

MINUTES: Meeting of the Monona Grove School District, Business Services Committee, held on Wednesday, December 3, 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: Mary Ellen Van Valin, Craig Gerlach

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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 October 29, 2008, Business Services Committee Meeting

Phil McDade moved approval of the Minutes of the October 29, 2008, Business Services Committee meeting. Judy Runk seconded and the motion carried.

V. Discussion and Possible Approval of Alliant Energy Shared Savings Plan

Mary Ellen Van Valin reviewed with the Committee the Alliant Energy Shared Savings Contract document. The document was reviewed and approved by the school districts legal counsel. This agreement would allow the school district to obtain a low interest loan to finance equipment purchased at Glacial Drumlin to save energy costs. It was noted that because equipment had already been purchased at Glacial Drumlin these dollars could be used for other district buildings.

Phil McDade moved that the Committee recommend to the Board of Education approval of the Alliant Energy Shared Savings Plan. Jason McCutchin seconded.

Action on this motion was deferred until after discussion of Agenda Item VI.

After discussion of Agenda Item VI. the Committee moved back to Agenda Item V.

A vote was taken and the motion carried.

VI. Update From the Energy Sustainability Committee and McKinstry on District Energy Savings Plan and Proposed Capital Projects

Tom Laufenberg and Dan Choi, representing McKinstry presented information to the Committee they assembled for the Energy Sustainability Committee regarding their Active Energy Management Program. This performance contracting program focuses on assisting the school district in the following areas: program management, utility accounting, operations and maintenance, and training and education. Discussion was held regarding a handout presented to the Committee outlining services they would be performing including simple paybacks with utility incentives resulting in an expected full payback of investment in 11.8 years on average.

VII. Discussion and Possible Approval of Financial Audit 2007-2008 – Brian Mechenich of Reilly, Penner & Benton LLP

Brian Mechenich of Reilly, Penner & Benton, LLP, presented the financial audit for 2007-2008. He reviewed with the Committee the strengths and weaknesses found in the audit process. The District received an “unqualified opinion”, which is a clean opinion free from all materials findings. Discussion

was held regarding student activity fund accounting. Ms. Van Valin and Brian Mechenich stated this year's audit went very well.

Phil McDade moved approval of the financial audit as presented by Reilly, Penner & Benton, LLP. Jason McCutchin seconded and the motion carried.

Susan Manning asked that the policies, as mentioned in the audit report, be reviewed by the Policy Committee. Peter Sobol stated he would forward the policies as noted in the Audit Report to the Policy Committee for review.

VIII. Confirm Next Meeting Date – Wednesday, January 7, 2009

IX. Adjournment – 6:45 P.M.

Phil McDade moved that the meeting be adjourned. Jason McCutchin seconded and the motion carried.