

Personnel and Finance Committee

Amended Agenda Minutes

December 5, 2023

6:00 - 7:00 pm

The Forum, Mt. Blue Campus

COMMUNITY | CULTURE | CURRICULUM

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

Members: Gloria McGraw, Greg Kimber, Jeff Barnum, Richard Ruhlin, [Josh Robbins](#)

Other Board Members present: Carol Coles

Staff: Christian Elkington, Alison Gamache

Other staff present: None

1. Call Meeting to Order - Chair McGraw at 6:00 pm
2. Review [Minutes](#) from the last meeting - Chair McGraw
 - No questions
3. [23-24 Schedule for Signing of Warrants](#)
 - Will need someone to catch-up with the last batch.
4. **Updates:**
 - a. [23 Audit Work](#) - Gamache
 - Catching up on some financial statements that were not completed previously.
 - Restricted funds, undesignated etc. reconciling to the trial balance
 - Fixing some pieces that the auditor usually does but want to check to make sure they are as clean as possible.
 - b. [23-24 Monthly Budget Update](#) - Gamache
 - Every account looks appropriate with % used as of this date.
 - c. 22-23 Budget Estimates - Gamache
 - i. Additional Detail?
 - With more reimbursements coming from ESSER funds our balance is looking better than expected.
 - d. [School Nutrition Balance "too high" Plan Approved](#) - Elkington
 - Questions
 - What is the name of the form we use instead of Free & Reduced?
 - Should we be worried about people not filling it out because they get breakfast & lunch free?

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- Does the % matter for funding?
- e. Transit Van Purchase - Elkington
 - Before we could get our hands on the van it had some recalls. Waiting for fixes along with shelves being added.
- f. [Community School Funding](#) - Elkington
 - Reviewed attached update.
- 5. Adult Ed. Budgeting - Gamache**
 - a. Budget Review
 - b. Expenses
 - i. Are we paying expenses for other districts?
 - No
 - ii. [Expenses for 23-24](#) and where the \$ goes and comes from.
 - iii. Questions:
 - A follow up will be completed at the next meeting.
- 6. Supt. Eval Discussion - Elkington**
 - a. 12-7-2023 plan w/added notes from 12-7-2024 Workshop session?
 - i. Lots of discussion
 - ii. Copies of the old admin survey monkey was shared
 - 1. Automated tabulations
 - a. Need to be adjusted so that it easier for info to be reviewed and shared
 - 2. Committee reduced the number of questions and asked for more open-ended feedback. The reasoning for the request will be added to the beginning of the survey.
 - iii. Copies of my goals
 - 1. Shouldn't the survey questions be related to the super's goals?
 - iv. Board survey
 - 1. Will need to also be adjusted before it goes out to the full Board.
 - v. Timeline of the survey questions
 - 1. Why two different admin surveys within three months? Wouldn't one survey do?
 - 2. Is the Central Office staff included in the timeline and request for feedback?
 - a. Yes they will be with their questions somewhat different.
 - b. Was the timeline reworked by Erin Landry?
 - 3. A deadline will be put on the survey. Information will be put together by Human Resources and shared with the committee chair and vice chair. The full committee will review the results with the superintendent.
 - vi. Policy CBI & CBA (Job Description)

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1. Much discussion.
- vii. Measuring the super's goals through the question results on the survey
- viii. Is there an eval doc to share?
 1. Was reviewed at 12-7-2023 Workshop.
- ix. Agenda:
 1. What is the current process
- b. What will people need?
 - i. Updated and adjusted timeline per discussion to be shared and reviewed.
 - ii. An adjusted timeline came out of the 12-7-2023 workshop but notes are missing and so it will need to be redrafted.
7. Next Mtgs. Dec 7, Jan 2, 2024 is postponed to 1-16-2024 as members will be away.
8. Adjourned at 7:43 pm
9. Future Agenda Items:
 - a. AI Planning Update