

# Personnel and Finance Committee

## Agenda Minutes

March 5, 2024

5:30 - 6:30 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, Josh Robbins, Rich Ruhlin, Jeff Barnum, Greg Kimber

Other Board Members present:

Staff: Christian Elkington, Alison Gamache, Monique Poulin

Other staff present: Joel Smith, Mary Redmond-Luce

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1. **Call Meeting to Order** - Chair McGraw
  - a. The meeting was called to order at 5:30 pm.
  
2. **Review [minutes](#) from the last meeting** - Chair McGraw
  - a. Any questions?
    - i. None
  
3. **[23-24 Schedule for Signing of Warrants](#)** - Gamache
  - a. Any questions?
    - i. We are up to date with signing as of this afternoon
    - ii. Please check to see when you are scheduled to sign.
  
4. **Updates** - Gamache
  - a. 23 Audit Work
    - i. No news to share at this time.
  - b. [23-24 Monthly Budget Update](#)
    - i. Review
      1. Eight months into the year, and we are right on track for this time of the year.
    - ii. Concerns?
      - None
    - iii. Questions?
      - None
  - c. [Finance Office software change w/Tyler Tech](#)
    - i. Review
    - ii. Timeframe
      1. Moving from Tyler Technologies to ERP Pro, starting 1/2026 with training and document conversion to full implementation in 7/2026. It is time, and we need to be able to use the platform to its full potential. The current system is not being updated and there are blips with the current system.
    - iii. Costs spread out

1. Quote has come down in price compared to when it was originally released.
  - a. \$68,000 for implementation the first year
  - b. Continuing cost each subsequent year (We currently pay \$30,000 for our current program each year.) Alison will bring this information to the next meeting.
  - c. Should we put money down in this fiscal year? We could put funds into a reserve account for future years. Or we could pay half in FY26 and the other half in FY27.
- d. Price Lock-ins
  - i. Propane at \$1.89, a decrease from \$2.02 of 0.13 cents.
    1. A savings of 6%
    2. How long does the contract last?
      - a. Superintendent Elkington will follow up with this.
      - b. Downeast is our propane company.
    3. Other? Oil?
    4. No new news with oil prices in flux.
    5. There is also not a big market for our other fuel, wood chips (little competition).
  - ii. Next steps
    - Get lock-ins by May.

**5. Adult Ed Data 2022-2024 - Director Redmond-Luce**

- a. [Franklin County Adult Ed Student data 2022.xlsx](#)
- b. Review
  - i. Mary reviewed the data by town and offering category (Academic Enrollment, Workforce, Enrichment, and College Transitions).
  - ii. Some categories are reflected in the subsidy, and others participants paid out of pocket or are supported by grant funding. (Digital literacy is an example of a grant funded offering.)
  - iii. AE is supported as part of the funding formula.
- c. Questions?
  - i. Some responses are reflected in the notes above.
  - ii. Does this list help as far as targeting specific communities where enrollment is low?
    1. Mary is hoping to have one person focused on all the outlying areas. This helps with relationships, as well as being in all local communities regularly while streamlining offerings.

**6. USDA Rural Utilities Service (RUS) Distance Learning and Telemedicine (DLT) Grant Program**

- a. [RUS Grant - 2024 summary.docx](#)
- b. Review/Discussion
  - i. This could involve a partnership with RSU #44 and Winthrop Schools in support of rural communities improving access to educational resources through technology.
  - ii. Our hope would be to buy iPads and interactive video equipment for distribution around the district without using district funds.
  - iii. Another district will be the fiscal agent.
  - iv. Funds received would be distributed based on the individual district's requests and needs.

- c. Vote
    - i. Yeas: *Rich Ruhlin, Gloria McGraw, Josh Robbins, Jeff Barnum, and Greg Kimber-unanimous*
    - ii. Nays:
- 7. Grants - Elkington/Poulin**
- a. On the horizon?
    - i. Two summer programming grants are due at the end of March.
- 8. Grants/Budget - Elkington/Poulin**
- a. ESSER Funds (7 + million)
    - i. Added staffing
      - 1. Paid by grant currently.
  - b. Grants keep coming
    - i. In the last two months we have had over \$300,000 in opportunities.
  - c. Every time we apply
    - i. It can delay or stop other instructional work from happening at the district office to help with prep and writing.
    - ii. We need a dedicated professional staff member
      - 1. To keep up with possibilities
      - 2. To improve chances of receiving awards
      - 3. To receive funds and thereby keep local taxes down
      - 4. To allow us to continue strategic planning & instructional improvement work.
  - d. Next steps?
    - i. We have 21 state and federal grants for FY24 that total 2.8 million. This does not include any ARP or ESSER funds, nor any non state/federal grants.
    - ii. We have another person who contracts to assist with writing grants (based on programming goals).
    - iii. We will need to budget for a grants specialist in the future if we want other district work to continue to move forward at a regular pace..
  - e. Questions?
    - i. Will this individual be seeking funds for new state expectations or other extra grants and staff?
    - ii. This position should not create new work or new expectations, it should help fund the obligations and planning that we currently have. One example would be the summer programming grants. If we do not apply for and receive the grant, either we don't run summer programming or we add the cost to the local budget.
    - iii. It will allow us to meet more expectations of the district in a fiscally sound fashion.
    - iv. Do we need a financial person or a programming person? Do we need someone with two skills? The priority is for the financial side and compliance but writer support is also a plus. We will potentially need two people.
    - v. Spark, framework and execution - As long as we hold on to our current grant person, let's do so.
    - vi. What are the essential elements, needs and wants? We need to limit the wants so that we can focus on the essential.
    - vii. What do we do when something "extra" comes up related to community, environment and science programming for two?

- viii. What are we spending now to write grants? A contractor helps out at about \$10,000 along with the time of district employees.
- ix. We will be sure to share the list of federal and state grants with who oversees.

**9. Next Mtg. April 2, 2024**

**10. Adjourned at 6:36**

**11. Future Agenda Items:**

- a. AI Planning Update