

WAKEFIELD SCHOOL BOARD WORKSHOP  
3-10-21 Public Minutes  
Held in the Multi-Purpose Room and via Zoom  
Approved

In attendance:

Board: Relf Fogg, Mary Collins, Bob Ouellette, Lino Avellani and Sheena Robbins

Administration: Financial Manager Michael O'Neill via zoom

In person: Principal James Lampron, Assistant Principal Jenn Spector and Student Services Director Anne Kebler

Caitlin Gilinas

Mr. Ouellette called the meeting to order at 5:00. Those present joined in the flag salute.

The Board had copies of the current job descriptions, the Transition Teams, job descriptions, the Feasibility Study job descriptions and the ones that Mr. Gregoire and Mr. O'Neill have been working on and the current ones. Mr. Fogg would like to embrace the Transition Teams descriptions as they were researched and approved. Mr. O'Neill said that more responsibilities will be shifted to the Financial Managers position as this is now full time. He started with a task list and built the job descriptions around that list. He has taken on HR, transportation, and payroll. They will have to hire a replacement for the bookkeeper for grant reporting, accounts payable, which take up a substantial amount of time. He said some items have to be covered by more than one person, for instance bank payments, He can't legally enter it and release it but this doesn't take a lot of time. Grants get entered by someone, reviewed and approved by the superintendent to push it through the grant management system. Mrs. Robbins said it was confusing because the titles and the roles are different in the job descriptions. Mr. O'Neill said the question is do you hire a lead accountant and give them more responsibilities for grant reporting, accounting, the reconciliation process and other duties.

Mr. Fogg asked if the SAU staff and the school office staff could share duties. Mrs. Colbath said you are talking about two separate entities. The SAU is a business office and the school is a school office and should not be mixed. She also said that the new Superintendent and the present Financial Manager should be developing the job descriptions, not the Board. Mrs. Robbins feels they have to have job descriptions ready for the people they will be hiring. Mr. O'Neill said they are presently looking for an Accounting Assistant or Lead Account, depending on the title you give this person this position will have more responsibilities and will cover all the tasks that need to be covered. They are pretty much done with the job description for this person. Mr. Avellani suggested temp help. He also said if we are moving toward the Transition Teams recommendations those job descriptions will become relevant at this point. Mr. O'Neill said the HR should be handled by the Financial Manager. He said what they are doing is looking at all the duties and assigning them to individual positions to determine exactly what they need for positions. They know what responsibilities have to be handled and they have a plan to go

forward because they have identified those tasks. They have interviewed a candidate that has experience with the accounting software they use and has experience in accounts payable and payroll. Mr. Fogg said the Board created a budget and that bottom line has to be maintained. Because the budget next year will be the default budget there will be \$90,000 less than what was budgeted for by the Board. Other than the Superintendent he is basing the job descriptions on three positions not five.

Mr. Ouellette said he'd like Mr. O'Neill to come back to the Board with job descriptions and positions next Tuesday. Mr. O'Neill said he could do that. Mr. Ouellette wondered if the budget will be adhered to. He feels that the SAU should be allowed to do their job and bring the information back to the Board. Mrs. Robbins would like the SAU to also look at the assistant principal job and add that to the presentation on Tuesday. Mr. Fogg said some of the budgeting decisions the Board made was based on the information gathered by the Feasibility study. Mr. O'Neill said the amount budgeted to fill the positions looks like it will be short even at \$12.00 an hour. Mr. Avellani said the Board passed a budget with money allocated to each function. The superintendent would be tasked to stay within that budget while restructuring the SAU to fit within that budget and present it to the Board. Mr. Ouellette said the new Superintendent should be part of this process. Mr. Lampron asked if the school based position will be looked at. Mr. Ouellette said there will be more meetings on this. Mr. O'Neill will include a flow chart in the information for Tuesday.

### **Adjournment**

**Mr. Avellani made a motion, seconded by Mr. Fogg, to adjourn the meeting at 6:30. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye Avellani aye (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary