

Finance and Personnel Committee Meeting  
February 21, 2012  
5:30 p.m.

The Finance and Personnel Committee meeting of the Board of Education was held at the Central Office Board Room on Tuesday, February 21, 2012.

Chairman Lehman called the meeting to order at 5:30 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, Christopher Kunz and Betsy Ellenberger were present. Board member Scott Thompson was also 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 Enhancement and Business Services Support-Jon Joch, and Facilities Engineer-Andrew Thorson. In addition, the following staff from ARAMARK was present: Food Service Director-Michael Dion.

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. Patrick Hull, who was participating in the Committee meeting via conference call. Mr. Hull is an investment consultant with Graystone Consulting (a division of Morgan Stanley) which is one of three partners affiliated with the Wisconsin OPEB Trust. Mr. Hull reviewed the fourth quarter investment returns for the Neenah Joint School District and indicated the investments are performing as expected. Mr. Hull also provided commentary on current market conditions and discussed the District's current asset allocation, reviewed the investment philosophy, and identified investment opportunities that he anticipates in the near future.

**Food Service Update**

Mr. Hauffe and Mr. Dion presented a quarterly review of the District's Food Service program. Mr. Hauffe indicated that the financial information is encouraging after six calendar months of operation (four service months). When compared to previous years: 1) revenues have increased more than anticipated, 2) participation is almost 2% higher, and 3) expenditures are within, or slightly below, estimates. While the numbers

are very encouraging, it still appears that the Food Service program will finish the year with a small deficit.

Mr. Dion discussed some non-financial highlights of the food service program including an update on the whole grains and healthy foods initiative and an update on the fresh fruit and vegetable program currently underway in the District. Committee members asked several questions of Mr. Hauffe and Mr. Dion.

### **Early Authorization for 2012-13 Major Maintenance Projects**

Mr. Thorson presented an overview of major maintenance projects that will need consideration within the next five years. In particular, several projects are planned to be included in the 2012-13 budget and will need early authorization so that they may be completed prior to the opening of school in September, 2012. The following projects were identified by Mr. Thorson as needing a longer time to complete and consequently needing an earlier project starting date:

- Boiler Replacement -- NHS Conant
- Boiler Room Asbestos Abatement – NHS Conant
- Water Heater Replacement – NHS Conant
- Some Window Replacement – Shattuck
- Some Window Replacement – Administration Building
- Reconstruct Parking Lots A & B – Neenah High School

In addition, committee members were reminded that the Science Lab conversion project at Shattuck Middle School was previously authorized by the Board of Education to begin the planning and construction process.

Committee members asked many questions of Mr. Thorson including the prioritization of projects, budget implications, and the general state of the District's buildings and grounds.

**Motion by Ellenberger, second by Kaul, to recommend to the full Board that bid specifications and/or RFP's be prepared for the list of projects as presented which will ensure that those projects will be completed by September 1, 2012. Motion passed unanimously (4-0).** These projects will come to the full Board of Education for action at a subsequent meeting.

### **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: 2012-13 Budget discussions as needed and annual service contract review.

**Motion by Kaul, second by Ellenberger to adjourn the meeting. Motion passed unanimously (4-0).** Meeting adjourned at 6:20 p.m.

**Next meeting: Board Room, Tuesday, April 24, 2012 @ 5:30 pm.**

Respectfully Submitted,  
Paul Hauffe, Director of Business Services