

Finance and Personnel Committee Meeting
December 11, 2012
5:00 p.m.

The Finance and Personnel Committee meeting of the Board of Education was held at the Central Office Board Room on Tuesday, December 11, 2012.

Chairman Lehman called the meeting to order at 5:00 p.m. and ascertained that the meeting had been properly noticed.

John Lehman, Chairman of the Finance and Personnel Committee, and committee members Peter Kaul and Christopher Kunz were present. Betsy Ellenberger was excused. Board member Jeff Spoehr was also in attendance. The following administrators and staff were also present: District Administrator-Mary Pfeiffer, Assistant District Administrator-Human Resources and Central Services -Vicky Holt, Director of Business Services-Paul Hauffe, and Director of Revenue Enhancement and Business Services Support-Jon Joch. The following Chartwells employees were in attendance: Food Service Director – Michele Stahmann and Chartwells District Manager – Jerry Plocinski.

Chairman Lehman reviewed the posted agenda items for the evening.

Open Forum

As no one present wished to address the Committee, Chairman Lehman declared the open forum closed.

2011-12 Financial Audit

Mr. Jason Vollrath, from the accounting firm of Erickson and Associates, presented the 2011-12 financial audit. The District received an “unqualified” opinion which indicates their financial reporting is in good order. Mr. Vollrath entertained several questions from Committee members. The Committee accepted the 2011-12 Audit report and requested that it go to the full Board for acceptance at their December 18, 2012 meeting.

2012-13 Food Service Update

Mr. Hauffe provided a general overview of the Food Service program, from a financial perspective, after two full months of service. He indicated that the program is operating as expected and is on pace to achieve the desired results. Mr. Hauffe then introduced Ms. Michele Stahmann and Mr. Jerry Plocinski from Chartwells. Ms. Stahmann provided a PowerPoint presentation highlighting some of the “non-financial” accomplishments of the program to date, as well as expanding on some of the financial successes. Ms. Stahmann talked briefly about the new Federal regulations that became effective for the

2012-13 school year and the revisions to those regulations received only days ago. Ms. Stahmann has heard very positive comments regarding the quality and variety of food offered to the students. She indicated that participation is very good and is higher than last year. Ms. Stahmann identified a few challenges that the program faces as it moves forward: maintaining participation, the number of full serving days, menu items, etc. Committee members asked questions concerning menu options, the breakfast program, à la carte items, etc.

Food Service Contract

Mr. Hauffe updated the Committee members on the status of a contract amendment with Chartwells. He indicated that the two sides are very close to completing an amendment. Committee members reviewed, discussed, and asked questions of the proposed amendment.

OPEB Investment Update

Committee members reviewed the results of the OPEB Trust Fund for the quarter ending September 30, 2012. Members noted that the market value of the fund increased by approximately 4.0% during the period. The results easily beat the District's targeted quarterly return of 1.59%.

Open Forum

As no one present wished to address the Committee, Chairman Lehman declared the open forum closed.

Future Agenda Items

The following topics may be placed on the agenda for future Committee meetings: Facilities and Maintenance Plan, Natural Gas Purchasing Program update, PMA Budget Forecasting Model, 2012-13 Budget discussions as needed.

Motion by Kaul, second by Kunz to adjourn the meeting. Motion passed unanimously (3-0). Meeting adjourned at 6:49 p.m.

Next meeting: Undecided

Respectfully Submitted,
Paul Hauffe, Director of Business Services