

## **Business Office**

### **Staff**

Robert Detweiler, Director of Finance & Operations  
Joan Chamberland, Assistant Director of Finance & Operations  
Sean Mangano, Budget Analyst  
Mary Wallace, Treasurer  
Kathy Vassallo and Louise Lavigne, Accounts Payable  
Linda Kirkpatrick and Kathy Vassallo, Payroll

The business office is responsible for the business practices of the school systems. Business office staff ensure that staff are paid on time; oversee all purchasing and contracting; provide accounting and cash management; ensure accountability and legal compliance; produce reports for State, School Committees, Towns, and working groups; conduct routine internal audits of the business functions of the schools and support audits by outside independent auditors; produce annual budgets for each of the three school districts; and monitor and perform financial analysis of all district programs.

### **Highlights**

- Successfully contracted with School Bus Transportation vendors for the next three years using an Invitation For Bids process. Total value of contracts signed was \$1.2 million for FY2011.
- Issued separate bid documents to purchase one bus and two trucks. Total cost of vehicles was \$100,300.
- Oversaw procurement processes on behalf of other departments. (Superintendent: Quotes for Dr Hamer (District review), Dr Beers (MS Review) and Dr. Chen (Math Review) totaling \$28,000; Special Ed: RPF for Special Ed program Review contracted at \$54,000)
- Consolidated staffing for payroll and accounts payable (from four employees to three)
- Worked with the Regional School Committee to adopt a Capital Planning Process.
- Researched the use of online requisition process.
- Supported the development of new budget documents, including the Five Year Trends document and responses to the CBAC

### **Current Major Initiatives:**

- Redesign budget presentation documents to show greater detail for the appropriated budget, additional informative material, and a full picture of the total spending plan for each district.
- Develop and pilot an electronic requisition process in the Regional District to reduce the use of paper requisitions and improve processing efficiency.
- Implement payroll encumbering in MUNIS to make monthly budget re-projections more efficient and accurate.
- Implement the capital planning process approved by the School Committee last year for the Regional District.
- Study central office cost structure.