



School District of Beloit

BOARD OF EDUCATION PURPLE PACKET – June 15, 2018

1. Events List
2. Notice of Meeting
 - (E)Quality Committee Meeting, Tuesday, June 19, 2018, 2:30 p.m., Kolak Education Center Board Room
 - Fiscal Committee Meeting, Tuesday, June 19, 2018, 5:00 p.m., Superintendent's Office, Room 106
 - Communication Committee Meeting, Thursday, June 21, 2018, 2:00 p.m., Superintendent's Office, Room 106

NOTES/UNDER SEPARATE COVER

- Links to school newsletters can be found on the Board of Education website on the lower right hand side.

FUTURE BOARD MEETINGS

Special Board Meeting, Tuesday, June 26 13, 2018, TBD, Superintendent's Office, Room 106

Board Business Meeting, Tuesday, June 26, 2018, 7:00 p.m., Board Room

UPCOMING EVENTS

Date/Time	School	Event
June 18	School District of Beloit	First Day of Summer School See www.BeloitSchools.net/SummerSchool for more information
July 26 6 – 8 p.m.	Cunningham Intermediate School	Beyond Beautiful: Empowering Girls for Tomorrow featuring Dr. Jasmine Zapata This is a special evening for girls and their parents featuring motivational presentations, special performances, games and activities. Contact Devon LaRosa at dloroso@sdb.k12.wi.us or Jessica Moehn at jmoehn@sdb.k12.wi.us



NOTICE OF MEETING

SCHOOL DISTRICT OF BELOIT

(E)Quality Committee *this meeting is held in

collaboration with the NAACP Education Committee*

Date: Tuesday, June 19, 2018
Time: 2:30 p.m.
Location: Kolak Education Center-Board Room
1633 Keeler Ave
Beloit, WI 53511

AGENDA

- I. Call to Order
- II. Data Positions- roles and responsibilities, data trends
- III. Interventionists- roles and responsibilities
- IV. Announcements
- V. Adjournment

Posted: June 12, 2018



NOTICE OF MEETING

Fiscal Committee Agenda

Monitor taxpayer investments wisely to protect and provide resources to the schools to deliver a quality education while playing an important role in economic development.

DATE: Tuesday, June 19, 2018

TIME: 5:00 p.m.

LOCATION: KOLAK EDUCATION CENTER
Superintendent's Conference Room 106
1633 Keeler Avenue
Beloit, WI 53511

COMMITTEE MEMBERS:

ADMINISTRATIVE LIAISON: JoAnn Armstrong, Director of Financial Services

Roger Price, Consultant Wisconsin Association School Boards

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Swearing in of New Members
4. Parliamentary Procedures Orientation
5. Scope of the Fiscal Committee
6. Review of Updated Position Descriptions
7. 2018-19 Budget
 - a. Review materials from Board Workshops
 - b. Review 2018-19 Assumptions
 - c. Update of continued work on 2018-19 Base Budget
 - d. Review Health Insurance Funding options
 - e. 2018-19 Initiatives
 - f. Tax Levy
 - i. Establish Target (i.e. mil rate<12.00)
8. Property Acquisition
9. Future Meeting Dates and Times
10. Future Agenda Items

- a. Review Board and Public Fiscal Reporting
- b. Determine Guiding Principals
- c. Debt
 - i. Fund 38 non-referendum debt schedule & fund 39 referendum debt schedule
 - 1. Refinance Options
 - 2. Long-Term Planning

11. Adjournment

Posted: June 15, 2018



School District of Beloit Fiscal Report

June 19, 2018

I. BASIC INFORMATION

Topic or Concern: Review of Updated Position Descriptions

Which area(s) of the Strategic Plan does this support? Fiscal

Your Name and Title: Roger Price, Consultant

Others assisting you in the presentation:

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Fiscal Committee?

To make the committee aware of a 6/12/18 Board approval of updating the Executive Director of Business Services, Director of Finance and Director of Facilities job descriptions. See attached job descriptions.

