

Personnel and Finance Committee

Minutes

June 1, 2021

6:00 - 7:00pm

Meeting Video - <https://vimeo.com/558171992>

Members: **Carol Coles**, Kirk Doyle, Scott Erb, Irv Faunce

Absent: Betsey Hyde

Other Board Members Present: Angie LeClair, Jesse Sillanpaa

Staff Present: Monique Poulin, Laura Columbia, Kris Pottle

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1. Update on Business Manager search (Monique Poulin)
 - a. The position was posted a second time, and we continue to accept applications.
 2. Draft superintendent evaluation to align with [CBI: Evaluation of the Superintendent](#) will be presented (Kirk Doyle and Irv Faunce)
 - a. We plan to move forward with the current policy with a few adjustments.
 - b. Modifications include adjustments to guidelines 1 and 4.
 - i. 1. The Personnel and Finance Committee will be involved...
 - ii. 4B The Personnel and Finance Committee will... (and include survey feedback from the administrative team)
 - iii. The feedback loop was discussed. For example, the board may have five categories they are looking at, and the administrative team could rate them and give feedback.
 - c. The Evaluation Tool will be presented to the school board on 6/8/21. Policy CBI with adjustments will also go forward for first reading at the board meeting.
 3. BCBA position reconfiguration to Behavior Interventionist (Laura Columbia)
 - a. This position for grades 3-5 has been unfilled for two years. A teacher who is pursuing a BCBA certification has reached out to Laura. She needs 2000 hours to get that certification. She could fill the role as Behavior Interventionist for the year. This would be a one year only adjustment.
 4. Summer programming rates of pay (Laura Columbia)
 - a. We are hoping to increase interest in Ed Tech and high school teacher positions since we are lacking in those areas. We continue to move

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forward with planning. Outreach to families takes place differently at different grade levels. Participation is invite only. However, families can reach out to teachers as necessary.

5. Final finance briefing (Kris Pottle)
 - a. [Summary Expense Report](#)
 - i. Kris shared a brief summary. System administration may exceed the approved budget for that cost center. Kris will move forward with requests to the board for transfers if needed. We are currently at a 16% unexpended balance of 6.2 million (expenses are still coming in and the amount will decrease). The current balance is due to unfilled positions, the substitute line, CTE set aside funds and purchases with COVID-19 grants.
 - ii. A discussion was heard regarding summer accrual, limitations on a savings account and a plan to establish reserve accounts.
 - b. [Detail Expense Report](#)
6. Reminder: schedule for signing warrants
Week ending 6/11/21 - Betsey and Irv
7. Next agenda items