

Palmyra-Eagle Area School District
Finance Committee Meeting Minutes
Mitzi Roscizewski, Chairperson
Tuesday, June 14, 2022, 6:30 PM
P-E MS/HS - Community Center - 123 Burr Oak Street, Palmyra

All meetings are subject to Wisconsin Statutes - Open Meeting Laws (19.81-19.98)

- I. **Call to Order:** The meeting was called to order by Committee Chair, Mitzi Roscizewski, 6:30 pm.
- II. **Roll Call - quorum (2) of this committee required to proceed**
 - A. Attendees: Mitzi Roscizewski, Zachary Rutkowski, Michael Eddy (arrived at 6:40pm)
 - B. Other Board members present: Jean Reith, Kristiana Williams, Tara LeRoy and Doris Parsons
 - C. Other: Traci Plotz - Board Secretary, Brad Warner - Business Manager
- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
 - A. **Approve Minutes from May 10, 2022 meeting:** The minutes were reviewed from the May 10, 2022 meeting.
 - B. **Voucher Review:** The May vouchers were reviewed.
 - C. **Budget Variances Update:** Mr. Warner reported that he met with the CESA 5 representative. He is currently working on the allocations, but are waiting until closer to the end of the year until we know what our forecasted amount is.
 - D. **Advisor Contract Update:** Marching Band stipend encompasses all marching activities including parades and the halftime show at the homecoming game. Looking into adding additional club/stipend like DECA. Elementary school clubs was discussed and what the time commitment is. It was requested that there be an expectation regarding how many hours are put in as an advisor and how many students are reached. There was a questions regarding the reason for a Teacher in Charge and PTO liaison that is listed stipend list. It was requested that the HR committee review the list and look at cleaning it up. The administrators will look at cleaning up the list and bring is forward to the HR committee in July.
 - E. **Club/Stipend Update:** Discussed in item D.
 - F. **Transportation Update:** It was discussed that with the proposed student transportation budget the busses will be parked on school property, with the buses reporting to the North Prairie Hub for maintenance 1/week. Brad Warner met with V at BP to see if they could accommodate the fueling of the buses, they are prepared for that.
 - G. **Summer School Update:** It was reported that summer school starts on Monday with 138 students and 41 wrap around care students for the elementary program. Lunch will be served to those staying for the wrap around care program.
 - H. **Review of April 29, 2022 EES Incident Expenditures:** Mr. Warner reported the we are looking into changing insurance carries to one with a lower deductible.
 - I. **Discussion Regarding 2021 Audit Findings - Licensing of Special Education Teachers and Aides:** Do not project to loose and special education funding. There was a gap in the staffing of the DO and Shelly has a plan in place to keep up with staff on their licenses. All has been cleared up.

- J. 2022-2023 Budget Forecasting:** Mr. Warner asked the committee to let him know what type of projects they would like to budget for future years. Mitzi stated that this is a good time to discuss the direction we would like to take the district. The committee suggested that a work session be held for the full board to discuss.
 - K. Discussion of Special Education Van Issues and Next Steps:** Mr. Warner reported that the van is putting few miles on it in the last two (2) year. At the moment it is not safe to use. It was recommended to look into a grant to help with the cost of replacement and research the need for replacement.
- V. Schedule Next Meeting:** Next meeting will be July 12, 2022 at 6:30 pm.
- VI. Adjournment:** The meeting was adjourned at 7:08 pm.

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