

Merrill Area Public Schools

MAPS Mission Statement: *Merrill Area Public Schools, in partnership with the Merrill Community and our families, will empower students to be lifelong learners, responsible citizens, and productive community members.*

Finance/Human Resources Committee Meeting

Wednesday - January 9, 2019

4:30 PM

BOARD ROOM

MAPS Central Administration Building

(1111 N. Sales Street, Merrill, Wisconsin)

Minutes

I. **Call to Order and Roll Call –**

Jon Smith called the meeting to order at 4:30pm.

Present: Kevin Blake, Brian Dasher, Cindy Heinz, Dr. John Sample and Jon Smith and Brett Woller

Guest: Dale Bergman, Shannon Murray

Late: Eric Geiss - arrived at 4:32pm

II. **Approval of [December 5, 2018 Finance/Human Resources Committee Minutes](#)**

Motion by Kevin Blake to approve the December 5, 2018 Finance/Human Resources Committee Minutes, motion seconded by Brett Woller. Motion carried unanimously.

The committee agreed to move agenda item VIII to agenda item III and shift the remaining agenda items down.

III. **Proposal to Hire Full Time Aide to Cover for Absent Staff at High School**

Eric Geiss arrived 4:32 pm.

Shannon Murray provided the committee with the background and rationale behind the need to hire a full time aide.

The committee discussed the advantages of using this concept to fill vacancies versus having to find a substitute. The committee also discussed the need to track the costing and effectiveness of this new approach to offsetting substitute shortages.

Motion by Eric Geiss to forward to the full Board for approval of the hiring of a full time aide to cover for absent staff at the high school, motion seconded by Kevin Blake. Motion carried unanimously.

IV. Merrill Area Local Cable Access Channel Agreement

Motion by Eric Geiss to forward to the full Board the recommended approval of the Merrill Area local cable access channel agreement, which shall be commenced on January 16, 2019 until the end of the 2020-2021 school year, motion seconded by Brett Woller. Motion carried unanimously.

V. 2019-2020 Preliminary Budget Forecast

Brian Dasher provided the committee with an overview of the 2019-2020 Preliminary Budget Forecast, 5Cast Expenditure Assumptions, Enrollment forecast, and Tax Levy and Mill Rate forecast. The committee discussed the Preliminary Budget Forecast and long-range budget implications.

VI. 2018-2019 Proposed Budget Revisions

Motion by Brett Woller to forward to the full Board for approval of the proposed revisions to the 2018-2019 budget as presented, motion seconded by Eric Geiss. Motion carried unanimously.

VII. Comparison of Teacher Salary Plan with Actual Costs

Brian Dasher provided the committee with a comparison of the Teacher Compensation Plan as planned with the actual cost once all vacated positions were filled.

VIII. [Updates to Administrator Contract Language & Electronic Issue](#)

Cindy Heinz provided the committee with the background and rationale behind the need for making updates to the language found in the Administrator Contracts along with moving towards the use of electronic delivery and signatures.

Motion by Eric Geiss to approve the changes to the Administrator Contracts as presented to the Board, as well as the issuance of the 2019-2021 Administrator Contracts in an electronic format, motion seconded by Brett Woller. Motion carried unanimously.

IX. [Update on Implementation of Insurance Tracker](#) - Information Only

Cindy Heinz provided the committee with the current status of Insurance Tracker Implementation and the changes that will be required in order to continue to move forward.

X. Review of Proposed Purchasing Policy

Brian Dasher presented the Proposed Purchasing Policy to the committee. The committee reviewed and discussed purchasing policies and administrative guidelines from other districts and how to use best practices for the district model. The committee reviewed a list of contracts or purchases for equipment, supplies and services of \$10,000 or more.

Brian Dasher will continue to move forward with updating the policy and bring back to this committee in February.

XI. Standing Agenda Item - Proper Cash Handling Standard

Brain Dasher informed the committee that the changes to the standard that were recommended in the December meeting have been made. Brain Dasher explained to the committee the outcomes to the standard that took place after meeting with the building administrators and secretaries. The committee discussed the need for auditing to ensure compliance. Brian Dasher will continue to work with the buildings to finalize details that will be brought back to this committee in February.

Brian Dasher is currently working with EFUNDS for Schools to view a demonstration of their Point of Sale system to determine if that would be a beneficial tool to assist in cash handling.

XII. Renewal of Kid's Kingdom Lease

No discussion took place.

XIII. Proposal to Add Full Time Administrative Assistant for the B&G Director.

Dale Bergman provided the committee with the background and rationale for the addition of a Full Time Administrative Assistant.

Brain Dasher explained that the funding for this position is included in the proposed budget revisions.

The committee discussed benefits to the district and the community that can be made with the addition of this position.

Motion by Brett Woller to forward to the full board for approval the hiring of a full time Facilities Administrative Assistant, Grade 6, Level A, motion seconded by Eric Geiss. Motion carried unanimously.

XIV. Items for Next Meeting

Review of Proposed Purchasing Policy
Standing Agenda Item - Proper Cash Handling Standard

XV. Adjournment

Motion to adjourn by Eric Geiss, motion seconded by Kevin Blake. Motion carried unanimously. Meeting adjourned at 5:55pm