

**Palmyra-Eagle Area School District
Finance Committee Meeting Minutes
Mitzi Roscizewski, Chairperson
Tuesday, December 13, 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 at 6:32 pm.
- II. **Roll Call** - quorum (2) of this committee required to proceed
 - A. Attended - Mitzi Roscizewski, Michael Eddy and Zachary Rutkowski
 - B. Others Present - Brad Warner - Business Manager (via google meets), Traci Plotz - District Executive Assistant
- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
 - A. **Approve November Meeting Minutes:** The minutes from the November 8, 2022 meeting were reviewed and approved.
 - B. **November Voucher Review:** The November Vouchers were reviewed. There was question regarding payments to James Imaging and Rhyme Business Service. Those were for the copiers in the buildings. Rhyme Business is an additional color copier this year at EES, the James Imaging lease for the remaining District copiers ends this spring.
 - C. **Review of Budget Variance Reports by Building and Fund:** The Year to Date Budget Variance reports were reviewed.
 - D. **Discussion of the Greenhouse Funding and Payment Proposal:** Kari Timm and Brad Warner reported that the contract for the greenhouse needs to be signed and 50% down by the end of the year in order to avoid a 20% increase in cost. Currently, we have \$10,000 in donations towards the greenhouse, with other donations lined up and a fundraising campaign underway. Mitzi has concerns over the extra prep cost for the greenhouse and believes that we are underestimating those costs and additional costs once we begin building the greenhouse. The Greenhouse contract is on the December board agenda for approval. The contract only covers the cost of the greenhouse itself and the installation. It does not include the foundation, electrical and plumbing that needs to be installed as well.
 - E. **Discussion of the Electric Bus Grant that was received by the District and DTC:** Dr. Gray reported that the grant funds the buses and the infrastructure. There is a state grant available that will help with any additional infrastructure costs. The buses will not be available until next year at the earliest. Dr. Gray is looking at working with DTC to adjust our contract costs, once the electric buses are in place. The buses will be owned by DTC, but used for the Palmyra-Eagle Area School District.
- V. **Next Meeting:** January 10, 2023 at 6:30 pm - MS/HS Community Center
- VI. **Adjourn:** The meeting was adjourned at 6:46 pm.

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