B. What information must the Fiscal Committee have to understand the topic/concern and provide any requested action?

N/A

C. If you are seeking Fiscal Committee action, what is the rationale for your recommendation?

N/A

D. What are your conclusions?

N/A

MOTION: N/A

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION:

FISCAL IMPACT:



Executive Director Business Services

Position Description

Qualifications:

- A. Commitment to high professional standards and ethics.
- B. Master's Degree preferred
- C. Appropriate Wisconsin Department of Public Instruction license 08-Business Manager (or willing to obtain)
- D. Designation as a Certified Public Accountant, Certified Management Accountant or equivalent credential preferred.
- E. Strong technology skills (spreadsheets, word processing, web-based programs such as Skyward, etc.)
- F. Strong organizational skills
- G. Good oral and written communication skills
- H. Good interpersonal skills and the ability to work with a variety of people (Board, administration, coworkers, teachers, support staff, etc.)
- I. Effective public relations skills
- J. Strong Analytical Skills
- K. Supervisory experience.

Reports to and Evaluated by: District Administrator

Job Goal: Administer business affairs of the District to provide the best possible educational services with the financial resources available. Manage Financial Services, Budget and Management, Purchasing, Technology Services, Building Services, Risk Management, Transportation and Food Services functions.

Performance Responsibilities:

Essential Duties include the following:

Serve as the Chief Financial Officer for the district

Supervise and/or manage all financial matters of the District

Financial Planning & Budget Management

- A. Works with District Administrator to develop budget calendar.
- B. Prepares and oversees annual District budget.
- C. Assures sufficient cash is available to meet district financial obligations.
- D. Assure availability of finance resources and service as needed.
- E. Develops long-range capital budgets.
- F. Advises Board on the short-term and long-term fiscal implications of budget decisions and recognizes and explains internal and external influences on the budget
- G. Presents budget at Annual Meeting.

- H. Prepares reports to the District Administrator and Board concerning the status of all District budget accounts.
- I. Uses multiple approaches to determine reliable enrollment and personnel projections
- J. Applies the legal requirements for budget adoption
- K. Communicates the relationship between programs, revenues, and appropriations of the school district to the stakeholders
- L. Develops multi-year budgets that serve as a communications tool for the stakeholders
- M. Develops a financial model to monitor a school district's financial health
- N. Analyzes comparable data of other school districts.

Financial Services

Supervise and/or manage Payroll Management, Accounting & Reporting, Accounts Payable and Accounts Receivable, Federal and State Grants Accounting

Auditing

- A. Securing an external auditor

Insurance and Risk Management

- A. Ensures that a comprehensive risk management program is in place that addresses safety and security
- B. Assesses risk management programs and recommends changes consistent with district needs
- C. Directs the process of selecting/employing an insurance consultant or risk manager
- D. Adheres to legal requirements for insurance coverage.
- E. Administer the District's property and casualty insurance program.
- F. Establish procedure to monitor claims and injuries.

Purchasing and Materials Management

- A. Develops and implements an integrated purchasing process that complies with all government regulations
- B. Adheres to a strict code of purchasing and procurement ethics
- C. Administer District purchasing program to assure materials are ordered, placed in service, and paid for in accordance with Board policy (e.g. – requisitions, purchase orders, etc.).
- D. Develops and implements a program for the effective current and long-range acquisition, maintenance, repair of equipment
- E. Prepare and/or supervise preparation of bids and specifications as needed.
- F. Develops and implements a system for the proper valuation, classification, and depreciation of fixed assets
- G. Develops and implements a system to adequately control and account for capital assets.

Cash Management, Investments, and Debt Management

Supervise and/or manage

- A. Administer District's investment program,

- B. Administer short-term and long-term debt, in accordance with board and state/federal regulations.
- C. With District Administrator recommends professional advisors/contractors such as bond counsel, rating agencies, financial advisors, and underwriters
- D. Develops and recommends investment policies to include investment objectives such as maximizing investment income and preserving the investment principal
- E. Develops specifications for the selection of banking and other financial services
- F. Applies various methods of cash forecasting
- G. Applies appropriate types of short-term debt financing instruments available to school districts
- H. Analyzes the legal constraints and methods of issuing long-term general obligation bonds, including the bond rating process and the role of the bonding attorney and rating services
- I. Analyzes the implications of arbitrage rules that may apply to the issuance of long-term general obligation bonds; provide for arbitrage payable when appropriate
- J. Prepares a cash flow analysis, including a fund balance report, for the board of education

