT TOTAL	3864
<b>2017 - 18 District Enrollment Total</b>	<b>3848</b>

ECH	
AB	6
CL	4
Mac	2
RK	9
In G'town Schools	21
Options	5
TOTAL	26
Pending	2

## REGULAR CLASSROOM ENROLLMENT PLANNING GUIDE

Each building will receive an annual regular classroom staffing allocation according to the following tables, provided that appropriate space and financial resources are available.

**GRADES K-5****Classroom Size Ranges:**

Kindergarten/Primary (Grades 1-3)

15 - 21 students per class

Intermediate (Grades 4-5)

20 - 26 students per class

KINDERGARTEN (HALF-DAY)			FIRST GRADE		
A. # of students	B. Consideration (ave. 21+ - 22)	C. # of teachers	A. # of students	B. Consideration (ave. 21+ - 23)	C. # of teachers
30-42	43-45	1	30-42	43-46	2
46-63	64-66	1.5	47-63	64-69	3
67-84	85-88	2	70-84	85-92	4
89-100	101+	2.5	93-105	106-115	5
SECOND GRADE			THIRD GRADE		
A. # of students	B. Consideration (ave. 21+ - 23)	C. # of teachers	A. # of students	B. Consideration (ave. 21+ - 23)	C. # of teachers
30-42	43-46	2	30-42	43-46	2
47-63	64-69	3	47-63	64-69	3
70-84	85-92	4	70-84	85-92	4
93-105	106-115	5	93-105	106-115	5
FOURTH GRADE			FIFTH GRADE		
A. # of students	B. Consideration (ave. 26+ - 28)	C. # of teachers	A. # of students	B. Consideration (ave. 26+ - 28)	C. # of teachers
40-52	53-56	2	40-52	53-56	2
57-78	79-82	3	57-78	79-82	3
83-104	105+	4	83-104	105+	4

**Additional Elementary Staffing Requests:**

Building Leadership Teams may request to increase their staffing allocation (Column C) provided that their school's student achievement and behavioral data supports the request. Such requests shall follow the Evaluation Criteria for Site Initiatives as outlined in Policy Rule 340.2-R, along with a summary of all options considered by the site, and shall be submitted to the School Board for consideration of approval.

**Elementary Building/ Classroom Aides**

1. One (1) hour per day of classroom aide time shall be allocated for each 50 students (or fraction thereof.)
2. Additional aide time may be requested pursuant to the Evaluation Criteria for Site initiatives as outlined in Policy Rule 340.2-R, and shall be submitted to the School Board for consideration of approval.

The following timeline for determining building staff allocations shall be followed:

- APRIL 1:** Building Leadership Teams shall collect and analyze current enrollment data and prepare next-year staffing projections by advancing current enrollment and considering new Kindergarten registrations. Building Leadership Teams shall analyze student achievement data to determine appropriate use of their projected staffing allocation and prepare a Staffing Usage Plan.
- MAY 1:** Each Building Leadership Team shall present their staffing plan to the Director of Human Resources. The staffing plan shall align itself with the individual School Improvement Plan.
- MAY 21:** Staffing plans are presented to the Board of Education for all appropriate action and/or consideration.

The administrative staff will use two points in time during the month of August to re-analyze class size, in accordance with Board Policy 343.1 and Rule 343.1-R. The building staff and administrative staff may redistribute students to reduce class size or divide a class if necessary, if space and fiscal conditions permit. The dates are:

**Two Weeks prior to the School Start Date**

Check point date to analyze class size at the elementary schools. The Director of Human Resources, in consultation with building and central administration, shall update projected enrollments.

**One Week Prior to School Start Date**

Class divisions/staff distributions identified according to Board Policy will be finalized. The building principal shall notify the Building Leadership Team and the Superintendent of all necessary adjustments.

