

Region 4 District Subcommittee for Finance Minutes 05/28/2019

These minutes have not been approved by the Finance Committee

Present: Jennifer Clark, John Stack, Manawar Imran, Marc Watson, Tom Englert, Kim Allen

Absent: Rick Daniels, DG Fitton

Kim Allen called the meeting to order at 6:01 PM

Election of Chair: A motion was made by Tom Englert and seconded by John Stack to add the election of the chair of the finance committee to the agenda. The motion was approved (aye, 5 nay, 0).

A motion was made by Tom Englart and seconded by John Stack to elect Jennifer Clark as Chair of the committee. The motion was approved (aye, 5 nay, 0). Jennifer Clark graciously accepted.

Policy 3440: This policy is being followed for all technology and AV equipment, but the committee discussed expanding the inventory process to more categories of non-fixed items. The policy was discussed in terms of whether it made sense to have a uniform lower threshold for inventorying all items worth more than \$200.00. The committee felt that it should be taken into account that some items are valued at less than \$200 but are found in great quantities. Some items would be good to inventory from the perspective of their being pilferable, verses, some items should be inventoried for replacement value in the event of destruction of a building. Taking and maintaining an inventory would capture predictable attrition, which could facilitate better 5-year planning of the budget as it would capture natural attrition.

The committee, in its opening, and a later conversation made the following plan.

- To notify the Superintendent that the policy is not being followed for all categories of non-fixed items, with sufficient notice prior to the Joint Board meeting so that this could be reported this out to the Joint Board committee along with a response from the Superintendent. The committee agreed to recommend that no action be taken on this policy until the committee has had a chance to review the summer inventories and has had the opportunity to revise the policy in the Fall 2019.
- To propose that the policy be modified with the following changes, with a plan for the stakeholders in these areas to perform an inventory and report back the feasibility of the thresholds. The committee is open to feedback from the staff responsible for these items as to whether the threshold makes sense.
 - Technology – All items except consumables. Examples of consumables are items that last less than a year, such as batteries.
 - Furniture – All moveable items of greater than \$500 value
 - Library – includes books and media – the committee felt the library probably already has an inventory and felt the library personnel should tell the committee what and how they inventory their possessions
 - Athletic equipment - including weight room, etc. – all items \$200 and greater
 - Music instruments – all items greater than \$200
 - Cafeteria – all items greater than \$500. Non-food items only
 - Tech Ed – all items greater than \$100.

- Buildings and Grounds – all items greater than \$100

Overall, the recommendation of the Finance committee is that the inventory be performed over the summer, with the staff to report back to the committee whether the thresholds make sense and the general feasibility of performing this inventory could/should be done on an annual basis.

The committee summarized that they recognize that the policy is not being followed, but that the policy also should be modified. Both these points will be reported to the Joint committee along with a recommendation that the Superintendent direct the staff to begin an inventory process over the summer and report back to the policy committee it's collective recommendations regarding the feasibility of following the policy using the outlined minimal thresholds.

Policy 3560: Capital Plan and Capital Improvement

This is a new policy that the Business Manager, Kim Allen, wrote to reflect the work of the newly created Region 4 Buildings and Grounds subcommittee. The Finance committee liked the policy but felt that it would be good to have the input from the towns on this policy as they are the ones that pay the bills. It was suggested that the superintendent could take this draft to the selectmen, and that Kim Allen, Business Manager, could obtain the towns' policies on Capital plans for comparison. This policy will be back on our agenda in October, along with whatever the Business Manager is able to obtain on the town's Capital policies.

Jennifer Clark asked why the Central Office Capital Fund was in the Region 4 budget instead of the Supervision budget. It was stated that R4 owns the building, not Supervision.

Policy 3514: Equipment

The committee also felt that instead of the word "permit" the document should read "allow".
Approved 5 to 0.

It was also noted that there is not currently a procedure for enforcement of this policy. The committee will notify the Superintendent.

Policy 3516: Safety

Policy 3517: Security of Buildings and Grounds

Policy 3524: Hazardous Material In Schools

These 3 policies (3516, 3517 & 3524) are not felt to be in the purview of the Finance Committee and is being referred to the Subcommittee for Safety and Security.

Policy 3532: Insurance

add "reasonably" to modify "broad and complete". With that, approved (5 to 0)

Policy 3533: Employee Bonds

Approved with wording changes captured by the business manager (5 to 0) specifying that the bonds would be re-evaluated and contracted on the same schedule as our liability insurance

Policy 3541: Transportation Equipment

Policy 3542: Vending Machines/Lunch Program

These 2 policies (3541 & 3542) are not felt to be in the purview of the Finance Committee and is being referred to the Policy Committee.

There being no further items to discuss the meeting was adjourned at 7:26 PM.

Respectfully submitted,

Jennifer Clark,