

# Personnel and Finance Committee

## Minutes

January 4, 2022

6:30 - 7:30pm

The Forum, Mt. Blue Campus

Members: **Kirk Doyle**, Irv Faunce, Betsey Hyde, Judith Kaut, Lisa Laflin

Members Absent: Irv Faunce

Other Board Members Present: Mark Prentiss, Dee Robinson

Staff: Chris Elkington, Laura Columbia, Beth Christopher

Other Staff Present: Monique Poulin

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1. Called meeting to order at 6:41 pm
2. Review [approved minutes](#) from the last meeting - Doyle
  - a. No comments.
3. Review Signing of Warrants - Doyle
  - Week of December 13: Kirk/*Betsey (still need)*
  - Week of January 10: Lisa/Irv
  - Week of February 7: Judith/Kirk
  - Week of March 7: Betsey/Lisa
  - Week of April 11: Irv/Judith
  - Week of May 9: Kirk/Betsey
  - Week of June 13: Lisa/Irv
4. Strategic Planning Update - Laflin
  - a. We will be reconvening in January to plan a forum to review the data trends and feedback will be sought.
  - b. Surveys have been closed and collected, and the analysis of results has begun.
  - c. The next meeting will be on January 13th at 6 pm over Zoom. January 21 or 27 will be the Community Meeting.
5. Superintendent's Office Move - Elkington
  - a. The decision has been made to delay
  - b. Want any such move connected to Strategic Plan Goals
    - i. Want to look at using present district land

## Personnel and Finance Committee

- ii. ESSER Federal Funds
    - 1. Options for spending include creating a larger space for MBC.
    - 2. Or the funds can be used to transfer to another existing project.
  - iii. There is a tight timeframe and will need to be a part of the 10-year planning process.
6. 2021-2022 Budget Update - Christopher/Elkington
- a. [Summary Expenditures](#) through November 30, 2021  
Through 5/12ths of the year. No other questions.
  - b. [To date Expenditures](#) through November 30, 2021  
Same as above.
  - c. [Salary Savings](#) from Unfilled Positions
    - i. The way we look at consistently unfilled positions needs to change.
    - ii. How can we approach the problem differently to look at the unfilled positions, and think about how we could do things differently.
      - 1. CE is asking admin (regular and special ed) to work together to look differently at filling needs.
  - d. [Disadvantage Student](#) & Title I Funds
    - i. Questions have come up regarding the disadvantaged student numbers for students who qualify.
    - ii. This affects the state allocation to our district and the number of funds we receive for Title I funds.
    - iii. Due to free lunches for all students, we could see a decrease as families have not completed their free and reduced lunch forms this year. Families can self-identify or identify under state programs. Our numbers have reduced two years in a row by a combined 25%
    - iv. The state is reviewing calculations to work on a 3-year average and other ideas so as to limit the pain and loss for districts.
  - e. [Debt Service](#) Review
    - i. CE has heard from community members that our debt service has gone up, but that is not true, our debt has gone down.
    - ii. Two debt projects will be completed this year (Starks and MBMS).
    - iii. The debt service can be reduced, but sometimes the local is not reduced as we receive a lot of state-funding.
7. HR Software Update - Christopher/Elkington
- a. Frontline Software Purchase

## Personnel and Finance Committee

- i. [Contract](#)
  - ii. Implementation will start in 45-60 days, and then it will be able to go live. Applicants will be able to apply online.
  - iii. Administrators will be trained in how to use it.
  - iv. We will cut out the slowness of paper moving around the district and a middle-man needing to herd cats.
8. Update on Open Positions - Elkington
- a. Business Office
    - i. Business Manager or Business Manager in Training
      - 1. [Job Description](#)
      - 2. Currently have a promising candidate, and plan to interview this candidate next week.
    - ii. Business Office Assistant
      - 1. [Job Description](#)
      - 2. The interview will happen the week after next.
  - b. Maintenance & Operations
    - i. Custodial Supervisor
      - 1. [Job Description](#)
        - a. Interviewing next week. This has been advertised in-house only to allow our staff to have first shot at advancing. The question was asked if we could only advertise in-house, and it is allowed.
    - ii. New Maintenance Position
      - 1. Currently waiting on final information for a candidate.
9. Position Adjustments
- a. Crisis Team
    - i. Leader Stipend
      - 1. Want to have two (2) stipends instead of one (1)
      - 2. Association has been consulted.
      - 3. We can afford it this year, and then build it into the budget in future years and add it into the contract.
        - a. Committee agreed with this addition.
    - ii. Use Curriculum Rate for monthly meetings
      - 1. Other members of the team are not paid and meet monthly with increased responsibilities and a willingness to be on call as needed.
        - a. Committee agreed with this addition.

## Personnel and Finance Committee

- b. Lead Custodian COVID Stipends
  - i. Responsibilities have been added
  - ii. Want to add monthly Pandemic Stipend based on monthly hours
    - 1. Responsibilities and difficulties have increased and will continue with COVID and issues that have come out from COVID (air quality etc.)
    - 2. \$1.75 per hour
      - a. To come from unused custodian salaries and be built into the budget.
  - iii. This will be a priority in the future for negotiations.
  - iv. We want our staff to take pride in their buildings.
  - v. Committee agreed with this addition.

### 10. Support Structures for New Staff Members - Columbia

- a. [Survey Data](#) collection
- b. Coaches for teachers
- c. PD/Other?
  - i. The next steps were reviewed to include the possibility of mentorship for ed techs, additional support for teachers, building in time and days for staff over the summer.

### 11. What are the risks of not evaluating certain staff members in 21-22? - Columbia

- a. Currently, we are not seeing a concern.
  - i. This year we have built-in during our LAWs.
  - ii. We have increased our collaboration and teacher-directed time.
  - iii. Much more work including possible adding Teacher Coaches in 22-23.

### 12. Future Agenda Items - Doyle

- a. ESER II Funds breakdowns
- b. Superintendent's Goals