1. Parents of students in large class size situations may be contacted to determine whether they are interested in transferring to a different school, with transportation paid for by the District per State Statute 121.545.
2. Additional staffing may be temporarily assigned if a large class size, as identified by Board Policy and this Rule, cannot be reduced by voluntary redistribution or division, according to Board Policy.
3. Building Leadership Teams shall be encouraged to consider other options, including, but not limited to, team teaching, multi-age groupings, part-time staff assignments, flexible scheduling, acceleration/retention, etc.

**THIRD FRIDAY OF SEPTEMBER**

All temporary staffing decisions made prior to the school start date will be re-evaluated after after the third Friday in September pupil count date. The Board of Education shall consider for approval any permanent changes to a staffing plan.

GRADES 6-8

**GRADES 6-8**                      **85 - 100 Students**                      **Reasonable House Size**  
**(House Concept)**                      **101 - 125 Students**                      **Explore adding staff**  
**Based on an average four-**  
**teacher team**

<u>DEPARTMENT</u>	<u>ENROLLMENT</u>	<u>ALTERNATIVE ACTION</u>
<b>Art</b>	<b>24 Students</b> <b>25-30 Students</b> <b>31-35 Students</b> <b>14 Students</b>	<b>Reasonable class size (18-24 students)</b> <b>Examine grouping, redistributing students</b> <b>Examine dividing the class</b> <b>●● Possible class cancellation</b>
<b>Family and Consumer Education</b>	<b>20 Students</b> <b>21-29 Students</b> <b>30 Students</b> <b>14 Students</b>	<b>Reasonable class size (15-20 students)</b> <b>Examine grouping, redistributing students</b> <b>Examine dividing the class</b> <b>●● Possible class cancellation</b>
<b>Foreign Language</b>	<b>25 Students</b> <b>26-30 Students</b> <b>31 Students</b> <b>14 Students</b>	<b>Reasonable class size (18-25) students)</b> <b>Examine grouping, redistributing students</b> <b>Examine dividing the class</b> <b>●● Possible class cancellation</b>
<b>Music</b>		
<b>Band/Chorus</b>	<b>15 Students to unlimited number</b> <b>14 Students</b>	<b>●● Possible class cancellation</b>
<b>Physical Education and Health</b>	<b>25 Students</b> <b>26-34 Students</b> <b>35 Students</b> <b>14 Students</b>	<b>Reasonable class size (18-25 students)</b> <b>Examine grouping, redistributing students</b> <b>Examine dividing the class or redistributing students</b> <b>●● Possible class cancellation</b>
<b>Technical Education</b>	<b>20 Students</b> <b>21-29 Students</b> <b>30 Students</b> <b>14 Students</b>	<b>Reasonable class size based on safety and available stations</b> <b>Examine grouping, redistributing students</b> <b>Examine dividing the class</b> <b>●● Possible class cancellation</b>

●● Each situation shall be discussed with the Director of Instruction and the Superintendent for final decision.



GRADES 9-12

<u>DEPARTMENT</u>	<u>ENROLLMENT</u>	<u>ALTERNATIVE ACTION</u>
Art	24 Students 25-35 Students 14 Students	Reasonable class size (15-24 students)★ Examine grouping, redistributing students ●● Possible class cancellation
Business Education		
General Classes	28 Students	Reasonable class size based on available stations (24-28 students)
Co-op	20 Students 21-25 Students 14 Students	Reasonable class size (15-20 students) Examine grouping, redistributing students ●● Possible class cancellation
Driver Education	24 Students 14 Students	Reasonable class size based on available simulators ●● Possible class cancellation
English		
General Classes	28 Students 29-30 Students	Reasonable class size (25-28 students)★ Examine grouping, redistributing students
Composition and Speech Classes	22 Students 23-28 Students 14 Students	Reasonable class size (20-22 students)★ Examine grouping, redistributing students ●● Possible class cancellation
Family and Consumer Education		
General Classes	24 Students	Reasonable class size based on available stations (20-24 students)★
Lab Classes	25-30 Students 24 Students	Examine grouping, redistributing students Reasonable class size based on available stations (20-24 students)★
Co-op	25-30 Students 20 Students 21-25 Students 14 Students	Examine grouping, redistributing students Reasonable class size (15-20 students) Redistribute students ●● Possible class cancellation

