

GERMANTOWN SCHOOL DISTRICT

Notice of Finance Committee Meeting

March 26, 2018

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. February 26, 2018 Meeting Date

V. Consent - Review & Discuss

A. March Vouchers

VI. Unfinished Business – Discussion with Appropriate Action

A. Operational Cost Analysis of Additional/Remodeled Building & Sites

VII. New Business – Discussion with Appropriate Action

A. Monthly Purchase Requests Exceeding \$15,000 & Purchasing/Project Bid Results

B. 2018/2019 Budget

VIII. Reports

A. Voucher(s): Follow Up

B. Monthly Financial Reports

C. General Financial, Updates & Other Reports

1. Menomonee Falls Swim Club

2. Food & Nutrition Analysis

3. Review of Co-curricular and Student Organization Protocols/Processes

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 of the February 26, 2018 meeting

ATTACHEMENTS: See next page(s).

RECOMMENDATION: Approved as presented.

GERMANTOWN SCHOOL DISTRICT
Minutes of the Finance Committee Meeting
February 26, 2018

1. The meeting of the Finance Committee was called to order by Michael Loth at 6:00 p.m. in the board room at district office.
2. Finance Committee Members Present: Loth, Barney, Borden, and Board President Soderberg. Director of Business Ric Ericksen was absent (excused).
3. Motion by Barney, second by Borden to approve the agenda. Motion carried.
4. Motion by Barney, second by Borden to approve the January 29, 2018 committee meeting minutes. Motion carried.
5. Motion by Barney, second by Borden to approve payment of claims of February vouchers. Motion carried. Borden Abstained.
6. Jeff Holmes/Ric Ericksen updated the committee relative to their meeting with YMCA Schroeder Swim Center officials.
7. Motion by Borden, second by Barney to forward to the Board with a positive recommendation, approval the 2018/2019 student fees as presented. Motion carried.
8. Agenda item VIII. Reports. Ericksen reviewed information provided.
9. Motion by Barney, second by Borden to adjourn. Motion carried.
10. The Finance Committee adjourned at 6:53 p.m.

GERMANTOWN SCHOOL DISTRICT

TO: Finance Committee

FROM: Ric Ericksen, Director of Business & Auxiliary Services

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

Vouchers List(s)

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 of vouchers as presented & reviewed.

GERMANTOWN SCHOOL DISTRICT

TO: Finance Committee

FROM: Ric Ericksen, Director of Business & Auxiliary Services

AGENDA ITEM: VI.A. – Additional/New Facility Operational Cost Analysis

Please refer to the October, November, & January Finance Committee background for previous information.

Information about projected staffing needs at this time are:

- 5 FT Custodians at GHS
- 1 FT Custodians at CL
- 1 PT Custodian at Mac
- 1 FT Maintenance at GHS
- 1 FT Maintenance District Wide
- 1 FT Building & Grounds Clerk

ATTACHEMENTS: none

RECOMMENDATION: none

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Purchases Over \$15,000

FROM: Ric Ericksen

BOARD MEETING:

DATE:

AGENDA ITEM:

FC Date: March 26, 2018

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: VII.B. – 2018/2019 Budget

Below are general categories of influences germane to 2018/19 budget year.

As always, the first step is to estimate next year's state imposed revenue limits to determine the maximum the district can increase its revenue under the formula.

2018/2019 State & Federal Legislation (*subject to change*)

From: Mike Thompson, Deputy State Superintendent

Subject: New State Aid and Grant Programs Created under 2017 Act 59

1. Aid for School Mental Health Programs
2. School-Based Mental Health Services Collaboration Grants
3. Special Education Transition Readiness Grants
4. Early College Credit Program (ECCP) – State Aid
5. Personal Electronic Computing Devices Grants
6. Robotics League Participation Grants

From: Bruce Anderson, Consultant DPI Finance Bureau – Power Point Extracts from March Accounting Conference

1. Beginning next year there will be required school level details per student reported to the state and subsequently published in June of 2020 --- ***This is a huge change***
2. No more energy exemption and limits on referendum questions beginning next year
3. Act 141 Impacting Operating Referendums
4. Act 141 Impacts Sparsity and Transportation Aid – Germantown may be adversely effected
5. Title I, Part A – Tightens rules relative to supplanting
6. Changes to PI-401 Tax Levy Report
7. Changes to Wufar (Wisconsin Uniform Financial Accounting Requirements) – Especially to Technology Accounts - ***This is a huge change***
8. Fund 39 – Long Term Debt Tax Levy and Payments

School Safety Legislation has passed the Senate (as of this writing)

State Imposed Revenue Limits (Very Early Estimate)

This is the sum total of general equalized state aid and local property taxes.			
Sept Enrollment	2018/2019 Estimated Revenue Limit	Current Year Actual Limit	Delta
2017 Act. --- 3,892		\$40,308,433	
2018 Est. --- 3,882 10 less	\$40,086,795		<\$221,638>
2018 Est. --- 3,892 Same	\$40,127,350		<\$181,083>
2018 Est. --- 3,967 75 more	\$40,380,820		\$ 72,387

State General Equalized Aid

The first state aid estimate is due to school district from the Dept. of Public Instruction by July 1. Every dollar change in state aid will be offset in the opposite direction in property taxes.

