

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
Executive Session MINUTES
October 6, 2016

I. CALL TO ORDER: Stacey Metternick called the meeting to order at 9:20 pm in the Buker School Multi-Purpose Room.

Present: Michelle Bailey, Deborah Evans, Hannah Fraley, David Polito

Also present: Michael Harvey
Jeff Sands

Jeff Sands presented a recommendation to reorganize the treasurer role

Mr. Sands presented a proposal to reduce the number of hours worked by the District Treasurer to 10-hours per week. Additionally a part-time Treasury Accountant would be hired for 25-hours per week for approximately \$20 per hour. The new position would be assigned clerical and less technical responsibilities of the Treasurer.

This plan would allow for someone to fill-in should the Treasurer be out for a few days. It also would provide an opportunity for training for succession planning.

The Committee discussed at length the reporting structure of the position as well as the title and reporting structure of the new position. The Committee expressed concerns that the current Treasurer might not accept the current proposal due to a variety changes.

MOTION: I move that the Hamilton Wenham Regional School Committee authorize Stacey Metternick and Hannah Fraley to meet with Don Gallant to offer him a contract for 1 year, July 1, 2016 to June 20, 2016, at \$46.59 per hour. The work week will be 20-hours per week until an Assistant Treasure is hired. At which point, the hours will be 10-hours per week.

MOTION by Michelle Bailey; SECONDED by David Polito

Roll-call vote: Bailey – yes, Evans – yes, Fraley – yes, Metternick – yes, Polito – yes

MOTION: I move that the Hamilton Wenham Regional School Committee adjourn at 10:35

MOTION by Michelle Bailey; SECONDED by Deb Evans

Roll-call vote: Bailey – yes, Evans – yes, Fraley – yes, Metternick – yes, Polito – yes

Documents Reviewed:

Details of Appointment Recommendation by JS and MA dated 10/6/2016

Attachment A – District Treasurer Roles & Responsibilities

Attachment B – Terms of Employment for Don Gallant, District Treasurer July 1, 2014-June 30, 2016