Auxiliary Services

Insurance & Risk Management

- A. Determine risk management needs of the district
- B. Employ insurance consultant to assist the district in risk management needs
- C. Maintain and update the implementation of a district-wide safety program
- D. Maintain district-wide security and emergency management plan
- E. Coordinate district security operations, when applicable
- F. Adhere to legal requirement for insurance coverage
- G. Maintain district's property and liability, fleet, loss, errors and omissions, unemployment, workers' compensation and student accident insurance
- H. Assess current insurance coverage and recommend any changes consistent with district needs
- I. File insurance claims when appropriate

Transportation

- A. Monitor the student transportation program for its safety, security, and efficiency and adjust as needed
- B. Ensure a comprehensive plan is in place that includes an analysis of what transportation requirements are and the basic features of a system to provide pupil transportation, and where appropriate
- C. Develop and maintain open and clear lines of communication with parents, staff, Administration, state/provincial legislatures, and the public for conveying the responsibilities, needs, and expectations of all stakeholders
- D. Administer and monitor student transportation program that adheres to all legal requirements and adjust as needed
- E. Ensure (where appropriate) an efficient and comprehensive routing system is developed and maintained

Food Services

- A. Administer and monitor food Services operations and adjust as needed

- B. Establish procedures for the implementation and operation of the food Services program
- C. Adhere to the legal requirements, including local and national government guidelines of the food Services program
- D. Ensure the management systems for tracking meals and inventories are in place and identify participant status
- E. Ensure compliance with required nutritional value is in place
- F. Analyze the methods available for providing food Services and identify and recommend the most beneficial methods for a given situation (i.e. Ala carte, etc.)
- G. Interface with nutrition and regulatory agencies relative to planning, conduct, and reporting of catering Services programs within the school
- H. Ensure effective cash handling procedures and internal controls
- I. Manage and control inventories and procurement

Other Services

- A. Manage printing /copying operations, as appropriate
- B. Maintain textbook inventories as required by state law, when applicable

Facilities Operations & Management

Supervise and/or manage all facility related matters of the District

- A. Facilities Planning, Construction & Management
- B. Facilities Operations

Performs related duties as assigned by the District Administrator in accordance with District policies and practices.

Professional Responsibilities

- A. Applies the highest values and ethical standards as they relate to the entire profession of school business administration
- B. Protects all stakeholders' interests with respect to financial integrity
- C. Maintains records as required by law, District policy, and administrative regulations.
- D. Assists in upholding and enforcing school rules and administrative regulations.
- E. Attends and participates in faculty, department, and/or District meetings as needed/requested.
- F. Works to establish and maintain open lines of communication with staff members, and business related contacts.
- G. Delegates and assigns responsibilities to staff and applies basic concepts of organizational development
- H. Establishes and maintains cooperative professional relations with others.
- I. Participates in professional growth activities.
- J. Read and stay abreast of current topics in the fields of business and education.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job

and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- A. Use strength to lift items needed to perform the functions of the job.
- B. Sit, stand and walk for required periods of time.
- C. Use close vision, peripheral vision, and depth perception.
- D. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
- E. Reach with hands and arms and use hands and fingers to handle objects and operate tools, instructional technologies (such as a computer, SMART Board, etc.) and/or controls.



Director Financial Services

Position Description

Qualifications:

- A. Commitment to high professional standards and ethics.
- B. Bachelor's Degree in finance related field of study.
- C. Strong technology skills (spreadsheets, word processing, web-based programs such as Skyward, etc.)
- D. Strong organizational skills
- E. Good oral and written communication skills
- F. Good interpersonal skills and the ability to work with a variety of people (Board, administration, coworkers, teachers, support staff, etc.)
- G. Effective public relations skills
- H. Supervisory experience.

