

**Merrill Area Public Schools
HR/Finance Committee Meeting
November 9, 2022 Minutes**

The meeting was called to order by Brett Woller at 5:00pm in the Central Office Board Room. Board Members present – Kevin Blake, Kendra Osness, Shannon Murray, Dr. Kelley Strike, Maria Volpe and Brett Woller - all present.

Also in attendance - Jacqueline Gremler

Public Comments to the Committee / General Subject Matter Discussion - none were presented.

Motion by Kendra Osness, second by Maria Volpe to approve the [October 5, 2022, Finance/Human Resources Committee Minutes](#). Motion carried unanimously.

Finance:

(A) Purchasing Procedures

Please see the attached [topic summary sheet](#) from Dr. Kelley Strike. Dr. Kelley Strike shared some budget review documents from Forecast 5. Kelley will share full report in topic summary and a monthly basis. Report (10 & 27) will be reviewed with Kelley highlighting any significant differences in budget to expense.

(B) Budget Monthly Review

Dr. Kelley Strike presented a report available in Forecasts and showed other options also available. She asked for opinions of which they preferred. Dr. Kelley Strike will upload the report each month for discussion. Forecasting tools, Track monthly expenditures, Comparisons on budgeted amount vs actual expenditures.

(C) Policy 6610 Student Activity Fund

Motion by Kevin Blake, second by Kendra Osness to forward Policy 6610 Student Activity Fund to the full Board for approval. Motion carried unanimously.

(D) Referendum Update

The November 8, 2022 operational referendum did not pass. A referendum can only be brought to vote two times per calendar year. April 2023 is the next opportunity for a future referendum. As a result of two failed referendums, MAPS is limited (“frozen”) to a \$10,000 per member low revenue ceiling for the [next three school years](#): 2023-24, 2024-25, and 2025-26. Discussion regarding next steps included beginning preparations for the 23-24 budget to include consideration of declining enrollment, no referendum for 23-24, and loss of ESSER funds. Future referendum approach will be considered after reviewing this information over the next couple of months.

Maria Volpe left the meeting early at 5:20pm

Human Resources

(A) Personnel Report

Discussion regarding contents of Personnel report: Closed session for resignations will only be determined if the board has a need to know information that may have potential impact on district. The exit survey information will be provided for all other reasons of resignation. Administration, Professional Staff, and Support Staff will continue with the same format on the report. Coaches and advisors will be shared each season as an informational item as policy does not require board approval. Temporary employees such as student workers will not be listed in the report. Transfer will continue to be included. The report will also provide hiring status updates such as interview dates, offer extended, etc.

Standing Agenda Item For Policy Review by Finance/HR Committee

[Policy 8310.01 Public Records Fee Schedule](#)

[Policy 8325 Receipt of Legal Documents by District Employees](#)

Reviewed by committee and there were no changes necessary.

Items for Next Meeting:

23-24 Budget Preparation and Planning

Motion by Kendra Osness, second by Maria Volpe to adjourn at 5:50 p.m. Motion carried unanimously.