

# 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 - May 6, 2020** **4:30 PM**

### **Meeting Conducted Remotely**

\*If a member of the public wants to participate in this meeting virtually, please contact Brian Dasher at [brian.dasher@mapsedu.org](mailto:brian.dasher@mapsedu.org)

## **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 4:30p.m.

Present remotely: Kevin Blake, Brian Dasher, Dr. John Sample, Jon Smith, Edward Then, Maria Volpe, and Brett Woller. Recorder Sue Packel Absent: None.

Guests present remotely: Various building-level Administrators.

- II. Approval of [April 7, 2020 Finance/Human Resources Committee Minutes](#)

MOTION by Maria Volpe to approve the April 7, 2020 Finance/Human Resources Committee Minutes, second by Brett Woller. Motion carried unanimously.

- III. FY21 Budget Update and Smarter School Spending Framework Update

Brian Dasher discussed with the Committee the FY21 Budget Update, outlining a possible freeze on spending in the second year, a freeze to the revenue limit remaining at \$9,700, and a freeze to the general aid which in total can create a deficit of \$620,000. Brian also provided options to include the reduction of support staff, a salary freeze, a percent increase to the entire schedule or a step increase. Jon Smith explained the proper course of action would logically put together a list of priorities of which gets reallocated to the deficit first. Brian Dasher agrees that this gives us time to draft a preliminary proposal.

Brian Dasher also discussed with the Committee that a Strategic Financial Plan is in progress. The final section of the plan still needs to be added. Brian asked the Committee to review and is open to discuss any thoughts.

IV. Approve Commercial Insurance Renewal

Brian Dasher discussed the approval process of the Commercial Insurance Renewal. Church Mutual Agents explained that the District's relationship is very important to them and they are willing to address all concerns the District may have. Church Mutual is asking for the District to defer to June 2020 to meet the District's needs.

MOTION by Maria Volpe to table the approval of Commercial Insurance Renewal to June, second by Kevin Blake. Motion carried unanimously.

V. Employee Handbooks - Review recommendations, inclusion of compensation plans, discussion of other items to be included, changed, or omitted, etc.

A. [2020-21 Handbook Updates Summary](#)

1. [2019-20 Teacher Handbook - Revisions for 2020-21](#)
  - a) [Summer School Teacher Pay Comparables](#)
2. [2019-20 Support Staff Handbook - Revisions for 2020-21](#)
  - a) [Vacation Conversion: Accrual to Real Time](#)

Edward Then discussed with the Committee both Teacher and Support Staff Handbook revisions, explaining that the compensation plans have been pulled out. No follow up questions from the Committee.

MOTION by Maria Volpe to forward the 2020-21 Teacher and Support Staff Handbook revisions to Board for approval, second by Brett Woller. Motion carried unanimously at 5:24pm.

VI. Teacher & Support Staff Compensation Plan Language Review (no wage/salary review at this time)

- A. [Support Staff Compensation Plan Language](#)
- B. [Teacher Compensation Plan Language](#)

Edward Then presented the Committee with a stand-alone compensation plan for professional and support staff. Edward would like to simplify the payroll process and made a few changes to the language, rates and how the payroll process operates.

MOTION by Brett Woller to advance the 2020-2021 Teacher and Support Staff Compensation models to the full Board, second by Maria Volpe. Motion carried unanimously.

VII. Addition of Bridges Virtual Academy (BVA) Staff for 2020-2021

A. BVA Secretary 2020-2021

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

**I recommend a motion to forward to the full Board the approval of the creation of a new 11-month secretary position for BVA.**

John Hagemeister discussed with the Committee that BVA has not had a slow time in 3 years. They have been tasking out duties in a way to just get them done by utilizing staff from the sub list, along with talk about adding an office person for the last 2 years. Taking into consideration the increase of enrollment and studies and the combination of work they currently have in the office has proven the need for this additional position.

MOTION by Maria Volpe to forward the creation of a new BVA Secretary for 2020-2021, second by Brett Woller. Motion carried unanimously.