GRADES 9-12 (cont'd)

<u>DEPARTMENT</u>	<u>ENROLLMENT</u>	<u>ALTERNATIVE ACTION</u>
Foreign Language		
Intro Level Courses	28 Students 29-30 Students	Reasonable class size (25-28 students)★ Examine grouping, redistributing students
Intermediate	25 Students 26-30 Students	Reasonable class size (20-25 students)★ Examine grouping, redistributing students
Upper Level Courses	20 Students 21-25 Students 14 Students	Reasonable class size (18-20 students)★ Examine grouping, redistributing students ●● Possible class cancellation
Mathematics		
General Classes	28 Students 29-30 Students	Reasonable class size (25-28 students)★ Examine grouping, redistributing students
Computer Labs	24 Students 25-28 Students	Reasonable class size based on available stations Examine grouping, redistributing students
Advanced Placement	18 Students 19-25 Students 14 Students	Reasonable class size (15-18 students)★ Examine grouping, redistributing students ●● Possible class cancellation
Music	Unlimited class size 14 Students	●● Possible class cancellation
Physical Education and Health	28 Students 29-32 Students 14 Students	Reasonable class size (20-28 students)★ Examine grouping, redistributing students ●● Possible class cancellation
Science		
General Classes	24 Students 25-30 Students	Reasonable class size based on available stations (22-24 students)★ Examine grouping, redistributing students
Advanced Courses	18 Students 19-24 Students	Reasonable class size (15-18 students)★ Examine grouping, redistributing students
Paced Program	12 Students 13-14 Students 9 Students	Reasonable class size (10-12 students)★ Examine grouping, redistributing students ●● Possible class cancellation
School Within a School		
(Eng., Social Studies)	12 Students 13-14 Students 9 Students	Reasonable class size (10-12 students)★ Examine grouping, redistributing students ●● Possible class cancellation
(Math, Science)	10 Students 11-12 Students 7 Students	Reasonable class size (8-10 students)★ Examine grouping, redistributing students ●● Possible class cancellation

GRADES 9-12 (cont'd)

<u>DEPARTMENT</u>	<u>ENROLLMENT</u>		<u>ALTERNATIVE ACTION</u>
<b>Social Studies</b>			
General Classes	28	Students	Reasonable class size (22-28 students)★ Examine grouping, redistributing students
	29-35	Students	
Advanced Placement	18	Students	Reasonable class size (15-18 students)★
	19-25	Students	Examine grouping, redistributing students
	14	Students	●● Possible class cancellation
<b>Technical Education</b>			
General Classes	20	Students	Reasonable class size based on available stations (18-20 students)★ Examine grouping, redistributing students
	21-25	Students	
Co-op	20	Students	Reasonable class size (15-20 students)
	21-25	Students	Redistribute students
	14	Students	●● Possible class cancellation

★ Individual situation shall be discussed with the Director of Instruction and the Superintendent when deviation from the identified range shall occur.

●● Each situation shall be discussed with the Director of Instruction and the Superintendent for final decision.

**APPROVED:** February 25, 1991

**REVISED:** August 24, 1992  
 February 10, 1997  
 November 23, 1998  
 April 24, 2000  
 December 17, 2001

**GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education                      **TOPIC:** Resignations  
**FROM:** Michael Nowak                      **BOARD MEETING:** January 29, 2018  
**DATE:** January 25, 2018                      **AGENDA ITEM:** VII.B.

Aurelia Schumacher recently submitted her letter of resignation effective February 2, 2018. Aurelia was hired in August of 2011 in the Germantown School District as a German and ELL Teacher at Germantown High School.

**RECOMMENDATION:** Approve the resignation of Aurelia Schumacher and thank her for her service to the students, their families and to the Germantown School District. Approve posting and filling the vacancy.

