

NORTH COUNTRY SUPERVISORY UNION POLICY COMMITTEE MEETING MINUTES

June 16, 2016

AT 5:30 P.M. – NCSU A213

Present

Board Members:

Pat Austin, Charleston

Cliff Forster, Troy

GiGi Judd, Derby

Richard Cartee, NCUJHS

Steve Mason, Lowell

Vikki Lantagne, Newport City

Administrators and Staff:

John A. Castle, NCSU Superintendent of Schools

Glenn Hankinson, NCSU Director of Business and Finance

Liz Butterfield, Executive Assistant to the Superintendent

I. The meeting was called to order by Chair Steve Mason, who called for agenda changes. There were none.

II. **Motion** to approve the minutes of February 18, 2016 (*Attachment A*)
FORSTER/JUDD **APPROVED**

III. New, Unfinished or Other Business

A. Review Community Use Policies for Revision and/or Combining:

- NCSU *H.2 Community Use of Facilities*
- VSBA **E.20 Community Use of Facilities**

There was a discussion of procedure vs. policy, insurance considerations, and common policy vs. local policy. John Castle shared that he feels that procedures for community use of facilities should be reviewed by the local boards and be at the discretion of the board. Committee members mentioned that the schools should have the ability to limit where people can go in the school.

Motion to recommend adoption of the VSBA/NCSU boiler-plate policy at the NCSU level, with local procedures being approved by local boards. AUSTIN/CARTEE **APPROVED**

B. Review Finance Policies for Revision and/or Combining:

- NCSU *E.1 Fiscal Management*
- NCSU *E.3 Financial Accountability*
- VSBA Model Policy **F.20 Fiscal Management And General Financial Accountability**
- NCSU *E.4 Financial Reports and Statements*
- VSBA Model Policy **F.21 Financial Reports And Statements**
- NCSU *E.2 Budgeting*
- VSBA **F.30 Budgeting**
- NCSU *E.5 Risk Management*

John and Glenn shared that the NCSU Finance Policies have not been reviewed in many years, and that there is a movement within the state to condense Finance Policies. Glenn reviewed the current SU policies and compared them to the VSBA recommended policies. Cliff asked about setting thresholds for spending, as to when it must have board approval. John and Glenn said that some is allowed by state statute, up to \$15,000.00, at the discretion of the principal if the board has granted that authority, and some are expenses that the school is forced to pay (subs, etc.).

Motion for Glenn to build a recommended combined Finance Policy to bring back to the Policy Committee, with recommendations for some items to become procedures.

AUSTIN/JUDD APPROVED

Glenn also spoke about VASBO/VSBA policies currently being developed, driven by Federal Monitoring Visits, relative to Personnel – Travel Policy, and grant and/or procurement policies. Glenn says some of this could be procedure, and we could have a grant and/or procurement policy.

Motion to have Glenn develop a policy that addresses Personnel – Travel, as well as grant and/or procurement management, called Grants Management and Procurement, and the appropriate procedures.

FORSTER/JUDD APPROVED

John updated the committee on Support Staff Terms and Conditions, saying that much progress has been made. Many boards have approved all of the changes, while some have asked for small tweaks. John commended the Policy Committee on the progress that the committee has made on updating the policy situation in general.

IV. Date of Next Meeting/Future Agenda Items: August 18, 2016

V. The meeting was adjourned by the Chair at 6:27 p.m.

Respectfully submitted,

Liz Butterfield
Recording Secretary

<u>Meeting</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCSU Policy Committee	Thursday	August 18	5:30 p.m.	NCSU A213
NCSU Executive Committee	Thursday	August 18	6:30 p.m.	NCSU A209