

Mount Greylock Regional School District School Committee

Date: Tuesday, April 21, 2020

Time: 4 PM

Location: Remote Zoom meeting

Per Governor Baker's order suspending certain provisions of the Open Meeting Law, M.G.L. c. 30A sec. 20, the public will not be allowed to physically access this School Committee meeting.

You can watch live on MGRSD YouTube Channel at:

<https://www.youtube.com/channel/UCLR0nrLhpZHlyPFUhaMxPSg> or watch the TV broadcast on

WilliNet TV channel 1302 in Williamstown.

Special Session Agenda (Open and Executive sessions)

- I.** Call to order
- II.** Mission: At Mount Greylock Regional School District, our mission is to create a community of learners working together in a safe and challenging learning environment that encourages restorative based processes, respect, inclusive diversity, courtesy, integrity and responsibility through high expectations and cooperation resulting in life-long learning and personal growth.
- III.** Reorganization of Committee
 - A.** Nominate Chair **VOTE**
 - B.** Nominate Vice-Chair **VOTE**
- IV.** Motion to move into Executive Session with intent to return to Open Session per MGL Chapter 30A, Section 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel (MGRS/WES principals); per MGL Chapter 30A, Section 21(a)(2) to conduct collective bargaining with the collective bargaining unit (ESP Unit/Cafeteria workers/Teachers)
- V.** Discussion of Memorandum of Agreement ESP unit(Paras/Custodians) **VOTE**
- VI.** Discussion of Memorandum of Agreement Cafeteria workers **VOTE**
- VII.** Accept Copier Lease **VOTE**
- VIII.** Annual Tuition Rate **VOTE**
- IX.** Bus Contract Amendment **VOTE**
- X.** Assistant Superintendent of Business and Finance vs. Business Administrator position job posting discussion
- XI.** Other business not anticipated by the Chair within 48 hours of meeting
- XII.** Motion to Adjourn

Technology Solution

April 14, 2020

Mount Greylock Regional School District

Contact: Rob Wnuk
1781 Cold Spring Rd
Williamstown, MA01267

Repeat Business Systems, Inc. is a vibrant technology leader with a big heart focused on service, integrity and true partnership. Founded in 1987, Repeat Business Systems has three divisions: Hardware, Software, and IT Consulting. We provide workflow efficiencies and cost savings analysis. RBS has won many local and national awards. These include Small Business of the Year, Top Workplaces, Family Owned Business of the Year, and Best Places to Work. Extensive customer surveys have found >95.7% satisfaction with our customer service. We look forward to becoming your trusted partner in technology.

QTY	MODEL	ITEM	DESCRIPTION	Mono Volume	Mono Service Rate	Color Volume	Color Service Rate
1	Ricoh MP 4055SP	417756	Ricoh MP 4055SP	0	\$0.0087	0	\$0.0000
1		417587	Bridge Unit BU3070	0	\$0.0000	0	\$0.0000
1		417483	Finisher SR3210	0	\$0.0000	0	\$0.0000
1		417268	Paper Feed Unit PB3220	0	\$0.0000	0	\$0.0000
1		417875	PostScript Unit type M29	0	\$0.0000	0	\$0.0000
1		417857	XPS Direct Print Option Type M29	0	\$0.0000	0	\$0.0000
1		417865	Fax Option Type M29	0	\$0.0000	0	\$0.0000

Lease Payment	Term	Purchase Price
\$151.88	60months FMV	\$6,188.86

This Proposal Includes The Following:
*Pricing is based off the US Communities Government Purchasing Alliance Contract
Removal of old device, delivery, set-up, and training
Print Management Analysis and Cost Savings

Repeat Business Systems, 4 Fritz Boulevard, Albany, NY 12205
518.869.8116

www.repeatbusinesssystems.com
sales@rbsalbany.com

FY21 Tuition Rates:

- The FY21 tuition rate for New Ashford students attending Lanesborough Elementary will be \$15,249 per student.
- The FY21 tuition rate for New Ashford and Hancock students attending Mount Greylock Regional School will be \$15,249 per student (this does not include special education and transportation costs).

