

# GERMANTOWN SCHOOL DISTRICT

## Notice of Finance Committee Meeting

January 29, 2018

6:00 P.M.

**To Be Held at Germantown High School – Tech Ed Room**

**N180 W11501 River Lane**

**Germantown, WI 53022**

### AGENDA

**I. Meeting Called to Order**

**II. Roll Call**

**III. Agenda Revisions and Approval**

**IV. Approve Minutes**

A. December 18, 2017 Meeting Date

**V. Consent - Review & Discuss**

A. January Vouchers

**VI. Unfinished Business – Discussion with Appropriate Action**

A. Operational Cost Analysis of Additional/Remodeled Building & Sites

**VII. New Business – Discussion with Appropriate Action**

A. Monthly Purchase Requests Exceeding \$15,000 & Purchasing/Project Bid Results

B. 2018/2019 Student Fees

C. 2018 Summer School Fees

**VIII. Reports**

A. Voucher(s): Follow Up

B. Monthly Financial Reports

C. General Financial & Other Reports

1. Menomonee Falls Swim Club

2. 2016/2017 Financial Audit – Follow Up

3. Food & Nutrition

**IX. Adjourn**

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

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Finance Committee

**FROM:** Ric Ericksen, Director of Business & Auxiliary Services

**AGENDA ITEM:** IV.A. – Approve Minutes of the December 18, 2017 meeting

**ATTACHEMENTS:** See next page(s).

**RECOMMENDATION:** Approved as presented.

**GERMANTOWN SCHOOL DISTRICT**  
**Minutes of December 18, 2017 Finance Committee Meeting**

Held at Germantown School District Administration Building  
N104 W13840 Donges Bay Rd.  
Germantown, WI 53022

1. The meeting of the Finance Committee was called to order by Tom Barney at or about 6:15 p.m. Finance Committee Members Present: Borden, Soderberg. Absent Excused: Loth. Board member(s) Larson were present other Board members may have been present or arrived later. Also present was Ericksen, Holmes, Gabrysiak, Nowak and other administrators/staff may have been present or arrived later. Guests: Wendi Unger, Partner CPA with Baker & Tilley
2. Motion by Borden, second by Soderberg to move item VII B after VIC and approve the agenda as presented. Motion Carried.
3. Motion by Borden, second by Soderberg to approve the November 27, 2017 Finance Committee minutes as presented. Motion Carried.
4. Agenda Item V.: Motion by Borden, second by Soderberg to consent to Payment of Claims of the December vouchers. Motion Carried. Noting Borden abstained.
5. Ericksen reviewed Agenda Item VI.A.: Tax Incremental District #7. General conversations ensued. Motion by Borden, second by Barney to bring forward with a positive recommendation to direct Ericksen to vote in favor of TID#7 as presented at the next Joint Review Board meeting. Motion carried.
6. Ericksen reported on Agenda Item VI.B.: the Additional/New Facility Operational Cost Analysis as presented. No action.
7. Ericksen reviewed Agenda Item VI.C.: Germantown High School Technical Education Equipment Purchasing. General conversations ensued. Motion by Borden, second by Soderberg to bring forward with a positive recommendation to begin purchasing Germantown Technical Education Equipment using the tables below as a general guideline and fund the purchases out of the General Fund 10 fund balance except as otherwise noted on the Optional Sources of Funding table as presented. Motion carried.
8. Ericksen reintroduced Wndi Unger, CPA Partner with Baker and Tilley the districts auditor who reviewed the reports associated with the 2016/2017 Finance Audit. Taking note that she placed emphasis on the report entitled Communication to Those Charged with Governance and Management. General discussion ensued. No action.

9. Purchases Exceeding \$15,000 Agenda Item VII.A.: Ericksen/other administrators reviewed items in the background packet:
  - Motion by Borden, second by Soderberg to bring forward a positive recommendation to the Board of Education to renew the MAP licenses for the 2018 year in an amount not to exceed \$21,437.50 to be funded out of the appropriate accounts in the Teaching & Learning budget. Motion carried.
  - Motion by Borden, second by Soderberg to bring forward to the Board of Education with a positive recommendation to purchase the backup appliance from DIGICORP in an amount not to exceed \$42,699.00 to be funded out of the appropriate accounts in the Information Technology budget. Motion carried
10. Ericksen reported on Agenda Item VII.C.: Skyward – School Business Activities Accounting Software. General discussions ensued. Committee agree of the need to purchase and implement. No formal action was necessary.
11. Ericksen reported, provided information and/or update the Committee on all topics as shown in under VIII Reports section of the agenda: Voucher Follow Up, Monthly Financial Reports, and General Financial Reports. General discussions ensued. Emphasis on updates relative to Bond Investments, the local Swim Club, and 2018 Summer School Fees. No action taken.
12. Motion by Borden, second by Soderberg to adjourn the meeting. Motion Carried.
13. Meeting Adjourned at approximately 7:33 p.m.

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Finance Committee

**FROM:** Ric Ericksen, Director of Business & Auxiliary Services

**AGENDA ITEM:** V.A. – Consent of January 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.

The report has been posted at the district's web site Finance Committee link.

**ATTACHEMENT(S):** None

**RECOMMENDATION:** Consent to Payment of Claims of vouchers as presented & reviewed.

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Finance Committee

**FROM:** Ric Ericksen, Director of Business & Auxiliary Services

**AGENDA ITEM:** VI.A. – Additional/New Facility Operational Cost Analysis

Please refer to the October & November Finance Committee background for previous information.

Some recent considerations being reviewed are:

1. Outsourcing specialized cleaning areas such as the Performing Arts Center. Director of Building & Grounds, Don Erickson, is discussing this matter with one sub-contractors who provides this service post construction.
2. Need for ancillary equipment relative to safety and community. I have asked the Safety Committee to provide a formal recommendation to me relative to purchases such wheelchairs, defibs, first aid, etc. resulting in our additional square footage and special areas of construction.

In addition, Director of Building & Grounds, Don Erickson will be researching recent survey work performed by area districts and/or applicable associations relative to custodial staffing per square footage and assignments to special areas such as fieldhouse, pool, and PAC.