Reports to and Evaluated by: Executive Director Business Services

Job Goal: Administers business affairs of the District to provide the best possible educational services with the financial resources available, to manage financial matters of the District, and oversight in the areas of payroll, and financial services.

Performance Responsibilities:

Essential Duties include the following:

Payroll Management

- A. Learn, maintain, evaluate and update payroll system
- B. Develop a schedule of salary payments and process payroll accordingly,
- C. Communicate payroll information to staff
- D. Prepare payroll deductions and corresponding deposits and reports in a timely manner and in accordance with legal and regulatory requirements such as TSAs, Section 125 plans, state and federal taxes and Wisconsin Retirement
- E. Ensure compliance with all payroll laws and regulations
- F. Maintain salary, leave and absence data
- G. Assist in the settlement of base wages with groups, such as teachers and support staff
- H. Coordinates the development and management of an appropriate personnel database to provide seamless integration with payroll and other school district functions
- I. Manages and continually evaluates the effectiveness of the school district's payroll operations
- J. Supervise payroll, employee attendance tracking, employee benefit programs, and personnel administration procedures

- K. Maintains accurate records of personnel information (including, but not limited to, absences and leaves)

Financial Services

Financial Planning & Budget Management

- A. Works with Executive Director Business Services on all aspects of budget development.

Accounting & Reporting

- A. Reviews, revises, and administers policies and procedures governing financial guidelines.
- B. Establishes and verifies compliance with finance-related legal and contractual provisions.
- C. Provide information to the Executive Director Business Services and Board on matters that will affect business operations of the District.
- D. Monitor and report on state and federal legislation that will affect resources of the District.
- E. Prepares, analyzes, and reports financial statements and supporting discussion documents to the Executive Director Business Services and Board of Education throughout the fiscal year.
- F. Complete and/or supervise the completion and submission of local, state and federal financial reports required for the District.
- G. Provide for internal controls and audits to financial records and procedures.
- H. Utilize Wisconsin Uniform Financial Accounting Requirements (WUFAR) as the financial accounting system for the school district
- I. Require that the accounting procedures comply with the requirements of the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB)
- J. Maintain an effective system of internal controls
- K. Recognize revenue and expenditures in the appropriate accounting period
- L. Utilize modified and full accrual accounting in accordance with generally accepted accounting principles for classifying fund and receipt accounts
- M. Reconcile bank statements monthly
- N. Ensure that a sequential system for check numbers is maintained
- O. Establish and maintain a fixed asset accounting system
- P. Prepare accurate periodic financial reports for all stakeholders
- Q. Maintain a chart of accounts in accordance with district needs
- R. Continuously monitor the accounting system and adjust as necessary
- S. Utilize an encumbrance system of accounting
- T. Process financial transactions on a timely basis
- U. Follow proper procedures for the acceptance of donations and gifts and assure that expenditures are made in accordance with the purposes and requests of the donor, when appropriate and legal
- V. Manage an effective district wide system of internal control, accounting, and auditing of student activity funds
- W. Adhere to the standards for financial accounting and reporting for shared Services arrangements, when applicable
- X. Secure financial professionals for capital improvement financing projects

- Y. Develop post-retirement benefits
- Z. Complete and file Medicaid cost reporting
- AA. Maintain accounts receivable records including billing
- BB. Manage scholarship trust funds
- CC. Submit accurate financial reports to the Wisconsin DPI
- DD. Keep the board of education informed of the financial condition of the school district
- EE. Monitor federal grants including filing claims, time and effort monitoring, maintenance of effort (MOE) and indirect costs
- FF. Assure collection of fees for programs, food Services, etc.

Auditing

- A. Facilitate the external audit process
- B. Prepare financial statements which may include management discussion and analysis (MDA)
- C. Adhere to all legal and contractual requirements and submit to all interested parties including the school board, public, and appropriate state and federal agencies
- D. Identify and monitor weaknesses in internal control

Cash Management

- A. Implement cash handling procedures and internal controls over all cash handling locations
- B. Develop and monitor monthly cash flow projections

Performs related duties as assigned by the Executive Director Business Services in accordance with District policies and practices.

