GERMANTOWN SCHOOL DISTRICT

Notice of Personnel Committee Meeting October 23, 2017 5:30 p.m.

Germantown School District Administration Building

N104 W13840 Donges Bay Rd. Germantown, WI 53022

AGENDA

- I. Meeting Called to Order
- II. Roll Call
- III. Agenda Revisions and Approval
- IV. Approval of Minutes
 - A. October 9, 2017
- V. New Business
 - A. Discussion and action to approve staff handbooks.
 - B. Discussion and action to approve co-curricular coaching contracts
- VI. Adjourn

Note: School Board members who are not members of the Personnel Committee may be present at this Committee meeting.

GERMANTOWN SCHOOL DISTRICT GERMANTOWN, WISCONSIN 53022

MINUTES OF THE BOARD OF EDUCATION PERSONNEL COMMITTEE MEETING

OCTOBER 9, 2017

1. The meeting of the Personnel Committee was called to order by Board Vice President, Sarah Larson at 5:30 P.M. in the District Office Board Room.

Personnel Committee Members present: Sarah Larson, Lester Spies, Brian Medved Additional Board Members present: Robert Soderberg Administrators present: J. Holmes, and Mike Nowak, Ric Ericksen

- 2. Motion by Spies, to approve the agenda as printed.
- 3. Approval of Minutes Motion by Spies, second by Medved to approve the September 11, 2017 Personnel Committee minutes. Motion carried.
- 4. Discussion of Employee Handbook

The Committee discussed various aspects of the Employee Handbook:

- A. Handbook is not meant to be printed, but to be viewed digitally will not print to distribute.
- B. Cash in Lieu needs to be added to the Professional Technical Chapter
- C. S. Larson asked about "Retirement" being in the Teacher Chapter
- D. Consensus that all Bereavement/Funeral Days will be the same as what is in the Administrative Chapter.
- E. Cash in Lieu Mike Nowak will review offerings from districts in the area
- F. Directive to make the discussed changes and bring back to the Committee for review
- 5. Motion by Spies, second by, second by Medved to adjourn. Motion carries.
- 6. Board Vice President Larson declared the meeting adjourned at 6:17 P.M.

GERMANTOWN SCHOOL DISTRICT

TO: Personnel Committee TOPIC: Staff Handbooks

FROM: Michael Nowak **BOARD MEETING:** October 23, 2017

DATE: October 19, 2017 **AGENDA ITEM:** V. A.

A draft of the Staff Handbook was presented at a meeting of the Personnel Committee on October 9, 2017. Subsequently, we have continued to review the handbooks and have made revisions following the recommendations of the Personnel Committee. We would like to provide an update on progress and request official adoption. As previously mentioned to the committee, the Staff Handbook is organized with a main section for all employees and various supporting chapters for different employee groups.

RECOMMENDATION: Approve the Staff Handbook being presented for official adoption.

GERMANTOWN SCHOOL DISTRICT

TO: Personnel Committee **TOPIC:** Co-Curricular Contracts

FROM: Michael Nowak BOARD MEETING: October 23, 2017

Jack Klebesadel

DATE: October 5, 2017 **AGENDA ITEM:** V.B.

The Director of Student Activities is requesting approval to issue the attached co-curricular contracts for Germantown High School and Kennedy Middle School. The request reflects the changes made at the July 24th Personnel Committee and School Board meetings.

Additional advisor positions will be in a separate request to the Personnel Committee

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

RECOMMENDATION: Forward to the Board with a positive recommendation to approve the

contracts as presented.