**ATTACHEMENTS:** none

**RECOMMENDATION:** none

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board of Education                      **TOPIC:** Purchases Over \$15,000  
**FROM:** Ric Ericksen                      **BOARD MEETING:** January 29, 2018  
**DATE:** January 24, 2018                      **AGENDA ITEM:**

**FC Date:** January 29, 2018  
**FC Agenda Item(s):** VII. A.

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

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### **\$1,072,922.52: Germantown High School Technical Education Capital Purchases**

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

Bring forward to the Board of Education with a positive recommendation to invest in the equipment set forth in the following page(s) entitled Equipment Purchasing & Funding Report and award the purchases to the vendors as stated in an amount not to exceed \$1,072,922.52 (*grand total of all purchases*) and charge these purchases to the appropriate accounts in the general fund as approved by the Board of Education on December 18, 2017.

#### **Background:**

As mentioned above the Board of Education approved the Purchasing and Funding Guidelines on December 18, 2017. A copy is attached for your reference.

Mr. Tim Mehring and Mr. Jon Stachowiak will be present to review the details of the requested purchases. We have met and 1) reviewed the purchasing process & expectations relative to the business office; 2) reviewed the supporting detail documentation relative to vendor selection and; 3) discussed the subsequent reporting to the Finance Committee relative to its policy regarding Purchases Over \$15,000. It is understood that purchases orders or commitments will not advance until the Finance Committee approves these purchases under the policy guidelines.

THIS PURCHASING effort is unique inasmuch as, among other reasons, the Board of Education has expressed its desire to move quickly on these purchases in order to outfit classrooms for instructional purposes for second semester. Also, it is hard to separate \$15,000 items from smaller capital items – this is apparent on the accompanying spreadsheet.

A spreadsheet with multiple equipment purchases is being presented tonight. The spreadsheet is designed with the spirit of the policy in mind to include multiple quotes and provide transparency.

Finally, detail documentation supporting the vendor of choice is available in the high school technical education offices. Given the format and length of its detail it is **not** be attached.

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: Utilitze 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 Contgency Fund	TBD			2017/2018 could/should be allocated in/by 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 Wise 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
29						29
30						30
31						31
32						32
33	<b>F) AVAILABLE</b>	\$82,177		\$82,177		33
34						34
35						35
36						36
37						37
38						38
39						39
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	Germantown High School Technical Education Department						
	Equipment Purchasing & Funding Report						
	Prepared for January 29, 2018 Finance Committee Meeting						
		Estimated					
Ref.	<b>PURCHASES REQUESTED: JANUARY 29, 2018 FINANCE COMMITTEE</b>	Unit Price	Units	Total	Department	Vendors Providing Quotes/Other Notations	Ref.
58							58
59	COMPUTER, HARDWARE, ETC.						59
60	30 LAPTOPS WITH CART AND MICE	N/A	1	#VALUE!	PLTW 2	MARC GABRYSLAK	60
61	30 LAPTOPS WITH CART AND MICE	N/A	1	#VALUE!	METALS	MARC GABRYSLAK	61
62	Printers	N/A	3	#VALUE!	MULTIPLE	MARC GABRYSLAK	62
63	Elmo	N/A	2	#VALUE!	MULTIPLE	MARC GABRYSLAK	63
64	HASS QUOTE						64
65	HAAS Mini Mill EDU	\$ 30,937.00	1	\$ 30,937.00	FAB LAB	FACTORY DIRECT FROM HAAS WITH EDUCATIONAL DISCOUNTS, TRAINING, AND LOCAL BUSINESS RESOURCES	65
66	HAAS Tool Room Mill 2	\$ 44,495.00	1	\$ 44,495.00	MANU		66
67	HAAS Tool Room Mill 2	\$ 46,387.00	1	\$ 46,387.00	MANU		67
68	HAAS Tool Room Lathe	\$ 36,540.00	1	\$ 36,540.00	MANU		68
69	HAAS Simulators	\$ 1,750.00	6	\$ 10,500.00	MANU	HAAS INCLUDES SHIPPING IN THEIR PRICING	69
70	Shipping		INCLUDED				70
71	Total			\$ 168,859.00			71
72	NEUS QUOTE						72
73	JET JTM-4VS 200S Mill with Attachments	\$ 15,135.40	4	\$ 60,541.60	MANU	SHARP AND KENT OFFERED QUOTES, JET MOST COST EFFECTIVE	73
74	JET GH-1440 Lathe with Attachments	\$ 11,706.85	12	\$ 140,482.20	MANU	SHARP AND KENT OFFERED QUOTES, JET MOST COST EFFECTIVE	74
75	JET HBS-916W Horizontal Band Saw	\$ 3,758.20	1	\$ 3,758.20	MANU	SHARP AND KENT OFFERED QUOTES, JET MOST COST EFFECTIVE	75
76	PM2020 Short Bed Lathe	\$ 3,400.99	1	\$ 3,400.99	WOODS	EDUCATIONAL DISCOUNT, TECHNICAL SUPPORT, AND SUPPORTING LOCAL BUSINESS, POWERMATIC AND JET WILL SHIP THE EQUIPMENT FOR ALMOST FREE.	76
77	JET J-2530 Drill Press	\$ 550.05	2	\$ 1,100.10	FAB LAB		77
78	JET J-8201k Bandsaw	\$ 1,376.55	2	\$ 2,753.10	FAB LAB		78
79	PM 2013B Bandsaw	\$ 5,338.99	1	\$ 5,338.99	METALS		79
80	PM VBS-1408 Bandsaw	\$ 4,274.05	1	\$ 4,274.05	WOODS		80
81	PANEL SAW	\$ 2,705.75	1	\$ 2,705.75	WOODS		81
82	SAWSTOP Equipment	\$ 1,196.00	1	\$ 1,196.00	WOODS		82
83	Dewault 14" Saw	\$ 588.00	1	\$ 588.00	WELDING		83
84	PM2700 Shaper	\$ 4,749.98	1	\$ 4,749.98	WOODS		84
85	M18 Cordless Drill Kit	\$ 379.05	8	\$ 3,032.40	MULTIPLE		85
86	M12 Cordless Drill Kit	\$ 94.05	2	\$ 188.10	FAB LAB		86
87	Milwaukee 1/2" Impact	\$ 426.55	1	\$ 426.55	AUTOS		87
88	HP-5A, 5-TON HYDRAULIC PRESS						88
89	Shipping			\$ 780.00		SHIPPING FOR ALL ITEMS	89
90	Total			\$ 234,536.01			90
91	BAILEIGH QUOTE						91
92	HYDRAULIC IRONWORKER SW-623	\$ 16,095.00	1	\$ 16,095.00	MANU	WE RECEIVED MULTIPLE QUOTES AND BAILEIGHS OVERALL PRICES WERE BETTER. BAILEIGH ALSO OFFERS MACHINES THAT OTHER BRANDS DO NOT.	92
93	HYDRAULIC SHEET METAL PRESS BRAKE BP-5060NC	\$ 38,395.00	1	\$ 38,395.00	MANU		93
94	SHEAR BRAKE ROLL SBR-5216	\$ 2,295.00	1	\$ 2,295.00	MANU		94
95	ARBOR PRESS AP-5	\$ 595.00	1	\$ 595.00	MANU		95
96	TUBE BENDER - RDB-150	\$ 6,095.00	1	\$ 6,095.00	MANU		96
97	BAILEIGH DRILL PRESS VARIABLE SPEED DP-1000VS	\$ 3,095.00	1	\$ 3,095.00	MANU		97
98	HOLE SAW NOTCHER TN-210H	\$ 210.00	2	\$ 420.00	MANU		98
99	SHEET METAL CORNER NOTCHER SN-F16-FN	\$ 595.00	2	\$ 1,190.00	MANU		99
100	MPS-5 THROATLESS SHEAR	\$ 795.00	1	\$ 795.00	MANU		100
101	COMPACT METAL SHEAR SH-6010	\$ 14,695.00	1	\$ 14,695.00	MANU		101
102	MANUAL SLIP ROLLER SR-3622M	\$ 995.00	1	\$ 995.00	MANU		102
103	POWER BEAD ROLLER BR-18E-24	\$ 995.00	1	\$ 995.00	MANU		103
104	HEAVY DUTY BOX AND PAN BRAKE BB-4816	\$ 1,895.00	1	\$ 1,895.00	MANU		104
105	ATTACHMENTS	\$ 1,534.00	1	\$ 1,534.00	MANU		105
106	Shipping			\$ 2,200.00		SHIPPING FOR ALL ITEMS	106
107	Total			\$ 91,289.00			107
108	PAXTON / PATTERSON QUOTE						108