LETTER OF COMMITMENT
Between the
NAME PUBLIC SCHOOLS
and
BUS COMPANY

This Letter of Commitment is entered into between the NAME Public Schools, acting through its Superintendent and the Chair of its School Committee, (hereinafter, the “NAME Public Schools” or the “District”) on the one hand, and the NAME School Services (hereinafter, “NAME”), on the other hand, (collectively referred to as the “Parties”) on this 19th day of March, 2020. It is intended to memorialize certain commitments by the Parties as outlined herein.

WHEREAS, on March 10, 2020, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID19”); and,

WHEREAS, on March 15, 2020, Charles D. Baker, Governor of the Commonwealth of Massachusetts, ordered that all public and private elementary and secondary (K-12) schools in the Commonwealth, excluding residential and day schools for special needs students, shall suspend all normal, in-person instruction and other educational operations at the end of the school day on Monday, March 16, 2020 and shall not re-open for normal operations before Monday, April 6, 2020 (hereinafter the “Governor’s Mandatory Closure”); and,

WHEREAS, the NAME Public Schools recognize that these unprecedented times involving COVID19 and the attendant Governor’s Mandatory Closure will impact certain uniquely positioned vendors that primarily are in operation to support the NAME Public Schools; and,

WHEREAS the City of NAME and the NAME Public Schools are parties to a contract with NAME School Services to provide transportation students to certain of the District’s students, which Contract is Contract Number [insert number] (hereinafter, the “NAME Contract”). Although the bus drivers associated with the NAME Contract are employees of NAME, such employees play an integral role in the transportation of District students and are instrumental in the orderly operation of the District on a daily basis when school is in session; and,

WHEREAS it is the shared desire of the signatories to this Letter of Commitment that the bus drivers employed by NAME and who are regularly assigned to work transporting the District’s students will continue to receive their regular compensation during the period of the Governor’s Mandatory Closure; and,

WHEREAS, it is recognized that Massachusetts General Laws, Chapter 41, Section 56 only allows for the payment of services actually rendered to the City; and,

WHEREAS the NAME Public Schools is awaiting guidance and authority from the Massachusetts Department of Revenue; the Massachusetts Department of Elementary and Secondary Education; or other appropriate state agency, as to the ability to pay uniquely positioned vendors that primarily are in operation to support the NAME Public Schools during the Governor's Mandatory Closure. Such guidance is expected to be imminent, but is not yet available at the time of the execution of this Letter of Commitment; and

NOW, THEREFORE, in an effort to establish some general commitments between the Parties during this period of uncertainty, the NAME Public Schools and NAME mutually agree to make the following commitments to one another, subject to the legal authority to do so, as may be determined subsequent to the execution of this Letter of Commitment:

1. NAME will make buses and drivers available to the City of NAME and/or the NAME Public Schools to provide transportation services as may be needed to groups of individuals during the Governor's Mandatory Closure. It is expected that appropriate social-distancing will be followed on the buses limiting the total ridership on each bus to no more than 12 people per 71-passenger vehicle. It is further expected that if recommendations around issues of social-distancing and maximum assembly of persons is issued by the Governor, such recommendations will be followed in connection with the transportation of individuals pursuant to this paragraph.
2. NAME agrees to indemnify and hold the NAME Public Schools harmless in connection with its transportation of individuals pursuant to Paragraph 1 and any litigation or damages arising therefrom. NAME also agrees to maintain liability insurance, in at least the same coverage amount and under the same terms that it maintains pursuant to the NAME Contract, on all buses to be utilized in connection with the transportation of individuals as outlined in Paragraph 1.
3. The NAME Public Schools will pay NAME School Services [insert amount] for each school day that school is closed during the Governor's Mandatory Closure. This amount represents approximately [insert percentage] of the daily contractual cost for student transportation based on current vehicle usage between the NAME Public Schools and NAME pursuant to the NAME Contract.
4. NAME agrees as a condition of its receipt of the payments outlined herein at Paragraph 2 that it will pay all employees assigned to the NAME Public Schools contract the full guaranteed weekly contractual hours of all such employees. NAME agrees to furnish evidence of these payments, by individual, if requested by the NAME Public Schools.
5. NAME acknowledges that this agreement is contingent on authority being granted to the City of NAME and the NAME Public Schools to make the payments outlined herein at Paragraph 2. In the event that a determination is made or opinion rendered that such payments are not permissible or lawful under state, federal or local laws, regulations, or ordinances, whether issued by a court of competent jurisdiction or appropriate governmental agency or legal representative, the obligation to make such payments shall cease and this Letter of Commitment shall become null and void with no further recourse to NAME.

