

**School District of Poynette
Cost Savings / Revenue Committee Minutes
November 4, 2009 6:30 PM**

In attendance:

Wayne Moll
Barb Wolfe
Joe McIlrath
Nancy Mair
Mark Egger
Sue Hornback
Scott Hazard
Jason Jennings
Sallie Spees
Sara Vinson (excused)
Randy Gilbertson
Tammy Gorman

Absent:

Steve Mueller
Lydia Caldwell
Richard Wilkinson
Bob Agnew

1. **Call to Order:** Wayne Moll called the meeting to order.
2. **Roll Call:** Roll call was determined unneeded.
3. **Approval of Minutes:** The minutes from the October 21 meeting were approved.
4. **Discussion on Information from Blog/Website:** Updated new blog/website entries were unavailable. Wayne suggested we come back to this topic later in the meeting after we set up sub-committees. Jason volunteered to print off the blog/website entries during a break.
5. **Continued Discussion of Cost Saving Suggestions:** The committee decided to address agenda item six first.
6. **Discussion of Committee Process:**
 - Division into Sub-Committees – The committee discussed the number of subcommittees. At the October 21 meeting three sub-committees were identified as Facilities (plumbing, HVAC, and electrical issues), Staffing/Curriculum (curriculum issues, class size, class electives, and district policy and state/federal mandates), and Administrative Issues. The committee decided to add a fourth sub-committee called Co-Curricular to work on co-curriculum issues.
 - Discussion of Process for Sub-Committees – The committee discussed how to staff the sub-committees. It was decided to focus on the expertise and interest of individual committee members. Joe requested that the sub-committees have the opportunity to ask other community members for advice and perspective on the issues. The committee decided that this could strengthen community support for changes and other administrators could be resources for the subcommittees. The subcommittee members are as follows:
 - Facilities – Mark Eggers, Randy Gilbertson, Bob Agnew, and Steve Mueller
 - Staffing/Curriculum – Susan Hornback, Jason Jennings, Nancy Mair, and Richard Wilkinson

- Administrative Issues – Sallie Spees, Joe McIlrath, Barb Wolfe, and Wayne Moll
- Co-Curricular – Tammy Gorman, Scott Hazard, Sara Vinson, and Lydia Caldwell
- Outcome/Product Format – The report format was discussed. Jason volunteered to create a format for the sub-committees to use to provide conformity and organization. Barb suggested categories: Concern Addressed, Action by Sub-Committee, Data/Research, Conclusion, and Recommendation. Each sub-committee will rank and prioritize all their action plans before submitting them to the full committee. The final report will be created by the entire committee using the sub-committee action plans and recommendations. The full committee will rank and prioritize all cost saving and revenue generating ideas before making recommendations to the Board of Education.

The committee will break into the sub-committees at the next meeting on November 16 to plan and organize. Each sub-committee should appoint or elect a chairperson to communicate their meeting schedules to Barb. Sub-committee meetings will be posted as are all committee meetings. If possible, using established night facilities posting.

7. **Other Items:** Barb provided feedback on the school comparison data presented at the last meeting. Don Keck from Focus on Energy had commented that Poynette was the only school in the comparison with a swimming pool. Swimming pools do require higher utility use. Barb also provided feedback on the projected 2010-11 deficit. Using the Baird forecasting model the preliminary projection was that the deficit target would be closer to -\$335,000. Assumptions made were for student count to remain at 2009-10 levels, staffing costs to increase by 3.2%, utilities to increase by 2%, and supplies and equipment to increase by 1%. The federal special education stimulus ARRA dollars were factored out because they were to be used in 2009-10 only and a portion of the Title I stimulus funds were also used in 2009-10.

Sallie asked that each sub-committee look at human behaviors and habits that could be modified to save costs. Mark gave the example that he asked the custodial staff in the morning to stop unlocking each classroom and turning on the lights. The buildings were unnecessarily lit prior to teachers arriving.

The committee decided that the first meeting of each month would be a full committee meeting. The sub-committees are to set their own meeting dates and times and get them to Barb.

The committee reviewed the blog/website entries. Comments on naming rights and advertising space were added, plus food portion size for grades K-2. Committee members were asked to bring new issues and ideas to the next meeting on data collection, research techniques, procedures, brainstorming suggestions, or people to contact.

8. **Adjourn:** The committee adjourned at 8:20.