

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 Tuesday - April 7, 2020 4:30 PM

Meeting Conducted Remotely

*If a member of the public wants to participate in this meeting virtually, please contact Brian Dasher at brian.dasher@mapsedu.org

MINUTES

- I. Call to Order and Roll Call – Kevin Blake, Brian Dasher, Dr. John Sample, Jon Smith, Eddie Then, Maria Volpe and Brett Woller

Jon Smith called the meeting to order at 4:31PM

Present Remotely: Kevin Blake, Brian Dasher, Dr. John Sample, Jon Smith, Edward Then, Maria Volpe, Brett Woller and Recorder Amy Dinges.

Guests Present Remotely: Shannon Murray, Keshia Mashak, Linda Yingling, Karen Baker, Mark Seaman, Robin Hanson, Ryan Marinovici, Stephen Holz, Susan Jaeger, Dale Bergman, Jill Seaman, Glenda Oginski and Trisha Detert

- II. Approval of [February 26, 2020 Finance/Human Resources Committee Minutes](#)

Motion by Brett Woller to approve the February 26, 2020 Finance/Human Resources Committee Minutes, second by Kevin Blake . Motion carried unanimously.

- III. [FY21 Budget Update](#) and Smarter School Spending Framework Update

Brian Dasher provided the committee with an FY21 Budget update that included building consolidation scenarios to model potential financial impact, while addressing several strategic staffing priorities. Brian Dasher developed 2 new scenarios using a 5.5% increase with the WEA Trust Health plan renewal and forecasting with Maple Grove remaining open. The Update does not take into affect the current COVID 19 pandemic, we will monitor the situation and be prepared to make changes to the current budget. Property taxes are due to increase but, we need to consider a reduction in the community service fund or increase the levy. Brian Dasher explained that fund 80 (Community Service Fund) is for operating the athletics program at the middle school and coaching

staff costs have risen. Brian Dasher provided the committee with a statistical analysis of enrollment projections over the next three years. Brian Dasher is working on the draft in more depth and will bring it to board in May or June. Brian Dasher would like the FY21 budget adopted by July 1, 2020

IV. Finalization of Policy Revisions to FMLA Policy

A. [Policy Revision #3430.01 - FMLA](#)

B. [Policy Revision #4430.01 - FMLA](#)

Edward Then discussed the FMLA policy revisions which reflect both policies being identical. Changes include cleanup and removal of some policy language to clarify how MAPS will administer leave, workers compensation to run concurrently to leave, measuring on a 12 month rolling forward cycle, PTO use guidelines and the continuation of all benefits. Edward Then also added Supporting Administrative guidelines. Edward Then stated that these updates are not regarding the ever changing Families First Coronavirus Response Act. Jon Smith recommends creating a separate policy as the pandemic evolves rather than amending the current policy.

Motion by Brett Woller to forward the finalized revisions of FMLA Policies #3430.1 and #4430.01 to the full board, second by Kevin Blake. Motion carried unanimously.

V. Employee Handbooks - Review recommendations, inclusion of compensation plans, discussion of other items to be included, changed, or omitted, etc.

A. [2020-21 Handbook Updates Summary](#)

1. [2019-20 Teacher Handbook - Revisions for 2020-21](#)
 - a) [Summer School Teacher Pay Comparables](#)
2. [2019-20 Support Staff Handbook - Revisions for 2020-21](#)
 - a) [Vacation Conversion: Accrual to Real Time](#)
3. Adjustment Philosophy to Compensation Plans

Edward Then presented the committee with the 2020-21 Teacher and Support Staff Handbook revisions and updates. Both handbooks received revisions to the Superintendent's welcome letter and insurance rates, clarifying language on FMLA , Emergency School closings, alternate health arrangement, and COBRA language as well as several more clarifications on acceptable attire, technology use, personal vehicle use, and timing of 403b contributions. An appendix was added with additional pay positions. These positions will be identified as to whether the position gets posted in WECAN or handled internally to be uniform and provide equal opportunity to the public where appropriate.

In the Teacher Handbook, clarifications regarding liquidated damages, the 403(b) matching program, and 8 hour work day expectations were made. Language was added regarding an expectation that teachers have 3 days of emergency lessons plans prepared at all times.

In the Support Staff Handbook, language was removed regarding the two days of service for calendar flexibility, and the addition of a matching 403(b) program of \$500/year.

Transition language was added to eliminate the accrued vacation liability and streamline the rollover process for vacation days. ,.

Edward Then will provide a condensed handbook amendment for adoption in May to be forwarded to the full board for approval.

VI. Staffing Plan - Counts Per Building and Per Classification

A. Review All Proposed Changes - [2020-21 Staffing Plan Proposal.pdf](#)

Edward Then provided a staffing plan that will be finalized in the summer and will align with the budget. The Staffing plan is to be reviewed by the committee with any questions directed to Edward Then.

