

**Manitowoc Public School District**  
**Minutes of the Finance & Budget Committee Meeting**  
**Wednesday, October 19, 2022 at 6:00 pm**

Committee Members present were Collin Braunel, Chair, and Tony Vlastelica. Other board members present: President Stacey Soeldner and Matthew Phipps. Director of Business Services Angela Erdmann and Interim Superintendent Jim Feil were also in attendance.

**I. CALL MEETING TO ORDER**

Committee Chair Braunel called the meeting to order at 6:03 pm.

**II. BUSINESS OFFICE ACTIVITY UPDATE - (Information/Discussion/Possible Action)**

**Donation Update - Krueger International (KI)**

Director of Business Services Erdmann shared that she will be working to establish a contact with Krueger International and information received to date in the district in regards to the potential partnership. While it has been shared as a donation, Erdmann stated that the partnership will require the district to contribute to the project, so it is best described and will be referred to as a discount purchase moving forward.

**Kupper Ratsch Fund Possibilities/Considerations**

Erdmann shared the historical background and annual process in the memo regarding Kupper Ratsch funds. Annually the funds have been used for additional projects to offer additional experiences outside of what is provided in the general operating budget. Through feedback in past years, it has been recommended that we move to providing funds to buildings on a rotational basis with the building administrators providing a plan for approval on how the funds will be utilized. In addition, with the projection that the funds will run out in the next 7-8 years, the idea was brought to the committee to move the funds to the Manitowoc Public School District Foundation Account in order to extend the life of the trust. Erdmann will check into the options further and bring them to the November meeting.

**Skyward Update**

Erdmann shared an update in regards to the Skyward Implementation. The memo to staff was shared with the committee along with a full-project timeline/status that will also be turned into a dashboard for future updates. As a part of making the implementation smooth, staff are signing up to lead and support within their buildings.

**Nexus Contract**

Erdmann shared that the Buildings and Grounds Committee was going to revisit the terms of the contract. Updates/additional action will be shared with the Finance and Budget Committee as needed.

**III. CAPITAL IMPROVEMENTS FINANCING - (Information/Discussion/Possible Action)** Director Erdmann has reached out to Michel Clark at R. W. Baird to start the process of modeling out costs and options for both Fund 38 debt, which does not require elector approval and operational referendum scenarios. Modeling out options and scenarios regarding the operational referendum needs will be the focus of the work over the next month. Areas such as needs for technology, building and grounds maintenance, and staffing increases will all be considered as the amounts are proposed for the operational referendum. Recommendations for both items will be reviewed and brought forward at the November 2022 Finance and Budget Committee Meeting.

#### IV. COMPENSATION ADJUSTMENTS FOR THE ADOPTED BUDGET

Final review of staffing compensation to close out the budget process, the recommendation was brought to the personnel committee to increase the hourly rate for substitute paraprofessionals. The recommendation was brought forth with comparisons to rates in neighboring school districts. In addition, it was proposed that there be an increase in the hourly rate for retired MPSD paraprofessional subs, similar to our practice of compensating retired teachers at a higher hourly rate.

A motion was made by Vlastlica and seconded by Braunel to increase for hourly sub paraprofessional rate from \$11.50 to \$12.50 per hour and to increase the hourly sub paraprofessional rate for retired paraprofessionals from \$11.50-\$12.75 per hour. The motion is forwarded to the full board for the final approval.

Lastly, it was shared that we are reviewing compensation for highly qualified clerical hourly and exempt staff. The adjustments of classifications and rates would be due to comparables, internal equity, job descriptions (including responsibilities with handling a high level of confidentiality and reporting), and education levels obtained that are required for the job responsibilities. We will bring a recommendation forward to the November Finance and Budget Committee Meeting.

#### V. BENEFITS OPEN ENROLLMENT UPDATE

Benefits Open Enrollment meetings for staff this week and the annual open enrollment period is now through November 4th. Due to the addition of a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA), there have been additional weekly updates sent out to staff to educate them on their options. We have partnered with Associated Bank in providing the HSA accounts. While the initial intent was to allow staff to set-up their own accounts, we found that the administration of this option would be streamlined by using Associated to create all accounts. If staff have an HSA account through another bank, we can honor the use of that account if they contact the Business Office. The committee was pleased that we were being flexible with this option.

