

Personnel and Finance Committee

Minutes

October 5, 2021

6:00 - 7:00pm

The Forum, Mt. Blue Campus

Members: **Kirk Doyle**, Irv Faunce (arrived at 6:14 pm), Betsey Hyde, Libby Kaut, Lisa Laflin

Members Absent: Betsey Hyde

Other Board Members Present:

Staff: Chris Elkington, Laura Columbia, Beth Christopher

1. Call meeting to order - Doyle
 - a. 6:02 pm
2. Review [approved minutes](#) from the last meeting - Doyle
 - a. When the notes are sent out with the first board agenda of the month that is the time for committee members to:
 - i. Review and send changes to the chair of the committee before the meeting
 - ii. Review and then suggest changes at the board meeting
3. Review Signing of Warrants - Doyle
 - Week of October 11: Betsey/Lisa
 - Week of November 8: Irv/Libby
 - Week of December 13: Kirk/Betsey
 - Week of January 10: Lisa/Irv
 - Week of February 7: Libby/Kirk
 - Week of March 7: Betsey/Lisa
 - Week of April 11: Irv/Libby
 - Week of May 9: Kirk/Betsey
 - Week of June 13: Lisa/Irv
4. Can we: Add 15 Minutes to each Committee Meeting and/or pick another day for one of the committees to meet? - Elkington
 - a. What do you need for the meeting?
 - i. The Operations Committee expressed trying to run the committee more efficiently first and that we should try and stick to our time. Superintendent Elkington discussed that there needs to be balance

Personnel and Finance Committee

between succinct information and the need for committee members to discuss it.

- b. More information? Clearer what?
 - i. Kirk Doyle asked the superintendent if there were specific topics that would need more time. A discussion was heard regarding the balance as well as receiving a lot of information via email and through other communications.
 - c. Another option is to use an additional Tuesday, for another meeting day. Others noted ensuring that members read the agenda before the meeting and come prepared for the meeting with questions would help. Superintendent Elkington will continue to share additional information prior to the meeting, and if there was a specific topic that needed to be discussed, we schedule an additional meeting that is longer to review.
 - d. A suggestion was made to add the updates to the end of the agenda and add the items that need more of a discussion to the start of the agenda.
5. [Current Open Positions Update](#) - Elkington
- a. We currently have around 45-50 openings and that is where we have been for the last month with new hires coming in or transferring from within. Areas with open positions that are having a large impact are custodial services and transportation on the running of our schools. It is hard to gauge our lack of being able to fill educational technicians as well as having many new teachers and teachers with emergency certification and their impact.
6. Board Goal for Superintendent - Elkington
- a. Long Term Hiring & Recruitment Strategies
 - i. We will be looking at how we are recruiting professional staff and support staff. One area that we are looking into is increasing human resources support.
 - ii. We will need to finalize our plans for assisting new teachers/staff with conditional certification over the next month.
 - b. Changing hiring plan
 - i. Why?
 1. We can't get people to apply
 2. Really need two different strategies
 - a. Support
 - b. Professional
 - ii. To start we will be:

Personnel and Finance Committee

1. Using Flyers
2. Facebook
3. Changing Website
- iii. Example of concern: Developing Lead Custodians
 1. Hard to hire and find qualified staff, especially "leads" because of our expectation that they also drive
- iv. Could we add an incentive program for staff members who recommend other members? Yes, that is something we can look into. Other items mentioned: covered parking areas, first-year teachers begin with a lightened load, to help with their transition, as well as offering childcare options/reimbursement, health insurance coverage.
- c. Next steps:
 1. Onboarding
 2. When do we need to start to look
 3. Need a new strategy to help potential support staff to apply
 4. We may need to look at present contract w/Union
 5. Hire another office member to support HR and Salary & Benefits
7. Update of Superintendent Evaluation Tool - Doyle
 - a. There will be a meeting tomorrow to finalize.
8. [Review of LD 993](#) - Elkington
 - a. Drummond and Woodsum have reported that they strongly believe that the extra days are from Jan 1st to October 18th, 2021. The last day of effect will be October 18th, any days used for COVID related absences between January 1st, 2021 and October 18th, will be given back and not taken out of sick time, for a total of up to 15 days.
9. Strategic Planning Update
 - a. Lisa Laflin gave a brief update of the Strategic Planning Committee, and to look at the sectors we would like represented for key feedback. The group discussed making sure that it is an actionable process.
10. Superintendent Update
 - a. Superintendent Elkington reported on the conversation around moving of the superintendent's office. If we were to purchase a building the community has to vote on approving the purchase of a piece of land or a building on a piece of land. We are able to purchase a building (such as a portable) and place it on our land.

Personnel and Finance Committee

11. Future Agenda Items - Doyle
 - a. Update on Superintendent's Building Options
 - b. Quarterly Finance Update