

Newport School Board Meeting Minutes

March 20, 2017

I. Call to Order

A public meeting of the Newport School Board was called to order at 6:30 PM on March 20, 2017 at the Sugar River Valley Regional Technical Center, Room 122. Present: Virginia Irwin, Tim Renner, Ann Spencer, and Linda Wadensten.

Also in attendance:

Cindy Gallagher, superintendent.

II. SAU Organizational Chart

SAU Functions:

1. Superintendent Services
2. Financial Services
 - a. Payroll
 - b. Accounts Payable
 - c. Budgeting
 - d. Federal Funding Reporting
 - e. Contracts
 - f. Billing
3. Human Resources
4. Now: Facilities Management
 - a. Bus Personnel
 - b. Custodians
 - c. Tech
 - d. (Food Services)

Need for Financial Services

1. Hire a firm
2. Hire a person/persons

What is allocated for above activities?

Who were the SAU employees?

Make up of Finance now, money for that position, and discussion of configurations of the finance office.

Special education layout and admin assistants; who does what jobs including billing?

Discussion of tuition billing and special education billing for tuition students; posting for positions.

Financial Administrator/Accountant

Payroll

SPED Director

Principal NMHS/Assistant Principal NMHS

Audit status

Put on agenda next board meeting: organizational chart

III. Adjournment

The meeting adjourned at 7:30 PM.

Respectfully submitted,

Linda Wadensten