

Personnel and Finance Committee

Agenda

December 7, 2021

6:00 - 7:00pm

The Forum, Mt. Blue Campus

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

Members Absent:

Other Board Members Present:

Staff: Chris Elkington, Laura Columbia, Beth Christopher, Jeff Brazee, Nancy Allen

1. Call meeting to order - Doyle
2. Review [approved minutes](#) from the last meeting - Doyle
3. Budget Committee Member Request - Elkington
4. [Draft Budget Timeline FY 23](#) - Elkington
5. Review Signing of Warrants - Doyle
 - 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
6. Technology Requests - Brazee/Elkington
 - a. [Reserve fund for technology](#)
 - b. 3 Year Device Buyback Agreement
 - i. [Macbook](#)
 - ii. [iPad](#)
 - c. [E-Rate Consultant](#)
7. Business/HR Software - Christopher/Elkington
 - a. Hiring Software Purchase
 - i. Selection Process

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- ii. Down to two
 - iii. Upfront costs and annual fees
 - 1. ESSER Funds for years 1 & 2
 - b. Accounting Software Purchase
 - i. Reason for change
 - ii. Other Features
 - 1. Amazon
 - 2. Sub caller
 - 3. Other?
 - iii. Quote
8. Position Increases/Adjustments - Elkington
- a. Finance (Salaries & Benefits) 40 hrs full-time - [Draft Job Description](#)
 - i. Program Change/Dual-systems
 - ii. Complexity of present work
 - iii. Customer Service
 - b. Custodial Supervisor full-time
 - i. Oversight & Day-to-day
 - ii. evaluation of district custodians
 - iii. Take funding from present position openings
 - iv. "At Will" Employee on Salary
 - c. Maintenance 40 hrs full-time
 - i. Project load w/aging buildings
 - ii. Decrease in community business supports
 - iii. Take funding from present position openings
 - d. HR (add 10 Hrs to present staff)
 - i. Increased recruitment needs & online program oversight
 - ii. Increased staff support with state certification needs
 - iii. On-hold until strengths of new software package determined
9. FTC Transportation Need - Elkington
- a. [FTC Needs a small bus](#)
 - i. Shared White Bus through ESSER
 - ii. Use \$70,000 from the FTC Contingency Fund to purchase
10. Superintendent's Office Move - Elkington
- a. Space Search
 - b. [Holman House](#)
 - i. [Lease w/option to purchase](#)

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- ii. [Upgrades needed](#)
 - c. ESSER Funding Available
- 11. Staff Recognition Update - Elkington
- 12. Support Structures for New Staff Members - Columbia
- 13. SAD 58 Strategic Planning Discussions - Elkington
- 14. Future Agenda Items - Doyle
 - a. ESSER II Funds breakdowns
 - b. What are the risks of not evaluating certain staff members in 21-22