

AGENDA
School District of Manawa
Finance Committee Meeting

Date: April 18, 2018

Time: 7:00 p.m.

Location: ES Board Room @
800 Beech Street, Manawa

Board Committee Members: Pohl (C), R. Johnson, J. Johnson

In Attendance:

Timer: _____

Recorder: _____

1. Monthly Financial Reports (Information)
2. Kobussen Buses Ltd., Contract Renewal (Action)
3. Student Accident Insurance Renewal - Student Assurance Services Inc. (Action)
4. Resolution Authorizing the Adoption of the Wisconsin Other Post-Employment Benefits (OPEB) Trust Agreement as Amended and Single Advisory Contract as Amended (Action)
5. Fund 49 Update (Information)
6. Nexus Invoice #582 (Information)
7. Financial Forecast (Information)
 1. Salary Advancements
 2. Insurances
 3. Food Service RFP
 4. 2018-19 Staff and Program Changes
8. Future Agenda Items / Finance Committee Planning Guide (Informational/Action)
9. Next Finance Committee Meeting Date: _____
10. Next Finance Committee Items:
 - 1.
 - 2.
 - 3.

1. Monthly Financial Reports Action _____ Table _____

2. Kobussen Buses Ltd., Contract Renewal Action _____ Table _____

3. Student Accident Insurance Renewal Action _____ Table _____

4. Resolution Authorizing the Adoption of the Wisconsin Other Post-Employment Benefits (OPEB) Trust Agreement as Amended and Single Advisory Contract as Amended Action _____ Table _____

5. Fund 49 Update Action _____ Table _____

6. Nexus Invoice #582 Action _____ Table _____

7. Financial Forecast (Information)
a. Salary Advancements
b. Insurances
c. Food Service RFP
d. 2018-19 Staff and Program Changes

Action _____ Table _____

8. Future Agenda Items / Finance Committee Planning Guide Action _____ Table _____

9. Next Finance Committee Meeting Date: _____

Chair: _____ Date: _____ Time: _____
Signature

Fd	T	Loc	Obj	Func	Prj	2016-17	2017-18	2017-18	2017-18	Unexpended
						FY Activity	Original Budget	FYTD Activity	FYTD %	Balance - YTD Act
--	E	---	1--	-----	---	3,527,059.50	3,384,995.00	2,236,761.88	66.08	1,148,233.12
--	E	---	2--	-----	---	1,450,935.27	1,604,467.00	1,009,415.98	62.91	595,051.02
--	E	---	3--	-----	---	2,376,137.62	2,725,807.00	1,491,579.79	54.72	1,234,306.65
--	E	---	4--	-----	---	302,449.27	341,807.00	256,734.31	75.00	85,600.25
--	E	---	5--	-----	---	164,770.05	139,060.00	120,761.42	87.47	17,298.58
--	E	---	6--	-----	---	54,241.67	1,500.00	148,800.52	9,920.03	-147,300.52
--	E	---	7--	-----	---	124,034.50	114,415.00	111,472.85	97.43	2,942.15
--	E	---	8--	-----	---	480,551.38	531,943.00			531,943.00
--	E	---	9--	-----	---	42,653.76	41,678.00	103,956.62	247.10	-61,885.62
Grand Expense Totals						8,522,833.02	8,885,672.00	5,479,483.37	61.67	3,406,188.63

Number of Accounts: 1197

***** End of report *****

Fd	T	Loc	Obj	Func	Prj	2016-17 FY Activity	2017-18 Original Budget	2017-18 FYTD Activity	April 2017-18 Monthly Activity
--	R	---	2--	-----	---	3,328,904.37	3,444,004.00	3,427,086.37	
--	R	---	3--	-----	---	164,543.00	232,606.00	1,246.90	
--	R	---	5--	-----	---	6,098.00	4,500.00		
--	R	---	6--	-----	---	4,323,256.30	4,927,442.00	1,805,414.22	
--	R	---	7--	-----	---	173,583.68	149,120.00		
--	R	---	8--	-----	---	360,500.00			
--	R	---	9--	-----	---	86,279.37	128,000.00	48,005.34	
Grand Revenue Totals						8,443,164.72	8,885,672.00	5,281,752.83	

