

MT. BLUE REGIONAL SCHOOL DISTRICT



COMMUNITY | CULTURE | CURRICULUM

"Working together to provide high quality educational opportunities for all."

227 MAIN STREET, FARMINGTON, ME 04938

(207) 778-6571 | (fax) 778-4160

Personnel & Finance Committee

Agenda Notes

October 1, 2024

6:00 pm - 7:00 pm

The RSU 9 District Office, Main Street Farmington

Board Committee Members Present: Gloria McGraw, Josh Robbins, Greg Kimber

Other Board Members Present:

Staff: Monique Poulin, Alison Gamache, Christian Elkington

Other Staff Present: Andy Hutchins, Richard Joseph

1. Call Meeting to Order - Chair McGraw

- a. Called to order at 6:01.

2. Previous Committee Minutes- [9.3.24](#) - Chair McGraw

- a. Any questions?
 - i. **None**

3. [24-25 Warrant Schedule](#) - Director Gamache

- a. Questions?
 - i. **Please check the schedule so as not to overlap.**

4. Updates - Gamache

a. [24-25 Monthly Budget Update](#)

- i. August Review
 - 1. **At the end of September, we are at 85% of the budget remaining.**
- ii. Our preliminary review of the FY24 Budget, found that:
 - 1. **We overspent two cost centers. The largest was for the CBS HVAC upgrade which will be reimbursed later this year through a rebate of \$140,000. Our expenses were underspent by \$1.7million but our revenue has a shortfall (reduced Mainecare funding of 4000k. The bottom line is we won't have to use any fund balance (\$800,000 was projected) which means our fund balance will grow again.**
- iii. Important FYIs
- iv. Questions?

b. 23 Audit

- i. Anything new?
 - 1. **Director Gamache has been in contact with RHR (auditor) and every two weeks they say two more weeks to the tune of a total of eight weeks the last two months. We do have a draft but not the final document. We need to remember they are battling through staffing issues like everyone else.**

- c. 24 Audit progress
 - i. We are preparing but we have not heard from them.
 - ii. We are receiving bills but they have not done any work. We have not paid.
 - iii. There are very few reputable auditors in the mix for Maine.
- d. Workers Comp Premium Credit Program - Gamache
 - i. Review
 - 1. The plan will be to create a committee to accomplish three of their five goals (proactive action) which will allow us to apply for a reduction in premium.
 - ii. Questions?

5. New

- a. [MBMS Kitchen Expansion Proposal](#) - Director Hutchins/Elkington
 - i. Review
 - 1. Come visit at 10AM on any school day and you can see how busy it is. The space is extremely tight. The size has not changed since we added a grade ten years ago, and the participation has increased 30% in the past nine years.
 - ii. Why?
 - 1. We need to do something but are limited with options. With the help of an architect we have landed with increasing some space going out towards the portable classrooms from the cafeteria. We received confirmation from the fire chief that we can expand in that area and maintain the classroom where it is.
 - iii. Paid how?
 - 1. The plan is to add 450 square feet due to cost (scaled back from 700 square feet). We will not be adding onto the building; instead will add a pad with frost wall for storage (walk in coolers and freezers). We will replace what used to be storage space with more prep space for staff. We are estimating \$400,000 to \$500,000 to complete the project with new walk in coolers, plumbing, mechanical work, etc. This will be paid for by the School Nutrition budget (carry forward). This should not add to the operating budget since we will be buying more energy efficient equipment. Chef Andy needs to find ways to spend carry forward due to federal regulations. He also reviewed school comparisons of food production space.
 - iv. Questions?
 - 1. Can we use heat pump hot water heaters? Will research and request that the architects take a look.
 - 2. At what stage might we know when the middle school will need to be rebuilt? That will be part of the 10 year plan work. MBMS has several new sections of the building. Are we thinking ahead to incorporating our newer investments into any new plan? This adjustment would align with other new construction (cafe and kitchen equipment recently installed). The two large projects that will need to be incorporated into future work will be new ventilation and a new fire suppression system. Both will be very expensive!
 - 3. The Operations Committee supported going forward with the plan shared.**
 - 4. Josh Robbins has a contact at the state related to composting and would like us to see about doing that at all schools.
 - v. Motion to move forward
 - 1. All in favor.**
- b. [Transportation Inspection Review](#) - Director Joseph

