

Policy Committee Meeting Minutes

Wednesday, December 11, 2019 @ 3:30 PM

Attendees: Denise Day, Brian Cisneros, Kenny Rotner, James Morse, Wendy DiFruscio

Visitors: Sue Caswell

Denise called the meeting to order at 3:30 PM.

Dr. Morse opened the meeting by explaining that Sue is in attendance as the financial policies are on the agenda. She has one that is a state mandated policy that is already on the agenda. This week she was informed that there are 2 additional state mandated policies she is requesting to be added to this meeting. They are classified as D3 - Time-Effort Reporting/Oversight, D-4 -Conflict of Interest and Mandatory Disclosure, and D-5 – Inventory Management – Equipment and Supplies Purchased with Federal Funds. Sue explained that these required policies were generated by OBM and not NHSBA. Although the school board association will eventually structure similar policies. There was a brief discussion and questions asked surrounding each of the individual OBM generated policies which Sue answered. It was agreed that all three state mandated policies will go before the Board at their December 18th meeting as a first read.

Policy DB – Annual District Budget is in need of its annual review. The Policy committee reviewed, and there was no additional discussion. Denise will report out to the full Board this policy and any other policies from this agenda that are reviewed with no changes. Each of these said policies will be updated with the Policy meeting date as being reviewed and noted as no changes.

Policy DBD – Budget Planning – Sue reviewed this policy and suggested the removal of the wording “by September 1 of each year” as this does not happen and changed the structure of the sentence for accuracy. The committee also suggested removal of “The Board shall direct” and make the superintendent responsible for establishing a procedure. This is ready for a first read.

Policy DBI – Budget Implementation – This policy was reviewed with no changes.

Policy DBJ – Transfer of Appropriation – Reviewed with no discussion or changes.

Policy DFA – Investment – Review needed by Policy Committee. Sue questioned the time frame suggested under the Standards of Care Heading #3 and suggested that it be changed from periodically to annually and also in the same sentence remove “the School Board and” for a new sentence of “The internal controls shall be reviewed annually by an independent auditor. This is ready for a first read.

Policy DFE – Gate Receipts and Admissions – Annual review needed. It was suggested that “or designee” be added following principal in the 1st paragraph 2nd sentence as well as 2nd paragraph 1st sentence. No other discussion or changes. This is ready for a first read.

Policy DH – Bonded Employees – Reviewed with no discussion or changes.

Policy DJ – Purchasing – This policy was reviewed. Questions pertaining to the amount noted for purchases of \$25,000 was adequate or if it should be increased. Sue explained that it works and should not be increased. Jim asked Kenny what the Town of Durham has for a limit. Kenny explained that the town is in the process of increasing their limit, but it is not approved yet. There were no additional comments or changes.

Policy DJC – Petty Cash Accounts – This policy was last reviewed in July of 2014 and requires another review for accuracy. Questions asked about the current practice for control if cash stays in the buildings. Discussion ensued about possible scenarios for depositing daily or three times per week. It was decided that the 2nd sentence in the second paragraph be moved to the end of the 1st paragraph and replace the superintendent with the principal as the responsible party. This is ready for a first read.

Policy DJGA – Sales Calls and Demonstrations – Questioned if this policy belongs in this section or should be included in Section K as part of the advertising policy. This will be tabled for inclusion and brought back at the next meeting.

Policy DM – Cash in School Building – This policy was last reviewed in August of 2014. A brief discussion as to what we do now. Different scenarios were reviewed. It was suggested that this policy be tabled and sent to each of the principals to find out what the current practice is at each of the individual schools.

No additional questions or comments. Meeting ended at 4:30 PM – Next meeting January 8, 2020

Respectfully submitted, Wendy L. DiFruscio