

# Personnel and Finance Committee

## Agenda Minutes

November 7, 2023

6:00 - 7:00 pm

The Forum, Mt. Blue Campus

COMMUNITY | CULTURE | CURRICULUM

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

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Members: Gloria McGraw, Greg Kimber, Jeff Barnum

Other Board Members present: Carol Coles

Staff: Christian Elkington, Monique Poulin, Alison Gamache

Other staff present:

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1. Call Meeting to Order - Chair McGraw
  - a. Called to order at 6:03
2. Review [Minutes](#) from the last meeting - Chair McGraw
  - a. No questions
3. [23-24 Schedule for Signing of Warrants](#)
  - a. Reviewed and all set
4. Updates:
  - a. [23 Audit Work](#) - Gamache
    - i. 72% complete as of yesterday; this is a slow process with many calculations.
    - ii. Alison is working very closely with the auditor. We are way ahead of where we have been in past years, including the transition from last year. The goal was to get them all the items they needed by the end of October. The hope is still to have the audit completed by late January or early February.
  - b. [23-24 Account Updates](#) - Gamache
    - i. We are at 75% remaining balance, which is on track.
  - c. [Banking RFP](#) - Gamache
    - i. We must have a dedicated person locally to support us when necessary and so the reason to look at choices.

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- ii. With the support of this committee, Alison will send out the RFPs tomorrow to TDBank, Skowhegan Savings, Bangor Savings and Franklin Savings.
  
- d. ESSER - Elkington
  - i. CBS Project Initial Estimate
    - 1. We finally received a project estimate for the HVAC system upgrade. We had initially budgeted \$275,000 (based on work done at CCHS) and budgeted \$325,000 for overages. However, the initial estimate is at \$500,000. There is the potential for \$12 per square foot reimbursement from Efficiency Maine which is being looked at.
    - 2. We have a good relationship with the contractor who did the HVAC work at CCHS and who has completed this estimate. It is that reason why we have waited eight months for the estimate. There are limited options for those who are willing to do this work. Given the design of CBS, Specialty Services needed support from an additional source.
  
- 5. 22-23 Budget Estimates - Gamache
  - a. Review
    - i. Updated details
      - 1. The fund balance appears to be, when adding in ESSER reimbursement, substantially higher than what was anticipated. The ESSER reimbursements that had not been processed are now being added to the balance. Under state law, the fund balance is supposed to be under 4%.
      - 2. This is a good place to be in but we will need to review this information carefully when we begin our budget discussions as we look long-range.
  
- 6. School Nutrition Special Requests
  - a. School Nutrition Balance
    - i. [RSU 9 Letter](#)
      - 1. Superintendent Elkington reviewed the concerns with the high balance from the state.
    - ii. [Nutrition Fund Balance Plan](#)
      - 1. Superintendent Elkington reviewed Chef Andy's plan for reducing it.
      - 2. There was a question about the van purchase. It is not a refrigerated unit.
    - iii. Approve Plan
      - 1. All were in agreement to send it to the state.

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- b. Transit Van Purchase
    - i. [Bidding Policy](#)
      - 1. There were two bids, but one was not willing to hold the van for us to get approval from this committee.
      - 2. We do attempt to work with local companies, but in this case, there were no local dealers who had inventory.
    - ii. [Bid](#)
      - 1. Was reviewed by Superintendent Elkington.
    - iii. Approve Purchase
      - 1. Greg Kimber made a motion. Rich Ruhlin seconded it. The vote was unanimous.
  - c. Central Kitchen Design Plan
    - i. [Design Plan Contract](#)
      - 1. Superintendent reviewed the plan.
    - ii. Approve Contract
      - 1. Rich Ruhlin made a motion to approve. Greg Kimber seconded. The vote was unanimous.
7. Oct 26th & 27th Staff [Work Plan](#)
- a. Review
    - i. Superintendent Elkington reviewed the letter. There was much initial feedback shared by our support staff.
  - b. Questions
    - i. What do we do when we have an emergency evacuation? Per contract, if we send them home early, staff are paid for the full day. There is no language for emergencies as we had last month with a day called off because of a state emergency.
    - ii. There is a fine-line in regards to supporting staff and being budget conscious. Should we make clear that employees will need to take some form of PTO for potential future emergencies?
    - iii. It will be important to consider language on this front going forward so that all are aware of the expectation. Superintendent Elkington will bring some possible procedural language to this committee to review.
    - iv. There was an acknowledgement of doing our best to support staff while maximizing the number of student days for learning.
8. Supt. Goals Adjusted Draft
- a. Three goal areas
    - i. Transition in Central Office
    - ii. Admin Evaluation
    - iii. Committee Structure

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1. Chris shared this information with the committee.
2. He will review action steps in an executive session next week.

### b. Super's Eval?

- i. Do we align board's evaluation document with super's goals?
  1. Are superintendent's goals just one piece of the responsibilities and so more than the goals need to be addressed in the evaluation?
- ii. Do we schedule a workshop session?
  1. Carol Coles reviewed the relevant policy (CBI), the board's input, the administrative team and Central Office input, as well as the job description and the annual goals.
  2. Rich Ruhlin spoke to the 360 evaluation and a workshop session.
  3. There was support for a workshop session at the committee level. The Superintendent will look for a time for the committee to meet.

9. Next Mtg. Dec. 5, 2023

10. Adjourned at 7:03PM

11. Future Agenda Items:

- a. Supt. 360 Evaluation
- b. Quarterly Budget Report Update
- c. AI Planning Update
- d. RFP for new banking partner