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

**GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education

**TOPIC:** Overnight Travel Request Key Club

**FROM:** Joel Farren

**BOARD MEETING:** January 29, 2018

**DATE:** January 23, 2018

**AGENDA ITEM:** VII.C.

High school Key Club advisor Marin Siegert has submitted an overnight travel request for five students to travel to Green Bay, WI March 16-18, 2018 to attend the Key Club District Leadership Conference with two appropriate advisor/chaperones. All costs will be funded through the Key Club.

**RECOMMENDATION:** Approve the overnight travel request for five students to travel to Green Bay, WI March 16-18, 2018 to attend the Key Club District Leadership Conference with all costs paid through club funds.

## GERMANTOWN HIGH SCHOOL

### OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Completing this Form:

*Marin Siegert*

Explanation of Field Trip:

*Key Club District Leadership Conference (DCON)*

Date Submitted to Building Principal:

Date Submitted to Superintendent's Office:

Location of Field Trip (Be Specific):

*Hyatt Regency - 333 Main St.  
Green Bay, WI*

Number of Students on Field Trip: *5*

Date(s) of Field Trip:

*March 16-18, 2018*

Number of Advisors on Field Trip: *1*

#### BREAKDOWN OF FIELD TRIP COSTS FOR STUDENT AND FOR ADVISOR

	FOR STUDENTS		FOR ADVISORS	
	Board Funding Portion	Club Funding Portion	Board Funding Portion	Club Funding Portion
Registration	\$ -	\$ <i>65</i> -	\$ -	\$ <i>0</i> -
Transportation	\$ -	\$ <i>school van</i>	\$ -	\$ <i>school van</i>
Lodging	\$ -	\$ <i>30</i> -	\$ -	\$ <i>296</i> -
Meals	\$ -	\$ <i>Included</i>	\$ -	\$ <i>Included</i>
Other (please list)	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Total Cost</b>	\$ -	\$ <i>475</i> --	\$ -	\$ <i>296</i> -
Total Students or Advisors from Above	-	<i>9.5</i> --	-	-
Cost Per Student or Advisor	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Grand Total Cost</b>	\$ -	<i>88</i>	\$ -	\$ -



## GERMANTOWN HIGH SCHOOL

### OVERNIGHT FIELD TRIP REQUEST FORM

<b>Name of Person Completing this Form:</b> Peter Hammen, GHS	<b>Explanation of Field Trip:</b> DECA State Conference and Competition
<b>Date Submitted to Building Principal:</b> Jan. 23, 2018	JS 1-23-18
<b>Date Submitted to Superintendent's Office:</b>	<b>Location of Field Trip (Be Specific):</b> Grand Geneva Resort, Lake Geneva, WI 53147 800-558-3417
<b>Number of Students on Field Trip:</b> 34 <b>Number of Advisors on Field Trip:</b> 2	<b>Date(s) of Field Trip:</b> Mon., March 5-Wed., March 7

#### BREAKDOWN OF FIELD TRIP COSTS FOR STUDENT AND FOR ADVISOR

	FOR STUDENTS		FOR ADVISORS	
	Board Funding Portion	Club Funding Portion	Board Funding Portion	Club Funding Portion
Registration	\$ -	\$ 3,400.00	\$ 200.00	\$ -
Transportation	\$ 550.00	\$ -	\$ -	\$ -
Lodging	\$ -	\$ 3,400.00	\$ 200.00	\$ -
Meals	\$ -	\$ 150.00	\$ -	\$ -
Other (please list)	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Total Cost</b>	<b>\$ 550.00</b>	<b>\$ 6,950.00</b>	<b>\$ 400.00</b>	<b>\$ -</b>
Total Students or Advisors from Above	34	34	2	2
Cost Per Student or Advisor	\$ 16.18	\$ 204.41	\$ 200.00	\$ -
<b>Grand Total Cost</b>	<b>\$ 7,900.00</b>			





