

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 - April 6, 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

Called the meeting to order at 4:30pm

Roll Call: Present: Kevin Blake, Kendra Osness, Dr. John Sample, Eddie Then, Maria Volpe, and Brett Woller. Absent: None.

Others Present: Shannon Murray, Megan Kautzer, Dale Bergman, and 13 people from the staff and public.

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

MOTION by Kendra Osness to approve the March 2, 2022 Finance/Human Resources Committee minutes, second by Maria Volpe. Motion carried unanimously.

Discussion on Bus Camera installation see Agenda item V (B).

- III. Finance

- A. Math Curriculum Purchase and Budget Adjustment for FY22

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

It was noted that this item is also on the CTP agenda for focus/purpose. The cost of this Math Curriculum purchase would be able to fit into the current curriculum budget along with science budget. Pilot version is currently

being used. Discussed timelines to get ordered and in use this year by students. No action taken.

Continued discussion on wanting to wait for the whole picture and changes that may need to be made from the referendum not passing. There was discussion of reviewing items today and not making motions regarding tonight, but reviewing after Monday's special board meeting. Discussion also included the current budget being balanced, staff having done the work, and thought to move forward with the current budget and wait for the future budget until after Monday. It was decided that there would be a presentation of the agenda items and discussion with no motion being made until after the Monday board meeting.

B. February Budget Update - 5Cast

Please see the attached [February 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 should be back on track at the next committee meeting. No action taken.

C. Merrill Police Department School Resource Officer Memorandum of Understanding

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

Dr. Sample presented the current budget being for one School Resource Officer (SRO). There was a discussion of a second SRO and discussion regarding the failed referendum, and looking at maintaining a 3-year MOU for one School Resource Officer, but keeping the idea of an additional School Resource Officer for future years. No action taken.

D. Resolution authorizing the transfer of Funds, establishment of an escrow account with respect to and the defeasance of the taxable general obligation refunding bonds, Series 2019, dated October 24, 2019

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

Informational only at this time.

Mr. Then presented the strategy for next year was to buy down some of the debt in the revenue limit. If paid down, it frees up ~\$312,000 in debt each

year. This path would be able to be levied for next year. Discussion on debt defeasance. MBank- now Nicolet is the lender. Plan to be an item for the May HR/Finance meeting. No action taken.

IV. Human Resources

A. 2022-2023 Teacher and Support Staff Handbooks - First Read and Discussion

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

Mr. Then presented. The committee reviewed the staff feedback. Looking at recommendations to items such as credit reimbursement, added bereavement day and increased holidays for 10-month support staff. Discussion on addition under staff communication. The link to the organization chart, Administrative Guideline #3179/4179, is now in the handbook.

MOTION by Brett Woller to forward to the full Board the approval of the first reading of the Teacher and Support Staff Handbooks. Second by Maria Volpe. Motion carried unanimously.

B. Review of Support Staff Compensation & Recommendations for all Compensation Plans for the FY23 Budget

Please see [previous information](#) on this topic; [also attached is a topic summary sheet](#) from Edward Then.

Mr. Then presented a powerpoint and was viewed slide by slide. Discussion on proposing to eliminate the study hall aide on the compensation plan as substitutes are paid more. Currently, all study hall aides are at the high school. Looking to move this position to the next step (reg ed classroom aide). The years of service on the grids represents local years of service. Discussion on adding steps to support staff compensation plan. Currently an employee who has been local for 6 years makes the same as an employee with 30+ years locally. Custodians currently have a level 7. Discussion on current starting rate. Regular Education Aide start is \$14.01, Special Education Aide start is \$14.44. Current compensation plan is available on the MAPS web page. Mr. Then showed how he got to new values and clarified questions from the audience. Action may be taken after next Monday's meeting.

C. FY23 Staff Contracts & Letters of Assignment Approval Process

Informational only.

Mr. Then presented the process of distributing staff contracts and letters of assignment. Discussed wanting to try to avoid sending multiple letters. The list of staff will present in closed session. No action taken.

D. Personnel Report - Standing Agenda Item

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

Discussion on the current personnel report and potential additions or changes may be made prior to the presentation of this item at the next board meeting. No action taken.

V. Technology (Operations)

A. Field House & Auditorium Projector Replacement

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

Mr. Then presented the projector replacement proposal. Discussed current projector being used in high school and the current fundraising for the musical equipment and that there are two separate items. Mr. Then will check the process for needing 3 quotes. The current quote(s) presented are for one projector and the replacement will be looking to purchase two. It was noted that purchases over \$10,000 need to go to the board for approval. No action taken.

B. Bus Camera installation

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

Mr. Bergman presented the need for bus cameras. Mr. Bergman explained the increased disciplines this year. He also presented reasons for the need of the bus cameras including: to deter discipline behavior, in response to parents comment regarding driver and student relationships, he/she said situations, and to help catch red light runners. There will be five buses that will have camera arms to get plates of vehicles that run the red lights on the bus.

Discussion on how cost is a district expense, quotes just short of \$40,000. camera's would be district property.

Discussion on failed referendum and concerns of how it will affect the budget. Discussion on this year's vs budgeted for next year. Discussed saving money for next year, deficit spend- is the boarding willing to or not?

Discussion on underspend as a district & deficit spend next year, will see change in mill rate and effect of mill rate and levy.

MOTION by Kendra Osness to forward to the full Board the approval of the bus camera systems as presented. Second by Maria Volpe. Motion carried unanimously.

C. HP Laptop Renewal

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

Mr. Then presented on the HP laptop renewal. There was discussion of going from 700 laptops down to 500 laptops. Currently there are programs/classes that need to run off an HP, such as Physics, Tech Ed- Fab Lab & CAD. These new HP will have a bigger screen, number pad, camera and added RAM. HP declined to put in a direct bid. There was discussion on 4 yr vs 5 yr warranty, financing (plan to come out of FY22 budget) and a 3-6 month wait for the product. Mr. Then would call the auditor to check if wait time would affect which budget this purchase would come out of, but it could lead to deficit spending. There was clarification that we are looking to get 500 laptops and that PDS will honor the quote at 500. No action taken.

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:

[New Policy 3139 Staff Discipline](#)

[New Policy 4139 Staff Discipline](#)

[New Policy 3140 Non-Renewal, Resignation, and Termination](#)

[New Policy 4140 Termination and Resignation](#)

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

MOTION by Maria Vople to table policy reviews until the next meeting. Second by Kendra Osness. Motion carried unanimously.

VII. Items for Next Meeting

To review this agenda at the next meeting, Monday April 11, 2022.

VIII. Adjournment

MOTION by Maria Volpe to adjourn the meeting. Second by Kendra Osness. Motion carried unanimously.

Meeting adjourned at 6:00pm