

**Personnel & Finance Committee Meeting**  
**AGENDA/MINUTES**  
Monday, March 26, 2018  
6:00-7:00 P.M.  
Elm Street School -District Conference Room

Members Present: Jen Boenig, Lisa Dulac, Norm Beauparlant, Julie Rioux

Members Absent: **Leonard Lamoreau,**

Other Board Members Present: Mary Martin, Aaron Ouellette

Administrators Present: Tina Meserve, Stacie Field, Craig Worth

Staff Members Present:

**Item 1: Signing Warrants SP:D.4 (Stacie Field)**

Warrants were available and signed by committee members.

**Item 2: Financial Statement Review and Discussion (Stacie Field and Tina Meserve)**

The committee did a thorough review of the full financials and also reviewed the new summary financials. The board will get the summary report each month in their board packet. Details of the committee conversation will also be provided in the board packet.

**Item 3: Superintendent's Evaluation Tool (Mary Martin)** Mary reviewed the tool with committee members in preparation for spring evaluation process. There are 8 sections that align with district priorities. There is a comment space under each section to allow for details. The Superintendent will complete a self-assessment with evidence for the Evaluation Committee. Discussion included whether the evidence would be provided to the people completing the evaluation. The consensus was that the evidence would be helpful. Mary reviewed the feedback survey for Central Office staff. The feedback will be limited to 4 questions with two of the questions being open-ended questions so staff can respond in their own way.

**Item 4: School Safety Needs and Funding Sources (Tina Meserve)**

Grant funding may be available through the Department of Justice for a School Resource Officer. Craig is gathering information from other schools that have officers. Tina shared a list of Facilities Upgrades and Next Steps with the committee. This included a list of upgrades as identified by administrators. Also included was a list of safety items that are included in the MOE budget and priority items (Interventionist for MCS and School Resource Officer) that were added in by the budget committee.

**Adjourned: 7:00 p.m.**