6. In addition, in the event that a determination is made or opinion rendered that such payments are not permissible or lawful under state, federal or local laws, regulations, or ordinances, whether issued by a court of competent jurisdiction or appropriate governmental agency or legal representative, any payments made hereunder shall be credited back to the City of NAME and NAME Public Schools for purposes of satisfying charges associated with any future services provided by NAME under the NAME Contract.

7. It is agreed by the NAME Public Schools and NAME that this Letter of Commitment and its terms are only effective for the duration of the Governor's Mandatory Closure (i.e., end of school on Monday, March 16, 2020 through reopening for normal operations on April 6, 2020), and any extension of the Governor's Mandatory Closure as specifically ordered by the Governor. This Letter of Commitment and its terms do not apply to any period beyond the Governor's Mandatory Closure, even if voluntarily imposed by the NAME Public Schools. Further, in the event either federal or state action addresses the issue of public school transportation prior to April 7, 2020, then the City has the right to revoke this agreement at its discretion.

8. NAME School Services shall submit an invoice pursuant to this agreement to the NAME Public Schools in the amount of \$TBD daily rate for each school day during the Governor's Mandatory Closure. Payment shall not be made for weekend days or other days that the NAME Public Schools would not be in session (i.e., non-school days, holidays, etc.) in accordance with the NAME Public Schools 2019-2020 School Calendar which occur during the Governor's Mandatory Closure or any extension specifically ordered by the Governor.

9. This Letter of Commitment is entered into in light of the exigent circumstances existing at the time of its execution and is intended to establish some general areas of agreement so as to promote the continued efficient operations of the NAME Public Schools while at the same time permitting the use of NAME's busses to transport certain individuals. The Parties agree that this Letter of Commitment is subject to the requirement that the Parties to the NAME Contract will enter into such formal amendments to the NAME Contract as may be necessary to memorialize the commitments made herein. The Parties will cooperate in the preparation of any such necessary formal amendments and will do so with all due diligence. Any formal amendments will be subject to the customary approval and execution process in effect in the City pursuant to its Charter and applicable law.

10. The Parties acknowledge that this Letter of Commitment is not intended to establish any additional compensation obligations under the NAME Contract, but instead is an effort by the Parties to attempt to mitigate the loss of wages by the affected drivers and the loss of revenue by NAME under these unprecedented and unique circumstances as occasioned by COVID-19 and the Governor's Mandated Closure.

11. This Letter of Commitment does not establish any precedent nor is it any guarantee that the same commitments will be made under similar circumstances in the future.

This agreement is made on this _19___ day of March 2019.

For the NAME Public Schools

For NAME School Services

Chairperson

DRAFT

LETTER OF COMMITMENT
Between the
Mount Greylock Regional School District
and
Dufour Tours

This Letter of Commitment is entered into between the **Mount Greylock Regional School District**, acting through its Superintendent and the Chair of its School Committee, (hereinafter, the “**Mount Greylock Regional School District**” or the “District”) on the one hand, and the Dufour Tours (hereinafter, “Dufour”), on the other hand, (collectively referred to as the “Parties”) on this 21st day of April, 2020. It is intended to memorialize certain commitments by the Parties as outlined herein.

WHEREAS, on March 10, 2020, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID19”); and,

WHEREAS, on March 15, 2020, Charles D. Baker, Governor of the Commonwealth of Massachusetts, ordered that all public and private elementary and secondary (K-12) schools in the Commonwealth, excluding residential and day schools for special needs students, shall suspend all normal, in-person instruction and other educational operations at the end of the school day on Monday, March 16, 2020 and shall not re-open for normal operations before Monday, May 4, 2020 (hereinafter the “Governor’s Mandatory Closure”); and,

WHEREAS, the **Mount Greylock Regional School District** recognize that these unprecedented times involving COVID19 and the attendant Governor’s Mandatory Closure will impact certain uniquely positioned vendors that primarily are in operation to support the **Mount Greylock Regional School District**; and,

