

# **GERMANTOWN SCHOOL DISTRICT**

## **Notice of Finance Committee Meeting**

February 26, 2018

**6:00 P.M.**

**Kennedy Middle School – Gold Activity Center  
W160 N111836 Crusader Ct.  
Germantown, WI 53022**

### **AGENDA**

- I. Meeting Called to Order**
- II. Roll Call**
- III. Agenda Revisions and Approval**
- IV. Approve Minutes**
  - A. January 29, 2018 Meeting Date
- V. Consent - Review & Discuss**
  - A. February Vouchers
- VI. Unfinished Business – Discussion with Appropriate Action**
  - A. Operational Cost Analysis of Additional/Remodeled Building & Sites
  - B. 2018/2019 Student Fees
- VII. New Business – Discussion with Appropriate Action**
  - A. Monthly Purchase Requests Exceeding \$15,000 & Purchasing/Project Bid Results
- VIII. Reports**
  - A. Voucher(s): Follow Up
  - B. Monthly Financial Reports
  - C. General Financial & Other Reports
    - 1. Menomonee Falls Swim Club
    - 2. Food & Nutrition Analysis
- IX. Closed Session:** The committee will entertain a motion to convene in closed session pursuant to Section 19.85(1)(f) to discuss special education costs which, if discussed in public, may infringe on student confidentiality and/or identify particular students. The Board may take action in closed session or may motion to reconvene into open session to take further action, if necessary and appropriate, and/or to entertain a motion to adjourn the meeting.
- X. 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 January 29, 2018 meeting

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

**RECOMMENDATION:** Approved as presented.

**GERMANTOWN SCHOOL DISTRICT**  
**Minutes of the Finance Committee Meeting**  
**January 29, 2018**

1. The meeting of the Finance Committee was called to order by Michael Loth at 6:00 p.m. in the high school Tech Ed classroom.
2. Finance Committee Members Present: Loth, Barney, Borden, and Board President Soderberg. Director of Business Ric Ericksen was absent (excused).
3. Motion by Barney, second by Borden to approve the agenda. Motion carried.
4. Motion by Borden, second by Barney to approve the December 18, 2017 committee meeting minutes. Motion carried.
5. Motion by Barney, second by Borden to approve payment of claims of January vouchers. Motion carried.
6. The Finance Committee discussed operational costs of the new additions and remodeling at school sites, particularly specialized cleaning of these areas. Jeff Holmes informed the committee that a company has been secured to provide a no-charge assessment of costs. The Director of Maintenance will be working with the Safety Committee regarding ancillary equipment purchases. The committee also discussed custodial staffing relative to special areas such as the field house, pool, and performing arts center. It was suggested that a working group be put together to begin discussion about next steps that could also include cleaning and contracting for third party booking for the PAC.
7. Motion by Borden, second by Barney to forward to the Board with a positive recommendation, approval to invest in the equipment set forth in the *Equipment Purchasing & Funding Report* and award the purchases to the vendors as stated in an amount not to exceed \$1.2 million and charge these purchases to the appropriate accounts in the general fund as approved by the Board of Education on December 18, 2017. Motion carried.
8. The committee briefly discussed but took no action on 2018-2019 student fees and will bring back to the next Finance Committee for review, discussion and possible action.
9. Motion by Barney, second by Borden to eliminate summer school fees beginning with the 2018 summer school program year. Motion carried.
10. Jeff Holmes will request verification of data and comparisons received from Food and Nutrition regarding meals served etc. and Ray Borden requested that the Finance Committee discuss proposed special needs student expenses prior to any expenditures.
11. Motion by Borden, second by Barney to adjourn. Motion carried.
12. The Finance Committee adjourned at 6:47 p.m.

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Finance Committee

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

**AGENDA ITEM:** V.A. – Consent of February 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, & January Finance Committee background for previous information.

