# GERMANTOWN SCHOOL DISTRICT 

# Notice of Finance Committee Meeting 

September 25, 2017
6:15 P.M.
To Be Held at Kennedy Middle School Gold Activity Center (GAC)
W160 N11836 Crusader Court
Germantown, WI 53022

## AGENDA

## I. Meeting Called to Order

II. Roll Call
III. Agenda Revisions and Approval
IV. Approve Minutes
A. August 28, 2017 Meeting Date
V. Consent - Review \& Discuss
A. September Vouchers
VI. Unfinished Business - Discussion with Appropriate Action
A. none
VII. New Business - Discussion with Appropriate Action
A. Monthly Purchase Requests Exceeding \$15,000 \& Purchasing/Project Bid Results
B. Additional/New Facility Operational Cost Analysis
VIII. Reports
IX. Adjourn

Note: $\quad$ School Board members who are not members of the Finance Committee may be present at this Finance Committee meeting.

## GERMANTOWN SCHOOL DISTRICT

TO:

FROM:

AGENDA ITEM: IV.A. - Approve Minutes of the August 28, 2017 meeting

ATTACHEMENTS: See next page(s).
RECOMMENDATION: Approved as presented.

# GERMANTOWN SCHOOL DISTRICT Minutes of August 28, 2017 Finance Committee Meeting 

Held at District Administration Building<br>N104 W13840 Donges Bay Rd.<br>Germantown, WI 53022

1. The meeting of the Finance Committee was called to order by Chair Michael Loth at or about 6:00 p.m. Finance Committee Members Present: Borden, Barney, Soderberg. Absent Excused: none. Other Board members may have been present or arrived later. Also present was Ericksen, Holmes, Grothaus, and other administrators/staff may have been present or arrived later. Guests: None.
2. Motion by Barney, second by Borden to approve the agenda as presented. Motion Carried.
3. Motion by Borden, second by Barney, second by Barney to approve the July 24, 2017 Finance Committee minutes as presented. Motion Carried.
4. Motion by Barney, second by Borden to consent to Payment of Claims of the August vouchers. Motion Carried.
5. Ericksen reviewed information as presented under agenda item VI. A. - 2017/2018 Budget. Motion by Barney, second by Borden to bring forward with a positive recommendation to the board of education to adopt the 2017/2018 preliminary budget as presented. General discussions ensued. Motion carried.
6. Purchases Exceeding $\$ 15,000$ Agenda Item VII.A.: Ericksen/other administrators reviewed items in the background packet:

- Motion by Borden, second by Barney to bring forward to the Board of Education with a positive recommendation as presented to upgrade the Convergent phone system in an amount not to exceed $\$ 15,195.48$ as presented. Motion carried.
- Motion by Barney, second by Borden to bring forward to the Board of Education with a positive recommendation to purchase walkie-talkie(s) from Baycom in an amount not to exceed $\$ 33,500.54$ as presented. Motion carriedd.

7. Ericksen reported, provided information and/or update the Committee on all topics as shown in the VIII Reports section of the agenda: Voucher Follow Up, Monthly Financial Reports, and General Reports and Other Financial Happenings. General discussions ensued. No action taken.
8. Motion by Barney, second by Borden to adjourn the meeting. Motion Carried.
9. Meeting Adjourned at approximately 7:06 p.m.

# GERMANTOWN SCHOOL DISTRICT 

TO:

FROM:
AGENDA ITEM: V.A. - Consent of August Vouchers - Review \& Discuss

## Vouchers List(s)

Review monthly bills and voucher payments.
Only the FC needs to consent and approve monthly vouchers. Based on policy, it does not go to the full Board of Education.

Report is posted at the google shared drive for the Finance Committee \& at the district's web site Finance Committee link

ATTACHEMENT(S): None
RECOMMENDATION: Consent to Payment of Claims of vouchers as presented \& reviewed.

