

Effective and Efficient Operations Committee – Minutes for September 21, 2016 at 3:30 PM

Attendees: Barb Drewis, Barb Hoppe, Elizabeth Wetzell, Jackie Walter, Jennifer Kramer, Jeremy Douglas(Absent), Josh Westphal, Katherine Laack, Kelly Barker, Larissa Kabat, Scott Morgan, Tamara Berg-Beniak, Todd Netzke(Absent)

Secretary Report (May2016) - Approved

Report from Chairperson

- Welcome New members – Josh and Larissa
- Review Officers – Jackie (Chair), Kelly (Vice Chair), Jen (Secretary)
- Mission of committee - Reviewed
- Schedule for future meetings – 3:30pm 2nd Wed

Communication

- Photo Contract – Approved.
- Skyward, Website, On-Line Payments – Going very well.

Student and Employee Safety – No current issues

Facility and Equipment Planning and Maintenance

- Pre-K - 4 building – Concrete has been completed
- 5 - 12 Building – Working on finishing up items
- Fields – Soccer field is working well, Football drainage and sod has issues. Tammy is working w/ contractors on issues.
- Concessions – Josh will check into the popcorn machine issue.

Food Service

- Breakfast, School Lunch – Good improvements are being well received by staff and students.
- Application for School Meals – Business office is handling. Changed process.
- Outside Events – Hall of Fame Meal went well.

Student Transportation

- Busing – Going well

Academic Calendar and Scheduling

- 2017- 18 Calendar – We need to adopt by Feb.

Staffing levels

- New Staff – We hired new teachers, possible para position available.

Financial Management:

- Financial information – Barb reviewed fiscal year 2016 we are currently on budget.
- Strategic Plan – Audit coming week of October 23rd
- Fundraisers – Form posted to school website.

Technology Planning and Funding:

- Update on technology- Nothing to report.

Staff Benefits and Compensation

- Monitor Compliance – Business office is working.

Sub processes and Bank Time

- TOC quota – Our current requests are full.

Legislative issues – Nothing to report on

Next meeting: Wednesday, Nov. 9th at 3:30pm – District conference room