

Personnel and Finance Committee

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

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?
 - i. Lots of discussion
 - ii. Copies of the old survey monkey (Erin Landry)
 - 1. Automated tabulations
 - 2. Blank questions
 - iii. Copies of my goals
 - iv. Board survey
 - v. **Timeline of the goals**
 - 1. **Two different admin surveys within three months?**
 - 2. **Would one survey do?**
 - 3. **Is the Central Office staff included in the timeline**
 - a. **Was the timeline reworked by Erin Landry**
 - vi. Policy CBI & CBA (Job Description)
 - vii. Measuring the super's goals through the questions on the survey
 - viii. Is there an eval doc to share?
 - ix. Agenda:
 - 1. What is the current process
 - b. What will people need?
 - See the above
- 7. Next Mtgs. Dec 7, Jan 2, 2024 (may need to postpone as members will be away)
- 8. Adjourned at 7:43 pm
- 9. Future Agenda Items:
 - a. AI Planning Update