

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 - July 3, 2019

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 4:30pm

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

Guest: John Miller

II. Approval of [June 5, 2019 Finance/Human Resources Committee Minutes](#)

MOTION by Kevin Blake to approve the June 5, 2019 Finance/Human Resources Committee Minutes, second by Brett Woller. Motion carried. Maria Volpe and Eddie Then abstained.

III. Approval of Updated Coaches Handbook

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

John Miller provided an overview of the Topic Summary Sheet, including the recommended updates of changing the educational requirement of student athletes, changing the coaches current key deposit process, and modify the key return process. He also explained the importance for adding a district review process and insuring each coach has signed off verifying they have reviewed and understand the Coaches Handbook on an annual basis.

John Miller will provide the committee members and board members with an electronic copy of the updated Coaches Manual.

This item is tabled until next month to provide the committee an opportunity for review.

IV. FY20 Budget Update
A. [2019-20 Contracts and Services](#)

Brian Dasher provided the committee with the FY20 Budget Comparison, including explanations of line items, items that may still change, impact of budget carry overs and the need for revision to reflect the approval of the Governor's budget.

Brian Dasher provided the committee with an overview of the 18-19 Budget Report, including the forecast details, an overview of items that had an impact, an explanation of changes between the 18-19 and the 19-20 budgets and the benefits of utilizing a new feature in Skyward - Insurance Tracker.

Brian Dasher will present a revised FY20 Budget in October 2019.

V. Discussion of STOPIT Incident Reporting Tool

Brian Dasher provided the committee with an overview of the new anti-bullying tool, including the benefits of using STOPIT, the options individuals have to report incidents anonymously, the cost of the app, and a proposed implementation and training plan.

VI. College and Career Planning Specialist Position Increase for 2019-2020 from .80 FTE to 1.0 FTE

Please see the attached [information](#) from John Hagemeister.

John Sample provided the committee with the rationale for making the FTE change for the College and Career Planning Specialist position.

MOTION by Kevin Blake to forward to the full board for approval to increase the College and Career Planning Specialist Position for 2019-2020 from .80 FTE to 1.0 FTE, second by Maria Volpe. Motion carried unanimously.

VII. Approval of Five (5) Days Vacation to Activities Director's 240-Day Contract

John Sample provided the committee with the rationale for approving of Five (5) Days Vacation to Activities Director's 240-Day Contract.

MOTION by Kevin Blake to take to the full board for approval the adding of Five (5) Days Vacation to Activities Director's 240-Day Contract, second by Brett Woller. Motion carried unanimously.

VIII. Discussion of Salary Schedule Placement Process for New Hires

Brian Dasher provided the committee with an overview of the history behind the current salary placement process of new hires, along with a review of the original development of the Teacher Compensation Plan.

The committee discussed creating a placement structure for new staff to be based off of education and years of experience, to be placed within their initial job offer. The committee discussed exceptions to the placement structure along with the review and sign off process.

IX. 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. [Draft Balanced Budget Policy](#)
Brian Dasher proposed a balanced budget policy to be forwarded onto the Policy Committee.
- B. [Draft Fraudulent Impersonation Policy](#)
Brian Dasher proposed the need to adopt this policy, along with providing the committee with an overview.
- C. [Policy 3120 - Employment of Professional Staff](#)
- D. [Policy 4120](#) - Employment of Support Staff
- E. [Policy 3120.01](#) - Job Descriptions (Professional Staff)
- F. [Policy 4120.01](#) - Job Descriptions (Support Staff)
- G. [Policy 6210](#) - Fiscal Planning
- H. [Policy 6220](#) - Budget Preparation
- I. [Policy 6230](#) - Budget Hearing
- J. [Policy 6231](#) - Budget Implementation

Policies C-J to be tabled for the next meeting.

X. Items for Next Meeting

Review Policies C-J on agenda item IX

Review contracts, employment letters, MOU's and Handbook language

Updated Coach's Handbook

XI. Adjournment

MOTION by Maria Volpe to adjourn, seconded by Kevin Blake. Motion carried unanimously. Meeting adjourned at 6:15pm