

Personnel and Finance Committee

Minutes

December 7, 2021

6:00 - 7:00pm

The Forum, Mt. Blue Campus

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

Members Absent: Betsy Hyde

Other Board Members Present: Carol Coles, Dee Robinson

Staff: Chris Elkington, Beth Christopher, Jeff Brazee

Other Staff Present: Jennifer Pooler, Monique Poulin

1. Call meeting to order - Doyle
Meeting called to order at 6:01pm
2. Review [approved minutes](#) from the last meeting - Doyle
No discussion was heard
3. Budget Committee Member Request - Elkington
 - a. We are looking for at least one member from each Committee
 - b. Carol Coles - found serving on the budget committee very helpful and encouraged others to join the committee or at minimum to attend the two days of presentations.
 - c. Please have names to Carol Coles or Kirk Doyle by next week. Kirk will participate if no one else wants to.
4. [Draft Budget Timeline FY 23](#) - Elkington
Reviewed and moved forward to the full board.
5. Review Signing of Warrants - Doyle
 - **Week of December 13: Kirk/Betsey**
 - 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

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6. Technology Requests - Brazee/Elkington

a. [Reserve fund for technology](#)

- i. Anticipate receiving funds from selling old laptops; these funds (\$350K+) are expected any day.
- ii. Discussion was heard about how it would appear on the budget.
- iii. Superintendent Elkington will have further discussions with the business manager about how to move forward with creating a reserve account.

b. 3 Year Device Buyback Agreement

- i. [Macbook](#)
- ii. [iPad](#)
- iii. These agreements provide an increased value per unit and a predetermined price on how much the buyback would be.
- iv. Discussion was heard about offering devices for purchase to graduating seniors as opposed to having all devices in the buyback plan and agreed to follow this idea.
- v. It was agreed to move forward with the Buyback Agreements.

c. [E-Rate Consultant](#)

- i. MSLN e-rate support is at the state level for Category One funds. We are looking for support from a consultant to apply for category two funds (infrastructure).
- ii. Discussion was heard regarding the loss of learning and pd support for the administrator to continue to apply for reimbursement for each project.
- iii. It was agreed to move forward with the e-rate consultant.

7. Business/HR Software - Christopher/Elkington

a. Hiring Software Purchase

- i. Application tracking and onboarding system - have had demos from three companies, and are speaking with other districts who have used both systems.
- ii. [Upfront costs and annual fees](#) - We can use some available ESSER funds for years 1 & 2 costs.
- iii. Discussion was heard regarding the number of applicants we have each year.
- iv. It was agreed to move forward with the Applicant tracking and onboarding system.

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- b. Accounting Software Purchase
 - i. Payroll and AP - [Reason for change](#) - Quote
 - ii. It was agreed to move forward with Infinite Visions and to use available ESSER 3 funds to help with the transition.

- 8. Position Increases/Adjustments - Elkington
 - a. Finance (Salaries & Benefits) 40 hrs full-time - [Draft Job Description](#)

There is considerable Program Change/Dual-systems coming up. The complexity of present work continues to grow. The need for increased Staff Customer Service increases. There will be no additional budget cost as we are reconfiguring present open positions.

 - b. Custodial Supervisor full-time - [Draft Job Description](#)

The current custodial staff design is not working efficiently. Day-to-day oversight of district custodians, and evaluation of same needs more eyes. This will be an "at-will" position to start. Would work closely with and join custodians in the work. No additional budget costs will be needed as we will be reconfiguring present open positions.

 - c. Maintenance 40 hrs full-time

We need to increase our present maintenance staff from 4 to 5. We are having to perform more maintenance work year after year and are being forced to work more on our own as outside businesses are not bidding/quoting on small projects. No additional budget costs will be needed as we will be reconfiguring present open positions.

 - d. HR (add 10 Hrs to present staff)

This is on-hold until strengths of the new software package are determined.

The committee is in agreement for the Superintendent to move forward with these positions with the understanding that it will not impact the 22/23 budget.

- 9. FTC Transportation Need - Elkington
 - a. [FTC Needs a small bus](#)

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- i. Shared White Bus through ESSER
- ii. Use \$70,000 from the FTC Contingency Fund to purchase

The committee is in agreement that this purchase should move forward.

10. Superintendent's Office Move - Elkington

- a. [Holman House](#)
 - i. [Lease w/option to purchase](#)
 1. Currently appraised at approximately \$330K.
 2. Church voted unanimously to lease to RSU 9.
 - ii. [Upgrades needed](#)

A basic review of the reasoning was shared. Please review the attached documents before the January 4, 2022 meeting when there will be further discussion.

11. Staff Recognition Update - Elkington

- a. Per board support at the last board meeting we will be looking at different ways to recognize staff districtwide to continue to reinforce and to let them know they are respected and appreciated.
- b. Poinsettias to all district clerical support staff last week.
- c. Discussion was heard regarding longer Christmas break or adding more early release days.

12. Support Structures for New Staff Members - Columbia (Tabled until January 4, 2022)

13. SAD 58 Strategic Planning Discussions - Elkington

In response to a Daily Bulldog article - MSAD 58 is having conversations about the possibility of closing their high school and they asked us along with others about the possibility of students coming to MNHS. Approximately 160 students are MSAD 58 students with 90+ are EUT students. There will need to be multiple discussions and decisions by several school boards to determine next steps. When asked before the meeting and when the article was written, Superintendent Elkington reiterated with the Superintendent from MSAD 58 that we could not take 260-270 students at MBHS. That I could entertain bringing to the board looking at 160 MSAD 58 students as possible tuition students. That the students would need to be bused to us by their company and that it would be the RSU 9's Board's decision.

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14. Future Agenda Items - Doyle
 - a. ESER II Funds breakdowns
 - b. What are the risks of not evaluating certain staff members in 21-22
 - c. Superintendent's goals