

# Personnel and Finance Committee

## Agenda Minutes

April 2, 2024

6:00pm - 7:00pm

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, Jeff Barnum, Rich Ruhlin, and Greg Kimber

Other Board Members present: Dee Robinson, Libby Kaut

Staff: Christian Elkington, Alison Gamache, Monique Poulin

Other staff present: None

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1. **Call Meeting to Order** - Chair McGraw
  - a. The meeting was called to order at 5:59.
  
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 all caught up.
  
4. **Updates** - Gamache
  - a. **[23-24 Monthly Budget Update](#)**
    - i. Review
      1. There are no red flags with expenses.
    - ii. Revenue for FY24
      1. Everything is on track except for MaineCare. We are at \$500,000 with a goal of \$1,000,000.
    - iii. Concerns?
      1. We will be closer to revenue and expenses being even, with a smaller than expected balance.
    - iv. Questions?
      1. FY25 Revenue budget?
        - a. Director gamache is confident with the revenue figures that are projected in the draft budget.
  - b. Price Lock-ins
    - i. Other?
      1. Nothing new has been locked-in. We continue to watch with an eye for the best price. This might not happen until May or June.
    - ii. Next steps
  - c. 23 Audit Work

- i. Director Gamache has spoken with the auditor. It will not be done by the end of this month so she will ask for an extension from the state. She has a call with our Auditor Thursday and hopes to be able to share better information in the near future. Jody and Alison have been proactive in preparing for the next round. This will be helpful moving forward.
- ii. MaineCare carryover-We have enough of a balance so we will not have to transfer funds to cover expenses and then back track. This will reduce work in the Finance Office.

**5. Grant Updates? - Elkington/Poulin**

- a. RSU 9 Grant Awards Review - Poulin
  - i. Review [FY24 Grant Awards.xlsx](#)
  - ii. Questions
    - 1. Assistant Super Poulin reviewed the document.
    - 2. Discussion centered around specific needs for present programming.
    - 3. Further discussion
      - a. None
- b. Title 1 Summer Reallocation Application - Poulin
  - i. Review/Discussion
  - ii. Vote
    - 1. All were in favor of the grant presented
- c. ARP Summer Learning and Enrichment Programming Application - Poulin
  - i. Review/Discussion
  - ii. Vote
    - 1. All in favor (voted with the prior grant)
- d. USDA Rural Utilities Service (RUS) Distance Learning and Telemedicine (DLT) Grant Program - Elkington
  - i. Change
    - 1. The lead backed out as the fiscal agent. This is not a huge grant (supports iPad purchases), but the funding would come to us and we would pay the bills for all involved districts. RSU #9 will be the fiscal agent. This involves four districts and so seems manageable.
    - 2. If we are needed to be the Fiscal Agent there was support for this slight adjustment.
  - ii. Questions

**6. FY25 Budget - Elkington/Gamache**

- a. Budget reductions using FY24 funds
  - i. Across the board
    - 1. Alison reviewed the most recent budget numbers and the impact on the towns. This will be reviewed at the special board budget meeting. Fund balance has the greatest impact on the reduced impact to towns around the one-time only costs. This is like a budget within a budget (one time costs will be paid with carry forward funds). The messaging to ensure accurate representation will be vital.
  - ii. Questions?

1. None
  2. The point was made that future budgets (FY27) could be difficult going forward given the overall use and reduction of balance forward funding, as well as contractual obligations. We are addressing programmatic challenges with this year's budget.
- b. Want to pay off vans recently purchased
- i. District balance is available
    1. We are able to pay them off with funding in the FY24 budget.
  - ii. Vote
    1. All in favor
- c. Grant Position in the FY25 Budget
- i. Budgeted ½ a position
    1. Will be split
      - a. This will be split between Instruction and District Administration.
      - b. This position will continue to fulfill the fiscal responsibilities related to grants.
      - c. Deb Lajoie has committed to staying with us through FY25. She may be open to staying longer and has much needed experience in multiple areas.
      - d. Going forward, if we choose to seek other revenue through other funding sources, we will need to investigate expanded options for a person to research, write, and oversee grants, by paying more and expanding the scope of our grant work.

**7. White Bus Concern & Special Request - Elkington**

- a. White Bus use on roads
  - i. We recently found out that Maine Law says we can't drop off on the side of the road or in a driveway because of less safety features on these buses, as well as lack of the advanced driver licensing.
  - ii. These buses must drop off in a parking lot.
    1. This limits their use.
- b. We will need another vehicle
  - i. Request [3-20-2024 Van Purchase.pdf](#)
    1. If we buy a van, it can go in driveways etc...
  - ii. Vote
    1. All were in favor.

**8. No meeting in May**

**9. Next Mtg. June 4, 2024**

**10. Adjourned without objection at 6:54PM.**

**11. Future Agenda Items:**

- a. AI Planning Update