

Personnel and Finance Committee

Agenda Minutes

September 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, Josh Robbins, Rich Ruhlin

Other Board Members present: Dee Robinson

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

Other staff present:

1. Call Meeting to Order - Chair McGraw
 - a. Called to order at 6:03
2. Review [Minutes](#) from the last meeting - Chair McGraw
 - a. Questions
 - i. None
3. [23-24 Schedule for Signing of Warrants](#) - Gamache
 - a. Draft Review
 - i. Alison reviewed the schedule.
 - ii. A request was made to designate a date and time to attend together. A specific date can be hard. Alison will work with the desires of the signers.
4. Updates:
 - a. 22 Audit - Gamache
 - i. [Management Letter Draft](#)
 1. Alison shared that the fully staffed office has a plan and is presently working on addressing all items noted.
 - a. Outstanding checks
 - b. General ledger accounts
 - c. Federal grant reimbursement
 - d. Retirement payables
 - e. Software-ERP implementation
 - i. There was significant discussion with regards to options and what might work best. MDOE

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and MEPEERS have experience with ADS and it is used by 95% of Maine districts.

- ii. [FY22 Audit Items.pdf](#)
 - 1. Reconciliations are due and being done. This is labor intensive and is on the top of Alison's to do list.
 - b. 23 Audit Work - Gamache
 - i. Key dates
 - 1. Alison needs to complete this by October and has May through July reconciliations to finish.
 - c. ESSER Funding for 23-24 - Elkington
 - i. Readjusting of funds will be shared at October Mtg.
 - 1. Academy Hill School-HVAC project will not be completed due to the need to add sprinkler systems. Both should go in at the same time, and there is no funding for the sprinkler portion. This will leave some ESSER funds to be used elsewhere.
 - 2. We would be doing well to have one of the HVAC projects (CBS) installed by the time that ESSER funds need to be expended.
 - 3. There was a request to see what it would cost to do the projects separately and together. A rough estimate will be collected and shared quickly.
5. Comprehensive Electronic Record Health Pilot - Elkington
- a. [Award Doc](#)
 - b. Review
 - i. This was reviewed by Superintendent Elkington. If we implement it fully, they will reimburse us for PD and the installation (about \$6,000). We are one of eight districts around the state who have received this grant. We are fully committed to it due to the move to greater efficiency in our health offices. We tiled for the highest # of points awarded by the grant readers.
 - c. Motion to accept
 - i. Rich Ruhlin made a motion to accept the grant; Josh Robbins seconded it. The vote was unanimous.
6. 23-24 Quarterly Budget Cost Center Report/Updates - Gamache
- a. [Current Expenses 2024.xlsx](#)
 - b. Review

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- i. The reported period is July and August of 2023. Based on where we are for the year, we are on track.
 1. Article 2-Encumbrances are high for out of district student placements, which are encumbered for the entire year and then are paid down from the purchase orders created.
 2. Article 4-Computer lease is over \$400,000. \$263,000 will be paid from the Tech Reserve account and so will be moved from that line.
 3. Question with regards to the encumbrances for Operations and Plant-There is a high encumbrance. We will take a look and report back.
 4. Debt service will all be paid within one month, usually Oct/Nov.
 5. We made three months worth of Anthem and MEPERS payments for the end of the 22-23 school year that will need to be journaled to last year.
 6. Going forward, we will add notes with regards to any item that stands out on this spreadsheet.

7. Suggested CD Rotation - Gamache
 - a. Draft thoughts
 - i. We carry a large balance. We can earn greater interest from TD Bank-5.33% (present rate) - By doing Certificates of Deposit - through a rotation of up to one million dollars every 15 days. Up to two million would be invested at any one time. Due to the rotation, we would still have money accessible for district bills as necessary.
 1. Rich Ruhlin made a motion to authorize the Director of Finance to take out CDs on a 30 day term in 15 day cycles at 1.5 million dollars; Jeff Barnum seconded the motion. Vote was unanimous.
 2. Alison will report back as requested or in March at the latest.

8. [Bus lease rate proposal](#) - Gamache
 - a. Review
 - i. Alison put out requests to five companies. Only one was returned by Gorham Leasing with a rate of 5.17%. This rate is good through the end of September.
 - ii. Electric buses were discussed, but the recommendation is to wait until they are better tested.
 - b. Motion to accept the bus lease proposal by Josh Robbins. Seconded by Rich Ruhlin. The vote was unanimous.

9. Next Mtg. Oct. 3, 2023

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10. Adjourned at 6:52PM.

11. Future Agenda Items:

- a. 22-23 Budget # Estimates
- b. Board Member Compensation Policy BID-R
- c. Supt. Goals/360 Evaluation
- d. Quarterly Budget Report Plan
- e. AI Planning Update