

Colchester School Board

Meeting Agenda and Packet

February 21, 2017

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
February 21, 2017
7:00 PM**

5:30-7:00 PM	Discuss Negotiations (Executive Session)	CHS Room 114A
7:00 PM	General Session	CHS Media Center

Agenda

- I. Call to Order and Pledge of Allegiance**
- II. Citizen Participation***
- III. Report from Building Principals** **Information**
- IV. Inaugration Trip Presentation** **Information**
- V. Demographics Report** **Information**
- VI. Communication Plan for FY'18 Budget and Town Meeting Day** **Information**
- VII. Second Reading of Resignation Policy: D9** **Action**
- VIII. Second Reading of Job Descriptions Policy: D3** **Action**
- IX. Approval of Personnel Consent Agenda** **Action**
- X. Approval of Minutes: February 7, 2017** **Action**
- XI. Board/Administration Communication, Correspondence, Committee Reports** **Information**
- XII. Possible Future Agenda Items** **Information**
- XIII. Adjournment**

On The Third Tuesday of Each Month*

During the meeting, the school board will review the top questions and themes submitted to them via email to SchoolBoard@colchestersd.org. Note: All submissions must be received before noon on the third Tuesday of every month.

COLCHESTER SCHOOL DISTRICT**POLICY: RESIGNATIONS****DATE ADOPTED: DRAFT****POLICY STATEMENT**

It is the policy of the Colchester School District to consider employee resignations in a manner that is timely and fair to both the employee and the school district.

A resignation by a licensed employee who is under contract to the school should be submitted to the superintendent in writing. The resignation of a licensed employee will take effect on a date approved by the school board after receiving the recommendation of the superintendent. The School Board reserves its right to pursue all available legal remedies (including by way of example but not limitation, an action based upon Title 16 V.S.A. § 1752) whenever a teacher who is under contract with the District resigns without first obtaining from the School Board a release from his/her employment contract.

A resignation by an unlicensed employee shall be submitted to the superintendent in writing and shall be effective upon acceptance by the superintendent.

A resignation by a licensed or unlicensed employee may not be withdrawn unilaterally by the employee once it has been submitted to the superintendent.

Date Warned: July 11, 2003
First Reading: July 15, 2003
Second Reading: August 5, 2003
Third Reading: August 19, 2003

COLCHESTER SCHOOL DISTRICT**POLICY: STAFFING AND JOB DESCRIPTIONS****DATE ADOPTED: DRAFT****POLICY STATEMENT**

It is the policy of the Colchester School District to provide the level of staffing needed to accomplish the school system's goals and objectives, and to provide for the equitable staffing of each school building. Positions may remain unfilled or unfunded; only the School Board may abolish a position. The Superintendent has authority to make minor alterations to job descriptions, but the School Board must approve substantive changes.

Each time a new position is established by the School Board, the Superintendent will present for approval a job description for the position that specifies the job holder's qualifications, performance responsibilities, terms of employment, and supervisor. Employee evaluation will be based substantially on criteria stated in approved job descriptions.

Date Warned: October 17, 2003
First Reading: October 21, 2003
Second Reading: November 4, 2003

PERSONNEL CONSENT AGENDA

Board Date: February 21, 2017

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support

Non-Licensed Employees (Support Staff), *Informational*

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
			Job Description	Accounts Payable Bookkeeper						
			Job Description	Central Office Administrative Assistant (General & SPED)						
			Job Description	Central Office Secretary/Mail Courier						
			Job Description	Data Coordinator						
			Job Description	Financial Manager						
			Job Description	HR Coordinator						
			Job Description	HR Generalist						
			Job Description	Staff Accountant/Payroll						
			Job Description	Student Support Services & Medicaid Coordinator						

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION: Accounts Payable Bookkeeper
DEPARTMENT: Fiscal Services
REPORTS TO: Financial Manager
CLASSIFICATION: Non-Exempt (hourly)
PURPOSE: The Accounts Payable Bookkeeper is responsible for processing accounts payable and performing other necessary procedures/duties associated with accounts payable and/or related fiscal functions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Review, compile, and process all necessary information in order to prepare the school district's bi-weekly accounts payable to include all schools, IT, Food Service, Maintenance and special education
- Check invoices for proper approvals and receipt of goods
- Prepare purchase orders and invoices for processing and payment, match all invoices with purchase orders, check price extensions, discounts, account numbers, and amounts to charge to each account
- Prepare warrants for all District disbursements. Prepare, verify, and distribute checks for payments. Transmit positive pay file to the bank
- Maintain vendor files for the District (file paid invoices, create new vendor files, perform year-end close procedures and prepare files for the new year)
- Review monthly vendor statements for past due invoices and take necessary actions
- Analyze purchase orders over 60 days old and follow up on status
- Research issues, respond to questions and provide assistance to staff regarding purchase orders and vendor transactions
- Train and support school administrative assistants and other staff members on the use of the accounts payable and student activity module software, prepare and issue regular correspondence to keep them informed of changes and/or to ensure consistency of reporting
- Maintain fixed asset records in coordination with the Financial Manager and other school staff
- Prepare petty cash checks, deposits, and maintain check register for petty cash account
- Process, collate, and distribute 1099 forms required by state and federal regulations
- Bill, collect and track payments of tuition for all non-resident students in accordance with district policy
- Invoice other accounts receivable as necessary, including field trips and building rentals
- Act as backup for the Special Education Administrative Assistant as it relates to financial responsibilities
- Coordinate and process yearly unclaimed property reporting to the State of Vermont
- Facilitate acquisition of school Student Activity account activity, conduct internal review of Student Activity account records in conjunction with other accounting staff and disseminate review results to the schools
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills and Abilities:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to respond to common inquiries or complaints from vendors, regulatory agencies, or members of the business community; ability to write reports, business correspondence and procedure manuals; ability to effectively present information and respond to questions from groups of peers
- Broad-base knowledge of and skills in accounting principles and methods, with directly related experience in accounts payable accounting; good working knowledge of relevant government regulations
- Ability to calculate figures and amounts such as discounts, interests, commissions, and percentages
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Experience and proficient computer skills in word processing, spreadsheet, and database programs are required; experience with Microsoft Office and Crystal Reports preferred

