



# VERMONT ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

SERVING EDUCATION THROUGH SOUND BUSINESS PRACTICE

[www.vasbo.net](http://www.vasbo.net)

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**VASBO Meeting**  
October 10<sup>th</sup>, 2014  
**VSBIT Office Building**  
**52 Pike Drive**  
**Berlin, Vermont**

## AGENDA

- 9:00 a.m. Coffee and Pastries
- 9:30 a.m. Call to Order  
Introductions  
Announcements and Correspondence  
Secretary's Report  
Treasurer's Report  
Committee Reports
- 9:45 a.m. Updates:  
VSBIT - Laura Soares, Don Morrill, and/or Tim Vincent  
VAOE – Aaron Brodeur, Nicole Tousignant, Vaughn Altemus, Brad James
- 10:30 a.m. Solar Consortium – Frank Rucker & Norm Etkind
- 10:45 a.m. VSA - Jeff Francis
- 11:00 a.m. 16V.S.A. § 242a. Internal financial controls – Bob Mason
- 11:10 a.m. Business Office Policies – What's required? What's recommended?  
VAOE - Cathy Hilgendorf and Cassandra Ryan  
VSBA - Nicole Mace
- 12:00 p.m. Lunch
- 1:00 p.m. Business Office Policies – Breakout working sessions to write draft policies  
Assisted by:  
VAOE - Cathy Hilgendorf and Cassandra Ryan  
VSBA - Nicole Mace
- 2:30 p.m. Solar Consortium RFP – Avram Patt, Frank Rucker & Norm Etkind  
*All interested parties encouraged to attend*

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