WHEREAS the **Mount Greylock Regional School District** is party to a contract with **Dufour** to provide transportation to the District’s students, which Contract is for 2020-2022 (hereinafter, the “Dufour Contract”). Although the bus drivers associated with the **Dufour** Contract are employees of **Dufour**, such employees play an integral role in the transportation of District students and are instrumental in the orderly operation of the District on a daily basis when school is in session; and,

WHEREAS, it is recognized that Massachusetts General Laws, Chapter 41, Section 56 only allows for the payment of services actually rendered to the **Mount Greylock Regional School District**, and,

WHEREAS the **Mount Greylock Regional School District** is awaiting guidance and authority from the Massachusetts Department of Revenue; the Massachusetts Department of Elementary and Secondary Education; or other appropriate state agency, as to the ability to pay uniquely positioned vendors that primarily are in operation to support the **Mount Greylock**

Regional School District during the Governor's Mandatory Closure. Such guidance is expected to be imminent, but is not yet available at the time of the execution of this Letter of Commitment; and

NOW, THEREFORE, in an effort to establish some general commitments between the Parties during this period of uncertainty, the **Mount Greylock Regional School District** and **Dufour** mutually agree to make the following commitments to one another, subject to the legal authority to do so, as may be determined subsequent to the execution of this Letter of Commitment:

1. **Dufour** will make buses and drivers available to the **Mount Greylock Regional School District** to provide **Dufour** transportation services as may be needed to groups of individuals during the Governor's Mandatory Closure. It is expected that appropriate social-distancing will be followed on the buses limiting the total ridership on each bus to no more than 12 people per 71-passenger vehicle. It is further expected that if recommendations around issues of social-distancing and maximum assembly of persons is issued by the Governor, such recommendations will be followed in connection with the transportation of individuals pursuant to this paragraph.
2. **Dufour** agrees to indemnify and hold the **Mount Greylock Regional School District** harmless in connection with its transportation of individuals pursuant to Paragraph 1 and any litigation or damages arising therefrom, also agrees to maintain liability insurance, in at least the same coverage amount and under the same terms that it maintains pursuant to the **Dufour** Contract, on all buses to be utilized in connection with the transportation of individuals as outlined in Paragraph 1.
3. The **Mount Greylock Regional School District** will pay **Dufour** 50% of daily bus rate for 19 busses for, each school day that school is closed during the Governor's Mandatory Closure. This amount represents approximately 50% of the daily contractual cost for student transportation based on current vehicle usage between the **Mount Greylock Regional School District** and **Dufour** pursuant to the **Dufour** Contract.
5. **Dufour** acknowledges that this agreement is contingent on authority being granted to the **Mount Greylock Regional School District** to make the payments outlined herein at Paragraph 2. In the event that a determination is made or opinion rendered that such payments are not permissible or lawful under state, federal or local laws, regulations, or ordinances, whether issued by a court of competent jurisdiction or appropriate governmental agency or legal representative, the obligation to make such payments shall cease and this Letter of Commitment shall become null and void with no further recourse to **Dufour**.
6. It is agreed by the **Mount Greylock Regional School District** and **Dufour** that this Letter of Commitment and its terms are only effective for the duration of the Governor's Mandatory Closure (i.e., end of school on Monday, March 16, 2020 through reopening for normal operations on May 4, 2020. **Can it just say during the closure period?**), and any extension of the Governor's Mandatory Closure as specifically ordered by the Governor. This Letter of

Commitment and its terms do not apply to any period beyond the Governor's Mandatory Closure, even if voluntarily imposed by the **Mount Greylock Regional School District**. Further, in the event either federal or state action addresses the issue of public school transportation prior to May 4, 2020, then the **Mount Greylock Regional School District** has the right to revoke this agreement at its discretion.

8. **Dufour** shall submit an invoice pursuant to this agreement to the **Mount Greylock Regional School District** in the amount of \$ (see chart break down attached) daily rate for each school day during the Governor's Mandatory Closure. Payment shall not be made for weekend days or other days that the **Mount Greylock Regional School District** would not be in session (i.e., non-school days, holidays, etc.) in accordance with the **Mount Greylock Regional School District** 2019-2020 School Calendar which occur during the Governor's Mandatory Closure or any extension specifically ordered by the Governor.

