# Personnel and Finance Committee

## Minutes

September 6, 2022
6:00 - 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: Alexander Creznic, Greg Kimber, **Gloria McGraw,** Josh Robbins, Richard Ruhlin
Other Members Present: Dee Robinson, Debbie Smith, Chip Hinds
Staff: Chris Elkington, Dan Higgins, Nancy Allen
Other Staff Present: Laura Columbia, Kevin Bremner

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1. Call Meeting to Order - McGraw
    a. Meeting called to order at 6:01pm by Chair McGraw
    b. Carol Coles reviewed the process for committee meetings: roles, public comment involvement, etc.

2. Review approved minutes from the last meeting - McGraw
    a. No questions were heard.

3. Schedule for Signing of Warrants
    a. Questions were heard regarding the process of signing the warrants.
    b. Director of Finance & Operations Higgins will make himself available to Board Members whenever needed.

4. Hybrid Meeting Option? - All
    a. Do we want the option for a Board Member who can't be present?
    b. Motion?
        i. Motion to approve a hybrid model based on the discussion had by Richard Ruhlin, and seconded by Alexander Creznic.
            1. The discussion was had regarding the difficulty of having multiple people on Zoom participating and so this option is to be used sparingly.

2. If a board member had to be remote, the board member would need to notify the chair in advance to see if that was possible.
3. If multiple members request to be remote, it would be first come, first serve.
4. The intent is for all Committee Members to be in-person and this should be used in rare difficult situations.
5. If this option becomes an issue, the Chair will review the situation.

ii. Vote: All members present were in support.
iii. The board chair could possibly decide to have a remote meeting, for example due to weather.

5. Referendum Question Drafts - Elkington
    a. Ballots
        i. Industry Sample Ballot
        ii. Industry Official Ballot
    b. Questions
        i. What triggers the referendum for the vote? Any purchase of land, building, or increasing the size of a present building needs to be approved by the community.
        ii. Are there other expenses that may come up with the cost for the Bjorn Center for Career & Technical Ed. Potential electricity, custodial, heat, and upkeep costs will be shared.
        iii. A public meeting will be held, letters to the community, an article will be submitted to the paper, a document possibly mailed to households of important information before vote.
            1. Approximate increase to the overall yearly operating budget may be between $10,000-$15,000.
    c. Motion
        i. Move to proceed with the paper ballots to the towns as presented to go to the full board by Richard Ruhlin, seconded by Josh Robbins.
        ii. Vote: All members present were in support.

6. Digital Literacy for Franklin County - Allen
    a. Same funding
    b. Position Adjustment
    c. Questions

i. Clarity on the approval and adjustment of the funding was reviewed.

d. Motion?
   i. Move to change the channel of digital literacy funding by Richard Ruhlin, seconded by Josh Robbins.
   ii. Vote: All members present were in support.

7. Updates:
   a. Tech Integrator - Columbia & Bremner
      i. Position Adjustment FYI for 22-23
      ii. Questions
         1. Questions were heard regarding the amount of the stipend and if morale would decrease if the amount returned to previous #. As well as clarity on the stipends and the project.
         2. The Educational Policy will review this for a vote.
   b. Quick 2021 Audit Review - Higgins
      i. Dan's initial top 5
         1. General review of the financial condition of the District at the end of FY21.
         2. Preparation of Statements and Accounts Reconciliation
            a. Not cost-effective to house someone in-house.
            b. Will most likely see this in the future, common in school districts.
         3. School Lunch Cash Receipts
            a. Can present an opportunity for mistakes and does not create a clear audit trail.
            b. Reconcile lunch process on a weekly basis.
         4. Student Activity Accounts
            a. Documentation for cash collection was limited, what purpose they were for, and how to record it.
         5. Policies Regarding for Items Out to Bid
            a. Varying level of discrepancy for bidding, need to ensure we are following the policy for following the proper steps for bidding.
      ii. Questions
      iii. Next month full review
   c. Accountant - Higgins
      i. Interviews
      ii. Possible Next Steps

1. Business Office staff reviewed the present job description and tried to break down the responsibilities to see if we could alter hiring possibilities and create another position with a different background.
2. Thankful to members of the business office for their hard work.

iii. Questions
1. Are these responsibilities more in line with a bookkeeper or clerk? That is what we are currently trying to resolve.

iv. Motion?
1. No motion was heard.

d. Super's Draft Goals - Elkington
i. Draft
ii. Questions?
iii. What are your top 3 draft goals?
1. Superintendent shared that he would include #6, #5, and that the other four are tied.

Meeting adjourned without objection by Chair McGraw at 6:59 pm.

8. Future Agenda Items
a. 2020-2021 Audit Review - Higgins
b. ESSER Project Progress - Higgins
c. Learning Facilitator Micro-Credentialing
d. Open Positions
e. Strategic Plan Goals for Finance
i. Next Steps
1. Focus Goal Areas for Finance
2. Possible Action Steps?
ii. Questions?

f. Other?