

# CEDARBURG SCHOOL DISTRICT

## Personnel & Finance Committee Meeting

July 13, 2016

7:00 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 Present: Jeff Brey, Kevin Kennedy, Mark Meisner, Ben Irwin

Others Present: David Krier, Todd Bugnacki, Conrad Farner, John Koster

Mr. Brey called the meeting to order at 7:05 pm

### I. Approve Minutes of June 13, 2016

Mr. Kennedy moved to approve the Minutes of June 13, 2016. Mr. Meisner seconded the motion. Motion passed, 3-0.

### II. 2016-17 Employee Handbooks

Mr. Farner discussed the Summary of Recommended Changes to Employee Handbooks for the 2016-17 school year. He described the Support Staff leave changes were regarding the allotment of sick leave days and extended leaves. The Professional Educator handbook language changes were made to Licensure/ Certification, Retirement Insurance and Stipend, and Leaves of absences.

Discussion ensued.

The Committee recommends advancing 2016-17 Employee Handbooks to July Board Meeting for approval.

### III. LED Light Conversion

Mr. Koster presented a report prepared by Elan Lighting, Inc., on retrofitting existing district lighting system to LED and the financial benefits of the conversion. His presentation included initial costs, the average operation cost savings, and a 10-year operating cost savings at present value.

Included in the report is a comparison metrics on the Life Cycle cost, net present value, simple payback, discounted payback, internal rate of return, modified

---

### 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.*

internal rate of return and the cost of waiting. He mentioned if the District chose not to convert at this time the cost of waiting to the District would be \$21,189/month.

Mr. Koster reported his focus will also be obtaining rebates on energy and other cost savings rebates for the district. The cash flow savings will be seen after year five.

Mr. Irwin stated the District would take \$1.2M from Fund Balance spread over two years, \$600,000 this year and \$600,000 in the 2017-18 school year. Savings to the District will be seen immediately and will be put back into fund balance.

Mr. Kennedy moved to start implementation of the LED process. Mr. Meisner seconded the motion. Motion passed, 3-0.

The Committee requests LED Light Conversion be advanced to July Board Meeting for approval.

#### IV. Facilities Use

Mr. Bugnacki stated the District is in the process of reviewing and updating school board policies with NEOLA and determined the Facilities Use policy hasn't been revised since 2005. Tonight's discussion pertains to the Use of School Facilities Guidelines, Facility Use Fee and Facility Use Application. Mr. Koster explained the Guideline classifications went from six priority groups to four. These guidelines will be discussed at the next Policy Committee to ensure it is aligned with the Facility Use Fee policy. Mr. Koster reported the Fee schedule hasn't been revisited for 11 years.

Mr. Kennedy moved to advance the Facility Use Fee and Guidelines to the Policy Committee for approval and then send to the full Board. Mr. Meisner seconded the motion. Motion passed, 3-0.

Mr. Brey recommends Administration revise fee structure annually.

#### V. Signage

Mr. Koster explained the District has approval from the City's Plan Commission to install electronic signs at Cedarburg High School and Webster. The signs will be sophisticatedly designed with white letters on black background. The Committee is looking for approval to move forward with the Plan Commission to begin the process.

Mr. Kennedy moved to advance to the City Plan Commission for further discussion and bring back to the Personnel & Finance Committee. Mr. Meisner seconded the motion. Motion passed, 3-0.

VI. Security Cameras

Mr. Koster reported administration will investigate the possibility of upgrading security cameras at the high school and middle school and will come back with proposals. He added the district will repurpose the current cameras to the elementary schools.

VII. Future Meeting Dates

Wednesday, August 10.

VIII. Adjournment

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

The meeting adjourned at 8:02 p.m.

Respectfully Submitted,

Ann Weaver  
Secretary to the School Board