

Finance and Personnel Committee Meeting
September 18, 2012
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, September 18, 2012.

Chairman Lehman called the meeting to order at 4:30 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 member Scott Thompson 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, Director of Revenue Enhancement and Business Services Support-Jon Joch, Director of Facilities/Engineer – Andrew Thorson, and Activities Director – Jim Strick. The following Chartwells employees were in attendance: Food Service Director – Michele Stahmann, Assistant Food Service Director/Registered Dietician – Jennifer Dreyer, 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.

Food Service Update

Mr. Hauffe introduced Ms. Michele Stahmann, Mr. Jerry Plocinski, and Ms. Jennifer Dreyer from Chartwells. Ms. Stahmann provided committee members with a brief update on the successes and challenges that Chartwells has experienced since being selected as the District's food service vendor up to and including the first three weeks of the school year. Ms. Stahmann mentioned that there were a few bumps in the road but in general, the program is progressing nicely. At this early date, student participation is running slightly ahead of last year. Ms. Stahmann has heard very positive comments regarding the quality and variety of food offered to the students. She indicated that the program is fully staffed and employees are working a similar number of hours as compared to last year. Mr. Hauffe indicated that the District and Chartwells are reviewing how to use funds originally budgeted for capital improvements (refrigeration) in a more beneficial manner to the program. Ms. Stahmann and Mr. Plocinski indicated that changes in the lunch serving periods at both Neenah High School and Shattuck Middle School could have a detrimental impact on student participation in the program. Both of these changes may involve some creative solutions to address the concerns.

Neenah Rocket Stadium Proposal

Mr. Thorson led a discussion regarding a proposal from the Neenah High School Quarterback Club to update Rocket Stadium. He identified a priority upgrade list prepared by the Quarterback Club which included the press box, sound system, ticket booth, concession stand, and field lighting. Each upgrade would be completed as the Quarterback Club raised the necessary funds. The total project cost is estimated to be \$752,000. The Quarterback Club has raised \$42,000 to date. Committee members discussed the specifics of this proposal as well as the philosophical question of what role (financially) the District should play in maintaining/upgrading District facilities. Some members suggested that the District has a responsibility to cover the cost of "basic" maintenance while outside organizations could provide financial help for upgrades. Committee members suggested the administration become more involved in the future plans/upgrades for our District facilities. **Motion by Kaul, second by Ellenberger to bring the proposal to upgrade Rocket Stadium, as presented, to the full Board for consideration. The Board would have an opportunity to adjust or modify the plan as necessary. Motion passed unanimously (4-0).**

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: 2011-12 Financial Audit, 2012-13 Budget discussions as needed.

Motion by Kaul, second by Ellenberger to adjourn the meeting. Motion passed unanimously (4-0). Meeting adjourned at 5:47 p.m.

Next meeting: Board Room, Tuesday, October 16, 2012 @ 4:30 pm.

Respectfully Submitted,
Paul Hauffe, Director of Business Services