- Strong skills and experience in data entry and information retrieval from computerized information systems
- Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical, oral, written or diagram form and deal with several abstract and concrete variables
- Ability to communicate courteously and deal efficiently and effectively with a wide range of individuals, including faculty and staff, administrators and representatives of organizations; ability to work cooperatively and effectively with peers, subordinates, supervisors and parents, and outside agencies
- Ability to maintain a high level of accuracy
- Good typing, filing, and other general office skills

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Associate's Degree in Accounting, plus 2 to 4 years of relevant experience, including accounts payable or a combination of education and experience from which comparable knowledge and skills are acquired. Direct experience with governmental accounting as it applies to school districts is a plus.

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Date Revised: 01/05/2017

Board Approved:

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: Central Office Administrative Assistant (General and Special Education)
DEPARTMENT: Central Office and Special Education
REPORTS TO: Special Education Director
CLASSIFICATION: Non-Exempt (hourly)
PURPOSE: The Central Office Administrative Assistant performs a variety of receptionist, secretarial, and accounting duties, which contribute to the efficient operation of the Special Education Department and Central Office. This position requires significant attention to detail and the ability to handle highly confidential matters.

ESSENTIAL DUTIES & RESPONSIBILITIES:

A. Special Education Duties:

- Knowledge of special education database, which includes all students
- Accurately record data for all students, as required
- Ensure that all records adhere to district and federal guidelines
- Maintain detailed accounting records for all state-placed students and extra cost students who qualify for reimbursement
- Track all special education expenses, including the processing of all purchase orders, preparation of regular transmittals, and the encumbrance of specific special education expenses
- Prepare budgets for individual school expenses and track all expenditures
- Schedule consultants including psychologists, occupational therapists, and physical therapists, as directed
- Prepare contracts for school-year services as approved/directed by Special Education Director
- Assist in completing various state reports including, but not limited to, annual Service Plan and the Local Education Agency Plan Parts A and B
- Advertise required notices including LEAP, Child Find, and Early Education Screening
- Prepare and submit Special Education Child Count reported twice annually
- Assist Transportation Coordinator in arranging alternative transportation for defined students
- Track building allotments for Special Education and Medicaid budgets in strategies spreadsheets
- Process and maintain Homeless student status
- Prepare Homeless invoice for each school for 50% of the transportation cost and letters to families/principals
- Organize in-service days; book rooms, arrange food, coordinate with schools, IT, and presenters
- Medicaid Reporting – Random Moment in Time Reporting; coordinate and manage reports
- Calculate time and allowable percentages for district-wide time studies
- Manage petty cash account
- Track ELL Grant on the strategies spreadsheet and prepare bill with required invoicing back-up
- IDEAB Grant Management – Personal Activity Reports: create reports, track throughout the year and track all expenditures on the strategies spreadsheet
- Maintain records of exited/graduated special education students for 7 years; purge records on an annual basis; advertise required notice announcing disposition of records
- Exhibit commitment to School District's Vision Plan
- Register educators/administrators for conferences; arrange lodging and processing all associated billing

B. Central Office Duties:

- Provide back-up to the Central Office Secretary (Mail Courier, Substitute Paperwork, Act 166, Etc)
- Provide primary clerical support, calendar, and billing management for the Special Education Director, Superintendent of Schools, and Director of Curriculum and Instruction
- Verify incoming orders/materials against purchase orders; submit to Accounts Payable for payment

Revised Date: 01/05/17

Board Approved:

- Maintain schedules for central office conference rooms
- Help to keep the basement organized
- Serve as back up for all school board mailings and for School Messenger

Job Knowledge, Skills, and Abilities

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- High accuracy and attention to detail; strong organizational skills
- Excellent oral/written communication skills including the ability to communicate courteously, efficiently, effectively and respond to questions from a variety of individuals, including faculty, staff, administrators, co-workers, applicants, community members, and representatives of outside organizations
- Ability to calculate percentages, proportions, averages, etc.
- Demonstrated ability to use discretion and independent judgment
- Proven ability to work cooperatively and effectively as part of a team

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Business education background and/or experience working in an office setting

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc.
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION: Central Office Secretary – Mail Courier
DEPARTMENT: Central Office
REPORTS TO: Superintendent
CLASSIFICATION: Non-Exempt (hourly)
PURPOSE: The Central Office Secretary-Mail Courier performs a variety of secretarial and courier duties. The secretarial component of this position consists of routine clerical and reception duties, which contribute to the efficient operation of the Central Office. As a courier, this position is responsible for delivering both interoffice and U.S. Postal mail throughout the school district, Colchester Town Office, and Burnham Library. A school district vehicle is provided for this purpose. This position requires significant attention to detail and the ability to handle highly confidential matters.