## GERMANTOWN HIGH SCHOOL

### OVERNIGHT FIELD TRIP REQUEST FORM

<b>Name of Person Completing this Form</b> Mr. Brooks	<b>Explanation of Field Trip:</b>
<b>Date Submitted to Building Principal:</b> 1/24/2018	Overnight Choir Retreat. To have intensive time together to learn a large choral work which is performed at our bi-annual concert (May 10th) and team building.
<b>Date Submitted to Superintendent's Office:</b> 1/24/2018	<b>Location of Field Trip (Be Specific):</b> Camp Whitcomb Mason, Merton WI
<b>Number of Students on Field Trip:</b> 60	<b>Date(s) of Field Trip:</b> February 24 & 25, 2018
<b>Number of Advisors on Field Trip:</b> 10	

#### BREAKDOWN OF FIELD TRIP COSTS FOR STUDENT AND FOR ADVISOR

	FOR STUDENTS		FOR ADVISORS	
	Board Funding Portion	Club Funding Portion	Board Funding Portion	Club Funding Portion
Registration	\$ -	\$ -	\$ -	\$ -
Transportation	\$ -	\$ 5.00	\$ -	\$ -
Lodging	\$ -	\$ 40.00	\$ -	\$ -
Meals	\$ -	\$ 40.00	\$ -	\$ -
Other (please list)	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Total Cost</b>	<b>\$ 85.00</b>	<b>\$ 85.00</b>	<b>\$ -</b>	<b>\$ -</b>
Total Students or Advisors from Above	60	60	10	10
Cost Per Student or Advisor		\$ 85.00	\$ -	\$ -
<b>Grand Total Cost</b>	<b>\$ 5,100.00</b>		There is no cost for advisors	



# Germantown High School Choirs

Jonathan Brooks, Director  
W180 N11501 River Ln.  
Germantown, WI 53022  
JBrooks@Germantown.k12.wi.us

Ladies and Gentlemen of the Board, Administrators, and Parents

I am writing this letter to propose an overnight trip in the form of a Choir Retreat February 24<sup>th</sup> -25<sup>th</sup> at Camp Whitcomb Mason in Merton, WI. Every-other year we travel as an ensemble and on the off years we have done a retreat whose purpose is two-fold. First, we retreat so that we can have intensive time together to learn a large choral work which is subsequently performed at our bi-annual concert at Holy Hill Basilica (May 10<sup>th</sup>). At the retreat I invite colleagues from other high schools and middle schools to join us so that they can lead small group sectional rehearsals, and lend their expertise to the rehearsal process, as well as serve as chaperones. The second purpose is team building. The intense time we spend in rehearsal brings us together into a cohesive ensemble, but there is also time for students to participate in games and activities that are structured to make students from all of our 5 ensembles feel like a part of the whole choir program. It also gives me an opportunity to evaluate future student leaders.

The cost of the retreat is \$85.00 which includes:

- All Meals
- Music
- Sectional Instructors
- Accompanist
- Transportation

**There will be no cost to the district**, and students will not miss any instructional time. I expect 60 participants and will maintain a 6:1 student:chaperone ratio.

I hope you will consider approving this overnight field trip. Thank you for your kind consideration.

Jonathan Brooks

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education

**TOPIC:** Administrative Contracts

**FROM:** Jeff Holmes

**BOARD MEETING:** January 29, 2018

**DATE:** January 25, 2018

**AGENDA ITEM:** VIII. F.

### **BACKGROUND:**

Please review the Type B administrative contract and attached benefits (Employee Handbook - Administrators; adopted in October 2017). I will be asking the Board to allow me to present currently eligible administrators with a Type B contract for the 2018-2020 school years, which is consistent with the type of contract approved for administrator use by the Board after legal counsel review in 2015. We have a good team of administrators who work in challenging times and are willingly and diligently working with the Board and me to advance the Board's directives. Also, please know that we would include in those contracts the current 2017-18 salary amounts for the respective administrators, with the 2018-19 and 2019-20 amounts to be determined at a later date and based upon the recommendations that come from the upcoming process associated with the Board's recent directive regarding development of a new District-wide "all-encompassing" wage and salary determination system.

### **RECOMMENDATION:**

Approve Type B contracts for currently eligible Germantown School District administrators for the 2018-19 through 2019-20 school years (two years) with any salary increases from the 2017-18 school year to be determined later through the District's new wage and salary determination system.

