

# Personnel & Finance Committee

## Agenda/Minutes

Sept. 1, 2020

6:00 - 7:00pm

Zoom meeting link will be posted on the district website.

[www.mtbluersd.org](http://www.mtbluersd.org)

Members: Kirk Doyle, Irv Faunce, Betsey Hyde, Carol Coles

Absent: Scott Erb

Other Board Members Present: Angie LeClair, Dennis O'Neil, Lisa Laffin, Cherieann Harrison

Staff Present: Tina Meserve, Kris Pottle

Other: Sarah Rowe joined at 6:49

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1. Election of the Chair: Irv Faunce nominated Carol Coles as chair of the committee, Betsy Hyde seconded the motion. Unanimous approval of the motion.
  2. 2020 (Unaudited) End of Year Financial Report (Kris Pottle)  
Report on the Revenue and Expense at year-end was presented (see attached report)
  3. Update on Hiring (Tina Meserve)  
The following positions are open. These are all hard-to-fill/shortage areas in the state: ASL teacher, Alternative Education, Music, GT at the K-2 level, district ELL, and Speech Pathologist.

We also have 21 open special education ed tech positions, 10-12 openings are typical at this time of the year. The hybrid model may allow our ed techs to support students in more efficient ways to alleviate some of the impacts of the shortage.

We are working on the substitute list, some may fill the current openings while we continue to hire. We are increasing substitute wages and are securing some permanent substitutes for the start of the school year. We will be providing on-the-job training prior to placing them in substitute positions whenever possible.

4. Superintendent Evaluation Process (Irv Faunce)  
Irv proposes moving toward a new model. Ideas included:
  - Provide more substantive information versus scoring with a number.
  - P&F committee facilitating the process.

- A special subcommittee (from P&F) works on the evaluation tool and brings it back to the full board for considerations.
- The Personnel and Finance Committee takes on the role of collecting information from all Board members, meets with the superintendent, and produces a final summary evaluation report based on the information gathered.
- Board training to calibrate members on the evaluation tool is needed.

Motion by Kirk Doyle to bring a proposal forward to the Board that includes creating a committee to recommend changes to the evaluation process and deliver to the Superintendent. The motion was seconded by Irv Faunce. No action was taken on the motion. We will continue to work on this at the next meeting before bringing a suggested process to the Board. This will be our primary focus in the next meeting.