Number of Accounts: 59

***** End of report *****

Memo

To: Dr. Melanie Oppor; Board of Education

From: Carmen O'Brien

cc:

Date: April 2, 2018

Re: Transportation

I am proposing that the School District of Manawa continue outsource transportation services to Kobussen Buses Ltd. The District has been very pleased with the service Kobussen has provided. The company has been easy to work with and there have been no recent community complaints. The addition of cameras have decreased both bus-related discipline incidents as well as the time administration spends on busing issues. Currently, the District is working with Kobussen to bring costs down by eliminating one regular route with little to no effect on student ride times. With the elimination of this route, the annual cost for transportation will be approximately the cost from previous years.

Memo

To: Dr. Melanie Oppor; Board of Education
From: Carmen O'Brien
cc:
Date: April 2, 2018
Re: Student Accident Insurance

I am proposing that the School District of Manawa continue to purchase student accident insurance through Student Assurance Services, Inc. The policy covers all school non-sports activities and allows the families of athletes to purchase a voluntary sports plan. The cost remains the same as it was for 2017-18.



Sonny Heinrich, Agent
 Student Assurance Services, Inc.
 P.O. Box 196
 Stillwater, MN 55082
 Phone: (800) 328-2739
 Email: sonnyh@sas-mn.com
 Fax: (651) 439-0200

March 30, 2018

Carmen O'Brien, Business Manager
 Manawa School District
 800 Beech Street
 Manawa, WI 54949

2018-2019 Student Accident Insurance Renewal

Dear Ms. O'Brien,

The enclosed information explains the coverage we are offering for the 2018-2019 school year. Last year you chose our Standard Group Plan with a \$250 deductible to cover all school non-sports activities along with our voluntary sports plan. **The cost for your non-sport coverage will remain the same as last year.** We have also enhanced some of our benefits as described below:

Benefit	2017-18 Coverage	2018-19 Coverage
Prescription Drugs (take home)	U&C, up to \$25	U&C, up to \$300
Motor Vehicle Injury	Same as any injury, up to \$1,000	Same as any injury, up to \$2,000
Replacement of Eyeglasses, Hearing Aids, Contact Lenses (as a result of an accidental injury)	N/A	U&C, up to \$300

The voluntary sports plan (optional for parents to purchase) will have the same benefits as last year but there will in an increase in prices for the different coverage options. These price differences are described below. Please remember the voluntary sports plan comes at no cost to the district and Student Assurance Services will provide the fliers for all student athletes.

All Interscholastic Sports Grades 7-12 EXCEPT Senior High Football (Grades 9-12)	\$75.00
All Interscholastic Sports Grades 7-12 INCLUDING Senior High Football (Grades 9-12)	\$325.00
Senior High Football (Grades 9-12)	\$250.00

Other Student Insurance Options to Consider:

- Sports Camps, Youth Association and Summer Recreation Coverage:** Are your students attending a sports camp, youth association or summer recreation program that is not associated/funded by your school district? We offer an inexpensive short-term policy that provides benefits for students who have accidental injuries during these events. Please contact me if you, a coach or a program director would like a quote for this coverage.
- Catastrophic Insurance:** An inexpensive add-on that can take your maximum benefit from \$25,000 to \$5,000,000. Catastrophic Coverage is utilized most often when a significant injury requires multiple surgeries, a student experiences paralysis movements or the unfortunate loss of life to a student.

An estimated billing is enclosed. The billing contains the rate for your district based on renewal of the same plan you currently have. We have estimated your enrollment from the numbers supplied to us from the Department of Public Instruction. You may either pay from this billing, if it is correct, or enter the updated enrollment and adjust the billing accordingly. Please complete and return the enclosed **Application Form by June 30th**. **Student Assurance Services would also appreciate payment before the registration for school.** This enables us to issue master policies and begin claim service in a timely manner.

We very much appreciate your business and look forward to working with you next year. If you have any questions/concerns about the renewal, please call me at 1-800-328-2739.

Sincerely,

Sonny Heinrich, Sales Representative
 Student Assurance Services, Inc.