Activity	Season	Hours	Rate	Base Staffing Cost	Rounded Staffing Cos	t Coach's Name	Given to Board	Building
HIGH SCHOOL LEVEL ATHLETICS	AAAAAA	****	****	ΑΛΛΛΛΛ	ΑΛΛΑΛΑ	************		
Fall Athletics (Before School Starts)								
Cross Country - Boys Head Coach	Aug - Oct		10%	\$ 3,481.50	\$ 3,500.00	Harris Jones	07/24/17	GHS
Cross Country - Boys Assistant Coach	Aug - Oct		8%	\$ 2,785.20	\$ 2,800.00		07/24/17	
Cross Country - Girls Head Coach	Aug - Oct		10%	\$ 3,481.50		Nancy Pietrowiak	07/24/17	
Cross Country - Girls Assistant Coach	Aug - Oct		8%			Robert Wehner	07/24/17	
Football - Head Coach	Aug - Nov		12%	\$ 4,177.80	\$ 4,200.00		07/24/17	
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20		David Branske	07/24/17	
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20		Michael Pfeiffer	07/24/17	
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00		07/24/17	1
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00		07/24/17	
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	Steven Tennies	07/24/17	
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	Jonathan Davis	07/24/17	GHS
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20	\$ 2,800.00	Robert Fliss	07/24/17	GHS
Football - Assistant Coach	Aug - Nov		8%	\$ 2,785.20		Brian Beaman	07/24/17	GHS
Golf - Girls Head Coach	Aug - Oct		9%	\$ 3,133.35		Thomas Kujawa	07/24/17	GHS
Golf - Girls Co-Assistant	Aug - Oct		2%	\$ 696.30	\$ 700.00	Jennifer Catalano	07/24/17	GHS
Golf - Girls Co-Assistant	Aug - Oct		5%			Lori Enders	07/24/17	GHS
Soccer - Boys Int. Co-Head Coach Soccer - Boys Int. Co-Head Coach	Aug - Oct		8%	\$ 2,785.20		Erik Knudson	07/24/17	GHS
Soccer - Boys Co-Assistant Coach	Aug - Oct		8%			Robert Huss	07/24/17	
Soccer - Boys Co-Assistant Coach	Aug - Oct		5%			Tyler Asen	07/24/17	
Swimming - Girls Head Coach	Aug - Oct		5%			Cameron Morris	07/24/17	
Swimming - Girls Assistant Coach	Aug - Nov		12%			Lori Bruss	07/24/17	
Tennis - Girls Head Coach	Aug - Nov		8%			Timothy Damico	07/24/17	
Tennis - Girls Assistant Coach	Aug - Oct		9%			Vincent Daniels	07/24/17	
Volleyball - Boys Head Coach	Aug - Oct		7%			Michael Kolz	07/24/17	
Volleyball - Boys Assistant Coach	Aug - Nov	-	10%			Brian Rushmer	07/24/17	
Volleyball - Boys Assistant Coach	Aug - Nov		8%			Blake Janz	07/24/17	
Volleyball - Girls Head Coach	Aug - Nov		8%			Matthew Schultz	07/24/17	
/olleyball - Girls Assistant Coach	Aug - Nov	_	10%			Ted Gollakner	07/24/17	
/olleyball - Girls Assistant Coach	Aug - Nov		8% 8%			Sara Voigt	07/24/17	
