Committee chairperson Jennifer Patterson called the meeting to order at 5:30 p.m. The purpose of the meeting was to continue to review Board policies, with a focus on 12 policies from Section 300: Fiscal Management. The policies under review were:

1. Policy 261: Agreements between the State of New Hampshire and/or the City of Concord and the Concord School District
2. Policy 300: Fiscal Management Plan
3. Policy 301: Fraud Prevention
4. Policy 320: Purchasing Procedure
5. Policy 322: Bidding
6. Policy 322.1/874: Cooperative Bids
8. Policy 326: School Nutrition Services Charging
10. Policy 361: Food Service Funding
11. Policy 362/480: Trust Fund
12. Policy 372: Home Use of District Computers
13. Policy 381: Rundlett Scholarship Fund

Superintendent Forsten provided Committee members with copies of the New Hampshire School Boards Association (NHSBA) model policies that corresponded to the topics under review.

Policy #261 Agreements between the State of NH and/or the City of Concord and the School District

The Superintendent proposed to simplify the policy by using only the following phrase as a complete sentence: “The Superintendent is authorized to enter into reciprocal
agreements with the State of New Hampshire and/or the City of Concord.” Maureen Redmond-Scura suggested adding “other school districts” to the sentence. Ms. Patterson suggested that the policy should be restricted to arrangements within the city itself, or to be deleted. Business Administrator Jack Dunn suggested that the agreement among the City, the District and ConcordTV would be a prime example for the use of this policy. He suggested that this policy could also be useful in the authorization of certain leases.

It was decided to keep the policy the same as it now is, and to add the review date.

Policy 300: Fiscal Management Plan

NHSBA has a policy that is nearly the same as the District’s. Language preventing diversion of district resources, no. 6, was added.

The committee made a change in item no. 6 from “risk financing” to “financial risk management.”

Policy 301: Fraud Prevention

Mr. Dunn highlighted some differences between the NHSBA and the District policy.

The words “or fraudulent” were added to item no. 8, to read “8. Any other dishonest or fraudulent act regarding the finances of the District.”

The word “may” was changed to “shall” in the third-from-the-end paragraph, to read “In cases involving monetary loss to the District, the District shall seek to recover lost or misappropriated funds.”

An item from the NHSBA policy was added as new item no. 7, to read: “7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the District.”

Items no. 8 and no. 9 will be re-numbered as items no. 9 and no. 10.

Policy 320: Purchasing Procedure

NHSBA offers two policies: Purchasing, and Purchasing Procedures. The administration suggested a number of changes to streamline the policy, including text changes, deletions, and grammatical revisions. Committee members further improved the language throughout the policy.

Policy 322: Bidding

The Committee did not recommend any changes to this policy except to add a reference to the corresponding NHSBA policy.

Policy 322.1 Cooperative Bids

The NHSBA policy is named Cooperative Purchasing and expands upon the District policy to include other school districts. The Committee recommended adoption of the NHSBA policy with a few minor text changes.
Policy 323: Purchasing of Goods for Non-District Usage
There is no corresponding NHSBA policy. The Committee recommended deleting this policy.

Policy 326: School Nutrition Services Charging
NHSBA has revision as of July 1, 2017 based on new US Department of Agriculture regulation, which requires school districts to have a policy in place by July 1, 2017 on meal charges and how students will be treated who do not have cash, a check, or a positive balance in their meal account. It was decided to postpone action on this policy and, possibly, address it in a joint Communications and Policy/Finance Committee meeting.

Policy 350: Fixed Assets – Inventories
The Committee recommended a change in language from “Chief Financial Officer” to Business Administrator, the addition of a revision date and a reference to the related NHSBA policy.

Policy 361: Food Service Funding
The Committee agreed to hold on reviewing this policy and to review it with Policy 326 School Nutrition Services Charging.

Policy 362/480: Trust Fund
There is no corresponding NHSBA policy. There was discussion about the origin of the referenced Trust, the Concord Teachers Benefit Trust, and how it has changed since it was established.

Tom Croteau asked for more information about the terms of the Trust and its current value. It was suggested that the Trust document could be posted on the website as an addendum to the policy. Looking ahead to review of Policy 381, Ms. Patterson noted there may be other trusts that should be researched more thoroughly.

Ms. Redmond-Scura suggested creating a general policy establishing criteria which potential trusts must meet before a trust can be accepted by the District, and then attaching trust documents to the policy/website.

Superintendent Forsten suggested bringing more detailed information on this and other trust funds to the Committee at its next meeting.

Policy 372: Home Use of District Computers
There is no corresponding NHSBA policy; however, its Internet Use Policy is similar. The District distributes laptops with the expectation that teachers may take them home. Policy 433 Acceptable Internet Use adequately supports the administration’s expectations of staff use of computers. The Committee recommended deleting this policy.
Policy 381: Rundlett Scholarship Fund

There is no corresponding NHSBA policy. The administration will research the origin and status of this fund and, if necessary, will bring it forward together with Policy 362/480 Trust Fund.

New Policy 390: Investments

This is a mandatory policy that the District does not currently have. The proposed policy outlines objectives and standards for investing District funds.


The Committee recommended this policy, with a request that the Treasurer be offered an opportunity to give input on this policy.

The Committee voted 4-0 to recommend to the full Board for consideration, with changes as discussed, the following: Policy 300 Fiscal Management Plan; Policy 301 Fraud Prevention; Policy 320 Purchasing Procedure; Policy 322 Bidding; Policy 322.1/874 Cooperative Bids; Policy 350 Fixed Assets – Inventories; and Policy 390 Investments, and to recommend to the full Board that Policies 323 Purchasing of Goods for Non-District Usage; and 372 Home Use of District Computers, be deleted (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

The Special Educational Manual has been reviewed and will be prepared for the committee’s meeting in October. A group of parents will meet with Director of Student Servicers Robert Belmont to discuss the manual before the October meeting.

The agenda for the September committee meeting will include a review of Concord High School Athletics’ related policies, including a look at NHIAA requirements, and the fall 2017 NHSBA notice of mandatory updates to policies. More detail on Policy 362 Trust Fund and other District Funds will be brought back to the committee.

The Committee voted 4-0 to adjourn the meeting (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Jennifer Patterson, Chair
Linden Jackett, Recorder