**Administrative Contract  
Germantown School District  
Germantown, Wisconsin**

IT IS HEREBY AGREED, by and between the School Board of the Germantown School District, (hereinafter "Board"), and \_\_\_\_\_ (hereinafter "Administrator"), that the Board does herewith employ the Administrator as Assistant Principal.

1. TERM. The term of this contract shall be two (2) years, from \_\_\_\_\_, to \_\_\_\_\_ unless terminated sooner pursuant to the provisions contained herein.
2. LEAVE TIME. Administrator shall receive twenty (20) paid leave days during each contract year, plus paid holidays on New Year's Day, Good Friday, Memorial Day, the 4th of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day.
3. DUTIES, RESPONSIBILITIES, AND OBLIGATIONS. The Administrator agrees to perform at a professional level of competence the services, duties, and obligations required by the laws of the State of Wisconsin, by the rules, regulations, and policies of the Board which now exist or which may be hereinafter enacted by the Board, and such other duties as are directed or are reasonably expected for his/her position. The Board agrees that the Administrator shall have access to all such rules, regulations and policies now in effect or that become effective during the term of this contract. In case of direct conflict between any rules, regulations, or policies of the Board and any specific provision of this contract, the contract shall control.

The Administrator agrees to devote full time to the duties, responsibilities, and obligations required herein, and shall not engage in any pursuit that interferes with the proper discharge of such duties, obligations, and responsibilities.

The Administrator also hereby certifies that, on the date of signing, the Administrator is not under contract with any other school board.

4. SALARY. In consideration for the services rendered, the Board will pay the Administrator a salary of \_\_\_\_\_ for the first year of this contract (pro-rated) in accordance with the appropriate salary policies adopted by the Board, less deductions required by federal and state law, or authorized deductions under Board policy or ordinary payroll procedures.

The salary shall be reviewed on an annual basis. The annual salary for the second and any subsequent years of employment shall be determined under the salary policies of the Board, if any. The salary for the second year shall not be less than the salary for the first year.

5. LICENSE. This contract is conditioned upon the Administrator possessing a valid State of Wisconsin Administrator's license or certificate as required by the laws of the State of Wisconsin for the administrative position assigned. The parties agree that this contract shall immediately terminate and shall be null and void if the Administrator loses or fails to maintain, in good standing, all required licenses for the position held. Any termination of this contract under this provision shall occur by operation of this contract, shall not require Board action, and shall constitute a mutually-agreed upon termination of this contract under Wis. Stat. §118.24.

**Type B**

6. **TRANSFER.** The District Administrator shall have the right to transfer the Administrator during the term of this contract from one administrative assignment or position to another administrative assignment or position whenever, in the judgment and discretion of the District Administrator, such transfer is in the best interest of the District.
7. **BENEFITS.** The Administrator shall be entitled to the benefits set forth in the current Administrative Benefit Plan unless modified by the Board. The Board reserves the right to review and modify the Administrative Benefit Plan and benefits conferred to the Administrator during the term of the contract.
8. **CONTRACT RENEWAL AND NON-RENEWAL.** Renewal and nonrenewal of this contract shall be governed by Wis. Stat. §118.24.
9. **LIQUIDATED DAMAGES.** In the event the Administrator breaches this agreement for any reason during its term, the sum of \$1,000 is determined to be the reasonable liquidated damages that the parties reasonably anticipate will follow from such a breach. The Board may, at its option, demand this amount in liquidated damages, and may make a deduction from the Administrator's remaining compensation to recover said amount, but payment of liquidated damages is not the Board's exclusive remedy but is, instead, an alternative right and remedy, and shall not preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the Administrator.
10. **EVALUATION.** The Administrator shall be evaluated on an annual basis.
11. **SUSPENSION AND DISCHARGE.** The Board may unilaterally suspend the Administrator. The Board may terminate this contract and discharge the Administrator from employment for breach of this agreement or failure to comply with or satisfy Board rules, regulations, or policy, provided that the Administrator has received prior notice in writing and the alleged reason or reasons for the proposed discharge. Upon written request, a hearing shall be conducted with full regard for due process.
12. **SAVINGS CLAUSE.** If any article or part of this contract is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any parts should be restrained by any tribunal, the remainder of this agreement shall not be affected thereby.