**Amendment to Single Advisory Contract between
Morgan Stanley Smith Barney LLC and
School District of Manawa**

This Letter Agreement (“Agreement”) is entered into concurrently with the execution of the Morgan Stanley Single Advisory Contract (“Single Advisory Contract”), by and between Morgan Stanley Smith Barney LLC (“MSSB”) and School District of Manawa (the “Client”) with respect to the MSSB Portfolio Management (“PM”) program accounts set forth in Exhibit A hereto (the “Account(s)”).

The parties agree to modify and amend the Single Advisory Contract as set forth below and agree that, notwithstanding anything to the contrary contained in the Single Advisory Contract, or any MSSB system generated form agreements, the following provisions will apply to the services provided by MSSB with respect to the Account(s). All capitalized terms used but not defined herein shall have the meanings set forth in the Single Advisory Contract.

1. Part III, Section 5 shall be revised so that it is titled “Fiduciary Obligation and Indemnity”. The first paragraph in Part III, Section 5, titled ”Indemnification” shall be deleted and replaced with the following clause: MSSB and each Manager acknowledges that each Account covered by the Single Advisory Contract is intended to provide a government retirement or welfare plan benefit adopted and administered for the exclusive benefit of the participating government employees under I.R.C. §§ 414(d), 401(a), 403(b), 457 and under a qualified trust as provided in I.R.C. § 115 and any other Internal Revenue Code provision that provides for the tax-exempt or tax-deferred status of the benefit funds. By this Agreement and any related agreement, MSSB and each Manager agrees that it will be acting as a “fiduciary” as defined in Section 3(21)(A) of ERISA and has, for each Account, accepted appointment as an “Investment Manager” as described in ERISA section 3(38) and any related statute, regulation, agency interpretive guidance and case law and as a fiduciary under applicable Wisconsin law.

Subject to and limited by MSSB’s fiduciary obligations as described in this Part III, Section 5 and any consistent, related agreements, each party agrees to indemnify and hold harmless the other party-officers, employees, agents, successors and assigns against any and all claims or liabilities by virtue of their acting on such party’s instructions. This indemnity shall be binding upon each party’s heirs, successors and assigns.

2. The arbitration clause in Part III, Section 6 of the Single Advisory Contract titled “Arbitration” shall be deleted in its entirety and replaced with the following provision: “Dispute Resolution. The parties agree that any disputes hereunder may be adjudicated in any court of competent jurisdiction. In that regard, each party hereby waives its right to a trial by jury.” Furthermore, all reference to “arbitration” in the Single Advisory Contract shall be deleted.
3. Section 4 in Part II of the Single Advisory Contract titled “Retirement Plan Investors” and Exhibit A thereto shall not be applicable to the Client, as the Client is not a Retirement Plan.

4. Except as specifically modified herein, all other terms and provisions of the Single Advisory Contract, shall remain in full force and effect.
5. This Agreement, the Single Advisory Contract and the MSSB brokerage account opening documents (collectively, the "Account Agreements") constitute the entire agreement among the parties hereto with respect to the subject matter hereof, and supercede any prior agreement or understanding among the parties. In the event of a direct conflict between the provisions of this Agreement and the Account Agreements, this Agreement shall, to the fullest extent under the law, control.
6. This Agreement shall be binding upon, and inure to the benefit of, the respective permitted successors, assigns and transferees of the parties hereto. This Agreement may be terminated by either party at any time upon providing notice to the other party.
7. This Agreement shall be governed by federal law and by the laws of the state of Wisconsin, without giving effect to principles of the conflict of laws.

MORGAN STANLEY SMITH BARNEY LLC

By: _____

Name: _____

Title: _____

Date:

Agreed and Accepted by:

By: _____

Name: _____

Title: _____

Date:

EXHIBIT A

PM ACCOUNTS OF School District of Manawa

WISCONSIN OPEB TRUST

2017 Trust Agreement Review

conducted by CESA 6 and the Wisconsin OPEB Trust Advisory Committee

Julie Lewis, Legal Advisor, Strang, Patteson, Renning, Lewis & Lacy, s.c.

November 2017

Executive Summary

Trustee: BMO Harris Bank, N.A.

