

# 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 - October 7, 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](mailto:brian.dasher@mapsedu.org), or use this link to join: <https://meet.google.com/cmf-bjir-zcy?hs=122&authuser=0>

## MINUTES

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

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

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

Guests: Dale Bergman, Trisha Detert, Heather Sutak, and Amy Stutzriem

- II. Approval of [September 2, 2020 Finance/Human Resources Committee Minutes](#)

MOTION by Kevin Blake to approve the September 2, 2020 Finance/Human Resources Committee Minutes, second by Brett Woller. Motion carried unanimously.

- III. Human Resources

- A. Administrative Contracts

**Please see the attached [topic summary sheet](#) from Eddie Then.**

**Eddie Then recommended a motion to forward to the Board of Education to approve the revised administrator contracts for the 2021-2023 contract cycle.**

Jon Smith opened the discussion with recapping the reason for this item being on the agenda was because several committee members are working to redraft the administrator contract to align and clarify several areas. Edward Then discussed what that the color coding represented; red items and strikethrough items are to be removed, green items are HR requests for alignment and clarification, purple items are our attorney recommendations. In the future a printed copy of contracts may be put in the employees file. The Committee needs to decide on the fringe benefit verbage to show equality among employee groups and so the premium could be adjusted annually if needed. Dr Sample stated that merit pay should be defined more clearly so that it is not subjective. Brain Dasher stated merit pay is not currently budgeted. PTO verbiage changed to show the contract in days vs months. Holiday language and verbage was changed to match the support staff handbook. District 403b contributions are to be accrued as the employee works and paid per pay period throughout the year. Retirement needs to be defined in years or age before it goes to the full Board of Education. To achieve a high level of protection just cause should be removed from termination of contract because It is very vague and removing it would make it easier for the attorney to defend a decision made by the board for administrator discharge or termination. Reasons have been added to give some level of assurance because there are things beyond our control, for example state funding and a referendum not passing. Jon Smith stated that If lay off verbiage is added there has to be definitive timelines so that the contract makes the decision. Reasons were added to Liquidated damages that will create more objectivity. A fee timeline needs to be discussed and added. No Motion was made, revisions will be made and the item will be brought to the next Finance/HR committee meeting for approval.

B. Update on Statewide Face Covering Mandate

**Please see the attached [topic summary sheet](#) from Eddie Then.**

Eddie Then stated the number of COVID cases have continued to rise, therefore it is important that we continue to have a face covering requirement so that we can continue to have face-to-face instruction while keeping staff and students safe.

**Eddie Then recommended a motion to forward to the Board of Education to approve the extension of the MAPS requirement that all students and staff wear a face covering per the guidelines established by the Governor's orders through January 31, 2021 and a motion to forward to the full Board to approve a review of this requirement in January, 2021**

MOTION by Kevin Blake to forward to the Board of Education to approve the extension of the MAPS requirement that all students and staff wear a face covering per the guidelines established by the Governor's orders through January 31, 2021, second by Jon Smith. Motion carried unanimously.

MOTION By Kevin Blake to forward to the full Board of Education to revisit and approve a review of the face covering requirement in January, 2021, second by Brett Woller. Motion carried unanimously.

C. 2020-2021 Teacher/Support Staff Handbook Adjustment

**Please see the attached [topic summary sheet](#) from Eddie Then.**

Eddie stated that the Neola Policy has been added to the handbooks and updates have been made to the FMLA, STD, student hazing and summer school pay language to simplify it.

**Eddie Then recommended a motion to forward to the Board of Education to approve the revisions to both the Teacher and Support Staff handbooks for 2020-2021, as presented.**

Motion by Brett Woller to forward to the Board of Education to approve the revisions to both the Teacher and Support Staff handbooks for 2020-2021, as presented, second by Kevin Blake. Motion carried unanimously.

D. 2019-2020 Retirements & Resignations Exit Survey Data

**Please see the attached [topic summary sheet](#) from Eddie Then. Informational only.**

Eddie Then discussed the compiled data, he is pleased that 26 people out of more than 30 took the survey. He has shared the data with the Cabinet and plans to share it with the buildings administrators. This information will be added to the ten year trend report that will be provided to the board of education.

E. NEOLA Special Update - Personal Protective Equipment During Pandemic/ Epidemic Events

**[NEW Policy 8450.01 Personal Protective Equipment During Pandemic/ Epidemic Events](#)**

Neola is offering the [attached policy](#) related to Personal Protective Equipment. The purpose of this policy option is to enable Board to authorize administrations to implement and to adjust PPE requirements during a public health crisis situation. Boards are to be informed of such efforts and always have authority to determine specific direction in this area. The policy does have the option of requiring Board approval of any such measure as well. The purpose of the policy; however, is not to establish or implement any type of PPE requirements, but rather to establish the authority to do so and to provide some parameters for such requirements.

