

**Merrill Area Public Schools  
HR/Finance Committee Meeting  
October 5, 2022 Meeting Minutes**

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The meeting was called to order by Brett Woller at 5:30 pm in the Central Office Board Room. Board members present: Kevin Blake, Kendra Osness, Shannon Murray, Kelley Strike, Maria Volpe and Brett Woller. Others present: Megan Kautzer.

MOTION by Osness, second by Blake to approve the September 14th, 2022 Finance/Human Resources Committee Minutes. Maria Volpe abstained from the minutes. Motion carried unanimously.

There was discussion about moving committee meetings and general consensus was to hold CTP and Finance/HR the same night (2nd Wednesday) beginning in November.

Finance:

(A) 2022-2023 Revised Budget and Levy Certification Update: **Dr. Kelley Strike provided an update of budget and indicated that the final version would be shared at the annual meeting and special board meeting following October 15th release of information from DPI.**

(B) Review of FY24 Proposed Budget Calendar: **MOTION by Osness, second by Volpe to approve the FY24 Budget Calendar Finance/Human Resources Committee Minutes. Motion carried unanimously.**

(C) Pay Schedule & Benefit Deductions: **Dr. Kelley Strike provided an explanation of annualized pay and benefit deductions. There was discussion about making changes for the 23-24 school year as annualized pay has caused some challenges. It was decided that holding a listening session with staff to gain ideas and help communicate challenges and need for change would be held.**

(D) Fund Balance: **Dr. Kelley Strike provided an update on Fund Balance history and recommendations. This will be used for future discussions and decisions.**

(E) Referendum Update: **Shannon Murray provided an update on referendum communication plans.**

Human Resources:

(A) Annual Exit Survey Data review for 2021-2022: **Exit survey data was shared. Dr. Kelley Strike indicated the district would be implementing stay interviews in the 22-23 school year.**

(B) Personnel Report - Standing Agenda Item: **Report was shared.**

(C) Standing Agenda Item For Policy Review by Finance/HR Committee

[Policy 8310.01 Public Records Fee Schedule](#)

[Policy 8325 Receipt of Legal Documents by District Employees](#)

**MOTION by Volpe, second by Osness to table. Motion carried unanimously.**

Items for Next Meeting: No items at this time.

MOTION by Volpe, second by Osness to adjourn. Carried unanimously at 5:32 PM.

Notes by: Kelley Strike, Director of Business Services