

MINUTES: Meeting of the Monona Grove School District, Business Services Committee, held on Tuesday, January 2, 2008, in the Nichols School, District Office Board Room, Starting at 5:01 P.M.

BOARD MEMBERS PRESENT: John Weinberger, Susan Manning, Peter Sobol

COMMUNITY MEMBERS PRESENT: Jason McCutchin, Judy Runk

ADMINISTRATOR PRESENT: Mary Ellen Van Valin

I. Opening of Meeting – John Weinberger

II. Declaration of Public Notice – acknowledged

III. Public Appearances - none

IV. Approval of the Minutes of the November 28, 2007, Business Services Committee Meeting

Judy Runk moved approval of the minutes of the November 28, 2007, Business Services Committee meeting. Peter Sobol seconded and the motion carried.

V. Discussion and Possible Approval of Financial Audit 2006-2007 Financial Audit

Steve Volz of Reilly, Penner & Benton LLP, presented the financial audit report for fiscal year ending June 30, 2007. He reviewed with the Committee the strengths and weaknesses found in the audit process. Ms. Van Valin reviewed with the Committee changes that have been made in the Business Office to comply with areas that were noted as weaknesses/deficiencies. The Committee asked that Ms. Van Valin prepare a response or documentation to the various weaknesses/deficiencies noted and how those weaknesses/deficiencies will be addressed. Discussion was held regarding the writing of a Policy/Procedures Manual. Ms. Van Valin will contact various school districts for a model and will begin the process of gathering information and writing policies and procedures for future implementation.

Pete Sobol moved that the Committee recommend to the Board of Education approval of the Financial Statements provided from Reilly, Penner & Benton LLP for the fiscal year ended June 30, 2007. Judy Runk seconded. Motion carried.

VI. Discussion and Possible Approval of the 2007-2008 Budget Calendar

Peter Sobol moved to forward to the Board of Education the 2007-2008 budget calendar as presented. Jason McCutchin seconded. Ms. Van Valin stated the calendar has no major changes from previous year calendars. Motion carried.

VII. Discussion and Possible Approval of Setting the Date, Time, and Place of Budget Hearing/Annual Meeting for 2008 (Suggested: Monday, October 27, 2008, 7:00 P.M., Monona Grove High School)

Peter Sobol moved that the Committee recommend to the Board of Education that the Budget Hearing/Annual Meeting for 2008 be scheduled for Monday, October 27, 2008. Jason McCutchin seconded and the motion carried.

VIII. Discussion and Possible Approval of an Alternate Bid to Provide Telephone Service to Cottage Grove (PRI Circuit) and T1 Circuits for the School District – Bill Herman

Bill Herman, Technology Director, reviewed changes to information he provided at an earlier meeting regarding telephone service to Cottage Grove (PRI Circuit) and T1 circuits for the school district. Mr. Herman stated because of McLeod's action in withdrawing their bid he spoke to Verizon regarding their ability to contract with the school district for data connections in Cottage Grove and PRI service.

Peter Sobol moved that the Committee recommend to the Board of Education removal of McLeod as the approved vendor, so moved for approval at the December 12th Board of Education Meeting, for dial tone (PRI) service into Glacial Drumlin, and T1 circuits in Monona and Cottage Grove. To provide these services in lieu of McLeod, I move to accept Verizon as the vendor for T1 services to Cottage Grove at a monthly charge not to exceed \$820.00, Verizon as the vendor for dial tone (PRI) service to Glacial Drumlin at a monthly charge not to exceed \$766.80, and AT&T as the vendor for T1 services to Monona at a monthly charge not to exceed \$896.00. All afore mentioned contracts will be for three years commencing July 1, 2008. Susan Manning seconded. After further discussion of the motion, the motion carried.

IX. Confirm Next Meeting Date – January 30, 2008

The next meeting of the Business Services Committee will be on Wednesday, January 30, 2008, at 5:00 P.M. in the Nichols School, District Office Board room.

X. Adjournment

Peter Sobol moved that the meeting be adjourned. Judy Runk seconded and the motion carried. The meeting adjourned at 6:55 P.M.

TO: Members of the Board of Education
Gary Schumacher, Superintendent of Schools
FROM: Mary Ellen Van Valin, Director of Business Services
DATE: January 3, 2008

SUBJECT: Change in Recommendation for Telecommunications Services

1. Attached please find a memorandum from Bill Herman, Director of Technology, for a proposed change in vendor and related cost for a portion of the telecommunication services that you approved at last month's Board of Education Meeting. At last night's Business Services Committee Meeting, the committee did vote approval to send the attached proposal to you for consideration.
2. A recommended motion may be, "I move approval to remove McLeod as the approved vendor, so moved for approval at the December 12th Board of Education Meeting, for dial tone (PRI) service into Glacial Drumlin, and T1 circuits in Monona and Cottage Grove. To provide these services in lieu of McLeod, I move to accept Verizon as the vendor for T1 services to Cottage Grove at a monthly charge not to exceed of \$820.00, Verizon as the vendor for dial tone (PRI) service to Glacial Drumlin at a monthly charge not to exceed of \$766.80, and AT&T as the vendor for T1 services to Monona at a monthly charge not to exceed \$896.00. All afore mentioned contracts will be for three years commencing July 1, 2008"