	High Schoo	l Δthlati				Lindsay Baranowski	07/24/17	GHS
Vinter Athletics	Tilgii Gondo	, , ((,,,,))	ou - i an	Ψ 04,232.30	\$ 85,000.00			
Basketball - Boys Head Coach	Nov - Mar	- 1	13%	\$ 4,525.95	\$ 4,600.00	Steven Martin	10/22/17	CHC
Basketball - Boys Assistant Coach	Nov - Mar					Cole Reindl	10/23/17	
Basketball - Boys Assistant Coach	Nov - Mar					Mark Wizner	10/23/17	
Basketball - Girls Head Coach	Nov - Mar				<u> </u>	Matthew Stuve	10/23/17	
Basketball - Girls Assistant Coach	Nov - Mar					Stephanie Milmoe	10/23/17	
Basketball - Girls Assistant Coach	Nov - Mar					Vincent Daniels	10/23/17	
Symnastics Co-Coach	Nov - Mar			1 1,10000		Michael Giles	10/23/17	
Symnastics Co-Coach	Nov - Mar					Kym Remillard	10/23/17	
wimming - Boys Head Coach	Nov - Mar					Meridith Berghauer	10/23/17	
Vrestling - Co-Head Coach	Nov - Feb					Jeffrey Szohr	10/23/17	
Vrestling - Co-Head Coach	Nov - Feb			\$ 3,481.50 \$	3,500.00	Michael Krause	10/23/17	
Vrestling - Assistant Coach	Nov - Feb					Joseph Dhein	10/23/17	
Total Hi	gh School At	hletics -	Winter		\$ 40,600.00		10/20/11	0.10
pring Athletics								
aseball - Head Coach	May - July		12%	\$ 4,177.80 \$	4,200.00	Jeffery Wolf	10/23/17	GHS
aseball - Assistant Coach	May - July		8%	\$ 2,785.20 \$		James Doedens	10/23/17	
aseball - Assistant Coach	May - July		8%	\$ 2,785.20 \$		Daniel Doedens	10/23/17	
	Mar - May		2%	\$ 696.30 \$		Troy Schmidt	10/23/17	
olf - Boys Head Co-Coach	Mar - May		7%	\$ 2,437.05		Benjamin Laubusch	10/23/17	
	Mar - May		7%	\$ 2,437.05 \$		Thomas Kujawa	10/23/17	
	Mar - May		7% 5	\$ 2,437.05 \$		Michael Pfeiffer	10/23/17	
occer - Girls Head Coach	Mar- June		10% \$	3,481.50 \$	3,500.00	Paul Sikinger	10/23/17	
	Mar - June		8% \$				10/23/17	
	Mar - June		4% \$			Robert Huss	10/23/17	
for the second second	Mar - June		4% 9	1,392.60 \$		Jamie Janczak	10/23/17	
# 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Mar - June		5% \$			Kurt Raguse	10/23/17	
West As a contract of the cont	Mar - June		5% \$			Dru Sumwalt	10/23/17	
for 12 to 1 t	Mar - June		4% \$			Tammie Kochevar	10/23/17	
*** ** * * * * * * * * * * * * * * * * *	Mar - June		4% \$	1,392.60 \$		Thomas Otto	10/23/17	
	Mar - June		8% \$,	Diane Seramur	10/23/17	
	Mar - June		9% \$	3,133.35 \$		/incent Daniels	10/23/17	
	Mar - June		7% \$			Keenan McCauliffe	10/23/17	
	Mar - June		12% \$		4,200.00 J	Jared Foerch	10/23/17	
	Mar - June		8% \$		2,800.00 F	Robert Fliss	10/23/17	
ack - Boys Assistant Coach	Mar - June		8% \$	2,785.20 \$	2,800.00	TRD.	10/23/17	

