

**AGENDA**  
**School District of Manawa**  
**Finance Committee Meeting**

**Date:** February 7, 2017

**Time:** 5:30 p.m.

Location: Board Room @  
800 Beech Street, Manawa

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

**In Attendance:**

Timer: \_\_\_\_\_

Recorder: \_\_\_\_\_

1. Presentation on M3 Insurance Projections - Mary Basel (Informational)
2. Review Financial Aspects of Staff and Program Change Proposal (Informational)
3. Review Possible Budget Reductions (Informational)
4. Review CPI for 2017-18 (Informational)
5. Review Salary Projections (Informational)
6. Business Manager Report on Professional Development - Baird, Forecast5 (Informational)
7. Consider Approval of Forecast5 Software (Action)
8. Next Finance Committee Meeting Date: January \_\_\_\_\_, 2017
  - a. March Agenda Items
    - i. Review first draft of preliminary budget
    - ii. Consider contracted services projections/bids for 2017-18
    - iii. Consider employee group salary increases for 2017-18

1. Presentation on M3 Insurance Projections Action \_\_\_\_ Table \_\_\_\_

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2. Review Financial Aspects of Staff and Program Change Proposal Action \_\_\_\_ Table \_\_\_\_

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3. Review Possible Budget Reductions Action \_\_\_\_ Table \_\_\_\_

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4. Review CPI for 2017-18 Action \_\_\_\_ Table \_\_\_\_

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5. Review Salary Projections Action \_\_\_\_ Table \_\_\_\_

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6. Bus. Mgr. Report on Professional Development - Baird, Forecast5 Action \_\_\_\_\_ Table \_\_\_\_\_

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7. Consider Approval of Forecast5 Software Action \_\_\_\_\_ Table \_\_\_\_\_

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8. Next Finance Committee Meeting Date \_\_\_\_\_

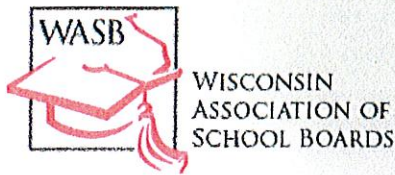
a. March Agenda Items

iv. Review First Draft of Preliminary Budget

v. Consider Contracted Services Projections/Bids for 2017-18

vi. Consider Employee Group Salary Increases for 2017-18

Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Signature



## Consumer Price Index

Updated on 1/24/17

### National Series (U.S. City Average) All Urban Consumers (CPI-U)

The following chart lists the calculation of the annual average percentage change in the CPI-U that is applicable to collective bargaining over base wages, as announced by the Wisconsin Employment Relations Commission (WERC) following an official determination by the Department of Revenue:

DATE THE TERM OF THE 1-YEAR COLLECTIVE BARGAINING AGREEMENT BEGINS*	CPI-U PERCENTAGE CHANGE APPLICABLE TO BARGAINING
July 1, 2011	1.64%
<b>July 1, 2012</b>	<b>3.16%</b>
July 1, 2013	2.07%
<b>July 1, 2014</b>	<b>1.46%</b>
July 1, 2015	1.62%
<b>July 1, 2016</b>	<b>0.12%</b>
July 1, 2017	1.26%

