

**Manitowoc Public School District**  
**Minutes of the Finance & Budget Committee Meeting**  
**Wednesday, February 2, 2023 at 5:30 pm**

Committee Members present were Collin Braunel, chair, Kathy Willis and Tony Vlastelica. Director of Business Services Angela Erdmann, Assistant Superintendent Jame McCall, and Superintendent Jim Feil were also in attendance.

**I. CALL MEETING TO ORDER**

The Finance & Budget Committee meeting was called to order at 5:32 pm.

**II. UPDATES FROM THE BUSINESS OFFICE - (Information/Discussion)**

**II.A. Referendum**

Erdmann shared updates regarding the preparation of communications for the April 2023 referendum vote that include the community flier, school/staff, and community presentations. Erdmann shared that the website would be updated with information relative to community sessions and reference materials.

**II.B. Donations**

Erdmann shared that currently donations are not regularly recognized through the board of education and proposed to add an attachment for regular board meetings starting in March. This provides an opportunity to celebrate the generosity of our donors large and small. Suggestions were made to seek consent to be recognized and also send a letter recognizing the donation.

**II.C. Benefits Enrollment 2023**

Erdmann shared enrollment information for 2023 calendar years benefits between the Traditional PPO, High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) benefit, and Spousal Surcharge updates. While the goal was to have 10% enrollment in the HDHP, we realized an enrollment of 22.47%. The HSA benefit based on the enrollment is \$202,000 (only \$101,000 in this fiscal year). The spousal surcharge will impact 123 employees at this time. This number will fluctuate over the course of each year as enrollment changes.

**II.D. Business Office Staffing**

Erdmann shared updates with the business office. In upcoming weeks we will complete the hiring of the additional position along with hiring for the most recent payroll coordinator position.

**II.E. Skyward**

A status update was shared for the Skyward Implementation. Over the course of the next few months, additional capabilities will be released. Feil shared that with the set-up in the new system that he is able to preview purchases over a certain threshold as a way to keep him in the loop on large purchases. In addition, there was conversation regarding maximizing our savings through purchasing options. Erdmann shared that we do work to optimize savings through eCommerce options available through Skyward/Amazon, along with many additional ways the district saves money through special purchasing programs. Erdmann will continue to seek these options.

The historical migration has been completed, so the process will now begin to create reports similar to those that budget managers would use to view budget balances.

**II.F. Property**

It was shared with the committee that the property on 8th and Columbus was sold on December 30, 2022.

**II.G. Kupper Fund Information**

Erdmann shared that she would work with building principals to decide on a new process for the disbursement of Kupper funds. A recommendation will be made at the March 2023 meeting.

## II.H. Policy Work

Policy revisions were discussed. Chair Braunell referenced that with the changes to the process for policy revision, that District Level Administrators will work to revise policies and bring proposed revisions to the committee for approval. Policy revisions will be presented to the committee as they are prepared.

## II.I. Future Meeting Dates

The next committee meeting is scheduled for Wednesday, February 15, 2023 @ 5:30 in the MPSD Board Room. The 2021 Audit and Actuarial Studies will be shared along with a referendum update.

## III. ADJOURN

Motion was made by Vlastelica, seconded by Willis to adjourn the meeting at 6:23 pm, Motion carried 3-0.

Respectfully submitted,

Angela M. Erdmann

Acting Secretary

February 11, 2023