

Personnel and Finance Committee

Minutes

February 1, 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:

Staff: Chris Elkington, Laura Columbia, Sherry Wyman, Dan Higgins

Other Staff Present:

1. Called meeting to order at 7:01pm
 2. Review [approved minutes](#) from the last meeting - Doyle
 3. Review Signing of Warrants - Doyle
 - a. Reminder - need
 - Week of January 10: Lisa/Irv
 - b. *Upcoming*
 - 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. Welcome Business Manager Higgins - Doyle
 5. ESSER 1 & II Funds Breakdowns - Higgins/Wyman
 - a. [ESSER I & II Projects Update](#)
 - b. A review of projects, costs, and estimates were shared. Less than half of ESSER II has been spent as of this time as supply delays and contractor availability is problematic.
 - c. Some of the building costs are unpredictable at this point and will decide if some projects can keep going.
 6. 2022-2023 Budget Planning Review - Elkington/Higgins
 - a. Reviewed [Admin 22-23 Budget Expectations & Goals Document](#).
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- b. Questions were heard regarding creating a cliff with ESSER funding. ESSER funds will not be used to pay for multiple salaries, but are being used for some staff. Want to spread out project funding over a few years but also want to maintain maintenance project funding, which is why a ten-year plan is needed.
 - c. We are moving to having the budget express the vision and mission of the district both short and long-term.
7. Update on Business Office Assistant - Higgins
- a. The interview and selection process is complete and have made a recommendation to the Superintendent Elkington for a final interview.
8. Next Steps on Central Office Reorganization - Elkington
- a. We received a transfer request by an internal candidate, Beth Christopher, to transfer to the accountant position, which has been accepted by the superintendent. The committee was very pleased with this news.
 - b. The superintendent is recommending that we adjust the current executive administrative assistant position to allow the position to have more managerial aspects and responsibilities; adjust to Director of Communication and Internal Operations, as well as continue to assist the superintendent, board of directors, and director of curriculum. The budgetary impact would move the position to a salary range of \$60,000 range and be consistent with the accountant position. Committee members expressed support of this position. And shared how this will make an improvement to Central Office functioning, and is necessary for the district.
9. Superintendent's Goals - Doyle
- a. Review
 - i. Would like to pause the formal process review, and modify it. Will continue with the survey of the Central Office and Administrative Team.
 - ii. Discussion was heard about any legal requirements and considering the policy in place, as well as past history. It is important to document a pause and any other adjustments. Action steps, goals and data will be reviewed.
 - iii. Questions were asked regarding the evaluation process and comparison to the policy.
 - b. Next Steps
 - i. Lisa Laflin and Carol Coles will review the current policy.

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10. Future Agenda Items - Doyle
 - a. Open Positions
 - b. Strategic Planning Update