

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 - March 3, 2021

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/szz-azeo-etm?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 4:30 PM.

Present : Kevin Blake, Brian Dasher, Dr John Sample, Jon Smith, Brett Woller, Edward Then

Present Virtually:

Guests Present: Shannon Murray and Megan Kautzer

- II. Approval of [February 3, 2021 Finance/Human Resources Committee Minutes](#)

MOTION by Kevin Blake to approve the March 3, 2021 Finances/Human Resources Committee Minutes. Second by Brett Woller. Motion carried unanimously.

- III. Human Resources - *Some artifacts may change due to updates prior to the meeting*

- A. Preliminary Staffing Plan Counts

Edward Then began the discussion by updating the staffing count. Due to the Maple Grove detachment, they do not have final counts yet, but are very close. All staff were sent an email to update them on staffing. With the consolidation, there is a possibility of movement in staffing to total 1 FTE. Staffing overloads would be able to be covered by a fully licensed teacher due to the changes. There is a music reduction due to shared staffing between Jefferson and Prizzle. At the middle school, there is a possibility of moving an aide from Jefferson to help the library program and there will also be a reduction that will hopefully

move into an instructional coach position. All seven teachers per grade level will have PLC/ collaboration time at elementary school. Final staffing counts will be available next month.

Mr. Then discussed teacher counts due to the consolidation. They are looking at a reduction of 8 core teachers total. They have a tentative list of five teachers to be reduced in relation to the Jefferson closing. His plan is to bring that list of names to the March 17th meeting and then send out preliminary notices to teachers thereafter. The deadline for preliminary notice to teachers is April 30th and the final notice is May 15th. Mr. Then discussed a tentative right to recall resignation process. There are set guidelines in the handbook that allows a formal selection process when it relates to the shuffling of staff to different positions.

Dr. John Sample added to the conversation by discussing that they are attempting to keep the consolidation amount separate for Maple Grove and Jefferson. Maple Grove's wish is to retain the teachers that are currently there to stay there when Athens takes ownership. DPI has not issued a final notice yet. John Sample discusses open enrollment as it pertains to staffing. He discussed due to the grade changes in the middle school and high school that there may not be such a big open enrollment.

- B. Workers Compensation Process Follow-up
- Handbook updated (see below)
 - Copies of injury reports from Medcor

Edward Then followed up on concerns. A change was made to the handbook that includes the workman's compensation reporting phone number. He talked about failure to report a work related injury process. There is no specific way to make everyone report but a disciplinary action was set if an employee does refuse to report an injury.

- C. 2021-22 Handbooks Review - 1st Read & Discussion
- [2021-22 Support Staff Handbook - Draft Version](#)
 - [2021-22 Teacher Handbook - Draft Version](#)
 - [Staff Survey Responses](#)

Mr. Then discussed the Staff Survey and the responses in regards to the Employee Handbook. He had made changes in regards to funeral leave and workman's compensation. Mr. Then discussed that the Selection for Reduction criteria may need to be changed but he also mentioned waiting until next month's meeting to see how the process works at the current standard and what may be possibly changed.

- D. Nonrenewal Review of Established Documents Handbook Selection for Reduction

Mr. Then discussed that in Fall of 2019 at a previous meeting they had discussed the thought paradigm which is in the process for selection of reduction. Looking to see if this might be discussed at the board meeting to possibly make changes. The members discussed they would like to review this idea in the summer when they have new board members. The members discussed that they would like to make sure that the decision process is not subjective.

E. [Review Neighboring District's Health Insurance Plan Design Data](#)

Mr. Then presented a spreadsheet that compared neighboring districts' health insurance plan designs data to show the difference between Merrill and other schools within CESA 9. He discussed that it might be an ideal thought to have the district cost and employee cost match, from a percentile standpoint, to be fair to both parties and to see how the plan compares to other districts. Mr. Then discussed using this presentation to possibly prepare and help with the insurance bids decisions that will be coming in April.

F. 2021-2022 Organizational Chart and Proposed Cost Structure

Dr. John Sample handed out a drafted graph organization chart for the next year, Dr. Sample recommended a consolidation of the HR/Finance department which would put five central administrators at the "table". Technology has a split in regards to instructional and operation because of its dual function. Dr. Sample also handed out a draft worksheet that lists the cost structure. With the proposed changes, there is a potential for saving approximately \$99,783. Two jobs that would be added to due the Director of Finance and Director of Human Resources positions would include an HR Coordinator position and Account Coordinator position. Dr. Sample discussed the rationale behind the additional LTS hours, and duties in relation to curriculum and systems administration. The organizational chart is at the discretion of the superintendent, but the board approves the positions. A proposed timeline for the positions is March approval followed by an April job posting, and candidate approval in May. Mr. Then added job descriptions will be prepared for the March position approval.

MOTION by Brett Woller to forward to the full board of education the approval of the addition of the positions of HR Coordinator and Accountant as described in the org chart set forth by Dr. John Sample with job descriptions included, second by Kevin Blake. Motion carried unanimously.

G. Personnel Report - Standing Agenda Item

This will be added/updated the day of the Finance/HR Committee to be most current.

No questions at this time.

IV. Finance

A. CESA 9 2021-2022 Shared Services Contract

Please see the attached [shared services agreement](#) from CESA 9 for next year.

The Committee will make a recommendation for the full Board's approval at the March 17, 2021 Regular Board Meeting.

John Sample stated that the 2021-2022 CESA 9 contract was good to go. John recommended an approval of the CESA 9 2021 Shared Services Agreement.

MOTION by Brett Woller forward the Cesa 9 2021-2022 shared services contract to the full Board of Education for approval, Second by Kevin Blake. Motion carried unanimously.

B. District Consolidation Update

Dr. John Sample addressed that the timeline is on track for consolidation. Dr. John Sample referred to Edward Then's presentation regarding staffing consolidation. Brian Dasher stated that there will be a ballpark figure amount of a 1 million dollar total surplus due to consolidation. The board would like a more exact figure by April or May. Brian stated there could be a more solid budget presentation excluding the allocation of the state budget.

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

Please see the attached [main index](#) for Committee review of policies. At this time, the Finance/HR Committee is up to date with their review.

MOTION to table policy review. Move to table the policy review by Kevin Blake. Second by Brett. Motion carried unanimously.

VI. Items for Next Meeting

No additional items mentioned.

VII. Adjournment

MOTION to adjourn by Brett Woller, second by Kevin Blake. Motion carried unanimously. Meeting adjourned at 5:44 pm.