



## READING PUBLIC SCHOOLS

Administration Offices

Harry K. Harutunian, Ph.D.  
Superintendent

82 Oakland Road  
Post Office Box 180  
Reading, Massachusetts 01867-0280

Dennis A. Richards  
Associate Superintendent

617-944-5800 Fax 617-942-9149

**TO:** School Committee  
**FROM:** Dr. Harry K. Harutunian  
**DATE:** 3 May 1996  
**TOPIC:** Reorganization

Many people believe that this has been a very good year for the Reading School Department. We have accomplished much as a school system and are moving forward at a rapid pace. One area that I would like to discuss with the School Committee on Monday night (May 6, 1996) is a reorganization of the Superintendent's Office Staff for Fiscal Year 1997 and the possibility of adding a new secretarial position at the Central Office. The plan that I am recommending is as follows.

1) Lois Savage will be retiring in June. I would like to have the half of her position which is paid for by Facilities Use to be transferred to Darlene Porter in Maintenance and have Darlene become a full-time secretary in the Maintenance Office. I would like to replace the half of Facilities that is included in Lois's present position with 50% secretarial responsibility to the new Technology Coordinator. As you know, we have built in no money for secretarial help for the Technology Coordinator. We have given this person awesome responsibility of purchase orders, grants, memos, and professional development training. It is clear that secretarial help of at least half time will be necessary for the new Technology Coordinator. Also, this secretary would serve as a part-time secretary to Joe Cain, our new Technology Specialist. Therefore Lois's replacement would be 50% receptionist for the Central Office and 50% secretarial duties for the Technology Coordinator.

2) I would like to elevate Maureen Hanifan's position from a general secretary to an Administrative Assistant for Finance. She would then have major responsibility in putting together the School Department Budget, maintaining accounts, being a liaison to Richard Foley and the Town Hall. She would work directly with the principals in the development of their budget and handle all RFPs, bids, building project payments and other financial matters.

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3) I would like to change Carol Angelo's position from a confidential secretary to an Administrative Assistant for Curriculum. Presently, Carol is doing both curriculum and personnel assignments. It is clear that with new assessment requirements, professional teacher standards and the new Curriculum Frameworks that the amount of work that she will be processing will be greater each year. If we truly want to move curriculum/instruction forward, it is necessary to assign one secretary to this monumental task.

4) I would also like to create a new position of Administrative Assistant for Personnel and have this person be a liaison to Beth Klepeis's office. Presently, personnel is handled inconsistently. Unfortunately, because of the other responsibilities in the Central Office we have no one individual who handles searches, applications, new candidates follow-up and processes Personnel Action Forms. This position is needed in a system of over 400 employees.

5) Diane Williamson, the Secretary to the Superintendent, has had more responsibility added to her position because of the amount of work that I generate. She is drafting original letters, responding to correspondence, giving direction to other administrators in the school district, in addition to accumulating information and completing Statistical Fall Reports, Individual and School Summary Reports for the Department of Education. I believe that her position should be elevated in monetary compensation.

6) The last position that I would like to address is secretary to the Athletic Director and Director of Health Services. This position is presently at Grade 4 and is one of the lowest entry level positions in our system. Given the responsibility of maintaining the medical records of all students and the confidential issues of her responsibilities I am recommending that she be elevated from Grade 4 to Grade 5.

I have had many discussions with Richard Foley and Beth Klepeis about this proposal and they both feel as I do that it is absolutely necessary for us to assign individuals to personnel and finances. The Administrative Assistant for Personnel, Finance and Curriculum and the Secretary to the Superintendent would all be confidential secretaries out of the union available to do School Committee assignments. With this new plan, I do not believe that there is a need for a Business Manager. I am very pleased with the relationship that the School Department has built with the Town Treasurer and Town Accountant. Both have become very active members of the School Department this year and, quite frankly, have provided this office with outstanding performance.

If you approve of this plan, specific job descriptions would be established for Richard Foley, Beth Klepeis, and the three administrative assistant positions. It is my intent to relocate the new technology coordinator in the office that Maureen Hanifan uses.

