

**Rochester School Board
Personnel Committee Minutes
School Department Board Room
December 5, 2019
6:00 PM**

DRAFT

Members Present:

Mrs. Audrey Stevens, Vice-Chair
Mr. Matthew Beaulieu
Mrs. Sarah Harrington

Members Absent:

Mr. Joseph Devine

Also Present:

Mr. Kyle Repucci
Mrs. Christiane Allison
Mrs. Linda Bartlett
Mrs. Anne Grassie
Mr. Matthew Pappas
Mrs. Karen Stokes
Mr. Robert Watson
Mr. David Totty
Guests

Mrs. Stevens called the meeting to order at 6:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

Mr. Beaulieu moved, second by Mrs. Harrington, to approve the minutes of the November 7, 2019 Personnel Committee meeting. The motion carried unanimously.

Mr. Beaulieu moved, second by Mrs. Harrington, to recommend the Board approve the retirement resignation of Frederick Apt, Social Studies Teacher. The motion carried unanimously.

Mr. Beaulieu moved, second by Mrs. Harrington, to recommend the Board approve the following resignations:

Rhonda Campbell..... Special Education Teacher
Jane Dilboy Turner Para-Educator
Patrice Maliski Para-Educator

The motion carried unanimously.

Mrs. Harrington moved, second by Mr. Beaulieu, to recommend the Board approve the following nominations:

Linda Luneau Half-time French Teacher
Ryan McCarthy Custodian
Sarah Libby Para-Educator

The motion carried unanimously.

Mrs. Harrington moved, second by Mr. Beaulieu, to recommend the Board approve the following Extra-Curricular nominations:

Corinne Baita..... Volleyball, MS
Timothy Farrington..... Volleyball, MS Asst.
James McKenney..... Basketball, MS (B) "B" Team
Jon Uraskevich..... Basketball, MS (G) "A" Team
Thomas Daly..... Basketball, MS (G) "B" Team
Ann Beikman..... Gymnastics, Varsity Asst.
Amy McNulty..... Ski Team, Varsity Coach
Corrine Baita..... Track, Winter-Indoor (B) Asst.
Dennis Nadeau..... Wrestling, Varsity Asst.

The motion carried unanimously.

The Committee recommends the Accountant job description amendment to the Board for first reading.

Public Comment – None

Other - None

Mr. Beaulieu moved, second by Mrs. Harrington, to adjourn. On a unanimous vote, the Committee adjourned at 6:03 p.m.

Respectfully Submitted,

Mrs. Audrey Stevens, Vice-Chair

TITLE: **Accountant**

QUALIFICATIONS:

1. High School Diploma. Business education or equivalent.
2. Minimum of three years of bookkeeping/accounting and supervisory experience.
3. Familiarity with state and federal accounting procedures.
4. Must be organized and able to work independently.
5. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Business Administrator

JOB GOAL: To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available; to comply with State and Federal laws relative to grants; ~~and to save the district as much money as possible.~~

PERFORMANCE RESPONSIBILITIES:

1. Obtains information, data, and application forms necessary to fulfill the requirements of application. Records and maintains ledgers and files for each grant.
2. Prepares and administers a budget for the federal projects.
3. Works with designated committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.
4. Monitors use of federal funds to conform to guideline limitations set forth by New Hampshire Department of Education.
5. Oversees school department MUNIS operations.
6. Provides project directors with information and assistance on a monthly basis.
7. Prepares daily, weekly, monthly and quarterly accounting for Federal projects and special accounts.
8. Remains up to date on the changing laws and requirements regarding federal funds available to the schools.
- ~~9.9. Prepares Form 3 Final Reports for each project, showing final expenses in each account. All obligations must be liquidated before September 30 (submitted with October 10 Quarterly Report). Extended Project reports submitted 90 days after close of project. Sets up/Monitors Federal Funds in the NH DOE GMS System. Downloads the application and sets up the grant in the Munis system. Prepares monthly expense reports and enters them into the NH DOE GMS system. Keeps track of the reimbursement checks. Submits a final report no later than 45 days after the grant closing date.~~
- ~~10. Prepares annually Form 3 Interim Report for each current project showing expenses and obligations, to be submitted with the July 15 Form 4 Quarterly Report Extended Project reports submitted 90 days after close of project. Prepares the SEFA schedule at Fiscal Year End and processes the Year-End close adjustments.~~
- ~~11. Prepares Form 4 Quarterly Report of financial status of all projects, as stipulated in the Federal Funds financial Management Manual for submission to the State Department of Education Office of Business Management requesting federal cash funding (January 10, April 10, July 15, October 10).~~
10. Prepares Summer Teacher Accruals and other fiscal year end data required for FY End audit.
11. Calculates the Sick Leave Liabilities and reconciles the benefit fringe accounts.
12. Collects data, reconciles and prepares audit paperwork,
13. Processes the salary and benefit budget projection.
14. Coordinates, processes and controls transfers of budgeted funds.

153. Provides monthly accounting of all income and expenditures.

164. Prepares monthly financial statements for the School Board.

175. Provides advance warning of potential over-expenditure of budgeted funds.

186. Prepares reports to the proper staff officials concerning the status of their accounts to guard against over spending.

197. Maintains separate fund ledgers for each approved federal projects.

2018. Supervises ~~payroll, benefits~~, purchasing, accounts receivable and accounts payable operations.

2119. Assists the Business Administrator in preparing and implementing the school budget.

220. Assists in the execution of the enacted budget, including the recommendation of administration controls.

234. Performs other such duties as may reasonably be assigned by the Business ~~Manager~~ Administrator.

TERMS OF EMPLOYMENT: Twelve months. Salary and other terms and conditions of employment shall be governed by negotiated contract.

EVALUATION: Performance in this position will be evaluated by the Business Administrator in accordance with School Board policy.

ADOPTED: January 14, 2003 Board Meeting

Personnel Committee Review: December 5, 2019