

Personnel and Finance Committee

Agenda Minutes Draft

October 3, 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, Jeff Barnum, Rich Ruhlin, Greg Kimber

Other Board Members present: Carol Coles, Dee Robinson

Staff: Christian Elkington, Monique Poulin, Alison Gamache, James Black

Other staff present: Joel Smith

1. Call Meeting to Order - Chair McGraw
 - a. Called to order at 6:01
2. Review [Minutes](#) from the last meeting - Chair McGraw
 - a. No questions or comments
3. [23-24 Schedule for Signing of Warrants](#)
 - a. No questions or comments
4. *Special Request "NEW" - Elkington*
 - a. *MBMS Winter-Spring AD Stipend*
 - i. *Request to fund this stipend due to instructional priorities at MBMS*
 1. *BARR*
 2. *Data Review*
 3. *Math school & district-wide*
 - ii. *This stipend could be a great opportunity to grow administrators from within.*
 - iii. *Student numbers have grown at MBMS along with instructional priorities.*
 - b. *Instructional Reasoning*
 - i. *Supervision & Evaluation of new teachers*
 - ii. *New Initiatives*
 1. *BARR is a strong program but is also a significant time commitment. They are starting in 6th grade but plan to expand going forward.*
 - c. *Cost*

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- i. *Short-term (from where)*
 - 1. *Funds are available in the benefits line at MBMS.*
 - 2. *\$6,000 stipend for winter and spring*
- ii. *Long-range*
 - 1. *Proposing \$9000 to fund an athletic director position for FY25 for all three seasons.*
- iii. *Questions*
 - 1. *Current Salaries*
 - a. *MBMS AP-\$88,425.*
 - b. *MBHS AP-\$92,000*
 - c. *FCTEC Assistant Directors-\$86,000*
- d. *Motion to Accept Superintendent Elkington's request.*
 - i. *Rich Ruhlin made a motion; Greg Kimber seconded the motion. The vote was unanimous.*

5. Updates:

- a. [22 Audit](#) - Gamache
 - i. This is officially complete. There were some findings and Alison has come up with a corrective action plan.
 - 1. Repeat finding-Segregation of duties
 - 2. Repeat finding-We need to ensure that all reconciliations are complete well in advance.
 - 3. Repeat finding-School nutrition deposits are on a cash basis, in FY2. Nutrition account will be added to ADS and all revenue will be recorded as it is collected allowing the account to be reconciled on an accrual basis. District will reconcile the account.
 - 4. New-In using federal funds, prevailing wage must be paid for labor. Alison has a solution going forward and will address this finding.
- b. [23 Audit Work](#) - Gamache
 - i. Alison reviewed the audit checklist. There is a lot of prep work taking place. An auditor was present this week doing the on site work.
 - ii. The hope is that we will have a draft copy in hand in January.
- c. [23-24 Monthly Review](#) - Gamache
 - i. Alison reviewed the updated format. We have 84.95% remaining in the budget.

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- ii. Technology-Two large payments were made for the lease. Part was paid out of the reserve account and so the funds will be journaled back to the proper line.
 - iii. Special Education-Due to their out of district placements, they have encumbered a significant figure for the year.
 - iv. Transportation-This is due to salary and benefits.
 - v. Operations-Some big purchases have been made to kick off the year.
 - vi. The funds are in wonderful shape, better than in a long time at the start of the year.
 - vii. Suggestion to include comments such as the above in the next doc shared
- d. CD Rotation - Gamache
 - i. 5.6% and 5.61% to renew 10/11 and 10/25
 - ii. Alison will continue to invest funds in the short term.
 - e. ESSER - Readjustment of funds - Elkington
 - i. We now have \$555,000 estimated to be assigned to the new district office project. We are waiting for state approval for the movement of these funds. This [LINK](#) shows which project funds are being moved as they are no longer plausible for the FY24 year.
 - f. Grants: - Elkington
 - i. Cybersecurity
 - 1. [Award Doc](#)
 - 2. Motion to Accept
 - ii. RREV
 - 1. [Award Doc](#)
 - 2. Motion to Accept
 - iii. Bridge Academy
 - 1. [Award Doc](#)
 - 2. Motion to Accept
 - g. Motion to accept all grants as a block without objection
 - i. Rich Ruhlin made a motion.
 - ii. Jeff Barnum seconded the motion.
 - iii. Unanimous vote
6. 22-23 Budget Estimates - Gamache
- a. Review
 - i. Alison will share more details in November.
 - ii. We expect to have a higher fund balance than originally expected due to late reimbursement requests and some lines that were

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projected to be spent and were not at the end of the 22-23 school year.

7. Supt. Goals Adjusted Draft
 - a. Not finalized
 - b. Three areas
 - i. Transition in Central Office
 - ii. Admin Evaluation
 - iii. Committee Structure
 - c. Recommendation for three goals, clear benchmarks and measured progress
 - d. One thought is that we need to align board evaluation with goals.
 - e. The other thought is that the superintendent's goals are just one piece of the responsibilities and so more than the goals need to be addressed in the evaluation.
 - f. It was suggested that this be discussed in a workshop session to finalize. It was requested that Carol be present since she has been deeply involved in this topic for several years.
8. Next Mtg. Nov. 7, 2023
9. Adjourned at 6:48 without objection
10. Future Agenda Items:
 - a. Supt. 360 Evaluation
 - b. Quarterly Budget Report Update
 - c. AI Planning Update
 - d. RFP for new banking partner