### Average Annual Rate of Inflation: calendar year basis, which constitutes CPI cap subject to bargaining.

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	AVERAGE ANNUAL CPI (JAN.-DEC.)
<b>2009</b>	211.1	212.2	212.7	213.2	213.9	215.7	215.4	215.8	216.0	216.2	216.3	215.9	<b>214.5</b>
<b>2010</b>	216.7	216.7	217.6	218.0	218.2	218.0	218.0	218.3	218.4	218.7	218.8	219.2	<b>218.1</b>
<b>CHANGE</b>	<b>2.63%</b>	<b>2.14%</b>	<b>2.31%</b>	<b>2.24%</b>	<b>2.02%</b>	<b>1.05%</b>	<b>1.24%</b>	<b>1.15%</b>	<b>1.14%</b>	<b>1.17%</b>	<b>1.14%</b>	<b>1.50%</b>	<b>1.64%</b>
<b>2011</b>	220.2	221.3	223.5	224.9	226.0	225.7	225.9	226.5	226.9	226.4	226.2	225.7	<b>224.9</b>
<b>CHANGE</b>	<b>1.63%</b>	<b>2.11%</b>	<b>2.68%</b>	<b>3.16%</b>	<b>3.57%</b>	<b>3.56%</b>	<b>3.63%</b>	<b>3.77%</b>	<b>3.87%</b>	<b>3.53%</b>	<b>3.39%</b>	<b>2.96%</b>	<b>3.16%</b>
<b>2012</b>	226.7	227.7	229.4	230.1	229.8	229.5	229.1	230.4	231.4	231.3	230.2	229.6	<b>229.6</b>
<b>CHANGE</b>	<b>2.93%</b>	<b>2.87%</b>	<b>2.65%</b>	<b>2.30%</b>	<b>1.70%</b>	<b>1.66%</b>	<b>1.41%</b>	<b>1.69%</b>	<b>1.99%</b>	<b>2.16%</b>	<b>1.76%</b>	<b>1.74%</b>	<b>2.07%</b>
<b>2013</b>	230.3	232.2	232.8	232.5	232.9	233.5	233.6	233.9	234.15	233.5	233.1	233.0	<b>233.0</b>
<b>CHANGE</b>	<b>1.59%</b>	<b>1.98%</b>	<b>1.47%</b>	<b>1.06%</b>	<b>1.36%</b>	<b>1.75%</b>	<b>1.96%</b>	<b>1.52%</b>	<b>1.18%</b>	<b>0.96%</b>	<b>1.24%</b>	<b>1.50%</b>	<b>1.46%</b>
<b>2014</b>	233.9	234.8	236.3	237.1	237.9	238.3	238.3	237.9	238.0	237.4	236.2	234.8	<b>236.7</b>
<b>CHANGE</b>	<b>1.58%</b>	<b>1.13%</b>	<b>1.51%</b>	<b>1.95%</b>	<b>2.13%</b>	<b>2.07%</b>	<b>1.99%</b>	<b>1.70%</b>	<b>1.66%</b>	<b>1.66%</b>	<b>1.32%</b>	<b>0.76%</b>	<b>1.62%</b>
<b>2015</b>	233.7	234.7	236.1	236.6	237.8	238.6	238.7	238.3	237.9	237.8	237.3	236.5	<b>237.0</b>
<b>CHANGE</b>	<b>-0.09%</b>	<b>-0.03%</b>	<b>-0.07%</b>	<b>-0.20%</b>	<b>-0.04%</b>	<b>0.12%</b>	<b>0.17%</b>	<b>0.20%</b>	<b>-0.04%</b>	<b>0.17%</b>	<b>0.50%</b>	<b>0.73%</b>	<b>0.12%</b>
<b>2016</b>	236.9	237.1	238.1	239.3	240.2	241.0	240.6	240.9	241.4	241.7			
<b>CHANGE</b>	<b>1.37%</b>	<b>1.02%</b>	<b>0.85%</b>	<b>1.13%</b>	<b>1.02%</b>	<b>1.01%</b>	<b>0.84%</b>	<b>1.06%</b>	<b>1.46%</b>	<b>1.64%</b>			

### Average Annual Rate of Inflation: fiscal year basis

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	AVERAGE ANNUAL CPI
<b>2007-08</b>	208.3	207.9	208.5	208.9	210.2	210.0	211.1	211.7	213.5	214.8	216.6	218.8	<b>211.7</b>
<b>2008-09</b>	220.0	219.1	218.8	216.6	212.4	210.2	211.1	212.2	212.7	213.2	213.9	215.7	<b>214.7</b>
<b>CHANGE</b>	<b>5.60%</b>	<b>5.37%</b>	<b>4.94%</b>	<b>3.66%</b>	<b>1.07%</b>	<b>0.09%</b>	<b>0.03%</b>	<b>0.24%</b>	<b>-0.38%</b>	<b>-0.74%</b>	<b>-1.28%</b>	<b>-1.43%</b>	<b>1.43%</b>
<b>2009-10</b>	215.4	215.8	216.0	216.2	216.3	215.9	216.7	216.7	217.6	218.0	218.2	218.0	<b>216.7</b>
<b>CHANGE</b>	<b>-2.10%</b>	<b>-1.48%</b>	<b>-1.29%</b>	<b>-0.18%</b>	<b>1.84%</b>	<b>2.72%</b>	<b>2.63%</b>	<b>2.14%</b>	<b>2.31%</b>	<b>2.24%</b>	<b>2.02%</b>	<b>1.05%</b>	<b>0.99%</b>
<b>2010-11</b>	218.0	218.3	218.4	218.7	218.8	219.1	220.2	221.3	223.4	224.9	225.9	225.7	<b>221.1</b>
<b>CHANGE</b>	<b>1.24%</b>	<b>1.15%</b>	<b>1.14%</b>	<b>1.17%</b>	<b>1.14%</b>	<b>1.50%</b>	<b>1.63%</b>	<b>2.11%</b>	<b>2.68%</b>	<b>3.16%</b>	<b>3.57%</b>	<b>3.56%</b>	<b>2.00%</b>