9. This Letter of Commitment is entered into in light of the exigent circumstances existing at the time of its execution and is intended to establish some general areas of agreement so as to promote the continued efficient operations of the **Mount Greylock Regional School District** while at the same time permitting the use of **Dufour's** busses to transport certain individuals. The Parties agree that this Letter of Commitment is subject to the requirement that the Parties to the **Dufour** Contract will enter into such formal amendments to the **Dufour** Contract as may be necessary to memorialize the commitments made herein. The Parties will cooperate in the preparation of any such necessary formal amendments and will do so with all due diligence. Any formal amendments will be subject to the customary approval and execution process in effect in the **Mount Greylock Regional School District** pursuant to its Charter and applicable law.

10. The Parties acknowledge that this Letter of Commitment is not intended to establish any additional compensation obligations under the **Dufour** Contract, but instead is an effort by the Parties to attempt to mitigate the loss of wages by the affected drivers and the loss of revenue by **Dufour** under these unprecedented and unique circumstances as occasioned by COVID-19 and the Governor's Mandated Closure.

11. This Letter of Commitment does not establish any precedent nor is it any guarantee that the same commitments will be made under similar circumstances in the future.

This agreement is made on this _21_ day of April 2020.

For the **Mount Greylock Regional School District**

Chairperson

Dufour Tours

Owner

Daily Routes

MGRS

W1,2,3,4,5,6,7 and L1,3,4,5,6

\$220 a day, during closure \$110 a day

Lanesborough Elementary

Purple, Orange, Red

\$220 a day, during closure \$110 a day

Williamstown Elementary

Bugs Bunny, Linus, Charlie Brown, Mickey Mouse \$210 a day, during closure \$105 a day

Closure began effective 3/13 at close of school

March 2,3,4,5,6 and 9,10,11,12,13 normal rates apply.

March 16,17,18,19,20,23,24,25,26,27,30 and 31 at the closure rate of daily \$ 1200 (MG),
\$330, (LES), \$420 (WES)

MOUNT GREYLOCK REGIONAL SCHOOL DISTRICT

Job Description

JOB TITLE: *Assistant Superintendent for Business & Finance*

REPORTS TO: Superintendent

POSITION: Administrative, Full-time (12 month employee)

JOB SUMMARY

To act as the Superintendent in the absence of the Superintendent. To provide leadership in the development, implementation and continuous monitoring of the School Committee's operating budget. The Assistant Superintendent serves as overseer of the Business Office, Food Services, Buildings & Grounds and Transportation. The Assistant Superintendent acts to ensure that the district's fiscal practices are in compliance with statute, regulations and best business practices. The Assistant Superintendent assists the Superintendent in all matters as defined by the Superintendent.

QUALIFICATIONS

- Hold or be eligible for the MA Superintendent/Assistant Superintendent certificate;
 - Hold or be eligible for the MA School Business Administrator certificate;
 - Leadership ability in school administration with a thorough understanding of the Commonwealth's school and finance statutes and regulations.
 - Thorough knowledge of federal, state, local and school committee laws, policies, regulations and procedures relating to finance budgeting and employment.
 - Excellent interpersonal and communication skills.
 - Alternatives to the above qualifications as the School Committee may find appropriate and acceptable; and Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
-

PERFORMANCE RESPONSIBILITIES

1. Financial & Business Management
 2. Legal and Administrative
 3. Transportation
 4. Food Services
 5. Buildings & Grounds
 6. School-Community Relations
 7. Professional Growth
-

1. FINANCIAL & BUSINESS MANAGEMENT

- To manage the development and implementation of the School Committee's operating budget, including general fund, grants, and revolving accounts, and to recommend in-year adjustments as may be necessary.
- To provide support for and liaison with Principals and other budget holders in the discharge of their responsibilities.
- To monitor the budget monthly, prepares quarterly projections and periodic analyses and report results to the Superintendent.
- To conduct multi-year forecasting of revenues, expenses and other data.
- To ensure that the district's fiscal practices are in compliance with statute, regulations and best business practices.

- To act as principal consultant for any grant proposal originating in the district.
- To act as Chief Procurement Officer and oversee district procurement and manages the preparation and execution of all school department bid proposals/contractual obligations and negotiates vendor contracts.
- Insures that the accounting system provides for the proper recording of all receipts and expenditures to conform to statutes and auditing requirements.
- Collects, collates and completes for submission to the appropriate Commonwealth agencies, the “End-of-the-Year Report,” and all other required state and federal financial reports required by statute, which provide for funding of public school systems.
- Advises the School Committee through the Superintendent of the projected cost implications of any requested program expansions or implementations and provides statistical data required for the proper study of such issues.