B. BVA Teacher Staffing 2020-2021

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

**I recommend a motion to forward to the full Board the approval of the hiring of new teaching staff for BVA based on an increase of 20 new students above the base of 700 students, if it is determined there is a need.**

John Hagemeister discussed with the Committee his goal to streamline BVA's hiring process. Currently, the open enrollment window was extended for another 30 days which pushes back their time to manage enrollment. John Hagemeister will be discussing with Brian Dasher and Edward Then a cost effective way and a timeframe in which to hire teachers. John Hagemeister is looking for Board approval with a ratio based on an increase of 20 new students above the base of 700 students to hire new teaching staff. These teaching positions open up to current District staff and the longer we have to wait, creates a big challenge in refilling these open positions.

MOTION by Maria Volpe for approval of hiring new teaching staff for BVA, second by Brett Woller. Motion carried unanimously.

VIII. Addition of Family Support Specialist Through Head Start Quality Improvement Funding

**Please see the attached [topic summary sheet](#) from Jill Seaman.**

**I recommend a motion forward to the full Board the approval of the part-time position, Family Support Specialist, to be supported by the Quality Improvement Supplemental Grant Fund.**

Jill Seaman discussed her recommendation to the Board for their approval of hiring a part-time position, Family Support Specialist, which will be funded completely by the Quality Improvement Supplemental Grant Fund. This position will provide extensive support to traumatized children.

MOTION by Maria Volpe for approval of the hiring of a part-time Family Support Specialist for the Head Start program, second by Brett Woller. Motion carried unanimously.

IX. 2020-2021 Staffing Plan

**This was tabled at the April 15, 2020 Regular Board Meeting for further discussion and a recommendation at the Committee level.**

**I recommend a motion to forward the staffing plan to the full board for approval as presented.**

Edward Then discussed the 2020-2021 Staffing Plan along with the highlighted sections on pages 9-12. Also discussed were adjustments between buildings with custodian scheduling, maintenance and transportation. Edward Then would like to see this operate like a preliminary draft and present to the full Board for pre-approval, open to making appropriate changes once the District knows more during these unpredictable times and hopeful for final approval in October, 2020. Timing is crucial to obtain quality candidates.

MOTION by Maria Volpe to discuss this issue before the Board meets and move item 9 to a Special Finance/HR meeting on May 12, 2020 to discuss the 2020-2021 Staffing Plan, second by Brett Woller. Motion carried unanimously.

X. [Administrator Contract Discussion](#) of Revisions for Next Contract Cycle Starting FY 2021

MOTION by Brett Woller to table and move item 10 to a Special Finance/HR meeting on May 12, 2020 to discuss the Administrator Contract Discussion, second by Maria Volpe. Motion carried unanimously.

XI. Personnel Report - Standing Agenda Item

**The personnel report will be shared the day of the meeting so that it is as current as possible.**

MOTION by Maria Volpe to table and move item 11 to a Special Finance/HR meeting on May 12, 2020 to discuss the Personnel Report-Standing Agenda Item, second by Brett Woller. Motion carried unanimously.

XII. 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. [1400](#) - Job Descriptions
- B. [2430.01](#) - Special Programs By Community Volunteers
- C. [3120.08](#) - Employment of Personnel for Co-Curricular/Extra-Curricular Activities
- D. [3215/4215](#) - Use of Tobacco By Professional Staff/Support Staff
- E. [6670](#) - Trust and Agency Funds

MOTION by Maria Volpe to table and move item 12 to a Special Finance/HR meeting on May 12, 2020 to discuss the Standing Agenda Item For Policy Review, second by Brett Woller. Motion carried unanimously.

XIII. Policy Review for Next Meeting

- A. [3216](#) - Staff Dress and Grooming
- B. [3220](#) - Staff Evaluation
- C. [3231/4231](#) - Outside Activities of Staff
- D. [3362.01/4362.01](#) - Threatening Behavior Toward Staff Members
- E. [3440](#) - Job-Related Expenses

MOTION by Maria Volpe to table and move item 13 to a Special Finance/HR meeting on May 12, 2020 to discuss the Policy Review, second by Brett Woller. Motion carried unanimously.

XIV. Items for Next Meeting

- A. Review Administrative Authority to hire and terminate specific groups of employees as well as authority to sign binding agreements

XV. Adjournment

MOTION by Brett Woller to adjourn, second by Maria Volpe. Motion carried unanimously. Meeting adjourned at 5:57pm.