#### VI. PROPERTY MANAGEMENT - (Information/Discussion/Possible Action)

Director Erdmann has started the process to have all of the vacant land appraised, specifically connected to the party interested in purchasing the land at 8th and Columbus Streets. The process of the appraisal should be complete by the November meeting so that we can move forward with working out a purchase price with the adjacent property owner.

In addition, Erdmann is in contact with the Buildings and Grounds Committee regarding the possible transfer of ownership of the Municipal Baseball Field from the City of Manitowoc to the Manitowoc Public School District. Upon the recommendation from the Buildings and Grounds Committee, the Finance and Budget Committee will consider the ownership. If approved, the Finance and Budget Committee will advance a recommendation to the full board of Education in November.

Phipps shared the provisions regarding the Municipal Baseball Field property. In the previous fiscal year, there was approximately \$ 75,000 investment in upgrading the facility due to safety concerns with drainage and maintenance needs that were addressed with the purchase of a field rake. In the last year, drainage issues and rake were purchased. Condition is better based on our investment. Building use/rental will have to be addressed and is being worked on by the Director of Buildings and Grounds. There was discussion regarding the ongoing maintenance and resources to maintain the property moving forward. There are additional lingering questions regarding the additional costs of insurance, especially because some outside groups that would rent the property would be selling alcohol.

## VII. POLICY WORK UPDATE

### Food Service Policy

There will be several policy updates brought forth to the committee over the next 1-2 months. The Food Service Policy needs to be updated to allow for the Ships Sips School Store to continue their current operation within the district policy. The school store offers the opportunity for special needs students to make and sell items linked to their vocational education programming. While the policy protects against competition with the Food Service program in its Policy, the program's goals do not present a concern with competition and provides outstanding benefits in learning through this program.

### Purchasing Policy Update

Work was started in spring to review the purchasing policy and it was placed on hold. Proposed updates will be presented in future months. As a part of the purchasing policy review, Erdmann is working to update a master contracts document for the committee to review. The document will aid the committee in understanding the yearly contract agreements that the district enters. In the work towards the Skyward implementation, a review of our Fund 21 accounts showed a need to review policy in regarding the handling of aged accounts. As there is no current system/policy/procedure in place at this time, Erdmann will work to inform the groups of the funds available, and in the case of unused graduating class funds, offer the opportunity for groups to move their funds out of the district. The committee was in favor of and supported the development of a procedure to be used moving forward.

## VIII. FINAL BUDGET ADOPTION UPDATES

An update on the final certification of aid and revenue limit figures was presented to the committee. The budget will be updated in the financial system for the final adoption of the budget that will be presented to the board at the Tuesday, October 25, 2022 Meeting along with the adoption of the Tax Levy. The overall revenue limit increased \$455,045 (+ 0.79%) with part of the increase as a part of the increase to fund private school vouchers. The proposed tax levy would be \$18,350,898 (a change of \$854,820 (+4.89%) from the preliminary budget estimate. The approval of the levy would mean a mill rate of \$5.51, an increase of \$0.26 (+4.88%) from the preliminary budget estimate. Erdmann estimated there would possibly be additional funds that would be earmarked for already identified needs, however those figures are an estimate at this time and will be confirmed after the updated figures are adjusted in the financial system.

The budget development calendar for the next school year was also shared with the committee to provide a glimpse into the work in the months ahead that will start the development of the 2023-24 budget.

At the end of the meeting, the topic of vacant land was discussed again. All of the district's vacant land will be appraised and an update on values and potential next steps, in addition to selling the land at the corner of 8th and Columbus Streets.

## IX. ADJOURN

Motion was made by Vlastelica, seconded by Braunel to adjourn the meeting at 7:33pm.

Respectfully submitted,  
Angela Erdmann, Director of Business Services