Professional Responsibilities

- A. Applies the highest values and ethical standards as they relate to the entire profession of school business administration
- B. Protects all stakeholders' interests with respect to financial integrity
- C. Maintains records as required by law, District policy, and administrative regulations.
- D. Assists in upholding and enforcing school rules and administrative regulations.
- E. Attends and participates in faculty, department, and/or District meetings as needed/requested.
- F. Works to establish and maintain open lines of communication with staff members, and business related contacts.
- G. Delegates and assigns responsibilities to staff and applies basic concepts of organizational development
- H. Establishes and maintains cooperative professional relations with others.
- I. Participates in professional growth activities.
- J. Read and stay abreast of current topics in the fields of business and education.

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- C. Use close vision, peripheral vision, and depth perception.
- D. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
- E. Reach with hands and arms and use hands and fingers to handle objects and operate tools, instructional technologies (such as a computer, SMART Board, etc.) and/or controls.



Director Facilities

Position Description

Qualifications:

- A. Commitment to high professional standards and ethics.
- B. Bachelor's Degree, master's Degree preferred.
- C. Trade related experience preferred.
- D. Strong technology skills (spreadsheets, word processing, web-based programs such as Skyward, etc.)
- E. Strong organizational skills.
- F. Good oral and written communication skills.
- G. Good interpersonal skills and the ability to work with a variety of people (Board, administration, coworkers, teachers, support staff, etc.)
- H. Effective public relations skills.
- I. Strong analytical skills.
- J. Supervisory experience.

Reports to and Evaluated by: Executive Director Business Services

Job Goal: Administers the facilities of the District to provide the best possible educational services with the financial resources available, to manage Facilities Operations and Management.

Performance Responsibilities:

Essential Duties include the following:

Facilities Operations & Management

Facilities Planning, Construction & Management

- A. Maintain long-term facility improvement plan
- B. Analyze financial impact of school facility maintenance and construction program
- C. Adhere to the appropriate procurement and contract laws
- D. Adhere to all local, state, and federal facilities regulations (ADA, environmental, architectural, engineering, etc.)
- E. Determine school facility needs of the district by utilizing pupil projections, demographic studies, educational requirements, facilities requirements, and financial projections
- F. Coordinate sale and acquisition of real property in accordance with state and federal laws
- G. Attain outside professional consultants (project managers, architects) in specialized areas
- H. Prepare a comprehensive plan for the management of school facility maintenance, operations, and security programs including pol liaison officers
- I. Monitor the school facility maintenance, operations, and security programs, and adjust as needed
- J. Manage community use of school facilities and generate rental fee invoices

- K. Maintain an up-to-date inventory record of property, facilities, furniture, and equipment owned and/or used by the district
- L. Assist in planning for facility referendums
- M. Attain, analyze and recommend bids for construction and management facility projects
- N. Be knowledgeable of sources of alternative revenue (other than debt or tax levies) such as grant revenue to meet facility need

Facilities Operations

- A. Evaluate maintenance and custodial staffing needs per facility
- B. Administer procedures required to keep schools clean, safe, and secure through effective custodial services and preventive maintenance
- C. Maintain energy conservation programs including management of energy consumption and environmental aspects
- D. Determine resource allocation for maintenance and operation
- E. Be able to effectively form partnerships with the private sector to enhance resources available to the district regarding facilities and equipment
- F. Utilize technology to improve facilities through data management

Performs related duties as assigned by the Executive Director Business Services in accordance with District policies and practices.

Professional Responsibilities

- A. Applies the highest values and ethical standards as they relate to the entire profession of school business administration
- B. Protects all stakeholders' interests with respect to financial integrity
- C. Maintains records as required by law, District policy, and administrative regulations.
- D. Assists in upholding and enforcing school rules and administrative regulations.
- E. Attends and participates in faculty, department, and/or District meetings as needed/requested.
- F. Works to establish and maintain open lines of communication with staff members, and business related contacts.
- G. Delegates and assigns responsibilities to staff and applies basic concepts of organizational development
- H. Establishes and maintains cooperative professional relations with others.
- I. Participates in professional growth activities.
- J. Read and stay abreast of current topics in the fields of business and education.