ESSENTIAL DUTIES & RESPONSIBILITIES:

A. Secretarial Duties:

- Serve as primary Central Office receptionist: receive and distribute messages; screen callers; greet visitors; and respond to inquiries
- Maintain the professional environment in the front office
- Coordinate the Central Office conference room (scheduling, cleaning, supplies)
- Be knowledgeable about current job openings within the district
- Process foot traffic and complete basic human resources tasks with visitors
- Open and distribute mail to Central Office staff each day
- Perform routine clerical duties such as word processing, photocopying, and scanning for Central Office staff and district supervisors, as needed
- Maintain an inventory of Central Office supplies and process reorders, as needed
- Update Central Office files, as directed
- Help to keep the basement organized
- Schedule shred truck on an annual basis
- Provide back-up support to the Central Office Administrative Assistant (General and Special Education)

B. Courier Duties:

- Prepare Central Office mail (interoffice and postal) for distribution each morning
- Deliver daily interoffice and postal mail to each school, Central Office, Colchester Town Offices, and Burnham Library
- Collect pre-payment deposit boxes from the schools and deliver to the Director of Nutrition and Food Services (when school is in session)
- Serve as primary resource person for the postal meter in the Central Office; perform routine maintenance and reorder supplies, as needed
- Assist with special errands or deliveries, as needed
- Demonstrate a spirit of teamwork and open communication in completing all tasks
- Commitment to maintaining strict confidentiality regarding school district business
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities

- Excellent communication, organizational, and interpersonal skills
- Knowledge of word processing and email programs and a willingness to learn other software programs
- Knowledge of U.S. Postal Service mailing regulations
- Ability to be dependable, punctual, flexible and to take the initiative

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

Date Revised: 04/09/2013

Board Approved:

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High School Diploma (or GED or High School Equivalence Certificate)
- Business education background and/or experience working in an office setting, preferred
- Valid driver's license

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is performed both inside and outside (outside work is performed in variable weather conditions, including heat, cold, wind, snow, and rain). Inside work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: Data Coordinator
DEPARTMENT: Central Office
REPORTS TO: Superintendent
CLASSIFICATION: Exempt (salary)
PURPOSE: The data manager reports to the Superintendent and is responsible for tracking and reporting all relevant data to the school district.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for preparing all state reports, and adhering to all state and federal guidelines
- Coordinate routine data collection and reporting for the Central Office Administrative Team and District Supervisors.
- Coordinate all aspects of the school district's Act 166 Prekindergarten education program. This includes obtaining contracts and facilitating all communication with prequalified PreK programs, overseeing the student enrollment and attendance process, processing state mandated PreK payments to participating preschool centers, collecting TS Gold information, preparing all state reports, compiling background check information and adhering to all state regulations)
- Hold annual registrar and Infosnap trainings for school based secretaries along with follow up support as needed
- Coordinate with IT the district's annual InfoSnap process, timeline, communication, and training cycle.
- Generate and distribute school enrollment and school meal participation reports, monthly
- Coordinate the revision, publication, and distribution of all districtwide forms on an annual basis
- Communicate and coordinate the implementation of various districtwide activities as directed by the administration (this includes, but is not limited to, monthly cafeteria menus, district bus schedules, Kindergarten registration, preschool, school and staff calendars, Teacher Evaluation Handbook, SharePoint, and the district's automated communication system)
- Manage the district's Free and Reduced Meal program (this includes, but is not limited to, processing meal applications, disseminating program information to parents, and adhering to all federal guidelines)
- Prepare state and federal student census reports (this includes, but not limited to, Fall and Spring Census, ADM, SECT, Tuition Student Census, State-Placed Student Report, Coordinate Civil Rights Data Collection, School Registers, Non-Resident Students Report, Vocational Education FTE report, and VT Home Study Program reports)
- Coordinate Board and district activities with the Town Office and state agencies, as directed
- Provide back up to the central office administrative assistant (General/SPED) and the Medicaid Coordinator
- Provide back up for all school board mailings
- Provide front office coverage when necessary or assigned
- Provide back up for school messenger
- Assume other responsibilities as defined by the Superintendent and/or other district administrators
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities:

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- High accuracy and attention to detail; Strong organizational skills
- Excellent oral/written communication skills including the ability to communicate courteously, efficiently, effectively and respond to questions from a variety of individuals, including faculty, staff, administrators, co-workers, applicants, community members, and representatives of outside organizations

Revised Date: 01/05/2017

Board Approved:

- Ability to calculate percentages, proportions, averages, etc.
- Demonstrated ability to use discretion and independent judgment
- Ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram or schedule form
- Proven ability to work cooperatively and effectively as part of a team

TOOLS/TECHNOLOGY REQUIREMENTS:

Calculators or accessories, Photocopiers, Electronic mail software (Google), Word Processing Software (Microsoft & Google), Calendar and Scheduling Software (Google), Spreadsheet Software (Excel), Scanners, Internet Browser Software, Presentation software (PowerPoint), Web Development Software, Photo Editing software (PhotoShop), Student Database Software (PowerSchool), Student Registration Software (InfoSnap), District Notification System (SchoolMessenger), and Business Collaboration Software (SharePoint)