	Germantown High School Technical Education Department						
	Equipment Purchasing & Funding Report						
	Prepared for January 29, 2018 Finance Committee Meeting						
		Estimated					
Ref.	PURCHASES REQUESTED: JANUARY 29, 2018 FINANCE COMMITTEE	Unit Price	Units	Total	Department	Vendors Providing Quotes/Other Notations	Ref.
109	M439420 TS-10 Wood Working Cabinet	\$ 2,312.00	3	\$ 6,936.00	WOODS	MIDWEST AND WORTHINGTON DIRECT OFFERED QUOTES	109
110	M557518 MW68E Work Benches	\$ 1,636.00	5	\$ 8,180.00	WOODS	MIDWEST AND WORTHINGTON DIRECT OFFERED QUOTES	110
111	Shipping					INCLUDES SHIPPING IN THEIR PRICING	111
112	Total			\$ 15,116.00			112
113	TAYLOR QUOTE						113
114	Narrow Stile 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-PC	\$ 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			\$ 1,000.00		SHIPPING FOR ALL ITEMS	118
119	Total			\$ 16,315.00			119

	Germantown High School Technical Education Department						
	Equipment Purchasing & Funding Report						
	Prepared for January 29, 2018 Finance Committee Meeting						
		Estimated					
Ref.	PURCHASES REQUESTED: JANUARY 29, 2018 FINANCE COMMITTEE	Unit Price	Units	Total	Department	Vendors Providing Quotes/Other Notations	Ref.
120	MAKERBOT QUOTE						120
121	MP07825 MakerBot Replicator +	\$ 2,499.00	6	\$ 14,994.00	FAB LAB	FACTORY DIRECT FROM MAKER, GSC WAS GIVEN A CHANCE TO QUOTE	121
122	Equiptment	\$ 5,724.00	1	\$ 5,724.00	FAB LAB	FACTORY DIRECT FROM MAKER, GSC WAS GIVEN A CHANCE TO QUOTE	122
123	Shipping			\$ 575.94		SHIPPING FOR ALL ITEMS	123
124	Total			\$ 21,293.94			124
125	LAGUNA QUOTE						125
126	MCNC SS PLASMA 2 4X4 A120 PKG	\$ 25,995.00	1	\$ 25,995.00	MANU	WELD SPECIALTIES AND LINCOLN OFFERED QUOTES	126
127	48" X 96" Swift 3HP Liquid Cooled Spindle	\$ 16,245.00	1	\$ 16,245.00	WOODS	BAILEIGH	127
128	Laguna 8" Parallelogram Jointer	\$ 1,248.00	2	\$ 2,496.00	WOODS	NEUS AND POWERMATIC OFFERED QUOTES	128
129	Misc Tooling, Software, etc	\$ 8,945.50	1	\$ 5,072.00	MANU	SPECIFIC PARTS TO RUN THE MACHINES PROPERLY	129
130	Shipping			\$ 3,174.00		SHIPPING FOR ALL ITEMS	130
131	Total			\$ 52,982.00			131
132	LAB MIDWEST QUOTE						132
133	Fenceless LR Mate 200iD/4S with R-30iB	\$ 40,495.00	1	\$ 40,495.00	FAB LAB	NO OTHER ROBOTIC ITEM ON MARKET AT THIS PRICE	133
134	FANUC Robot Loaded Machining Center	\$ 109,590.00	1	\$ 109,590.00	PLTW	FIRST TECHNOLOGIES OFFERED QUOTES	134
135	AD2446-1 Robotic Education Cell	\$ 65,200.00	1	\$ 65,200.00	WELDING	NO OTHER ROBOTIC ITEM ON MARKET AT THIS PRICE	135
136	VRTEX ENGAGE (TRAINER)	\$ 10,114.00	1	\$ 10,114.00	WELDING	NO OTHER TRAINER ON MARKET	136
137	Shipping					SHIPPING INCLUDED ON THE PRICES	137
138	Total			\$ 225,399.00			138
139	FORMLABS QUOTE						139
140	(Rapid Prototyper) Fuse 1	\$ 10,000.00	1	\$ 10,000.00	FAB LAB	NO OTHER PROTOTYPING ITEM ON MARKET AT THIS PRICE	140
141	(Rapid Prototyper) Form 2	\$ 3,500.00	1	\$ 3,500.00	FAB LAB	NO OTHER PROTOTYPING ITEM ON MARKET AT THIS PRICE	141
142	Extra Equiptment Needed	\$ 11,429.55	1	\$ 11,429.55	FAB LAB	NO OTHER PROTOTYPING ITEM ON MARKET AT THIS PRICE	142
143	Shipping			\$ 500.00		SHIPPING FOR ALL ITEMS	143
144	Total			\$ 25,429.55			144
145	HUNTER QUOTE						145
146	(Alignment Rack) WA684-CM w/ Equipment	\$ 28,933.03	1	\$ 28,933.03	AUTOS	CURRENTLY WE HAVE A HUNTER DRIVE ON RACK	146
147	Shipping					SHIPPING INCLUDED ON THE PRICES	147
148	Total			\$ 28,933.03			148
149	BUMPER TO BUMPER QUOTE						149
150	CoolTech AC Recovery Machine	\$ 2,839.99	1	\$ 2,839.99	AUTOS	NAPA OFFERED QUOTES	150
