

GERMANTOWN SCHOOL DISTRICT

Notice of Finance Committee Meeting

January 27, 2020

6:00 P.M.

Germantown School District Administration Building

N104 W13840 Donges Bay Rd.

Germantown, WI 53022

AGENDA

- I. Meeting Called to Order**
- II. Roll Call**
- III. Agenda Revisions and Approval**
- IV. Approve Minutes**
 - A. November 25, 2019 Meeting Date
- V. Consent - Review & Discuss**
 - A. January Vouchers
- VI. Unfinished Business – Discussion with Appropriate Action**
 - None
- VII. New Business – Discussion with Appropriate Action**
 - A. Monthly Purchase Requests Exceeding \$15,000 & Purchasing/Project Bid Results
 - B. Cyber Insurance Coverage
- VIII. Reports**
 - A. Voucher(s): Follow Up
 - B. Monthly Financial Reports
 - C. General Financial Updates & Other Reports
 - 1. Tax Incremental District(s) and Tax Incremental Financing
- IX. Adjourn**

***Note:** School Board members who are not members of the Finance Committee may be present at this Finance Committee meeting.*

GERMANTOWN SCHOOL DISTRICT

TO: Finance Committee

FROM: Ric Ericksen, Director of Business & Auxiliary Services

AGENDA ITEM: IV.A. – Approve Minutes: **November 25, 2019 Meeting Date**

ATTACHEMENTS: See next page(s).

RECOMMENDATION: Approved as presented.

GERMANTOWN SCHOOL DISTRICT
Minutes of November 25, 2019 Finance Committee Meeting

Held at 6:15 p.m.

Germantown School District Administration Building

N104 W13840 Donges Bay Road

Germantown, WI 53022

1. The meeting of the Finance Committee was called to order by Chair Loth at 6:19 p.m. Finance Committee Members Present: Michael Loth, Tom Barney, Absent Excused Ray Borden, Other Board members present or arrived later: Sara Larson, Bob Soderberg, Lester Spies, Also present was Ric Ericksen, Jeff Holmes, Billie Jo Mohn and representatives from Bakertilly, Gray & Kaleko
2. Motion by Barney, second by Soderberg to approve the agenda as presented. Ericksen requested that agenda item VIII C. be moved up in the agenda to follow V A., with the agenda item remaining as VIII C. Soderberg confirmed his second. Motion carried.
3. Motion by Barney, second by Soderberg to approve the October 28, 2019 Finance Committee minutes as presented. Motion carried.
4. Ericksen led discussions on questions from the Committee regarding payroll accrual, garnishment, with Barney requesting information from the Director of Food & Nutrition on the pizza sales. Ericksen will follow up with Director Juedes and report back. Continue Committee discussion on the electric bills, with brief discussion on assistance in the Business Office. Motion by Barney, second by Soderberg to consent to Payment of Claims as presented and reviewed. Motion carried.
5. Bakertilly representatives were asked to come forward and discuss their services with the Committee. Committee discussion regarding a final report and audit of the \$84,000,000 referendum and Amy Belle Construction projects. Ericksen asked and received Committee approval to not have a Finance Committee meeting in December. The vouchers/purchases will come directly to the Board of Education during the December meeting. Soderberg asked Ericksen to reach out to Wendy Unger with Bakertilly regarding an audit and report back to the Committee at the January meeting.
6. Ericksen led discussions and reviewed the report that was included in the Committees packet regarding cash-in-lieu. Committee discussion regarding the unknown, the number of staff that opt in, costs, savings, amount reductions of cash-in-lieu, enrollment deadlines, grandfathering and discussions that Nowak has with new teacher hires. Loth asked for this agenda item to be tabled. Soderberg requested that cash-in-lieu be placed on the January meeting agenda, with more information and reporting to take place at that meeting. Larson mentioned that decisions and notices should happen soon. Barney is requesting that Nowak provide information at the January meeting on how many dropped off when the last reduction happened and should the plan include grandfathering.
7. Ericksen had nothing to report for purchases exceeding \$15,000 and purchasing/project bid results.
8. Ericksen had nothing to report for voucher follow up.
9. Motion by Barney, second by Soderberg to adjourn the meeting. Motion Carried.
10. Meeting Adjourned at or about 7:05 p.m.

GERMANTOWN SCHOOL DISTRICT

TO: Finance Committee

FROM: Ric Ericksen, Director of Business & Auxiliary Services

AGENDA ITEM: V.A. – Consent of Vouchers: **Review & Discuss**

Vouchers List(s) & Board Governance

Review monthly bills and voucher payments.

Only the FC needs to consent and approve monthly vouchers. Based on policy, it does not go to the full Board of Education.

The report has been posted at the district's web site Finance Committee link.

ATTACHEMENT(S): None

RECOMMENDATION: Consent to Payment of Claims as presented & reviewed.

GERMANTOWN SCHOOL DISTRICT

TO: Finance Committee

FROM: Ric Ericksen, Director of Business & Auxiliary Services

AGENDA ITEM: VI. Unfinished Business

None

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Purchases Over \$15,000

FROM: Ric Ericksen

BOARD MEETING:

DATE:

AGENDA ITEM:

FC Date:

FC Agenda Item(s): VII. A.