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- E. Reach with hands and arms and use hands and fingers to handle objects and operate tools, instructional technologies (such as a computer, SMART Board, etc.) and/or controls.



School District of Beloit Fiscal Report

June 19, 2018

I. BASIC INFORMATION

Topic or Concern: 2018-19 Budget

Which area(s) of the Strategic Plan does this support? Fiscal

Your Name and Title: Roger Price, Consultant

Others assisting you in the presentation:

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Fiscal Committee?

To discuss the following 2018-19 Budget topics:

- review materials from board workshops
- review 2018-19 assumptions
- update of continued work on 2018-19 base budget
- review health insurance funding options
- 2018-19 initiatives
- tax levy
 - establish target (i.e. mil rate<12.00)

B. What information must the Fiscal Committee have to understand the topic/concern and provide any requested action?

N/A

C. If you are seeking Fiscal Committee action, what is the rationale for your recommendation?

N/A

D. What are your conclusions?

N/A

MOTION: N/A

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION:

FISCAL IMPACT:

FY 2018-19 Base Budget

- Membership
 - Assumes:
 - Revenue Limit - 7,215 (based on decline of 46 FTE Students and same level of Summer School - Applied Population Lab Projection)
 - State Aid – 7,298 (based on average of 2017-18 September and January Counts)
 - Open Enrollment – maintain same level of ins and outs
- Revenue Limit
 - No increase in per student limit (statutory)
 - Assumes:
 - Transfer of Services - \$75,000
 - Energy Efficiency Projects - \$5,260,370
 - New Choice Aid - \$530,232
 - High Level Poverty Aid - \$595,100
 - Maximum Limit - \$76,021,622 less High Poverty Aid
 - (2017-18 - \$74,561,588)
- Equalization Aid
 - Assumes:
 - No changes in Guarantees
 - Year-end 2017-18 – Revenues = Expenditures
 - Total - \$63,610,132
 - (2017-18 - \$61,038,752)
- Tax Levy
 - Assumes:
 - No change in Equalized Valuations (last years increase was
 - Execute Maximum Levy Authority
 - Final calculation will be determined by updated enrollment numbers and final calculation of Equalization Aid
 - Total - \$16,214,896
 - Fund 10 - \$10,746,165
 - Fund 38 - \$ 1,032,311
 - Fund 39 - \$ 4,536,420
 - Mill Rate - \$11.75
 - (2017-18 - \$11.54)
- Revenues
 - Total - \$88,074,182
 - Assumes:
 - Federal Revenues equal budgeted expenditures (does not reflect total allocation)
 - AGR Revenues equal budgeted expenditures
 - Per-pupil aid - \$654 per student
 - Increase in Interest Revenue because of new practices implemented in 17-18
 - Decreases as a result of policy changes
 - Admissions
 - Student Fees

- Medicaid Revenues - \$400,000
- Expenditures
 - Total - \$87,395,184
 - Assumes:
 - No CPI adjustment in controllable costs (non-salary)
 - Utilities and vehicle fuel budgets includes reserve because of volatile market
 - Cost of living increases across the board at 2.13%
 - Includes Board added positions
 - Health Insurance increase at 4% (actuarial recommendation is for 7.5%)
 - Dental Insurance increase at 0%
 - Fund 27 Transfer reflects COLA and Health Insurance impact
 - Includes minimal contingency of \$150,000
- Next Steps
 - Further review Health Insurance funding
 - Complete review of Fund 27 to better estimate needed transfer from General Fund
 - Continue review of individual line items
 - Continue review of impact of updated assumptions
 - Available as of May 29, 2018 for limited investment in new initiatives - \$678,998
 - Administrative Staff recommendations
 - Fiscal Committee/Budget Committee?

