

Finance and Personnel Committee Meeting  
February 19, 2013  
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, February 19, 2013.

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 Betsy Ellenberger, Peter Kaul and Christopher Kunz were present. 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, Director of Revenue Enhancements and Business Services Support-Jon Joch, and Director of Facilities/Engineer – Andrew Thorson. 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.

### **OPEB Trust Fund – Quarterly Review**

Mr. Hauffe introduced Mr. Hans Anderson and Mr. Ryan Hale, who were participating in the Committee meeting via conference call. Mr. Anderson and Mr. Hale are investment consultants with Graystone Consulting (a division of Morgan Stanley) which is one of three partners affiliated with the Wisconsin OPEB Trust. Mr. Anderson and Mr. Hale reviewed the fourth quarter (December 31, 2012) investment returns for the Neenah Joint School District and indicated the investments are performing as expected. They also provided commentary on current market conditions and discussed the District's current asset allocation, reviewed the investment philosophy, and identified investment opportunities that could be anticipated in the near future. Mr. Hale also mentioned that the District's portfolio has continued to perform well in the first month and one-half of the current quarter.

### **Food Service Update**

Mr. Hauffe provided a general overview of the food service program from a financial perspective after five 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 ideas and products that Chartwells has introduced into the food service program. Contrary to state and national trends, participation in the District’s food service program continues to be at a higher level than the previous year. Ms. Stahmann identified several challenges that the program faces as it moves forward: maintaining participation, the number of full serving days, menu items, federal regulations, etc. Committee members asked questions concerning the program’s finances, menu options, and the breakfast program.

### **Financial Audit Contract Extension**

Mr. Hauffe presented a recommendation from the administration to extend the financial audit contract with Erickson & Associates, S.C. for another three year period. The fees for the annual audit would be \$11,000, \$11,350, and \$11,700 for the years ending June 30, 2013, 2014, and 2015, respectively. **Motion by Kunz, second by Ellenberger to recommend to the full Board that the financial audit contract with Erickson & Associates, S.C. be extended for another three year term. Motion passed unanimously (4-0).**

### **2013-14 Major Maintenance Projects**

Mr. Thorson provided committee members with details of some of the more significant maintenance projects that are scheduled to be completed during the 2013-14 budget year. Mr. Thorson also identified maintenance projects that should be addressed within the next five years. Committee members asked questions regarding the prioritizing of projects. Mr. Thorson explained that general safety, routine maintenance, energy savings, and the ability to keep buildings open and operating efficiently were the main factors in determining a priority for each project.

### **Enhanced Format for Financial Statements**

Mr. Hauffe distributed alternative financial statements for the period ending January 31, 2013 to committee members for their review. Mr. Hauffe will revise the layout of those financial statements.

### **Open Forum**

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

### **Future Agenda Items**

The following topics will be placed on the agenda for future Committee meetings:  
Natural Gas purchasing program

**Motion by Kaul, second by Ellenberger to adjourn the meeting. Motion passed unanimously (4-0).** Meeting adjourned at 5:55 p.m.

**Next meeting tentatively scheduled for April, 2013.**

Respectfully Submitted,  
Paul Hauffe, Director of Business Services