

**Manitowoc Public School District**  
**Minutes of the Finance & Budget Committee Meeting**  
**Wednesday, June 2nd, 2021, 4:00 p.m.**

Finance and Budget Committee Chairperson Kathy Willis called the meeting to order at 4:02 p.m. Committee Members present were Kathy Willis, Lisa Johnston, and Collin Braunel. Dave Nickels, Superintendent Mark Holzman, and Director of Business Services, Angela Erdmann were also in attendance.

The meeting covered the following agenda items:

- I. Cenergistic Energy Savings Program/Energy Conservation Policy (Information/Action)
  - Director of Business Services Angela Erdmann shared that the new policy is being brought forth due to our engagement with Cenergistic. The policy confirms the district's commitment through policy to the new energy savings program engagement that will last for 5 years and then be maintained by the district beyond that point.
  - Superintendent Mark Holzman provided an overview of the program including cost of the engagement and estimated savings of \$900,000 over five years. Part of the arrangement includes the district hiring an energy manager for the duration of the program. Efforts will be made to use savings to invest in LED lighting.
  - Motion was made by Collin Braunel and seconded by Lisa Johnston to move the policy to the full board for an approval vote.
  
- II. Budget Adjustments for 2020-21 year-end for funding (Information)
  - Director of Business Services Angela Erdmann shared a copy of the Wisconsin Uniform Financial Account Requirements (WUFAR) Summary and Descriptions of funds used by school districts for fund accounting.
  - Erdmann shared that it will be necessary to make a budget amendment by the end of June due to the unforeseen revenues and expenditures from COVID-19. The adjustment and budget republication would confirm and share with the public the increased revenues and expenditures. This is a typical process for school districts as the budget will see changes from the originally passed budget each October.
  - Budget adjustment amounts will be finalized and we will hold an additional committee meeting to discuss and consider for approval the budget adjustments for the 2020-2021 budget year for the final June 2021 Special Board meeting.
  
- III. CARES Funding Update (Information)
  - A guideline for CARES funding requirements was shared with the committee in BoardBook.
  - Director of Business Services Erdmann shared that ESSER I, GEERS I, will be claimed by the end of FY 2020-21. ESSER II & III money will be used in future fiscal years.
  - Superintendent Holzman provided background in how the Federal Grant Money is administered. Money is provided to the state from the Federal Government to the states.
    - The state can withhold up to 10% for processing fees/costs. The state then disburses the money to the districts and districts serve as the fiscal agent.
    - At the state level they are trying to adjust aid based on the money that districts are receiving.
    - Access to the monies may not be until the fall while we have access to the money at this time.
  - MPSD works with area parochial schools to serve as the fiscal agent to help them spend the money.
    - Parochial schools were eligible to receive ESSER I and GEERs money.
    - Administering and supporting the funds for parochial schools is at no cost to the parochial schools and is an extensive additional weight in workload to support this spending as it is on top of the regular duties of the business office.
    - MPSD needed to make an adjustment to finalize and re-certify amounts for ESSER I and GEERs as there was an issue in the WISEgrants program with parochial school counts, specifically with the Roncalli Catholic Schools Consolidation.

#### IV. 2021-22 Budget Update (Information)

- Impact on the state budget with funding has a lot of unknowns at this time.
- Third Friday count provides a clearer picture as aid is certified on October 15th of each year, just after our annual Budget Hearing.
- Budget savings efforts that impact the budget include
  - Cenergistic Program
  - Streamlining our Printer and Copier Contracts
  - Staffing that is adjusted and evaluated yearly with enrollment.
  - Use of Debt Service Reserves to decrease debt payments as our current debt will be paid off in the next 2-3 years.
  - We will also begin to study options with our Other Post Employment Benefits (OPEB) liability as post employment benefits are currently in a guaranteed benefit vs. guaranteed contribution design. Rising healthcare costs makes a guaranteed benefit challenging to sustain without straining resources currently allocated to other areas.
- Upcoming Projects
  - The district is moving online Food Service Payments from WordWare to Infinite Campus for the 2021-22 School Year.
    - The integration of payments directly into Infinite Campus will improve the use of Infinite Campus to support families, expand the possibilities of fee payment options for families .
  - We are in the preliminary stages of examining a potential change of our Financial and Human Resources Database to Skyward.
    - Currently we use Alio. Several of our processes are very manually, payroll timesheets in particular and time off tracking among many other identified benefits.
    - The change would bring a one-time investment of approximately \$250,000 for the training and transfer of historical data. Ongoing operational cost would be similar to Alio after the implementation.
- Request for information
  - A question was brought forward in regards to the cost for having a third party, like Staff Perceptions conduct our exit surveys.
    - Superintendent Holzman contacted Staff Perceptions to discuss if they did exit surveys. They indicated they have assisted with some of these surveys in the past, but their services for exit surveys are not widely used by school districts.
    - They can assist with administering our current survey, or assist to develop one.
    - Cost would be around \$1,500 to \$2,000.
    - The information will be passed along to the Director of Human Resources.

#### V. Business Office Update/ MPSD Website Business Services Website Updates (Information)

- Director of Business Services Erdmann shared that she will be making updates to the MPSD Website. Updates will share future published budgets, bring back the budget booklet, past financial statements, and also links to DPI Longitudinal information. The goal is to include more information that is easily accessible for the public.

Other discussion provided an overview of the funds that are used in MPSD and the fact that there are strict guidelines with how money is managed and used between the different funds along with future possibilities. The handout referenced above will be provided to board members as a reference (See II.).

#### VI. Future meetings/Timeline for Agendas (Information)

- Next meeting will be Thursday, June 17 @ 2:30 to take care of budget amendment amounts and bus contract for 2021-2022.
- Wednesday, June 30 @ 4:00 - next regular committee meeting.

Collin Braunel made a motion to adjourn the meeting, seconded by Lisa Johnston at 5:05 p.m. Motion carried, 3-0.

Respectfully submitted,  
Angela M. Erdmann  
Acting Secretary  
June 6, 2021