

Manitowoc Public School District
Minutes of the Finance & Budget Committee Meeting
Wednesday, May 25, 5:00 p.m.

Committee Members present were Collin Braunel, Chair, Kathy Willis, and Tony Vlastelica. Other board members, Staecy Soelder, Matthew Phipps, and Director of Business Services Angela Erdmann were also in attendance.

I. CALL MEETING TO ORDER

Committee Chair Braunel called the meeting to order at 5:03 p.m.

II. TRANSPORTATION CONTRACT - (Information/Discussion/Possible Action)

- Erdmann shared an overview of the practice of reviewing the contract annually with our bus company. We have been very fortunate as a district to have a local bus company that has been able to serve our students without any gaps in service, canceled or condensed routes throughout the pandemic as many other school districts experienced.
- Erdmann Introduced Roekle, owner of Brandt Bus. She shared that Brandt has been serving the Manitowoc Public School District since 1974.
- Current challenges include: wage expectation increases, training required (CDL, drug test) to maintain and attract quality drivers, cost increases in all areas except for insurance.
- He regularly inquires with other districts and companies and we are able to pay less compared to other districts (who are around \$20-22 per hour).
- Roekle reviewed a break-down of the services including regular and special education transportation services.
- Phipps asked about Assist to Transport and whether we worked to maximize regular bussing as much as possible. Roekle shared that they do and the main use of Assist to transport, outside of specific special education services, is with the district's obligation to transport homeless children to the school they regularly attend. Homelessnes Transportation as a requirement for the district is one of the more recent changes that is very costly for all school districts as often students are transported out of town.
- The committee asked Erdmann to collect comparable rates from other bus companies before the next board meeting.
- Motion to approve the 2022-2027 Transportation contract by Willis with a second by Vlastelica. Motion is carried to full board at the next meeting for a vote.

III. PURCHASING POLICY - (Information/Discussion/Possible Action)

- Erdmann shared concerns about the potential revised limits in the purchasing policy. Clarification of a bid process vs. quotes was discussed.
- The board wants to ensure that there is Increased communication and transparency regarding larger purchases, especially new engagements while not hindering the normal business operations of the school district.
- \$50,000 for bid items and \$5,000 for quotes were the new potential levels for consideration.
- Until further notice, directive provided to Director Erdmann that when Administrators are leaving the school district not to be allowed to engage in large purchases.

- Potential language for purchasing policy: For any administrator who has resigned from their position, all significant spending is required to be approved by the board of education.
- IV. OPEB ACTUARIAL STUDY - (Information/Discussion/Possible Action)
 - Erdmann shared that as a requirement, the district has an actuarial study completed bi-annually to value the district's OPEB liability. New this year, the district is able to enter a six-year agreement to experience a slight savings over just renewing a two year agreement.
 - Willis made a motion, second by Vlastelica to approve the OPEB Contract with Key Benefits Corporation to Provide the District's Actuarial Studies for the 2021-2026. Motion carried to the full board for approval.
- V. 2022-2023 BUDGET - (Information/Discussion)
 - Erdmann shared the Revenue Limit worksheet and forecasted enrollment. The largest considerations at this time is that the district is facing declining enrollment with no new money per pupil as a part of this biennium budget.
 - In addition, ESSER funding will last for one more year to cover the shortfall, however the district will need to investigate ways to trim the budget moving into the 2023-24 budget.
- VI. 2023-2024 BUDGET SOLUTIONS - (Information/Discussion)
 - Decrease in staffing added to support aftermath of the pandemic, plan redesign for health insurance, redesign of our Other Post Employment Benefits (OPEB) plan were shared by Erdmann as viable options to be considered by administration in trimming the budget.
 - Vlastelica shared that performance contracting should be explored by the district.
 - Erdmann shared many ways in which the district has worked to increase savings and will look into performance contracting options.
 - Space/Building Study was shared as an option to ensure that the district is doing its best to utilize the district's facilities.
 - Braunel would like Erdmann to bring next budget and budget solutions to each committee meeting moving forward.

VII. ADJOURN

Motion to adjourn the meeting at 7:19pm by Vlastelica, Seconded by Willis. Motion carried, 3-0.

Respectfully submitted,
Angela M. Erdmann
Acting Secretary
June 12, 2022