TO: Board of Education
FROM: Ric Ericksen

DATE: August 23, 2017

TOPIC: Purchases Over \$15,000
BOARD MEETING: September 25, 2017

AGENDA ITEM:

FC Date:
September 25, 2017
FC Agenda Item(s): VII. A.
-- The intent is to review due diligence with respect to seeking competitive bids/quotes when possible. Vetting for the purpose of the purchases may have occurred at other committees. --

## \$ 15,195.48: GWAVA Support Renewal

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

Bring forward to the Board of Education with a positive recommendation to renew the GWAVA support agreement as presented to be funded out of the appropriate General Fund 10 information technology account(s).

## Background:

## GWAVA Retain Support Renewal

The purchase for $\$ 21,365.15$ to GWAVA Technologies is for the district's email retention product support and licensing renewal. The product we use is named GWAVA Retain, and this purchase is to renew the software licensing and support agreement. The district utilizes Retain for email archiving for legal discovery and employee disciplinary purposes. Since 2009, we have been archiving email, and have used Retain for that purpose since then. This purchase is an absolute necessity so we can have continuous archiving. Because it is only available from a single vendor, no bidding is possible. I request that the Finance Committee forward this to the board with a positive recommendation for purchase. I will be present at the meeting if there are any questions. Thank you for your consideration.

Marc Gabrysiak
GSD Director of Technology

Quote To:
Germantown School District
N104 W13840 Donges Bay Road
Germantown, WI 53022
U.S.A.

Marc Gabrysiak
(262) 253-3962
mgabrysiak@germantown.k12.wi.us

GWAVA Technologies Inc.
1175 S. 800 East
Orem, UT 84097

## Ship To:

Germantown School District
N104 W13840 Donges Bay Road
Germantown, WI 53022
U.S.A.

Marc Gabrysiak
(262) 253-3962
mgabrysiak@germantown.k12.wi.us

| Qty | Part \# | Description | Unit Price | Ext. Price |
| :---: | :---: | :---: | :---: | :---: |
| 212 | 63030LE | Retain Server License (Min. 100 MailBoxes) Educational | \$13.20 | \$2,798.40 |
|  |  | 50.0\% Micro Focus SLA Discount |  | -\$1,399.20 |
| 1,079 | 63040ME | RETAIN Server for Education per User Annual Maintenance (Min 500 users) | \$11.41 | \$12,311.39 |
| 862 | 69040SE | Retain Gmail Module Annual Subscription (Min. 500 users) Educational Maintenance Term: August 15th, 2017 to October 19th, 2018 | \$8.88 | \$7,654.56 |
|  |  |  | SubTotal | \$21,365.15 |
|  |  |  | Tax | \$0.00 |
|  |  |  | Total | \$21,365.15 |

QUOTE IS VALID FOR 15 DAYS UNLESS OTHERWISE SPECIFIED. PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED.

Purchase Orders can be faxed to 646-304-6250

# GERMANTOWN SCHOOL DISTRICT 

TO: Finance Committee<br>FROM: $\quad$ Ric Ericksen, Director of Business \& Auxiliary Services<br>AGENDA ITEM: VII.B. - Additional/New Facility Operational Cost Analysis

At the request of the board, the administration has begun a financial analysis of the future operational costs resulting from the referendum-construction projects. One of the first pieces of information has been received from PRA (see attached). I have also reached out to Trane officials to ask for an energy consumption/cost analysis relative to additional square footage and HVAC/controlling systems.

The placement of this item on the agenda will assure a placeholder for future meetings.

## Preliminary Study List:

- Architect's utility analysis
- Trane energy consumption/cost analysis
- Architect’s industry non-salary operational cost per sq. ft.
- State and National studies of non-salary operational costs per sq. ft.
o Classroom
o Pool
o Fieldhouse
o Fine Arts
- Review of allowable revenue/expenditure accounting transactions classifications into Community Services Fund 80
o Impact Study of Community Facility Use/Program Revenue/Cost Streams
- Elementary Attendance Boundaries
o Impact Study of Pupil Transportation
- Funding/Financing Options

Please feel free to provide input.

