

MT. BLUE REGIONAL SCHOOL DISTRICT



COMMUNITY | CULTURE | CURRICULUM

"Working together to provide high quality educational opportunities for all."

227 MAIN STREET, FARMINGTON, ME 04938

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Personnel & Finance Committee

Agenda Minutes

August 6, 2024

6:00 pm - 7:00 pm

The Forum, Mt. Blue Campus

Board Committee Members Present: Josh Robbins, Gloria McGraw, Greg Kimber

Absent: Rich Ruhlin, Jeff Barnum

Other Board Members Present: Gerry Provencher

Staff: Monique Poulin, Alison Gamache, Christian Elkington, Erin Landry

Other Staff Present:

1. **Call Meeting to Order** - Superintendent Elkington
 - a. Meeting was called to order at 6:03.
 - b. We have a quorum.

2. **Elect New Chair** - Elkington
 - a. Nominations
 - i. Greg Kimber nominated Gloria McGraw.
 - b. Discussion
 - c. Vote
 - i. Unanimous

3. **Elect Vice Chair** - Gloria McGraw
 - a. Nominations
 - i. Gloria McGraw nominated Josh Robbins.
 - b. Discussion
 - c. Vote
 - i. Unanimous

4. **Previous Committee Minutes- [6-4-2024](#)** - Gloria McGraw
 - a. Any questions?
 - i. None

5. **[24-25 Warrant Schedule](#)** - Director Gamache
 - a. Review of process
 - b. Questions?
 - c. Warrant signing for 24/25 sign up was reviewed
 - i. The system has worked well this past year. Alison will provide the updated list, and Michele Hill will remind as necessary.

6. Updates - Gamache

a. [23-24 Monthly Budget Update](#)

i. June Review

1. Our initial review indicates \$1.6 million left unexpended with revenue adjustments still to complete at this time.
2. 6.4% overspent in Operations; Other Instruction is also overspent. However, the total budget is not overspent.
 - a. How do we take care of this?
 - i. With a completed audit, if there is an area that is overspent by 5% or more, the board would need to vote. The voters gave this authority to the Board at the district budget mtg. For one year. If it is less than 5% we can just move it, but we inform the board.
3. Should have a good number for where we stand with revenue and any other expenses in another two to three weeks.

ii. Important FYIs

iii. Questions? See above

iv. Other?

b. 23 Audit

- i. We believe that the last piece of information was just uploaded by our firm. We have an extension for the rest of the month. We are in hopes that the draft will be completed in the near future.

c. District Office Software Upgrades - HR Director Erin Landry

i. Review of PowerSchool (PS) Changes

1. We have moved forward with PS for recruiting and hiring and are now in the end stages of launching an employee records platform.
2. It helps to have everything in one place for employees as well as the district office for the sharing and finding of information.
 - a. PS is familiar to our staff as a student information system. This will streamline several procedures by keeping all information in one platform. We expect this software to assist with efficiencies across the board.

ii. Modules

1. Hiring
 - a. In place and being used
2. Central
 - a. Moving forward with moving records etc.
3. Professional Learning.
 - a. Will be able to track certification, credits, etc. by the late fall

d. Culinary Contract Update - Elkington

i. 10% reduced to 8.5%

ii. Savings

1. Saved us \$3000

iii. [Culinary Space Information and Planning Update](#)

1. Plan is included here.
2. Suggestion was made to collaborate with Chef Andy on next steps
3. It will cost between \$80,000 and \$120,000 to complete the equipment part of the project.
4. FCTEC receives funds to support middle school projects. \$16,000 is being shared with MBMS for programming.

iv. They plan to hold an Open House for the space.

- e. Holman House - Elkington
 - i. Open House Planning
 - 1. This will be discussed at the next Central Office meeting. The plan will be to be open from 3-6 or 4-7.
 - 2. There was a suggestion to highlight period decorations and to maybe request that community members loan education related items for display.
 - 3. Are there a couple of events that we could participate in to celebrate being part of the community? We did Chester Greenwood last year and maybe the 4th of July next year along with Farmington Days.

7. Requests - Gamache

- a. Tech Reserve
 - i. Funds come from?
 - 1. We had budgeted \$70,000 locally with the figure below to be the balance for our current lease payment.
 - 2. Some of these funds were to be used last year, but we had enough of a balance in the local budget to pay the lease without taping these funds!
 - 3. This reserve account increases from revenue from the selling of old devices.
 - ii. Purpose Review
 - 1. To use \$221,829.25 from the Technology Reserve Account for Apple Lease Payment
 - iii. Motion
 - 1. Josh Robbins-moved
 - 2. Greg Kimber-seconded
 - iv. Vote
 - 1. Unanimous
- b. [New bus lease-purchase](#) - Gamache
 - i. Process Review
 - 1. We received financing, but we are delaying signing due to service required on the new vehicle. Once repaired and returned, the lease will be signed if approved by this committee.
 - ii. Cost: \$143,600 2025 BlueBird
 - 1. We will get significant reimbursement from the state two years out.
 - iii. Motion
 - 1. Josh Robbins-moved
 - 2. Greg Kimber-seconded
 - iv. Vote
 - 1. Unanimous
 - v. There was some discussion about electric buses and the fact that one company seems to have great buses and the other not so great!

8. Adjusting the Budget Development Timeline - Elkington

- a. Reasoning/Timeline change
 - i. Our hope is to push the budget process up; present it in January/February and then share with the Board in March.
 - ii. The state has been releasing the ED279 in January so we can start earlier.
- b. Questions - None
- c. Do we have permission to move forward with a draft?
 - i. All set to move forward.

9. Information Requests? - Elkington

a. [Connectivity Hub Grant document](#)

i. Next steps

1. A meeting with the six partners is being scheduled. There will be a request to see if any of the partners would take the lead.

10. Adjourned at 6:50.

11. Next meeting Sept. 3, 2024 to be held at the Holman House

12. Future Agenda Items:

- Audit & Corrective Action Plan
- ESSER Funding Update
- Staff Leaving Survey
- ED279 Update