VII. [Continuance of Co-Curricular Pay](#) (academic & athletic)

Edward Then provided information compiled by John Miller showing that coaches are continuing to work with the student athletics despite the COVID-19 shut down.

Motion by Jon Smith to continue co-curricular pay for the remainder of the school year as normally would, to be forwarded to the full board, seconded by Brett Woller. Motion carried unanimously.

VIII. [Health Insurance Renewal](#), Contribution Rates

Edward Then provided data from WEA Trust showing the loss ratio trend that drives renewal cost and asked for discussion on the choice of 5.5% increase or 6% increase with unlimited PT visits. Brian Dasher states it creates a difference of \$25,000 in the budget for next year which is minimal.

Motion by Kevin Blake to forward approval of the WEA renewal for 2020-2021 school year 6% increase with unlimited PT visits to the full board, second by Brett Woller. Motion carried unanimously.

IX. Review and Approval of 2019-20 Revised Budget

Please see the attached [topic summary sheet](#) from Brian Dasher.

Brian Dasher presented the committee with a budget report with proposed revisions and recommended a motion to the full Board approve the 2019-20 budget revisions as presented.

Motion by Maria Volpe to forward to the full board approval of the 2019-20 budget revisions as presented, second by Brett Woller. Motion carried unanimously.

X. Review of [Legal Fees History](#) for the Past Five Years

Jon Smith requested that Brian Dasher compile a history of what the district has spent on attorney fees so far this year and the past five years. Brett Woller would like this to continue into the future for a reference point and Maria Volpes agreed. The report will be presented to the board on an annual basis. Dr. John Sample suggested this be provided each May.

XI. Consideration to Pay Taher to Continue Salaries for Food Service Employees

Please see the attached [topic summary sheet](#) from Brian Dasher.

See notes for item XII.

XII. Consideration to Continue to Pay Full Contractual Payment to Bus Contractors

Please see the attached [topic summary sheet](#) from Brian Dasher.

Brian Dasher discussed with the committee that federal stimulus funding during this pandemic may require the continuation of pay to our contractors to the greatest extent possible. Brian recommended a motion to forward to the full Board that the District continue to pay Pay Taher to continue salaries for food service employees and that the District continues to pay the transportation contractors the full payment for regular home-to-school and school-to-home routes. Maria Volpe raised the concern of other vendors affected. Brian Dasher states that most contracts are on a fee for service basis and that Taher and the Bus Services are the major contractors affected.

Motion by Brett Woller to forward to the full Board that the District continues to pay Taher to continue salaries for food service employees, second by Maria Volpe. Motion carried unanimously.

Motion By Maria Volpe to forward to the full board that the District continues to pay transportation contractors the full payment for regular home-to-school and school-to-home routes, second By Brett Woller. Motion carried unanimously.

XIII. Authorization to File Lawsuit Against RepairEm Inc.

Please see the attached [topic summary sheet](#) from Brian Dasher.

Brian Dasher notified the committee that Administration has spent a year trying to collect \$23,000 that RepairEm Inc. owes the district for the sale of used chromebooks and recommended a motion to the full Board to approve pursuing a lawsuit against Repair Em, Inc.

Motion by Brett Woller to forward to the full board for the approval of pursuing a lawsuit against Repair Em, Inc, second by Maria Volpe. Motion carried unanimously.

XIV. Personnel Report - Standing Agenda Item

The personnel report will be shared the day of the meeting so that it is as accurate as possible. Please see the attached [personnel report](#) as of April 7, 2020.

Edward Then shared the personnel report, the jobs will be posted, three of which will be filled by transfers and interviews are happening now.

XVI. Standing Agenda Item For Policy Review by Finance/HR Committee

Please see the attached [main index](#) for Committee review of policies. At this time on the agenda, the Committee will review the following policies:

- A. [1400](#) - Job Descriptions
- B. [2430.01](#) - Special Programs By Community Volunteers
- C. [3120.08](#) - Employment of Personnel for Co-Curricular/Extra-Curricular Activities
- D. [3215/4215](#) - Use of Tobacco By Professional Staff/Support Staff
- E. [6670](#) - Trust and Agency Funds

Motion by Maria Volpe to table all policy review to the May committee meeting, second by Brett Woller. Motion carried unanimously.

XVII. Policy Review for Next Meeting

- A. [3216](#) - Staff Dress and Grooming
- B. [3220](#) - Staff Evaluation
- C. [3231/4231](#) - Outside Activities of Staff
- D. [3362.01/4362.01](#) - Threatening Behavior Toward Staff Members
- E. [3440](#) - Job-Related Expenses

XVIII. Items for Next Meeting

- A. Administrative Contract Review

Item remains on the Agenda, there are currently no Administrative retirements or resignations, if one would arise, the topic would need to be elevated. Edward Then would like the review to take place by November 2020.

XIX. Adjournment

Motion by Maria Volpe to adjourn, second by Jon Smith. Motion carried unanimously. Meeting adjourned at 6:39pm.