

Personnel and Finance Committee

Agenda

January 4, 2022

6:30 - 7:30pm

The Forum, Mt. Blue Campus

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

Staff: Chris Elkington, Laura Columbia

1. Call meeting to order - Doyle
2. Review [approved minutes](#) from the last meeting - Doyle
3. Review Signing of Warrants - Doyle
 - Week of December 13: Kirk/*Betsey (still need)*
 - Week of January 10: Lisa/Irv
 - 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. Strategic Planning Update - Laflin
5. Superintendent's Office Move - Elkington
 - a. Decision has been made to delay
 - b. Want any such move connected to Strategic Plan Goals
 - i. Want to look at using present district land
 - ii. ESSER Federal Funds
6. 2021-2022 Budget Update
 - a. [Summary Expenditures](#) through November 30, 2021
 - b. [To date Expenditures](#) through November 30, 2021
 - c. [Salary Savings](#) from Unfilled Positions
 - d. [Disadvantage Student](#) & Title I Funds
 - e. [Debt Service](#) Review
7. HR Software Update - Christopher/Elkington

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- a. Frontline Software Purchase
 - i. [Contract](#)

- 8. Update on Open Positions - Elkington
 - a. Business Office
 - i. Business Manager or Business Manager in Training
 - 1. [Job Description](#)
 - ii. Business Office Assistant
 - 1. [Job Description](#)
 - b. Maintenance & Operations
 - i. Custodial Supervisor
 - 1. [Job Description](#)
 - ii. New Maintenance Position

- 9. Position Adjustments
 - a. Crisis Team
 - i. Leader Stipend
 - 1. Want to have two (2) stipends instead of one (1)
 - ii. Use Curriculum Rate for monthly meetings
 - 1. Other members of the team
 - b. Lead Custodian COVID Stipends
 - i. Responsibilities have been added
 - ii. Want to add monthly Pandemic Stipend based on monthly hours
 - 1. Responsibilities and difficulties have increased and will continue
 - 2. \$1.75 per hour

- 10. Support Structures for New Staff Members - Columbia
 - a. Survey Data collection
 - b. Coaches for teachers
 - c. PD/Other?

- 11. What are the risks of not evaluating certain staff members in 21-22? - Columbia

- 12. Future Agenda Items - Doyle
 - a. ESER II Funds breakdowns
 - b. Superintendent's goals