

WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION
Budget Committee
Monday, August 6, 2012
6:00 p.m.

District Administrative and Maintenance Center
905 Bethel Circle
Waunakee, WI 53597

MINUTES:

I. Call to Order

The meeting was called to order at 6:03 p.m. by Chairperson Gary Epping.

II. Roll Call

Committee members Epping, Waner, and Heinemann were present. Administrator Summers was present.

III. Approval of Agenda

Motion by Waner seconded by Heinemann to approve the agenda. Motion passed 3-0.

IV. Public Comments

There were no public comments.

V. Vendor Presentation – PMA

Jeff Carew, Michele Wiberg, Scott Gralla and Brett Weeden presented from PMA. PMA is a financial services company that has managed the districts referendum funds since 2004. PMA shared information with the Budget Committee regarding cash flow borrowing, cash flow management, and budget planning services. PMA staff presented a PowerPoint on these topics.

VI. 2012-2013 Budget Process

A. Review Timeline – August Budget Revision

Summers reviewed the budget timeline. The second draft of the budget was presented to the School Board in June. The next step in the timeline includes an August budget revision based on the DPI July 1st state equalization aid estimate.

B. Review Revised Second Draft of the Budget

Summers presented the revised second draft of the budget. The revisions included:

- The Fund 10 state equalization aid amount and property tax amount was revised based on the DPI July 1st state equalization aid estimate
- The Fund 10 Title 2, Title 3, and flo-through grant budgets
- The Fund 10 summer school fees and budgets
- The Fund 27 flo-through and pre-school grant budgets

Motion by Waner seconded by Heinemann to recommend approval to the School Board of the 2012-13 revised second draft of the budget. Motion passed 3-0.

C. Purchase of Band Uniforms

Summers reviewed a request to purchase additional band uniforms. The district charges a \$10 band uniform fee, and the intention of this fee was to provide funds to replace band uniforms over time. The enrollment for the band program has increased, and the high school band department is requesting a purchase of additional uniforms. The committee requested additional information that will be provided at a future meeting.

D. High School Piano Purchase/Repair

Summers reviewed a request for a new piano at the high school and a repair of the grand piano. Brian Kersten is planning to purchase a new piano for the department with the use of carryover 11-12 budget funds. The high school budget will not have enough funds to both purchase a new piano and repair the grand piano. The district contingency fund is an option to repair the grand piano.

Motion by Waner seconded by Epping to recommend approval to the School Board for the high school grand piano repair. Motion passed 3-0.

E. Transportation Budget

Summers reviewed the transportation budget. The actual transportation costs in 11-12 exceeded the budget by \$85,000. The major reasons for this overage were the increased costs of fuel and the actual costs of the 4K program transportation exceeded the estimates. The 12-13 budget will need to be adjusted in the fall to reflect higher transportation costs.

F. Utilities Budget

Summers reviewed the utilities budget. The actual utility costs in 11-12 exceeded the budget by \$18,000. The major reasons for this overage were the increased costs of summer electrical costs and the actual costs of the additional square footage at the high school. The 12-13 budget will need to be adjusted in the fall to reflect higher utility costs.

G. Fund 39 Budget

Summers reviewed the Fund 39 budget. The refinancing in July saved more funds in the 12-13 budget than planned for. The district has the ability to either lower the tax levy further, or consider levying more funds than necessary to pay existing expenses. Districts do at times levy more than necessary with the intention of paying down additional debt to reduce the overall debt service schedule.

The Budget Committee is interested in reviewing another refinancing in 2013, and would prefer to keep the Fund 39 tax levy as indicated in the budget. The additional funds will assist with reducing the outstanding debt during a 2013 refinancing.

VII. Discussion/Action on Proposals

A. Copier Bids

Summers reviewed the copier bids. The district hired Todd Carothers to assist with this process. We received 7 proposals, and completed a scoring grid for these proposals. Summers and Carothers are seeking further information from Rhyme and Corporate Business Systems, the two finalists in the process. A recommendation will be provided for the School Board August 13th meeting.

VIII. Other Items for Discussion

A. Transportation Contract 2013-14

Summers discussed the transportation contract for 2013-14. The district originally signed a 5-year contract with Lamers. The contract was then extended for an additional year in exchange for budgetary savings. Lamers would like to present a proposal to the district.

The Budget Committee indicated a willingness to review a proposal from Lamers. The Budget Committee discussed an interest in reviewing transportation policies and practices for the 13-14 contract. The Budget Committee also discussed the potential for a bidding process.

B. Cash Flow Borrowing

Summers discussed cash flow borrowing. The Budget Committee discussed the process that we have followed in the past, the difference in the 2012 borrowing, and the possible processes that we can follow in 2012.

The Budget Committee requested additional information from PMA on the cost of their cash flow borrowing process as well as the potential interest savings from our current process.

IX. Adjourn

Motion by Waner seconded by Heinemann to adjourn the meeting at 8:25 p.m.
Motion passed 3-0.

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