

Personnel and Finance Committee

Minutes

July 6, 2021

6:00 - 7:00pm

Meeting Video - <https://vimeo.com/573005708>

Members: **Carol Coles**, Kirk Doyle, Scott Erb, Irv Faunce, ~~Betsey Hyde~~

Other Board Members Present: Jesse Sillanpaa, Cherieann Harrison, Craig Stickney, Gwen Doak, Libby Kaut

Staff: Chris Elkington, Laura Columbia, Kris Pottle, Monique Poulin

1. Call meeting to order 6:03 pm
2. Reviewed approved minutes from June committee meeting
 - a. No questions or concerns
3. Review expiration of Governor's State of Emergency - Chris Elkington
 - a. Starting in August, the Personnel and Finance Committee will meet in person with a mask or a shield worn inside.
4. Update on Assistant Business Manager - Chris Elkington
 - a. Beth Christopher will be starting July 12th as assistant business manager and we are moving forward with that structural adjustment. The team has done an excellent job with approaching this situation together.
5. Update on Audit - Kris Pottle
 - a. Kris Pottle reported that the audit is in. The audit that was shared with the committee, included a summary of federal grants. Paper copies can be shared with any who would like to request a copy or electronic copies can be emailed. Kris will check with the auditor to see if he is available to review with the board team, or it will be done by the Central Office. The electronic form can also be added to the website.
6. Assign two committee members to sign warrants by July 9.
 - a. Carol Coles and Scott Erb
7. Review Superintendent's Office reorganization - Chris Elkington
 - a. Resignation of volunteer coordinator/office assistant gave the superintendent and director of curriculum the opportunity to review the present structure and see what our needs are and if adjustments should be made. The adjustments being proposed include changing the superintendent's administrative assistant position to an executive assistant to the superintendent and adding a receptionist. The executive assistant would oversee the receptionist and the part-time clerical position in the

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central office. Since this position has oversight of staff and makes independent decisions about the website and staff assignments, the position will become salaried. There will be no additional costs. Draft job descriptions were shared and reviewed ([Executive Assistant](#); [Receptionist](#)). The Committee reviewed the proposal and supported it moving forward to the board.

8. [CBI](#): Evaluation of the Superintendent and [Superintendent Evaluation Tool](#)
 - a. Review feedback from June 22, 2021 board meeting
 - i. Discussion was heard regarding the superintendent's role in their evaluation and the board's role in gathering feedback for the superintendent's evaluation.
 - ii. Questions and discussions were heard regarding the role the superintendent plays in their evaluation process. The consensus was the Personnel and Finance should oversee the evaluation process, with input from the superintendent.
 - iii. Superintendent Evaluation review in July can cause an issue as there are new board members. As well as timeline questions around superintendent goals. Feedback was also heard regarding keeping the original timeline of December for a finalized evaluation timeline. Superintendent Elkington recommended an 18-month window for the initial evaluation cycle. The summer is a critical time for implementing goals, finalizing goals in June can make implementation difficult. Goals assigned in the summer will lose initial momentum and are more difficult to start to do collaboratively without time to plan and use the summer.
 - iv. Questions regarding feedback from members that the superintendent evaluates.
 - b. The feedback loop was discussed and the importance of including and making the administrative team part of the process.
9. Future Agenda items
 - a. Elect Committee Chair (first meeting after committee assignments)
 - b. Schedule for Signing Warrants (first meeting after committee assignments)
 - c. [CBI](#): Evaluation of the Superintendent and [Superintendent Evaluation Tool](#)