151	Shipping					SHIPPING INCLUDED ON THE PRICES	151
152	Total			\$ 2,839.99			152
153	WELD SPECIALTY QUOTE						153
154	Miller Welders with Equiptment	\$ 52,280.00	1	\$ 52,280.00	AUTOS	AIRGAS OFFERED QUOTES	154
155	Shipping					SHIPPING INCLUDED ON THE PRICES	155
156	Total			\$ 52,280.00			156
157	FIRST TECHNOLOGIES QUOTE						157
158	Helix Laser with Equipment	\$25,121.00	2	\$ 50,242.00	WOODS/FAB	FIRST TECHNOLOGY IS THE VENDER IN THIS AREA FOR EQUIPMENT	158
159	Vinyl Cutter	\$2,935.00	1	\$ 2,935.00	FAB LAB	FIRST TECHNOLOGY IS THE VENDER IN THIS AREA FOR EQUIPMENT	159
160	ScorBot Upgrade	\$4,995.00	1	\$ 4,995.00	PLTW	FIRST TECHNOLOGY IS THE VENDER IN THIS AREA FOR EQUIPMENT	160
161	Scorbot Skills Upgrade	\$3,504.00	1	\$ 3,504.00	PLTW	FIRST TECHNOLOGY IS THE VENDER IN THIS AREA FOR EQUIPMENT	161
162	Afinia Scanner	\$5,374.00	1	\$ 5,374.00	FAB LAB	FIRST TECHNOLOGY IS THE VENDER IN THIS AREA FOR EQUIPMENT	162
163	Shipping					SHIPPING INCLUDED ON THE PRICES	163
164	Total			\$ 67,050.00			164
165	FARO QUOTE						165
166	Faro Arm	\$30,710.00	1	\$ 30,710.00	MANU	FACTORY DIRECT PRODUCT, DISCOUNTS BECAUSE OF EDUCATION	166
167	Faro Scanner	\$15,649.00	1	\$ 15,649.00	MANU	FACTORY DIRECT PRODUCT, DISCOUNTS BECAUSE OF EDUCATION	167
168	Software	\$3,641.00	1	\$ 3,641.00	MANU	FACTORY DIRECT PRODUCT, DISCOUNTS BECAUSE OF EDUCATION	168
169	Shipping					SHIPPING INCLUDED ON THE PRICES	169
170	Total			\$ 50,000.00			170

	Germantown High School Technical Education Department						
	Equipment Purchasing & Funding Report						
	Prepared for January 29, 2018 Finance Committee Meeting						
		Estimated					
Ref.	PURCHASES REQUESTED: JANUARY 29, 2018 FINANCE COMMITTEE	Unit Price	Units	Total	Department	Vendors Providing Quotes/Other Notations	Ref.
171	QUOTE						171
172			1	\$ -	MANU	FLOW AND WARDJET OFFERED QUOTES	172
173	Shipping					SHIPPING FOR ALL ITEMS	173
174	Total			\$ -			174
175	COMPUTER BUILD WITH VR QUOTE						175
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	\$16,000.00	1	\$ 16,000.00	PLTW	PURCHASE IN PIECES	180
181	Shipping			\$1,000		SHIPPING FOR ALL ITEMS	181
182	Total			\$ 17,000.00			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
	NOT IN THIS QUOTE LIST						
	TOOLING FAB	\$5,000.00					
	TOOLING MANUFACTURING	\$60,000.00					
	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 LATHE	\$6,000.00					
	ENGINE CRANE	\$350.00					
	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
2017/2018 General Fund 10 Ending Balance	Up to \$1,155,100	TBD
<b>Any combinations of above.</b>		

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Finance Committee

**FROM:** Ric Ericksen, Director of Business & Auxiliary Services

**AGENDA ITEM:** VII.B. – 2018/2019 Student Fees

Approving student fees is one of the first steps in the budget building process. Final board approval is generally done between the months of January and March in order to give the schools ample time to prepare printed or electronic material for registration.

### **Attachments for Review**

- Annual Sussex school district fee survey.
- Our 2017/2018 fee schedule.

The administrative team will be assessing the need for any changes for 2018/2019, if any, over the course of the next month. A proposed fee schedule for 2018/19 will be brought forward at that time.

The Food Lunch price changes, if any, will be presented to the Finance Committee separately in late spring or early summer.