FY 2018-19 Budget & Long-Term Forecast

- Next Steps
 - Further review Health Insurance funding
 - Discussions underway with Actuary
 - Referred to Fiscal Committee
 - Complete review of Fund 27 to better estimate needed transfer from General Fund
 - Underway
 - Continue review of individual line items
 - Ongoing
 - Continue review of impact of updated assumptions
 - Ongoing
 - Available as of May 29, 2018 for limited investment in new initiatives - \$678,998
 - Administrative Staff recommendations in development
 - Fiscal Committee
 - Update Fiscal Committee at June Meeting
- Membership
 - 2018-19 Assumes:
 - Revenue Limit - 7,215 (based on decline of 46 FTE Students and same level of Summer School - Applied Population Lab Projection)
 - State Aid – 7,298 (based on average of 2017-18 September and January Counts)
 - Applied Population Report
 - Data Included
 - Enrollment History
 - For Facility Planning
 - For Financial Planning
 - Population Estimates (pages 9-11)
 - Housing Trends (pages 12-13)
 - Conclusions
 - All models show slight decline over the next several years (pages 17 & 31)
 - Kindergarten trends have been declining (page 5)
 - Births have seen a slight increase recently (page 8)
 - Open Enrollment out of the district greatly surpasses those enrolling in (page 7)
 - Long-term Forecast Assumes:
 - 5-year trend projections for Enrollment and Membership
- Forecast
 - Review effects of declining enrollment
 - Examine impact of elimination of energy projects
 - Examine impact of recurring and non-recurring referendum
 - Refer questions of Debt structure to Fiscal Committee
- Fiscal Committee
 - Determine Guiding Principals

- Review materials form Board Workshops
- Review 2018-19 Assumptions
- Update of continued work on 2018-19 Base Budget
- Review Health Insurance Funding options
- 2018-19 Initiatives
- Tax Levy
 - Establish Target (i.e. mil rate <12.00)
- Debt
 - Fund 38 non-referendum debt schedule & Fund 39 referendum debt schedule
 - Refinance options
 - Long-term planning
- Review Board and Public Fiscal Reporting



School District of Beloit Fiscal Report

June 19, 2018

I. BASIC INFORMATION

Topic or Concern: Property Acquisition

Which area(s) of the Strategic Plan does this support? Fiscal

Your Name and Title: Roger Price, Consultant

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Fiscal Committee?

Administration is interested in purchasing a property in an area by Beloit Memorial High School.

B. What information must the Fiscal Committee have to understand the topic/concern and provide any requested action?

Specific property details will be discussed with the fiscal committee members at the meeting.

C. If you are seeking Fiscal Committee action, what is the rationale for your recommendation?

To be discussed at the meeting.

D. What are your conclusions?

MOTION: The Fiscal Committee recommends the Board of Education proceeds with an offer to purchase property.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION:

FISCAL IMPACT:



NOTICE OF MEETING

Communication Committee Agenda

Leverage strategic communication tools to build and enhance relationships with all stakeholder groups, increase our presence in the community, and share our stories.

DATE: Thursday, June 21, 2018

TIME: 2:00 p.m.

LOCATION: KOLAK EDUCATION CENTER
Superintendent's Conference Room 106
1633 Keeler Avenue
Beloit, WI 53511

COMMITTEE MEMBERS: David Wilson, Shelly Cronin, Ana Kelly, Megge Casique, Deanne Arp, and Hanna Martin-McArron

ADMINISTRATIVE LIAISON: Jennifer Thompson, Public Information Officer

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Swearing in of New Members
4. Parliamentary Procedures Orientation
5. Scope of the Communication Committee
6. Community Engagement online PD
7. PIO duties transition plan
8. Strategic Plan Smart Goals
9. Site Visits & Quarterly Meetings
10. Identification of Stories to Share
11. Future Meeting Dates and Times
12. Future Agenda Items
13. Adjournment

Posted: June 15, 2018



I. BASIC INFORMATION

Topic or Concern: Community Engagement PD-Community Engagement Effect

Which area(s) of the Strategic Plan does this support? Communication

Your Name and Title: David Wilson, Chair Communication Committee

Others assisting you in the presentation: Jennifer Thompson, Public Information Officer

My report is for:

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Communication Committee?

To deepen the impact of our existing communication tools and explore others that may be conducive to our Communication Smart Goals.

