

CEDARBURG SCHOOL DISTRICT

Personnel & Finance Committee Meeting

June 13, 2016

6:30 p.m.

Board of Education Room #75

Minutes

Board of Education members who are not members of the Personnel & Finance Committee may attend this session, consequently, a quorum of the full Board of Education may be present. No business of the Board of Education will be conducted at this Committee meeting.

Committee Members: Jeff Brey, Kevin Kennedy, Mark Meisner, Todd Bugnacki, Karen Dvornik, Conrad Farner

Guests: Scott Fuller, Dave Williams, Associated
Mary Jo McLoughlin, Brian Mand, Laura Stalland, ARAMARK

I. Nominate Chairperson

Mr. Kennedy nominated Mr. Brey. Mr. Meisner seconded the motion. Motion passed, 2-0. Mr. Brey is Chairperson of the Personnel & Finance Committee.

II. Call to Order

Ms. Dvornik called the meeting to order at 6:30 p.m.

III. Approve Minutes of May 11, 2016

Mr. Kennedy moved to approve the Minutes of May 11, 2016. Mr. Meisner seconded the motion. Motion passed, 3-0.

IV. Review Health Risk Assessment Bids

Ms. Dvornik introduced Mr. Fuller, and Mr. Williams of Associated. She reported in March the district went to bid for a health risk assessment vendor and Associated is present tonight to discuss the bids.

Mr. Fuller began by stating the District's health insurance provider WCA, has agreed to cover the entire cost of the screening. He then compared the four vendors: Healics, Interra Health, Aurora Health Care and MidlandHealth.

Ms. Dvornik stated it is the recommendation of administration to go with Interra Health. She mentioned employees eligible for insurance that do not use District insurance will be offered this assessment as well at a cost to the district.

Mission Statement

The mission of the Cedarburg School District is to provide an exemplary education that challenges students in a nurturing environment to develop into lifelong learners, to become responsible adults, and to achieve their goals and dreams.

Next steps are to forward to the June board meeting for approval and consider locations and dates for the screening. Mr. Fuller will contact Interra Health regarding schedules. The District will send communication to employees.

Mr. Kennedy moved to advance to the full board for consideration. Mr. Meisner seconded the motion. Motion passed, 3-0.

V. 2016-17 Food Service Presentation and Contract Renewal

Ms. Dvornik introduced Mary Jo McLoughlin, Brian Mand, and Laura Stalland from ARAMARK.

It is the recommendation of the Personnel & Finance Committee to approve forwarding a 2.6% increase with ARAMARK Educational Services, LLC for the 2016-17 contract year. Ms. Dvornik explained contracts between a school district and management company are for one year with options for yearly renewals not to exceed four additional years. The contract with ARAMARK began on July 1, 2014 and extends through June 30, 2019.

ARAMARK has served as the District's food service vendor for the past 24 years. Ms. Dvornik reported Mr. Mand is taking a new position with ARAMARK next school year and thanked him for his positive attitude and the work school ethic and wished him well on behalf of Cedarburg School District. She introduced Ms. Stalland, Registered Dietician, as the new Food Service Director.

ARAMARK representatives gave a presentation on the 2015-16 school lunch program updates, nutrition regulation refresher, sales, opportunities, and commodities/direct diversion update.

The Committee requests the 2016-17 Food Service Management Contract be advanced to the June School Board meeting for approval.

VI. Transportation Contract and Cameras

It is the recommendation of the Personnel & Finance Committee to approve forwarding the proposed Transportation contract increase and term extension to the School Board for approval.

Ms. Dvornik stated we are in the third year of three year rate agreement. The CPI-U for July 1, 2016 is 0.12% and Riteway has agreed to a 0% increase for the 2016-17 school year. They will also install Camera/DVR systems for the district's five special education buses at their expense, which is an estimated cost of \$7,500 before the start of the 2016-17 school year.

It is also recommended the district lock in a rate for an additional two years and continue with the six year contract term. The rate will again be based on the July 1 CPI-U and will have a maximum increase of 2.95% with an addition of a 1% minimum.