**ATTACHMENT(S):** Sussex Survey, 2017/2018 Germantown School District fee schedule.

**RECOMMENDATION:** None.

2017-2018 SCHOOL FEES COMPARISON											
District	Kindergarten	Elementary	Middle School	High School	Driver Education	Athletic Fees	Technology User Fees	Club Fees	Other Fees	Average Fee for HS 1Sport,1Club, Parking	Average Fee MS 1Sport,1Club,Band
Arrowhead	N/A	N/A	N/A	\$55.00	N/A	<b>\$172 One time fee</b>			<b>\$174 Parking</b>	\$401.00	N/A
Brown Deer	4K \$35.00 5K \$50.00	\$50.00	Grade 5-8 \$65.00	\$80.00	N/A	MS \$40/Sport HS \$55/Sport Athletic Trans Fee \$25/yr	N/A	\$25 Activity Fee	\$25-50 Instrument Rental Various Course Fees \$10 - \$50 \$0 Parking Transcript \$5.00	\$185.00 without parking	\$192.50
Cedarburg	4K \$20.00 K5 All Day \$40.00	\$40.00	\$50.00	\$70.00	N/A	MS \$25/Sport \$50 max/child \$100/Family HS \$65/Sport Family cap \$325	N/A	MS Forensics \$25 HS Forensics \$45 HS Debate \$45	HS \$25/indv Sport Pass HS \$75/Family Sport Pass \$50/Semester Instrument Rental \$150 Parking	\$330.00	\$200.00
Elmbrook	All Day \$55.00	\$55.00 \$12 Nature Ctr Field Trip	\$65.00	\$85.00	N/A	MS \$50 sports HS \$80/one sport \$160/two or more sports	\$18.00 per student	MS \$45 Music contest \$45 MusicDrama,\$90 max HS \$45 Music contest \$45clubs/\$70DebateForensics \$65 MusicDrama,\$130 max	\$60 Instrument Rental \$200 Parking No student max all activities Club fees are one time charges \$10 band/orch/chorus fee	\$428.00	\$283.00
Fox Point-Bayside	\$85.00	\$85.00	\$85.00	N/A	N/A		N/A				
Germantown	1/2 Day \$35.00 All Day \$55.00	\$55.00	\$65.00	\$75.00	N/A	\$75 per activity \$375 max per family inc club fees		\$75 per activity \$375 max per family inc athletic fees	Various Course Fees \$5 - \$80 \$200 Parking Annual \$50 Instrument Rental	\$425.00	\$265.00
Grafton	\$30.00	\$40.00	\$45.00	\$50.00	N/A	MS \$35/sport HS \$50/sport	\$25 each Student	Varies to cover cost	\$50 Student Parking	\$175.00	\$105.00
Greendale	K4 \$35.00 K5 \$60.00	\$60.00	\$70.00	\$85.00	N/A	MS \$60 HS \$120.00 inc. Activities,Intramurals & Adm Pass \$300 Fam cap	\$0	Activities,Intramurals & Adms Pass(n/c if in sport) MS \$25 HS \$25	\$75(1)-\$100(2) Instrument Rental \$85 Parking per semester \$160 Parking annual	\$365.00	\$205.00
Hartford UHS	N/A	N/A	N/A	\$95.00	N/A	\$120 one time fee \$240 Family Max	None	N/A	\$100 Parking/\$50 lower lot Instrument Rental \$35	\$290.00	N/A
Hartford Jt#1	\$34.00	\$47.00	\$57.00	N/A	N/A	N/A	\$25 Technology	Intramurals \$25.50 Clubs \$30.50	\$60 Band	N/A	\$198.00
Kettle Moraine	K4 \$30.00 K5 \$64.00	K-2 \$64.00 3-5 \$69.00	\$65.00	\$83.00	N/A	MS \$80.00 HS \$150.00	None	MS \$25.00 HS \$40.00	\$200/\$180/yr Parking \$5/Day Summer School \$20 max Instrument Rental \$75 Music Uniform Rental \$10/\$18	\$463.00	\$255.00
Kewaskum	K4 \$15.00 K5 \$40.00	\$40.00	\$60.00	\$60.00	N/A	MS \$25/Sport HS \$50-60/Sport Student Cap \$120 Family Cap \$240	None	\$10	<b>\$50 Parking</b> \$15 Activity Pass	\$175.00	\$95.00