Activity	Season	Hours	_	Base Staffing	Rounded Staffing Cost	Coach's Name	Date Given to Board	Building
Track - Girls Head Coach	Mar - June	•	12%	\$ 4,177.80			10/23/17	
Track - Assistant Coach	Mar - June		8%	\$ 2,785.20		Harris Jones	10/23/17	
Track - Assistant Co-Coach	Mar - June		4%	\$ 1,392.60				
Track - Assistant Co-Coach	Mar - June		4%				10/23/17	
Track - Assistant Coach				\$ 1,392.60		Brian Kuhlenbeck	10/23/17	
	Mar - June		8%	\$ 2,785.20			10/23/17	
Track - Assistant Coach	Mar - June		8%	\$ 2,785.20	\$ 2,800.00	TBD	10/23/17	GHS
Total I	ligh School	Athletics	s - Spring	\$ 66,496.65	\$ 67,200.00			
High School Ath	letics Total			\$ 190,786.20	\$192,800.00			
HIGH SCHOOL LEVEL CO-CURRICULAR	ACTIVITIES							
Fall Activities (Before School Starts)								
Band Advisor (GHS)			10%	\$ 3,481.50	\$ 3,500.00	Jonathan Bell	07/24/17	GHS
Band Advisor Assistant (GHS)			9%	\$ 3,133.35	\$ 3,200.00	Andrew Stone	07/24/17	
Cheerleading Coach			10%	\$ 3,481.50		Brianna Burgess	07/24/17	
Cheerleading Coach - Assistant			10%	\$ 3,481.50				
Pompons Coach			10%				07/24/17	
				\$ 3,481.50		Chelsea Hammett	07/24/17	
Yearbook (Annual) Advisor			9.5%	\$ 3,307.43		Andrew Kavanaugh	07/24/17	
Yearbook (Annual) Assistant Advisor			9.5%	\$ 3,307.43	\$ 3,350.00	Diane Seramur	07/24/17	GHS
Total High School	Co-Curricula	r Activit	ies - Fall	\$ 23,674.20	\$ 23,900.00			
Year Long Activities Choir Advisor								
			8%	\$ 2,785.20		Jonathan Brooks	10/23/17	GHS
Drama Production 1-Head Advisor			6%	\$ 2,088.90	\$ 2,100.00	Jonathan Brooks	10/23/17	GHS
Drama 1 - Assistant Advisor			5%	\$ 1,740.75	\$ 1,800.00	Susan Duecker	10/23/17	GHS
Drama Production 2 - Head Advisor			6%	\$ 2,088.90		Stephanie Staszak	10/23/17	
Drama Production 2 - Assistant Advisor			5%	\$ 1,740.75		Jonathan Brooks	10/23/17	
Drama Production 2 - Assistant/Percussion			2%					
Drama Production 2 - Assistant/Piano						Andy Stone	10/23/17	
			2%	\$ 696.30		Allison Bekolay	10/23/17	
Drama Production 2 - Assistant/Lighting			2%	\$ 696.30	\$ 700.00	Adam Qutaishat	10/23/17	GHS
Drama Co-Assistant			2%	\$ 696.30	\$ 700.00	Jonathan Brooks	10/23/17	GHS
Drama Co-Assistant			2%	\$ 696.30	\$ 700.00	Stephanie Staszek	10/23/17	GHS
Variety Show Advisor			5%	\$ 1,740.75		Thomas Kujawa	10/23/17	
Forensics Advisor			7%	\$ 2,437.05	\$ 2,500.00		10/23/17	
Forensics Assistant Advisor			5%	\$ 1,740.75		Harris Jones	10/23/17	
ntramurals Co-Coach			4%					
ntramurals Co-Coach						Stephanie Milmoe	10/23/17	
			4%	\$ 1,392.60		Steven Tennies	10/23/17	
Student Council Advisor	change app		7%			Jordan Ely	10/23/17	GHS
Student Council Advisor	to 7% also	round	7%	\$ 2,437.05		Carolyn Solie	10/23/17	GHS
DECA Advisor			7%	\$ 2,437.05	\$ 2,500.00	Peter Hammen	10/23/17	GHS
DECA Assistant Advisor			5%	\$ 1,740.75	\$ 1,800,00	Vincent Daniels	10/23/17	
BLA Advisor			7%			Steven Martin	10/23/17	
BLA Assistant Advisor				\$ 1,740.75	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Jason Baumann		
Peer Listeners	 	_					10/23/17	
	F-0	-		, -,		Caryn Hernandez	10/23/17	
Weightlifting Co-Coach (Fall)	Fall			\$ 696.30		Matthew Stuve	10/23/17	
Weightlifting Co-Coach (Winter)	Winter		3%			Jacob Davis	10/23/17	GHS
Weightlifting Co-Coach (Spring)	Spring		2%	\$ 696.30	\$ 700.00	Scott Schubert	10/23/17	GHS
Skills USA (formerly VICA)				\$ 870.38		Jon Stachowiak	10/23/17	
Skills USA (formerly VICA)			2.5%			Timothy Mehring	10/23/17	
Advisors-Gr 9 #1	Was	40				Meghan Hoy	10/23/17	
Advisors-Gr 9 #2	\$15.07							
Advisors-Gr 10 #1						Erin Tautges	10/23/17	
	an hour			\$ 825.00		Sara Lundbohm	10/23/17	
Advisors-Gr 10 #2				\$ 825.00		John Julka	10/23/17	GHS
Advisors-Gr 11 #1		70	\$16.50	\$ 1,155.00	\$ 1,155.00	Jason Baumann	10/23/17	GHS
Advisors-Gr 11 #2		70	\$16.50	\$ 1,155.00		Steven Martin	10/23/17	
Advisors-Gr 11 #3				\$ 330.00		Cynthia Collins	10/23/17	
Advisors-Gr 11 #4				\$ 330.00		Christine Dougherty	10/23/17	
Advisors-Gr 12 #1							4	
Advisors-Gr 12 #2						Jeremy King	10/23/17	
						Wesley Hoops	10/23/17	
Spanish Honor Society				\$ 660.00		Carrie Lilige	10/23/17	
Best Buddies				\$ 660.00	\$ 660.00 1	isa Densing	10/23/17	3HS
German Honor Society/Club		20	\$16.50			lennifer Zimmerman	10/23/17	
German Honor Society/Club				\$ 330.00		Aurelia Schumacher	10/23/17	
ihs						aura Suprenand		
IHS							10/23/17 (
						Cynthia Collins	10/23/17	
olitical Science						Adam Johnson	10/23/17	3HS
trategists Co-Advisor		35	\$16.50		\$ 577.50 N	Margaret McComack	10/23/17 (3HS
trategists Co-Advisor			16.50	577.50		(athleen Orr	10/23/17	
ey Club Co-Advisor			16.50			Marin Siegert	10/23/17	
ey Club Co-Advisor			16.50		\$ 825.00 T		10/23/17	

