

WILLIAMS BAY SCHOOL
BOARD OF EDUCATION
FINANC COMMITTEE MEETING
Thursday, December 17, 2020

Board Members Present: P. Peyer and D. Ripple

Absent: None

Administration Present: District Administrator Dr. W. White, Business Manager B. Prather, Facilities Director R. Quinn

Guests: None

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

II. DISCUSSION ITEMS

A. Establish 2021-2022 Budget Parameters

The committee discussed a list of potential parameters to frame the 2021-2022 district budget. Those items included:

- Fund Balance – Within the District’s Strategic Plan, one of the goals is to maintain a fund balance of 25% or higher. The committee discussed the district’s current fund balance and reasons for continuing to build the amount. The committee is recommending for discussion budgeting \$100,000 so that this amount will be added to the fund balance after the 2021-2022 budget cycle.
- Fund 46 – The committee reviewed the district’s Long-Term Capital Project Plan and discussed the projects that will need to be done in five years when the fund can be accessed according the Fund 46 guidelines. These projects included: High School Staff Parking Lot project, replacing carpets in the middle/high school, sidewalk improvements and door replacements. The committee is recommending that the Board as a whole discuss budgeting so that \$50,000 is added to Fund 46 from the 2021-2022 budget.
- 2021-2022 Staff Compensation – Currently, it is written in the Employee Handbook that employees who meet or exceed job expectations will earn a salary increase of \$1,000 or the CPI index, whichever is greater, for the 2021-2022 school year. The committee discussed this item and is recommending that the 2021-2022 budget be built around this assumption.

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B. Discuss Potential Capital Improvement Projects

Mr. Quinn shared the capital improvement projects he would like incorporated into the budget for 2021-2022. These projects included:

- Replacement of windows in the middle/high school
- Completing the tuckpointing project
- Upgrading lighting to LED in the middle/high school gym
- Updating kitchen equipment

Mr. Quinn indicated that amounts allocated in the 2019-2020 budget would not need to be increased to complete these projects. The committee recommended that these projects be built into the 2021-2022 budget.

C. Discuss Cleaning Request for Proposal

The discussed the current performance of the current contracted custodial service and many of the concerns that have been shared by staff. Mr. Quinn shared the request for proposal (RFP) for contracted custodial services that he has developed. This RFP will be sent out to companies in February. This committee agreed that these services needed to be sent out to bid. There is an anticipation that there will be an increase in our costs for cleaning services. Mr. Prather will build this into the budget parameters.

D. Discuss Staffing Levels

The committee discussed current staffing levels and if there was a need to increase or decrease staffing. Mr. Prather indicated that all current positions would fit into the budget projections that he has run for the 2021-2022 budget. Dr. White shared a proposal to create a 50% Athletic Director/50% Community Engagement Coordinator position. The Community Engagement Coordinator position would be funded through fund 80. The district currently has money in Fund 80 that could be used for this purpose. The district has the ability to levy for Fund 80 in the future. The committee reviewed the job description that Dr. White presented. The committee is supportive of presenting this to the whole Board for discussion.

E. Discuss Open Enrollment Caps

Dr. White shared a proposal for increasing open enrollment caps at 4K to 54 and Kindergarten to 54. This is the same cap that has been established for first and second grade. This should provide more consistent enrollment in all four grade levels and lessen the number of empty seats in the district. The committee is in favor of presenting this proposal to the whole Board. Dr. White also shared marketing ideas to increase interest in enrolling in the district through open enrollment. This includes creating banners to be displayed in front of the schools and in key locations along with information on the district website.

III. SET DATE AND TIME FOR NEXT FINANCE COMMITTEE MEETING

The committee did not select a date of the next meeting. The next meeting will probably take place in late January or early February. The agenda will focus on gather data from comparable districts and beginning to look at compensation models.

IV. ADJOURN

The meeting was adjourned at 7:48 p.m.

ww: 12/18/2020