

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 - April 7, 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>

***In the event there are technical issues, the meeting will only be held in person, as long as there is a quorum of the Committee present.*

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 4:33 pm.

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

Present Virtually: Several guests

Guests Present: Karen Baker and Janet Wardell

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

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

- III. Human Resources

- A. Staffing Count Update & Approval/Elimination of Positions

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

Edward Then presented the Committee with the topic summary sheet which projects the potential savings breakdown from staff reductions. The recommended

elimination and addition of positions would be part of the baseline staffing count as We are requesting the board to strategically invest in several positions that will benefit students and instructional preparation with ESSER funds later in the meeting.

There have not been any aide reductions yet, although their building location has yet been determined. Shifting an aide from Jefferson to the PRMS library will allow the LTS classroom time instead of spending all her time supervising the library. Shifting an aide from Jefferson to the Kate Physical Education Aide position will allow for common planning and a seventh elective for students. The need for the School Forest Aide has been eliminated because field trips to the school forest have been successfully covered by teachers and classroom aides. Kevin Blake applauds teachers and aides bridging the gap and the reduction but is concerned that in the future the School Forest Aide may be needed again. Dr. John Sample stated that as we recover from the effects of COVID, there will be a shift in perspective. To improve student achievement, we have the need for social workers to assist with crisis intervention and getting the students ready to learn. There was one typo on the chart presented which overstated the core teacher reductions; the number should have been 9 instead of 10.

Edward Then recommended a motion to forward to the full Board the approval of staffing counts as presented which include the following key adjustments:

- **Elimination of the following positions:**
 - **School Forest Aide**
- **Addition of the following positions:**
 - **1 PRMS Library Aide**
 - **1 Kate Physical Education Aide**
 - **2 Social Workers (one for each elementary school)**

MOTION by Brett Woller to forward to the full Board the approval of staffing counts as presented which include the following key adjustments, Elimination of the School Forest Aide and the Addition of the PRMS Library Aide, Kate Physical Education Aide and 2 Social Workers (one for each elementary school) positions. Second by Maria Volpe. Motion carried unanimously.

B. Approval of Certified Staff Roster (teachers, specialists, etc) Timeline

Informational only.

Edward Then stated that the Certified staff roster will be brought to the next Board meeting.

C. 2021-22 Handbooks Review - 2nd Read & Discussion

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

Edward Then presented the topic summary sheet to the committee, the changes have been highlighted. Staff survey responses have been addressed and followed up on.

Edward Then recommended a motion to forward to the full Board the approval of both the Teacher Handbook and Support Staff Handbook as presented.

MOTION by Maria Volpe to forward to the full Board the approval of both the Teacher Handbook and Support Staff Handbook as presented. Second by Kevin Blake. Motion carried unanimously.

D. Revisions to the Part-time Teacher Contracts for 2021-22 and Beyond

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

Edward Then presented the topic summary sheet to the committee. Currently-part time teachers have signed an identical contract as a full-time teacher, with the same non renewal process and full liquidated damages. Revisions to the contract are in orange with two key changes. The Wisconsin State Statute 118.22 (the non renewal statute) will not apply and there is a reduction of the liquidated damage risk according to the percent of FTE. When the contract is signed the Board Of Education accepts them as a new hire and their immediate resignation at the end of the school year.

Edward Then recommended a motion to forward to the full Board the approval of the part-time teacher contract with revisions as presented for the 2021-22 school year moving forward.

MOTION by Kevin Blake to forward to the full Board the approval of the part-time teacher contract with revisions as presented for the 2021-22 school year moving forward. Second by Brett Woller. Motion carried unanimously.

E. 2021-22 Secretarial & Tech Staff Vacation Buyout

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

Edward Then presented the committee with the topic summary sheet. The goal is to have all employee categories aligned and to remove the ability to roll time vacation time so that the liability would not be carried over every year. The allocation process will be more efficient for payroll and the buyout of eligible accrued time would take place in June of 2022, giving staff plenty of time to plan.

Edward Then recommended a motion to forward to the full Board the approval of the conversion from accrued vacation time to real time as described in the 2021-22 handbook as presented.

MOTION by Maria Volpe to forward to the full Board the approval of the conversion from accrued vacation time to real time as described in the 2021-22 handbook as presented. Second by Brett Woller. Motion carried unanimously.

F. Health Insurance Bid Review, Selection, & Contribution Rates for 2021-22

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

A motion would be optional but not recommended at this time.

Edward Then presented the committee with the topic summary sheet which will be available to all staff in the next staff bulletin. M3 submitted bids from health insurance vendors that were omitted because of the double digit renewal rates. Eddie would like to wait to forward health insurance recommendations until we get all the data for the Everlong captive solution. Everlong is a company that creates groups (cells) of employers that together have purchasing power for stop-loss protection and share risk. Everlong needs the high cost claimant information from WEA Trust to determine our risk. Once M3 obtains that data we will be able to make a solid comparison. Maria Volpe and Jon Smith stated that they are in favor of waiting. Ron Liberty asked what the district timeline for making a decision was and Edward Then stated that we have until next month.