2017-2018 SCHOOL FEES COMPARISON											
District	Kindergarten	Elementary	Middle School	High School	Driver Education	Athletic Fees	Technology User Fees	Club Fees	Other Fees	Average Fee for HS 1Sport,1Club, Parking	Average Fee MS 1Sport,1Club,Band
Menomonee Falls	4K \$25.00 K5 \$75.00	\$75.00	\$90.00	\$130.00	N/A	<b>MS \$145.00/Sport HS \$190.00/Sport</b> 4 Sports per Family Max	None	One time fee/school year \$20.00	Instrument Rental \$75.00 \$170/yr Parking 6-12 Career/Tech Ed Mat Fee \$25	\$535.00	\$355.00
Mequon-Thiensville	\$65.00 Resource Fee	\$65.00 Resource Fee	\$80.00 Resource Fee	\$105.00 Resource Fee Var Class Fees	N/A	MS \$75.00/Activity HS \$135.00/ Activity		Debate/Forensics/Drama MS \$50 HS \$125	\$300/yr Parking Instrument Rental \$50.00	\$665.00	\$255.00
Mukwonago	Half Day \$35.00 K5 \$61.00	\$61.00	\$82.00 (no class fees)	\$95.00 (no class fees)	N/A	Gr.7&8 \$75.00 \$400 Max Gr.9-12 \$100.00 \$400 Max		No course fees	Instrument Rental \$60/yr \$180/yr Parking, \$3/Day Summer School \$0 / \$50 out of District	\$375.00	\$217.00
Muskego-Norway	1/2 Day \$50.00 All Day \$50.00	\$55.00	\$65.00	\$75.00 + \$15 for Arts	N/A	\$10 Random Drug Test MS \$45/Sport HS \$75 Max chg 2/student		N/A	\$35 Chromebook Fee 5-12 Optional \$25 Ins on Chromebook \$125 Parking	\$310.00	\$145.00
New Berlin	1/2 Day \$46.00 All Day \$91.00	\$104 4 - 6 \$91 K - 3 (\$90/85 if paid by 8/25)	\$105.00 (\$92 if paid by 8/25)	\$300 Fam Max \$122.00 (\$107 if paid by 8/25)	N/A	Gr 7-8 \$55/Student \$165 Family Max Gr 9-12 \$120/Student \$360 Family Max	none	none	\$50 Instrument Rental \$200 Parking Student Athletic Pass 8 event \$15/Unlimited \$25	\$442.00	\$210.00
Oconomowoc	K4 \$30.00 K5 \$55.00	\$80.00	Gr. 5-8 \$85.00	\$95.00	N/A	MS \$75 HS \$150 Per year unlimited sports	N/A	MS \$30 HS \$45 Per year unlimited clubs	\$125 parking \$150 Instrument Rental (on certain instruments)	\$415.00	\$190.00
Pewaukee	K4 \$20.00 K5 \$48.00	\$48.00	\$68.00	\$83.00	N/A	MS \$30/sport HS \$50/sport	Bag&Battery Fee 5-6 \$7.50 7-12 \$12.50	\$10 per club	\$75/\$100/\$125/\$150 Parking \$2/day \$35 Optional Laptop Insurance \$30 Band Uniform Fee HS \$50 Instrument Rental MS	\$268.50	\$170.50
Port Washington	\$20.00	Grade 1 \$50.00 Grd 2-4 \$53.00	<b>Grade 7&amp;8 \$93.00</b>	<b>\$93.00</b>	N/A	MS \$60/student,\$120 max HS \$85/student,\$170 max  \$340 Family Max	N/A	co-curricular fee \$20.00	\$70-\$100 Parking Fee	\$283.00	\$173.00
Saint Francis	K4 \$30.00 K5 \$40.00	\$60.00	\$65.00	\$80.00	N/A	HS \$60/Sport \$120 Max/Student \$300 Max/Family	\$0.00	No Cost, Minimum 8 Students	\$50 Parking \$35 Student Athletic Transport Fee \$25 Student Athletic Admission Fee \$50 Instrumental Rental	\$225.00	\$115.00
Shorewood	K4 <b>\$80</b> K5 <b>\$89</b> Includes \$9 ACE Fee	\$139.00	<b>\$135.00</b>	\$150.00	N/A	MS \$50/sport Max \$100/Student HS \$125/sport Max \$250/Student	N/A	MS \$30/Student,\$60 Max  <b>HS \$60 each on most</b>	<b>Parking \$100 per semester HS Course Fees \$10-\$30 Planners ES/MS \$4-\$5 Instrument Rental \$70 if needed</b>	\$535.00	\$285.00
Slinger	\$55.00	\$55.00	\$65.00	\$65.00	\$185 for BTW	MS\$40/HS\$75/ <b>FB \$100</b> \$25 Green Fees for Golf <b>(athletic fees incl fitness ctr)</b>	Various Class Fees \$5 - \$25	AcDec/Forensics/Debate \$20 Varies to Cover Cost	\$70 Parking \$75 Instrument Rental \$20 Athletic/Activity Pass	\$230.00	\$180.00
South Milwaukee	<b>4K \$35.00 5K \$55.00</b>	<b>\$55.00</b>	<b>\$65.00</b>	<b>\$90.00</b>	N/A	\$75/sport 1 child \$225 max 2 children \$350 max 3 children \$475 max		\$20/Activity \$60/Family	\$12 Kindergarten Mat Fee \$100 Parking \$0-\$15 Class Summer School \$40 Chromebook Insurance	\$325.00	\$160.00



2017-2018 SCHOOL FEES COMPARISON											
District	Kindergarten	Elementary	Middle School	High School	Driver Education	Athletic Fees	Technology User Fees	Club Fees	Other Fees	Average Fee for HS 1Sport,1Club, Parking	Average Fee MS 1Sport,1Club,Band
Watertown	\$35.00	\$35.00	\$40.00 \$10 Laundry \$40 Shop/sem \$15 Survey	\$45.00 \$20 Art \$20 Foods \$40 Shop/sem	N/A	MS \$25/sport,\$75/Family HS \$75/sport,\$225/Family	Elem \$5 MS \$15 HS \$15	MS \$25/activity,\$75/Family HS \$75/activity,\$225/Family Extracurr incl's athletics & productions	\$75 Parking/\$2 Day \$50 Instrument Rental \$25 Percussion \$15 Summer School \$35 All Sport Pass,\$1/Senior Athletic Event \$2/Student \$3/Adult Athletic Event	\$285.00	\$155.00
Waukesha	K4 \$25.00 K5 \$60.00	\$60.00	\$60.00	\$90.00	N/A	HS only \$150 per athlete - no limit - no caps	\$25	None	\$100/semester Parking or \$5/Day <b>\$3 - \$70 Course Fees</b>	\$465.00	\$85.00
Wauwatosa	Jr. \$35.00 Sr. \$55.00	\$55.00	\$80.00	\$80.00	N/A	MS \$25/Sport HS \$50/Sport			\$8/Percussion \$50/Individual Instrument Rental \$25/Shared Instrument Rental	\$130.00 without parking	\$155.00
HAMILTON  <b>2017-18</b>	1/2 Day \$30.00 <b>All Day \$65.00</b>	<b>\$65.00</b>	<b>\$75.00</b>	<b>\$90.00</b>	\$175 Class \$175 BTW	<b>MS \$50/sport HS \$65/sport</b> HS has special course fees \$10 - \$40		<b>MS \$25/\$15 HS \$35/\$20/\$0</b>	<b>\$150 Parking</b> \$75 Family Athletic/Activity Pass \$3 Student Athletic Event unless WIAA \$4 Adult Athletic Event unless WIAA \$5 Transcript Fee	\$330.00	\$145.00

Changes are listed in bold red

No response to survey

Fees from website

Averages(inc Tech Fees)