**As we have all worked through many unprecedented and unpredictable challenges, Neola has consistently opined that the policy lesson is that flexibility and adaptability is critical. This policy, like others prepared and or revised as a result of the pandemic, this policy is designed**

**to maintain a significant amount of discretion and – importantly – flexibility in terms of implementing specific requirements, including in response to mandates or changes in public health guidance, as well as modifying requirements once implemented to adjust based on changing circumstances.**

**It is up to the Finance/HR Committee if this is something they would like to forward to the full Board or not, and if so, recommend which options to Select.**

Jon Smith discussed which options to select and approve in the policy, checking all the District Administrator options. With the committee hereby removing the discussion regarding students.

MOTION by Maria Volpe to forward all sections regarding students to the CTP committee meeting, second by Kevin Blake. Motion carried unanimously.

F. Personnel Report - Standing Agenda Item

**Please see the most recent [personnel report](#).**

Edward Then stated the report does not have a lot of changes, just a few late hires and resignations.

IV. Finance

A. Request from Maple Grove Charter School Governance Board for Supplemental Payment

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

**Brian Dasher recommended a motion to forward to the full Board of Education to grant the request of the Maple Grove Governance Board to provide an additional \$27,335.38 in revenue allocation for 2020-2021 to compensate for the difference in salaries between the teachers who were transferred in 2018-2019.**

Brian Dasher stated that the transfer was a unilateral move but according to the contract he recommended that we make the correction.

MOTION by Kevin Blake to forward to the full Board of Education to grant the request of the Maple Grove Governance Board to provide an additional \$27,335.38 in revenue allocation for 2020-2021 to compensate for the difference in salaries between the teachers who were transferred in 2018-2019, second by Brett Woller. Motion carried unanimously.

B. Review Proposed Budget Development Calendar

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

**Brian Dasher recommended a motion to forward to the full Board of Education to adopt the preliminary budget development calendar.**

Brian Dasher stated that this calendar is a list of deadlines designed to add an element of accountability and transparency, additional decision making deadlines may be added.

MOTION by Maria Volpe to forward to the full Board of Education to adopt the preliminary budget development calendar, second by Brett Woller. Motion carried unanimously.

C. Proposal to Grant Salary Increases per the Compensation Plans for Regular Employed Staff (Custodians, Aides, Teachers, Secretaries, Technology Staff and Administrators)

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

**Brian Dasher recommended a motion to forward to the full Board of Education to grant salary increases for regular employed staff retroactive to July 1, 2020.**

MOTION by Jon Smith to forward to the full Board of Educations October 28th meeting, the topic of granting salary increases for regular employed staff retroactive to July 1, 2020, after the budget has been completed, second by Maria Volpe. Motion carried unanimously.

D. Preliminary Discussion of Renewal vs. Bid of Pupil of Transportation Contracts for 2021-22 and Longer

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

**This is informational only.**

Brian Dasher presented the information on the topic summary sheet. Negotiating transportation contracts or putting them out for bid has been discussed over the last eight years with Peterson and Wendorf being our two remaining contractors. Maria Volpe questioned how the district routes are distributed. Brian Dasher stated that extra curricular activity routes are divided equally between the two companies. Peterson has a larger portion of the routes and budget because they have more busses. Dale Bergman discussed that the routes were analysed, and just by making a few changes he was able cut costs. The district provides dispatch and those costs are not included. Jon Smith stated that we need to

create a matrix around how we spend the transportation money, strategize how to move forward, look at what other districts are spending and make a responsible decision.

E. 2020-2021 Revised Budget and Levy Certification

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

Brian Dasher presented the committee with a preliminary rough draft of the budget. There is extreme complexity in determining the current budget. Variables include estimated revenue deficits, reduced general aid because of declining enrollment, increased BVA expenditures, and shifting aid to the tax levy. With so much new information coming in after October 15th to recalculate; Brian needs time to double check everything before finalizing the budget. Jon Smith would like to review the final budget before the decision regarding staff salary increases is made.

V. Consolidation Plan Update

Dr John Sample stated that the first Ad Hoc meeting has taken place with a diverse group of parents, teachers and administrators. The next meeting is scheduled on October 13th, 2020.

VI. 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. [3220/4220](#) - Staff Evaluation/Evaluation of Support Staff
- B. [3440](#) - Job-Related Expenses
- C. [6144](#) - Investment Income
- D. [6151](#) - Bad Checks

VII. Policy Review for Next Meeting

- A. [6450](#) - Local Purchasing
- B. [8141](#) - Required Reporting of Staff Conduct
- C. [8442](#) - Reporting Accidents
- D. [8680](#) - Bus Services Contracts

MOTION by Maria Volpe to table items VI and VII to the November 4th, 2020 Finance/Human Resources Committee meeting, second by Kevin Blake. Motion carried unanimously.

VIII. Items for Next Meeting

None at this time.

IX. Adjournment

MOTION by Maria Volpe to adjourn, second by Jon Smith. Motion carried unanimously.

Meeting adjourned at 6:23 pm.