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Associate's Degree in Business Education
- Five to seven years successful experience in an office environment

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files/objects weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Revised Date: 01/05/2017

Board Approved:

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION: Financial Manager
DEPARTMENT: Fiscal Services
REPORTS TO: Business & Operations Manager
CLASSIFICATION: Exempt (salary)
SUPERVISES: Accounts Payable Bookkeeper and Staff Accountant/Payroll
PURPOSE: The Financial Manager is responsible for documenting the financial activities of the district as directed by the Business & Operations Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Accounting/Reporting

- Responsible for implementing and maintaining generally accepted accounting principles, practice and procedures in performing or reviewing accounting transactions
- Assist the Business & Operations Manager and other staff in completing the financial accounting, payroll, and bookkeeping functions of the district
- Maintain and manage a chart of accounts and double entry modified accrual basis of accounting in accordance with the requirements of the Vermont Agency of Education Handbook and generally acceptable accounting principles unless directed otherwise in writing by the Business & Operations Manager
- Document all general fund revenues and oversee the bookkeeping for all student activity and other miscellaneous accounts
- Provide timely and accurate reports to appropriate administrators concerning the status of their budgetary accounts to prevent the over spending of any budgeted account
- Coordinate with Business & Operations Manager the development of written procedures, guidelines, forms and other documents to facilitate business operations within the Colchester School District
- Coordinate, process, and control transfers of budgeted funds as requested and approved by authorized personnel, and in accordance with school board policy
- Prepare and maintain depreciation schedules, asset listing and capital lease schedules and reconcile with source documents to insure accuracy in conjunction with other accounting staff
- Monitor bank account activity on a daily basis and reconcile bank accounts
- Maintain the scholarship database, manage the investment of scholarship funds, inform the guidance department of funds available and coordinate the disbursement of scholarships
- Responsible for Food Service accounting including recording of revenue, preparing monthly invoices and reporting as well as all year-end general ledger accounting adjustments

Grants

- Maintain a comprehensive system to track grant process from request to reporting; track grants sought, grants awarded, and grants outstanding for periodic reports and ad hoc reports as requested by district administrators and program managers; ensure grant activity is in compliance with board policy and funding source regulations
- Responsible for all state, federal, and private source grants, ensure appropriate allocation and administration of funds; maintain compliance within grant financial guidelines and budget restrictions
- Prepare financial reports as required by funding sources, such as Agency of Education Special Education Expenditure Report and AOE 2.0 Expenditure Report, Department of Health EPSDT Report
- Prepare management reports on a monthly basis for program managers, including current budget, year-to-date expense, encumbrances and compliance within individual grant strategies
- Serve as liaison in dealings within (e.g., program managers, accounting, payroll, personnel, etc.) and outside the school district (e.g., representatives of federal and state agencies) regarding financial and accounting matters

Annual Independent Audit

- Assume primary responsibility for execution of annual audit by independent auditors to fulfill local, state, and federal audit requirements
- Develop/review financial statements and Management Discussion and Analysis in conjunction with the Business & Operations Manager to be audited by independent auditors on an annual basis

- Review audit findings and apprise Business & Operations Manager of the observation, suggestions and/or reportable conditions of the independent auditors
- Assist Business & Operations Manager in the preparation of written report addressing all observations, suggestions and/or reporting conditions outlined by the independent auditor with evidence of the issue having been addressed or a timeline when the issue will be addressed
- As required by state law, federal requirements or district policy, distribute final audit report to district board, Agency of Education, Federal Audit Clearinghouse, town, bank and other outlets

Internal Reviews and Controls

- Perform or assist in the performance of periodic internal reviews (i.e., student activity) to ensure compliance with district policy, state law, established accounting practices, or departmental operating practices
- Identify areas of concern, apprise district administrators of issues and risk, recommend methods of improvement, and implement agreed upon solutions

Planning/Training/Supervision

- Maintain expertise and act as district liaison for accounting software vendor
- Coordinate with the Information Technology Department with respect to the use and maintenance of the accounting software
- Perform administrator duties for the accounting software, including user setup, user restrictions, etc., and other accounting software duties in conjunction with the Staff Accountant/Payroll
- Coordinate the development and implementation of disaster recovery operations in relation to the accounting software with external service providers and Information Technology Department
- Oversee and ensure the accuracy of all external reporting required of the payroll and accounts payable functions (W2's, 1099's, 941's as well as all State required reporting)
- Encourage and monitor skill development of other internal accounting personnel in connection to achieving goals and improving efficiencies
- Provide technical assistance to accounting personnel
- Supervise and evaluate Staff Accountant/Payroll and Accounts Payable Bookkeeper
- Identify objectives and develop timelines for accounting projects
- Acquire and maintain up-to-date knowledge of all applicable laws and regulations as it relates to the accounting and finance office (GAAP, GASB)
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills and Abilities