Elementary

Middle

High

Average Athletic Fee

Middle School

\$55.43

High School

\$97.00

Average Parking Fee per year

\$141.73

4K

\$35.33

\$65.13

\$76.94

\$89.29

5K

\$58.85

Germantown School District

Approved 2017-2018 Student Fees -Approved by Board of Education 4/24/2017								4/24/2017
Description	2010-2011	2011-12	2012-13	2013-14	2014-15	2015-2016	2016-2017	Approved 2017-2018
<b>Athletic and Co-Curricular (K-5) Fee Per Activity</b>	\$50.00	\$50.00	\$75.00	\$75.00	\$75.00	\$75.00	\$50.00	\$50.00
<b>Athletic and Co-Curricular (6-12) Fee Per Activity</b>	\$50.00	\$50.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
<b>Athletic and Co-Curricular (K-12) Family Max</b>	\$250.00	\$250.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
<b>Early Childhood Registration</b>	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
<b>Kindergarten Registration</b>	\$50.00	\$50.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
<b>Elementary School (1 - 5) Registration</b>	\$50.00	\$50.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
<b>Middle School (6 - 8) Registration</b>	\$60.00	\$60.00	\$60.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
<b>Middle School Course Fees</b>								
7th Grade Science Only							\$3.50	\$3.50
Design and Molding							\$5.00	\$5.00
Construction Systems							\$5.00	\$5.00
Manufacturing Systems							\$10.00	\$10.00
Exploring Technology							\$3.00	\$3.00
Transportation and Energy							\$10.00	\$10.00
<b>High School (9 - 12) Registration</b>	\$60.00	\$60.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
<b>High School Course Fees</b>								
Accounting	\$35.00	\$35.00	\$35.00	\$35.00	\$45.00	\$45.00	\$45.00	\$45.00
AP Art Studio 2D (2 year course - \$100.00 per year)						\$100.00	\$100.00	\$100.00
AP English	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
AP Chemistry					\$30.00	\$30.00	\$30.00	\$30.00
AP Economics					\$20.00	\$20.00	\$20.00	\$20.00
AP Music Theory					\$35.00	\$35.00	\$0.00	\$0.00
AP Physics						\$20.00	\$20.00	\$20.00
Architectural Drafting Design	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Art Courses per semester	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Auto Mechanics I - (Auto Technology)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Auto Mechanics II - (Auto System/Diagnostics)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Band Instrument Rental	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Consumer Auto per semester	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
World Languages Workbooks (F,G,S)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$25.00	\$25.00
Foods per semester	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Foods - Senior Foods per semester	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Interior Design	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Machine Tool Technology	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Manufacturing per semester	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Metal Fabrication per semester	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Parenting - (Child Care Skills)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Photography	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Physical Education Field Experiences	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
<b>PROJECT LEAD THE WAY:</b>								
Biotechnical Engineering				\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Digital Electronics				\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Introduction to Engineering				\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Principles of Engineering				\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Civil Engineering and Architecture				\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Transportation/Energy/Power per semester	\$8.00	\$8.00	\$8.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Welding I - (Basic Welding) per semester	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$20.00	\$20.00	\$20.00
Welding II - (Advanced Welding/Fabrication per semester	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$20.00	\$20.00	\$20.00
Intro to Woodworking per semester	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Woods Design per semester	\$10.00	\$10.00	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00
Building Construction	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Robotics							\$20.00	\$20.00
Yearbook	\$50.00	\$50.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Student Parking per semester	\$75.00	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00

## 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:**

**FC Agenda Item(s):** VII. C.

### **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	
Net Program Cost Before State Aid	\$122,021	
State Aid based on 31 FTE	\$229,554	this aid is received in 2017/2018
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:** Finance Committee

**FROM:** Ric Ericksen, Director of Business & Auxiliary Services

**AGENDA ITEM:** VIII. Reports

### **A. Voucher(s): Follow Up**

None

### **B. Monthly Financial Reports**

1. All Financial Reports are posted at the Finance Committee web link.
2. Monthly ADM – Snapshot report is attached.

### **C. General Financial Reports**

#### **1. Menomonee Falls Swim Club Update**

Please see attached. This report was presented to the Building Committee on Jan 15. There is nothing new to report.

#### **2. 2016/2017 Financial Audit – Follow Up**

Please see attached response from Riteway to concerns presented in the audit findings.

#### **3. Food & Nutrition**

Please see the attached mid-year report from Director Shelley Juedes. She will be scheduled to attend a Finance Committee meeting in spring to answer questions and discuss any meal price changes for 2018/2019.

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**AGENDA ITEM:** IX. Adjourn



**Germantown School District Account Summary**  
**CGERSD03 – 2016 Referendum**  
*12/30/2017*

**Deposit Activity**

12/1/2017	CD Interest Earned, Westbury Bank - \$4,931.50
12/4/2017	CD Interest Earned, Bank of the Ozarks - \$11,210.96
12/14/2017	CD Interest Earned, Westbury Bank - \$7,101.36

**Total Credits - \$23,243.82**

**Withdrawal Activity**

12/20/2017	Withdrawal in the amount of \$72,440.71
12/22/2017	Vendor Payment to CD Smith in the amount \$3,687,138.48
12/27/2017	Fee CD Placement in the amount of \$5,671.23
12/27/2017	Fee CD Placement in the amount of \$2,835.62

**Total Debits - \$3,768,086.04**

**Investment Activity**

Bond proceeds are currently spread across **9** financial institutions:

Bank of the Ozarks	NexBank, SSB
Customers Bank	Summit Credit Union
Fifth Third Bank	Texas Capital Bank, National Association
Landmark Credit Union	US Bank National Association
Legacy Texas Bank	Westbury Bank

**Miscellaneous:** As a reminder, ADM only utilizes state approved investments for investing the District's funds. Investments that exceed \$250K 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.





January 25, 2018

Account Activity:  
December 01, 2017 - December 30, 2017

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

Contact Us 

- ★ For personal assistance, call:  
414-961-6600
- ★ Visit us online:  
[www.americandeposits.com](http://www.americandeposits.com)
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- ★ Mail correspondence to:  
505 Wells Street - Suite 200  
Delafield, WI 53018

