

Regional District #4 – Joint Board of Education Finance Committee

MINUTES

November 27, 2018

Members Present: Tom Englert, Robert Ferretti, Imran Munawar, Jennifer Clark, Mark Watson

Administration: Kim Allen

Audience: Richard Strauss, Phil Schaller

Meeting called to order at 6:35 pm by Kim Allen

- I. Committee agreed to elect new chair at next meeting when all members are present.
- II. Review status of audits.  
Elementary in progress. Region 4/Supervision will request an extension to enable the OPEB report be completed by the district's actuary and then be included in the audit as required.
- III. Health Reserve.  
The current balance is at \$400,000.
- IV. Policy 3260 Review (Disposal of Books, Equipment, and Supplies)  
There were no proposed changes. The committee discussed and reviewed policy and agreed to add the word "sale" and to reorder in order of importance.

Committee agreed unanimously to move forward with recommended changes. (See attached)

- V. Policy 3280 review (Gifts, Grants and Budgets).  
Bob Ferretti questioned the (a) and (b) sections of the policy and whether they were necessary. After researching by Kim Allen, it was noted that these two pages are not part of the policy but are actually regulations to the policy.

Richard Strauss made public comments about the way the board handled cash donations. Discussion followed. Mark Watson advised that how we handled donations was a procedure and not a policy. The committee agreed to review the procedures on how donations are handled and update the Business Office Procedure Manual with any revisions.

Committee agreed unanimously to move the policy forward with no recommended changes. (see attached).

- VI. Policy 3324 review (Ordering Goods and Services – Purchase Orders).

Kim Allen recommended that we remove all wording on the policy and instead direct readers to the policy via the Business Office Procedure Manual. This process would follow other policies that direct readers to the union contracts. The Business Manual Procedures Manual will be posted on the website.

Committee agreed unanimously to move the policy forward with the recommendations to direct readers to the manual.

VII. Future Agenda Items

The committee will hold monthly meetings to review all the policies this year.  
Health Care RFP process/update.

Meeting adjourned at 7:27 pm.

Respectfully submitted.

Kim Allen

Administration

## **Business**

### **Sales & Disposal of Books, Equipment & Supplies**

When equipment, books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent may authorize their sale, trade-in or disposal ~~or trade-in~~ in a manner to the district's best advantage.

#### **Disposition of Outdated Books**

The Superintendent of Schools may authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by the professional administrative staff.

#### **Disposition of Equipment and Materials**

Items with a market value may be traded in or be appropriately advertised to the general public in an attempt to produce a sale at fair market value. The proceeds of the sale shall be deposited to the General Fund.

1. The method of advertising and sale shall be determined by the Superintendent of Schools or his/her representative.
2. The Board shall be notified by the Superintendent of Schools prior to the sales of any item or items having an estimated value in excess of \$500.

Items without market value may be disposed of in such manner as the responsible building principal shall determine, with the prior approval of the Superintendent of Schools or his/her representative.

#### **Disposition of Funds**

When books, equipment or materials are sold either to used book vendors or shredders, this money must be returned to the General Fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

## **Business**

### **Sales & Disposal of Books, Equipment & Supplies (continued)**

Legal Reference: Connecticut General Statutes  
10-220 Duties of boards of education.  
10-240 Control of schools.  
10-241 Powers of school districts.

Policy adopted:  
Policy revised:

April 30, 1997  
November 27, 2018

CHESTER PUBLIC SCHOOLS  
DEEP RIVER PUBLIC SCHOOLS  
ESSEX PUBLIC SCHOOLS  
REGIONAL SCHOOL DISTRICT NO. 4



## Business

### Gifts, Grants and Bequests

A donor who wishes to present a gift to the Public Schools Of Chester, Deep River, Essex, Regional School District No. 4 and Supervision District will submit a letter identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education. *Stewardship of any gift or bequest shall be administered by the Superintendent consistent with the wishes of the donor. If it is not possible to obtain guidance from the donor, written guidelines shall be developed by the Superintendent and approved by the Board of Education.*

To be accepted, a gift must satisfy the following criteria:

- The use of the gift will be consistent with the goals of the educational program;
- The donor represents an acceptable group, organization or individual;
- The gift will become the property of the school system, and may be assigned to a particular school or program.

The letter from the donor and the proposed gift will be evaluated on the following criteria:

- The gift will comply with the provisions of local policies or regulations as well as applicable State and Federal laws;
- The gift will not require new or more personnel to use this gift;
- The gift will not require the assumption of the responsibilities for a new program by the Boards of Education, if it is unable to support this project once the gift has been used;
- The gift will not produce hidden or undesirable, new financial expenses;
- The gift will not introduce unusual restrictions, inequities or limitations upon the existing school program or table of allowances;
- The gift will be appropriate to the best education of students;
- The gift will not imply endorsement of any business or product;
- The gift will not violate the principal of equal opportunity for all students at a given grade level and/or would not create significant inequities among district schools of similar grade levels.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

Legal Reference: Connecticut General Statutes  
7-194 Powers.  
10-9 Bequests for educational purposes.

Policy adopted: January 16, 2003  
Policy reviewed: November 27, 2018

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Regulation approved:  
Regulation reviewed:

April 30, 1997

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