

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 - July 7, 2021

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, Kendra Osness, Dr. John Sample, Jon Smith, Eddie Then and Brett Woller

Jon Smith called the meeting to order at 4:31 pm.

Present: Kevin Blake, Kendra Osness, Dr. John Sample, Jon Smith, Eddie Then and Brett Woller.

Guests Present: Amber DeRizzo, Stacey Kleinschmidt, Lisa Hass, Adam Smith, Ron Liberty, John Miller, Chad Krueger.

- II. Approval of [June 2, 2021 Finance/Human Resources Committee Minutes](#)

MOTION by Brett Woller to approve the June 2nd, 2021 Finances/Human Resources Committee Minutes. Second by Kendra Osness. Motion carried unanimously.

- III. Human Resources

- A. 2021-2022 Coaches Handbook

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

John Miller recommended a motion to forward to the full Board the approval of the 2021-2022 Coaches Handbook.

MOTION by Brett Woller to forward to the full Board of Education the approval of the 2021-2022 Coaches Handbook. Second by Kendra Osness. Motion carried unanimously.

B. Focus 3 Derek Avera Virtual Training 2021-2022

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

John Sample recommended a motion to forward to the full Board the approval of the Focus 3 Virtual Trainings contract for an amount not to exceed \$20,000.

Dr John Sample presented the committee with the topic summary sheet. The district has partnered with Focus 3 for 7 years. This virtual training is new and enhanced with a cost of \$45 per person. The approval of not to exceed \$20,000 will provide room for extra seats if needed for new hires. The training consists of a video component with a quiz at the end of each module that a member must get 100% correct to move to the next section. The Administrator then receives a report of completion. Dr John Sample will be meeting with Derek Avera to strategize how to administer the training at the building level for accountability.

MOTION by Kevin Blake to forward to the full Board of Education the approval of the Focus 3 Virtual Trainings contract for an amount not to exceed \$20,000. Second by Brett Woller. Motion carried unanimously.

C. Substitute Pay Rates & Compensation Plan Overlap

Please see the attached [topic summary sheet](#) from Eddie Then.

Eddie Then recommended a motion to forward to the full Board the approval of the substitute pay increases to reflect \$130/day and \$65 for half days.

Eddie Then presented the committee with the topic summary sheet. The surrounding district data was collected by Brian Dasher in October of 2019. To align with other districts and obtain subs Eddie recommended a pay increase. We can revisit the increase if we find that we are not competitive with other districts at any point in the year. Most districts are planning to go back to pre-covid practices. Daily placement of substitutes will continue to be at administration's discretion. Approximately twenty laptops have been earmarked for the substitute staff. The computers will be housed at the schools and checked out to the sub; giving them the ability to present and take attendance. Jon Smith opened discussion around hiring permanent substitutes to create more continuity in the classrooms with the sub experience aligned with CESA 9 program expectations. Letters of Tentative Assignment and Reasonable Assurance were sent to active substitutes to reduce the likelihood of unemployment claims and to inform the district of their intent to return for the next school year.

MOTION by Kevin Blake to forward to the full Board of Education the approval of the substitute pay increases to reflect \$130/day and \$65 for half days. Second by Kendra Osness. Motion carried unanimously.

D. Follow-up on Additional COVID Compensation from Area Districts

Please see the attached [topic summary sheet](#) from Eddie Then.

Eddie Then presented the committee with the topic summary sheet containing several options for possible motion. A survey was sent to ~35 CESA 9 districts with 21 responding. Kendra Osness started discussion around available funds the district has to provide Covid Compensation to staff and how districts that gave increases compared to ours. Eddie Then stated that there are Esser funds that are not earmarked because we have been unable to hire a few positions. Jon Smith stated additional compensation may not pass public scrutiny. Eddie Then stated that the Chamber buck option goes back to the community. Jon Smith asked that administration present a recommendation after further review.

E. Food Service Addendum Approval

This item was tabled at the June 2, 2021 Finance/HR Committee Meeting. Please see the attached [topic summary sheet](#) from Eddie Then.