### CGERSD03 - 2016 Referendum

Transaction Type	Settlement Date	Amount	Balance
<b>Beginning Balance</b>	<b>12/01/2017</b>		<b>\$ 73,607,443.02</b>
CD Interest Earned	12/01/2017	\$ 4,931.50	\$ 73,612,374.52
CD Interest Earned	12/01/2017	\$ 4,931.50	\$ 73,617,306.02
Interest Distribution Client	12/01/2017	-\$ 4,931.50	\$ 73,612,374.52
Interest Distribution Client	12/04/2017	-\$ 11,210.96	\$ 73,601,163.56
CD Interest Earned	12/04/2017	\$ 11,210.96	\$ 73,612,374.52
CD Interest Earned	12/04/2017	\$ 11,210.96	\$ 73,623,585.48
CD Interest Earned	12/14/2017	\$ 7,101.36	\$ 73,630,686.84
CD Interest Earned	12/14/2017	\$ 7,101.36	\$ 73,637,788.20
Interest Distribution Client	12/14/2017	-\$ 7,101.36	\$ 73,630,686.84
Withdrawal	12/20/2017	-\$ 72,440.71	\$ 73,558,246.13
APS Vendor Payment CD SMITH	12/22/2017	-\$ 3,687,138.48	\$ 69,871,107.65
Fee CD PLACEMENT CDCUSTOM01	12/27/2017	-\$ 5,671.23	\$ 69,865,436.42
Fee CD PLACEMENT CDCUSTOM02	12/27/2017	-\$ 2,835.62	\$ 69,862,600.80
<b>Ending Balance</b>	<b>12/30/2017</b>		<b>\$ 69,862,600.80</b>

## GERMANTOWN SCHOOL DISTRICT

**TO:** Building Committee

**FROM:** Ric Ericksen, Director of Business & Auxiliary Services

**AGENDA ITEM:** V.A. – Reports & Updates: Swim Club Partnership with District

In spring of 2017 Superintendent Holmes and I met with representatives of this organization as an introduction.

At the November 13, 2017 school board meeting, club president Mr. Paul Marks introduced his club to the Board of Education and presented a report entitled The Future of Germantown Aquatics.

On December 27, 2017 I have met with the officers of the club with the intent on covering such topics as facility use policy, cash handling policy, fund accounting definitions, and building safety/security policies/procedures. In turn, they described their desired timetable in order to have the school board approve usage, among other things.

As a next step, I arranged a meeting between Parks & Recreation Director Mark Schroeder and Swim Club officials in order to review programming desires by each group. This meeting occurred January 10, 2018. This effort was to head-off any scheduling and coordination of program offering conflicts. At the meeting each group described their missions as Park & Rec - “lessons & intro to swimming” whereas Swim Club - “competitive swimming”. I have asked both to work on “senior” offerings. They will be meeting separately and working together to fine tune programming in these regards.

At my request, the swim club is in the process of rebranding their name and mission; preparing a revenue vs. cost analysis; and preparing a timetable and articulation agreement for school board consideration. Further, within any articulation agreement I emphasis that it would be relevant for them to include a capital/maintenance plan as it relates to the pool.





Ric Ericksen &lt;rericksen@gsdwi.org&gt;

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## FOLLOW UP - Response to Audit Findings

1 message

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**Colleen McKay** <colleen.mckay@goriteway.com>

Tue, Jan 2, 2018 at 2:34 PM

To: Ric Ericksen <REricksen@germantown.k12.wi.us>

Cc: "Patty Raschig (Patty.Raschig@goriteway.com)" <Patty.Raschig@goriteway.com>

Hi Ric

Here are the changes/guidelines that I will be suggesting to help address the audit findings you shared with myself and Patty:

### **Finding 2017-002**

**Condition:** In our testing of Pupil Transportation, we noted that there were eight students recorded in the incorrect mileage category.

- GO Riteway has updated our interpretation of the various category ranges to further clarify. Example: 2 miles to be included in the Zero to 2 miles category; 5 miles to be included in the 2 to 5 miles category, etc. A student would be moved up into the next category if "greater than" 2 miles, 5 miles, etc.

### **Finding 2017-003**

**Condition:** In our testing of Pupil Transportation, we noted students listed on both the regular transportation listing as well as the special education listing.

- GO Riteway will specifically highlight those students who may be "transitional" related to the transportation portion of their IEP. Those student names will be shared with the Director of Business and Auxiliary Services and/or the Director of Special Education and Pupil Services to confirm which list those students should be included on. Example: There are special needs students that appear on the regular transportation listing as they are being mainstreamed/transitioned to the regular (large) school bus with their classmates.

### **Finding 2017-0004**

**Condition:** In our testing of Pupil Transportation, we noted the listing of student enrolled for greater than 90 days did not match what was reported to DPI.

- GO Riteway does have the capability to record start and end transportation dates as they are provided by school administrators. The summary worksheet can be updated to reflect the "greater than" and "less than" 90 days enrollment.

I am hopeful that you will find the above information helpful to address any additional questions you may be asked.

**Colleen McKay**

Vice President of Operations – North Region

## Updates from the Food and Nutrition Department, 1-22-18

From August 28<sup>th</sup>, 2017 through December 22<sup>nd</sup>, 2017 we have served 125,753 lunches to students district wide. We are serving an average of 1553 meals/day. That number is down from 1649 meals/day one year ago, when school started on September 6<sup>th</sup>, 2016, thus 6 less days of school. The lower average this year could be attributed to fewer free and reduced status students enrolled. At the end of November of 2016, we had 390 free status students and 100 reduced status students. This year, at the end of November, we had 319 free status students and 120 reduced status students. Our current ala carte sales through December of 2017 are \$110,366, whereas last year we had \$109,953 in sales. We continually search for new and appealing beverages and food, that are compliant with USDA regulations, we can sell in ala carte.

### Meal participation rates from first day of school thru December

GSD	Breakfast Meals	Lunch Meals
2012-2013	12,722	175,889
2013-2014	10,627	160,817
2014-2015	11,555	162,428
2015-2016	8903	127,520
2016-2017	7682	123,732
2017-2018	8652	125,753

### Ala Carte purchases from first day of school thru December

2015-2016	\$114,279
2016-2017	\$109,953
2017-2018	\$110,366

We have heard that the only certain change that USDA will allow with the Healthy Hunger Free Kid's Act is modifying the flavored milk rule. This will let schools sell 1% flavored milk instead of fat free flavored milk. We anticipate our sales of chocolate milk will increase considerably starting the school year 2018-2019. Kids prefer the taste and consistency of 1% milk over fat free milk.

The Food and Nutrition Staff is excited about the new or updated cafeterias and kitchens in all buildings except Kennedy Middle School. We will have trainings prior to school on the use of any new kitchen equipment.