2. LEGAL & ADMINISTRATIVE

- Understands, communicates and applies statutes instituted by the Department of Elementary & Secondary Education and/or the Commonwealth of Massachusetts pertaining to District policies and procedures and works closely with District’s legal counsel in order to maintain compliance in all areas of responsibility.
- Prepares in complete detail the legal notices, bid forms, specifications and contracts required when seeking formal bids for supplies, services, equipment, transportation, insurance and others as required.
- Collaborates with Superintendent & District Administration in making decisions on school emergency closings and assists in contacting appropriate agencies and people relative to no school announcements, due to storms or other emergencies.
- Transmits to the School Committee through the Superintendent suggestions for possible adoption of District policies related to the duties of this position.
- Performs other appropriate tasks/responsibilities as assigned by the Superintendent.
- Demonstrates excellent organizational, management, oral and written communications and human relations skills.

3. TRANSPORTATION

- Completes bid process related to school transportation services to insure appropriate contracted services are in place to provide a student transportation program designed to meet the needs of the daily instructional program and related extracurricular activities.
- Arranges meetings with contracted service / transportation providers pertaining to safety standards for drivers.
- Acts as liaison with parents and/or other concerned citizens on all questions or concerns pertaining to transportation.

4. FOOD SERVICES

- Administers through the Director of Food Services, a program that is within the specifications of all Federal, State, and local requirements.
- Reviews applications and determines those students eligible for free or reduced priced school lunch, and reports results of said study to the appropriate parties/agencies.

5. BUILDINGS & GROUNDS

- Administers through the Director of Buildings & Grounds appropriate plans to guarantee the continuing operation and proper care of all facilities within the District.
- Oversees building rental/usage requests received from external users.

6. SCHOOL-COMMUNITY RELATIONS

- Promotes and assists in the coordination of effective communication.
- Promotes effective communication among all members of the school community.
- Develops and maintains good relations with the school community.
- Seeks talent and support from the community to further the educational goals of the district.
- Works cooperatively with colleagues within the district and from other school districts.
- Serves on district committees, participates in district activities, and represents the district as warranted, or as directed by the Superintendent.

7. PROFESSIONAL GROWTH

- Sets goals for self-improvement; carries out individual improvement plan developed with the Superintendent.
- Maintains a high level of competence in the field of education, remaining current in issues related to areas of

responsibility.

- Maintains a high level of personal integrity and a strong work ethic.
- Assumes any other duties and responsibilities which the Superintendent may assign for the efficient and effective operation of the school districts.

TERMS OF EMPLOYMENT

As set by the School Committee on recommendation of the Superintendent.

SALARY

As set by the School Committee on recommendation of the Superintendent.

EVALUATION PERFORMANCE

The Assistant Superintendent will be evaluated in accordance with state law and School Committee policy.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Americans with Disabilities Act Statement: External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Mount Greylock Regional School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

Prepared By: HR Department

Updated: May 29, 2019

<p style="text-align: center;">MOUNT GREYLOCK REGIONAL SCHOOL DISTRICT Mount Greylock, Williamstown Elementary and Lanesborough Elementary</p>

TITLE: *Business Manager*

QUALIFICATIONS:

- Bachelor's degree or higher from an accredited college, preferably in accounting.
- Certified or eligible for certification as a School Business Administrator in Commonwealth of Massachusetts.
- Experience in school business administration, accounting and/or related field.
- Supervisory experience in business, industry or a government agency.
- MCPPO certification

TERMS OF EMPLOYMENT:

Salary and work year to be established by the School Committee in consultation with the Superintendent and commensurate with experience.

REPORTS TO: Superintendent of Schools

SUPERVISES:

Such staff members and areas of responsibility as the superintendent will designate; i.e. bookkeeper, financial assistant, food service director, transportation/drivers, and facilities manager.

JOB GOALS:

To provide accurate financial information and data that allows the district to make informed decisions. To be the financial leader in the implementation of budget systems, procedures and policies which maximize opportunities for the district to attain their educational goals. To be an effective and efficient manager of the districts' business affairs.