This year the Riteway and District contract will change due to the addition of cameras in the buses. Proposed language that will be added to the contract was discussed. Ms. Dvornik stated the contract will be sent to District's legal counsel for final review. Additionally, district policies will reflect the addition of cameras as well.

Discussion ensued.

The Committee requests Transportation Contract and Cameras be advanced to the June School Board meeting for approval.

VII. 2016-17 District Insurance

It is the recommendation of the Personnel & Finance Committee to approve forwarding the 2016-17 district insurance renewal to the School Board for approval.

Ms. Dvornik reported the district changed property insurance from the Local Government Property Insurance Fund to Liberty Mutual effective September 1, 2015 and it is recommended the district remain with them for the 2016-17 school year. The recommended changes to the current values have been received and the expected premium increase is \$5,626 over two years or \$2,813 for each year.

The boiler insurance with Zurich is no longer being provided to schools beginning 2016-17. The recommendation is to obtain coverage for boiler insurance through Liberty Mutual.

The current budget estimate will be increased by \$9,917. This will cover the addition of cyber liability for 2016-17 in the amount of \$7,104 and half the additional increase for property insurance due to a valuation change. The remaining increase of \$16,024, mainly due to Workers' Compensation, will be absorbed into other fiscal areas of the budget.

Discussion ensued.

The Committee requests the 2016-17 District Insurance be advanced to the June School Board meeting for approval.

VIII. 2015-16 Budget Amendments

It is the recommendation of the Personnel & Finance Committee to approve forwarding the 2015-16 Budget Amendments to the School Board for approval.

Ms. Dvornik stated each year the School Board is asked to review and approve changes in the adopted budget. This budget amendment is to reflect grant allocations and donations that were unknown in October. The budget amendment requires a class one notice within ten days of the school board approval.

She reported on the fiscal impact to General Fund (Fund 10), the Special Projects Fund (Fund 21) and Special Education Fund (Fund 27). Fund 10 includes increase/decreases to various grants, an increase of \$28,170 in library aid, increases to resale accounts, including moving \$20,000 from strategic wellness to the project account for phone system upgrades. Also included is the approval of \$450,197 for the tennis court project and market adjustments of \$55,983 of which \$12,750 was fund balance and \$43,233 the balance of the bonus budget.

Fund 21 includes the many generous donations received and approved throughout the school year and the \$100,000 transferred from Fund 80 last year for CPAC maintenance. Fund 27 includes final allocations and budget adjustments for the flow-through and pre-school entitlement grants. The Committee requests the 2015-16 Budget Amendments be advanced to the June School Board meeting for approval.

IX. 2016-17 Budget Recommendations and Discussion

Ms. Dvornik stated 2016-17 Budget Recommendations is brought back to this committee at the request of the school board to discuss IMC services #9, #10, #11 of the recommendations.

She explained the color-coded rows of the chart. The peach color the use of fund balance items are related to 4K; blue shows additional IMC information requested at the May Board meeting for possible approve at the June board meeting; yellow items will be monitored closely and will continue to change; and the pink is an estimate for additional Property values and Cyber liability ending with (11,577).

The Committee requests the 2016-17 Budget Recommendations be advanced to the June School Board meeting for approval.

X. Fund 46

Ms. Dvornik stated Fund 46 is a 10 year Buildings & Grounds account that has been opened for future projects.

XI. Activity Accounts

As information only, during the school year, a separate audit was done on district activity accounts which are only at Webster and the High School. Both schools are on Skyward now which provides better accountability. Auditors made some recommendations with one being the school board is made aware of all activity accounts and approve the initial list. By doing so, they are made aware of what activity accounts are at each school. Each year thereafter, adds/deletions will be forwarded to the board for their information, not approval.

The CHS Non athletic account is \$243,000. Webster's athletic account is \$96,000. The Business manager signs off after the approval of school principals.

XII. Future Meeting Dates

July 13

Insurance Committee meeting is June 23, 2016 to discuss OPEB.

Mr. Kennedy moved to adjourn the meeting. Mr. Meisner seconded the motion. Motion passed, 3-0.

XIII. Adjournment

The meeting adjourned at 8:16 p.m.

Respectfully Submitted,

Ann Weaver

Secretary to the School Board