

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

Tuesday - January 7, 2020

4:30 PM

BOARD ROOM

MAPS Central Administration Building

(1111 N. Sales Street, Merrill, Wisconsin)

MINUTES

- I. Call to Order and Roll Call – Kevin Blake, Brian Dasher, Dr. John Sample, Jon Smith, Eddie Then, Maria Volpe and Brett Woller

Jon Smith called the meeting to order at 4:35pm

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

Guest: Shannon Murray

- II. Approval of [December 4, 2019 Finance/Human Resources Committee Minutes](#)

MOTION by Kevin Blake to approve the December 4, 2019 Finance/Human Resources Committee Minutes, second by Brett Woller. Motion carried unanimously.

- III. FY21 Budget Update (Smarter School Spending Framework Update) (4:35 p.m.)

Brian Dasher provided a high-level summary to assist in the overview of the Smarter School Spending Framework and the work that took place during the Data Leadership meeting in December 2019 to unite the academic and fiscal operations. The FY21 budget projection is showing a small surplus of \$155,549 with the fund balance at 13.66%. There was brief discussion regarding whether or not the Board should consider extending District's contribution to employee Health Savings Accounts as the 2019-2020 fiscal year is the last year of the contribution per prior Board action. Discussion on this item will continue at the February committee meeting.

- IV. Eligibility for Pay While Student Teaching (4:45 p.m.)

Edward Then presented a PowerPoint to the committee regarding the benefits of aides working towards their teaching license and had a discussion on how the District can help

facilitate this transition. The key question of this is whether the District is willing to pay aides to student teach and maintain their benefits while they work towards obtaining a teaching license. Current aides have more of a connection to students, families, and staff as well as institutional knowledge compared to a new teacher to the District. Edward Then was asked by Jon Smith to create a program and policy and present it to the Finance/Human Resources Committee in February. Once reviewed by the Committee, present to the Board for approval.

V. Administrator Contract Template Review (4:55 p.m.)

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

Edward Then provided the Committee with a draft overview of the Administrator Contract template. Discussion was had regarding clarification on some items and increasing the transparency. The areas to make the Committee aware of:

- Definition of Master level licensure
- Movement on salary structure
- Merit pay - establish criteria Insurance contribution rates - “at least”
- Paid holiday alignment to 12-month hourly staff
- Cash In Lieu relative to 125 Cafeteria Plan Document
- Accrual timing of PTO and vacation
- 403(b) contribution
- Liquidated damages

A deeper discussion on each bullet item will be had during the next Finance/Human Resources committee meeting where time allows.

VI. Standing Agenda Item For Policy Review by Finance/HR Committee (5:05 p.m.)

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. [3122/4122](#) - Nondiscrimination and Equal Employment Opportunity (tabled from November 6, 2019 meeting)

Jon Smith agreed to the revisions Edward Then presented to the committee and to have them align with the employee harassment policy.

MOTION by Maria Volpe to approve the revisions and forward to the Board, second by Brett Woller. Motion carried unanimously.

- B. [3123/4123](#) - Section 504/ADA Prohibition Against Disability Discrimination -

Jon Smith recommended “student” be added in the 504-non diagnosed disability. Jon Smith suggested that policy 3123 Section 504 be removed. Since Edward Then was presented with this policy regarding a CTP agenda item, he will have a discussion with members of the CTP committee and together they will make further revisions. This policy will be re-presented next month.

C. [3210/4210](#) - Staff Ethics

Jon Smith recommended a strike on both policies regarding “of education” as a technical revision.

D. [3120.08](#) - Employment of Personnel for Co-Curricular Activities

Jon Smith recommended adjustments of some technical edits, coaches and WIAA activity sponsors, add seasonal (non-coaches) employees. Jon Smith would also like to see alignment between the Letter of Intent and policy or administrative guidelines. Edward Then will make the recommended changes to the wording, implement and modify as we move forward.

E. [6320](#) - Purchasing and Bidding

Jon Smith recommended the rewriting of this policy without stricter rules.

F. 6231 - Budget Implementation (**tabled from November 6, 2019 meeting**)

Jon Smith recommended a consolidation of all budget policies.
Brian Dasher recommended having a full review at the February 2020 committee meeting.

G. [6325](#) - Procurement - Federal Grants/Funds

Jon Smith recommended this policy review be marked as reviewed. The two situations noted below are considered to be restrictive of competition and have been tabled:

- B. unnecessary experience and excessive bonding requirements
- F. any arbitrary action in the procurement process

VII. Policy Review for Next Meeting (**5:15 p.m.**)

- A. [3213/4213](#) - Student Supervision and Welfare
- B. [3215/4215](#) - Use of Tobacco by Staff
- C. [3217/4217](#) - Weapons
- D. [3220/4220](#) - Staff Evaluation
- E. [6424](#) - Procurement Card Program
- F. [6440](#) - Cooperative Purchasing
- G. [6450](#) - Local Purchasing
- H. [6470](#) - Payment of Invoices

VIII. Review Proposed Revisions to Policies [#3362](#) & #4362 - Employee Anti-Harassment **(5:20 p.m.)**

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

Edward Then discussed the review of changes by the District's Legal Council. The biggest recommended change was regarding who "should" vs. who is required to report harassment. Upon approval, the professional staff and support staff versions of the policy will be made identical. The changes will be forwarded to the Board.

MOTION by Maria Volpe, second by Kevin Blake. Motion carried unanimously.

IX. Review Proposed Revisions to FMLA Policies and Staff Handbooks **(5:30 p.m.)**

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

Edward Then provided the committee with a spreadsheet, explained the leave cycle, and how it is set up. Jon Smith recommended the committee to review the spreadsheet line by line to figure on the new design, in addition to looking at the financial aspect prior to approval. These changes will follow through to the handbooks. Edward Then will bring this to the full Board after review.

- B. [Teacher Handbook Revisions](#)

- C. [Support Staff Handbook Revisions](#)

X. Items for Next Meeting **(5:40 p.m.)**

- A. Personnel Report - Standing
B. Smarter School Spending Update - Standing Item

XI. Adjournment **(6:00 p.m.)**

MOTION by Brian Dasher to adjourn, second by Kevin Blake. Motion carried unanimously. Meeting adjourned at 6:11pm.