

# 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 - November 4, 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, Brian Dasher, Dr. John Sample, Jon Smith, Eddie Then, Maria Volpe and Brett Woller

Jon Smith called the meeting to order at 4:43pm.

Present: Kevin Blake, Dr. John Sample, Jon Smith, Brett Woller, Recorder Sue Packel.

Present Virtually: Brian Dasher, Edward Then, Maria Volpe

Absent: None

Guests: John Hagemeister, Linda Yingling

Virtual Guests: Dale Bergman, Ron Liberty, Ryan Martinovici, Glenda Oginski, Kendra Osness, Jill Seaman, Heather Skutak, Amy Stutzriem

- II. Approval of [October 7, 2020 Finance/Human Resources Committee Minutes](#)

MOTION by Kevin Blake to approve the October 7, 2020 Finance/Human Resources Committee Minutes, seconded by Brett Woller. Motion carried unanimously.

III. Human Resources

A. Final Review of [2021-23 General Administrator Contract Template - Draft](#)

**Please see the attached [topic summary sheet](#) from Edward Then. [Please see the updated administrator contact template from Edward Then.](#)**

Edward Then presented and reviewed the Administrator Contracts with the committee, after making some minor adjustments and the attorney's review. There was much discussion about restructuring the verbiage throughout the contract, clarifying dates regarding renewals, resignations, and the length of potential vacancies specifically regarding Director and School Principal positions. It was decided that 260 day contracts would have an earlier finalization timeline than those on less than 260 day contracts. Jon Smith requested a motion for the Administrator Contract, including edits to be presented to the full Board of Education for approval.

MOTION by Brett Woller for the Administrator Contract with edits to be presented to the full Board of Education for approval, seconded by Maria Volpe, strike merit pay per Kevin Blake. Motion carried unanimously.

B. Benefit Education Group Update - Information Only

Edward Then touched on the Benefit Education Group Update which included a quick reminder of the 3 year progression created in conjunction with M3 Insurance. The District currently has a loss ratio of 107% which leads to the question of what's our next strategy. A survey test survey went out to Teachers and Support Staff at the meeting and feedback was provided. The information and survey will be making their way out to the buildings in the months to come.

C. New BVA Staff Position Approval: BVA Systems Support Specialist, BVA Secondary Program Coordinator

**Please see the attached [topic summary sheet](#) from John Hagemeister.**

John Hagemeister recommends a motion to forward to the full Board the approval of BVA Systems Support Specialist position and adjust the BVA Secondary Program Coordinator to an administrative position (full-time, 220 day contract) by eliminating the BVA Digital Librarian position. John Hagemeister gave an overview to the committee of the two new BVA staff positions he is looking to the Board to approve. The BVA Systems Support Specialist position is basically a technology software help desk position for students and staff which would also include shipping of computers and iPads as well as assisting with Skyward, enrollment, purchasing, and vendors.

The BVA Secondary Program Coordinator position will re-categorize the BVA Digital Librarian position and work more closely with teams of teachers to strategize. This position will be modeled after the Elementary Program Coordinator position with an admin salary schedule similar to the Activities Director placement. John Hagemeister does not plan on refilling the Digital Librarian position, but hopes to fill the Program Coordinator position by January/early February.

MOTION by Kevin Blake to forward to the full Board the approval of BVA Systems Support Specialist position and adjust the BVA Secondary Program Coordinator to an administrative position (full-time, 220 day contract) by eliminating the BVA Digital Librarian position, seconded by Brett Woller. Motion carried unanimously.

D. Personnel Report - Standing Agenda Item

**This will be added/updated the day of the Finance/HR Committee to be most current. [Please see the attached personnel report.](#)**

Edward Then discussed the challenge it has been to fill the five Special Education Aide positions, as the applicant pools are incredibly thin.

IV. Finance

A. Approval of MAPS 4K Disbursement Adjustment

**Please see the attached [topic summary sheet](#) from Jill Seaman.**

Jill Seaman recommends a motion to forward to the full Board the approval of the MAPS 4K disbursement increase for 2021-2022. Jill Seaman is requesting an increase of a \$68 adjustment for the 4K students disbursement. This has not been increased in 11 years and the contract has room for this adjustment. Brian Dasher presented a summary for 2020-2021. The total increase price tag was \$5,236, well within the budget.

MOTION by Maria Volpe to forward to the full Board the approval of the MAPS 4K disbursement increase for 2021-2022, seconded by Brett Woller. Motion carried unanimously.

B. Adopt Budget Forecast Assumptions

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

Brian Dasher recommends a motion to forward to the full Board the approval of the preliminary budget forecast assumptions. Brian Dasher discussed his tightening up and changes on the original assumptions but would like more time to work on them before presenting to the

Board. The formula used in prior years for enrollment have been a real challenge for this year. The current years data becomes a one off when looking at projections. Brian Dasher recommended to table this until the next Finance/Human Resources Committee Meeting in December.

MOTION by Brett Woller to table the Adoption of the Budget Forecast Assumptions until the December Finance/Human Resources Committee Meeting, seconded by Maria Volpe. Motion carried unanimously.

C. Review Alternate Board Financial Reports

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

Brian Dasher stated there is no motion required for this item. It is being presented only for discussion purposes at this time.

Brian Dasher presented an example of the Alternate Board Financial Reports that the Fort Atkinson District utilizes. Brian Dasher has used the same reports over the last 8 years, and is interested in making a change. This is more of a narrative approach and the reports are available in Forecast 5. These reports are easy to create, in addition to dashboard snapshots to project year end including the revenue and expenditure side. Jon Smith requested that Brian Dasher put together a professional ideal to present to the Board for the December Board meeting.

D. Review Transportation Cost Comparables of Surrounding Districts

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

Brian Dasher recommends that the Finance/Human Resources Committee direct administration to send out a Request for Information to area student transportation contractors to gather additional information to determine if a formal request for proposal process is needed for student transportation services for the 2021-2022 school year.

Brian Dasher added that Dale Bergman worked on the comparables and based on the numbers alone, the District is paying more than the other Districts listed on the topic summary sheet. The committee members would like to request from both student transportation contractors the reasoning behind their transportation costs, comparing the old and new. The District is fiscally responsible to keep prices/costs in check.

MOTION by Maria Volpe to recommend that the Finance/Human Resources Committee direct administration to send out a Request for Information to area student transportation contractors to gather additional information to determine if a formal request for proposal process is needed for student transportation services for the 2021-2022 school year, seconded by Brett Woller. Motion carried unanimously.

V. Consolidation Plan Update

MOTION by Maria Volpe to table the Consolidation Plan Update to the December Finance/Human Resources Committee Meeting, seconded by Brett Woller. Motion carried unanimously.

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

MOTION by Brett Woller to table the Standing Agenda Items For Policy Review for the December Finance/Human Resources Committee Meeting, seconded by Kevin Blake. Motion carried unanimously.

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

VIII. Items for Next Meeting

None

IX. Adjournment

MOTION by Maria Volpe to adjourn, seconded by Brett Woller. Motion carried unanimously. Meeting adjourned at 5:57pm.