

Policy Committee Meeting Minutes

Wednesday, July 9, 2014 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, Sue Caswell, James Morse

Visitors: 0

Called to order at 3:30 by Maria Barth

The agenda is for policies returned for input from the administration/staff of the ORCSD for re-review by policy committee.

Policy JLCJ– Concussions and Head Injuries –The revised policy was reviews and additional changes were made that will be sent to Corey for his additional input. Again, questions rose as to whether a number of concussions should be added to this policy as a warning flag for review. This policy will be returned to the policy committee at their next meeting.

Policy DIA – Fund Balances – This policy was reviewed and revised by the Business Administrator. Sue explained what this policy is and explained fund accounting. Changes were made to the Authority to Assign section allowing authorization of expenditures be part of the facilities plan, an emergency situation or unique opportunity. Lengthy discussion ensued involving year end fund balance with the suggestion of including a listing of capital projects. Language included in policy explaining a Contingency Fund. Two RSA legal references added. This policy is ready for first read.

Policy DID – Fixed Assets – This policy was reviewed and revised by the Business Administrator with minor changes made. Section E – Disposal of Fixed Assets – added “School Property” to this heading and also changed “School Board” to “Business Administrator” in the second bullet as the recipient for sealed bids. This policy is first read ready.

Policy DJC – Petty Cash Accounts – This policy was reviewed with no changes made. Policy will reflect this status and uploaded to the website as a review only.

Policy DM – Cash in School Buildings – This policy was reviewed by the Business Administrator and personalized to Oyster River. “Proper location of deposit was changed to “District Bank. Questions asked if this is the procedure that is followed with each of the schools. First read ready.

At this time policy JLCJ will be returned to the policy committee with Corey’s input.

Meeting ended at 4:40 PM – Next meeting to be held on August 6th at 3:30 PM. Future agenda items to include JLCJ, and IJ.

Respectfully submitted,

Wendy L. DiFruscio