

# Hustisford School District

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**District Office**

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**Heather Cramer**

District Administrator

**Corey Manlick**

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**Heather Cramer**

Principal

## Business and Finance Committee Meeting Minutes of Tuesday, November 5, 2024

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, November 5, 2024 at 5:00 p.m., in the Conference Room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

**Present:** Jamie Kulkee, Member and Heather Cramer, District Administrator; Corey Manlick, Director of Finance; John Bohonek, Board President; and Steve Weinheimer, Chair.

### New Business:

- **Budget Review**—The committee reviewed information presented by Mr. Manlick on the current budget status. Mr. Manlick is working to submit final documents for staffing report to DPI. He is also working with Mrs. Cramer to analyze pieces of the budget line by line to determine areas that cuts can be made. The committee discussed the fact that the budget approved was where we were at during that time. Cuts can always be made moving forward. Mr. Manlick delivered the levy information to all municipalities as well.
- **Corrective Action Plan**—The committee reviewed various formats for a corrective action plan. The committee created a list of the items that are already going into place. The committee and the administrative team will work to put these items into a document. Mrs. Cramer and Mr. Manlick will work on this document.
- **School Finance Information**—This agenda item was tabled
- **Facility Information**—The committee discussed issues at JHE with WE Energies. The committee also discussed various facility needs that are upcoming to do with boilers at JHE. There is an issue with one boiler at JHE.
- **Referendum Information**—The committee was presented with information regarding the cost for an operational referendum. This information was received from Baird. The committee felt that it was important for this information to get to the whole board at the meeting on the 18<sup>th</sup>. The committee is moving the first informational meeting for a referendum to the 21<sup>st</sup> rather than the 14<sup>th</sup> to accommodate the board having a discussion first at their monthly meeting. Mrs. Cramer will move the meeting and the meeting will remain in the HS Library.
- **Line of Credit Renewal/Borrowing**—Mr. Manlick provided information on short term borrowing for the district. The borrow will help until funding is received in December and January. Schools do not receive large amounts of funding until mid-December and the end of January. This makes it challenging to meet all financial obligations. He is working with the bank to make sure that we can do this moving forward. Short-term borrowing is approved at the annual meeting as a tool for use in the district. The bank is reviewing the district information at their monthly meeting on November 6.