

# 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 - March 2, 2022**  
**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, Eddie Then, Maria Volpe and Brett Woller

*Time: 4:36 p.m.*

	<i>Roll Call</i>
<i>Kevin Blake</i>	<i>here</i>
<i>Kendra Osness</i>	<i>here</i>
<i>Dr. John Sample</i>	<i>here</i>
<i>Eddie Then</i>	<i>here</i>
<i>Maria Volpe</i>	<i>here</i>
<i>Brett Woller</i>	<i>here</i>

*Others present: many others present including teachers, Linda Yingling, Shannon Murray, and Megan Kautzer.*

- II. Approval of [February 2, 2022 Finance/Human Resources Committee Minutes](#)

*1st - Maria Volpe*

*2nd - Kendra Osness*

*VOTE: Unanimously Approved*

III. Finance

A. January Budget Update - 5Cast

**Please see the attached [January 5Cast Report](#).**

**Informational only.**

*The committee reviewed the report. Mr. Then stated that this report is normally on the monthly update but due to the tight timeline from the end of the prior month to the date of the HR/Finance meeting, there was not enough time to close out the month and prepare this document. This may also happen at the next committee meeting.*

B. ESSER III Plan Update

**Please see the attached [topic summary sheet](#) from Glenda Oginski and Edward Then.**

**Informational only.**

*Mr. Then reviewed the topic summary sheet regarding ESSER II and III from the prior HR/Finance committee meeting. He explained how the proposed budget would meet the requirements including the 20% requirement of EBIS. The committee was reminded that they would formally adopt the budget as part of the annual budget adoption process.*

C. FY23 Head Start Cost Allocation Plan & Grant Update

**Information only.**

*Mr. Then explained that he and Mrs. Detert are getting ready to resubmit the annual Head Start grant. This is the first year it is coming to the committee because that was not part of the process previously. There may be more updates depending on what the Office of Head Start is willing to approve. Mr. Then stated that this topic would also be part of the CTP agenda and that it would go to the full Board for approval in conjunction with the Policy Council.*

*Volpe requested the 2022-23 Head Start Cost Allocation Plan spreadsheet be linked in the agenda for the next meetings.*

D. ESSER III and Possible Staff Bonuses

**This is on the agenda at a Board member's request.**

*Mr. Then reviewed the upcoming unknowns including adjustments to the support staff compensation plan, iPad renewals, mental health and the connection to the former H.S.A. payment, amongst other potential expenses. Dr. Sample reiterated the cost of iPad renewal as an upcoming need and large expense for the District. Brett Woller also stated that all the ESSER funds to date, with the exception of the \$1,024,000 are completely spoken for at this time.*

*Osness revisited the former recommendation from administration to not pursue staff stipends from August and Mr. Then stated that at the time, the additional ESSER II fund amount was unknown and that there was a plan for all funds at that time.*

*Although no motion was taken, there was agreement that it could be later discussed after we know the potential impact of support staff compensation changes and other strategic investments (iPads, health insurance renewal, etc.) as well as what funding may or may not be available as part of the instructional minute allocation related to ESSER III which is unknown at this time.*

E. Risk Assessment Per Audit

**This is on the agenda at a Board member's request.**

*Make note of changes and come back to this topic at future meetings. Volpe requested to show past audits to show progress as part of next year's presentation of the audit for FY22.*

IV. Human Resources

A. Review of Policies 3440/4440 - Job Related Expenses

**This item was tabled at the February 2, 2022 Finance/HR Committee Meeting due to time. Please see the attached [topic summary sheet](#) from Edward Then.**

**Discussion of topic summary sheet  
Revisit in a year-look at amounts at that time**

**Administration recommends a motion to forward to the full Board the approval of the recommended changes to Policies 3440/4440 Job Related Expenses as presented and to increase the food reimbursements as presented.**

*Mr. Then reviewed the policy and administrative guideline. The need to increase the reimbursement rates for food during employment related travel is a result of rising food prices due to COVID and supply chain issues. Mr. Then also reviewed the adjustment to the policy to include paying tax on things that are largely unavoidable such as tax on fast-food during travel.*

1st: Kendra Osness  
2nd: Maria Volpe  
Vote: Unanimously Approved

B. Assistant Principal Positions From FY20 Discussion

**This is on the agenda at a Board member's request.**

*The committee discussed intentions of the prior Board decision on the topic and stated that the need for the position started to be discussed as early as 2017. Dr. Sample stated that if the position were to be lost, at Kate Goodrich as an example, that principal would be responsible for a disproportionate amount of employee evaluations. The committee had no intention of eliminating principal positions*

C. Personnel Report - Standing Agenda Item

**This will be added/updated the day of the Finance/HR Committee to be most current.**

*No discussion on this agenda item other than reviewing the list.*

V. Technology (Operations)

A. E-Ratable Services Renewal for FY23

- a. Category 1: Internet Services
- b. Category 2: Remaining UPS (Uninterruptible Power Supply) Replacement

**Motion to approve both Category 1 and Category 2 services and products as presented for FY23 where the...**

- **Internet Service Provider will be Charter**
- **Internet Transport will be Charter**
- **UPS' will be purchased from and installed by HBS**

*Mr. Then talked about the benefits of eliminating WISC Net as the ISP and Badger Net as a provider alongside Charter. This creates a three-way challenge when it comes to troubleshooting outages. The recommendation for Category 1 services is to utilize one company to ensure faster repair service, minimize downtime, and eliminate finger pointing. He also discussed the benefit of a 3-year vs. 5-year contract because of Badger Net bidding that is happening in the next two and a half years.*

*For Category 2 services, Mr. Then reviewed the bids and recommended a vendor to the full Board for both Cat 1 and Cat 2 services for FY23.*

1st: Kendra Osness  
2nd: Maria Volpe  
Vote: Unanimously Approved

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 on the agenda, the Committee will review the following policies:**

**[6424 Procurement Card Program](#)**

**[8320.01 Unauthorized Acquisition of Staff Personal Information](#)**

*There was no discussion or questions on either policy. Both policies were covered and are considered reviewed.*

VII. Items for Next Meeting

- A. HP Laptop Renewal
- B. Support Staff Compensation
- C. Teacher & Support Staff Handbooks

VIII. Adjournment

1st - Maria Volpe  
2nd - Kendra Osness  
VOTE: Unanimously Approved

*Time: 5:30 p.m.*