

Personnel and Finance Committee

Minutes

March 1, 2022

6:00 - 7:00pm

The Forum, Mt. Blue Campus

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

Members Absent: Betsey Hyde

Other Board Members Present: Carol Cole, Mark Prentiss

Staff: Chris Elkington, Laura Columbia, Dan Higgins

Other Staff Present: Monique Poulin

1. Called meeting to order at 6:03 pm - Doyle
2. Review [approved minutes](#) from the last meeting - Doyle
 - a. No discussion
3. Review Signing of Warrants - Doyle
 - a. Reminder - need
 - Week of January 10: *Irv/Kirk*
 - Week of February 7: *Kirk*
 - b. *Upcoming*
 - Week of March 7: Betsey/Lisa
 - Week of April 11: Irv/Judith
 - Week of May 9: Kirk/Betsey
 - Week of June 13: Lisa/Irv
4. Strategic Planning - Laflin

Gave details of next two meetings and writing of the vision that has started.
5. Central Office Updates
 - a. Business Office Assistant Hiring - Higgins
 - i. Thanks for approval of the position, the employee is a great fit for our office.
 - ii. We have had a smooth transition for the accountant position.
 - b. Next Steps on Central Office Reorganization - Elkington
 - i. A part-time position has been eliminated based on the funding source of school nutrition, a transition to Director of

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Communications, and the receptionist position is taking over sub calling. The Tech Director has moved their office space to the tech area to work more closely with his Team.

- ii. Some renovations to the central office include a hallway between the business and central office, a new space for HR, and cubicles being restructured to give the business office more privacy and separation from the kitchen area.

6. 22-23 Budget Update - Higgins/Elkington

- a. Business Manager, Daniel Higgins reported on his learning of the budget process, and that budget meetings with administrators have gone well.
- b. We are finalizing the wage and benefits portion of our budget, and the software we are using, as well as recognizing a number of the positions that are not filled.
- c. Budget template used for presentations
 - i. Feedback on the presentation process for each school budget was started. Questions were heard around open positions, and the need to review our current open positions. A strong budget committee has been very successful in giving principals the authority to run their schools, and reviewing at the end what priorities the admin team as a group needs as a whole district. Fewer requests will be seen this year, as we are waiting on the strategic plan to guide our next steps in budget requests for the 23/24 school year and beyond.
 - ii. A recommendation was made of reporting out on \$500 or more increase/decrease in the principal's and director's budget presentations, unless a specific reason is needed to be stated.
- d. Planning for reserve accounts for facilities and special education were discussed, as well as contingency lines in the budget. Facilities budgets and projects that have not been repaired or taken care of in previous years are being addressed in a plan for taking care of the physical plant.

7. 21-22 Budget - Elkington/Higgins

- a. Additional Equipment & Tool Purchases
 - i. Tool purchase for each school's lead custodian to have a set of tools for each school, approximate cost of \$4,000 from the existing budget were asked for and approved.
 - ii. Several pieces of equipment including a floor stripper, Aztec SideWinder, and two auto scrubbers are being asked for.

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- iii. From supplies and unfilled positions, we find funds remaining that will cover these costs.
 - b. COVID Stipends for Lead Maintenance & Lead Mechanic
 - i. We are looking for the same stipend for these positions as were approved for Lead Custodians due to extra responsibilities from COVID-19.
 - ii. The committee supported the stipends.
8. What will staff think if the state masking expectation change?
- a. Principals and directors have reported mixed feelings at each school level, with some schools and departments feeling confident that their staff would support mask optional.
 - b. Other concerns are around variables including the capacity of the hospital, the rate in our counties, and the lag in reporting positive cases in each community.
 - c. If we go to optional masking, it is important that we have a school environment that supports the choice to wear masks.
 - d. The Secretary of Education's recent letter stated that the transportation requirement has been lifted.
9. Superintendent's Goals - Doyle-Postponed to Next Meeting
- a. Update from Laflin/Coles policy review
 - b. Next steps?
 - i. Recommended for the committee to review CBI.
10. Future Agenda Items - Doyle
- a. Open Positions
 - b. Strategic Planning Update