

NEWPORT POLICY COMMITTEE MEETING MINUTES

Room 122 SRVRTC

Thursday, April 2, 2015

4:30 p.m.

PRESENT: C. Gallagher, S. Howe, L. Wadensten, A. Spencer, C. Carley

A. Minutes – 02/05/15

- a. Not discussed

B. Financial Policies to Recommend Adoption/Revisions:

- a. B. Sandstrom presented her recommendations to the Committee on financial policies she was charged to review:

- i. NHSBA “EFE – Vending Machines”: B. Sandstrom said she needs to review further. This will be ready to send to the Committee before the next meeting (with the packets).
- ii. NHSBA “DIA – Fund Balances”: She had reviewed the NHSBA sample and also from 3 other districts. She recommends adapting the Keene School District DIA as NHSBA sample is older and out of compliance. The Committee reviewed Keene’s policy and made the following changes:
 1. Change all “Keene School District” references to “*Newport School District*”.
 2. 2nd Sentence under “Fund Type Definitions” delete “may or may not report all fund types in any given reporting period” and replace with “*shall report all applicable fund types*”.
 3. Capitalization will be made consistent throughout the policy
 4. Examples of “Special Revenue Accounts” will list actual Newport funds. B. Sandstrom will give these to C. Carley for inclusion in the policy.
 5. References to “business manager” in the section “Assigned Fund Balance” will be changed to “*Superintendent*”. The words “*or designee*” will be added to the 1st sentence in the paragraph titled “Authority to Assign” after the addition of “*Superintendent*”
 6. The Statutory reference (chapter 32) under Encumbrance Reporting section will be reformatted: Citation will be moved to the end of the reference; reference will not be in italics; reference will be indented and blocked. The same formatting will be done for Chapter 198 and the citations will also be listed at the end of the policy consistent with our existing Newport policies.
- iii. NHSBA “EI – Risk Management: Newport does not have this policy. B. Sandstrom said the NHSBA sample is fine. Committee agreed.
- iv. NHSBA “JJF – Student Activities Fund Management”: Newport’s policy is DFE. The Committee reviewed the NHSBA policy. B. Sandstrom recommended using NHSBA’s and revising the last sentence by adding “*and will be available at the end of the fiscal year for review by the auditors*”. (note: “his/her designated” will be revised to read “*designee*”. The Committee discussed whether the District has any Student Activity Funds. Most fund raisers are run by other

- groups; i.e., PTO, Clubs, etc. B. Sandstrom will check on the status of the school store. DFE will be deleted upon approval of JJF.
- v. NHSBA “BID – Payment for Services Rendered by School District Officers” B. Sandstrom said this is an optional policy and she does not feel it is needed. The Committee agreed it is not needed.
- C. BCA – School Board Member Ethics (Newport’s BBEF)
- a. NHSBA “BCA – School Member Ethics”. Three policies were included in the Committee packet: The NHSBA BCA sample policy, Newport’s BBEF and a draft BCA from L. Wadensten. L. Wadensten said the draft was created with input from others. The Committee revised the new draft as follows:
 - i. Delete “each” replace with “As a” and add the word “I” after word “member” in the first sentence.
 - ii. Delete the last sentence in #2 (“Recognize....opinion”)
 - iii. Insert #10 from NHSBA as #3 “*Recognize that final Board actions will be supported by all members of the Board; take no private action that will compromise the Board or administration; and refrain from private actions which undermine or compromise official Board action.*”
 - iv. Insert # 5 from NHSBA sample as #5 “*Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.*” (renumber following sections)
 - v. Revise #10 in original draft by deleting 1st sentence. Revise 2nd sentence deleting “We encourage” and update to read “*Will display and demonstrate transparent communication among all members.*”
 - vi. Revise #11 by deleting “chief administrative officer” and replacing with “*Superintendent*”.
 - vii. BBEF & BBEF-R will be deleted upon approval of BCA.
- D. BCA-R School Board Ethics Acknowledgment of School Board Ethic Policy Procedure (Newport’s BBEF-R)
- a. BCA-R – School Board Member Ethics Acknowledgement of School Board Ethics Policy: Committee decided it will be better to have each member sign an individual form rather than all members sign on one form. The NHSBA sample procedure will be updated to reflect Newport School District. BBEF-R will be deleted upon approval of the new BCA policy.
- E. KE - R Public Complaints Including the Public Communication Button Procedure
- a. The Committee reviewed the flow chart from Viki Bridge. There was a discussion on how the Board is informed of hot button topics. C. Gallagher explained that she reviews the Hot Button email twice a week. There were 40 or so in the beginning due to “tests”. She doesn’t expect that many in the future.
 - b. The Committee decided KE-R would be “The Superintendent will give a Hot Button synopsis monthly at a Board Meeting”
- F. Newport School Board Procedure for Policy Feedback Table
- a. Committee reviewed revised draft and agreed that it should indicate positions not individuals. The Policy Assistant email will be the primary contact for policy input.
- G. Next Committee Meeting
- a. Date & Time – Thursday, May 7 at 4:30

b. Agenda

i. Finance Policies

1. EEA - B. Sandstrom
2. School Store Update – B. Sandstrom
3. Review Finance Policies as revised

ii. BCA - Review policy as revised

iii. Policy Flow Chart – review as revised

C. Carley will not be able to attend May 7 meeting.

Submitted by,

Carole Carley
Policy Assistant

DRAFT