

MINUTES: Meeting of the Monona Grove School District, Business Services Committee, held on Thursday, August 28, 2008, in the Nichols Building, District Office Board Room, Starting at 5:02 P.M.

BOARD MEMBERS PRESENT: Peter Sobol, Susan Manning, Phil McDade

COMMUNITY MEMBER PRESENT: Jason McCutchin

COMMUNITY MEMBER ABSENT: Judy Runk

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I. Opening of Meeting – Peter Sobol

II. Declaration of Public Notice - acknowledged

III. Public Appearances - none

IV. Approval of the Minutes of the July 23, 2008, Business Services Committee Meeting

Phil McDade moved approval of the minutes of the July 23, 2008, Business Services Committee meeting. Jason McCutchin seconded and the motion carried.

V. Opportunity for Input on the 2008-2009 Proposed Monona Grove School District Budget

No one was in attendance to offer public input into the 2008-2009 proposed Monona Grove School District budget.

VI. Discussion and Possible Approval of Renewal of Pepsi Exclusive Contract for Monona Grove High School – Paul Brost

Dr. Brost was not ready to present information to the Committee so this agenda item will be on a future agenda for discussion and possible approval.

VII. Update on Curriculum Committee Textbook/Materials Review Cycle & Budget – Bill Breisch

Bill Breisch presented a schedule he prepared titled “Course Textbook/Curriculum Materials Review Cycle”. Mr. Breisch prepared this document as a tool to be used by the Business Office to chart what dollar amount could be expected yearly in the areas of textbook and curriculum adoption. Mary Ellen Van Valin stated she would be putting an additional \$100,000 baseline figure into the Fund 10, Location 534 budget which may be modified up or down depending on the final line of the budget. Bill Breisch stated if a new program was implemented the cost would probably be approximately \$200,000 to \$250,000. Discussion was held regarding what would happen if additional money was not available in a particular school year to complete the purchases and implementation as noted. Mr. Breisch stated those projects could be held over for the following year and the schedule re-adjusted.

VIII. Discussion and Possible Approval of 2008-2009 Budgets:

1. Fund 10/27 534 – Special Programs
2. Fund 10/27/50 801 – Early Retirement
3. Fund 49 – Construction Budget
4. Fund 73 – Irrevocable Benefit Trust

Mary Ellen Van Valin reviewed the above proposed budgets line by line for the Committee.

Phil McDade moved approval of Number 1 – Fund 10/27/534 – Special Programs and Number 2 – Fund 10/27/50 01 – Early Retirement. Susan Manning seconded. Motion carried.

Mary Ellen Van Valin distributed Fund 49 – Construction Budget and Fund 79 – Irrevocable Benefit Trust budgets and reviewed those with the Committee.

Phil McDade moved approval of Number 3 – Construction budget and Number 4 – Fund 73 – Irrevocable Benefit Trust budget. Jason McCutchin seconded and the motion carried.

The above budgets as approved by the Committee will be forwarded to the Board of Education at such time as the final budget is presented to them for approval.

IX. Discussion and Possible Approval of Resolution Authorizing Creation of IRC Section 403 (b) Plan

Mary Ellen Van Valin reviewed with the Committee the new IRS imposed regulations regarding 403 (b) plans including the Plan Documents provided by Lathrop & Clark. Mary Ellen stated she, Kris Dowse and Jill Snyder (National Insurance Services) met with Lynn Hammersley (Local 60) and Kevin Mikelbank (MGEA) to share with them information on the plan. The Board of Education will be asked to formally approve the Resolution that adopts both the Plan Document as well as Mid America Administrative and Retirement Solutions, Inc. as the third party plan administrator.

Phil McDade moved that the Committee recommend to the Board of Education approval of the Resolution Authorizing Creation of the Monona Grove School District IRC Section 403 (b) Plan. Jason McCutchin seconded and the motion carried.

X. Discussion and Possible Approval of Easement (Monona Drive Project) from Dane County as Trustee for Department of Transportation – Mark Scullion

Mark Scullion, Director of Facilities and Safety, presented information that the district received from Timbers-Selissen Land Specialists, Inc., who were retained by Dane County as Trustees for the Department of Transportation for the Monona Drive (Broadway to Nichols Road) road improvement project. The company is offering the school district \$9,550 for the temporary limited use of a portion of Monona Drive until the road improvement project is completed. Mark stated he has been in contact with the company and he is still unsure of what the agreement entails.

Phil McDade moved to table this agenda item. Jason McCutchin seconded. Motion carried.

Mark Scullion will contact the company and ask for additional information regarding clarification of the wording on the Temporary Limited Easement document.

XI. Update on District Building and Grounds Summer Projects – Mark Scullion

Mark Scullion stated all buildings will be ready to go by the time school begins. He is still concerned with Winnequah School but believes everything will be moved in and ready to go. Discussion was held regarding the band room water damage. He stated he is having an engineer check out why the Band Room flooded and if there is any major structural problems.

XII. Confirm Next Meeting Date: Monday, September 22, 2008

XIII. Adjournment

Jason McCutchin moved that the meeting be adjourned. Susan Manning seconded. The meeting was adjourned at 6:52 P.M.