

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 - January 6, 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/cmf-bjir-zcy?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 4:35pm.

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

Present Virtually: John Miller and several other guests

Guests Present: Ron Liberty

- II. Approval of [December 2, 2020 Finance/Human Resources Committee Minutes](#)

MOTION by Kevin Blake to approve the December 2, 2020 Finance/Human Resources Committee Minutes, second by Maria Volpe. Motion carried unanimously.

- II. Human Resources

- A. FMLA Policy Discussion: Allowance of Remote Work During FMLA Leave

Please see the attached [topic summary sheet](#) from EddieThen

Eddie Then recommended a Motion to approve the additional flexibility language (in orange) for both the Support Staff and Professional Staff FMLA policies, namely policies #3430.01 and #4430.01, as presented.

Eddie Then presented the topic summary sheet to the committee stating that the allowance of remote work during FMLA is intended for leave that is unforeseeable and not planned. Additional language was added to the policy allowing flexibility at the administration level, to make decisions when it is medically necessary and appropriate to utilize remote work. Staff members may request the ability to work remotely for up to fifteen days prior to being required to take FMLA, being cognizant that after 20 days a sub would be eligible for long term sub pay.

MOTION by Maria Volpe to approve the additional flexibility language (in orange) for both the Support Staff and Professional Staff FMLA policies, namely policies #3430.01 and #4430.01, as presented. Second by Brett Woller. Motion carried unanimously.

B. FFCRA Leave Expiration

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

Eddie Then recommended a Motion to approve the limited continuance of leave provisions under the FFCRA and EFMLA through June 30, 2021 for all employees who have unused time as presented.

Eddie Then presented the committee with the topic summary sheet regarding FFCRA leave. The Act ended 12/31/2020 and employers can opt to extend it.

MOTION by Brett Woller to approve the limited continuance of leave provisions under the FFCRA and EFMLA through June 30, 2021 for all employees who have unused time as presented. Second by Kevin Blake. Motion carried unanimously.

C. Upcoming Handbook Process & Reminder for Input

Eddie Then reminded the committee that if any board member has input to be considered for the upcoming handbook process to please send him the recommendations.

D. Athletic Training Service Provider Proposal

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

John Miller recommended a motion to forward to the full Board the approval of Marshfield Clinic as the Athletic Training Service provider for Merrill Area Public Schools, starting January 1, 2021.

John Miller presented the committee virtually. John sent requests for bids to four providers. Marshfield Clinic is able to provide an Athletic Trainer that would commit

30 hours at no cost to the District. John again recognized the time and relationship that the District has had Anthony Gerlach over the past 25 years.

MOTION by Kevin Blake to forward to the full Board of Education the approval of Marshfield Clinic as the Athletic Training Service provider for Merrill Area Public Schools, starting January 1, 2021. Second by Maria Volpe. Motion carried unanimously.

E. Personnel Report - Standing Agenda Item

Please see the attached most current [personnel report](#).

Eddie Then presented the committee with the personnel report, highlighting the HR secretary's resignation. We currently have nine applicants that will be reviewed on Friday.

IV. Finance

A. NEOLA Policy Revisions - Special Release EDGAR 2.0
[REVISED Policy 6325 Procurement - Federal Grants/Funds](#)

Please see the attached [overview](#) from NEOLA regarding the suggested revisions of these two policies. This policy was approved at the December 16, 2020, Regular Board Meeting; however, there were some options that needed to be looked at and decided upon yet.

Brian Dasher recommended a motion to forward revised Policy 6325 Procurement - Federal Grants/Funds, with recommendations, to the full Board as a second reading.

Brian Dasher reviewed with the committee the revisions that were discussed in length at December's HR/Finance committee meeting with no changes to the recommended selections.

MOTION by Maria Volpe to forward revised Policy 6325 Procurement - Federal Grants/Funds, with recommendations, to the full Board of Education as a second reading. Second by Brett Woller. Motion carried unanimously.

B. Update From Facilities for Expenses for Moving and Repurposing Jefferson Building

Dr John Sample stated that we will do the move as economically as possible. The biggest hurdle to overcome is the repurposing of the building, as razing it would have a cost. The Facilities Committee will be prepared with an update by May.

MOTION by Jon Smith to table discussion regarding moving and repurposing Jefferson expenses until the facility committee takes actionable steps. Second by Brett Woller. Motion carried unanimously.

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 on the agenda, the Committee will review the following policies:

A. [6450](#) - Local Purchasing

Brian Dasher stated Policy 6450 requires no revisions

B. [8141](#) - Required Reporting of Staff Conduct

Eddie Then stated Policy 8141 reflects state statute and requires no revisions.

C. [8442](#) - Reporting Accidents

Eddie Then stated Policy 8442 requires no revisions and a process will be put in place to confirm that injured employees have called the Medicare nurse hotline to report an accident and are aware of the consequences of not doing so.

VI. Policy Review for Next Meeting

A. [8330.01](#) - Unauthorized Acquisition of Staff Personal Information

B. [8680](#) - Bus Services Contracts

VII. Items for Next Meeting

Benefit Education Committee Meeting discussion update regarding the employee survey results and an updated loss ratio.

VIII. Adjournment

MOTION by Maria Volpe to adjourn, second by Kevin Blake. Motion carried unanimously. Meeting adjourned at 5:36pm.