- Knowledge and experience in financial management, project management and forecasting
- Proven ability in leadership and supervision
- Knowledge of state and federal reporting requirements
- Ability to read, analyze and interpret documents such as policies, operating practices, procedure manuals, and government regulations
- Experience and proficient computer skills in accounting system software, word processing, spreadsheet, and database programs required
- Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty, administrators, parents and representatives of outside organizations
- Ability to write reports, business correspondence and procedure manuals
- Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents and State Agencies
- High accuracy and attention to detail; strong organizational skills; proven ability to work effectively without specific direction and with minimal supervision

Revised Date: 01/05/2017

Board Approved:

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Certified Public Accountant and Bachelor Degree in Accounting or other appropriate discipline
- Minimum five years' experience in school administration or school business management (or equivalent training and experience from which comparable skills and knowledge are acquired)

PHYSICAL/MENTAL DEMANDS:

- Must be able to move object weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc.
- Must be able to effectively and efficiently operate under stressful situations including managing multiple priorities and meeting deadlines

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: HR Coordinator
DEPARTMENT: Human Resources/Fiscal Services
REPORTS TO: Business & Operations Manager
CLASSIFICATION: Non-Exempt (hourly)
PURPOSE: Provides administrative support to Human Resources and Fiscal Services

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Process all employment change letters (i.e., reduction in hours, promotion, demotion, termination, resignation, etc.), position descriptions, and various general correspondence
- Responsible for the oversight of preparation of the Consent Agenda for school board action and for any action required as the result of the Consent Agenda being acted upon
- Ensure annual evaluations are received for every employee
- Process required paperwork for temporary assignments including, but not limited to, additional assignments, long-term substitutes, and summer programs
- Create and maintain human resources files
- Coordinate and maintain the criminal record check process in compliance with state law
- Perform background checks (VT Criminal Information Center and VT Agency of Human Services) on all potential employees, contractors, and volunteers and ensure proper storage and destruction
- Maintain logs of initial, secondary dissemination, and outside secondary dissemination requests
- Prepare notification letters to those individuals with convictions (i.e., misdemeanor, felony, FBI)
- Manage the substitute process in the district to include preparing sub packages, screening applications, performing reference checks, updating the sub listing, etc.
- Process volunteer forms, update volunteer list, and post master list on SharePoint on a weekly basis
- Post job openings and prepare advertisements for local newspapers, district web site, internal postings, and on www.schoolspring.com ensuring that all procedures are consistently followed
- Act as primary liaison with applicants; answer questions related to application status, status of position seeking, hiring timelines or other additional details, as requested
- Oversee recruitment process (advertising, applicant tracking) to include participating on hiring committees, as requested
- Determine initial salary schedule placement and starting salaries for newly hired personnel
- Responsible for orienting new employees
- Process termination letter, begin termination checklist including pulling personnel/medical file, I-9, VCIC results, and VT Abuse Registry for proper storage and/or destruction
- Process tuition reimbursement forms daily; ensure completeness of the form, verify fund availability, obtain approval/denial from Superintendent, enter request into database, send approved/denied request to employee with notice
- Serve as backup support for front office personnel to include Act 166 prekindergarten support
- Back-up for payroll: ability to process payroll start to finish
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- High accuracy and attention to detail; strong organizational skills
- Excellent written and oral communication skills
- Ability to calculate percentages, proportions, averages, etc.
- Ability to use discretion and independent judgment; ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram or schedule form
- Proven ability to work cooperatively and effectively as part of a team

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Associates Degree in Business, plus two years of work experience in an office environment or a combination of education and experience from which comparable knowledge and skills are acquired

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION: Human Resources Generalist
DEPARTMENT: Human Resources
REPORTS TO: Business & Operations Manager and Superintendent of Schools
CLASSIFICATION: Non-Exempt (hourly)
PURPOSE: To assist with implementing, overseeing, supporting, and evaluating human resource functions of Colchester School District.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manages all aspects of the employee benefit programs including medical, dental, life, long-term disability, 403(b), section 125, etc.
- Responds to questionnaires, surveys and correspondence from local, state and national agencies in regard to personnel or district matters
- Initiates, manages and communicates changes in personnel practices that help create efficiencies, ensure compliance, improve communication, and increase the relevancy/improve service to the schools
- Calculates and identifies cost of services and salary and benefit proposals; analyzes the impact of said services and proposals and makes recommendations regarding implementation, elimination or alterations of services and proposals
- Assures compliance with various federal and state labor laws, Agency of Education policies and regulations, ADA, EEO, and the Equal Pay Act related to hiring and employment
- Research different benefit options and benefit carriers with employee input. Performs cost analysis and competitive analysis, and makes recommendations for change
- Analyzes and monitors personnel and benefit expenditures in keeping with the approved budget
- Establish operational procedures and educate staff and administration on procedures surrounding leaves
- Determine eligibility for requested leave in accordance with policies/master agreements and advise administration of findings, track and report leave requests, provide leave letters stating terms and type of leave approved/disapproved (i.e., FMLA)
- Receive and report workers' compensation claims ensuring compliance with state law; follow up with employee and/or supervisor as needed for additional details
- Maintain record keeping in accordance with VOSHA standards
- Complete OSHA Annual Survey of Occupational Injuries & Illness
- Report trends or potential safety hazards to Business & Operations Manager, as appropriate
- Create, disseminate, and collect employment contracts on an annual basis in accordance with the terms of the collective bargaining agreements
- Monitor and administer salary schedule movement for professional staff, issue contract amendments, and prepare co-curricular letters, as necessary
- Administer reduction in force and employee recalls in accordance with applicable master agreement provisions
- Resource person for union agreement, personnel policies, and individual contract issues
- Monitor and track licensing status and highly qualified teacher status of all certified staff
- Request provisional and emergency licenses from the state, as appropriate
- Maintain report of professional staff endorsements in seniority order
- Update database with appropriate licensing status
- Provide licensing report to principals, CLSB, and building staff, as needed

