

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 Minutes

February 3, 2026 | 6:00 pm - 7:00 pm

Holman House/District Office Conference Room

Members Present: Jeff Barnum, Gloria McGraw, Josh Robbins, Amanda Caruso

Members Absent: Rich Ruhlin

Other Members Present: Gwen Doak

Staff Present: Christian Elkington, Monique Poulin, Alison Gamache

Other Staff Present:

1. Call Meeting to Order - Chair Robbins

- a. The meeting was called to order at 6:02.

2. Previous Committee Minutes- [1-6-2025](#) - Chair Robbins

- a. Approved at 1.13.26 Board meeting
- b. Any questions?
 - i. None

3. [25-26 Warrant Schedule](#) - Director of Finance Gamache

- a. Questions?
 - i. Jeff and Amanda will be here on 2/4.
 - ii. Gloria and Josh will be here on 2/16.

4. Updates

- a. Director Gamache
 - i. [25-26 Monthly Budget Update](#)
 1. January 2026
 - a. Director Gamache reviewed the update.
 - b. Article 9-When you add the amount remaining with the encumbrances, we have about 40% left.
 - c. Instruction-High remaining balance due to encumbering salaries for July and August in June.
 - d. Bus Garage-Has large encumbrances which we believe is because expenses are not being assigned to encumbrances. They are reviewing. If not this we will let you know.
 - e. Questions?

- i. Farmington changing their fiscal year will not impact RSU #9, unless they are changing when they send out their tax bills. Superintendent Elkington and Director Gamache will discuss.
 - ii. Some towns meet less regularly and so the assessments can be delayed.
 - iii. Is there a mechanism for taxing towns if they are not paying or are behind? The superintendent will research this.
 - ii. 2025 Audit
 - 1. Next Steps
 - a. Currently tidying up loose ends. We are working with very new auditors, and so it is a bit slow. We are still within the requested 9 month extension.
 - iii. Building Infrastructure Management Systems (BIMS)
 - 1. [Energy Savings Audit Application Final 12.1.25](#)
 - 2. Application Status
 - a. We believe that we will receive it at no cost to us. It will help to direct next steps with future energy savings.
 - iv. Mapping Services - Elkington/Gamache
 - 1. Going out to bid
 - a. We are no longer going with the company that we initially thought. We were not going to get what we anticipated as they made errors in their quote. The RFP will go out in the next week.
 - b. The mapping service will all be redone for consistency's sake.
 - c. This will include important heating, electrical, etc. info and will be able to be edited by RSU #9.
 - d. Can the communication center access this information? We believe so.
 - v. Special Ed Fiscal Monitoring for FY24 (happened in FY25)
 - 1. What did we learn?
 - a. Any patterns?
 - b. What did they say we did well?
 - i. We have great back up and have uploaded it.
 - c. What items do we need to work on?
 - i. If we have a contract that starts 9/1, we cannot sign the contract early.
 - ii. This is due to federal accountability expectations.
 - iii. Sometimes they will let it go through, depending on the timing but we need to make sure that the contract is not dated before 9-1-2026.
 - iv. Whether or not you are put on a monitoring cycle can be based on a change in personnel (if you have new people).
 - d. Acceptance and Corrective Action Plan
 - i. The plan was crafted and accepted.
 - vi. 26-27 Budget

1. [Timeline](#)
 - a. This was adjusted as some presentations have been moved around.
 - b. Budget:
 - i. Started at about 2.5 million
 - ii. Currently up 2.2 million. We will continue to look at options to reduce and will review with the budget committee.
 - c. Student population is down about 2.5%.
 - d. We will look at class sizes and will consider reductions in staffing as our communities cannot afford large increases.
 - e. Positions are reduced by looking at seniority. The CBA also notes these details. If possible and necessary, teacher reductions will be met through attrition.
 - f. There was a discussion about class sizes at the high school and the superintendent will supply this information.
2. Changes?

5. New - Elkington/Gamache

- a. School Lighting Retrofits
 - i. Working with our electricians and mechanical services staff for three of our schools to assist with costs and lighting (CCHS, CBS and AHS). Efficiency Maine will come on site over February break to assess.
- b. MBMS Co2 Updates
 - i. [Mount Blue Middle Co2 Control 2026](#)
 1. Plan
 - a. This \$5500 upgrade will allow us to read the Co2 levels via the automation system by wing.
 - b. The Operations Committee approved it, this committee will need to agree to pay for it for the contract to be signed.
 2. Paid from where?
 - a. Current budget year.
 - ii. Questions
 - iii. Motion/Vote
 1. Jeff made the motion to fund it, and Gloria seconded it. It was unanimous.
- c. [Credit Limit Increase](#) - Gamache
 - i. This was discussed in November due to a payroll concern with our salary needs of about \$3 million in a 30 day period. This is especially important during 3 pay period months. We would like to increase to \$5 million so that we don't have to adjust funds at the last minute. Is mostly determined by towns being able to pay their share on time to RSU 9.
 1. No concerns were raised.
- d. MBMS Bjorn CTE Over-Expenditure - Gamache
 - i. Transfer of funds
 1. The project finished with end of project change or adjustments needing to be made or (costs which did not meet budget) over \$416,822.96

2. We have a balance in CD \$230,333.63 (Previous Bjorn donation)
 - a. With this funding the project will be overspent by \$186,489.33
 - i. We will need to transfer from fund 1000 to fund 3090.
3. Questions?
 - a. What does this relate to? Finishing the culinary space, some window changes, and other equipment that was necessary to use the space. There was also a change in Fire Marshall expectations that was not planned for.
 - b. How come we did not know as we went along that we would go substantially over and therefore need to access local funds to this figure?
 - i. There was some confusion on this point which the superintendent took responsibility for. The committee knew about \$200,000 in additional costs and approved that. We ended at a little over \$400,000 more than planned.
 - c. Because the project got strung out past the completion date these details got lost in the next fiscal year as many of these extra expenses were small. In terms of sharing info with this committee and the board to keep abreast of this type of over expense a better process needs to be followed?
 - d. Added after meeting: Since the project was small the Building Committee was not as formal as with a larger project and so did not meet on a regular basis with Board representation.
4. Vote
 - a. Josh made the motion and Gloria seconded it. It was unanimous to transfer the funds.
- e. [District communication support & planning](#) - Elkington
 - i. Review
 1. Will be covered with this year's local budget.
 2. Going forward, when there is a need as determined by the superintendent an emergency meeting will be called to ask permission to spend funds.
 - ii. Next steps
 - iii. Questions

6. Next Meeting - March 3, 2026

7. Adjourned at - 7:02.

8. Future Agenda Items:

- Digitize Warrant Signing
- # of students who moved in
- Audit Firm RFP?