

Manitowoc Public School District
Minutes of the Finance and Budget Committee Meeting
Thursday, February 19, 2015

Committee Chairperson Karen Rohrer called the Finance and Budget Committee meeting to order at 4:00 p.m. Committee members Catherine Shallue and Board President Linda Gratz were present. In addition, Director of Business Services Ken Mischler and Director of Human Services Andrea Holschbach, were also present.

1. BOARD POLICIES

A. 6111 Administration of Grant Programs

The policy is new and addresses grant compliance and administration. One key component is that the Compliance Officer shall insure that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application.

B. 6146 Post Issuance Tax Exempt Bond Compliance

The policy is new and helps to ensure that proper procedures are followed to protect the tax-favored status of each bond issue. The District shall assure that bond funds are used for the purpose for which the bond issue is authorized and expenses paid for with bond proceeds that are clearly identified and properly recorded.

C. 6230 Budget Hearing

The policy is a modification of an existing 6230 policy. The policy clarifies that a public budget hearing will be conducted prior to the adoption of the final budget with full itemized report of the District's finances. The budget report will include the budget summary required under s. 65.90 of the Wisconsin Statute.

D. 7230 Gifts, Grants, and Bequests

The policy is a modification of an existing 7230 policy. The policy adds that complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in AG 2260B. Another key change to some wording is, bequests having a value of more than \$2,000 ~~shall be~~ that are accepted will be acknowledged by the Board at a Board meeting.

E. 7540.02 District Web Page

The policy is a modification of an existing 7540.02 policy. The key policy change is adding of the statement that, Nothing in this paragraph shall prevent the District from linking the Board's web site to (1) recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites) or (2) to web sites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board.

In addition, the statement that ~~The Board maintains its own web site that employees are required to use for the purpose of conveying information to students and/or parents.~~ was deleted because some staff link to Google site and do not maintain its own web site.

F. 7540.03 Student Education Technology Acceptable Use and Safety

The policy is a modification of an existing 7540.03 policy. In this policy, Internet has been changed to Education Technology. Other policy changes include that the District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy governs students' use of the District's computers, laptops, tablets, personal communication

devices, network, and Internet connection and online educational services.

The policy also added that the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. And that the District Administrator or designee may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments.

G. 7540.04 Staff Education Technology Acceptable Use and Safety

The policy is a modification of an existing 7540.04 policy. One of the biggest changes in the policy is that staff are expected to utilize the ~~Internet~~ Education Technology in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Administrator or designee may temporarily or permanently unblock access to websites containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

H. 8145 Annual Reports

The policy is new and addresses the annual district report compliance and administration.

I. 8500 Food Service

The policy is a modification of an existing 8500 policy and adds that the food safety program is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. The policy also allows substitutions to the standard meal requirements and shall be made at no additional charge for students who are certified by a licensed physician to have a disability which restricts his/her diet.

J. 8540 Vending Machines

The policy is new and addresses district vending machines and that no food or beverages are to be sold or distributed which will compete with the District's food-service program.

A motion was made to approve the presented policies and bring to full Board of Education for a first read by Finance and Budget Committee member Linda Gratz and seconded by Catherine Shallue. The motion passed.

2015-2016 BUDGET

Director of Business Services Ken Mischler shared with the Finance and Budget Committee information of the 2015-17 Governor Walker's State Budget proposal. Some of the key items in the proposal are:

- No revenue limit per-pupil adjustment in either year of the biennium.
- No increase in general aid (equalization aid) in the 1st year and \$108 million increase in the 2nd year.
- A \$150 per-pupil cut in 1st year and a \$165 per-pupil increase (\$0 to \$165) in 2nd year. This amounts to a \$135 per-pupil reduction over the biennium. Manitowoc Public School District stands to lose \$788,100 for next year.

He also presented information on the 2015-16 budget. He shared with the Committees some information on the budget document sent to each person responsible for their budget. The staff was told to reduce their budget by 1%. The Manitowoc Public School District's revenue limit for 2015-16 is estimated to be \$48,687,251 or \$33,504 increase from the previous year. However, Mischler estimates that the revenue limit for 2016-17 to be \$48,236,514 or a \$450,737 decrease.

Mischler shared with the Committees that wages and salaries are estimated to increase by about \$186,500 (with no base wage/salary increase), fringe benefits decrease by \$6,000, and other expenses increase by \$81,600 or a total of budgeted increase of \$262,100. The MPSD revenues are estimated to decrease by \$693,100. As a result of many factors, the MPSD has an estimated 2015-16 budget shortfall of \$1,903,900.

Assuming the District passes the April 7th referendum, the District would need \$903,900 in additional cuts or revenue sources to balance the budget. Mischler suggested that the District use fund balance for 2015-16 to cover some of the shortfall. There will be a \$165 per-pupil increase in the 2016-17 budget. Discussion was held regarding the budget. No formal action was taken on the budget.

A motion was made by Linda Gratz and seconded by Catherine Shallue to adjourn. The meeting adjourned at 5:15 p.m.

Respectively submitted,
Ken Mischler
Acting Secretary