5. Affirmative Action Officer/Title IX Coordinator Stipends (Tina Meserve)  
Postponed until the next meeting

**MT. BLUE REGIONAL SCHOOL DISTRICT**  
**School Board Expense Report**  
**June 30, 2020**  
**Unaudited Year End**

Account Number / Description	Revised Budget	Reported Period	Encumbrances	Amount Remaining	Percent Remaining
	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020
Board of Directors	\$145,515.00	\$129,177.09	\$0.00	\$16,337.91	11.22%
Superintendent's Office	\$236,191.00	\$232,491.30	\$0.00	\$3,699.70	1.56%
Business Office	\$464,326.00	\$437,099.57	\$0.00	\$27,226.43	5.86%
Technology Administration	\$307,420.00	\$306,953.51	\$0.00	\$466.49	0.15%
<b>TOTAL SYSTEM ADMINISTRATION</b>	<b>\$1,153,452.00</b>	<b>\$1,105,721.47</b>	<b>\$0.00</b>	<b>\$47,730.53</b>	<b>4.13%</b>
Cushing School Admin	\$78,487.00	\$74,459.18	\$0.00	\$4,027.82	5.13%
Academy Hill School Admin	\$108,538.00	\$98,603.63	\$0.00	\$9,934.37	9.15%
Cape Cod Hill School Admin	\$143,361.00	\$145,685.03	\$0.00	(\$2,324.03)	(1.62%)
Cascade Brook School Admin	\$169,796.00	\$167,073.62	\$0.00	\$2,722.38	1.60%
Mallett School Administration	\$179,313.00	\$172,668.78	\$0.00	\$6,644.22	3.70%
Mt Blue Middle School Admin	\$343,381.00	\$324,145.24	\$0.00	\$19,235.76	5.60%
Mt Blue High School Admin	\$440,889.00	\$441,697.13	\$0.00	(\$808.13)	(0.18%)
<b>TOTAL SCHOOL ADMINISTRATION</b>	<b>\$1,463,765.00</b>	<b>\$1,424,332.61</b>	<b>\$0.00</b>	<b>\$39,432.39</b>	<b>2.69%</b>
Cushing Instruction	\$509,524.00	\$470,818.32	\$0.00	\$38,705.68	7.59%
Academy Hill Instruction	\$779,364.00	\$728,189.27	\$0.00	\$51,174.73	6.56%
Cape Cod Hill Instruction	\$857,095.00	\$776,736.58	\$0.00	\$80,358.42	9.37%
Cascade Brook Instruction	\$1,292,686.00	\$1,216,405.33	\$0.00	\$76,280.67	5.90%
Mallett Instruction	\$1,645,780.00	\$1,420,994.53	\$0.00	\$224,785.47	13.65%
Mt Blue Middle Instruction	\$2,251,299.00	\$2,071,256.17	\$0.00	\$180,042.83	7.99%
Bilingual Program	\$5,674.00	\$10,763.10	\$0.00	(\$5,089.10)	(89.69%)
Differentiated Curriculum	\$172,894.00	\$159,352.30	\$0.00	\$13,541.70	7.83%
Mt Blue High Instruction	\$3,200,179.00	\$2,972,538.66	\$0.00	\$227,640.34	7.11%
<b>TOTAL REGULAR INSTRUCTION</b>	<b>\$10,714,495.00</b>	<b>\$9,827,054.26</b>	<b>\$0.00</b>	<b>\$887,440.74</b>	<b>8.28%</b>
Cushing Guidance Services	\$17,173.00	\$17,315.98	\$0.00	(\$142.98)	(0.83%)
Academy Hill Guidance Services	\$104,455.00	\$60,248.50	\$0.00	\$44,206.50	42.32%
Cape Cod Hill Guidance Services	\$55,498.00	\$52,138.82	\$0.00	\$3,359.18	6.05%
Cascade Brook Guidance Services	\$150,423.00	\$104,635.44	\$0.00	\$45,787.56	30.43%
Mallett Guidance Services	\$205,003.00	\$207,117.60	\$0.00	(\$2,114.60)	(1.03%)
Mt. Blue Middle Guidance Service	\$152,373.00	\$177,110.99	\$0.00	(\$24,737.99)	(16.23%)
Mt Blue High Counseling Service	\$365,027.00	\$351,408.73	\$0.00	\$13,618.27	3.73%
Health Services	\$375,628.00	\$383,396.15	\$0.00	(\$7,768.15)	(2.06%)
Cushing Library	\$48,736.00	\$47,018.04	\$0.00	\$1,717.96	3.52%
Academy Hill Library	\$44,049.00	\$39,753.02	\$0.00	\$4,295.98	9.75%
Cape Cod Hill Library	\$43,909.00	\$40,825.86	\$0.00	\$3,083.14	7.02%
Cascade Brook Library	\$33,372.00	\$33,082.95	\$0.00	\$289.05	0.86%
Mallett Library	\$32,332.00	\$30,135.38	\$0.00	\$2,196.62	6.79%
Mt. Blue Middle Library	\$87,160.00	\$85,133.40	\$0.00	\$2,026.60	2.32%
Mt Blue High Library	\$99,852.00	\$89,178.02	\$0.00	\$10,673.98	10.68%
American w/Disability Act/504	\$3,500.00	\$112.82	\$0.00	\$3,387.18	96.77%
Instructnl Technology Services	\$725,317.00	\$686,005.67	\$0.00	\$39,311.33	5.41%
Total Other Instruct'l Support	\$135,030.00	\$124,801.72	\$0.00	\$10,228.28	7.57%
Improvement of Instruction	\$39,205.00	\$27,836.94	\$0.00	\$11,368.06	28.99%
Staff Development	\$135,022.00	\$142,237.19	\$0.00	(\$7,215.19)	(5.34%)
Student Assessment	\$71,039.00	\$49,319.85	\$0.00	\$21,719.15	30.57%
<b>TOTAL STUDENT &amp; STAFF SUPPORT</b>	<b>\$2,924,103.00</b>	<b>\$2,748,813.07</b>	<b>\$0.00</b>	<b>\$175,289.93</b>	<b>5.99%</b>