Revised Date: 01/05/2017

Board Approved:

- Work with employees on the tuition reimbursement process
- Oversee recruitment process (advertising, applicant tracking) to include participating on hiring committees, as requested
- Work with, and, provide guidance to administration and area supervisors as it pertains to difficult or sensitive employee issues
- Oversee the Human Resource Coordinator
- Determine initial salary schedule placement and starting salaries for newly hired personnel
- Responsible for the oversight and preparation of the Consent Agenda for the school board
- Complete and submit various reports and surveys requesting salary, benefit, and staff assignment information (i.e., Fall Data Collection, Educator Census)
- Manage unemployment compensation claims
- Participate in the development and review of personnel policies and procedures
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities

- Ability to read and interpret documents such as policies, operating practices, procedure manuals and governmental regulations
- Excellent written and oral communication skills
- Excellent computer skills including proficiency with Microsoft Word, Excel and Access
- Ability to use discretion and independent judgment; ability to solve problems with varying degrees of complexity with and without standardized guidelines; ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram or schedule form
- High accuracy and attention to detail; strong organizational skills; proven ability to work independently
- Ability to work cooperatively and effectively as part of a team

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor's Degree in Human Resources, Business Administration, Management or other related field, plus 4 to 5 years of directly related experience (including recruitment & benefits administration experience), or a combination of education and experience from which comparable knowledge and skills are acquired. Demonstrated success in a supervisory/leadership capacity preferred.

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

Revised Date: 01/05/2017

Board Approved:

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: Staff Accountant/Payroll
DEPARTMENT: Fiscal Services
REPORTS TO: Financial Manager
CLASSIFICATION: Non-Exempt (hourly)
PURPOSE: The Staff Accountant/Payroll is responsible for processing the payroll and performing other necessary procedures/duties associated with payroll and/or fiscal-related functions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Review, compile, and prepare all necessary information in order to process the school district's bi-weekly payroll including pay rate and deduction changes, new hires, terminations, etc.
- Maintain various payroll-related accounting records and perform necessary account balancing and reconciliation tasks
- Prepare, analyze, and distribute various standard and ad-hoc reports to local, state (tax, retirement and Catamount), and federal agencies (W-2, W-3, 941), as well as to management for decision making
- Maintain the integrity of the payroll database through routine data entry and query analysis to ensure accurate payroll processing and records, as well as for Human Resources generation of contracts for teachers and support staff
- Set up deductions and issue payments for the District's retirement and tax-sheltered annuity programs
- Prepare and transmit bi-weekly tax deposits, ACH payroll deposits and bank positive pay file
- Report all new hires to the Department of Employment and Training
- Provide payroll information to insurance and government auditors, as well as administrators
- Compile and summarize salary and wage survey data in conjunction with Human Resources
- Fill special requests for payroll data from faculty and staff for banks, credit agencies, etc.
- Monitor payroll records to ensure compliance with collective bargaining agreements and policies
- Oversee, record, track and monitor leaves and attendance in accordance with the governing master agreement, contract or leave policy to ensure timely and accurate reporting of attendance
- Inform employees in advance of any issues or changes impacting his/her paycheck
- Assist in the training of school administrative assistants and other staff members on the preparation of payroll; prepare and issue regular correspondence to keep them informed of changes and/or consistency of reporting
- Perform administrator duties for the accounting software, including user setup, user restrictions, etc., and other accounting software duties, as needed/requested
- Perform review of school Student Activity Accounts in coordination with other accounting staff
- Maintain fixed asset records in coordination with Financial Manager and other school staff
- Gather and prepare payroll/benefit data in coordination with Financial Manager in preparation of quarterly grant reports
- Perform monthly reconciliation of District's petty cash checking account
- Track cash receipts and process bank deposits
- Train and act as backup for Accounts Payable and HR Generalist as needed
- Provide backup to the Financial Manager
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations; ability to respond to common inquiries or questions from vendors, regulatory agencies, or members of the business community; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from peer groups
- Broad-base knowledge of and skills in accounting principles and methods, with directly related experience in payroll accounting; good working knowledge of relevant government regulations
- Knowledgeable about current labor law and legal issues relating to payroll
- Ability and willingness to communicate courteously and deal efficiently and effectively with a wide range

of individuals, including faculty and staff, administrators, and representatives of organizations and agencies regarding complex and highly sensitive and confidential payroll matters; ability to work cooperatively and effectively with peers, subordinates, supervisors, parents and outside agencies

- Good math and analytical/problem solving skills; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Proficient computer skills in word processing, spreadsheet, and database programs are required; experience with Microsoft Office and Crystal Reports preferred
- Strong skills and experience in data entry and information retrieval from computerized information systems
- Ability to identify, understand, assess, and resolve problems in a challenging work environment; ability to interpret an extensive variety of technical instructions in mathematical, oral, written or diagram form and deal with several abstract and concrete variables
- Ability to maintain a high level of accuracy
- Good typing, filing, and other general office skills

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- An Associate's Degree in Accounting or other appropriate discipline, plus 3 to 4 years of relevant payroll/accounting/bookkeeping experience or a combination of education and experience from which comparable knowledge and skills are acquired. Direct experience with governmental accounting as it applies to school districts is a plus.