ATTACHEMENTS: See next page(s).
RECOMMENDATION: none

## Germantown School District - Utility Cost Estimate

## 1 message

## Scott A. Kramer [skramer@prarch.com](mailto:skramer@prarch.com)

Mon, Sep 18, 2017 at 10:13 AM
To: Jeffrey Holmes [JHolmes@germantown.k12.wi.us](mailto:JHolmes@germantown.k12.wi.us)
Cc: Ric Ericksen [REricksen@germantown.k12.wi.us](mailto:REricksen@germantown.k12.wi.us)

Jeff, per your request we have looked at the potential estimated utility costs for the construction work planned at the Germantown Schools. There is no good/accurate resource for estimating the cost of utilities. We have based the below numbers on some resources that were available several years ago from American School and University Magazine. These are yearly costs for gas, electric, water and sewer.

## Germantown High School:

- New Classroom/Office Type Space:
- New Tech Ed Space:
- New Fieldhouse:
- New Theater:
- New Pool:
- A/C of existing portions of building:

21,000 sq.ft. $\times \$ 1.50=\$ 31,500$
10,000 sq.ft. $\times \$ 1.75=\$ 17,500$
50,000 sq.ft. $\times \$ 2.00=\$ 100,000$
31,000 sq.ft. $\times \$ 2.00=\$ 62,000$
$\$ 250,000$ (includes pool chemicals)
\$25,000

Total GTH: \$486,000

## County Line Elementary:

- New additions net of demolished area: 12,500 sq.ft. $\times \$ 1.60=\$ 20,000$


## Mac Arthur Elementary:

- New Addition:

$$
17,300 \text { sq.ft. } \times \$ 1.60=\$ 27,680
$$

## Rockfield Elementary:

- New Addition and Infill:

3,900 sq.ft. $\mathrm{x} \$ 1.40=\$ 5,460$

## Kennedy Middle:

- New Addition:
- $A / C$ of existing space:

Let me know if you have any questions.

Thanks,

Scott

Scott A. Kramer AIA, nCARB


PLUNKETT RAYSICH ARCHITECTS, LLP
partner
direct 414.410.2921 mobile 414.254.8912


# GERMANTOWN SCHOOL DISTRICT 

TO: Finance Committee

FROM: $\quad$ Ric Ericksen, Director of Business \& Auxiliary Services
AGENDA ITEM: VIII. Reports

## A. Vouchers - Previous Months Follow Up:

None

## B. Monthly Financial Reports:

1. All Financial Reports have been posted at both Google Shared Drive and Finance Committee web links when updated.

## C. General Reports and Other Financial Happenings

1. See attached Investments Snapshot from ADM
2. Under board policy 7300 - Disposition of Property, the business manager may dispose of property, for maximum salvage value, without prior board approval if under \$5,000 per unit. From time-to-time I report on high profile disposals. Marc and I would like to inform the committee of the following items being disposed:

|  | Bid Per Unit- | Bid Per Unit- |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Vendor | 6200 | 8200 | Rank | Total |

PC's - 70+/-

| Active Resource Co. |  | 45.00 |  | 60.00 | 1 | $5,205.00$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| HiTech Assets | No bid |  | No bid |  |  |  |
| R3new | No bid |  | No bid |  |  |  |


| Vendor |  | Rank | Total |
| :--- | ---: | ---: | ---: |
| Samsung XE-3's - 300+/- |  |  |  |
| Active Resource Co. | 25.00 | 1.00 | $7,500.00$ |
| Tech Defenders | 10.00 | 3.00 |  |
| Troxell | 11.25 | 2.00 |  |

August 25, 2017

|  | Contact Us |
| :---: | :---: |
| * | For personal assistance, call: 414-961-6600 |
| * | Visit us online: www.americandeposits.com |
| * | Questions on products \& services: info@americandeposits.com |
| * | Mail correspondence to: 505 Wells Street - Suite 200 Delafield, WI 53018 |

