

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 - June 2, 2021

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, Kendra Osness, Dr. John Sample, Jon Smith, Eddie Then and Brett Woller

Jon Smith called the meeting to order at 4:32 pm.

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

Guests Present: Amber DeRizzo, Michelle Fugere-Brown, Lisa Cichy, Stacy Kleinschmidt, Lisa Hass, Karen Kleinschmidt, Susan Jaeger

- II. Select Chair

Nominations for HR/ Finance Committee Chair opened. Kevin Blake nominated Jon Smith, Jon Smith accepted.

MOTION by Brett Woller to close nominations and select Jon Smith as HR/ Finance Committee Chair. Second by Kevin Blake. Motion carried unanimously.

- III. Approval of [May 5, 2021 Finance/Human Resources Committee Minutes](#)

MOTION by Brett Woller to approve the May 5th, 2021 Finances/Human Resources Committee Minutes. Second by Kevin Blake. Motion carried unanimously.

- IV. Human Resources

- A. FY22 Salary & Wage Increases

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

Eddie Then presented the committee with the topic summary sheet. In 2018, a wage schedule was created for each employee type. At hire HR determines which step/lane each individual is placed on the schedule. For the last few years wage increases have been one percent following the CPI data published by WASB that is based on a state collective. 2.3% indicates the overall impact on the budget. Jon Smith stated Covid was extremely intrusive and if there is an opportunity to provide a stipend with ESSER Funds, we should research what surrounding school districts have done to compensate staff. The committee expressed that it should be fair to all staff despite the variety of experiences across the district and for those who worked through Covid and have stayed with the district. Directive to work on it for next month.

Eddie Then recommended a motion to forward to the full Board increases of 1% to the administrator, teacher, specialist, and support staff compensation plans as well as honor step and lane movements based on compensation plan and handbook requirements effective for the 2021-22 fiscal year increases of 1% for teachers and regularly employed support staff who are not on a compensation plan at this time.

MOTION by Brett Woller to forward to the full Board increases of 1.25% to the administrator, teacher, specialist, and support staff compensation plans as well as honor step and lane movements based on compensation plan and handbook requirements effective for the 2021-22 fiscal year increases of 1.25% for teachers and regularly employed support staff who are not on a compensation plan at this time. Second by Kevin Blake. Abstention by Kendra Osness. Motion carried unanimously.

MOTION by Brett Woller to forward to the full Board increases of 1.25% for teachers and regularly employed support staff who are not on a compensation plan at this time. Second by Kevin Blake. Abstention by Kendra Osness. Motion carried unanimously.

B. Administrator 403(b) Contribution Approval

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

Eddie Then presented the topic summary sheet to the committee, going forward the 403b contribution will be paid out every paid period and will not require an annual approval.

Eddie Then recommended a motion to forward to the full Board the approval of the annual 403(b) contribution for the 2020-2021 school year for all administrators in the amount of \$2,000 each.

MOTION by Brett Woller to forward to the full Board the approval of the annual 403(b) contribution for the 2020-2021 school year for all administrators in the amount of \$2,000 each. Second by Kevin Blake. Motion carried unanimously.

C. Mutual Modification of Administrator Contracts for the 2021-23 Contract

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

Eddie Then presented the topic summary sheet to the committee. This would be a change to administrator contracts in favor of the District so we are not struggling to manage operations while someone leaving the organization uses accumulated leave for reasons it was not intended for, restrictions would be in place when an administrator resigns. Administrators must sign the modified contract to receive upcoming increases.

Eddie Then recommended a motion to forward to the full Board the approval of the mutual modification changes as presented and make salary increases contingent upon acceptance for the 2021-23 contract cycle.

MOTION by Brett Woller to forward to the full Board the approval of the mutual modification changes to the administrative contracts as presented and make salary increases contingent upon acceptance for the 2021-23 contract cycle. Second by Kevin Blake. Motion carried unanimously.

