

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 - September 4, 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 4:37pm.

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

Guests: Dale Bergman, Nubs Ashbeck and Linda Yingling

II. Approval of [August 8, 2019 Finance/Human Resources Committee Minutes](#)

MOTION by Maria Volpe to approve the August 8, 2019 Finance/Human Resources Committee Minutes, second by Kevin Blake. Motion carried unanimously.

III. Process for Hiring Coaches and How Salaries are Decided

Brian Dasher discussed the process of the salary schedule, hiring coaches and how their salaries are determined. Edward Then recommended a review of this process, along with a review of the coach evaluations. A recap goal is set for spring 2020. Linda Yingling left the meeting at 5:12pm.

IV. Non-Renewal Process Discussion & Expectations

Edward Then discussed with the committee the non-renewal process and expectations. Edward Then has met with each Principal and discussed that this procedure should build trust and culture. After the next Cabinet meeting, a rough draft will be presented. Nubs Ashbeck left the meeting at 5:23pm.

V. Compliance Officer Designation for Harassment Policies

Edward Then presented the roll of the Compliance Officer Designation for Harassment Policies. It was determined that the policy will be reviewed with the Cabinet to ensure integrity and brought back to the Committee next month.

VI. Teacher / Support Staff Handbook Discrepancy - PTO Days Allowed

Edward Then recommended the Teachers Handbook and Support Staff Handbook should be consistent regarding the PTO Days allowed.

MOTION by Kevin Blake to standardize the two handbooks and make the change from 2 to 3 days without a doctors note, second by Maria Volpe. Motion carried unanimously.

VII. Consideration of Refinancing Debt

Brian Dasher provided the committee with an overview of the proposals for refinancing existing debt. Brian Dasher provided the option to refinance or to restructure payments and asked the committee for recommendations.

MOTION by Maria Volpe to refinance the WRS prior service liability loan, second by Brett Woller. Motion carried unanimously.

VIII. [Smarter School Spending Framework](#) Update

Brian Dasher provided the committee with an overview of the Smarter School Spending Framework, which should tie in to the strategic plan and the current year's score card. Work is being done on a continuous improvement plan to bridge the gap between the student achievement goals and our current achievement levels.

Brian Dasher proposed further discussion during the October 2019 committee meeting to adopt the 2020-2021 budget principles.

IX. [FY19 Audit and Budget Update](#)

Brian Dasher provided the committee with an overview of the FY19 Audit and Budget Update. The audit was clean and went smoothly with no findings.

X. E-Funds/Cash Handling Update

Brian Dasher discussed with the committee the E-Funds/Cash Handling. The update will roll out to each building, and to be implemented by October 1, 2019.

- XI. Teacher Substitute Compensation Plan
 - A. [Area Teacher Substitute Pay Rates](#)
 - B. [Sub Teacher Fill Rate History](#)

Brian Dasher presented to the committee after further review from the prior year, the Teacher Substitute Compensation Plan and Fill Rate History.

This item is tabled to provide the Cabinet an opportunity for further review of additional options.

- XII. Standing Agenda Item For Policy Review by Finance/HR Committee

Policies 7300 Disposition of Real Property and 7310 Disposition of Personal Property

Policy Committee recommended at its August 13, 2019 meeting that Policies 7300 Disposition of Real Property and 7310 Disposition of Personal Property be combined.

NEOLA's [Revised Policy 7300 Disposition of Real Property](#)
NEOLA's [Revised Policy 7310 Disposition of Personal Property](#)
[Revised Combined Policies 7300/7310 Disposition of District Property](#)

Dale Bergman removed common language and placed policies into one document.

MOTION by Brett Woller to forward combined Policies 7300/7310 Disposition of District Property to the full board for approval with no second reading by committee, second by Kevin Blake. Motion carried unanimously.

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. [3120.06](#) - Selecting Student Teachers/Administrative Interns
No changes

B. [3120.08](#) - Employment of Personnel for Co-Curricular Activities
Jon Smith, Edward Then and Maria Volpe discussed interest in language changes and code of conduct consistency as well as adding a handbook acknowledgment. Tabled to next Committee Meeting.

C. [3120.09/4120.09](#) - Volunteers
Jon Smith discussed the frequency of background checks. Edward Then stated that BIB's are maintained in the Human Resources Department and shared with the Athletics Department, including the three year expiration dates for each individual. No changes.

D. [6110](#) - Federal Funds
No changes

E. [6111](#) - Internal Controls
Maria Volpe discussed personally identifying information controls and how to protect this information. Brian Dasher notified the committee that all information is restricted to certain staff and locked with required codes for printing. Tech is looking into utilizing encrypted emails. No changes.

F. [6112](#) - Cash Management of Grants
No changes

G. [6114](#) - Cost Principles - Spending Federal Grants
No changes

XIII. Policy Review for Next Meeting

- A. [3121/4121](#) - Criminal History Check
- B. [3122/4122](#) - Nondiscrimination and Equal Employment Opportunity
- C. [3122.01/4122.01](#) - Alcohol and Drug-Free Workplace
- D. [3122.02/4122.02](#) - Nondiscrimination Based on Genetic Information of the Employee
- E. [6231](#) - Budget Implementation
- F. [6235](#) - Fund Balance
- G. [6236](#) - Balanced Budget

XIV. Items for Next Meeting

- A. Non-Renewal Process Discussion & Expectations
- B. Compliance Officer Designation for Harassment Policies
- C. [Smarter School Spending Framework](#) Update
- D. Teacher Substitute Compensation Plan

XV. Adjournment

MOTION by Jon Smith to adjourn, second by Maria Volpe. Motion carried unanimously. Meeting adjourned at 6:57pm