PERFORMANCE RESPONSIBILITIES:

1. Organize and maintain all-encompassing financial procedures and best practices for the district, consistent with and utilizing municipal and fund accounting in compliance with state and federal regulations to ensure sound fiscal procedures and controls.
2. Work collaboratively with the town accountants and Mount Greylock Regional School District's District Treasurer to ensure strong cash management, maximized borrowing opportunities and essential reporting.
3. Lead annual budget-building process and all financial analysis working collaboratively with the superintendent, director of pupil services, principals and department heads. Ensure that district goals align with efficient use of resources.
4. Facilitate discussions of annual budget priorities with staff, school committee, finance committee, at

public hearings and town meetings. Prepare timely presentation documents, reviewed by the superintendent, that communicate all aspects of the annual school budgets.

5. Develop and implement a forecast model for each district that provides accurate and timely data. Communicate trends regularly to the superintendent and principals.

6. Provide formal quarterly reports to school committee with actual expenditures vs. budget. Provide data points that include last year's expenditures, forecast, variance and explanation. Provide any other data as needed to help school committees and the public understand the financial status of the district. Provide other budget reporting to the superintendent and school committee chair as requested.

7. Oversee, consult, monitor, and maintain files pertaining to any capital projects, including but not limited to the MSBA.

8. Set up and manage monthly state/federal grant expenditure process for districts including receiving and maintaining archives of all uploaded grants from administration. Meet with administrators to determine allocation of grant funding. Compare spreadsheets to track budget, actual, etc. for each grant and district. Maintain annual grant binders with documentation of all approved grants including expenditure documentation for audit purposes. Supervise any grant expenditure audits. Request grant funds monthly and prepare final grant reports for superintendent's signature.

9. Review purchase orders to ensure expenditures are within budget parameters. Develop written guidelines for large purchases such as textbooks and educational materials annually. Assist financial assistant/bookkeeper in processing purchase orders as needed.

10. Serve as chief procurement officer (CPO) on all 30B purchases as needed. This includes preparing specifications for such purposes, soliciting bids, examining samples submitted, tabulating bids and recommending their award.

11. Assist and provide insight to school committee negotiating teams as needed by providing analysis of proposals and making recommendations based on market/district comparisons and financial constraints.

12. Serve as primary contact for the district's third party 403(b) administrators. Work with external vendors to ensure all necessary annual communications are completed. Review vendor lists and provide recommendations for enhanced offerings as appropriate.

13. Provide oversight and analysis of all gift/fee accounts for each school. Ensure that deposits are documented and that expenditures are within guidelines. Provide reports as needed. Ensure that tuition policies are up-to-date and that student past due account balances are minimized.

14. Provide guidance to cafeteria managers including analysis of profit/loss from operating results, maximizing use of POS resources, developing reports, etc. Primary point of contact for any financial audits from Department of Nutrition and second approver of all free and reduced price lunch applications.

15. Work with each school's financial support staff to ensure payroll is booked accurately. Take lead in providing necessary annual communications to staff. Update salary schedules as required. Provide

forecasting of stipend, salary, longevity, and incremental expenses. Oversee the Business Office's review of initial appointment and annual assignment notices to reflect current compensation (annually and as needed.) Provide twice annual payroll authorization forms to towns as needed.

16. Review payable submissions for all schools to ensure accuracy. Ensure that expenditures are being coded to appropriated or non-appropriated account. Supervise finance staff to ensure that there is proper documentation in support of grant expenditures, etc.

17. Ensure compliance with financial agreements established by law, regulation, policy or to which the district is committed by agreement or contract, directing the preparation and submission of required state and federal reports including: DESE End-of-Year Reports for all three districts, Excess and Deficiency Certification for the district and DESE final district grant reports.

18. Evaluate the performance of MG food service director and MG facilities manager.

19. Provide recommendations for updating appropriate school committee policies as needed.

20. Perform other tasks and assume other responsibilities the superintendent may assign or delegate.

21. Attend meetings of Berkshire County business managers, the BHG monthly meetings and MASBO to continue to develop professional knowledge. Attend other training as needed and approved by the superintendent.

EVALUATION: Annually by Superintendent

Approved February 8, 2018