

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 - September 1, 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

Called the meeting to order at 4:32pm

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

Guests Present: Ron Liberty, Shannon Murray, Chad Krueger, John Miller, Paul Klippel, Rich Prange, and two members of the community.

- II. Approval of [August 4, 2021 Finance/Human Resources Committee Minutes](#)

MOTION by Kevin Blake to approve the August 4, 2021 Finance/Human Resources Committee Minutes, second by Kendra Osness. Motion carried.

- III. Human Resources

- A. Discuss Having an Application or Call In Number for Parents and Staff to Report Concerns

This was requested to be added by a Board Member at the August 18, 2021 Regular Board Meeting.

Discussion only.

The Committee discussed STOP IT App and P3 App. STOP IT App is a cost of \$2,923 per year and was suspended due to COVID. The intent of this app is to allow people to report violations of ethics or policy. Discuss proper training and education relating to the use of the APPS and having the compliance officers

market it appropriately. P3 is a free APP that allows all students and staff to report criminal related concerns straight to Law Enforcement . Plan to renew the STOP IT App contract.

B. Strength & Conditioning Program Instructor Selection

This was requested by the CTP Committee Members at the August 11, 2021 meeting to add to this agenda.

Discussion only.

John Miller and Shannon Murray presented on the history of the Strength & Conditioning program along with the process and availability of the program during the summer, school year, and the after school program.

The Committee discussed the reasoning of using community resources for these services in the past and the availability to in-season athletes, out-of-season athletes, and non-athletes, along with class availability and bringing the program back in-house due to staffing availability after the consolidation.

C. Friends of the Forest Proposal: Additional Staffing

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

Dr. John Sample and Eddie Then recommend a motion to forward to the full Board the approval of a full-time aide for the School Forest to be paid as a 50/50 split with the Friends of the School Forest.

Dr. John Sample and Edward Then presented information from the Friends of the School Forest. The prior position was part-time and cost approximately \$10,600 the first year and \$8,900 the second year.

The Committee discussed how this was a reverse conversation from last spring; classroom teachers being present did not eliminate the need for an aide. The Committee is looking for more information. Discussed the interview process for this position to involve Mr. Noland and representatives of the Friends of the Forest.

Paul Klippel inquired whether the classroom teacher is required to go to the School Forest. Discussion regarding classroom teachers taking PTO days and that we can't count on volunteers to do the hands-on and curriculum. The Friends of the Forest would reassess this position every year prior to committing to continue to provide funding.

Another member of the Friends of the School Forest stated the School Forest had a lot of turnover and employees had no incentive to stay. Mr. Noland needs

someone to participate in delivering the curriculum. It would not have been safe to have kids at the School Forest and doing some of the activities without extra adult support. Teachers should be there to coordinate the classroom and curriculum of the school forest and assist with knowledge of students. Friends of the Forest have looked at internship options, but feel the consistency over time would be more beneficial.

Rich Prange discussed how preparation is extensive especially when you need to adjust for weather, etc. The Friends of the Forest want this position to be a worthwhile job to have.

Mr. Then discussed looking at full-time aide, District cost would be approximately: \$22,500 (50% of cost) and the process of an MOU.

MOTION by Kevin Blake to forward to the full Board of Education the approval of a full-time aide for the School Forest to be paid as a 50/50 split with the Friends of the School Forest. Second by Kendra Osness. Motion carried unanimously.

D. 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 September 1, 2021.

The Committee discussed the vacant psychology position and options for coverage of tasks that have historically been completed by a psychologist and options of utilizing online services.

IV. Finance

A. Referendum Survey Preparation

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

Dr. John Sample and Edward Then presented a draft survey and informed the committee that School Preseptions will be in person at the next board meeting.

The Committee discussed the draft survey how it related to the mill rate and students going to BVA, keeping them in the district. Along with specific details and wanting all information to use the same timeline. Discussed that student enrollment is decreasing even with Referendum, cuts may still need to be made. The committee requested that the administration provide a scenario if not passed.

MOTION by Kendra Osness to forward to the full Board of Education the approval of the Referendum Survey Preparation with the options of funding support to include: \$0.0 million/year (would not support any referendum), \$2.5 million/year,

\$3.25 million/year, \$3.75 million/year and I don't know/need more information.
Second by Brett Woller. Motion carried unanimously.

B. Strategic Plan 2020-2023 Revisited

Please see the attached current [Strategic Plan](#).

MOTION by Kevin Blake to table this topic until next month, second by Kendra Osness. Motion carried unanimously.

C. Cash Flow Borrowing

A topic summary sheet from Edward Then will be provided as soon as it becomes available. Please see the attached [topic summary sheet](#).

MOTION by Kendra Osness to forward to the full Board of Education the approval of the Cash Flow Borrowing for FY22 in amount not to exceed \$6,400,000; issuance of taxable tax and revenue anticipation promissory notes; and participation in the PMA Levy and Aid Anticipation Notes (PLANN) Program. Second by Brett Woller. Motion carried unanimously.

MOTION by Kendra Osness to forward to the full Board of Education the approval of Edward Then as the acting fiscal agent for MAPS regarding signatures required on the day of the offering and other documentation relating to this borrowing. Second by Brett Woller. Motion carried unanimously.

D. Facility and Transportation Updates

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

Informational only.

 Dr. John Sample presented a recap from the Facilities Committee meeting.

The Committee discussed online registration and an option to supplement the online process or an open house in July for next year. Table top drill this winter to relook at the current transportation/enrollment situation.

V. Technology (Operations)

A. Technology Update

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 items for review at this time.

VII. Items for Next Meeting

- A. Strategic Plan 2020-2023 Revisited
- B. Technology (Operations)

VIII. Adjournment

MOTION by Brett Woller to adjourn. Second by Kendra Osness. Motion carried unanimously.

Meeting adjourned at 6:12 pm.