Account Number / Description	Revised Budget	Reported Period	Encumbrances	Amount Remaining	Percent Remaining
	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020
Elementary Co-Curricular	\$11,087.00	\$2,809.71	\$0.00	\$8,277.29	74.65%
Elementary Athletics	\$66,411.00	\$47,119.08	\$0.00	\$19,291.92	29.04%
Secondary Co-Curricular	\$57,845.00	\$61,709.37	\$0.00	(\$3,864.37)	(6.68%)
Secondary Athletics	\$357,341.00	\$288,564.71	\$0.00	\$68,776.29	19.24%
<b>TOTAL OTHER INSTRUCTION</b>	<b>\$492,684.00</b>	<b>\$400,202.87</b>	<b>\$0.00</b>	<b>\$92,481.13</b>	<b>18.77%</b>
Foster CTE Adiministration	\$279,686.00	\$210,992.90	\$0.00	\$68,693.10	24.56%
Foster CTE Instruktion	\$1,648,785.00	\$1,451,685.69	\$0.00	\$197,099.31	11.95%
Foster CTE Student Services	\$127,834.00	\$113,524.89	\$0.00	\$14,309.11	11.19%
CTE Student Transportation	\$57,500.00	\$60,640.15	\$0.00	(\$3,140.15)	(5.46%)
Foster CTE Operation of Plant	\$320,538.00	\$285,120.81	\$0.00	\$35,417.19	11.04%
<b>TOTAL CAREER &amp; TECH EXPENSES</b>	<b>\$2,434,343.00</b>	<b>\$2,121,964.44</b>	<b>\$0.00</b>	<b>\$312,378.56</b>	<b>12.83%</b>
Cushing Resource Room	\$179,441.00	\$138,368.29	\$0.00	\$41,072.71	22.88%
Academy Hill Resource Room	\$193,975.00	\$139,410.75	\$0.00	\$54,564.25	28.12%
Cape Cod Hill Resource Room	\$220,931.00	\$181,155.07	\$0.00	\$39,775.93	18.00%
Cascade Brook Resource Room	\$212,339.00	\$179,970.81	\$0.00	\$32,368.19	15.24%
Cascade Brook Life Skills Room	\$314,730.00	\$161,732.70	\$0.00	\$152,997.30	48.61%
Cascade Brook Day Treatment	\$234,966.00	\$223,458.54	\$0.00	\$11,507.46	4.89%
Mallett Resource Room	\$102,188.00	\$198,337.69	\$0.00	(\$96,149.69)	(94.09%)
Mallett Life Skills Room	\$160,960.00	\$72,819.81	\$0.00	\$88,140.19	54.75%
Mallett Day Treatment Program	\$203,258.00	\$187,463.69	\$0.00	\$15,794.31	7.77%
Mt Blue Middle Resource Room	\$564,765.00	\$523,969.80	\$0.00	\$40,795.20	7.22%
Mt Blue Middle Life Skills	\$337,342.00	\$243,902.47	\$0.00	\$93,439.53	27.69%
Mt Blue High Resource Room	\$366,306.00	\$509,484.45	\$0.00	(\$143,178.45)	(39.08%)
Mt Blue High Life Skills Room	\$420,070.00	\$378,351.65	\$0.00	\$41,718.35	9.93%
Mt Blue High Day Treatment	\$276,600.00	\$228,967.47	\$0.00	\$47,632.53	17.22%