The Administrator must execute and deliver this contract to the District Administrator on or before the date directed by the Board or District Administrator. If this contract is not executed and delivered on or before the date directed, this contract shall be void and unenforceable unless the Board and District Administrator otherwise agree.

\_\_\_\_\_  
President, School Board                      Date

\_\_\_\_\_  
Administrator                                      Date

\_\_\_\_\_  
Clerk, School Board                      Date



Germantown WI  
SCHOOL DISTRICT

# Employee Handbook

## ADMINISTRATOR Chapter

2017-2018

Approved by the Board of Education:

**October 23, 2017**

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## ADJUSTMENTS

Nothing in this chapter shall limit the Board from making appropriate adjustments in this handbook, or any of the benefits described herein. None of the benefits provided herein are vested benefits to the administrator. The Board has the right to modify the benefits and plans at any time.-

## HOLIDAYS

Twelve month full-time Administrators shall be granted the following paid holidays each year:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve/December 31 <sup>st</sup>

## INSURANCE

### DISABILITY INSURANCE

LONG TERM DISABILITY- 100% of the premium is paid by the District.



[LINK TO LONG TERM DISABILITY BENEFIT SUMMARY](#)

SHORT TERM DISABILITY- this is a voluntary benefit. Premium is 100% paid by the employee.



[LINK TO SHORT TERM DISABILITY BENEFIT SUMMARY](#)

### LIFE INSURANCE

The benefit premium is fully paid by the District. The Life Insurance benefit for Administrators is paid at two (2) times their annual salary. Life insurance may be continued after retirement with the employee paying 100% of the premium. Additional Voluntary life (100% employee paid) is available for eligible employees, their spouses and dependents subject to carrier availability.



[LINK TO LIFE INSURANCE BENEFIT SUMMARY](#)

### VISION INSURANCE

The District contribution will be set annually and is subject to change.



[LINK TO VISION INSURANCE BENEFIT SUMMARY](#)

## LEAVE

### SICK & PERSONAL LEAVE

The Board currently grants administrators six (6) days of paid sick leave per year. Sick leave shall accrue to a maximum of 70 accumulated sick days.

Administrators shall be allowed an additional six (6) days annually for personal leave. Use of such personal days shall be pre-arranged between the administrator and his/her immediate supervisor. Any of an administrator's six (6) personal days that have not been used as personal leave at the end of a given contract year may:

- a) Be added to his/her Sick Leave Bank;
- b) Be paid out at a daily per diem rate calculated on the salary for the year in which the leave was granted; or
- c) Contributed to another School District employee for catastrophic health care needs when the employee has exhausted his/her own sick bank.

The determination of option (a), (b), and/or (c) and any combination thereof, is at the sole discretion of the administrator and shall be made upon resignation, termination, non-renewal, or within one month of the next contract year.

### MILEAGE REIMBURSEMENT

Authorized use of the administrator's personal car for work will be reimbursed at the current IRS rate, according to IRS guidelines.



[LINK TO MILEAGE REIMBURSEMENT FORM - OUT OF DISTRICT](#)



[LINK TO MILEAGE REIMBURSEMENT FORM – INTRA DISTRICT -](#)

includes mileage chart between buildings.

### PROFESSIONAL DUES

The Board currently allocates up to \$800 annually per administrator for memberships in professional organizations at the discretion of the District Administrator.

