

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 - December 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, 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 4:34pm.

Present: Kevin Blake, Brian Dasher, Dr. John Sample, Jon Smith, Eddie Then, and Brett Woller.

Present Virtually: Maria Volpe

Guests: Ron Liberty and Several virtual guests

- II. Approval of [November 4, 2020 Finance/Human Resources Committee Minutes](#)

MOTION by Brett Woller to approve the November 4, 2020 Finance/Human Resources Committee Minutes, second by Kevin Blake. Motion carried unanimously.

- III. Human Resources

- A. New Policy 8315 Information Management

New Policy 8315 Information Management

This policy was mentioned in Policy 7530.02 Staff and School Officials Use of Personal Communication Devices, however, we did not have it. Dr. John Sample, Keshia Mashak and Edward Then reviewed the template from Neola and are recommending to include it in our policy manual with the suggested options chosen.

Edward Then recommended a motion to forward Policy 8315 Information Management to the full Board, waiving the first reading and approving as a second reading.

MOTION by Kevin Blake to forward Policy 8315 Information Management to the full Board of Education, waiving the first reading and approving as a second reading, second by Brett Woller. Motion carried unanimously.

B. FMLA Policy Discussion: Allowance of Remote Work During FMLA Leave

- [FMLA Policy 3430.01 FMLA - Professional Staff](#)
- [FMLA Policy 4430.01 FMLA - Support Staff](#)

Edward Then discussed adding a revision to the FMLA policies to allow remote work during FMLA Leave that would go beyond reasons related to Covid 19. This would also allow the Administration to make decisions without having it go into closed session during board meetings. Edward Then will write the revision and bring it to the committee for a first read before it goes to the full Board of Education.

C. Personnel Report - Standing Agenda Item

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

Edward Then presented the personnel report to the committee, noting that the Student Services Secretary position at PRMS has been filled and an additional certified teaching position will be added before the next board meeting. The position is unique because it will be funded by Title I for tutoring at Trinity Lutheran school.

IV. Finance

A. NEOLA Policy Revisions - Special Release EDGAR 2.0
[REVISED Policy 6114 Cost Principles - Spending Federal Funds](#)
[REVISED Policy 6325 Procurement - Federal Grants/Funds](#)

Please see the attached [overview](#) from NEOLA regarding the suggested revisions of these two policies.

Brian Dasher recommended a motion to forward revised Policies 6114 Cost Principles - Spending Federal Funds and 6325 Procurement - Federal Grants/Funds to the full Board as second readings.

Brian Dasher stated that the two policies are for Items procured with federal dollars. Brian has kept it consistent with our other procurement policies. There are no options within revised policy 6114 and it should be adopted as is. Revised policy 6325 has options which were discussed and decided on by the committee.

MOTION by Brett Woller to forward revised Policy 6114 Cost Principles - Spending Federal Funds to the full Board of Education as second readings, second by Kevin Blake. Motion carried unanimously.

MOTION by Brett Woller to forward revised Policy 6325 Procurement - Federal Grants/Funds to the full Board of Education as second readings, second by Kevin Blake. Motion carried unanimously.

B. Adopt Budget Forecast Assumptions

Please see the attached [topic summary sheet](#) from Brian Dasher. This item was tabled at the November 4 meeting.

Brian Dasher recommended a motion to forward the budget forecast scenario presented to the full Board for adoption as the district's base forecast for the 2022 fiscal year and beyond.

Brian Dasher has linked to all the details of the budget forecast in the topic summary sheet, his high level summary is based on current projections of salary increases, projected trends, enrollment and tax levy for fiscal year 2022. Built into those projections are the ad hoc committee numbers for eliminations of positions, bussing routes and utilities costs associated with the Jefferson closure. Not yet built in are moving costs and repurposing costs. Brian Dasher recommended that these budget assumptions be considered the base and scenarios would be built off of them as we move forward with our Strategic Plan.

MOTION by Brett Woller to forward the budget forecast scenario presented to the full Board of Education for adoption as the district's base forecast for the 2022 fiscal year and beyond, second by Kevin Blake. Motion carried unanimously.

C. Consider Proposal from School Perceptions for Referendum Planning Services

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

Brian Dasher recommended a motion to forward the approval of the proposal from School Perceptions to begin work on planning for the renewal of the current operating referendum to the full Board.

Brian Dasher presented the topic summary sheet to consider the proposal from School Perceptions for Referendum Planning Services. It is the company the district worked with in the past. When communicating with the public the District must remain neutral. The proposal is for \$9,800 of which about \$4,700 would be incurred in the current fiscal year. School Perceptions would send a survey to the community next fall, receiving the results approximately a month later. They take care of marketing and campaigning, ensuring that the public has all the information to make an informed vote.

MOTION by Kevin Blake to forward the approval of the proposal from School Perceptions to begin work on planning for the renewal of the current operating referendum to the full Board of Education, second by Brett Woller. Motion carried unanimously.

- D. Approve Updates to Budget Development Calendar

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

Brian Dasher recommended a motion to forward the Strategic Planning Calendar to the full Board for approval.

Brian Dasher presented the committee with updates to the Budget Development Calendar which include the timeline for School Perceptions, Non Renewals, preliminary building budgets, and the name change to Strategic Planning Calendar. The Calendar goes through June and will be added to, keeping us on track.

MOTION by Brett Woller to approve revisions and to forward the Strategic Planning Calendar to the full Board of Education for approval, second by Kevin Blake. Motion carried unanimously.

- E. Review Alternate Board Financial Reports

Please see the attached [topic summary sheet](#) from Brian Dasher. This item was carried over from the November 4 meeting.

Brian Dasher presented the attached financial report for October as an example of the report format he has proposed to replace the current reports. It is generated from 5cast and is quick and easy to do, allowing Brian more time to spend on the narrative summary. This format will give the Board of Education a better idea of how the district is performing financially by comparing the current year to past years.

MOTION by Brett Woller to recommend to the full Board of Education the adoption of the alternate 5cast financial report, second by Kevin Blake. Motion carried unanimously.

- V. Consolidation Plan Update

Dr. Sample stated that he will continue to provide updates on the Consolidation Plan, the most recent was the discussion about repurposing Jefferson. Jon Smith recommended that we strike this item from the standing agenda as it is part of the Strategic Planning Calendar.

- 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 Linking to 6114 in Board reports
- D. [6151](#) - Bad Checks

Brian Dasher and Edward Then have reviewed the policies and the district is following them as written.

MOTION by Brett Woller to accept policies A-D as written, allowing for technical changes, second 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

Update on Bussing Contractor Pricing Structures
Update From Facilities for expenses for moving and repurposing of the Jefferson building

IX. Adjournment

MOTION by Kevin Blake to adjourn, second by Brett Woller. Motion carried unanimously. Meeting adjourned at 5:48pm.