

Personnel and Finance Committee

Minutes

September 7, 2021

6:00 - 7:00pm

The Forum, Mt. Blue Campus

Committee Members: **Kirk Doyle**, Irv Faunce, Betsey Hyde, Libby Kaut, Lisa Laflin

Members Absent: Irv Faunce, Betsey Hyde,

Other Board Members Present: Carol Coles

Staff: Chris Elkington, Laura Columbia, Beth Christopher, Sherry Wyman

1. Call meeting to order
 - a. 6:00pm
 - b. Carole Coles reported that Irv Faunce has retracted his offer as committee chair. Kirk Doyle was nominated as committee chair and approved unanimously.
2. Review [approved minutes](#) from last meeting
 - a. Correct Irv's name.
3. Review Signing of Warrants
 - Week of September 13: Libby/Kirk
 - Week of October 11: Betsey/Lisa
 - Week of November 8: Irv/Libby
 - Week of December 13: Kirk/Betsey
 - Week of January 10: Lisa/Irv
 - Week of February 7: Libby/Kirk
 - Week of March 7: Betsey/Lisa
 - Week of April 11: Irv/Libby
 - Week of May 9: Kirk/Betsey
 - Week of June 13: Lisa/Irv
4. Current Open Positions Update
 - a. More positions are being filled, some of which unfortunately from within, which opens-up other positions. We will be starting a new advertising plan shortly, with more details about pay rates and are hoping that will help with filling more open positions.
 - b. Chris Elkington will send the updated number of positions to the school board, based on new #s from the last few days.

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- c. Questions were heard regarding our current open positions, possible solutions
- 5. [Cole Grant](#) - Laura Columbia
 - a. Grant was reviewed (additional funds for Reading Recovery) and no questions were asked about previous grant money.
- 6. ESSER 3 Grant Update - Sherry Wyman
 - a. Review of application process, timeline, including stakeholders in the community and feedback from all.
 - i. [ESSER III Award Application Presentation](#)
 - ii. [ESSER III Projects](#)
 - b. Questions
 - i. Questions were asked regarding allowable projects, timeline, process and items not allowed. As well as ensuring the budgeting process avoids creating cliffs or positions that we are not able to fill. All projects have to relate to COVID-19 and be an evidence based program/solution.
 - ii. Grant can be adjusted if needed.
 - c. Next Steps?
 - i. Admin team is asking staff for feedback to create projects.
 - ii. Superintendent & Director of Curriculum will ask for parent and community feedback.
 - iii. The board will see the draft plan for approval of the plans moving forward at the 2nd meeting September.
- 7. Strategic Planning Steering Committee
 - i. If plan is approved I am suggesting one permanent member for the Steering Committee from each board committee
 - ii. PFC Member representation
 - 1. Lisa Laffin will be representing PFC as the permanent member.
 - 2. First two meetings September 22, 6:00 pm, place to be determined. Our second meeting is scheduled for September 29.
- 8. [CBI](#): Evaluation of the Superintendent and [Superintendent Evaluation Tool](#)
 - a. Suggestions from two meetings ago?
 - b. An alternative idea was shared by the superintendent around the timeline to further the discussion.
 - c. Assign a couple of people to finish the draft for the next mtg.

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- i. Carol Coles, Kirk Doyle, Irv Faunce, and Chris Elkington will meet and review the timeline, to clarify the dates.
 - ii. Review Superintendent Evaluation Tool for consistency of naming categories. Ensure that the policy is in agreement with the tool.
 - iii. Clarity around the superintendent's involvement in executive sessions for evaluation was discussed.
 - d. Other?
9. Future Agenda Items
- a. Update of Superintendent Evaluation Tool and policies
 - b. Long Term Recruitment Strategies