Out of District Placements	\$554,293.00	\$543,524.63	\$0.00	\$10,768.37	1.94%
Tutoring Services	\$19,962.00	\$15,910.31	\$0.00	\$4,051.69	20.29%
Special Ed Administration	\$516,277.00	\$563,133.81	\$0.00	(\$46,856.81)	(9.07%)
Social Work Services	\$267,090.00	\$241,028.03	\$0.00	\$26,061.97	9.75%
Psychological Services	\$267,212.00	\$212,945.47	\$0.00	\$54,266.53	20.30%
Speech Therapy Services	\$409,212.00	\$421,855.84	\$0.00	(\$12,643.84)	(3.08%)
Occupational Therapy Services	\$171,574.00	\$168,295.95	\$0.00	\$3,278.05	1.91%
Audiology Services	\$3,700.00	\$3,559.84	\$0.00	\$140.16	3.78%
Physical Therapy Services	\$24,052.00	\$21,984.84	\$0.00	\$2,067.16	8.59%
Extended Year Program	\$91,749.00	\$94,237.87	\$0.00	(\$2,488.87)	(2.71%)
<b>TOTAL SPECIAL ED</b>	<b>\$6,112,992.00</b>	<b>\$5,653,869.78</b>	<b>\$0.00</b>	<b>\$459,122.22</b>	<b>7.51%</b>
Cushing Plant Operation	\$152,246.00	\$140,375.98	\$0.00	\$11,870.02	7.79%
Academy Hill Plant Operation	\$305,802.00	\$267,249.38	\$0.00	\$38,552.62	12.60%
Cape Cod Hill Plant Operation	\$205,690.00	\$229,933.75	\$0.00	(\$24,243.75)	(11.78%)
Cascade Brook Plant Operation	\$528,088.00	\$412,584.94	\$0.00	\$115,503.06	21.87%
Mallett Plant Operation	\$325,600.00	\$317,828.02	\$0.00	\$7,771.98	2.38%
Mt Blue Middle Plant Operation	\$457,948.00	\$520,363.84	\$0.00	(\$62,415.84)	(13.62%)
Mt. Blue High Plant Operation	\$896,851.00	\$844,664.93	\$0.00	\$52,186.07	5.81%
Bus Garage Plant Operation	\$51,982.00	\$52,469.67	\$0.00	(\$487.67)	(0.93%)
District Wide Maintenance	\$776,130.00	\$743,142.80	\$0.00	\$32,987.20	4.25%
Plant Operation Administration	\$182,911.00	\$144,067.18	\$0.00	\$38,843.82	21.23%
<b>TOTAL PHYSICAL PLANT</b>	<b>\$3,883,248.00</b>	<b>\$3,672,680.49</b>	<b>\$0.00</b>	<b>\$210,567.51</b>	<b>5.42%</b>
<b>TOTAL STUDENT TRANSPORTATION</b>	<b>\$2,387,133.00</b>	<b>\$1,967,418.37</b>	<b>\$0.00</b>	<b>\$419,714.63</b>	<b>17.58%</b>
<b>TOTL DEBT SERVICE</b>	<b>\$5,556,521.00</b>	<b>\$5,580,120.93</b>	<b>\$0.00</b>	<b>(\$23,599.93)</b>	<b>(0.42%)</b>
<b>OTHER EXPENDITURES</b>	<b>\$2,300.00</b>	<b>\$2,296.31</b>	<b>\$0.00</b>	<b>\$3.69</b>	<b>0.16%</b>
<b>GRAND TOTAL ALL EXPENSES</b>	<b>\$37,125,036.00</b>	<b>\$34,504,474.60</b>	<b>\$0.00</b>	<b>\$2,620,561.40</b>	<b>7.05%</b>

