

**Manitowoc Public School District**  
**Minutes of the Finance & Budget Committee Meeting**  
**Wednesday, November 16, 2022 at 5:30 pm**

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

**I. CALL MEETING TO ORDER**

Kathy Willis called the meeting to order at 5:31 pm.

**II. DONATIONS - (Information/Discussion/Possible Action)**

Director Erdmann shared the donation proposed for approval of iPads for Lincoln's Strength & Speed Program at Lincoln High School as submitted by Michael Longemeyer, Advisor for the Strength & Speed Program.

Motion was made by Vlastelica, seconded by Willis to advance the motion to approve the donation to the full board.

**III.A. Development of Process for Donations**

Information was provided for the committee regarding the draft process for proposed projects supported through MPSD Foundation Funding/donations. The district would be looped in and work to approve all projects through communication with the MPSD Foundation board. Projects over \$2,000 would require board approval per our current board policy. Director Erdmann proposed the consideration of raising the amount of donation that requires board approval up to \$5,000 as the amount has not been raised/evaluated in over ten years. It was asked whether there would be circumstances where the increase would not be advised. Erdmann shared that all projects are vetted for additional liability/maintenance factors regardless of the amount and that that part of the process would be maintained, even with the increase in approval threshold. The committee supported the increase of the amounts. A draft policy revision would be brought to the committee in December.

**IV. BUSINESS OFFICE UPDATES - (Information/Discussion)**

General status updates were provided regarding the audit, reporting, benefits open Enrollment, Business Office Staffing, and the 2023-24 Budget. Regarding the 2023-24 budget, it was shared that with the transition to Skyward, we will have to shift employees to payment by placing them on matrix steps. More information will be provided as we work through the compensation updates for the 2023-24 fiscal year.

**V. UPDATES FROM OCTOBER 19, 2022 FINANCE & BUDGET COMMITTEE MEETING - (Information/Discussion)**

**V.A. KI Purchasing Discount**

Additional information and next steps were provided to Mary Doran regarding the potential purchase of furniture for the special education classrooms at Lincoln. Since the proposal was outdated, an updated quote was requested along with two additional quotes as the purchase would be over the \$3,000 value. No further action will be taken until updated and additional quotes would be received.

**V.B. Compensation Study of Highly Qualified Clerical Positions**

Further consideration for wage rates for highly qualified district-level clerical positions has been placed on hold at this time and will be reconsidered as compensation levels for all employee groups are reviewed in preparation of the 2023-24 school year.

**V.C. Property Update-Land at 8th & Columbus Streets**

Information was provided to the committee regarding all vacant land. Short of the property on the corner of 8th and Columbus under consideration for sale, are all attached to current district property and/or not accessible/of value to make available for sale. They are either landlocked, swampland, or wetlands. The property on Fleetwood was originally intended to be for an elementary school with projected growth in that area decades ago that did not materialize. The land on 35th street is also of value, but currently used as the district's soccer park.

For the property on 8th and Columbus, the appraisal was received just before the meeting and provided as a handout. The property was appraised at \$4,300. Erdmann will share the appraisal with the property owner and is seeking a motion to forward the approval for the sale of the land at the amount Erdmann arranges with the property owner to be approved at the next full board meeting.

#### V.D. Kupper Ratsch Fund Information

Erdmann shared an update in regards to the shifting of the Kupper Ratsch Trust to the Manitowoc Public School District Foundation. The district consulted with Kate Reynolds who worked with the district on the original trust and requested an updated opinion on the matter. Reynolds stated that she did not see a concern with transferring the funds to the Foundation provided that the funds were tracked separately and continued to be disbursed as intended through the trust. Since the opinion was just received, additional information regarding changes to the process of disbursement of funds would be presented at the December meeting.

#### VI. DEPOSITORIES FOR DISTRICT FUNDS - (Information/Discussion/Possible Action)

Erdmann shared that approving the list of depositories was a standard annual renewal. The list typically includes all potential depositories, with the addition of Nicolet Bank and Lakeshore Community Foundation as potential depositories this year. Erdmann shared that the bank we primarily do business with is Bank First and we have received excellent customer service from them. Vlastelica asked if we have ever explored other depositories and Erdmann shared that the district has been approached in the past, but did not consider changing banks in the past as there were no issues and the focus has been on the transition to the new financial system, but this could be considered in the future.

Motion was made by Vlastelica, seconded by Willis to advance the motion to approve the list of depositories to the full board.

#### VII. CITY OF MANITOWOC CONTRACTUAL AGREEMENTS - (Information/Discussion)

Erdmann shared an overview and copies of contracts that capture the sum of the District's agreements with the City as we work to support each other in many ways. The transportation agreement and percentage of coverage on the Manty Health and Wellness Clinic will be up for discussion in the near future and updates will be shared with the board.

#### VIII. SPRING 2023 OPERATIONAL REFERENDUM - (Information/Discussion/Possible Action)

Erdmann shared information regarding type, time, and amount implications for the Spring 2023 Operational Referendum. Continuing with Non-Recurring Referendums that have to be renewed is recommended, however considering a longer time-frame, perhaps 5-10 years should be considered in addressing voter fatigue with the shorter time span of 3 years in the past. Our current referendum lasts through the 2023-24 school year, however with the rising cost of living, and a lower amount set last time in comparison to the need, we do have the option to expand our revenue limit authority early with a separate, additional amount on top of the current operational referendum. Then, in future years, a new, higher amount would replace the current amount.

Feil was asked by Vlastelica what his take was on the situation. He noted that we definitely have a revenue problem and that we have to ensure that our current budget for expenditures provides the greatest opportunities and savings. Our current budget, as a continuation budget, calls for a more detailed plan that he and Erdmann will present at the December meeting.

#### IX. 2023-2024 BUDGET PLANNING TIMELINE - (Information/Discussion)

Budget planning continues with examining enrollment and revenue stream implications for the 2023-24 Fiscal Year. With declining enrollment and the fall off of ESSER funding present challenges in the area of revenues that need to be closely examined as we also begin to examine staffing implications/expenses as a whole.

#### X. FUTURE MEETING DATES - (DISCUSSION)

The next Finance & Budget Committee Meeting will be on Wednesday, December 21st at 5:30. Additional meetings may be scheduled to support the work on the referendum as needed.

XI. ADJOURN

Meeting was adjourned at 6:32 pm with a motion by Vlastelica, seconded by Willis.

Respectfully submitted,

Angela M. Erdmann

Acting Secretary

November 17, 2022