

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 - October 31, 2018

4:30 PM

BOARD ROOM

MAPS Central Administration Building

(1111 N. Sales Street, Merrill, Wisconsin)

Minutes

I. Call to Order and Roll Call

Jon Smith called the meeting to order at 4:35pm.

Present: Kevin Blake, Brian Dasher, Eric Geiss, Cindy Heinz, Dr. John Sample and Jon Smith

Guest: Keshia Mashak, Michael Lind, Dale Bergman and John Hagemeister

Late: Brett Woller arrived at 4:41pm

II. Approval of [October 3, 2018 Finance/Human Resources Committee Minutes](#)

Motion by Eric Geiss to approve the October 3, 2018 Finance/Human Resources Committee Minutes, motion seconded by Kevin Blake. Motion carried unanimously.

III. BVA Music Teacher FTE Increase

Please see the [attached information](#) and [topic summary sheet](#) from John Hagemeister.

John Hagemeister explained the rationale to increase the FTE of the BVA Music Teacher position to the committee.

Motion by Eric Geiss to increase the contract FTE from .33 to .66 to the BVA Music teaching position, as presented by John Hagemeister, motion seconded by Kevin Blake. Motion carried unanimously.

IV. Switch Proposals

Keshia Mashak provided the committee with the background for the Switch Upgrade Proposal, as well as the current status of the 3 quotes that have been received.

Michael Lind provided the committee a detailed listing of what would be covered by the refresh project.

Keshia Mashak informed the committee that the 16/17 grant funds need to be spent by the end of November in order to be eligible to receive reimbursement. There are also 17/18 grant funds available to use, if approved.

Motion by Kevin Blake to take to the whole Board for consideration, with a not to exceed of \$280,000, the switch upgrade proposal as presented, motion seconded by Eric Geiss. Motion carried unanimously.

V. Review of Policy 6320 (Purchasing)

Brian Dasher provided the committee an overview of the research that has been conducted in reviewing the current district policy compared to the policies that are being used by other districts in regards to purchasing.

Keshia Mashak provided the committee with a copy of the current 6320 policy and 6320A guideline. The committee discussed possible language changes.

Brian Dasher explained 6320C1 - bidding procedure to the committee, including RFP process and what items require the district to go out to competitive bid. The committee discussed 6450 - local purchasing policy.

Jon Smith provided the committee with Purchasing Policy handout. The committee discussed the talking points of the handout and how it aligns with current procedures as well as what it could like in the future.

Brian Dasher presented the Wisconsin Record Retention Schedule. The committee discussed current processes being used by the district.

The committee agreed to move forward with making the simple language adjustments to the affected policies to be forwarded to the November 28th Policy Committee. Administrative guidelines will be worked on and hopefully presented at the December board meeting.

VI. Cash Handling Procedures

Jon Smith provided the committee with MAPS Cash/Check Management Discussion and MAPS Affiliated Organization Cash/Check Management Discussion handouts. The committee discussed these handouts and how they aligned with current procedures along with areas of concern that will need to be addressed, including staffing and the impact to Booster Clubs.

The committee agreed to make setting up a proper cash handling standard a standing agenda item for future HR/Finance committee meetings.

VII. Standing Agenda Item for Strategic Planning - Nexus and WASB

John Sample provided the committee an update in regards to the support that can be provided by Nexus along with the Administrative recommendation that Nexus does meet the district needs.

Jon Smith provided a recap of the discussion that took place during the last committee meeting. The committee discussed using Nexus to develop a strategic plan and to focus on development of a best practice model versus a tiered model.

Motion by Brett Woller to take the recommendation to the full board to develop an ongoing relationship with Nexus to support the district with a strategic plan, motion seconded by Kevin Blake. Motion carried unanimously.

VIII. Proposal from M3 for Financial Wellness Services

Brian Dasher provided the committee an overview of the struggles that the district is having with our current 3rd party administrator for staff 403(b) plans. The committee discussed the proposal from M3. Their financial wellness services option does include 403(b) planning along with overall financial wellness at a personal level. Brian Dasher will present this information to the Benefits Committee and will finalize details that will be brought back to this committee in December.

IX. Consideration of Possible Second Cash Flow Borrowing

Brian Dasher provided the committee with an explanation of the cash flow borrowing computation worksheet. He also explained the current balance in the general fund and what is projected in the cash flow forecast. He is currently looking to set up a second \$1 million line of credit to be used for emergency purposes. The committee discussed the terms of the borrowing and the maximum amount that is allowed to be borrowed.

Motion by Jon Smith to recommend to the board to pursue a second cash flow borrowing, not to exceed \$1 million, motion seconded by Kevin Blake. Motion carried unanimously.

X. Items for Next Meeting

Standing agenda items

Recommendation documents for superintendent evaluation tool

Items requested by the Board (employee benefits liability policy, morning milk program, PEER Mentoring for funds, annual independent auditing for finance, and Maple Grove syrup labeling)

XI. POSSIBLE MOTION to adjourn into executive (closed) session pursuant to Wisconsin Statutes under Sections 19.85 (1)(e) deliberating or negotiation of the

purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The purpose of the closed session is to have a discussion regarding the renewal of the Kid's Kingdom Day Care lease.

Motion by Kevin Blake to adjourn into executive (closed) session pursuant to Wisconsin Statutes under Sections 19.85 (1)(e) deliberating or negotiation of the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The purpose of the closed session is to have a discussion regarding the renewal of the Kid's Kingdom Day Care lease, motion seconded by Eric Geiss. Motion carried unanimously. Meeting adjourned into executive closed session at 6:35pm.

Motion by Eric Geiss to adjourn closed session, motion seconded by Kevin Blake. Motion carried unanimously. Close session adjourned at 6:57pm.

XII. Motion to Reconvene into Open Session

Motion by Eric Geiss to reconvene into open session, motion seconded by Kevin Blake. Motion carried unanimously.

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The committee did not take any action on items discussed during closed session.

XIII. Adjournment

Motion by Eric Geiss to adjourn, motion seconded by Kevin Blake. Motion carried unanimously. Meeting adjourned at 6:57pm

IT IS ANTICIPATED THAT A QUORUM OF SCHOOL BOARD MEMBERS MAY BE PRESENT AT THIS COMMITTEE MEETING. HOWEVER, NO BOARD MEETING WILL BE CONVENED AND NO BOARD ACTION WILL BE TAKEN.