**MT. BLUE REGIONAL SCHOOL DISTRICT**

**2019-2020 Revenue**

**Unaudited June 30, 2020**

	Revised Budget	Reported Period	Amount Remaining	Budgeted Use of Fund Balance
	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	
Account Number / Description				
1000-0000-0000-41111-000 Local Allocation	\$10,442,566.00	\$10,442,566.38	(\$0.38)	
1000-0000-0000-41112-000 Debt Service Allocation	\$601,092.00	\$601,092.89	(\$0.89)	
1000-0000-0000-41113-000 Additional Local Allocation	\$2,298,088.00	\$2,298,087.76	\$0.24	
1000-0000-0000-41322-000 Elementary Tuition from Other SAU's	\$14,000.00	\$0.00	\$14,000.00	
1000-0000-0000-41324-000 Secondary Tuition from Other SAU's	\$28,000.00	\$39,574.90	(\$11,574.90)	
1000-0000-0000-41327-000 Sec. Sp.Ed. Tuition from Other SAU's	\$3,500.00	\$0.00	\$3,500.00	
1000-0000-0000-41391-000 Elementary Unorgan. Territory Tuition	\$29,500.00	\$31,858.40	(\$2,358.40)	
1000-0000-0000-41393-000 Secondary Unorgan. Territory Tuition	\$5,000.00	\$48,253.90	(\$43,253.90)	
1000-0000-0000-41420-000 Transportation Fees	\$20,000.00	\$6,011.76	\$13,988.24	
1000-0000-0000-41510-000 Interest on Investments	\$5,000.00	\$1,421.67	\$3,578.33	
1000-0000-0000-41520-000 Dividends	\$0.00	\$833.91	(\$833.91)	
1000-0000-0000-41901-000 Other Revenue from Local Sources	\$0.00	\$30.00	(\$30.00)	
1000-0000-2600-41910-000 Building Rentals	\$0.00	\$3,740.62	(\$3,740.62)	
1000-1100-0000-41991-000 Elementary Sales & Refunds	\$0.00	\$75.33	(\$75.33)	
1000-0000-0000-41992-000 Transportation Sales & Refunds	\$5,000.00	\$1,604.65	\$3,395.35	
1000-3000-0000-41993-000 Vocational Sales & Refunds	\$288,473.00	\$0.00	\$288,473.00	\$288,473.00
1000-0000-0000-41996-000 MSMA Dividends/Misc School Nutritio	\$8,000.00	\$2,171.91	\$5,828.09	
1000-0000-0000-41998-000 Operations Sales & Refunds	\$0.00	\$2.50	(\$2.50)	
1000-0000-0000-43111-000 State Allocation	\$22,065,817.00	\$22,508,230.32	(\$442,413.32)	
1000-0000-0000-43121-000 Elementary State Agency Clients	\$19,000.00	\$0.00	\$19,000.00	
1000-0000-0000-43123-000 Secondary State Agency Clients	\$1,000.00	\$0.00	\$1,000.00	
1000-0000-0000-43290-000 Miscellaneous State Revenue	\$0.00	\$210.00	(\$210.00)	
1000-0000-0000-44585-000 Maine Care/Medicaid	\$300,000.00	\$0.00	\$300,000.00	
1000-0000-0000-45000-000 Other Financing Sources (Balance F	\$500,000.00	\$0.00	\$500,000.00	\$500,000.00
1000-3000-0000-45000-000 Other Financing Sources (CTE Bal F	\$466,000.00	\$0.00	\$466,000.00	\$466,000.00
1000-0000-0000-45202-000 Transfer from Capital Projects Fund	\$0.00	\$1,365.96	(\$1,365.96)	
1000-0000-0000-45204-000 Transfer from School Lunch Fund	\$25,000.00	\$0.00	\$25,000.00	
1000-0000-0000-45300-000 Disposal of Real or Personal Propert	\$0.00	\$290.50	(\$290.50)	
1000-0000-0000-45301-000 Insurance Proceeds - Real Property	\$0.00	\$3,760.33	(\$3,760.33)	
<b>TOTAL 1000 General Fund</b>	<b>\$37,125,036.00</b>	<b>\$35,991,183.69</b>	<b>\$1,133,852.31</b>	<b>\$1,254,473.00</b>
<b>Excess Revenue vs Budget</b>				<b>\$120,620.69</b>