<b>2011-12</b>	225.9	226.5	226.9	226.4	226.2	225.7	226.7	227.7	229.4	230.1	229.8	229.5	<b>227.6</b>
<b>CHANGE</b>	<b>3.63%</b>	<b>3.77%</b>	<b>3.87%</b>	<b>3.53%</b>	<b>3.39%</b>	<b>2.96%</b>	<b>2.93%</b>	<b>2.87%</b>	<b>2.65%</b>	<b>2.30%</b>	<b>1.70%</b>	<b>1.66%</b>	<b>2.94%</b>
<b>2012-13</b>	229.1	230.4	231.4	231.3	230.2	229.6	230.3	232.2	232.8	232.5	232.9	233.5	<b>231.4</b>
<b>CHANGE</b>	<b>1.41%</b>	<b>1.69%</b>	<b>1.99%</b>	<b>2.16%</b>	<b>1.76%</b>	<b>1.74%</b>	<b>1.59%</b>	<b>1.98%</b>	<b>1.47%</b>	<b>1.06%</b>	<b>1.36%</b>	<b>1.75%</b>	<b>1.66%</b>
<b>2013-14</b>	233.6	233.9	234.15	233.5	233.1	233.0	233.9	234.8	236.3	237.1	237.9	238.3	<b>235.0</b>
<b>CHANGE</b>	<b>1.96%</b>	<b>1.52%</b>	<b>1.18%</b>	<b>0.96%</b>	<b>1.24%</b>	<b>1.50%</b>	<b>1.58%</b>	<b>1.13%</b>	<b>1.51%</b>	<b>1.95%</b>	<b>2.13%</b>	<b>2.07%</b>	<b>1.56%</b>
<b>2014-15</b>	238.3	237.9	238.0	237.4	236.2	234.8	233.7	234.7	236.1	236.6	237.8	238.6	<b>236.7</b>
<b>CHANGE</b>	<b>1.99%</b>	<b>1.70%</b>	<b>1.66%</b>	<b>1.66%</b>	<b>1.32%</b>	<b>0.76%</b>	<b>-0.09%</b>	<b>-0.03%</b>	<b>-0.07%</b>	<b>-0.20%</b>	<b>-0.04%</b>	<b>0.12%</b>	<b>0.73%</b>
<b>2015-16</b>	238.7	238.3	237.9	237.8	237.3	236.5	236.9	237.1	238.1	239.3	240.2	241.0	<b>238.3</b>
<b>CHANGE</b>	<b>0.17%</b>	<b>0.20%</b>	<b>-0.04%</b>	<b>0.17%</b>	<b>0.50%</b>	<b>0.73%</b>	<b>1.37%</b>	<b>1.02%</b>	<b>0.85%</b>	<b>1.13%</b>	<b>1.02%</b>	<b>1.01%</b>	<b>0.68%</b>
<b>2016-17</b>	240.6	240.9	241.1	241.7									
<b>CHANGE</b>	<b>0.84%</b>	<b>1.06%</b>	<b>1.46%</b>	<b>1.64%</b>									

### Average Annual Rate of Inflation since 2001-02

(on a fiscal year basis - i.e. July 1 through June 30)

YEAR	ANNUAL INDEX	AVERAGE CPI
<b>2001-02</b>	178.2	
<b>2002-03</b>	182.1	2.19%
<b>2003-04</b>	186.1	2.20%
<b>2004-05</b>	191.7	3.01%
<b>2005-06</b>	199.0	3.81%
<b>2006-07</b>	204.2	2.59%
<b>2007-08</b>	211.7	3.70%
<b>2008-09</b>	214.7	1.40%
<b>2009-10</b>	216.7	0.97%
<b>2010-11</b>	221.1	2.01%
<b>2011-12</b>	227.6	2.93%
<b>2012-13</b>	231.4	1.66%
<b>2013-14</b>	235.0	1.56%
<b>2014-15</b>	236.7	0.73%
<b>2015-16</b>	238.3	0.68%
<b>AVERAGE ANNUAL CPI SINCE 2001-02</b>		<b>2.10%</b>

Source: CPI-U, Unadjusted Indexes

U.S. Department of Labor, Bureau of Labor Statistics

1982-84=100; Data prior to 1988 converted with factor .3338279

#### BUDGET ADJUSTMENT BILL PROVISION:

73.03 (68) At the request of the Wisconsin Employment Relations Commission, as provided under s. 111.91 (3q), to determine the average annual percentage change in the U.S. consumer price index for all urban consumers, U.S. city average, as determined by the federal department of labor, for the 12 months immediately preceding the request from the Wisconsin Employment Relations Commission.

# Memo

**To:** Dr. Melanie Oppor; Board of Education  
**From:** Carmen O'Brien  
**cc:**  
**Date:** February 6, 2017  
**Re:** Business Manager Professional Development

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I consulted with Jason Vollrath, an accountant from Erickson & Associates on January 13, 2017 to review the 2015-16 audit for the School District of Manawa. Through this meeting, I was made aware of the expectations auditors have for the business office and specifically business managers. To meet the high expectations of our auditors, I have proactively scheduled professional development for myself with the following people.

