

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 - October 6, 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

Absent: None

Others present: Heather Skutak and Nubs Ashbeck.

- II. Approval of [September 1, 2021 Finance/Human Resources Committee Minutes](#)

MOTION by Kevin Blake, second by Brett Woller to approve the September 1, 2021 Finance/HR Committee Minutes. Motion carried.

- III. Human Resources

- A. Potential Payment for Staff Course Credits with Recoupment

Discussion only.

Mr. Then reintroduced the notion of credit reimbursement for staff of all types (certified, non-certified). The committee expressed a willingness if there are limits, district related purpose or benefit, and clawback options if the individual leaves the district within a certain number of years. There was no interest in paying for administrative credits.

The spirit of this was to “grow your own.” Two prior situations were described that brought us to this point. It was agreed that we would review potential costs and guidelines and prepare something as part of the handbook approval process for the 2022-23 school year.

B. Head Start Staffing Adjustments & Full-day Attendance Waiver

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

I recommend a motion to forward to the full Board the approval of the permanent creation of an additional full-time teacher at PRSYL beginning December 2021 as well as the configuration presented in options #3 or #4 depending on the directive from the Office of Head Start.

Mr. Then provided background based on the topic summary sheet. This included limitations about class sizes, building classroom availability, and the staffing needs that would accommodate the various combinations of part-day and full-day 4K programming. It was explained that there would be Head Start approved criteria for how to determine who gets full day, and that it was a mostly unfunded mandate. Head Start has funds available to adapt the building, buy supplies and services, as well as other one-time costs, but there is no continuous funding to add additional staffing to support full-day services. In the months to come, we will report back on capital spending to prepare MAPS to be 100% full-day services. Motion: 1st by Kendra Osness, 2nd by Brett Woller (unanimous).

C. Addition of Five (5) Aides at Kate Goodrich Elementary

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

I recommend a motion to forward to the full Board the approval of hiring five additional aide positions at Kate Goodrich Elementary School.

Mr. Then shared information about how we could add the positions through ESSER funding. Mrs. Skutak was also present and commented on the importance of these positions. Not having the positions leads to teachers performing supervisory duties that should be done by support staff so they can serve the purpose that they were hired for whether that is teaching, intervening, or coaching other teachers. There was also discussion about the teacher-to-student ratio as students transition from Head Start to Kate Goodrich; the difference is about 5:1 to 18:1 when there is no aide present. Adding the aide roles will help make the ratio more like 9:1 which is a better transition for some of our youngest students.

Motion: 1st by Kendra Osness, 2nd by Brett Woller (unanimous).

D. 2021-22 Handbook Adjustments

- a. [2021-22 Teacher Handbook Revisions](#)
- b. [2021-22 Support Staff Handbook Revisions](#)

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

I recommend a motion to forward to the Board the approval of the select

updates to both the Teacher and Support Staff Handbooks as presented for the 2021-2022 school year.

*Mr. Then reviewed the handbook changes. Most all changes are a follow-up to recent approvals of either new or altered policies from the policy committee. There are three key changes for each handbook. The committee also discussed a question about the list of relationships considered for bereavement; the committee requested no changes to that area.
Motion: 1st by Brett Woller, 2nd by Kevin Blake (unanimous).*

E. Annual Exit Survey Data Review for 2020-21

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

Informational only.

Mr. Then reviewed the data and asked if there were questions. Questions about the compensation plan came up in the discussion and whether or not that was related to turnover; we will be looking at support staff compensation in the coming months for FY23. Of the 70 staff that turned over, 20 were due to the closure of two buildings.

F. Personnel Report - Standing Agenda Item

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

Mr. Then reviewed the personnel report. Compensation was again discussed here. There were a few offers that had not officially been accepted and put on the report at that time, but they will be there for the regular meeting on 10/28.

IV. Finance

A. 2021-2022 Revised Budget and Levy Certification Update

A topic summary sheet from Edward Then will be provided as soon as he has the most current information to provide.

Mr. Then updated the committee on the timeline for the final budget; final information containing the final aid certification is released from DPI on 10/15. An updated topic summary sheet will be made available to the Board the following week. There was a request to have both the total budget arranged as well as what the budget looked like without assistance from ESSER II and III.

B. Strategic Plan 2020-2023 Revisited

Please see the attached current [Strategic Plan](#). This was tabled from the September 1, 2021 Committee Meeting.

*Dr. Sample - wanted to keep it front and center. Tied to 4 pillars.
Ratio - connection to Odden - plan still in place*

C. Facility and Transportation Updates

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

Motion: I recommend a motion to remove this topic as a standing agenda item for all committee meetings and return related topics to the Facilities Committee on an as-needed basis.

Motion: 1st by Brett Woller, 2nd by Kevin Blake (unanimous).

Dr. Sample - transportation clarifications - Medford - remove from committee items

V. Technology (Operations)

A. Technology Update

Mr. Then gave the committee an update on operational technology. The current revenue from the sale of MacBooks was approximately \$61,500; the remaining amount guaranteed by the buy-back company is approximately \$8,500 which puts the total revenue at approximately \$70,000 which satisfies the original recommendation to the Board to sell the devices. Mr. Then thanked the department (Adam Bodenheimer, Robert Locke, Travis Wichlacz, Brian Cline, Andrew Caylor, Brady Kanitz, and Ginger Kanitz) for all of their hard work. Also, the department is working on the utilization of Fresh Service to house many of the resources that are in Google to make searchable documents that will be available to staff in the help-ticketing system and affiliated processes.

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.

VII. Items for Next Meeting

*PRSYL to facilities committee - fed funds to expand section counts
Wages review for December - 5Cast Data*

VIII. Adjournment

Motion: 1st by Kendra Osness, 2nd by Brett Woller to adjourn at 6:07 p.m.