

Personnel and Finance Committee

Minutes

August 3, 2021

6:00 - 7:00pm

The Forum, Mt. Blue Campus

Members: Kirk Doyle, Irv Faunce, Libby Kaut, Lisa Laflin

Other Board Members Present: Debbie Smith, Carol Coles

Staff: Chris Elkington, Laura Columbia, Beth Christopher, Monique Poulin, Melissa Williams, Rodney Spiller

1. Call meeting to order at 6:05 pm
2. Elect Committee Chair
 - a. Lisa Laflin nominated Irv Faunce, no other members were nominated.
 - b. The consensus was reached to elect Irv Faunce as committee chair.
3. Review [approved minutes](#) from the last meeting
 - a. No discussion or corrections on the minutes.
4. Assistant Business Manager Transition Review - B. Christopher
 - a. Beth Christopher has been training with Kris Pottle, and working on closing out the year, reviewing manual procedures, finance training from Maine DOE, and working closely with Alison Gamache.
 - b. Questions were asked regarding the transition and support offered. And Beth reported that everything is going well and she feels supported.
5. Establish Schedule for Signing Warrants - B. Christopher
 - a. Two signatures are required to sign the warrants, in the second week of each month.
 - i. Beth Christopher will develop a schedule and will email the schedule to the committee, and add to the agenda.
 - ii. The signing of the warrants includes signing every transaction the district makes. It takes approximately an hour to complete.
 - iii. Beth Christopher will review the specific procedures, regarding retroactive signing.
 - iv. A three month schedule will be maintained to remind committee members when it is their turn.
6. Approve Logging Equipment Purchase for FTC - Elkington/Williams
 - a. [Grant Award](#)
 - b. [Grant Selections](#)
 - c. [Equipment Quote](#)

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- d. Summary
 - i. Rodney Spiller reported on the specialized piece of equipment, the planning process, and decision-making for the specific piece of equipment for students to use and learn on. Due to the nature of the piece of equipment, it was requested to be exempt from the board policy on bidding and was so by the superintendent per said policy.
 - ii. Grant is for \$50,000 and the quote is a little less than \$80,000. FTC local funds will be used to make up the difference.
- 7. Updated State Funding
 - a. [Updated 279](#) Draft 7-21-2021
 - i. The Superintendent reviewed the EDU 279 report from the state, and how information on our funding from the state is shared. It details what areas we are receiving money from, and areas funds may be reduced based on the funding formula. This form is usually updated a few times throughout the year.
 - ii. Additional funds were allocated from the state at the end of the year. Our options could include spending it now or using the funds in future years as balance forward, for other purchases or for tax relief.
 - iii. Questions were asked regarding
 - Mil rate
 - Weld's state contribution
 - Our carryover amount and returning money to taxpayers
 - CTE funds, special education funding, and other parts of the 279 report
 - Concerns with documenting free and reduced funds, and how school districts are gathering their information with the state granting free meals for students were shared.
 - iv. As far as reviewing more parts of the ED 279 the committee reached consensus on only adding EDU 279 information as needed.
- 8. Adjusting positions, what do you need or want to know?
 - a. When adjusting positions, what level of input would the committee like to have in the process? Example given:
 - i. Bus Driver Position Change
 - 1. Special Ed. Run and Summer Run becoming one and going full year - Elkington

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- ii. The chair reported that notification in the board report is sufficient involvement, as well as judgment from the superintendent as long as position changes do not significantly adjust requests or make changes to overall funding.
9. Hiring Concerns - Elkington
- a. Updated #s
 - i. Conversations have started with the union regarding possible incentives such as moving costs, one-time bonuses, etc. We are also looking at the quality of onboarding and retention and using some funds to improve those efforts. We are making some progress towards filling our positions.
 - ii. We are reviewing how we may need to provide services to students and creative programming if we don't fill all of our positions. Special education needs to maintain Maintenance of Effort (what we spend on students), with our overall funding.
 - iii. It was stated that this topic should be on the agenda regularly for updates.
 - b. Developing Leaders from within - Elkington
 - i. Hard to hire and find staff, especially "leads" and leaders
 - ii. Need to look at differing structures and training options
 - 1. The Superintendent shared that we need to look at how we hire and our current positions and needs differently. Maybe look at increasing and adjusting responsibilities and hours of present staff etc.
 - c. Potential draft structure adjustments will be shared for next meeting
10. [CBI](#): Evaluation of the Superintendent and [Superintendent Evaluation Tool](#)-postponed
- a. Suggestions from the last meeting?
 - b. Assign a couple of people to finish the draft for the next mtg.
 - c. Other?
11. Future Agenda Items
- a. Review Signing of Warrants
 - b. Current Open Position Update
 - c. [CBI](#): Evaluation of the Superintendent and [Superintendent Evaluation Tool](#)-postponed
 - i. Suggestions from the last meeting?
 - ii. Assign a couple of people to finish the draft for the next mtg.
 - iii. Other?