- i. Review
 1. Richard reviewed the document he shared, including the process (staging of buses and scheduling, as well as what is inspected-how they go through everything) along with the outcomes.
 2. We have had strong inspections over the past seven years. This year it did not go as hoped and anticipated. Richard takes pride in his staff's work and is looking to see what they will do to return to excellent inspections!
 3. Sixteen buses were taken out of service. Eight were quickly addressed and returned to service as they had bulbs needing to be replaced. At the end of inspection, we needed to use eight of our spare buses. Three of the 16 were already out of service based on the decision of our mechanics.
 4. We missed a rule change on bulbs. They changed the rules about lights from 50% needing to be lit and now it is 75%. These were simple fixes, but we should not have missed this.
 5. We have several older buses in our fleet, and we need to plan more aggressively to reduce time between inspections.
 6. In response to this inspection, Richard is working with the lead mechanics to review our practices. This is a good wake-up call for us.
 7. There were a few brand new inspectors and they may have been more active and applied expectations differently. Positive for us to have a higher bar to reach!
 8. Buses are reviewed twice a day by the drivers with a list of over a dozen areas to check. Reporting concerns, no matter how small, was reviewed with our drivers.
 9. Some equipment needing to be replaced is on backorder, which delays repairs.
 10. Held drivers meetings before and after inspection. Richard made clear that as a team, we need to be better at and made expectations clear going forward.
- ii. Findings - [See above](#)
- iii. Progress - [See above](#)
- iv. Questions?

6. MBMS - Elkington/Operations Supervisor Ibarguen

- a. History
 - i. Built 1955
 - ii. Remodel 2000
 - b. Bjorn Center
 - i. [Partial Substantial Completion Certificate](#)
 - ii. Culinary
 1. Review
 2. [Pictures](#)
 3. Room progress
 4. [Equipment purchase progress](#)
 - a. Nicole reviewed the quotes, and they will make a determination. The companies had comparable quotes, but one could do all the installs. Both are within budget.
 5. Questions?
 6. Next steps
- c. [MBMS Fire Suppression Sprinkler System Failure](#)
 - i. GYM

1. Cleaning review
2. [Pictures](#)
3. Bleacher decisions
 - a. Review
 - b. Insurance
 - i. Will be fully covered by insurance.
 - ii. Will receive new bleachers due to the cost of removing, possible breakage, and reinstalling the old ones.
 - c. Questions?
 - i. Next Steps
 - ii. Timeline
4. Floor
 - a. [Quotes](#)
 - i. Covered by insurance. We are waiting for the last floor quote. The first two include one who will not be able to level the floor and another that has had some quality questions. Waiting for the third company who has spent the most time in the gym figuring out what was needed. They were also recommended by our Bjorn contractor.
 - b. Review - See above
 - c. Questions?
 - d. Discussion - See above
 - e. Operations decision - See above
 - f. Motion - We will probably be using the last bid
 - g. Timeline
 - ii. Basement
 1. Demo Update
 2. [Pictures](#)
 - a. Nicole reviewed photos.
 3. Contractor success?
 - a. Review
 - i. No contractor will take it on.
 - ii. Alternative plans
 1. We have sub-contractors lined up for the rebuild. Therefore, we will be the contractor and Supervisor Ibarquen will be the overseer.
 4. Timeline Progress
 5. Insurance
- iii. Fire Suppression System
 1. Latest info?
 - a. Any new leads as to the cause?
 - i. No new information. The insurance company continues to research the root cause.
 - b. Flow Detector
 - i. Work completed and switch
 - ii. How do we know that the Flow Detector is working?
 2. Soak & Flush

- a. Why do it?
 - i. Recommended for checks and to get rid of sediment and rust buildup. Will cost more than \$60,000 to get rid of corrosion in the summer. This will be part of FY26 budget.
- b. Process
 - i. Part 1
 - 1. Check all piping
 - 2. Replace damaged
 - ii. Part 2
 - 1. Soak & Flush
 - 2. How is it done?
 - a. Reviewed
 - 3. When?
 - a. Must be summer
 - 4. Cost?
- c. Insurance Updates
- d. What would the sprinkler company suggest in order to replace pieces of the system by sections?
- e. Questions?
- d. Holman House Open House
 - i. Oct 15
 - ii. [Flyer](#)

7. Superintendent's Goal Review - Elkington

- a. Discussion
 - i. Chris shared an update on his goals with board members.
 - 1. Remember these are 18 month goals. Blue are done; green are in progress in the last three months. Please review and we will schedule a follow up meeting.
- b. Questions

8. Connectivity Hub Grant Updates - Elkington

- a. [Connectivity Hub Grant document](#)
- b. Review
 - i. Nothing new. Still talking to different parties about taking it over. The 90 days have not started yet as we do not have the final contract.
 - ii. We are not looking at purchasing at this time but leasing.

9. Next Meeting - November 19, 2024

10. Adjourned at 7:06.

11. Future Agenda Items:

- Audit & Corrective Action Plan
- ESSER Funding Update
- Budget Development Timeline Adjustments
- Staff Resignation Survey
- ED279 Update