

**Manitowoc Public School District**  
**Minutes of the Finance & Budget Committee Meeting**  
**Wednesday, June 15, 5:30, or Directly following the Joint Personnel and**

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 6:50 p.m.

**II. CEP FOOD SERVICE APPLICATION - (Information/Discussion/Possible Action)**

- Erdmann shared the background behind the current USDA program coming to an end where all students are provided breakfast and lunch for free.
- The district qualifies for and has the option to continue to provide free meals (breakfast and lunch) to all families through the Community Eligibility Provision CEP.
- The district has completed the application process through DPI. If approved, the district would be able to provide meals through CEP for four years. Annually, the school board would have to approve the offering of CEP. With our current positive fund balance and the requirement by DPI to spend down our fund balance, the district is recommending the approval to offer CEP for the 2022-23 school year.
- To qualify for CEP, the district's Identified Student Percentage (ISP) needed to be over 40%. Our current level is 43%. This percentage is off of direct certification only, and not all encompassing of the district's total free and reduced lunch percentage that includes free and reduced lunch applications.
- If approved, families would no longer have to fill-out a free and reduced lunch application, but a
- Reimbursement for the meals would be at the free rate for 70% of the meals and 30% will be reimbursed at the paid rate.
- There were questions regarding additional requirements for receiving reimbursements for meals. All meal reimbursements follow the guidelines of the National School Lunch Program. This is the same program used to reimburse districts for free and reduced price meals in the past and this is not a new separate fund source with any types of strings attached.
- Motion to approve offering free meals through CEP to all students for the 2022-23 school year. Willis, Vlastelica, motion carried to the full board for final approval

**III. BUDGET BUILDING SHARING PROCESS - (Information/Discussion/Possible Action)**

- Erdmann shared her plan for bringing the budget to the committee in parts for approval, rather than as a whole which was done in the past.
- Erdmann shared the process of closing out the budget to maximize funding.
- There was discussion regarding budget savings in the future. Committee requested that we continue to evaluate all areas possible to cut costs.

- The committee asked for a breakdown of funds to help them better understand the focus of each fund for school finance. Erdmann also shared some optional subscriptions ideas that are available to build capacity in the boards understanding of school finance.

#### IV. ADJOURN

Motion to adjourn by Vlastlca, second by Willis at 7:27

Respectfully submitted,  
Angela M. Erdmann  
Acting Secretary  
June 24, 2022