

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 - December 5, 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, Jon Smith and Brett Woller

Guests - Keshia Mashak, Gerald Beyer, John Eickholt (DAPES), Nubs Ashbeck

II. Approval of [October 31, 2018 Finance/Human Resources Committee Minutes](#)

Motion by Kevin Blake to approve the October 31, 2018 Finance/Human Resources Committee Minutes, motion seconded by Dr. John Sample. Motion carried unanimously.

III. Superintendent Evaluation Tool

Attached is the current [tool](#) being used for the Superintendent's evaluation. This was discussed at the October 24, 2018 Regular Board Meeting and the Board asked for this to go the Finance/HR Committee.

The Committee will review the My Learning Plan and other models; as well as, a [timeline for evaluations](#). John Eickholt, from My Learning Plan, will be here to give about a 20-minute presentation about My Learning Plan for District Administrators. Here are handouts from Mr. Eickholt: [DAPES Presentation](#), [DAPES Information Sheet](#) and [DAPES Benefits](#).

Gerald Beyer introduced John Eickholt from Cesa 6.

John Eickholt presented the DAPES presentation. The committee discussed the limitations and benefits of implementing the program along with the need for training to utilize this program properly. This is an ongoing process that will take one year to get to the evaluation. John Eickholt suggested checking with the Potosi Schools to see how they utilize the program.

Motion to forward DAPES evaluation tool to the full Board for the purchase and implementation by Brett Woller, motion seconded by Kevin Blake.
Motion carried unanimously.

IV. Employee Benefits Liability Policy

It was at a Board member's request to add this to the agenda for further explanation. Please see the attached [topic summary sheet](#) from Brian Dasher.

No discussion took place.

V. Morning Milk Program Participation

It was at a Board member's request to add this to the agenda for further explanation and what the qualifications are to receive this. Please see the attached [topic summary sheet](#) from Brian Dasher.

No discussion took place.

VI. PEER Mentoring Program Participation and Qualifications

It was at a Board member's request to add this to the agenda for further explanation and what the qualifications are to receive this. Please see the attached [topic summary sheet](#) from Gerald Beyer.

No discussion took place and no action needs to be taken.

VII. Independent Auditing Update

It was at a Board member's request to add this to the agenda for further Explanation. Please see the [attached topic summary sheet](#) from Brian Dasher.

The committee discussed independent auditing procedures.

VIII. General Liability for Selling Maple Syrup at Maple Grove

It was at a Board member's request to add this to the agenda for further explanation. Please see the attached [topic summary sheet](#) from Brian Dasher.

The committee discussed the general liability for selling Maple Syrup at Maple Grove. Brian Dasher is still researching. This item will be tabled to the next meeting.

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

Brian Dasher informed the committee that December 18th will be the kickoff meeting to develop a steering committee, timeline and overview of the Strategic Planning process.

X. Standing Agenda Item - Proper Cash Handling Standard

Please see the attached [topic summary sheet](#) from Brian Dasher.

Brian Dasher discussed the building and administration guidelines and is looking for board and school building input. The projected time frame is to have approval of policy to the policy committee by the end of January, with implementation in February.

XI. Annual Independent Auditing for Finance

It was at a Board member's request to add this to the agenda for further explanation about how the auditing process works and what the auditing firm does for us. Please see the attached [topic summary sheet](#) from Brian Dasher.

This is a duplicate (VII)

XII. RevTrak Online Payment Service Fees

Please see the attached [topic summary sheet](#) from Brian Dasher.

Informational only.

No discussion took place.

XIII. Proposal to Increase Building Secretary Hours

Please see the attached [topic summary sheet](#) from Brian Dasher.

I recommend a motion to forward to the full Board and increase the identified positions to 8 hours per day.

Motion to forward to the full Board and to increase the identified positions to 8 hours per day by Eric Geiss, seconded by Brett Woller. Motion carried unanimously.

XIV. Merrill Police Department School Resource Officer Memorandum of Understanding

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

I recommend a motion to forward to the Board for approval of the Merrill Police Department School Resource Officer Memorandum of Understanding for January 1, 2019 through June 30, 2019.

The committee discussed the attached topic summary sheet.

Motion to forward to the Board for approval of the Merrill Police Department School Resource Officer Memorandum of Understanding for January 1, 2019 through June 30, 2019 by Kevin Blake, seconded by Brett Woller. Motion carried unanimously.

XV. BVA Music Teacher FTE Increase

Please see the attached [updated topic summary sheet](#) from John Hagemeister. This is being brought back to the Committee because there was not an effective date for the increase on the last topic summary sheet, nor was it in the motion. Because Mr. Hagemeister wants the effective date to be retroactive, we need this to be brought back to the Board so that they have that information.

Motion by Eric Geiss to take to the Board the contract increase of .33 FTE to .66 FTE for the BVA Music teaching position and to be retroactive to the beginning of the 2018-2019 contract year. Motion seconded by Kevin Blake. Motion carried unanimously.

XVI. 2019-2020 Preliminary Budget Forecast

Please see the attached [topic summary sheet](#) from Brian Dasher.

I recommend a motion to forward to the full Board for adoption of the 2019-2020 preliminary budget forecast as presented.

Brian Dasher discussed the Preliminary Budget Forecast. At this time it is not ready to send to the Board, tabled until January.

XVII. Lease Proposal for iPad Refresh (moved to IV)

When this information becomes available, it will be shared with the committee. If it's not here by December 5, 2018, this item will be tabled.

Keshia Mashak discussed wear and tear on current iPads and her meeting with Apple. Keshia Mashak provided the Committee with the lease proposal details for the iPad

refresh. In the future Keshia Mashak will be bringing the IT items to the CTP meetings for approval.

Motion to bring to the Board for approval the iPad Refresh as outlined in the quotes by Eric Geisse, motion seconded by Kevin Blake. Motion carried unanimously.

XVIII. Items for Next Meeting

Standing agenda items

General Liability for Selling Maple Syrup at Maple Grove
2019-2020 Preliminary Budget Forecast

Next meeting is January 9th at 4:30pm

XIX. Adjournment

Motion by Eric Geiss to adjourn, motion seconded by Kevin Blake. Motion carried unanimously. Meeting adjourned at 6:34pm