Activity	Season	Hours	_	Bas	se Staffing Cost		Rounded taffing Cost	Coach's Name	Date Given to Board	Building
Band Tri M Advisor		40	\$16.50	\$	660.00	\$	660.00	Jonathan Bell	10/23/17	GHS
Math Club Co-Advisor		20	\$16.50	\$	330.00	\$			10/23/17	
Math Club Co-Advisor		20	\$16.50	\$	330.00	\$		Kelly Korek	10/23/17	
Robotics (formerly Battle Bots IQ)		60	\$16.50	\$	990.00	\$		Timothy Mehring	10/23/17	
Robotics (formerly Battle Bots IQ)		60	\$16.50	\$	990.00	\$		Timothy Mehring	10/23/17	
Environmental Club		20	\$16.50	\$						
Environmental Club				_	330.00	\$		Mark McClellan	10/23/17	
		20	\$16.50	\$	330.00	\$		Laura Suprenand	10/23/17	
Emerging Women		40	\$16.50	_	660.00	-		Jennifer Catalano	10/23/17	
Cup O Controversy		40	\$16.50		660.00	\$		John Whitehead	10/23/17	GHS
Total High School Co-Cu	ırricular Activ	ities - Y	ear Long	\$	62,091.15	\$	64,155.00			
High School Co-Cur	ricular Total			\$	85,765.35	\$	88,055.00			
HIGH SCHOOL GRAND TOTA	L			\$ 2	76,551.55	\$	280,855.00			
MIDDLE SCHOOL LEVEL ATHLETICS										
Fall Athletics (Before School Starts)										
Cross Country Coach	Sep - Oct		7%	\$	2,437.05	\$	2 500 00	Christina Gagan	07/24/17	KMC
Cross Country Coach	Sep - Oct		7%	\$		_				
				-	2,437.05	\$		Benjamin Schuh	07/24/17	
Cross Country Coach	Sep - Oct	1.0111	7%	\$	2,437.05	\$		Jared Foerch	07/24/17	KMS
	Middle Scho	oi Athlei	ics - Fall	\$	7,311.15	\$	7,500.00			
Non-Fall Athletics										
Basketball - Girls Coach	Sep - Nov		7%	\$	2,437.05	\$		Jay Dettlaff	10/23/17	KMS
Basketball - Girls Coach	Sep - Nov		7%	\$	2,437.05	\$	2,500.00	Kyle Suprenand	10/23/17	KMS
Basketball - Boys Coach	Nov - Jan		8%	\$	2,785.20	\$	2,800.00	TBD	10/23/17	KMS
Basketball - Boys Coach	Nov - Jan		8%	\$	2,785.20	\$	2,800.00	Thomas Wilcox	10/23/17	KMS
Track Coach - Co-Ed	Apr - May		7%	\$	2,437.05	\$	2.500.00	Benjamin Schuh	10/23/17	
Track Coach - Co-Ed	Apr - May		7%	\$	2,437.05	\$		Thomas Wilcox	10/23/17	
Track Coach - Co-Ed	Apr - May		7%	\$	2,437.05	\$		Julia McMahon	10/23/17	
Track Coach - Co-Ed	Apr - May		7%	\$	2,437.05	\$		Robert Wehner	10/23/17	
Volleyball Coach						_				
	Jan - Mar		7%	\$	2,437.05	\$		Lindsay Baranowski	10/23/17	
Volleyball Coach	Jan - Mar		7%	\$	2,437.05	\$		James Cannestra	10/23/17	
Wrestling Coach	Nov - Jan		7%	\$	2,437.05	\$	2,500.00		10/23/17	
Wrestling Coach	Nov - Jan		7%	\$	2,437.05	\$	2,500.00	John C. Will	10/23/17	KMS