-- The intent is to review due diligence with respect to seeking competitive bids/quotes when possible.
Vetting for the purpose of the purchases may have occurred at other committees. --

NONE

GERMANTOWN SCHOOL DISTRICT

TO: Finance Committee

FROM: Ric Ericksen, Director of Business & Auxiliary Services

AGENDA ITEM: VIIB. **Unfinished Business – Cyber Insurance Cover**

On January 16, 2020 I met with officials from R&R Insurance, the district's risk management consulting firm, to discuss the annual liability insurance renewals, workers compensation experience data, and (new) Cyber Insurance Coverage.

I was considering binding the coverage but after further thought felt the committee should hear what the consultants have to say.

Mr. Paul Lessila will be joined by Mr. Jason Navarro to answer any questions about the proposed coverage.

Attachment(s):

Option 1 - Cyber Coverage Details

Recommendation

No formal action is necessary, but my sense is that it would be good public policy for the Finance Committee to provide direction either formally or informally.

Chubb Cyber Enterprise Risk Management Policy **Option: 1**

Maximum Single Limit of Insurance	\$1,000,000	Premium	\$7,371
Maximum Policy Aggregate Limit of Insurance	\$1,000,000	Surcharges/Assessments/Taxes	\$0.00
Annual Quoted Premium			\$7,371.00

Optional Extended Reporting Period: 12 months for 100% of last annual premium

First Party Insuring Agreements

Check if Included	Insuring Agreement	Limit of Insurance Each Incident/Aggregate	Retention/Waiting Period Each Incident	Cyber Incident Response Coach Retention
<input checked="" type="checkbox"/>	Cyber Incident Response Fund	Sidecar		
	Cyber Incident Response Team	\$1,000,000/\$1,000,000	\$10,000	\$0
	Non-Panel Response Provider	\$500,000/\$500,000	\$10,000	\$10,000
<input checked="" type="checkbox"/>	Business Interruption Loss and Extra Expense	\$1,000,000/\$1,000,000	\$10,000/8 Hours	<u>N/A</u>
<input checked="" type="checkbox"/>	Contingent Business Interruption Loss and Extra Expense			
	Unscheduled Providers	\$1,000,000/\$1,000,000	\$10,000/8 Hours	<u>N/A</u>
	Scheduled Providers	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<input checked="" type="checkbox"/>	Digital Data Recovery	\$1,000,000/\$1,000,000	\$10,000	<u>N/A</u>
<input checked="" type="checkbox"/>	Network Extortion	\$1,000,000/\$1,000,000	\$10,000	<u>N/A</u>

* Limits will automatically increase to the limits referenced in the Cyber Incident Response Fund Sidecar endorsement option if the Cyber Incident Response Team is used and subject to all terms of the endorsement. Please refer to the terms and conditions of the Cyber Incident Response Fund Sidecar endorsement.

Third Party Liability Insuring Agreements

Check if Included	Insuring Agreement	Limit of Insurance Each Claim/Aggregate	Retention Each Claim	Retroactive Date	Pending or Prior Proceedings Date
<input checked="" type="checkbox"/>	Cyber Privacy, Network and Security Liability	\$1,000,000/\$1,000,000	\$10,000	Full Prior Acts	01-16-2020
	Payment Card Loss	\$1,000,000/\$1,000,000	\$10,000	Full Prior Acts	01-16-2020
	Regulatory Proceedings	\$1,000,000/\$1,000,000	\$10,000	Full Prior Acts	01-16-2020
<input checked="" type="checkbox"/>	Electronic, Social, and Printed Media Liability	\$1,000,000/\$1,000,000	\$10,000	Full Prior Acts	01-16-2020

Cyber Crime Insuring Agreements

Check if Included	Insuring Agreement	Limit of Insurance Each Incident/Aggregate	Retention/Waiting Period Each Incident
<input checked="" type="checkbox"/>	Computer Fraud	\$250,000/\$250,000	\$10,000
<input checked="" type="checkbox"/>	Funds Transfer Fraud	\$250,000/\$250,000	\$10,000
<input checked="" type="checkbox"/>	Social Engineering Fraud	\$100,000/\$100,000	\$10,000

GERMANTOWN SCHOOL DISTRICT

TO: Finance Committee

FROM: Ric Ericksen, Director of Business & Auxiliary Services

AGENDA ITEM: VIII. Reports

A. Voucher(s): Follow Up

None

B. Monthly Financial Reports

All Financial Reports are/will be posted to the FC web link.

C. General Reports

1. Tax Incremental District(s) and Tax Incremental Financing

I reported at a recent board meeting that the annual meeting of the Joint Review Board was held on December 16, 2019 which I attended as the Board's representative.

At that meeting an update was provided relative to the status of Tax Incremental Districts (TIDs) 4 & 6. Those annual reports are posted at the FC web site. Given the sizes of each, neither are part of this packet.

Additionally, I received the payment for the close out of TID 4. A copy of the closeout document is also posted at the FC web site. Given its size, it is not part of this packet.

AGENDA ITEM: IX. Adjourn