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc.
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: Student Support Services & Medicaid Coordinator
DEPARTMENT: Special Education and Central Office
REPORTS TO: Director of Special Education
CLASSIFICATION: Non-Exempt (hourly)
PURPOSE: To work in an effective and efficient manner with the Colchester School District, the Vermont Agency of Education, and the Special Education Administrative Assistant to coordinate the School Medicaid Reimbursement Program and to generate Medicaid funds.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintain database of all current Medicaid students
- Check Medicaid eligibility for all special education students
- Parental Consent: Obtain parental consent to bill Medicaid. Notify case managers when a student is Medicaid eligible and remind them to send out release information to parents. When parental consent is received, enter information on database. Continue to remind case managers that release information has not been received
- Physician Authorization: After parental consent is obtained, contact physician for authorization to bill Medicaid. Follow-up with physicians who have not signed authorization forms
- Provider Certification: Maintain current file of provider certification forms for professionals who provide services to Medicaid students. This includes Special Education Teachers, Speech Language Pathologists, Occupational Therapists, Physical Therapists, psychologists, etc. Keep on file current copy of providers' licenses
- Collect all documentation logs monthly from all case managers, record receipt of forms on database and review for accuracy; send outstanding notices to case managers who have not submitted documentation logs by the 30th of the following month; return all incorrect documentation logs to case managers
- IEP's: Maintain current IEP on file for each Medicaid student
- Level of Care Billing Form: Prepare billing form monthly and bill to EDS through the EDS software. On a daily basis, go through all billing forms for any students who now have parental and physician authorization
- IEP, 3-year Evaluation: Prepare billing form daily for these services and bill through EDS software
- Maintain files of all current and archived students for seven years and purge files annually
- Work with and train special education personnel to complete paperwork
- Contact special education personnel via memo, e-mail, and telephone, as needed
- Attend all related meetings with VT Agency of Education and schools
- Provide information to the VT Agency of Education, as needed
- Act as a liaison between Vermont Department of Education and Special Education Coordinator
- Provide funding figures to Special Education Coordinator
- Organize trainings/meetings, as necessary
- Maintain database of students who's Medicaid has ended
- Recheck students who have come off Medicaid at the beginning of each month to see if they are eligible again
- Review cover page and service pages of new IEP's for errors and notify the case manager
- Assist with monthly audits by the VT Agency of Education
- Assist with Free/Reduced Lunch Program, as needed
- Serves as Goal View and Medicaid coordinator, training all new staff and responding to questions when necessary
- Verify federal exclusion list for new employees for Medicaid
- Prepare monthly special education enrollment report

Revised Date: 01/05/2017

Board Approved:

- Answer Central Office phones and assist general public
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Knowledge of all school-based Medicaid Procedures
- High accuracy and attention to detail; strong organizational skills
- Excellent written and oral communication skills to communicate courteously, efficiently, effectively and respond to questions from a variety of individuals, including faculty, staff, administrators, co-workers, applicants, community members, and representatives of outside organizations
- Ability to calculate percentages, proportions, averages and other concepts of basic algebra
- Demonstrated ability to use discretion and independent judgment; ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram or schedule form
- Proven ability to work cooperatively and effectively as part of a team

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High School Diploma (or GED or High School Equivalent Certificate), plus one year experience of Special Education procedures within a school setting.

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc.
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
CHS Room 114A
Colchester High School Media Center

Tuesday, February 7, 2017
5:30 p.m. (Executive Session)
7:00 p.m. (General Session)

MINUTES (Executive Session)

The Colchester Board of Education held an Executive Session to discuss contract negotiations on Tuesday, February 7, 2017, in CHS Room 114A. Those in attendance were: Directors: Lincoln White, Craig Kieny, and Curt Taylor; Business & Operations Manager George Trieb

Director White moved to enter Executive Session, seconded by Director Kieny. Director White called the meeting to order at 5:40 p.m. to have a discussion regarding negotiations. The motion passed unanimously, 3-0.

No decisions were made.

Director White moved to exit Executive Session at 6:52 p.m., seconded by Director Taylor. Motion passed unanimously, 3-0.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, February 7, 2017, at the Colchester High School Media Center. Those in attendance were: Board Chair Mike Rogers; Directors: Curt Taylor, Lindsey Cox, Lincoln White and Craig Kieny; Student Board Member Jaclyn Cline; Superintendent Amy Minor; Business & Operations Manager George Trieb; Director of Special Education Carrie Lutz; Principals: Heather Baron, Michele Cote, and Chris Antonicci.

There were 6 people in the audience.

I. Call Meeting to Order and Pledge of Allegiance

Board Chair Mike Rogers called the meeting to order at 7:01 p.m. Board Chair Rogers led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Report from Building Principals

Principal Cote shared that CMS hosted CSD alum and 2016 World CrossFit Champion, Mat Fraser. Mat spoke to the entire school about his journey and passion for fitness. Mat's presentation kicked off a new learning block for Physical Education. For the next few weeks, students will participate in CrossFit workouts during PE with two certified CrossFit coaches. Also coming up on the calendar, both CHS and CMS will take part in the Student Youth Behavior Risk Assessment Survey. The results will help the administration to define risky behavior and assist them in planning for the future. Principal Baron also shared that Rachel Cohen, a humanities teacher at CHS, was just

awarded a Roving Scholar Fulbright Fellowship to Norway for the 2017-2018. This prestigious fellowship is only awarded to 2-3 people in the United States each year.