MOTION by Maria Volpe to table the Health Insurance Bid Review, Selection, & Contribution Rates for 2021-22 until all the data is collected for the captive solution. Second by Kevin Blake. Motion carried unanimously.

G. Long-term and Short-term Disability Renewal (The Standard)

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

Edward Then presented the committee with the topic summary sheet. In February we received a renewal from the Standard. After a meeting with M3 and the Standard to discuss the loss ratio, The Standard offered the district some cost saving options. Our HR department has had a good working relationship with the Standard, They have helped us work through some challenging situations. The rates are based on which Wisconsin pool employers are in according to their policy benefit payout.

Edward Then recommended a motion to forward to the full Board the approval of the renewal with The Standard for Long-term Disability and Short-term Disability Insurance with a 2-year rate guarantee as presented.

MOTION by Brett Woller to forward to the full Board the approval of the renewal with The Standard for Long-term Disability and Short-term Disability Insurance

with a 2-year rate guarantee as presented. Second by Kevin Blake. Motion carried unanimously.

H. Addition of Positions Under ESSER II and III Funding

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

Edward Then presented the committee with the topic summary sheet. Administration is requesting to hire seven (7) positions, spending a portion of the Esser II and III funding on personnel to address learning loss due to the effects of COVID-19. These positions will be hard to fill and we want to post them as soon as possible. Brian Dasher stated that the district has to submit a budget to DPI outlining what the funds will be used for. The challenge is that it is a lot of money to be used in a short amount of time and there will be a competitive hiring spree. The funding can be used for a variety of things such as hiring custodians for sanitation, hot spots and laptops, tutors to get students caught up and can be stretched out to 2024. John Sample stated that all things have been discussed. If the Administration has additional requests needing approval, Jon Smith offered to hold a special virtual meeting and recommended keeping the Esser budget and regular budget separate.

Edward Then recommended a motion to forward to the full Board the approval of the following positions while funds under ESSER allow:

- **3 Social Workers - 2 at PRMS and 1 at MHS**
- **2 Instructional Coach - District-wide Special Education**
- **1 At-Risk Interventionist - MHS**
- **1 Instructional Coach - PRMS**

MOTION by Brett Woller to forward to the full Board the approval of the following positions while funds under ESSER allow: 3 Social Workers - 2 at PRMS and 1 at MHS, 2 Instructional Coaches - District-wide Special Education, 1 At-Risk Interventionist - MHS, 1 Instructional Coach - PRMS. Second by Maria Volpe. Motion carried unanimously.

I. NEOLA Vol. 30, No. 1 Policy Update
Policy 3213/4213 Student Supervision and Welfare

[REVISED Policy 3213 Student Supervision and Welfare](#)
[REVISED Policy 4213 Student Supervision and Welfare](#)

Eddie stated that the policy updates are carried over from the policy committee and are officially updated. Maria Volpe discussed implementing communication and training to staff as policies are updated.

The policy is revised to clarify the restriction on staff posting on social media of student pictures or other depictions at public events. For example, photos taken and posted by a staff member during a school athletic event. However, the exception for the posting of student pictures or other depictions taken at a public event is further clarified so as not exempt all. For example, a picture or other depiction of a play that happens on the athletic field is appropriate but the posting of students in the stands who happen to be at the game would not be considered an exemption to the policy prohibiting the posting of any visual or other depiction of students.

Adoption is recommended, but not required.

At its March 4, 2021 Policy Committee, the Committee recommended that Policies 3213/4213 Student Supervision be forwarded to the Finance/HR Committee for review as a first reading.

MOTION by Maria Volpe to forward the recommendation to adopt Policies 3213/4213 Student Supervision to the Full Board of Education. Second by Brett Woller. Motion carried unanimously.

J. Policy 8660 Transportation by Private Vehicle

[REVISED Policy 8660 Transportation by Private Vehicle](#)

This policy has been revised to reflect language in employee handbooks.

Edward Then recommended a motion to forward Policy 8660 Transportation by Private Vehicle to the full Board as a second reading.

MOTION by Brett Woller to forward Policy 8660 Transportation by Private Vehicle to the full Board as a second reading. Second by Maria Volpe. Motion carried unanimously.

K. 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](#) as of April 7, 2021.

Edward Then presented the committee with the personnel report. One position has been recalled, the first person declined and the second person accepted the offer.

IV. Finance

A. District Consolidation Update

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

John Sample recommended a motion to remove the standing agenda item as it relates to building consolidation and replace with facility/transportation updates.

No Action was taken.

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 by Maria Volpe to table policy review. Second by Brett Woller. Motion carried unanimously.

VI. Items for Next Meeting

Projected Budget for 21-22
Background checks

VII. Adjournment

MOTION by Maria Volpe to adjourn. Second by Kevin Blake. Motion carried unanimously. Meeting adjourned at 6:19 pm.