Eddie Then recommended a motion to forward to the full Board the approval of the 2021-2022 addendum to the Taher Food Service contract as presented.

Eddie Then presented the committee with the topic summary sheet. Every five years food service goes out to bid as required by the law. Because of COVID, DPI allowed districts to go into a sixth year. In January of next year the contract will go out to bid. Taher has done a good job and Laura has been great to work with.

MOTION by Kendra Osness to forward to the full Board of Education the approval of the 2021-2022 addendum to the Taher Food Service contract as presented. Second by Brett Woller. Motion carried unanimously.

F. Personnel Report - Standing Agenda Item

This will be [added/updated](#) the day of the Finance/HR Committee to be most current.

Eddie Then presented the committee with the personnel report. All fall coaching positions have been solidified with the exception of two middle school positions. Jon Smith asked about the school psychologists vacancies. Dr John Sample stated that there is a shortage and the district may hire contracted services. Karen Baker is currently exploring other options.

IV. Finance

A. Budget Update

Discussion only, waiting for the legislative outcomes.

Informational only.

Eddie Then stated that the ESSER 2 & 3 funds came from the Federal government with expectations that the funds be used to address learning loss, however, the current budget presented by the legislature directs schools to use those funds to fill in budget gaps which is why there are no funding increases being proposed for key areas K-12 funding. Due to the labor market shortage, ESSER 2 & 3 funds will be reallocated to curriculum and other areas of need with a project code in place to track the funds. Dr. John Sample is working with School Perceptions regarding the referendum and Esser funding. In August, the preliminary budget will be brought forward for approval.

- B. Insurance Renewals: General Liability, Auto, Legal, Cyber, Crime, Property & Worker's Compensation

Please see the attached [topic summary sheet](#) from Eddie Then.

Eddie Then presented the committee with the topic summary sheet, highlighting the additional Cyber security coverage to protect the district as we move to Google SSO and additional coverage for medical payments in an auto accident and violent acts scenarios were recommended by the brokerage to keep current with trends. On the topic of mold damage, Jon Smith said if there is a concern about mold he would recommend that the building and grounds staff inspect for mold not insure for it. Kendra Osness stated that with an effective date of 7-1-21, the property and liability insurance companies should be aware that the district still owns Maple Grove and we should request a "no-loss" letter.

Eddie Then recommended a motion to forward to the full Board the approval of the insurance renewal from Marsh & McLennan as presented with the additional three lines of coverage for a total amount of approximately \$269,225. (Additional optional motion: inquire further about mold protection and report to the HR/Finance Committee in August).

MOTION by Brett Woller to forward to the full Board of Education the approval of the insurance renewal from Marsh & McLennan as presented with the additional three lines of coverage for a total amount not to exceed \$300,000 with the addition of Maple Grove property and liability coverage. Second by Kevin Blake. Kendra abstains from Property and Workman's Compensation. Motion carried unanimously.

- C. Facility and Transportation Updates

Please see the attached [topic summary sheet](#) from John Sample and Dale

Bergman.

Informational only.

Dr John Sample presented the topic summary sheet to the committee. All moving costs are on track. We have removed all of the district's property from Maple Grove and have retained one key. The Jefferson gym is being utilized as an overflow until we find a home for everything. The August 12th Board/Admin Retreat will take place at Jefferson to see the facility and have discussion on repurposing the building. Everything is going well, the summer staff is doing a phenomenal job.

V. Technology (Operations)

A. Technology Update

Eddie Then updated the committee with a summer status report. The Admins completed the new computer roll over this morning. The rest of the rollouts will happen in the next few weeks and the old computers will then be wiped and prepared for resale. System Admin, Andrew Caylor, has started and has been touring the buildings. Denny Knott and his team are on track with rewiring. Jon Smith requested a 5-year projection of technology liabilities.

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

Please see the attached [main index](#) for Committee review of policies. At this time, the Finance/HR Committee is up to date with their review.

No policies to review at this time

VII. Items for Next Meeting

Permanent sub options

VIII. Adjournment

MOTION by Brett Woller to adjourn. Second by Kendra Osness. Motion carried unanimously. Meeting adjourned at 6:01pm.