**New:**

1. Discussions with the YMCA Schroeder Swim Center officials relative to pool management. Future meeting being arranged.

**ATTACHEMENTS:** none

**RECOMMENDATION:** none

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board of Education

**TOPIC:** 2018-2019 Student Fees

**FROM:** Ric Ericksen

**BOARD MEETING:** February 26,  
2018

**DATE:** February 21, 2018

**AGENDA ITEM:**

**FC Date:** February 26, 2018

**FC Agenda Item(s):** VI. B. – 2018-2019 Student Fees

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

Bring forward to the Board of Education with a positive recommendation to approve the 2018/2019 student fees as presented in the attached student fee schedule.

### **Background:**

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.

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

### **From Mr. Farren**

- Band: **\$8** fee for software access partially paid for in the past by Booster Account in the past.
- Business Education: **\$50** fee for Accounting Workbooks from \$45
- Physical Education: **\$5** one-time fee during freshman year as a "towel fee" to purchase and maintain towels for swimming, fitness center, etc. This would begin with the Class of 2022 (freshmen in the Fall of 2018)
- Energy, Power and Transportation: **\$20**, up from \$10 to buy additional consumable items based on new facilities and capabilities (gaskets, etc).

### **From Mr. Klebesadel**

Since our participation fee is at \$75 with the average being \$97 an increase should be fine. So I would recommend the fee goes to \$80, or \$85. Family max at \$400.

### **Attachment(s):**

- Proposed fee schedule. Changes are highlighted in yellow.

# Germantown School District

Proposed 2018-2019 Student Fee Schedule									2/21/2018
Description	2011-12	2012-13	2013-14	2014-15	2015-2016	2016-2017	2017-2018	Proposed 2018-2019	
Athletic and Co-Curricular (K-5) Fee Per Activity	\$50.00	\$75.00	\$75.00	\$75.00	\$75.00	\$50.00	\$50.00	\$50.00	
Athletic and Co-Curricular (6-12) Fee Per Activity	\$50.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$85.00	
Athletic and Co-Curricular (K-12) Family Max	\$250.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$400.00	
Early Childhood Registration	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	
Kindergarten Registration	\$50.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	
Elementary School (1 - 5) Registration	\$50.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	
Middle School (6 - 8) Registration	\$60.00	\$60.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	
Middle School Course Fees									
7th Grade Science Only						\$3.50	\$3.50	\$3.50	
Design and Molding						\$5.00	\$5.00	\$5.00	
Construction Systems						\$5.00	\$5.00	\$5.00	
Manufacturing Systems						\$10.00	\$10.00	\$10.00	
Exploring Technology						\$3.00	\$3.00	\$3.00	
Transportation and Energy						\$10.00	\$10.00	\$10.00	
High School (9 - 12) Registration	\$60.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	
High School Course Fees									
Accounting (Accounting Workbooks)	\$35.00	\$35.00	\$35.00	\$45.00	\$45.00	\$45.00	\$45.00	\$50.00	
AP Art Studio 2D (2 year course - \$100.00 per year)					\$100.00	\$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	\$30.00	
AP Economics				\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
AP Music Theory				\$35.00	\$35.00	\$0.00	\$0.00	\$0.00	
AP Physics					\$20.00	\$20.00	\$20.00	\$20.00	
Architectual 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	
Band Software								\$8.00	
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	\$25.00	\$25.00	\$25.00	
Foods per semester	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	
Foods - Senior Foods per semester	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	
Interior Design	\$15.00	\$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	
Physical Education Freshman Towel Fee								\$5.00	
PROJECT LEAD THE WAY:									
Biotechnical Engineering			\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
Digital Electronics			\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
Introduction to Engineering			\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
Principles of Engineering			\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
Civil Engineering and Architecture			\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
Transportation/Energy/Power per semester	\$8.00	\$8.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$20.00	
Welding I - (Basic Welding) per semester	\$18.00	\$18.00	\$18.00	\$18.00	\$20.00	\$20.00	\$20.00	\$20.00	
Welding II - (Advanced Welding/Fabrication per semester	\$18.00	\$18.00	\$18.00	\$18.00	\$20.00	\$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	\$15.00	\$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	\$20.00	
Yearbook	\$50.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	
Student Parking per semester	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board of Education

**TOPIC:** Purchases Over \$15,000

**FROM:** Ric Ericksen

**BOARD MEETING:**

**DATE:**

**AGENDA ITEM:**

**FC Date:** February 26, 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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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 AND accumulated interested earnings report (thru 1/31/2018) are attached.