General Fund Balance History

Below is from October 2017 Final Detail Budget						
GENERAL FUND BALANCE HISTORY SCHEDULE				Final	Dollar Change	Final
				Fund Balance	Over Prior Year	Expenditures
						Fund Balance as Percent of Expenditures
	(June 30, 2007):	2006-2007 Audited		\$4,985,416		
	(June 30, 2008):	2007-2008 Audited		\$4,532,086	(\$453,330)	\$38,692,456 11.71%
	(June 30, 2009):	2008-2009 Audited		\$4,389,483	(\$142,603)	\$40,715,771 10.78%
	(June 30, 2010):	2009-2010 Audited		\$5,405,997	\$1,016,514	\$41,070,035 13.16%
	(June 30, 2011):	2010-2011 Audited		\$6,657,974	\$1,251,977	\$43,237,222 15.40%
	(June 30, 2012):	2011-2012 Audited		\$8,102,661	\$1,444,687	\$39,688,952 20.42%
	(June 30, 2013):	2012-2013 Audited		\$9,340,300	\$1,237,639	\$40,854,232 22.86%
	(June 30, 2014):	2013-2014 Audited		\$10,336,786	\$996,486	\$41,372,496 24.98%
	(June 30, 2015):	2014-2015 Audited		\$10,601,953	\$265,167	\$42,007,396 25.24%
	(June 30, 2016):	2015-2016 Audited		\$10,612,530	\$10,577	\$42,572,657 24.93%
	(June 30, 2017):	2016-2017 Approved Budget		\$9,555,598	(\$1,056,932)	\$44,659,768 21.40%
	(June 30, 2017):	2016-2017 Final Audited		\$10,939,035	\$326,505	\$43,151,725 25.35%
	(June 30, 2018):	2017-2018 Budget		\$10,312,212	(\$626,823)	\$44,401,143 23.23%

2018/2019 Budget Considerations & Planning

Potential Budget Impacts		
Budget Line Item	Amount	Comment
Revenue Limit Range (Aid+Taxes)	\$<181,083> to \$72,387	Finalized in Oct 2018
Revenue: Per Pupil Allowance	TBD	This is not new revenue. But I believe it is increase for 2018/2019
Revenue: New Funding via Act 59	n/a	Probably less than \$100,000 in grand total
Expense: One-on-One Computing	\$64,000	This will be increase lease over current year.
Expense: Staffing	\$740,000 - \$1,110,000	Includes: 2 Dean of Students, 9.5 Custodial/Maintenance/Grounds/Clerical Support due to increased footprint, 1 Peak, 1 Elementary Counselor, 2 IT Staff, up to 3 EEN teachers and support; INCREASE HOURS OF MATH INTERVENTIONIST
Expense: Budget to Budget Inflation	\$800,000 - \$900,000	2-0%-2.2% CPI
Expense: Interest on Short Term Borrowing	\$109,000	\$4.0 to \$5.0 million Tax & Revenue Anticipation Note
Expense: Operational Supply, Utility, and Other Costs	TBD	Due to increased building footprints
Savings: New staff replacing retirees and resignations	TBD	This is typically in the \$50,000 range

ATTACHMENT(S): None.

RECOMMENDATION: None.

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

1. All Financial Reports are posted at the Finance Committee web link.
2. Monthly Activity Report - American Deposit Management.
 - o Please see attached.

C. General Financial Reports

1. Menomonee Falls Swim Club Update
Mr. Holmes met with club officials on March 20. He will update committee as necessary.
2. Food & Nutrition
Please see attached.
3. Review of Co-curricular and Student Organization Protocols/Process
The business office is preparing a report in this regards for a later meeting.

Also, I wanted to report that the 2018/2019 Fee Schedule will be adjusted for two oversights:

1. GHS – to increase by \$5 to cover increase costs.
2. Athletic Family Total – increase from \$400 to \$425. The GHS bookkeeper is asking for this otherwise it mathematically does not add up and will be an inconvenience when families pay.