Employee	Present Salary	Projected FY97	Difference
Lois Savage (retiring)	\$22,295.26 (Grade 5, Step 6)	\$19,273.80 (Grade 5, Step 1)	\$ 9,636.90
Maureen Hanifan	21,099.00	29,000.00	7,901.00
Carol Angelo	26,825.89 base <u>1,700.00</u> merit 28,525.89	29,000.00	474.11
Adm. Asst. for Personnel			
Diane Williamson	26,825.89 base <u>1,700.00</u> merit 28,525.89	31,000.00	2,474.11
Helen Pelley	13,341.61 (Grade 4, Step 2)	15,215.55 (Grade 4, Step 3) 17,740.19 (Grade 5, Step 3)	2,524.64
Darlene Porter	14,333.80	22,859.20 (no cost due to rentals)	

- Lois Savage position (**half salary from Administration, half salary from Facilities Rental**)

New person to come in at Grade 4, Step 1 on Secretarial Contract  
 FY97, Step 1 would be \$10.59 per hour x 35 hr. = \$370.59  
 \$741.30 biweekly x 26 = \$19,273.80 per annum

- Helen Pelley presently on Grade 4, Step 2 of Secretarial Contract (35 hr per week) (Presently \$9.55 per hour) \$310.27 - biweekly Athletics; \$310.27 biweekly Health = \$620.54 x 21.5 pay periods - \$13,341.61 annualized.  
 FY97, assuming a 2.5% raise, Grade 4, Step 3 Secretarial Contract would be \$10.11 per hour, \$707.77 biweekly, x 21.5 pay periods \$15,215.55 annualized.

To change position to Grade 5, Step 3 for FY97 (35 hr week @ \$11.78 per hour) would be \$825.13 biweekly, \$17,740.19 per annum an increase of \$2,524.64 between the two steps.

- Darlene Porter works 22.5 hours per week - Grade 5, Step 6 (\$12.25 per hour) \$551.30 biweekly x 26 pay periods = \$14,333.80 per annum.

For FY97, a 35 hour per week position at the new rate ( 2.5% raise) \$12.56 per hour - \$439.60 per week, \$879.20 biweekly x 26 pay periods = \$22,859.20. This appears to be an increase, but as Darlene Porter's new full-time position will assume the duties of Facilities Rental (formerly half of Lois Savage's job description), there should be no increase in salary.



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617-944-5800 Fax 617-942-9149

**TO:** Reading School Committee  
**FROM:** Dr. Harry K. Harutunian  
**DATE:** 25 September 1996  
**TOPIC:** Job Description - Town Account/ Finance Director

With the reorganization of the Central Office staff now complete, I have worked with Richard Foley and Beth Klepeis to create School Department job descriptions for the Town Accountant and the Finance Director. These two documents will be reviewed on an annual basis and changed as needed.

If you have any questions, please contact me.

HKH/dfw

C: Richard Foley  
Beth Klepeis

HKH/dfw  
Attachment

# READING PUBLIC SCHOOL DISTRICT

## Finance Director Job Description for School Department

### General Responsibilities

To provide business services to the Reading School Department as outlined in a budget agreement between the Reading School Committee and Reading Board of Selectmen scheduled to begin July 1, 1991.

The Finance Director's areas of responsibility are payroll, personnel, technology for the business functions, treasury management, and providing direction for the Administrative Assistant for Personnel in the School Department central office. She will also perform other duties within the sphere of her responsibility as may be requested by the Superintendent of Schools or School Committee, and assist the Superintendent in making long range plans. She will attend School Committee meetings as required.

**Responsible To:** Superintendent of Schools

### Specific Areas of Responsibility

#### 1. Payroll

- ♦ Responsible for preparing payrolls and keeping payroll records for all personnel, including deductions, salary and retirement histories.
- ♦ Responsible for keeping detailed attendance records for all personnel.

