

MINUTES: Meeting of the Monona Grove School District, Business Services Committee, held on Monday, September 22, 2008, in the Nichols Building, District Office Board Room, Starting at 5:00 P.M.

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

COMMUNITY MEMBERS PRESENT: Jason McCutchin, Judy Runk

ADMINISTRATORS PRESENT: Craig Gerlach, Mary Ellen Van Valin

I. Opening of Meeting – Peter Sobol

II. Declaration of Public Notice - acknowledged

III. Public Appearances

The following individuals addressed the Committee regarding gymnasium usage:

1. Dan Zweifel, 114 Copps Avenue, Monona
2. Bob Conner, 420 W Clover Lane, Cottage Grove

IV. Approval of the Minutes of the August 28, 2008, Business Services Committee Meeting

Phil McDade moved approval of the minutes of the August 28, 2008, Business Services Committee meeting. Jason McCutchin seconded.

Susan Manning asked to amend the meeting minutes to show that during Public Appearances she asked, and was told, that the district could realize approximately \$12,000 in savings as the result of the change in the administrative reconfiguration at Glacial Drumlin School.

A vote was taken and the motion carried.

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

Susan Manning clarified that at the last Business Services meeting it was determined that the district could realize a \$12,000 savings as the result of the change in administrative reconfiguration at Glacial Drumlin School. Mary Ellen Van Valin stated that some of the \$12,000 savings was used for additional administrative time at Glacial Drumlin before the Assistant Principal was employed.

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

Mark Scullion researched the temporary easement agreement and confirmed that this is only a temporary use of the property.

Phil McDade moved approval of the temporary easement (Monona Drive project) from Dane County as Trustee for the Department of Transportation. Jason McCutchin seconded and the motion carried.

VII. Discussion of Guidelines for Facility/Field Fee Structure and Approval Process

Mary Ellen Van Valin reviewed Administrative Rule 830 (1) Guidelines for Public Use of School Facilities Other than the E.F. Schwan Performing Arts Center which was approved by the Board of Education in December 2003 after an extensive review and approval process. Kristi Massey, who oversees the district on-line facility calendar answered questions from the Committee regarding the Facility Groups Proposal document that was distributed in the packet of information mailed earlier to the Committee. Discussion was held regarding various groups who are attempting to rent district facilities. Mary Ellen Van Valin stated the administration will be reviewing this policy during the

2008-2009 school year and will report to the Business Services Committee with any changes being recommended to the document.

VIII. Discussion Regarding 2008-2009 District Transportation, Including Routes

John VanderMerwe reported that district transportation is going well except for routes in Cottage Grove. The adjusted start and end times at the three buildings and the addition of 4K students have created problems with some students waiting for longer periods of time before being transported home after school. Currently he has 10 buses and is transporting 1100 students in Cottage Grove. The administration has added an additional mid-day route and is also looking into the possibility of bussing fifth grade students separately. John VanderMerwe stated he has received many calls regarding the walk area. He stated the Dane County Sheriff's Department is doing a hazardous area traffic study and that report will be presented to the Business Services Committee when it is completed.

IX. Discussion and Possible Approval of Amended 2008-2009 District Transportation Budget - Location 539

Mary Ellen Van Valin presented information on an amendment to the 2008-2009 transportation budget (Location 539). She stated the budget will show an increase of \$92,950 over the previous proposed budget amount due to an increase in the 4 year old kindergarten program, as well as the need to add additional routes to address the issue of getting the students in Cottage Grove home earlier at the end of the day.

Phil McDade moved that the Committee approve the amended 2008-2009 District Transportation Budget (Location 539) showing an increase of \$92,950. Judy Runk seconded. Discussion was held. A vote on the motion carried.

X. Discussion and Possible Approval of the 2008-2009 All Fund Original Budget (Budget Flyer) and Preliminary 2008-2009 Revenue Limit Calculation

Mary Ellen Van Valin reviewed the information as printed for the 2008-2009 all fund original budget flyer and the preliminary revenue limit calculation. She stated this information will be sent to the printer and once the Board of Education has approved the document at their October Board meeting, the printer will mail the document to all homes in the school district.

XI. Review of Board Policy 655 – Rental of District-Owned Real Estate as it Pertains to Rental of Facilities

Craig Gerlach shared a handout showing room usage for the Nichols Building. He stated two rooms are being rented by the Dane County School to Work Consortium of which the district is a member. Mr. Gerlach stated Board Policy 655 – Rental of District-Owned Real Estate will be reviewed at a future meeting of the Personnel & Policy Committee. Peter Sobol shared language he had written that the Personnel & Policy Committee will take into consideration when researching the policy.

XII. Confirm Next Meeting Date – October 29, 2008

XIII. Adjournment

Phil McDade moved that the meeting be adjourned. Jason McCutchin seconded and the meeting was adjourned at 7:40 P.M.