B. What information must the Communication Committee have to understand the topic/concern and provide any requested action?

This PD will enable our committee to build a solid foundation of our purpose and cultivate community and district relations.

C. If you are seeking Communication Committee action, what is the rationale for your recommendation?

To further educate board members on communication tools available to the district and to enhance communication with our families and community.

D. What are your conclusions?

MOTION: The Communication Committee recommends to the Board of Education that they be able to participate in Community Engagement Effect.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List: current budget

Long Term Committed Funds? No

BUDGET LOCATION: 808 Public Information Office/Community Relations

FISCAL IMPACT: The cost is included in the recent purchase and upgrade to our blackboard website/communications tools. No additional cost for this training.



I. BASIC INFORMATION

Topic or Concern: PIO Duties Transition Plan

Which area(s) of the Strategic Plan does this support? Communication

Your Name and Title: David Wilson, Chair Communication Committee

Others assisting you in the presentation: Jennifer Thompson, Public Information Officer

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Communication Committee?

To inform the committee of who will assume some of the roles that were previously filled by the P.I.O. position.

B. What information must the Communication Committee have to understand the topic/concern and provide any requested action?

Current P.I.O. Position description & priority areas outlined by Dr. Williams. Position will be posted to hire a replacement. Blackboard – Robin Bye, Social Media & Websites – each building will have a person/team responsible for updates and content. Media relations and Inquires – Jenni Francis & Administration, Internal Communications – Matt Randall and TC Networks liaison – Anthony Bonds.

C. If you are seeking Communication Committee action, what is the rationale for your recommendation?

n/a

D. What are your conclusions?

MOTION: n/a

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION: n/a

FISCAL IMPACT:



I. BASIC INFORMATION

Topic or Concern: Strategic Plan Smart Goals

Which area(s) of the Strategic Plan does this support? Communication

Your Name and Title: David Wilson, Chair Communication Committee

Others assisting you in the presentation: Jennifer Thompson, Public Information Officer

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Communication Committee?

Will serve as our guiding principles for recommendations made to full board.

B. What information must the Communication Committee have to understand the topic/concern and provide any requested action?

Strategic Plan, Diversity, Inclusion & Recruitment Plan 2016-2020, Board Committees, 185

C. If you are seeking Communication Committee action, what is the rationale for your recommendation?

n/a

D. What are your conclusions?

MOTION: n/a

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION:

FISCAL IMPACT:



I. BASIC INFORMATION

Topic or Concern: Site Visits & Quarterly Meetings

Which area(s) of the Strategic Plan does this support? Communication

Your Name and Title: David Wilson, Chair Communication Committee

Others assisting you in the presentation: Jennifer Thompson, Public Information Officer

My report is for:

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Communication Committee?

Schedule site visits at each building: potentially at schools. Quarterly meetings, September 2018 and December 2018.

B. What information must the Communication Committee have to understand the topic/concern and provide any requested action?

The committee will discuss having quarterly meetings and potentially scheduling site visits at each school.

C. If you are seeking Communication Committee action, what is the rationale for your recommendation?

n/a

D. What are your conclusions?

MOTION: n/a

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION:

FISCAL IMPACT:



I. BASIC INFORMATION

Topic or Concern: Identification of Stories to Share

Which area(s) of the Strategic Plan does this support? Communication

Your Name and Title: David Wilson, Chair Communication Committee

Others assisting you in the presentation: Jennifer Thompson, Public Information Officer

My report is for: Information/Discussion/Possible Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Communication Committee?

To explore how our committee can specifically assist our P.I.O., individual schools and our district in sharing the awesomeness that goes on in our district.

B. What information must the Communication Committee have to understand the topic/concern and provide any requested action?

Current processes, practices etc. in sharing messages from specific schools and our district and we'll learn what role we can play to ensure our message is clear; consistent and can be accessed by all those served in our district and community at large.

C. If you are seeking Communication Committee action, what is the rationale for your recommendation?

n/a

D. What are your conclusions?

MOTION: To be determined if necessary.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION: n/a

FISCAL IMPACT: n/a