

# Personnel and Finance Committee

## Agenda Minutes

June 4, 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, Greg Kimber

Members absent: Rich Rhulin

Other Board Members present:

Staff: Christian Elkington, Alison Gamache, Monique Poulin

Other staff present: Kevin Bremner

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### 1. Call Meeting to Order - Chair McGraw

- a. 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?
- b. The July schedule needs to be set.
  - i. Is everyone willing to also do July?
    1. The list includes assignments up through August.
    2. Jeff Barnum cannot make 8/5, Greg Kimber will cover for him.

### 4. Updates - Gamache

- a. 23 Audit
  - i. Some good news to report!
    1. They are finalizing the last details. Alison is cautiously optimistic.
- b. [23-24 Monthly Budget Update](#)
  - i. Review
    1. This has been updated for April and May. Alison is confident given that there is 25% left as of April and 18% as of May.
  - ii. Concerns?
  - iii. Questions?
    1. What is summer accrual?
      - a. What we pay people in July and August must be earmarked from the FY24 budget. We adjusted this during 2021 & 2022 so this would no longer be a concern.
    2. Are we still expecting a total of \$500,000 from MaineCare reimbursement? It was anticipated at \$700,000, but we will receive between \$500,000-\$600,000. Billing has been expanded, and so our revenue has increased throughout the year. Summer training

should allow us to start billing on Day 1 this fall. One of our new coordinators will be overseeing this going forward.

3. Are we committed to the auditor for the next audit?
  - a. Yes , we need to be as they were recommended by the state and there are very few available in Maine. Other public entities are in the same boat.

- iv. Other?
- v. Next steps

5. **Staff Leaving Survey Update** - Elkington

- a. Superintendent Elkington gave the survey a quick review. It is finalized and being sent to those leaving the district.

6. **AI Training & Planning Update** - Bremner

- a. Review
  - i. The AI Ad Hoc Committee was created a few months ago with a global purpose.
  - ii. The goals have been more fine tuned over time. We are deciding next steps for the district with regards to guidelines for staff and student use.
    1. What are policies and procedures in place now that we will access in reference to AI? (One example is cheating/plagiarism.)
    2. We are discussing the sorts of professional development that we should be offering in order to support teachers using AI in the classroom with students.
    3. Sessions will be offered at the Summer Tech Institute.
    4. It was decided that we would focus on a single platform for teacher use. Magic School gave us a demo. It is educationally based and offers a data privacy agreement.
    5. Martha Thibodeau was working for the Maine Learning Technology Initiative and will return part time. She has experience with AI from that perspective.
    6. The hope is to assist teachers with efficiency in their work.
    7. We have taken a measured approach that continues to move forward.
    8. Given that students have been using AI for over a year to write papers, we are aware that we need to brainstorm pathways to have them use it responsibly. We also need to think through options for students to demonstrate their learning that don't involve word processing.
    9. All teachers will be required to become familiar with what AI is, whether they choose to use it or not. We hope to create a training that is engaging for the start of the year.
- b. Rangeley and MSAD #58 will be joining us this summer as presenters and participants for the Summer Tech Institute.
- c. Questions?

7. **Superintendent Eval next steps**

- a. Last year, the committee did a lot of work to get a timeline in place and to work out details. This year at the midpoint, the Central Office and the administrative team completed a more informal survey. The summary was shared with Superintendent Elkington.
- b. The next step will be to have the board members evaluate the superintendent's progress on the three goals noted. This will likely be rated 1-4 (done nothing to all complete) in a Survey Monkey form with a place for comments on the reasoning for the rating.
- c. Super's Goal update
  - i. Board members will complete an adjusted survey. Using the old evaluation format within the new survey shared - for board members to add comments. Foks will be asked to comment only on the ones that they feel that they have some experience with.
  - ii. Superintendent Elkington will share his progress to date with board members.
  - iii. It was suggested that the superintendent submit new goals once new committees are formed for 24-25. These goals may be informed by board feedback from this year's evaluation.
- d. Board Survey Questions
  - i. Timeframe
    - 1. The goal is to send it out this week and have it back by 6/17. This input will then be reviewed in executive session on 6/25.
      - a. Per our last review, the time frame will need to be tweaked, but the notes from that meeting are missing. The details from those conversations need to be captured. This should be added to a future agenda for discussion and review.

**8. Next Mtg. August 6, 2024**

**9. Adjourned at 6:47.**

**10. Future Agenda Items:**