Trust Agreement 2017 revisions:

- (1) The Agreement is revised to clearly state that the trust is established between the individual Wisconsin OPEB Trust participating school district and the Trustee. The Trust is not a group trust.
- (2) The Agreement is revised to cover a participating school district's non-OPEB post-employment accounts (*e.g.*, retiree Health Reimbursement Arrangements (HRA), non-elective 403(b) contributions, deferred paid time off) that are maintained in sub-trusts with the Trustee at the school district's request.
- (3) The Agreement is revised to update the hold harmless and indemnity provisions so that the Trustee retains its fiduciary obligations to the Trust and the Trust assets under state and federal law. Previously, the Trust Agreement provided that the school district would hold the Trustee harmless for any action the Trustee takes after consulting with the Trustee's advisors (legal, financial or other).



Remit Payment To:
 Nexus Solutions
 6885 Sycamore Ln. North, Suite 200
 Maple Grove, MN 55369

Phone: 763-248-4214
 Fax: 763-201-8400

Date	Invoice	Pay App
3/29/2018	#582	#3
Project	W34-PC3	

Invoice to:
School District of Manawa ATTN: Mrs. Melanie Oppor 800 Beech Street Manawa, WI 54949

Owner Project Budget	\$ 2,244,720.00
Owner Purchased Materials and Services	\$ -
Current Nexus Contract Amount	\$ 2,244,720.00
Total Completed & Stored To Date	\$ 736,584.06
Less Retainage	\$ (20,331.70)
Less Previously Invoiced	\$ (584,804.15)
Current Payment Due	\$ 131,448.21

Billing Period to: 3/31/2018

Manawa Schools 2017/2018 Facilities Upgrade									
A	B	C	D	E	F	G	H	I	J
Item	Project Description	Contract Value	Total Previously Billed	This Period	Materials Presently Stored (inc in G)	Total Completed & Stored to Date	Work Percent Complete	Balance To Finish	Retainage
1	<u>2017/2018 -Design and Construction Projects</u>								
2	Nexus Performance Contracting Fees	\$ 256,588.00	\$ 243,758.60	\$ 7,697.64		\$ 251,456.24	98%	\$ 5,131.76	NA
3	Cost of the Work/Scherrer (See attached)	\$ 535,787.00	\$ 280,719.00	\$ 125,915.07	\$ -	\$ 406,634.07	76%	\$ 129,152.93	\$ 20,331.70
4	Design Services	\$ 82,625.00	\$ 74,362.50	\$ 4,131.25		\$ 78,493.75	95%	\$ 4,131.25	NA
5	Subtotal:	\$ 875,000.00	\$ 302,833.80	\$ 137,743.96	\$ -	\$ 736,584.06	84%	\$ 138,415.94	\$ 20,331.70
6	<u>Remaining -Design and Construction Projects</u>								
7	Nexus Performance Contracting Fees	\$ 78,998.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 78,998.00	NA
8	Cost of the Work/Scherrer (District to Verify)	\$ 693,538.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 693,538.00	
9	Design Services	\$ 25,438.00	\$ -	\$ -		\$ -	0%	\$ 25,438.00	NA
10	Subtotal:	\$ 797,974.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 797,974.00	\$ -
11	Contingencies (Original Amount \$133,498)	\$ 571,746.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 571,746.00	NA
12	Totals:	\$ 2,244,720.00	\$ 302,833.80	\$ 137,743.96	\$ -	\$ 736,584.06	33%	\$ 1,508,135.94	\$ 20,331.70

TO: Nexus Solutions, LLC
 11188 Zealand Ave. N
 Minneapolis, MN 55316

PROJECT: School District of Manawa
 Facilities Upgrade Phase 3
 Manawa, WI

APPLICATION
 NUMBER: 3

PERIOD TO: 03/31/18

FROM: SCHERRER CONST. CO., INC. ARCHITECT: N/A
 P.O. BOX 740
 601 BLACKHAWK DRIVE
 BURLINGTON, WI 53105

CONTRACTOR'S
 PROJECT NO: 10-818

CONTRACT
 DATE: 09/2017

CHANGE ORDER SUMMARY:			
Change Orders approved		ADDITIONS	DEDUCTIONS
in previous months by Owner... TOTAL--->		0	0
Approved This Month			
Number	Date Approved		
1		46,228	
TOTALS		46,228	0
NET CHANGE BY CHANGE ORDERS		46,228	