### RETIREMENT

Retirement benefits may be available to administrators who meet the following qualifications:

- Administrator is at least fifty-seven (57) years of age;
- Administrator has served in the District for a minimum of ten (10) continuous full years in the capacity of a full-time administrator in the District;

- Administrator applies for retirement prior to February 15 of the school year in which the Administrator plans to retire and the Board approves the retirement request;
- Administrator retires at the end of the school year in which he/she submits his/her irrevocable letter of retirement;
- The Board has the authority to waive any of the preceding eligibility requirements but any such waiver must be set forth in writing, approved by a majority of the Board and signed by the officers of the Board.
- "Age" for the purposes of retirement is defined as the administrator's age as of July 1 of the school year in which retirement becomes effective.
- The program is subject to all applicable laws or judicial findings.
- This program shall not apply to any discharged, terminated, or non-renewed administrators.

#### Hospital/Medical Insurance

Upon retirement, the administrator, spouse and eligible dependent(s) will be eligible to receive up to 96 months of premium payments by the District for the Hospital/Medical insurance plan, dental insurance plan and vision insurance plan until Medicare/Medicaid eligibility occurs. The plan and the District's premium contribution levels shall be the same plan and premium contribution levels as are made available for current active administrators, including any amendments from time to time.

In the event that a retired administrator dies prior to attaining Medicare/Medicaid eligibility or the expiration of the 96 months, a surviving spouse, shall be permitted to continue participation in the group Hospital/Medical plan until the 96 months expire or the spouse attains Medicare/Medicaid eligibility, by payment of the premiums to the Board, subject to the rules of carrier(s).

Non-Duplication Clause: Under no circumstances may the retired administrator or his or her spouse and/or eligible dependents continue in the District's plans if they become eligible for comparable insurance through another source. The District will define whether or not such insurance is comparable on a case-by-case basis and retains the right to validate all information provided. Once an administrator leaves the District plan due to other coverage or for any reason whatsoever, the Administrator may not return to coverage under the plan even if additional benefit months remain.

#### Severance Pay

When an administrator retires pursuant to this Section, the administrator shall receive a severance payment as a cash payment, subject to all ordinary deductions and withholdings. Severance pay shall be computed on the basis of one-half (1/2) of the then current daily rate of pay for the administrator, up to a maximum of two hundred dollars (\$200) per day, for all unused accumulated leave days, up to a maximum of thirty-five (35) days of accumulated leave. Payment of the severance pay under this provision shall be made in accordance with the District's regular payroll periods within one month after the effective date of the administrator's retirement.

#### One-Time Retirement Payment

Retirees will be granted a one-time retirement payment of \$1,000 (for 10 years of District service), \$1,500 (for 15 years of District service), or \$2,000 (for 20 years of District service). Payment shall be made as a cash payment, subject to all ordinary deductions and withholdings. This payment shall be made in accordance with the District's regular payroll periods during the administrator's last month of service with the District.

## **TUITION REIMBURSEMENT**

Upon successful completion, the Board will pay 100% of the tuition cost (not to exceed the current graduate credit rate at UW -Madison) for any graduate credits taken at a state accredited university to a maximum of nine (9) credits during any fiscal year. Reimbursement is contingent upon receiving a minimum grade of "B" or "P" for pre-authorized courses. The courses must be professionally related and have the prior approval of the District Administrator or in the case of the District Administrator's credits, the prior approval of the Board. After completion, the employee must submit a transcript or grade report and proof of payment to the HR Office for reimbursement. If any administrator terminates employment with the District after having received education reimbursements during the prior 24 month period, the administrator agrees to repay the District as follows: 100% of the tuition monies paid to the administrator for the prior 12 months, and 50% of the tuition monies paid to the administrator for months 13-24.

## **VACATION**

Administrators shall have four (4) weeks of vacation. Requests for vacation must be entered in Skyward. July 1 shall be the vacation anniversary date for all administrators. The vacation periods and the number of employees on vacation in any given period shall be determined in advance and approved by the employee's designated supervisor. Vacations may be arranged at any time during the year with the permission of the District Administrator or immediate supervisor.

Vacation shall be taken on a current year basis and shall not accumulate from year to year. Any vacation not taken on a current, fiscal year basis shall be waived unless approved at the sole discretion of the District Administrator. If an employee is approved to carry forward vacation from a prior fiscal year, this carryover must be used by the following September 1<sup>st</sup> or be forfeited.