

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 - September 2, 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, Dr. John Sample, Jon Smith, Eddie Then, Maria Volpe and Brett Woller

Jon Smith called the meeting to order at 4:41pm.

Present: Kevin Blake, Brian Dasher, Dr. John Sample, Jon Smith, Eddie Then, Norbert Ashbeck sitting in for Maria Volpe, Brett Woller and Recorder Suzanne Packel.

Absent: Maria Volpe.

Virtual Guests: Amy Stutzriem, Heather Skutak, Jill Seaman, Glenda Oginski, Travis Wichlacz, Trisha Detert.

- II. Approval of [August 5, 2020 Finance/Human Resources Committee Minutes](#)

MOTION by Kevin Blake to approve the August 5, 2020 Finance/Human Resources Committee Minutes, second by Brett Woller. Motion carried unanimously.

- III. Additional 5.5 FTE Special Education Aide Positions at Jefferson Elementary, Kate Goodrich Elementary and Washington Elementary for (only) the 2020-2021 School Year

Karen Baker opened the discussion, in lieu of a possible shutdown additional SPED Aides are needed. Due to a large amount of carryover in the Flow Through grant there are additional funds to use for these additional positions along with two large expenses for students we transport to Wausau.

MOTION by Brett Woller to forward to the full Board of Education the approval of the additional Aide positions, funded through Carry-Over SPED Flow, second by Kevin Blake. Motion carried unanimously.

IV. 2020-2021 Short-Term Cash Flow Borrowing Update and Parameters Resolution

Brian Dasher discussed with the committee the update on short-term cash flow. The documents are still in progress of being updated and also working on interest percentage. This will be presented to the full Board of Education on September 23, 2020 as the closing for bids is October 8, 2020.

V. 2019-2020 Final Budget Performance and Carryover Designation and Change to Board Policy 6235 Fund Balance

Brian Dasher discussed with the committee the fund balance, stating the year ended in very good shape with a surplus of 1.1 million. Savings were due to lower utility costs, overtime, substitutes, supplies and the cancelation of multiple trainings. Brian Dasher recommends that we append Fund 10 and Fund 27 net expenditures. Additional funding will be needed to provide access to families for technology, hotspots and additional substitutes and/or hiring of temporary full time substitutes to be placed at each building if MAPS changes over to 100% virtual.

Brian Dasher would like to advance the change to the fund balance to the full Board of Education and begin preparing a detailed list of needs for which we would use a portion of the additional funds with a final approval of the list in October 2020. This allows for us to present a plan for spending of carry-over, requested for Board of Education approval and would leave the fund balance this year and keep our staff/students safe.

MOTION by Brett Woller for the revision of Board Policy 6235, second by Kevin Blake. Motion carried unanimously.

VI. Consolidation Plan Update

Jon Smith would like to see e separate proposals presented to each committee with a motion in September for the consolidation of schools. The 2021-2022 school year will have two Elementary Schools, one Middle School and one High School. A full plan will be presented for the proposal/motion for adoption and initiate the plan of either Option C or Option D, outlining one of these scenarios and recommending the motion for adoption.

VII. Remote Work Policy - 1st Read

Edward Then discussed with the committee the topic summary sheet and reviewed the Remote Work Policy as remote work from home is viable with flexible work options when both the employee and the position are suited for remote work. The District's Attorney and worker's compensation carrier reviewed the policy. Supervisors and the Director of

Human Resources will decide what positions would qualify. The District is looking at a maximum threshold of 60% for any remote work schedule.

MOTION by Brett Woller to forward new policy Remote Work Policy to the full Board of Education, second by Kevin Blake. Motion carried unanimously.

VIII. Personnel Report - Standing Agenda Item

Edward Then reviewed with the committee the uniqueness of this fall season coaching pay and number of positions due to some sports starting a bit later and the many transfers to BVA which affected our staffing at our other school locations. Currently there is one SPED teacher position open, which is a challenging position to fill.

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

A. [1400](#) - Job Descriptions

Edward Then recommended that a job description binder be utilized to keep all job descriptions in one place. Currently supervisors are writing job descriptions when a position becomes available, not using uniform templates, with end results of inconsistent job descriptions. Would like to look at a matrix of jobs, possibly move to using an electronic platform for all job descriptions, one owner, one folder but accessible for all to view. This project would be added as a rapid agenda item as current policy is not always followed. Status report on leg work and discuss resources at the October Finance/HR committee meeting.

B. [2430.01](#) - Special Programs By Community Volunteers

Edward Then discussed that all volunteers go through Human Resources for their background check, which must be approved before acting as a volunteer for the District. A review of policy 2430.01 is recommended to make sure we are abiding to the policy.

C. [3216](#) - Staff Dress and Grooming

Edward Then will be adding the following to the support staff and teacher handbooks, including a link as a resource:
-Public Health/Safety "equipment" position specific and employer required PPE's

MOTION by Brett Woller to add Public Health/Safety "equipment" position specific and employer required PPE's and item F to comply with PPE requirements, second by Kevin Blake. Motion carried unanimously.

D. [3120.08](#) - Employment of Personnel for Co-Curricular/Extra-Curricular Activities

Edward Then asked the committee for any recommendations. After a policy review last year, evaluations were provided and completed on some of the coaches. Technical corrections will need to be made.

MOTION by Brett Woller to accept edits to policy, second by Kevin Blake. Motion carried unanimously.

E. [6670](#) - Trust and Agency Funds

Brian Dasher opened the discussion of policy 6670 is good as is and technical corrections will only need to be made.

X. Policy Review for Next Meeting

A. [3220](#) - Staff Evaluation

B. [3440](#) - Job-Related Expenses

XI. Items for Next Meeting

NONE

XII. Adjournment

MOTION by Kevin Blake to adjourn, second by Brett Woller. Motion carried unanimously. Meeting adjourned at 6:03pm.