#### 2. Personnel

- ♦ Administers the health insurance, life insurance, workers' compensation, and unemployment insurance programs
- ♦ Administers the following benefit packages: ICMA and TSA deferred compensation programs, credit union, savings bonds,

#### 3. Technology and Information Systems for Business Functions

- ♦ Responsible for evaluating and recommending suitable hardware and software for school business functions
- ♦ Responsible for maintaining and supporting PC and mainframe systems for school department business functions
- ♦ Responsible for monitoring the integration of technology with town business functions to expedite the flow of information and support decision making processes.

#### 4. Treasury Management

- ♦ Accept receipts and deposits from school department
- ♦ Manage petty cash for school department

# READING PUBLIC SCHOOL DISTRICT

## Town Accountant Job Description for School Department

### General Responsibilities

To provide business services to the Reading School Department as outlined in a budget agreement between the Reading School Committee and Reading Board of Selectmen scheduled to begin July 1, 1991.

The Town Accountant's areas of responsibility are budgeting, accounting, financial reporting, and providing direction for the Administrative Assistant for Finance in the School Department central office. The Town Accountant will report on all fiscal aspects of the Education Reform Act of 1993. He will also perform other duties within the sphere of his responsibility as may be requested by the Superintendent of Schools or School Committee, and assist the Superintendent in making long range plans. He will attend School Committee meetings as required.

**Responsible To:** Superintendent of Schools

### Specific Areas of Responsibility

#### 1. Budget

- Assists Superintendent of Schools in preparation of annual operating budget.
- Monitors approved budget on an ongoing basis.
- Prepares monthly budget reports for proper staff officials, and additional reports as requested.
- Provides assistance concerning budgetary matters to: administrators, principals, directors of special needs, athletics, food services, building maintenance, technology, and other staff.

#### 2. Accounting

- Responsible for processing invoices as submitted for payment on a timely basis and preparing warrants to be signed by School Committee.
- Monitors grants, gifts and revolving funds, including lunch program, on an ongoing basis.
- Provides auditors with school materials for annual financial audit.
- Develop and maintain coding structure of accounts for computerized system
- Code and track receipts and deposits from school department and report on same

#### 3. Financial reporting

- Prepares financial data and reports as requested by the Superintendent of Schools and School Committee.
- Prepares financial data and gathers pupil data for the annual Massachusetts Department of Education "End of Year Pupil and Financial Report".
- Prepares and coordinates the preparation of documents pertinent to school building assistance projects.

BUDGET AGREEMENTS BETWEEN  
THE READING BOARD OF SELECTMEN AND  
THE READING SCHOOL COMMITTEE

This Memorandum will constitute the operating agreement between the Board of Selectmen and the School Committee with regard to the matters covered. The Town Manager will be responsible to the Board of Selectmen for the implementation of this agreement, and the Superintendent of Schools will be responsible to the School Committee for its implementation. Both the Board of Selectmen and the School Committee delegate to their respective professionals the working out of the details to make the terms of this agreement work.

It is the intent of the Board of Selectmen and the School Committee to make the working relationships outlined herein a permanent part of the operation of their respective parts of Town government. The term of this agreement is five years beginning July 1, 1991, and to automatically be extended in five year increments unless one party gives notice to the other party of its intent not to renew the agreement at least one year prior to the expiration of the agreement or its renewal.....

- 4) **BUSINESSES SERVICES** The Town agrees to provide to the School Department the following businesses services currently provided by the School Department: payroll, accounts payable, and benefits management. The Town further commits to assist the School Department in any way possible with any and all aspects of its business operation, including filling out the annual State report, filing for SBAB reimbursement, handling personnel attendance records, and assisting with other business related data processing needs. The Town through its Finance Department and Accounting staff will work with the Superintendent to develop whatever reports are necessary to the operations of the Schools, and will assist in the development of the annual budget. The School Department will eliminate the position of Business Manager effective 7-1-91, and as part of the FY92 budget, sufficient funds will be transferred from the School Department budget to the Finance and Accounting Department budgets to fund the hiring by the Town of a middle level assistant to the Accounting and data processing functions and to fund up to one FTE clerical personnel to manage the School business operation. All other savings in the FY92 budget will accrue to the School Department budget, except for incidental benefits and unemployment costs. The School Department will make decisions on what other personnel to RIF, and the savings net of any costs of unemployment will accrue to the School Department budget. The School Department will work with Town staff as part of the current and future labor negotiations to identify administrative cost savings in the payroll functions, and will use its best efforts to implement all identified savings.