AGENDA ITEM: IX. Adjourn



Germantown School District Account Summary
CGERSD03 – 2016 Referendum
02/23/2018

Deposit Activity

2/1/2018	CD Interest Earned, Westbury Bank - \$5,095.89
2/1/2018	CD Interest Earned, Westbury Bank - \$6,115.06
2/2/2018	CD Interest Earned, 99Bank of the Ozarks - \$11,584.66

Total Credits - \$22,795.61

Withdrawal Activity

2/23/2018	Withdrawal in the amount of \$1,945.49
2/23/2018	Vendor Payment to CD Smith in the amount \$3,200,990.44

Total Debits - \$3,202,935.93

Investment Activity

Bond proceeds are currently spread across **13** financial institutions:

Altra Federal Credit Union	NexBank, SSB
Associated Bank, National Association	Summit Credit Union
Bank of the Ozarks	Texas Capital Bank, National Association
Customers Bank	Tradition Capital Bank
Fifth Third Bank	US Bank National Association
Landmark Credit Union	Westbury Bank
Legacy Texas Bank	

Miscellaneous: As a reminder, ADM only utilizes state approved investments for investing the District's funds. Investments that exceed \$250K per institution are backed with state and GFOA approved collateral which is held and tracked by ADM. All other investments listed on your statement are backed with FDIC insurance.






February 23, 2018

Account Activity:

February 01, 2018 - February 23, 2018

Germantown School District
N104 W13840 Donges Bay Road
Germantown, WI 53022

Contact Us 

- ★ For personal assistance, call:
414-961-6600
- ★ Visit us online:
www.americandeposits.com
- ★ Questions on products & services:
info@americandeposits.com
- ★ Mail correspondence to:
505 Wells Street - Suite 200
Delafield, WI 53018

CGERSD03 - 2016 Referendum

Transaction Type	Settlement Date	Amount	Balance
Beginning Balance	02/01/2018		\$ 66,486,157.13
CD Interest Earned	02/01/2018	\$ 5,095.89	\$ 66,491,253.02
CD Interest Earned	02/01/2018	\$ 6,115.06	\$ 66,497,368.08
CD Interest Earned	02/01/2018	\$ 5,095.89	\$ 66,502,463.97
CD Interest Earned	02/01/2018	\$ 6,115.06	\$ 66,508,579.03
Interest Distribution Client	02/01/2018	-\$ 6,115.06	\$ 66,502,463.97
Interest Distribution Client	02/01/2018	-\$ 5,095.89	\$ 66,497,368.08
Interest Distribution Client	02/02/2018	-\$ 11,584.66	\$ 66,485,783.42
CD Interest Earned	02/02/2018	\$ 11,584.66	\$ 66,497,368.08
CD Interest Earned	02/02/2018	\$ 11,584.66	\$ 66,508,952.74
Withdrawal	02/23/2018	-\$ 1,945.49	\$ 66,507,007.25
APS Vendor Payment CD SMITH	02/23/2018	-\$ 3,200,990.44	\$ 63,306,016.81
Ending Balance	02/23/2018		\$ 63,306,016.81

Updates from the Food and Nutrition Department, 3-20-18

From August 28th, 2017 through February 28, 2018 we have served 188,153 lunches to students district wide. That number is up from 185,833 lunches at the end of February in 2017. We have served 12,982 breakfast meals during this time frame which is up from 11,728 one year ago. Our current ala carte sales through February of 2018 are \$165,264 whereas last year we had \$166,056 in sales. We are always searching for new and appealing beverages and food, that are compliant with USDA regulations, we can sell in ala carte to increase our sales.

Meal participation rates from first day of school thru February

GSD	Breakfast Meals	Lunch Meals
2015-2016	13,659	192,485
2016-2017	11,728	185,833
2017-2018	12,982	188,153

Ala Carte purchases from first day of school thru February

2015-2016	\$171,770
2016-2017	\$166,056
2017-2018	\$165,264

The Golden Guest Lunches at Mac Arthur were held the week of March 12th-16th. We had 101 “golden guests” participate in our hot lunch program which was up from 84 guests last year. The PTA did an excellent job organizing this event, credit goes to their chairperson, Julie Taraboi and other parents who assisted in the weekly event.

I have contacted our local farmer, who provides us with our Farm to School produce, letting him know we are interested in purchasing his farm fresh produce again next fall and early winter. He will adjust his crops, keeping us in mind, when he starts his spring planting.

We have had an increase in the number of free and reduced students from one year ago. At the end of February, 2017 we had 376 free students and 98 reduced students district wide. At the end of February, 2018, we had 408 free students and 129 reduced students district wide. The percentage overall went from 12% free and reduced in 2017 to 13% free and reduced in 2018. The numbers increased because school's enrollment data is now matched with Medicaid eligible students. We can upload that report from the state, with the result being more students qualifying for free and reduced status based on their Medicaid eligibility.