

Personnel and Finance Committee

Minutes

April 5, 2022

6:00 - 7:00pm

The Forum, Mt. Blue Campus

COMMUNITY | CULTURE | CURRICULUM

Working together to provide high-quality educational opportunities for all

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

Members Absent: Betsey Hyde

Other Members Present: Dee Robinson

Staff: Chris Elkington, Laura Columbia, Dan Higgins

Other Staff Present:

1. Called meeting to Order at 6:07 pm - Doyle
2. Review [approved minutes](#) from the last meeting - Doyle
 - a. All set
3. Review Signing of Warrants - Doyle
 - a. *Upcoming*
 - Week of April 11: Irv/Judith
 - Week of May 9: Kirk/Betsey
 - Week of June 13: Lisa/Irv
4. Updates:
 - a. Strategic Planning - Laflin
 - i. Committee is following next steps.
 - b. Central Office Updates - Elkington
 - i. Office Layout
 1. Overall layout has been a good change for the office and with communication and working together more closely.
 - ii. HR Position
 1. Proud to announce that Erin Landry will be taking the human resource position and as part of our overriding next steps with onboarding and keeping staff in RSU 9 she will be adding in Wellness under her portfolio.

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- c. 22-23 Budget Creation Update - Doyle
 - i. The Budget Committee has been working hard to review the budget. The Central Office and admin team have been helpful.
 - ii. Starting to reduce our projected electric expenses.
 - d. 21-22 Budget - Elkington/Higgins
 - i. The only lines we are currently watching as the costs have been higher than budgeted are the substitute lines
 - e. ESSER Project Doc Questions - Elkington
 - i. No questions were heard.
 - f. Land for Sale [adjacent to Cascade Brook School](#) - Elkington
 - i. \$55,000 for the acreage, concerns about the useability of the lot, potential FTC use is a question, is buying a portion of it an option, and if our school fields are currently on some of the property.
 - ii. This would need to go before the community if the Board approved, with suggested funds coming from the balance forward account. A 2022-2023 decision as more info will take time.
 - g. Souther Solar Farm Project Billing Review - Elkington/Higgins
 - i. [Jan 2022](#) [Feb 2022](#)
 - ii. Dan Higgins expressed a desire to increase his understanding of the calculations included in the above spreadsheets before making long-term projections.
5. Superintendent's Goals - Doyle
- a. Draft Policy [CBI](#) - Evaluation of the Superintendent
 - i. No questions. Will need to move it to the full Board for final reading.
 - b. Evaluation of the Superintendent - [Tool](#)
 - c. Administration and Central Office questionnaire
 - i. Kirk Doyle will connect with the Central Office on digitizing the survey.
6. Maintenance Reorganization - Elkington/Higgins
- a. Director of Maintenance Reorganization
 - i. 22-23 Plan
 - 1. Dir of Finance & Operations
 - 2. Dir of Transportation & Custodial Services
 - a. Questions were heard regarding the supervisory relationship of Richard Joseph and Nicole Ibarguen, and it was explained as similar to principal and assistant principal.

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- ii. Job Description Review
 - 1. Most recent job description was from 2014 for Director of Support Staff. New job description of the Director of Finance and Operations was shared.
 - 2. A question regarding education experience for these positions was discussed. Work experience for the specific new Director of Transportation and Custodial Services was discussed.
 - 3. A more systemic, strong team approach is being put together for our restructuring. A question was heard regarding if these positions allow for Maine State Retirement or Social Security.
 - b. Approval
 - i. The committee approved these next steps.
7. Mallett Outside [Wall Rot](#) from 21-22 Budget - Higgins
- a. Architect Review
 - b. Meeting with G & E 4-6-2022
 - c. Because of open district positions, money may be available in 21-22 Budget
 - d. Approval?
 - i. Committee supports moving forward with this if funds are available in this year's budget.
8. Service Vehicle Needs from 21-22 Budget - Higgins
- a. We have several vehicles we can no longer cost-effectively fix/ sticker-up
 - b. Need three newer vehicles, but can make due with two
 - c. Have found two - [Window Sticker](#)
 - d. Because of open district positions, money is available in the 21-22 Budget
 - e. Approval?
 - i. Committee supports moving forward with this.
9. [Knox Lawn Care Bid](#) - Higgins
- a. Quote
 - b. Questions?
 - i. We only received one bid and since they are large enough and have done good work for us we want them to continue.
10. Spring Parking Lot Resurfacing - Elkington

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- a. We have several parking lots in disrepair
 - i. Cushing
 - ii. Cascade Brook
 - iii. CCHS
- b. Because of open district positions, money is available in the 21-22 Budget
- c. Waiting for quotes to see if we can fix one, two, or all three
- d. Approval?
 - i. Committee supports moving forward with this if funds are available in this year's budget with the understanding that it may turn out to be one parking lot.

11. Future Agenda Items - Doyle

- a. Harold Alfond Center for Workforce Advancement Supplemental Funding - Allen
- b. Open Positions
- c. Strategic Planning Update