SPARK ACADEMY of ADVANCED TECHNOLOGIES
Policy Committee Minutes for November 5, 2021 @4:30pm

<u>In attendance</u>: Susan McGowan, Kim Lavallee, Denis Mailloux (non-voting), Bob Best, Katie McQuaid, Caitlin Blundell (non-voting), Patty Humphrey (non-voting), Gary Thomas, Aileen Clay (joined late)

Call to order at 4:33pm by Bob Best

Bob turned over to Caitlin Bundell for summarization and discussion.
The following policies were presented for review.

DZC - Operating Reserve– Caitlin Blundell read and summarized policy. No questions and no discussion.
Kim Lavallee made motion to recommend the policy to the board, 2nd by Gary Thomas.
ROLL CALL:
     Bob Best - yes
     Gary Thomas – yes
     Kim Lavallee – yes
     Susan McGowan – yes
     Katie McQuaid – yes

DZB - Debt Policy – Caitlin Blundell read and summarized policy. No questions and no discussion.

Susan McGowan made motion to recommend the policy to the board, 2nd by Kim Lavallee.
ROLL CALL:
     Bob Best - yes
     Gary Thomas – yes
     Kim Lavallee – yes
     Susan McGowan – yes
     Katie McQuaid – yes

DZA - Capital Asset Policy - Caitlin Blundell read and summarized policy. No questions and no discussion.

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas.
ROLL CALL:
     Bob Best - yes
     Gary Thomas – yes
     Kim Lavallee – yes
     Susan McGowan – yes
     Katie McQuaid – yes
DKC - Expense Reimbursements – Caitlin Blundell read and summarized policy.

Discussion concerning if any limit was in place for Director to approve. Most expenditures for reimbursement will be for incidentals. For purpose of grant expenditures a further discussion will take place as to the most efficient way to fund those purchases prior to reimbursement by the state.

Caitlin commented that next week she would be working with Director Mailloux towards a five year budget.

Kim Lavallee made motion to recommend the policy to the board, 2nd by Susan McGowan
ROLL CALL:
     Bob Best - yes
     Gary Thomas – yes
     Kim Lavallee – yes
     Susan McGowan – yes
     Katie McQuaid – yes

TBD - Record Retention – Caitlin Blundell read and summarized policy.
Kim clarified that this policy would be replacing one that is already in place.
No questions and no discussion.

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas
ROLL CALL:
     Bob Best - yes
     Gary Thomas – yes
     Kim Lavallee – yes
     Susan McGowan – yes
     Katie McQuaid – yes

TBD- Government Furnished Property – Caitlin Blundell read and summarized policy.
Discussion concerning tagging of current equipment vs. equipment obtained through grant.
Caitlin clarified that she keeps ledger on all equipment owned by school.
Caitlin to provide proper citation for line 2 before "CFR".

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas
ROLL CALL:
     Bob Best - yes
     Gary Thomas – yes
     Kim Lavallee – yes
     Susan McGowan – yes
     Katie McQuaid – yes

TBD - Political Contributions – Caitlin Blundell read and summarized policy.
Kim clarified that code will be added to final policy. No discussion or questions.

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas
ROLL CALL:
    Bob Best - yes
    Gary Thomas – yes
    Kim Lavallee – yes
    Susan McGowan – yes
    Katie McQuaid – yes
    Aileen Clay - yes

DIH - Fraud Prevention – Caitlin Blundell read and summarized policy.
Correction of minor grammatical errors. No questions or further discussion.

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas
ROLL CALL:
    Bob Best - yes
    Gary Thomas – yes
    Kim Lavallee – yes
    Susan McGowan – yes
    Katie McQuaid – yes
    Aileen Clay - yes

DBJ - Transfer of Appropriation – Caitlin Blundell read and summarized policy.
Discussion and clarification of minor items.

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas
ROLL CALL:
    Bob Best - yes
    Gary Thomas – yes
    Kim Lavallee – yes
    Susan McGowan – yes
    Katie McQuaid – yes
    Aileen Clay - yes

DBI - Budget Implementation – Caitlin Blundell read and summarized policy.
No questions. No discussion.

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas
ROLL CALL:
    Bob Best - yes
    Gary Thomas – yes
    Kim Lavallee – yes
    Susan McGowan – yes
    Katie McQuaid – yes
    Aileen Clay - yes

DB - Annual Budget – Caitlin Blundell read and summarized policy.
Suggestion made by Susan to modify language. Denis suggested changing "secure" to "ascertain" in line one.
No further questions or discussion.

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas
ROLL CALL:
    Bob Best - yes
    Gary Thomas – yes
    Kim Lavallee – yes
    Susan McGowan – yes
    Katie McQuaid – yes
    Aileen Clay - yes

DBC - Budget Preparation – Caitlin Blundell read and summarized policy.
No questions or discussion.

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas
ROLL CALL:
    Bob Best - yes
    Gary Thomas – yes
    Kim Lavallee – yes
    Susan McGowan – yes
    Katie McQuaid – yes
    Aileen Clay - yes

DIE - Audits – Caitlin Blundell read and summarized policy.
Discussion about current services vs. cost. No further questions or discussion.

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas
ROLL CALL:
 Bob Best - yes
 Gary Thomas – yes
 Kim Lavallee – yes
 Susan McGowan – yes
 Katie McQuaid – yes
 Aileen Clay - yes

DGD - School Credit Cards – Caitlin Blundell read and summarized policy.
Discussion concerning addition of board approval needed for purchases over $20k.
Discussion surrounding purchase orders, net 30 qualification, line of equity for grant purchases.

Susan McGowan made motion to recommend the policy to the board, 2nd by Gary Thomas
ROLL CALL:
 Bob Best - yes
 Gary Thomas – yes
 Kim Lavallee – yes
 Susan McGowan – yes
 Katie McQuaid – yes
 Aileen Clay - yes

Aileen raised suggestion of the need for a Co-Curricular policy for any clubs that may form.
Discussion took place – internal control of cash flow will continue to take place. At this time no policy needed.

Motion to adjourn made by Susan McGowan, 2nd by Gary Thomas.
Meeting adjourned at 5:29pm