

Finance and Personnel Committee Meeting
February 3, 2014
5:00 p.m.

The Finance and Personnel Committee meeting of the Board of Education was held at the Central Office Board Room on Monday, February 3, 2014.

Chairman Lehman called the meeting to order at 5:01 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 member Jean Maurice Boyer was also in attendance. The following administrators and staff were also present: District Administrator Mary Pfeiffer, Assistant District Administrator of Human Resources and Instructional Support Services Victoria Holt, Assistant District Administrator of Business Services Kathy Davis, Director of Business Services Paul Hauffe, and Director of Facilities/Engineer Andrew Thorson. The following Chartwells employees were in attendance: Food Service Director – Michele Stahmann, Assistant Food Service Director – Joshua Guckenberg, and Chartwells District Manager – Jerry Plocinski.

The Committee members tasted samples of nutritious food courtesy of Chartwells.

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 Investment Update

Mr. Hauffe introduced Mr. Hans Anderson, who was participating in the Committee meeting via conference call. Mr. Anderson 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. Anderson reviewed the fourth quarter (December 31, 2013) investment returns for the Neenah Joint School District and indicated the investments are performing as expected. He 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. Anderson also mentioned that the District's portfolio, like the general market, has come under a little pressure in the first month of the current quarter.

2013-14 Food Service Program

Ms. Stahmann provided a PowerPoint presentation highlighting some of the accomplishments of the food service program through the first four serving months of the 2013-14 school year. Ms. Stahmann indicated that overall participation in the breakfast program is increasing, as compared to the same period a year ago, while the overall participation in the lunch program is decreasing. She also indicated that a la carte sales have decreased by almost 10% from the same time last year. The food service program, in general, is offering healthier food options for students and utilizing better quality ingredients. At this point, the food service program is on pace to achieve a small program surplus for the 2013-14 fiscal year. Committee members asked questions concerning the program's finances, student participation, menu options, and the breakfast program. Committee members also thought it would be helpful if they could see results of any surveys or questionnaires completed by students/parents regarding the food service program.

2014-15 Major Maintenance Projects

Mr. Thorson provided committee members with details of some of the maintenance projects that are scheduled to be completed during the 2014-15 budget year. Mr. Thorson offered a PowerPoint presentation that illustrated some of the maintenance concerns throughout the District. 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.

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 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 adjustable based on a number of variables such as the number of students needing a particular service or the weather. Committee members suggested that this contract review be done one time per year.

Future Meetings and Agenda Items

The next meeting of the Finance and Personnel Committee will be determined at a later date. Among the future topics will be a review of fund balance policy and procedures.

Open Forum

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

Motion by Kaul, second by Ellenberger to adjourn the meeting. Motion passed unanimously (4-0). Meeting adjourned at 7:27 p.m.

Respectfully Submitted,
Paul Hauffe, Director of Business Services