

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 - February 5, 2020

4:30 PM

BOARD ROOM

MAPS Central Administration Building

(1111 N. Sales Street, Merrill, Wisconsin)

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, Maria Volpe and Brett Woller.

Guests Present: Glenda Oginski, Robin Hanson and Shannon Murray.

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

MOTION by Maria Volpe to approve the January 7, 2020 Finance/Human Resources Committee Minutes, second by Brett Woller. Motion carried unanimously.

- III. FY21 Budget Update and Smarter School Spending Framework Update
 - A. [2020-02-05 - fy21 budget update](#)

Brian Dasher provided the committee with an update on the districts strategic planning process with the primary focus areas and discussions on resources needed to accomplish these strategies. Three of six strategies can be implemented with resource reallocation and three may depend on the outcome of the Maple Grove decision. Glenda Oginski commented that intensive work with our instructional coaches, that directly impacts Student achievement, is currently taking place to meet our goals. That Data is being collected and will be presented at the end of the year. Jon Smith raised a concern of class size and Brian Dasher provided an analysis of current and Ogden recommended ratios of students to core teachers; Dr. John Sample states that it will depend on enrollment numbers as well.

Brian Dasher provided the committee five budget model forecasts depicting the financial impact of various levels of increased open enrollment out of the district if Maple Grove were to close.

The discussion turned to the HSA benefit and Brian reminded the committee that it was meant to be temporary benefit. The current cost of the benefit is approximately \$300,000 and the administrative team feels it is best to maintain the intended sunset of the benefit and wait to see if the WEA trust renewal comes in lower than 9%, which could potentially allow the district to reinstate the benefit.

No action on any of the budget items was taken, all items will be brought to the March committee meeting for action.

IV. Eligibility for Pay While Student Teaching

- A. [Administrative Guideline Proposal - Support Policy #3120.06](#)
 - 1. Update to [Policy #3120.06](#) to support the new administrative guideline
- B. [Support Presentation \(Start w/ slide #9\)](#)

Edward Then presented the committee with 4 different models of Eligibility for pay during the student teaching process, in attempt to develop a “grow our own” model of teacher training. Edward discussed the benefits of the program and recommended the district implement the Hybrid Model. Edward explained that the best scenario is in the program offered in the spring. Glenda Oginski stated that The Student Teacher must come highly recommended. To qualify for tuition reimbursement the individual must apply for an open position and accept it if offered it. Edward Then will add these specific pieces to the new administrative guideline and email changes to the committee to then be brought to the full Board.

V. Administrator Contract Template Review

- A. [Admin Contract PPT Presentation - Discuss Individual Sections of the Contract \(Start w/ slide #12\)](#)
- B. [Potential Contract Revisions & Changes](#)

Motion to table the Administrator Contract review to the March committee meeting by Brett Woller, Second by Maria Volpe. Motion carried unanimously.

VI. Review of [Combined Budget Policy](#)

Brian Dasher recommended that the combined budget policies be moved to the full board. Motion by Maria Volpe, second by Brett Woller. Motion carried unanimously.

VII. 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. [3123/4123](#) - Section 504/ADA Prohibition Against Disability Discrimination (**tabled from January 7, 2020 meeting**)

- B. [3120.08](#) - Employment of Personnel for Co-Curricular Activities (**tabled from January 7, 2020 meeting**)
- C. [3213/4213](#) - Student Supervision and Welfare
- D. [3215/4215](#) - Use of Tobacco by Staff
- E. [3217/4217](#) - Weapons
- F. [3220/4220](#) - Staff Evaluation
- G. [6424](#) - Procurement Card Program
- H. [6440](#) - Cooperative Purchasing
- I. [6450](#) - Local Purchasing
- J. [6470](#) - Payment of Invoices

All Policy review tabled to the March Meeting.

VIII. Policy Review for Next Meeting

- A. [3230/4230](#) - Conflict of Interest
- B. [3231/4231](#) - Outside Activities of Staff
- C. [3242](#) - Professional Growth Requirements
- D. [6605](#) - Crowdfunding
- E. [6610](#) - Student Activity Fund
- F. [6670](#) - Trust and Agency Funds

IX. Review Proposed Revisions to FMLA Policies and Staff Handbooks

- A. [FMLA Options Spreadsheet - Excel](#)
- B. Policies [#3430.01](#) & [#4430.01](#)
- C. [Teacher Handbook Revisions](#)
- D. [Support Staff Handbook Revisions](#)

Edward presented the Committee with a detailed FMLA analysis with employer options and topics for discussion. Edward Then's recommendations included: Use a 12 month rolling forward leave cycle, give administration flexibility on the FMLA designation timeline, run FMLA concurrent with Workers Comp, include all benefits be covered during FMLA, restrict intermittent leave as much as the law allows, do not require the use of PTO during FMLA but do when the leave extends FMLA and allow employees to use PTO in combination of STD. Jon Smith suggests that we follow current COBRA policy, and feels that PTO should be used down to a certain level. Proposed revisions will be brought back to the committee in March.

X. Personnel Report - Standing Agenda Item

Please see the attached [personnel report](#) as of February 3, 2020.

The personnel report will continue to be brought to every meeting to avoid delays. All spring sports positions are filled but two . Open positions to be posted on March 1st.

- XI. Items for Next Meeting
Potential Action on Budget items
Potential Closed session

- XII. Motion to adjourn into executive (closed) session pursuant to Wisconsin Statutes under Section 19.85(1)(e) and (g), Wis. Stats., to consider the negotiation strategies/options available to the Board as it considers the closing of Maple Grove School, and to confer with legal advice regarding the potential/ likelihood of litigation associated with doing so by Kevin Blake , Second by Maria Volpe. Motion carried unanimously. Adjournment to closed session by roll call at 6:18 pm.

- XIII. Adjournment
Motion to adjourn by Kevin Blake, seconded by Brett Woller. Meeting adjourned at 6:46 pm.