## Germantown School District N104 W13840 Donges Bay Road Germantown, WI 53022

 505 Wells Street - Suite 200 Delafield, WI 53018
## CGERSD03-2016 Referendum

| Transaction Type | Settlement Date | Amount | Balance |
| :---: | ---: | ---: | ---: |
| Beginning Balance | $\mathbf{0 8 / 0 1 / 2 0 1 7}$ |  | $\$ 85,055,285.58$ |
| CD Interest Earned | $08 / 02 / 2017$ | $\$ 11,585.33$ | $\$ 85,066,870.91$ |
| CD Interest Earned | $08 / 02 / 2017$ | $\$ 11,585.33$ | $\$ 85,078,456.24$ |
| Interest Distribution Client | $08 / 02 / 2017$ | $-\$ 11,585.33$ | $\$ 85,066,870.91$ |
| Withdrawal | $08 / 09 / 2017$ | $-\$ 757,098.77$ | $\$ 84,309,772.14$ |
| Withdrawal | $08 / 11 / 2017$ | $-\$ 328,684.37$ | $\$ 83,981,087.77$ |
| APS Vendor Payment CD SMITH | $08 / 25 / 2017$ | $-\$ 698,349.75$ | $\$ 83,282,738.02$ |
| Withdrawal | $08 / 25 / 2017$ | $-\$ 2,943.40$ | $\$ 83,279,794.62$ |
| Withdrawal | $08 / 25 / 2017$ | $-\$ 63,025.50$ | $\$ 83,216,769.12$ |
| Ending Balance | $\mathbf{0 8 / 2 5 / 2 0 1 7}$ |  | $\$ 83,216,769.12$ |

## ADM

# Germantown School District Account Summary: <br> CGERSD03-2016 Referendum <br> 08/25/2017 

## Deposit Activity

CD Interest Earned, Bank of the Ozarks - \$11,585.33
Total Credits - \$11,585.33

## Withdrawal Activity

8/9/2017 Withdrawal in the amount of $\$ 757,098.77$
$8 / 11 / 2017$ Withdrawal in the amount of $\$ 328,684.37$
8/25/2017 Vendor Payment to CD Smith in the amount of $\$ 698,349.75$
$8 / 25 / 2017$ Withdrawal in the amount of $\$ 2,943.40$
$8 / 25 / 2017$ Withdrawal in the amount of $\$ 63,025.50$
Total Debits - \$1,850,101.79

## Investment Activity

Bond proceeds are currently spread across 36 financial institutions:

| Altra Federal Credit Union | Jackson County Bank |
| :--- | :--- |
| American National Bank - Fox Cities | Landmark Credit Union |
| Associated Bank, National Association | Legacy Texas Bank |
| Bank of Hope | Marathon Savings Bank |
| Bank of the Ozarks | Metropolitan Commercial Bank |
| BankUnited, National Association | MidSouth Bank, National Association |
| BMO Harris Bank NA | NexBank, SSB |
| Bofi Federal Bank | North American Banking Company |
| CF Bank | Platinum Bank |
| Citizens Bank, National Association | Salin Bank and Trust Company |
| Cornerstone Bank | Starion Bank |
| Crown Bank | Summit Credit Union |
| Customers Bank | Texas Capital Bank, National Association |
| EverBank | The Farmers \& Merchants Bank |
| Fifth Third Bank | Tristate Capital Bank |
| First Internet Bank of Indiana | US Bank National Association |
| Hancock Bank | Westbury Bank |
| Heritage Bank National Association | Western Alliance Bank |

Miscellaneous: As a reminder, ADM only utilizes state approved investments for investing the District's funds. Investments that exceed $\$ 250 \mathrm{~K}$ per institution are backed with state and GFOA approved collateral which is held and tracked by ADM. All other investments listed on your statement are backed with FDIC insurance.

