

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 - February 6, 2019

4:30 PM

BOARD ROOM

MAPS Central Administration Building

(1111 N. Sales Street, Merrill, Wisconsin)

MINUTES

I. Call to Order and Roll Call

II. Jon Smith called the meeting to order at 4:39pm

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

Absent: Eric Geiss

II. Approval of [January 9, 2019 Finance/Human Resources Committee Minutes](#)

Motion by Brett Woller to approve the January 9, 2019 Finance/Human Resources Committee Minutes, motion seconded by Kevin Blake. Motion carried unanimously.

III. Overview of Personnel Reports

Cindy Heinz provided the committee with an overview of the current exit interview feedback provided to the Board at the end of the school year. The committee discussed collecting data for the past three years so that trends can be analyzed. Cindy Heinz will provide an update on this to the entire Board through her monthly update.

IV. Proposal to Establish an Assigned Fund Balance for the Fab Lab

Brian Dasher provided the committee with an overview of donations received and recommended that any allocated monies be assigned to its own fund balance for the Fab Lab to use in future years. The committee discussed if this would impact aide and other contingencies. Upon further discussion it was decided to postpone this decision to give

administration additional time to develop a proposal for allowing other departments and buildings to carryover over unused budget allocations in to subsequent fiscal years.

V. Review of Proposed Purchasing Policy

Brian Dasher provided the committee with the changes to the purchasing and bidding policy and reviewed the Contracts and Services recurring list. Mr. Dasher also updated the committee that the next phase of the overhaul to District purchasing procedures is exploring software that would enable the District to create, advertise and manage RFP's online.

Motion to approve and forward the Proposed Purchasing Policy to the Policy Committee by Brett Woller, motion seconded by Kevin Blake. Motion carried unanimously.

VI. Standing Agenda Item - Proper Cash Handling Standard

Brian Dasher presented to the committee the changes to the Monies in Buildings Policy. Brian Dasher is working on a form to reconcile Fee Management and Cash Receipts in Skyward. He presented the form to the committee. Brian Dasher is looking at RFP's that would be maintained online.

Motion to forward the Monies in Buildings Policy to the policy committee by Kevin Blake and seconded by Brett Woller. Motion carried unanimously.

VII. Items for Next Meeting

Assigned Funds for Fab Lab
Fab Lab budget aside from referendum for long term plans, structure
Standing Agenda Item - Proper Cash Handling Standard

VIII. Adjournment

Motion to adjourn by Kevin Blake, motion seconded by Brett Woller. Motion carried unanimously.

Meeting adjourned at 5:48pm.