

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 - August 5, 2020

4:30 PM

BOARD ROOM

MAPS Central Administration Building

(1111 N. Sales Street, Merrill, Wisconsin)

and

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, Jon Smith, Eddie Then, Maria Volpe and Brett Woller

Jon Smith called the meeting to order at 4:31 p.m.

Present remotely: Kevin Blake, Brian Dasher, Jon Smith, Edward Then, Maria Volpe, and Brett Woller.

Guests present remotely: Various building-level Administrators and Staff.

- II. Approval of [June 3, 2020 Finance/Human Resources Committee Minutes](#)

MOTION by Maria Volpe to approve the June 3, 2020 Finance/Human Resources Committee Minutes, second by Brett Woller. Motion carried unanimously.

- III. Review of Annual Meeting Budget Presentation and 2020-2021 Budget Book Draft

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

Brian Dasher presented the committee the 20-21 budget book draft. There is no increase to the actual budget, it is balanced. Since the 19-20 revised budget was adopted in June we are seeing savings that could not be projected due to the Covid 19 closure. A positive projected ending balance for the 2019-20 budget of approximately \$800,000 to \$1,000,000 is anticipated. The Audit has been moved to the week of August 24th. When it is completed the budget will be finalized.

Brian Dasher recommended a motion to forward to the full Board the approval of the 2020-2021 budget presented for presentation at the annual meeting in September.

MOTION by Maria Volpe to forward to the full Board the approval of the 2020-2021 budget presented for presentation at the annual meeting in September. Second by Kevin Blake. Motion carried unanimously.

IV. [Wage Increases for Teachers Completing Degrees](#)

Edward Then recommended a motion to send the request to allow administration to honor teachers their lane change from the Bachelor's to the Master's column of the pay structure after earning the Master's degree. Currently there are 4 or 5 employees that have earned their Masters degree that would be affected. The committee had a brief discussion and agreed.

MOTION by Maria Volpe to send the request to allow administration to honor teachers their lane change from the Bachelor's to the Master's column of the pay structure after earning the Masters degree to be forwarded to the full Board. Second by Brett Woller. Motion carried unanimously.

V. [Discuss Pay During Potential Future Closures](#)

Edward Then discussed with the Committee that we are coming into the 20-21 school year with a lot of unknowns. We need to decide if we would have to go virtual like we did in March if we would continue to pay staff and contractors salaries. Brian Dasher stated that the Cares Act funding will go through June 30th, 2021 and DPI required the district to continue to pay the salaries of employees and contractors to the greatest extent practicable. Although the definition of the greatest extent practicable is very vague, we continued to pay Taher and the Bus Services.

MOTION by Maria Volpe to advance and recommend to the full board to continue our philosophy during the spring closure into the 20-21 school year and continue to pay the salaries of employees and contractors. Second by Brett Woller. Motion carried unanimously.

VI. Central Office COVID Mitigation Strategies and Work Schedules

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

Brain Dasher discussed with the committee the central office alternating work schedule to allow for social distancing and minimize exposure to Covid 19. Currently we have 6 to 7 employees in the office for adequate coverage. If a staff member is unavailable they are required to arrange coverage and call their supervisor if they are sick. We have a few individuals that live close by who are on call. We have created a calendar and are scheduling parents who need assistance with online enrollment. The committee gave approval to continue the schedule on an as needed basis.

VII. Preliminary Discussion Regarding a Remote Work/Work from Home Policy

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

Brian Dasher opened discussion with the committee to gauge interest in exploring a remote work/work from home policy, with certain employee groups. We would look at the benefits it could provide the district, what it would look like and the savings it could produce, by reducing the number of people in our buildings. As well as how the policy could potentially attract and retain employees. This would be a permanent policy outside of our current COVID issues. The policy would set clear goals and expectations, outline devices, standard tools and progress tracking used. The committee discussed the success we had during a three month test run with the COVID 19 closure.

Brian Dasher recommended a motion to forward to the full Board the approval that the administration draft a remote work policy for consideration at the September Finance/HR Committee.

MOTION by Maria Volpe to forward to the full Board the approval that the administration draft a remote work policy for consideration at the September Finance/HR Committee. Second by Brett Woller. Motion carried unanimously.

VIII. Update on Statewide Face Covering Mandate

Please see the attached [topic summary sheet](#) from Dale Bergman. Also attached is a [Q&A document](#) from the Governor's Office.

Brian Dasher discussed the topic summary sheet that Dale Bergman provided with the committee regarding the preparation of buildings and distribution of PPE for staff and students in relation to Covid-19. DPI has issued a cloth mask for each student that they will receive and also have a supply of disposable masks and some face shields on hand. Our intent is to enforce the Governor's statewide face covering mandate to the best of our ability. The committee discussed how we will handle the privacy of individuals and exemptions with the biggest concern being the immediate effect on the children and the possible negative impact. Discussion will be revisited at the next meeting.

MOTION by Jon Smith to forward to the full board to adapt the governor mask mandate as part of the reopening plan, enacted up until the end of the First Qtr, October 30th, regardless of what happens in Madison. Second by Kevin Blake. Motion carried unanimously.

IX. Personnel Report - Standing Agenda Item

Please see the attached [personnel report](#).

Edward Then presented the committee with the personnel report, stating that the district still has a few positions open that need to be filled. Going forward the Personnel report will be adapted via consent agenda with a roll call vote.

X. 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 the policy review to the August committee meeting. Second by Brett Woller. Motion carried unanimously.

XI. 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

XII. Items for Next Meeting

Items to be added at a later date.

XIII. Contemplated MOTION to adjourn into executive (closed) session pursuant to Wisconsin Statutes under Section 19.85(1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; (f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The purpose of the closed session is to consider an employee's request for a Family Medical Leave Act (FMLA) leave request.

MOTION By Brett Woller to adjourn into executive (closed) session Second by Maria Volpe. Roll call Vote, motion carried.

XIV. Adjournment
Meeting Adjourned at 6:02pm