

**Palmyra-Eagle Area School District  
Finance Committee Meeting Minutes  
Mitzi Roscizewski, Chairperson  
Tuesday, May 12, 2020, 6:00 PM  
P-E MS/HS - MS Gym - 123 Burr Oak Street, Palmyra**

- I. **Call to Order:** The meeting was called to order at 6:05 pm by committee chair, Mitzi Roscizewski.
  
- II. **Roll Call - quorum (2) of this committee required to proceed**
  - A. Attendees: Mitzi Roscizewski, Michael Eddy, Zachary Rutkowski
  - B. Other Board Member present: Kristiana Williams and Jean Reith
  - C. Others: Interim Superintendent - Jeff Tortomasi, Board Secretary - Traci Plotz
  
- III. **Discussion and approval of agenda:** The agenda was reviewed and approved.
  
- IV. **Agenda**
  - A. **Review of Meeting Minute from April 13, 2020:** The minutes were reviewed.
  - B. **Voucher Review - April 2020 Vouchers:** The April 2020 Vouchers were reviewed.
  - C. **Discussion of 2020-21 Food Service Program:** Jeff Tortomasi reported that Whitewater and UW-Whitewater both passed on working with PEASD on shared services. We need to begin preparing for next year as if services are being offered in house as in years past.
  - D. **Discussion of 2020-21 Teacher Contracts:** Teacher contracts were discussed.
  - E. **Discussion of 2020-21 Health Insurance:** Health insurance is a 17% increase in premiums.
  - F. **Discussion of Spring 2020 Sports Fee refunds Due to COVID-19:** Jeff Tortomasi reported that all Spring Sports fees are being refunded
  - G. **Discussion of Elementary School Third Trimester Recess Milk Refunds Due to COVID-19:** Jeff Tortomasi reported that all third trimester recess milk fees will be refunded.
  - H. **Discussion of Wrap Around Daycare Proposal:** JeffTortomasi reported that he is hearing nothing but good information about a Wrap Around Daycare program. If numbers are there we may need to look at having one at Palmyra and on at Eagle. Committee agreed that we need to offer program in both communities. Tortomasi reported that you need to look getting a Director and looking at how many families want to participate and make determinations to determine how it would look. Need to continue to review the budget, the program would run out of fund 80.
  - I. **Discussion of STEP Program:** Jeff Tortomasi reported that this program would also be funded out of fund 80. Not a lot of money and good community service. Senior citizens who live in the community could earn a \$5 property tax credit for each hour volunteered in the schools up to \$500.
  - J. **Discussion Regarding Summer Recreation:** Jeff Tortomasi reported that summer recreation is very much up in the air this year.
  - K. **Discussion Regarding Middle School Athletics:** Jeff Tortomasi reported that as we interviewed Business Managers that many of them said that you can put Middle School athletic expenses into Fund 80.
  - L. **2020-21 Baird Budget Forecast Update:** Jeff Tortomasi reported that Middle scenerio looks best. Still does not show an accurate picture of the current year.
  - M. **Individual Secretarial Contract:** Jeff Tortomasi shared with the committee a proposal that was made to him by one of the secretaries. This proposal would change up this particular secretaries job duties, allowing the secretary to be full-time at a much lower

salary. The proposal would save the district money, while keeping the experience of a long time secretary..

**N. Sixth Grade Lunch Price:** Jeff Tortomasi reported that with the move of sixth grade to the Middle School means that the sixth grade students will need to pay the Middle School lunch fee, which will increase the income into the food service program.

**V. Adjournment:** The meeting was adjourned at 6:41 pm.

**Respectfully Submitted,  
Traci Plotz  
District Administrative Assistant**