1. R.W. Baird is a financial advising firm that specializes in working with school districts. Our representative assists the School District of Manawa in making financial decisions. Associates are also available to assist with the accounting aspects for school districts. Through Baird, Keith Lucius from the Ashwaubenon School District, is scheduled to be in district on February 13 and 14. Our goals for these two days include:
  - a. Review and check accounting practices in Skyward
  - b. Reconcile the general fund account
  - c. Design a financial report for the Board of Education
  - d. Run and analyze reports on spending year to date
  - e. Consolidate account numbers used
  - f. Assess the need for additional training
2. Forecast 5 Analytics is a company that assists school districts in assessing their data to make decisions for future planning. There are two programs, that, when bundled together, will provide data in a more understandable format.

5-Sight allows for comparisons to like school districts in the areas of: staffing and compensation, academic performance, enrollment trends and demographics, and budget performance. Wes Karsten has provided some analytics for demonstration purposes.

5-Cast integrates with Skyward to help analyze the District's financial history and project the effect of decisions into the future. This tool is also able to create multiple budget scenarios for decision makers to consider. Once a budget is approved, it can be directly uploaded to

Skyward. This tool will also assist in creating easy-to-read financial reports to keep all stakeholders informed about the state of the District's finances.

With the purchasing agreement comes 15 hours of training with a former business manager. Pete Grender would be assigned to the Manawa account. He has worked for the school districts of Janesville and Deerfield. Mr. Grender has provided some training already to allow me to demonstrate the use of 5-Cast in budgeting. The goal is to use Mr. Grender's expertise to assist me in creating the 2017-18 budget using the 5-Cast program. From this, I will create an efficient budgeting process that can be used in future years.

**Cost:**

The cost savings from the resignation of Ms. Burr is approximately \$32,541.

Baird services are \$850 per day. The initial days will cost \$1,700. Additional days may be proposed as needs may arise.

Forecast 5 Analytics will have a total cost of \$11,000 to be spread over two budget cycles. See the attached proposal. The cost for the remaining 2016-17 school year has been prorated. There was a bundle and 10% discount applied as well.

**CUSTOMER AGREEMENT**

This Customer Agreement is entered into by Forecast 5 Analytics, Inc., a Delaware corporation ("Forecast5"), and Customer (named below), and will commence on the Effective Date indicated below.

FORECAST5 Service	Service Description	Price	Discount	Due at Signing	Due 7/1/17
4001001	5Sight - License Agreement (3 Users)	\$6,000.00	\$1,950.00	\$1,336	\$2,714
4002001	5Cast - License Agreement (2 Users)	\$6,000.00	\$1,950.00	\$1,336	\$2,714
4005001	5Cast - Advisor Fee - 15 Hours (2 Users)	\$4,500.00	\$0.00	\$3,000	\$0.00
				<b>\$5,672</b>	<b>\$5,428</b>
Total Amount Due:				\$11,100	

The above Services are provided pursuant to the Forecast5 Terms of Service (available at [www.forecast5analytics.com/about/termsofservice](http://www.forecast5analytics.com/about/termsofservice)), which are incorporated herein by this reference. Customer and Forecast5 may from time to time agree upon additional Services pursuant to a mutually agreed Work Order. All subscriptions (even if purchased after your Effective Date, such as Additional User subscriptions) will be coterminous and end on the applicable anniversary of your Effective Date.

**Customer acknowledges and agrees that if it provides access to the Services to another governmental unit or other third party, or uses the Services for the benefit of any such party, then it will be liable for, among other things, additional subscription fees for each such party at the applicable Forecast5 prices.**

5Cast Advisor Package includes up to 15 hours of service. Specific services within the Advisor Package include data collection, webinars with district administration, assistance with establishing a base model scenario, interactive scenario analysis and modeling, periodic updates of assumptions, budget review and assistance, presentation development. Additional hours beyond the standard 15-hour Advisor Package will be itemized at \$250 per hour pursuant to a mutually agreed Work Order. If travel is required as part of the services, Customer agrees to reimburse Forecast5 for applicable expenses (i.e. airfare, hotel, rental vehicle, etc.). At the request of the Customer, Forecast5 may provide opinions or representations with respect to the financial feasibility and/or fiscal prudence of assumptions and/or projections that Customer may select for inclusion in 5Cast financial projections, provided, however, that it is understood that the Customer is solely responsible for the decision and any associated risk of incorporating any particular assumption in its financial plan. Additionally, Forecast5 duties and responsibilities do not include giving any opinion or advice regarding the issuance of debt instruments.

**EXPIRATION DATE: 6/30/2018** (All subscriptions are for periods of 1 year, unless indicated otherwise).

Please see the following page for the signature line.