

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 - November 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 –

Jon Smith called the meeting to order at 4:33pm

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

Guests: Linda Yingling, Norbert Ashbeck, approximately 15 guests from the public and Administration.

II. Approval of [October 2, 2019 Finance/Human Resources Committee Minutes](#)

MOTION by Maria Volpe to approve the October 2, 2019 Finance/Human Resources Committee Minutes, second by Kevin Blake. Motion carried unanimously.

III. Smarter School Spending Framework Update

Dr. John Sample opened the discussion. Brian Dasher gave an overview of the Smarter School Spending Framework, detailing the phases regarding communication, instructional goals/priorities, student data, and the evaluation of strategies. The Data Leadership Academy will review goals and continuous improvement plans. Brian Dasher will look at the instructional priorities over the next few months to determine the academic return on investment. Work will continue at another Data Leadership meeting in December 2019 to unite the academic and financial fiscal operations.

IV. Historical Trend of Expenditures vs. Enrollment

Jon Smith presented the historical trends of the 3rd Friday Count and the three-year average, both of which are declining. Brian Dasher discussed why the base revenue decreases by approximately \$500,000 each year.

V. Preliminary Discussion Regarding the Potential Consolidation of Maple Grove Elementary School into the Three In-Town Elementary Schools

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

Dr. John Sample discussed the potential consolidation of Maple Grove Elementary School into the other elementary schools. Dr. Sample mentioned that the ability to keep four elementary buildings is diminishing greatly right now due to declining enrollment. Dr. Sample suggested a listening session to answer questions from the community, as we want to be transparent in this process.

MOTION by Maria Volpe to forward discussion to the full Board in November, second by Brett Woller. Motion carried unanimously.

MOTION by Maria Volpe to recommend a question and answer session, which requires Board approval in November, second by Brett Woller. Motion carried unanimously.

VI. Resignee/Retiree Trend Data

Please see the [attached spreadsheet/data](#) from Eddie Then showing the last 8 years of resignee/retiree data. Informational only.

Edward Then provided the committee with an overview of the Resignation/Retirement Trend Data over the last seven years, getting a few different perspectives.

VII. 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. [3121/4121](#) - Criminal History Check

Jon Smith recommended the following technical changes to policy 3121:
Reworking of "Board of Education" to "the Board"

Jon Smith recommended the following technical changes to policy 4121:

- Rewording of “necessary to employ”
- Rewording of “or designee”

Edward Then discussed the necessity for flexibility within these policies due to last minute schedule changes and the option to fill event worker positions without the volunteer holding a valid Secure Volunteer verified card for that event.

B. [3122/4122](#) - Nondiscrimination and Equal Employment Opportunity

Edward Then recommended tabling these policies for discussion after agenda item #9, as they piggyback off of the Anti-Harassment policy.

C. [3122.01/4122.01](#) - Alcohol and Drug-Free Workplace

Jon Smith recommended the following technical changes to these policies:

- Rewording of “drop education”
- Rewording of “actions we take”

Abuse counseling is contracted through Lincoln County. Lincoln County also provides a copy of the policy to each individual seeking services.

D. [3122.02/4122.02](#) - Nondiscrimination Based on Genetic Information of the Employee

Jon Smith recommended the following technical change to these policies:

- Rewording of “the Board”

E. [6231](#) - Budget Implementation

Dr. John Sample discussed the three budget related policies to be rolled into one stand alone policy by January 2020.

F. [6235](#) - Fund Balance

Brian Dasher suggested that the Fund Balance remain a separate policy. A slight change will be made to the sentence regarding avoidance of short-term borrowing. The change will be “to minimize” rather than “avoid” short-term borrowing. This will be processed as a technical change.

G. [6236](#) - Balanced Budget

This policy will be rolled into the consolidated budget policy. This will go back to the committee in January 2020.

VIII. Policy Review for Next Meeting

- A. [3123/4123](#) - Section 504/ADA Prohibition Against Disability Discrimination -
- B. [3210/4210](#) - Staff Ethics
- C. [3120.08](#) - Employment of Personnel for Co-Curricular Activities
- D. [6320](#) - Purchasing and Bidding
- E. [6325](#) - Procurement - Federal Grants/Funds

IX. Review Proposed Revisions to Policies [#3362](#) & #4362 - Employee Anti-Harassment

- A. We will make #3362 match #4362 after this meeting

Dr. Sample discussed having several conversations with Legal Council regarding the proposed revisions.

Edward Then discussed rewording across all policies of "compliance officer" vs "complaint officer". Complaint officer has been chosen by the Committee.

There is a line drawn between Administration and Teaching staff in regards to reporting. We need to encourage reporting and not penalize them for not reporting.

Maria Volpe recommended rewording "must" to "encourage".
Maria Volpe recommended rewording "shall" to "are".

Edward Then recommended rewording "School Official" to "Administrator".

Edward Then will present final draft in December for a motion to the full board.

Tabled policy 3122 and 4122.

X. Review Proposed Revisions to FMLA Policies and Handbooks

- A. Policies #3430.01 [#3430.01](#) & [#4430.01](#)

Edward Then reviewed with the Committee some feedback that he had received from the cabinet and staff regarding the guidelines for State and Federal FMLA. In an attempt to attract and retain employees, further decisions need to be made around fiscal responsibilities. Important to fully understand calendar year versus

incident date and a choice needs to be made as to which one makes most sense for our district.

The committee will further review the FMLA policy in December and present to the Board for approval in January.

B. [Teacher Handbook Revisions](#)

C. [Support Staff Handbook Revisions](#)

MOTION by Maria Volpe to table the Teacher and Support Staff Handbook Revisions, second by Kevin Blake.

XI. Administrator Contract Template Review

Please see the [draft administrator contract template](#) from Eddie Then.

Table administrator contract template discussion until December.

XII. Items for Next Meeting

A. Personnel Report - Standing

B. Smarter School Spending Update - Standing Item

Jon Smith proposed to the Committee that he would like to consider a review of the approximate time each agenda item will take for discussion in the future to assist with keeping on task with the time limit of 6:00pm for the committee meetings.

XIII. Adjournment

MOTION by Maria Volpe to adjourn, second by Brett Woller. Motion carried unanimously. Meeting adjourned at 6:10pm.