Softball-none				\$		_				
	le School Ath	iletics -	Non-Fall	\$ 2	29,940.90	\$	30,600.00			
Middle School Ath	letics Total			\$ 3	37,252.05	\$	38,100.00			
MIDDLE SCHOOL LEVEL CO-CURRICUL	AR									
Yearbook (Annual) - Co-Advisor			5.5%	\$	1,914.83	\$		Laura Pilz (Restivo)	10/23/17	
Yearbook (Annual) - Co-Advisor			5.5%	\$	1,914.83	\$	2,000.00	Aaron Gaskell	10/23/17	KMS
Band Advisor			7%	\$	2,437.05	\$	2,500.00	Fred Heim	10/23/17	KMS
Band Advisor			7%	\$	2,437.05	\$	2,500.00	Kelsey Shook	10/23/17	KMS
Chorus			7%	\$	2,437.05	\$		Lauren Schell	10/23/17	KMS
Cheerleading Coach (Fall)			4%		1,392.60		1,400.00	TBD	10/23/17	
Cheerleading Coach (Winter)			2%	\$	696.30		700.00		10/23/17	
Dramatics - Advisor		-	7%		2,437.05			Lauren Schell	10/23/17	
Dramatics - Assistant Advisor			5%		1,740.75			Garrett Kuhn	10/23/17	
Forensics - Head Coach	 		7%		2,437.05			Kristin Hillshafer	10/23/17	
Forensics - Assistant Coach										
Newspaper - Co-Advisor			5%		1,740.75			Corey Ahrens	10/23/17	
			6%		2,088.90			Wendy Veldboom	10/23/17	
Newspaper - Co-Advisor			6%		2,088.90			Heidi Feucht	10/23/17	
Destintation ImagiNation Coach			4%		1,392.60			Kathy Kannenberg	10/23/17	
Student Council Advisor			6%		2,088.90			Rebecca Wittemann	10/23/17	
Student Council Advisor			6%		2,088.90			Thomas Wilcox	10/23/17	
Variety Show Advisor			5%	\$	1,740.75	\$	1,800.00	Lauren Schell	10/23/17	
/ariety Show Advisor			5%	\$	1,740.75	\$		Beth Buettner	10/23/17	KMS
PAC (Service Club)		36	\$16.50	\$	594.00	\$	594.00	Rannon Tabaska	10/23/17	
PAC (Service Club)				\$	594.00			Stephanie Steinert	10/23/17	
PAC (Service Club)				\$	594.00			Paulette Szuminski	10/23/17	
Ski Club				\$	396.00			Benjamin Schuh	10/23/17	
Ski Club	-				396.00					
Ski Club				\$				Peter Schwantes	10/23/17	
	1			\$	396.00			Karen Wunschel	10/23/17	
Ski Club				\$	396.00			Lisa Stigler	10/23/17	
Ski Club				\$	396.00			Christina Gagan	10/23/17	
Ski Club		24	\$16.50	\$	396.00	\$	396.00	Amy Brehmer	10/23/17	KMS
	uclar Total				0.070.00	•	40,358.00			

2017-2018 Germantown School District Coaches and Advisors

Activity	Season	Hours	_	Base Staffing Cost	Rounded Staffing Cost	Coach's Name	Date Given to Board	Building
MIDDLE SCHOOL GRAND TOTAL				\$ 76,225.05	\$ 78,458.00			
GRAND TOTAL (ALL DISTRICT)				\$ 352,776.60	\$ 359,313.00			