

Finance and Personnel Committee Meeting  
May 21, 2013  
4:30 p.m.

The Finance and Personnel Committee meeting of the Board of Education was held at the Central Office Board Room on Tuesday, May 21, 2013.

Chairman Lehman called the meeting to order at 4:31 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. Board of Education members Scott Thompson, Jean Maurice Boyer, and Michelle Swardenski were 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, Director of Revenue Enhancements and Business Services Support-Jon Joch, and Director of Facilities/Engineer – Andrew Thorson.

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.

**PMA Financial Forecasting Model**

Mr. Hauffe introduced Mr. Bob Borch from the PMA Financial Network. Mr. Borch described a financial planning program that has been purchased by the District that will help Administration project future budgets, identify trends, determine fiscal policies and analyze expenditures and revenues. Using the software program, Mr. Borch demonstrated the uses and capabilities of the program and identified the many variables that need to be considered when preparing a current budget and how they relate to future budgets. Committee members asked questions of the software program, in general, as well as some specific questions regarding Neenah’s current and/or future budgets. Mr. Borch explained that this program provides users with a “macro” view of budgets, current and future, and that the “micro” analysis of budgets needs to be done at the Administration/Board level.

**OPEB Investment Update**

Mr. Hauffe shared information with the Committee regarding the investment performance of the District’s OPEB Trust Fund for the quarter ended March 31, 2013. In general, the Trust Fund is performing as expected. The District’s investment policy target annual rate of return is 6.5%. Through three fiscal quarters this year, the Trust Fund has returned 8.6%. Committee members discussed the asset allocation of the trust, the District’s investment policy, and future funding possibilities.

### **Major Maintenance Bidding Process and Procedures**

Mr. Thorson led Committee members in a discussion of the District's approach and bid process involving a current High School roofing project. Mr. Thorson answered several questions regarding the roof project, in particular, and outlined procedures that the District follows regarding any type of capital improvement project. Several committee members suggested that the bid results, at a minimum, be communicated to the Board. However, committee members were also aware of the need for expediency when dealing with major maintenance projects and their unique timelines. Committee members requested that Mr. Thorson develop a proposal that will effectively communicate information concerning major purchases/projects to the Committee and/or Board of Education in a timely manner.

### **Service Contract Review**

Mr. Hauffe provided Committee members with a report that identified service contracts that the District maintains with various vendors. These contracts (greater than \$10,000 annually) include vendors in the following areas: technology, maintenance, instruction, administration, cocurricular, employee benefits, pupil transportation and food service. Committee members and others in attendance discussed a number of the contracts and asked questions of the Administrative staff in attendance. Mr. Hauffe pointed out that many of these contracts are flexible and based on the number of students needing a particular service.

### **Open Forum**

Steven Schoen, 1417 Meadowbreeze Circle, addressed the Committee regarding the Neenah High School roofing project. Mr. Schoen offered his opinion on how the roof project could have been handled and wants to make sure the Board receives enough information to make informed decisions.

Chairman Lehman declared the open forum closed.

### **Future Agenda Items**

The following topics will be placed on the agenda for future Committee meetings: Actuarial study update, Food Service Fund review, Student Fee recommendations for 2013-14

**Motion by Kaul, second by Ellenberger to adjourn the meeting. Motion passed unanimously (4-0).** Meeting adjourned at 6:02 p.m.

**Next meeting scheduled for June 4, 2013.**

Respectfully Submitted,  
Paul Hauffe, Director of Business Services