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

1. Menomonee Falls Swim Club Update  
Discussions continue and will be expanded to include the YMCA Schroeder Swim Center officials.
2. Food & Nutrition  
School participation report to be provided at a later date.

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**AGENDA ITEM:** IX. Adjourn



**Germantown School District Account Summary**  
**CGERSD03 – 2016 Referendum**  
*01/26/2018*

**Deposit Activity**

1/2/2018	CD Interest Earned, Westbury Bank - \$5,095.89
1/2/2018	CD Interest Earned, Bank of the Ozarks - \$11,584.66
1/2/2018	CD Interest Earned, Westbury Bank - \$6,118.99

**Total Credits - \$22,799.54**

**Withdrawal Activity**

1/3/2018	Withdrawal in the amount of \$38,242.62
1/5/2018	Fee CD Placement in the amount of \$10,270.68
1/12/2018	Withdrawal in the amount of \$12,653.06
1/25/2018	Vendor Payment to CD Smith in the amount \$3,290,393.48

**Total Debits - \$3,351,559.84**

**Investment Activity**

Bond proceeds are currently spread across **12** financial institutions:

Altra Federal Credit Union	Legacy Texas Bank
Associated Bank, National Association	NexBank, SSB
Bank of the Ozarks	Summit Credit Union
Customers Bank	Texas Capital Bank, National Association
Fifth Third Bank	US Bank National Association
Landmark Credit Union	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 26, 2018

Account Activity:

January 02, 2018 - January 26, 2018

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

Contact Us 

- ★ For personal assistance, call:  
414-961-6600
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[info@americandeposits.com](mailto:info@americandeposits.com)
- ★ 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>01/02/2018</b>		<b>\$ 69,901,697.01</b>
CD Interest Earned	01/02/2018	\$ 6,118.99	\$ 69,907,816.00
CD Interest Earned	01/02/2018	\$ 5,095.89	\$ 69,912,911.89
CD Interest Earned	01/02/2018	\$ 5,095.89	\$ 69,918,007.78
CD Interest Earned	01/02/2018	\$ 6,118.99	\$ 69,924,126.77
CD Interest Earned	01/02/2018	\$ 11,584.66	\$ 69,935,711.43
CD Interest Earned	01/02/2018	\$ 11,584.66	\$ 69,947,296.09
Interest Distribution Client	01/02/2018	-\$ 6,118.99	\$ 69,941,177.10
Interest Distribution Client	01/02/2018	-\$ 11,584.66	\$ 69,929,592.44
Interest Distribution Client	01/02/2018	-\$ 5,095.89	\$ 69,924,496.55
Withdrawal	01/03/2018	-\$ 38,242.62	\$ 69,886,253.93
Fee CD PLACEMENT CDASSOC37	01/05/2018	-\$ 4,773.70	\$ 69,881,480.23
Fee CD PLACEMENT CDASSOC35	01/05/2018	-\$ 2,242.19	\$ 69,879,238.04
Fee CD PLACEMENT CDASSOC36	01/05/2018	-\$ 3,254.79	\$ 69,875,983.25
Withdrawal	01/12/2018	-\$ 12,653.06	\$ 69,863,330.19
APS Vendor Payment CD SMITH	01/25/2018	-\$ 3,290,393.48	\$ 66,572,936.71
<b>Ending Balance</b>	<b>01/26/2018</b>		<b>\$ 66,572,936.71</b>