D. Family Medical Leave Act (FMLA) Policy Review - Flexibility to Allow Time Beyond Requirements

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

Eddie Then presented the committee with the topic summary sheet to initiate discussion for the clarification and interpretation of the policy in regards to the birth of a child and the flexibility of the FMLA policy. No action taken, Dr. John Sample and Eddie Then will execute the policy as written and address each case as it arises.

E. Personnel Report - Standing Agenda Item

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

Eddie Then discussed the personnel report with the committee. Amber Derizzo has been sending out various offers. We retained nearly all aides that were hired as a result of covid and all rights to recall are complete. In the next week we will have a good pulse on ESSER Funds and staffing, being mindful that the candidate pools are becoming increasingly thin. A number of key interviews are happening and individuals will be placed according to need and skill set. There is a Systems Administrator interview happening tomorrow and a test will be administered. That test was given to the current technology staff collectively, they scored well and it provided feedback on the areas to look for in candidates for the

Systems Administrator position. If the search does not provide any qualified candidates, we may need to add a help desk technician and look at contracted resources.

V. Finance

A. Review Preliminary 2021-2022 Projected Budget and Options

A [topic summary sheet](#) from Eddie Then will be attached as soon as it becomes available.

Eddie Then presented the committee with the topic summary sheet. The normal budget adoption format required by the DPI utilizes the 6590 form. The key piece Eddie shared is a fund and project code analysis chart. Project codes serve the purpose of tracking specific revenues and expenses. A "000" project code is funding that is not tracked. Moving costs will be tracked with project code 121. Kendra Osness requested a key to the project codes and Kevin Blake asked that it be sent to the entire board. No Action taken, Eddie Then will present an approvable budget to the full board of Education at the June 16th board meeting.

B. Annual Food Service Contract Addendum

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

Eddie Then recommended a motion to approve the 2021-22 addendum to the Taher Food Service contract as presented.

Eddie Then would like to Table this topic until next month, Jim Madden from Taher will be sending the addendum. Although breakfast and lunch will be free, the district will continue to ask eligible families to fill out the free and reduced form for funding proposes.

MOTION by Brett Woller to table the approval of the 2021-22 addendum to the Taher Food Service contract . Second by Kevin Blake. Motion carried unanimously.

C. Dongle Purchase & Policy #6320 Review

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

Eddie Then presented the committee with the topic summary sheet. Dongles were not included in the approval of the new Macbooks but are a necessary purchase. Different models have been tested and we are close to making the final selection.

MOTION by Brett Woller to forward to the full Board the approval of the purchase of the dongles not to exceed \$20,000. Second by Kendra Osness. Motion carried unanimously.

D. Disposition of Computer Equipment

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

Eddie Then presented the committee with the topic summary sheet. The Technology department has looked at several scenarios for revenue and is requesting approval to sell our used Macbooks to staff and the community at a \$250 price point per device with any leftovers to be sent to the buyback company where we will be given \$345 for at least 70% of them. The Tech department will clear all the devices and handle the sale.

Eddie Then recommended a motion to forward to the full Board the approval to declare all current MacBooks as surplus defined in policy #7300 and approval for the administration to sell the devices and their relative components (dongles, power cords, etc.) as presented.

MOTION by Brett Woller to forward to the full Board the approval to declare all current MacBooks as surplus defined in policy #7300 and approval for the administration to sell the devices and their relative components (dongles, mouse, power cords, etc.) as presented. Second by Kendra Osness. Motion carried unanimously.

E. Facility and Transportation Updates

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

Dr John Sample presented the committee with the Facility Consolidation and Transportation Update topic summary sheet which will serve as a running document. On Monday May 17th he met with the Athens School District and identified \$21,600 worth of contents that Athens is willing to purchase. A transfer point for bussing will be established as a mutual courtesy between the Athens and Merrill district.

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, the Finance/HR Committee is up to date with their review.

No Discussion.

VII. Items for Next Meeting

Revisit snow days

Review and revision of the support staff comp plan

VIII. Adjournment

MOTION by Kendra Osness to adjourn. Second by Brett Woller. Motion carried unanimously. Meeting adjourned at 6:28 pm.