APPLICATION FOR PAYMENT SUMMARY:	
ORIGINAL CONTRACT SUM.....	\$647,506.00
NET CHANGE BY CHANGE ORDERS.....	\$46,228.07
CONTRACT SUM TO DATE.....	\$693,734.07
TOTAL COMPLETED & STORED TO DATE.....	\$406,634.07
TOTAL RETAINAGE.....	\$20,331.70
TOTAL EARNED LESS RETAINAGE.....	\$386,302.37
LESS PREVIOUS APPLICATIONS FOR PAYMENT	\$266,683.05
CURRENT PAYMENT DUE.....	\$119,619.32
State of Wisconsin, County of Marathon Subscribed and sworn to before me this 20-Mar-18	
Notary Public: _____	
My Commission expires: _____	
REVIEWED BY ARCHITECT:	
By: _____ Date: _____	\$ _____

SCHERRER CONSTRUCTION COMPANY, INC.

By: _____ Date: 20-Mar-18

=====

APPLICATION DATE: 20-Mar-18 =====

PROJECT: Manawa School District Facilities Upgrade Plan Phase 3

PERIOD TO: 03/31/18

PROJECT NUMBER: 10-818

ITEM NO.	DESCRIPTION OF WORK	CURRENT SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH	
			PREVIOUS PERIOD	THIS PERIOD					
1	ES-ES-4 Boiler Replacement	224,949	162,292	62,657.00	0	224,949	100%	0	
2	ES-ES-5 Water Heater Replacement	49,601	49,601	0.00	0	49,601	100%	0	
3	HS-DM-5 Main Entrance Storefront Replace	68,826	68,826	0.00	0	68,826	100%	0	
4	ES-ES-6 Chiller Replacement	180,508	0	0.00	0	0	0%	180,508	
5	ES-ES-2c VAV/Control Replacement	123,622	0	17,030.00	0	17,030	14%	106,592	
6	ES-DM-5 Elementary Secure Entry	0	0	0.00	0	0	0%	0	
7	ES-DM-4 Elementary Window Replacement	0	0	0.00	0	0	0%	0	
8	ES-L-1b Elementary Hybrid LED Upgrade	0	0	0.00	0	0	0%	0	
9	ES-L-2 Elementary Exterior LED Upgrade	0	0	0.00	0	0	0%	0	
10	HS-L-2 High School Exterior LED Upgrade	0	0	0.00	0	0	0%	0	
11	Change Order #1	46,228	0	46,228.07	0	46,228	100%	0	
12	-	0	0	0.00	0	0	0%	0	
13	-	0	0	0.00	0	0	0%	0	
14	-	0	0	0.00	0	0	0%	0	
15	-	0	0	0.00	0	0	0%	0	
16	-	0	0	0.00	0	0	0%	0	
17	-	0	0	0.00	0	0	0%	0	
18	-	0	0	0.00	0	0	0%	0	
19	-	0	0	0.00	0	0	0%	0	
20	-	0	0	0.00	0	0	0%	0	
21	-	0	0	0.00	0	0	0%	0	
22	-	0	0	0.00	0	0	0%	0	
23	-	0	0	0.00	0	0	0%	0	
24	-	0	0	0.00	0	0	0%	0	
25	-	0	0	0.00	0	0	0%	0	
26	-	0	0	0.00	0	0	0%	0	
27	-	0	0	0.00	0	0	0%	0	
28	-	0	0	0.00	0	0	0%	0	
29	-	0	0	0.00	0	0	0%	0	
30	-	0	0	0.00	0	0	0%	0	
31	-	0	0	0.00	0	0	0%	0	
32	-	0	0	0.00	0	0	0%	0	
33	-	0	0	0.00	0	0	0%	0	
34	-	0	0	0.00	0	0	0%	0	
35	-	0	0	0.00	0	0	0%	0	
36	-	0	0	0.00	0	0	0%	0	
37	-	0	0	0.00	0	0	0%	0	
		693,734	280,719	125,915.07	0	406,634	59%	287,100	0