SHEBOYGAN AREA SCHOOL DISTRICT

NOTE: This meeting will be held in the Superintendent's Conference Room.

**Starting/ending times may vary*

Wednesday, September 9, 2026
Time: 5:30 p.m. – 5:35 p.m.*
CHAIR: Ms. Ruiz-Harrison
MEMBERS: Ms. Wittstock, Vice Chair
Mr. Donohue
Ms. Boehmer

(A quorum of the Board may be present)

The Finance and Budget Committee meeting will be held in the Superintendent's Conference Room, 3330 Stahl Road, Sheboygan, Wisconsin, on **Wednesday, September 9, 2026, at 5:30 p.m.** The following items will be presented for consideration at that time:

Please note that some Board members may be participating in this Board meeting via teleconference or other remote access technology. Members of the public who attend the meeting will be able to hear any open session dialogue between such members and the Board members present in the Boardroom.

REPORT TO THE FINANCE & BUDGET COMMITTEE AGENDA

1 Min. **1. FUND 41 CAPITAL PROJECTS – Mr. Mark Boehlke** (Information)

No Fund 41 Capital Projects report until completion of the audit.

1 Min. **2. STATEMENT OF CASH FLOW – Mr. Mark Boehlke** (Information)

No statement of cash flow report until completion of the audit.

1 Min. **3. REVENUES & EXPENDITURES REPORTS – Mr. Mark Boehlke** (Information)

No revenue and expense reports until completion of the audit.

1 Min. **4. BUDGET REVISIONS & TRANSFERS OF APPROPRIATIONS – Mr. Mark Boehlke** (Information)

No budget revisions and transfers of appropriations until approval of the original budget.

1 Min. **5. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 6320 - PURCHASING – Mr. Mark Boehlke** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:

- Policy 6320 – Finances; Purchasing

1 Min. **6. GIFTS – Mr. Mark Boehlke** (Information)

Administration presents the following list of gifts to the District.

Gift	Donor	Building/Program	Amount
For Information			
Monetary	Richco Structures	North (Red Raider Robotics)	500.00
Monetary	Sheb. Cty. Tennis Association	South	100.00
Monetary	Candance McEvilla	Sheboygan Theatre Company	20.00
Monetary	Tracy Taylor	Sheboygan Theatre Company	25.00
Monetary	Travis/Kris Gross	Sheboygan Theatre Company	101.00

Monetary	Brian/Jess Childs	Sheboygan Theatre Company	100.00
Monetary	Mary Lesicko	Sheboygan Theatre Company	700.00
Monetary	Jennifer Moehring	Sheboygan Theatre Company	475.20
Monetary	Laurie Mitchell	Sheboygan Theatre Company	50.00

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6320 **- PURCHASING**

It is the policy of the Board of Education that the Assistant Superintendent of Business and Operational Services seek at least three (3) written price quotations on purchases of $10,000 or more, except in cases of a single vendor, emergency , or when materials purchased are of such nature that price negotiations would not result in savings to the District.

When it is not possible to obtain three (3) written quotations, approval of the Assistant Superintendent of Business and Operational Services is required. Documentation must be maintained.

When the purchase of, and contract for, single items of supplies, materials or equipment is reasonably anticipated to reach the amount of $75,000 or more, the Assistant Superintendent of Business and Operational Services shall obtain competitive bids.

All Bids over $75,000 shall be brought through the respective Board committee and be awarded by the full Board.

When competitive bids have been received for items that have been specified and approved as part of the annual budget process (i.e. capital improvements budget) and the time required to seek approval from the Board may result in the loss of a competitive price, the Assistant Superintendent of Business and Operational Services may approve purchases up to $100,000. The information shall be brought to the Board for confirming action with substantiation that the order for these items needed to be placed before the Board would have approved the purchase in the regular routine.

Any District Administrator is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase exceeds the line item by the $10,000.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Assistant Superintendent of Business and Operational Services periodically estimate requirements for standard items or classes of items and make quantity purchases on a quotation basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped shall be made a part of the quotation specifications.

Before an administrator places a purchase requisition, the administrator ~~s/he~~ shall check whether: (a) the proposed purchase is subject to written quotation, (b) whether sufficient funds exist in the budget, and (c) whether the goods or services might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

A. items commonly used in the various schools, or units thereof, be standardized whenever consistency with educational goals can be maintained;

B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;

C. where the requisitioner has recommended a supplier, the Assistant Superintendent of Business and Operational Services may make suggestion alternatives to the requisitioner if, in the Assistant Superintendent of Business and Operational Services ~~his/her~~ judgment, better service, delivery, economy, or utility can be achieved by using a different supplier;

D. upon the placement of a purchase requisition, the Assistant Superintendent of Business and Operational Services shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

Confirmation requisitions/orders require advanced approval of the Assistant Superintendent of Business and Operational Services before committing the District to a purchase of supplies, equipment or services. Failure to follow proper procedures may result in disciplinary action, personal liability or return of the goods.

The Assistant Superintendent of Business and Operational Services shall furnish a current requisitioning and purchasing procedures guideline to all administrators.

The Board may acquire office equipment as defined in law by lease, installment payments, lease-purchase agreements, or lease with the option to purchase, provided the contract sets forth the terms of such a purchase. All lease/purchase agreements for items of equipment which exceed four (4) years in duration must have Board approval.

Debarred Contractors Excluded

The District shall not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or sub contract with a value in excess of $25,000, the District shall verify that the contractor or subcontractor and any principle is not listed on the General Services Administration's list of debarred or suspended contractors in the Excluded Parties Listing System (EPLS).

Revised 10/27/15

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Legal
66.0901, Wis. Stats.
48 C.F.R. § 9.4