

# 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 - June 3, 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 4:35 p.m.

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

Guests present remotely: Various building-level Administrators and Teachers.

- II. Select Chair

Jon Smith requested nominations for Committee Chair. Jon Smith was the only nomination.

MOTION by Kevin Blake to select Jon Smith as Chair, second by Maria Volpe. Jon Smith abstained. Motion carried unanimously.

- III. Approval of [May 6, 2020](#) and [May 12, 2020](#) Finance/Human Resources Committee Minutes

MOTION by Maria Volpe to approve the May 6, 2020 and May 12, 2020 Finance/Human Resources Committee Minutes, second by Brett Woller. Motion carried unanimously.

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

Edward Then presented the Committee with proposed FY2021 Administrator Contract revisions. The goal of the revisions are clarification and alignment with important

dates, the budget and teacher contracts. Edward Then discussed adding provisions for Board flexibility in managing risk and attracting and retaining quality administrators. Scenarios include a furlough provision, evaluation provision and a failed referendum provision. Edward Then discussed contract designs with the Committee, stating that the added value of changing the contract design gives administrators more reaction time. To avoid misinterpretation, language should be cleaned up for the compensation plan, the assignment, salary movement, health, dental, life, & LTD insurance contributions, and liquidated damages. Clarification is needed on the professional advancement reimbursement, Master Level licensure, the PTO & vacation accrual timeline and the 403(b) contribution. Merit pay criteria guidelines and paid holiday alignment need to be established.

Jon Smith recommended moving item IV to next month's meeting to make decisions on each slide presented.

V. Strategic Financial Plan and Smarter School Spending Framework Update

Brian Dasher presented the Committee with an update of the Strategic Financial Plan and Smarter School Spending Framework. Pages 5 and 6 of the plan provide a plan summary and outline. The extensive plan includes the district's staffing priorities, methods used to track progress, consolidation considerations and future referendum planning. The intent is for it to be a three-year rolling plan, being updated on an annual basis as funding, needs and priorities change.

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

Brian Dasher recommended a motion to forward to the full Board for approval of the 2020-2023 Strategic Financial Plan.

MOTION by Brett Woller to forward the 2020-2023 Strategic Financial plan to the full Board for approval, second by Maria Volpe. Motion carried unanimously.

VI. Approve Commercial Insurance Renewal

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

Brian Dasher outlined the proposals for commercial insurances for the 2020-21 fiscal year, Church Mutual has revised their property insurance proposal and has matched the coverages provided by Chubb, our current carrier.

Brian Dasher recommended a motion to forward to the full Board to accept Church Mutual's proposals for property insurance and worker's compensation coverage and CIC's proposals for the liability and crime coverages.

MOTION by Maria Volpe to forward to the full Board to accept Church Mutual's proposals for property insurance and worker's compensation coverage and CIC's proposals for the liability and crime coverages, second by Brett Woller. Motion carried unanimously.

VII. 2019-2020 Final Budget Revisions

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

Brian Dasher discussed the budget revisions with the Committee, indicating the budget surplus is mainly from the technology budget and the savings in teacher subs during the pandemic closing. Brian Dasher provided options for the surplus which included: the district could pay off the facility loan; put the surplus in the long term capital fund 46 making the transfer aidable; or, to make it available for cash flow and meeting board policy fund balance requirements by rolling the projected fund surplus into the general fund.

Brian Dasher recommended a motion to forward to the full Board to approve the 2019-20 revised budget as presented and roll any remaining surpluses into the general fund balance.

MOTION by Brett Woller to forward to the full Board for approval of the 2019-20 revised budget as presented and roll any remaining surpluses into the general fund balance. Second by Maria Volpe. Motion carried unanimously.

VIII. Preliminary FY21 Budget

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

Brian Dasher presented the Committee with the FY21 Preliminary Budget. It incorporated the pay freeze and the staffing plan with 4 additional positions. We do not have a budget from Taher yet. Brian Dasher plans to recommend a salary freeze for Taher employees and no lunch price increase. After receiving a budget from Taher, Brian Dasher will present a revised FY21 budget in July to include Fund 50. The levy projection may have a potential reduction but is very preliminary and difficult to determine until the legislature determines any funding reductions to the aid formula.

MOTION to recommend the Preliminary FY21 Budget to the full Board as presented by Maria Volpe, second by Kevin Blake. Motion carried unanimously.

**IX. Personnel Report - Standing Agenda Item**

**Please see the attached current [personnel report](#).**

Edward then presented the personnel report to the Committee, changes include two new hires and one resignation.

MOTION by Maria Volpe to forward the personal report to the full Board for approval second by Brett Woller. Motion carried unanimously.

**X. Revisit Discussion with Recent Changes to Middle School Band Position and Projected Elementary Enrollment**

Dr. John Sample recommended revisiting this discussion due to the current budget. The District's strategic financial plan alignment with Odden's class size recommendations for 4th and 5th grade and the timing of the middle school band teacher resignation. Glenda Oginski discussed with the Committee the importance that 4th grade holds. It is a testing year and a major transition year for students. Maria Volpe and Brett Woller presented concerns about the band program. Edward Then discussed the importance of two things, we now have the projected numbers for 4th grade. We do not have the luxury of one-on-one band lessons at this time. If we post the band position, we would be locked in.

MOTION By Maria Volpe to post the Middle School Band position for the 2020-2021 school year, second by Brett Woller. Motion carried unanimously.

**XI. 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 standing agenda item of policy review to the July Finance/HR Committee meeting, second by Kevin Blake. Motion carried unanimously.

**XII. 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

**XIII. Items for Next Meeting**

- A. Administrator Contract Revisions

Additional Items can be emailed.

**XIV. Adjournment**

MOTION by Maria Volpe to adjourn, second by Kevin Blake. Motion carried unanimously.  
Meeting adjourned at 6:08 pm.