FRANK GORGONE

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Reading, MA 01867  
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FAX: (617) 942-2288

MARCH 17, 1997

FAX TO: MR. H. THEODORE COHEN  
MCGREGOR & SHEA

DEAR MR. COHEN:

I RECD SEVERAL SCHOOL DEPARTMENT DOCUMENTS FROM KENDRA COOPER  
LAST EVENING AND AFTER MY THIRD READ, FELT COMPELLED TO WRITE.

RE THE OPEN MEETING LAW, YOU KNOW THAT WAS A VIOLATION, WHY ALL  
THE LEGAL JARGON...JUST TELL THEM AND AS LEGAL COUNSEL TO  
READING, YOU HAVE AN OBLIGATION TO TELL THE TOWN AS WELL. WE ARE  
PAYING YOUR RETAINER AND NEVER FORGET THAT.

RE THE ATTACHED BUDGET AGREEMENT BETWEEN THE SCHOOL COMMITTEE AND  
THE SELECTMEN, SINCE IT INVOLVES TOWN FUNDS, THIS CAN ONLY BE  
APPROVED AND APPROPRIATED BY TOWN MEETING AND YOU KNOW THAT. THEY  
ARE TWO SEPARATE BUDGETS AND I WANT YOU TO NULL AND VOID THIS.

RE THE ATTACHED FINANCE DIRECTOR JOB DESCRIPTION FOR SCHOOL  
DEPARTMENT, THIS IS A VIOLATION OF OUR TOWN CHARTER. HER  
RESPONSIBILITIES ARE SPELLED OUT QUITE CLEARLY IN THE TOWN  
CHARTER AND THE SCHOOL COMMITTEE HAS NO SAY UNLESS WE REVISIT THE  
CHARTER AND MAYBE WE SHOULD. THE FINANCE DIRECTOR ALSO DICTATES  
THE DUTIES AND RESPONSIBILITIES OF THE TOWN ACCOUNTANT.

RE DR. HARUTUNIAN'S REIMBURSEMENT OF \$2500 PER ANNUM FOR USE OF  
HIS PRIVATE VEHICLE, DOES HE PROVIDE EXPENSE AND MILEAGE REPORTS  
AS REQUIRED BY IRS REGULATIONS. HE ALSO RECEIVES \$1500 PER YEAR  
FOR MISC EXPENSES...ARE THESE DOCUMENTED. I ASSUME THAT RICHARD  
FOLEY IS ISSUING 1099'S TO HIM FOR THESE SUMS.

FINALLY, THE SUPERINTENDENT REQUESTED AS A "PROFESSIONAL  
COURTESY" THAT HIS CHILDREN AND THOSE OF TWO OTHER TEACHERS BE  
ALLOWED TO ATTEND READING SCHOOLS. WE DO NOT HAVE SCHOOL CHOICE  
AND UNDER PREVIOUS GUIDELINES, AN OUT OF TOWN STUDENT WOULD BE  
CHARGED \$5000 PER YEAR. UNDER SCHOOL CHOICE I BELIEVE WE WOULD  
RECEIVE \$3600 PER YEAR. ARE THEY GETTING 1099'S FOR THIS  
PERK? ARE WE VIOLATING THE SCHOOL CHOICE LAW? I WILL ASK THE  
DEPT. OF EDUCATION MYSELF. CONFLICT OF INTEREST?

BEST REGARDS

CC: SCHOOL COMMITTEE, TOWN MANAGER, SELECTMEN, FINANCE DIRECTOR,  
MS. KENDRA COOPER, DR. HARUTUNIAN, READING CHRONICLE