

## Finance Committee Meeting

February 18, 2016

Board Members Present: Dan Dietrich, Bob Runge, Charles Hartmann

Others Present: Dr. Blankenheim, Ruthie Rumpff, Sheila Lefeber, Corrine Schneider

The Finance meeting was called to order at 2:00 p.m. by Member Hartmann.

### Food Service

Dr. Blankenheim provided an overview of the food service department indicating that it is self-funded and was part of the Lakeshore Buying Consortium.

Food Service Director, Corrine Schneider, explained that the food service department had been part of the Lakeshore Buying Consortium for the past 12+ years and that the consortium disbanded in November 2015 due to declining enrollment and new regulations. This consortium allowed Mrs. Schneider to purchase items (ie. meat, veggies, produce, etc) that were not state funded at a reduced cost. Some of the consortium districts' are now working with CESA. Corrine was unsuccessful in making contact with CESA, so Kiel and New Holstein decided to work together to find the best avenue for purchasing. Upon review of their options, they determined a 3<sup>rd</sup> party purchasing group would provide them with some buying power. An R.F.P. was written and sent out and two proposals were returned; one from HPS and one from SPS.

Kiel and New Holstein reviewed both bids as well as conducting a price comparison and are recommending HPS. HPS has a membership fee (.9% of total spending) estimating \$1,800, but overall they would provide the greater savings. HPS is an annual contract with the option to renew for up to four years. Lakeland College and Plymouth School District both utilize HPS.

The Finance committee supports contracting with HPS beginning July 1.

### Budget Calendar/Staffing

Dr. Blankenheim reviewed the 2016-17 budget and staffing calendar. She noted that the majority of the budget is for staffing. She shared how the administration reviews the 2<sup>nd</sup> Friday counts and class enrollments to determine staffing needs. Member Runge mentioned the discussion at the curriculum meeting about additional supports

being needed to close gaps. Dr. Blankenheim noted that enrollment is down and reductions will be made through attrition. She shared that there is a need for an additional instructional coach at the high school.

Dr. Blankenheim informed members that the district does zero based budgeting and her and Mrs. Rumpff meet with the administrators and other department heads to review the status of the current year budget as well as the budget for the upcoming school year. Mrs. Rumpff provides monthly budget reports to administrators and department heads and they contact Louise if there is a concern. Mrs. Rumpff expressed the importance of spending the full budget as the revenue limit drives the budget.

The meeting adjourned at 3:00 p.m.