

WAUSAU SCHOOL DISTRICT
Operations Committee Minutes

Submitted by: Rosalind Sjoberg

The OPERATIONS COMMITTEE met on Monday, November 28, 2011, in the Board Room at the Boys & Girls Club of the Wausau Area. The meeting had been properly publicized in compliance with the Wisconsin Open Meeting Law.

PRESENT: Dale Lawson and Michael Hartkopf.

ABSENT: Lance Trollop and Yvonne Henning.

ALSO PRESENT: Board Member, Michele Schaefer; Chief Finance & Business Services Officer, Cherna Gorder; Director of Physical Plant, Dennis Wald; Director of Secondary Education, Thom Hahn; Director of Human Resources & Employee Relations, Jeff Gress; Interim Director of Pupil Services, Dr. Jeff Lindell; Supervisor of Financial Services & Data Processing, Noel Tordsen; and Recording Secretary, Rosalind Sjoberg.

I. CALL MEETING TO ORDER

Lawson called the meeting to order at 7:31 p.m.

II. APPROVAL OF MINUTES

Schaefer moved to approve the minutes from October 24, 2011. Hartkopf seconded. Motion carried.

III. REQUEST FOR STUDENT FEE AND USER FEE ADJUSTMENTS

Thom Hahn requested a number of student fee adjustments for the 2012-2013 school year. In accordance with Board policy 3410, these adjustments must be approved by the Board of Education. The fee adjustments are due to an increase in consumable materials, workbooks, and to help offset the increasing costs to participate in events. Consistent with Board Policy 3410, no student will be denied access to a course as a result of cost. Hahn recommended increases to the following fees:

Wausau East and West High Schools

Increase book fee from \$78.50 to \$81.00 for Medical Terminology. This fee increase will offset the increase in cost of the Medical Terminology book/workbook. Hahn noted that the District never charges more than the workbook actually costs.

New student fee of \$5.00 for Civil Engineering & Architecture to cover the cost of a change in the Project Lead the Way curriculum calling for the addition of consumables to be used as part of the class.

Wausau East High School

A new student fee of \$2.00 for Psychology to help offset the cost of increases in scientific materials used as part of the class.

Wausau West High School

A new student fee of \$6.00 for Family Relations to help cover the cost of four field trips to Wausau Manor and a collaborative project with Graphic Communications III class to design and produce "family relations" t-shirts to wear when they visit the residents at Wausau Manor.

A new student fee of \$1.00 to cover the cost of replacing breathing barriers and inflatable lungs used as part of the class.

Group sponsors of the National Honor Society at Wausau West High School are asking for a \$20.00 participation fee to enable students to begin service projects at the start of the school year. This school/community based organization prides itself in making a positive impact for students and others in need. Funding used for community projects carried out by students is earned through fund-raising, which means there is a lag time between the beginning of school year and when the service projects can begin.

Wausau Engineering & Global Leadership Academy

Increase student fee from \$27.00 to \$55.00 to help cover the increases in specialized materials and technology maintenance costs.

Elementary Student Fees

Increase fee for Grade 3 Recorders (Music) from \$6.00 to \$7.15. This fee increase will offset the increase in cost of the recorder used as part of the 3rd grade music curriculum.

Families that have a financial hardship can work with their schools to establish a payment plan or have the fee waived. Assistance will be determined based on whether the student qualifies for the free or reduced meal program.

Hartkopf moved to recommend to the Board of Education student fee adjustments for the 2012-2013 school year as presented. Seconded by Schaefer. Motion carried.

IV. REPORT ON SELF-FUNDED HEALTH PLAN

Noel Tordsen, Supervisor of Financial Services & Data Processing, presented information on the self-funded health insurance plan, which included payroll premiums, pharmacy rebates, Stop Loss, Cobra, retiree OPEB, refunds, fees, and the history of balances. As of June 30, 2011, there is a positive balance of \$4,551,397, which is 24% of expenses in 2010-2011. This positive balance is one of the reasons the District will not have a rate increase for 2011-2012. The District has a sufficient self-funded insurance fund balance for current and future claims.

Tordsen stated the Insurance Committee has worked to educate employees, promote consumerism, make plan design changes, and plan for the future. As a result, renewal rates remain low while building the self-funded insurance fund balance.

V. HISTORICAL LEVY AND TAX RATE INFORMATION

Cherna Gorder, Chief Finance & Business Services Officer, reviewed Wausau School District levy, equalized valuation, and mill rates for the past 27 years. Historically, since revenue limits were implemented tax levy rates have remained fairly stable. During the past six years equalized valuations have remained stable.

VI. MAINTENANCE AND OPERATIONS REFERRAL

Cherna Gorder, Chief Finance & Business Services Officer, and Dennis Wald, Director of Physical Plant, reviewed 2011 Maintenance and Operations staffing ratios and compared them to the 2003 staffing ratios in the Virchow Krause Report. Staffing ratios were also compared to recent national standards. A Buildings & Grounds baseline 2012-2013 budget was also reviewed. The Buildings & Grounds Department recently implemented the School Dude Facility Management Program, which tracks all projects, work orders, etc. Reports will be provided periodically to the Operations Committee.

VII. ADJOURNMENT

Schaefer moved to adjourn the meeting at 7:40 p.m. Hartkopf seconded. Motion carried.