

**Manitowoc Public School District**  
**Minutes of the Finance & Budget Committee Meeting**  
**Monday, May 9, 5:30 p.m.**

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

**I. CALL MEETING TO ORDER**

Committee Chair Collin Braunel called the meeting of the Finance and Budget Committee to order at 5:32 pm

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

- ❖ Director Erdmann shared information regarding current staffing/responsibilities and concerns with capacity. ❖ There have been ongoing internal discussions over the past year regarding the placement of Open Enrollment Responsibilities within the district office. Currently, they fall within the business office and in studying capacity within the business office, we will potentially look at creating an additional staff position for board consideration and approval.
- ❖ The Business Office was reduced in payroll support from the Benefits Coordinator as of January 1. Currently, there is not a staff member trained to fully back-up payroll.
- ❖ The district has continued to support the MPSD Foundation as the assets were transferred from the MPSD to the Foundation in 2019. The support for the programs that are now technically under the foundation are still being supported by the district staff. As the district remains the primary beneficiary of Foundation's work, we are discussing with the foundation how they can support through management fee support.
- ❖ The committee asked that we bring more information back to the committee in regards to a solution/potential job description, and description of business office roles. They are also interested in having access to an organizational chart that the Director of Human Resources Director is working on for the Personnel Committee.

**III. OTHER PROJECTS - (Information/Discussion)**

- ❖ Director Erdmann has been working with district staff and our vendor, Wisconsin Document Imaging to plan for phase 2 of shifting the district to regional printing. Equipment will be ordered soon for phase 2. It is hoped that all equipment will be in place and ready for staff to use at the beginning of the 2022-23 school year.
- ❖ Skyward implementation is progressing as scheduled. The committee asked about the capacity of Skyward to implement electronic contracts and electronic signing options. Director Erdmann will look into options.

**IV. POLICY REVIEW - (Information/Discussion)**

- ❖ Director Erdmann provided example purchasing and fund balance policies from other districts for the committee to view what other districts have implemented.
- ❖ Purchasing policy discussion included an overview of challenges that the district faces with the lower, quote requirement amount and also reducing the amount required for the district to go out to bid. Several districts have a higher, lower limit of \$10,000 (MPSD is currently at \$3,000) to require quotes, and several other districts have lower thresholds (MPSD is currently at \$100,000) at \$50,000 and \$75,000 levels. The committee asked Director Erdmann to seek out additional policy platforms and language options through Neola for the current purchasing policy for the committee's next meeting and a revised policy will be brought forward to the board. It was agreed that the upper limit would decrease, likely to \$50,000 and the lower requirement of \$3,000 for quotes would be increased to \$7,000. Fund Balance Policy - a brief overview and potential future considerations for setting percentage guidelines were shared.

**V. MPSD FOUNDATION UPDATE - (Information/Discussion)**

- ❖ In addition to the information provided in the staffing update above, Director Erdmann shared that there are some remaining assets that will need to be shifted from the MPSD to the MPSD Foundation. Erdmann will look into the

necessary steps and bring actionable items to the committee in future meetings.

VI. 2021-2022 BUDGET UPDATE - (Information/ Discussion)

- ❖ Erdmann shared that Budget Adjustments for 2021-22 will be brought forward to the committee at a future meeting before the end of the fiscal year for committee and full board approval.

VII. FUTURE CONSIDERATIONS - 2022-2023 BUDGET & BEYOND - (Information/Discussion)

- ❖ Budget timeline was shared with the committee for the upcoming 2022-23 budget.
- ❖ Additional information will be shared at upcoming meetings in regards to potential savings opportunities in the areas of medical insurance and Other Post Employment Benefits (OPEB). We are proud to offer great benefits to our employees, and we will have some definite options to consider that will work to maintain benefits for employees but place the district in a better fiscal position looking ahead into the future.

VIII. ADJOURN

- ❖ Motion to adjourn by Kathy Willis, seconded by Tony Vlastelica at 7:23 p.m.

Respectfully submitted,  
Angela M. Erdmann  
Acting Secretary  
May 20, 2022