

PERSONNEL & FINANCE COMMITTEE MEETING

Minutes

Date: November 27, 2023
6:00 p.m. - 7:00 p.m.

ELM STREET SCHOOL CONFERENCE ROOM

Members Present: Christine Downs, Mary Martin, Mike Downing, Sarah Robinson, Steve Turner

Members Absent: None

Other Board Members Present: None

Administrators Present: Amy Hediger, Todd Sanders, Stacie Field

Others:

Christine Downs called the meeting to order @ 6:17pm

1. **Review Proposed Changes to the 403(b) Plan** (continued from the 10-23-23 meeting). Do we need to include Changes to the 403(b)Plan? Consultation with the Association regarding the removal of the Hardship option was to take place before the Personal and Finance Committee made a recommendation to the Board.
 - a. No changes proposed
 - b. Third party administrator
 - c. Additional vendors available
 - d. Will grandfather existing vendors

2. Review Financials
 - a. General Fund
 - i. Explanation of lines
 1. Page 1/Line 5 & Line 23
 - a. Line 5: Audit: Process billing
 - b. Line 23: Additional professional development utilization
 2. Page 2/Line 30
 - a. MeASBO membership increase \$200.00
 - b. Professional Development: Law Workshop
 - c. Professional Development: Multiple Points of Focus
 3. Page 6/Line 128
 - a. Substitute Lines: Throughout the Budget
 - b. Will need to increase in the future
 - i. Earned Paid Leave
 - ii. Maine's Expanded FMLA Paid Leave (1%)
 4. Page 9/Line 212
 - a. Credit: \$1,000.00
 - i. Two WMS teachers received a grant to attend conference
 5. Page 10/Line 229
 - a. Offset will be Instructional Supplies

- 6. Page 13/Line 297
 - a. Plan change after budget adoption
 - b. Open enrollment in the month of May
 - c. Unable to predict - Life changing events
- 7. Page 27/Line 603 & 609
 - a. Four payments made
- 8. Page 34/Line 772
 - a. New van purchase
- 9. Pages 36-39: Operations of Plant
 - a. Areas of Focus
 - i. ESS (50.28%)
 - ii. MCS (49.44%)
 - iii. Systemwide (46.92%)
 - b. Line 860: Substitute Coverage
 - c. Line 861: Summer Help
 - d. Total Operations (57.44%)
- 10. Page 39/Line 880
 - a. District-wide salary increase
 - i. Negotiations completed following the budget adoption
 - 1. \$231,000.00
 - ii. Food Service
 - iii. Adult Education
 - b. Audit: Extension will be necessary
 - i. Changes in auditors mid-year
 - c. Motion: To move financials to the full Board**
 - i. Motion: Mary Martin
 - ii. Second: Sara Robinson
 - iii. Vote: Unanimous

3. FY 25 Proposed Budget Timeline

- a. Timeline Reviewed
- b. Alignment of Needs
- c. Formation of the Budget Committee
- d. Motion: To move bring budget timeline to the full Board**
 - i. Motion: Mary Martin
 - ii. Second: Sara Robinson
 - iii. Vote: Unanimous

4. Review of CIP funds to monthly financial reports

- a. CIP
 - i. Monthly Meetings: Sub-Committee and Board
 - ii. Current Expenditure Examples
 - 1. Fencing
 - 2. Landscaping
 - 3. AEI
 - 4. Supplies
 - 5. Mechanical Systems
 - 6. Neokraft Signs
 - iii. \$300,000.00 identified as expendable
 - 1. Minimum of \$55,000.00 moving forward

iv. Motion: To include CIP information with finances at the monthly Board meetings

1. Motion: Mary Martin
2. Second: Sara Robinson
3. Vote: Unanimous

5. Adjournment

- a. Motion to adjourn 6:57 PM
 - i. Motion by Sara Robinson
 - ii. Seconded by Mary Martin
 - iii. Vote: Unanimous