IV. Extended Learning Presentation

TJ Brown, a CHS senior, gave a presentation about the electric guitar he made for the new extended learning course offered at CHS. TJ gave a similar presentation to CHS faculty and students as part of the class final. The class assists students in meeting their Personalized Learning Plan as part of Act 77, and also requires that they go out into the community to further their research. There is a video which highlights the class on the district website and social media pages. After it was posted, CHS Principal Heather Baron said there was a significant increase in interest for the next semester's class. Following TJ's presentation, CSD Communications Specialist, Meghan Baule, provided some statistics and analytic information about the district's social media pages. She runs three pages for the district: Facebook, Twitter, and the Spotlight blog. Combined, they have nearly 2,000 followers. The Extended Learning video has been the best performer so far, reaching over 5,500 people on Facebook alone.

V. FY'18 School Budget Update

Superintendent Minor provided the board an update regarding the estimated educational tax rate. The town of Colchester was granted their appeal of the common level appraisal (CLA). The appeal dropped the estimated tax rate by 1%, making the new rate 4.032%. She also went over the communication plan connected to the budget. Superintendent Minor stressed that she is trying to reach as many residents as possible by giving them multiple opportunities to meet with her and other district officials to ask questions and hear the reasoning behind the budget. There are a number of budget resources available on the website, she's going on the Charlie, Ernie & Lisa show next week, she's also giving a number of presentations to faculty, PTOs, the Rotary, and different neighborhoods with the help of several community member hosts. One of the meetings will be hosted by Dick Mazza at his General Store on March 1st at 6:00pm. All are welcome to attend. The project that will reach the most residents will be the first ever "CSD Report to the Community". The report is an 8-page document which showcases the district and explains the budget and tax impact. CSD partnered with USPS to deliver the reports for only \$.08 a household. They should arrive in mailboxes in 2 weeks.

VI. Quarterly Financial Report

Business and Operations Manager, George Trieb, provided the board with the second quarter financial report. In the report, it is indicated that the district is spending slightly faster than last year. Both revenue and expenditures are within budget and should the current spending trends continue, the district can expect to finish up with a light surplus.

VII. Special Education Quarterly Report

Special Education Director, Carrie Lutz, provided the board with the special education quarterly report. She is monitoring the support staff budget and although preschool numbers are slightly elevated, overall the numbers are roughly the same and on target. She stated the team is doing a better job of absorbing and flexing when students are moving in and out of the district.

VIII. First Reading of Resignations Policy: D9

This policy was last updated in 2003, however, it is fairly consistent with the recommended policy by the Vermont School Boards Association. Superintendent Minor recommended merging the current version with some of the language in the VSBA's policy. The board also requested to add language indicating that resignations must be submitted in writing.

Director Kieny moved to approve the first reading of the Resignations Policy, seconded by Director Cox. Motion passed unanimously, 5-0.

IX. First Reading of Job Descriptions Policy: D3

This policy was last updated in 2003. As with the Resignations Policy, this one is also fairly consistent with the recommended policy by the VSBA. The most substantial edit will be changing the title from "Job Descriptions" to "Staffing and Job Descriptions".

Director White moved to approve the first reading of the Job Descriptions Policy, seconded by Director Taylor. Motion passed unanimously, 5-0.

X. Approval of Personnel Consent Agenda

The following Personnel Consent Agenda was presented for February 7, 2017.

Director White moved to approve the personnel consent agenda for February 7, 2017, seconded by Director Taylor. The motion passed unanimously, 5-0.

XI. Approval of Minutes: January 17, 2017

Director Taylor moved to approve the minutes of January 17, 2017, seconded by Director Cox. The motion passed unanimously, 5-0.

XII. Approval of Minutes: January 30, 2017

Director Cox moved to approve the minutes of January 30, 2017, seconded by Director White. The motion passed unanimously, 5-0.

XIII. Approval of Minutes: January 31, 2017

Director Kieny moved to approve the minutes of January 17, 2017, seconded by Director White. The motion passed unanimously, 5-0.

XIV. Board/Administration Communications, Correspondence, Committee Reports

- Bus Contract
- Policy committees underway: Acceptable Use and Wellness Policy

XV. Possible Future Agenda Items

- Early Education Center update, March 7 Black River Design
- Carrie's Road Show
- Policy
- 1st draft of 17-18 school calendar
- Policies for next meeting: building use, weapons, tobacco

XVI. Executive Session

Director White moved to adjourn and enter Executive Session to discuss the superintendent's evaluation at 8:18 p.m., seconded by Director Kieny. The motion passed unanimously, 5-0.

Director Kieny moved to exit Executive Session at 9:30 p.m., seconded by Director Cox. The motion passed unanimously, 5-0.

XVII. Adjournment

Director Kieny moved to adjourn at 9:30 p.m., seconded by Director White. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Meghan Baule
Communications Specialist

Craig Kieny
Board Clerk