

Manitowoc Public School District
Minutes of the Finance & Budget Committee Meeting
Friday, October 8th, 2021, 3:00 p.m.

Finance and Budget Committee Chairperson Kathy Willis called the meeting to order at 3:01 p.m. Committee Members present were Kathy Willis, Lisa Johnston, and Collin Braunel. Director of Business Services, Angela Erdmann was also in attendance.

The meeting covered the following agenda items:

I. 2021-2022 PROPOSED BUDGET- (Information/Action)

Director of Business Services, Angela Erdmann shared an update on the budget process. Things are still changing daily with recent updates to Equalized Value (a slight decrease of \$350,000 from the initial estimate), and an additional exemption of Prior Year Uncounted Pupils of \$548,604. The decrease in value and increased exemption both contribute to an increase in the mill rate. While we initially thought the rate would be as low as \$7.06, it could end up near the \$7.30 mark and at least a \$0.40 savings over the \$7.81 mill rate from 2020-21. We will have the final numbers on Friday, October 15th

Braunel asked if there were strings attached to the ESSER dollars and Erdmann shared that while we will have to put together a fund of how the district will be using ESSER III dollars, the only hard and fast reporting requirement was to demonstrate that at least 20% of the funding is utilized to close the achievement gap. The rest is up to local control.

With no additional questions, the committee proceeded to approve the proposed budget. Motion was made by Collin Braunel and seconded by Lisa Johnston. The motion will be carried forward to the full board for final approval of the proposed budget by the full board of education.

II. FUND BALANCE DESIGNATION (Information/Action)

Director of Business Services Angela Erdmann shared the different fund balance designations that have been established as a part of wrapping up the 2020-21 audit. Erdmann shared a proposal to use fund balance to cover the cost of three projects: the expansion of Infinite Campus to include online registration, Special Education Electronic Data System (SEEDs), and Skyward. Standard practice is always to seek board approval for any use of fund balance. While the regular use of fund balance for operational projects should be avoided overall, the use of fund balance for special one-time project implementation costs is appropriate use of fund balance. Erdmann shared that all three projects would have substantial impact district-wide. Parents would find more ease in registration and updating information through the Infinite Campus Upgrades, SEED would impact and aid our Special Education Staff, and the Skyward project would be a vast improvement to our current financial and human resources database platform. Skyward is the standard across the state with over 90% of districts using the program. In addition, they are a local company. Payroll functions of time keeping and time off would have the most substantial impact district wide. Part of the planned set-aside would include the amounts for training and the cost to maintain dual databases during the transition to ensure the maintenance of Financial and Human Resources data.

Motion to approve the use of fund balance for these projects was made by Collin Braunel and seconded by Lisa Johnston. The motion will be carried forward to the full board for final approval of the proposed use of fund balance by the full board of education.

III. SKYWARD FINANCIAL AND HUMAN RESOURCES DATABASE CONVERSION (Information/Action)

A separate vote was taken on the cost of the contract to engage with Skyward for the Financial and Human Resources Database conversion for the amount of \$253,347 for the 2021-22 fiscal year, \$94,00 in fiscal year 2022-23, and \$44,000 in fiscal year 2023-24.

Motion to approve the engagement with Skyward was made by Collin Braunel and seconded by Lisa Johnston. The motion will be carried forward to the full board for final approval of the engagement of Skyward by the full board of education.

FUTURE MEETINGS:

The next meeting of the Finance and Budget Committee discussed future meetings. We will not hold a meeting in November and will resume regular meetings in December (Wednesday, December 1st at 4 pm).

Lisa Johnston made a motion to adjourn, second by Collin Braunel, motion carried 3-0. The meeting adjourned at 3:18 p.m.

Respectfully submitted,
Angela M. Erdmann
Acting Secretary
October 10, 2021