

Personnel and Finance Committee

Minutes

June 7, 2022

6:00 - 7:00pm

The Forum, Mt. Blue Campus

COMMUNITY | CULTURE | CURRICULUM

Working together to provide high-quality educational opportunities for all

Members: **Kirk Doyle**, Irv Faunce, Judith Kaut,

Members Absent: Lisa Laflin, Betsey Hyde

Other Members Present: Carol Coles

Staff: Chris Elkington, Laura Columbia, Dan Higgins, Sherry Wyman, Nancy Allen,
James Black, Sherry Wyman

Other Staff Present: James Black

1. Called Meeting to Order at 6:06 pm
 2. Review [approved minutes](#) from the last meeting - Doyle
 3. Review Signing of Warrants - Doyle
 - a. *Upcoming*
 - Week of June 13: Lisa/Irv
 - Week of June 27: Kirk/Libby
 4. Updates:
 - a. Strategic Planning - Columbia
 - i. Currently in the process of creating action step ideas that align with our long-term and short-term goals.
 - ii. The School board will be reviewing the goals and objectives to be reviewed at their next meeting
 - iii. Feedback on the process was discussed regarding the review of the data, consistent themes, and appreciation of the work that is currently happening.
 - iv. Discussion of school safety, and if and how it plays a role in the strategic plan was asked. Points shared revolve around all of the efforts made to better engage our students, families, communities and staff, makes our schools and district more successful and safer.
 - b. Exit Interview Process - Elkington
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- i. [Separation Process](#)
- ii. [Example Exit Interview](#)
- iii. [Exit Interview Questions](#)
 - 1. This is the initial start and as it is more developed, the committee will receive updates.
- c. [ESSER Projects](#) - Wyman/Elkington
 - i. ESSER I and II were more flexible with spending, while ESSER III has more restrictions for how funds are spent and could be changed.
 - ii. Updates on projects include:
 - 1. Outdoor structures are being worked on, including playgrounds and outdoor learning and eating structures.
 - 2. School leadership teams have been involved, including a new playground plan for GDC, an update to the WGM playground, and a restructuring of the play area at CCHS.
 - 3. The HVAC and air quality projects are being moved back to completion in the Summer of 2023 as materials are almost impossible to get and we need to add their being reviewed with architect and engineering study.
 - 4. Camera improvements are being provided at all of the schools in the district. As well as outdoor intercom upgrades that are able to alert students and staff outdoors.
 - 5. The question was heard regarding the regularity of checking our schools for doors locked. Our SRO checks weekly, and other law enforcement are asked to check periodically. The superintendent also checks on his visits.
- d. District Project Planning Summer 2022 - Higgins
 - i. We are beginning to have all ESSER projects up and running, as soon as contractors can begin.
 - 1. This includes outdoor learning shelters (four timber frame structures at GDC, CCHS, CBS, and AHS), as well as another outdoor structure at MBMS.
 - 2. Playgrounds at WGM, CCHS, CBS, and GDC are being worked on.
 - 3. Questions were heard regarding the use and purpose of the outdoor structures which include eating, classroom use, and any other learning activities teachers and staff will have access to.

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- ii. Additional projects that are budgeted in the local budget will be ongoingly and overseen by Mike Turner. Including an HVAC review, and other audits and reviews of each building, including site visits. The architectural and engineering audit findings will be used as the framework for our 10-year plan.
- e. Hiring - Elkington
 - i. Going very well with good applicants and multiple candidates for most positions.
 - ii. Approximately 40% of our teaching staff will be in their first three years of teaching.
 - iii. Timeframe for the accountant? We will hopefully have news soon. We are also starting to see some promising candidates for tech Director.
- f. [Grant Review, Approval Process, and Admin Procedures](#) - Columbia
- g. Check changes w/TD Bank - Higgins
 - i. A criminal obtained one of our checks, NY State Police caught the person. As a result of working closely with our bank and adjusting our practices, there will not be a liability for the district as we participate in a new fraud alert system.
 1. The system has been in place through the accounts payable and allows for an extra layer of accountability. If there are checks that come through, we receive an email of those exception checks and we can review them.
 2. We will expand them in more depth, last week a check was returned to us and was not flagged and it should have been flagged. The check has now been reissued.
- h. ["At will" 22-23 Contract Adjustments](#) - Elkington
 - i. In an effort to compensate staff members better in the hiring world of today and to keep current employees. The changes shared are now in place.
 - ii. These adjustments and updates will be added to the Central Office Handbook.
- i. Special purchase - Higgins
 - i. Our storage needs are great
 - ii. Present rented storage units could be bought
 1. Cost is \$4200 a piece, seven have been purchased.
 2. Items in all storage units have been reviewed, disposed of, sold, or redistributed across the district.
- j. Audit Update - Higgins

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- i. The audit continues not to be done, our last extension has been filed.
 - ii. Our current auditor has reduced the number of districts they are working with because of hiring needs.
 - iii. An RFP has been put together, a list of auditors from the Maine DOE was received, and inquiries have been placed with the list of auditors.

- 5. Community School Grant - Columbia
 - a. Approved by Maine DOE
 - i. [Conditional Award Letter](#)
 - ii. Next steps
 - 1. Chris and Laura will be working with Lisa Sinclair to review the details of the grant and look at the individual projects and next steps.
 - 2. A review of other expenses and implications will be brought back and reviewed with the committee.

- 6. [Harold Alfond Center for Workforce Advancement](#) Supplemental Funding - Allen
 - a. Franklin County Adult Ed has signed up to partner with area businesses in a compact that allows for training that we do for frontline workers (teachers, custodians, bus drivers, etc). By joining we would be eligible for reimbursement up to \$1,200 for each employee, and \$600 in future years.
 - b. An educational facility will be used such as RSU 9, UMF, etc. There is paperwork and data collection involved in the process. Other school districts across the state have also signed up.
 - c. Group gave consensus to move forward with the grant opportunity.

- 7. Future Agenda Items - Doyle
 - a. Open Positions