

**RHODE ISLAND MAYORAL ACADEMY<sup>SM</sup>  
BLACKSTONE VALLEY**

**BOARD OF DIRECTORS**

**MINUTES**

**4:00 p.m., November 23, 2010**

**Town Council Chambers, Cumberland Town Hall**

**45 Broad Street, Cumberland**

Mayor McKee called the meeting to order at approximately 4:18 p.m. Present were:

Mayor Daniel J. McKee (Chair)  
Administrator T. Joseph Almond  
John Morton, M.D.  
Kenneth A. Vaudreuil

Also present were Antonio Afonso, Jr., Esquire, Drew Allsopp and Michael Magee.

Minutes of the Meeting of January 27, 2010 and June 18, 2010

Mr. McKee asked the other Board members whether or not they had all received copies of the Executive and Public Session Minutes for the January 27, 2010 meeting as well as the minutes for the June 18, 2010 meeting. Following confirmation by all Board Members that they had received copies of the Minutes, Mr. Vaudreuil made a motion to adopt the Minutes and to maintain the Executive Session Minutes of the January 27, 2010 meeting as confidential, which motion was seconded by Dr. Morton and unanimously adopted by Messrs. McKee, Almond, Morton and Vaudreuil.

Chair's Report

The Chair indicated that he had received extensive compliments concerning the school at recent community events. He indicated that the school should be extremely proud of the positive feedback coming out of the community.

Actions with Respect to Heads of School

Mr. Allsopp indicated it was premature to act on item number 3 with respect to Heads of School. Mr. Vaudreuil then made a motion to table consideration of item number 3 until the next Board Meeting, which motion was seconded by Dr. Morton and was unanimously adopted as follows - Aye: Almond, McKee, Morton and Vaudreuil.

## Fourth Quarter Report to Office of Municipal Affairs

Mr. Allsopp, Executive Director, presented a brief financial report and update to the Board indicating that the year ending June 30 had been finished in the black. With respect to the September 30 quarter Mr. Allsopp indicated that district funding was coming in late but that the Lincoln district had already paid. Mr. Allsopp indicated that it was common that districts were in the habit of paying late. Mr. Allsopp inquired as to whether there were any questions of the Board with respect to the financial report presented and no further questions were raised by the Board.

## Approval of Auditors

Chairman McKee indicated that an audit engagement letter had not yet been received for consideration. Accordingly, consideration of the auditor engagement should be deferred to the next meeting. Following such discussion, a motion was made by Mr. Almond and seconded by Dr. Morton to table consideration of the engagement of auditors until the next meeting, which motion was adopted as follows - Aye: Almond, McKee, Morton and Vaudreuil.

## Fiscal Policies

Mr. Allsopp proceeded to review with the Board members proposed fiscal policies for adoption by the Board. The policies consist of a Cash Disbursement Policy, Bank Account Policy, Deposit Account Resolution and Credit Card Policy. The Board undertook extensive discussion concerning the details of the policies with Mr. Allsopp answering the questions of each Board member. Following discussion and upon motion duly made by Dr. Morton and seconded by Mr. Almond, the fiscal policies were adopted in the form presented as Exhibit A to these Minutes as follows - Aye: Morton, McKee, Almond and Vaudreuil.

## Status of Management Agreement

Mr. Allsopp indicated that a Management Agreement had not yet been reached with Democracy Builders and that the prior Agreement had expired at the end of the 2009-2010 academic year. Mr. Allsopp indicated that negotiations for a new Management Agreement had been ongoing since at least May of this year. Chairman McKee asked if a contingency plan had been developed should Rhode Island Mayoral Academy<sup>sm</sup> Blackstone Valley be unable to reach and conclude a Management Agreement with Democracy Builders. Mr. Allsopp indicated no contingency plan had been completed but that consideration had been given to what might be included in such a plan. Mr. McKee indicated that if there were no objection from the Board, he would like to direct Mr. Allsopp to proceed to develop a contingency plan should a Management Agreement not be reached with Democracy Builders. There were no objections to the direction to develop such a plan from the Board members.

### Executive Session

Dr. Morton made a motion to reconvene in Executive Session pursuant to R.I.G.L. 42-46-5(a)(2) concerning potential litigation matters, which motion was seconded by Mr. Almond and unanimously adopted as follows – AYE: Almond, McKee, Morton and Vaudreuil.

Following the conclusion of the Executive Session, the meeting reconvened in Public Session.

### Date of Next Meeting

Dr. Morton made a motion that the next meeting be held at 4:30 p.m. on December 6, 2010 at the Town Council chambers in the Cumberland Town Hall, which motion was seconded by Mr. Almond and unanimously adopted as follows - AYE: Almond, McKee, Morton and Vaudreuil.

### Adjournment

Mr. Almond moved to adjourn the meeting, which motion was seconded by Dr. Morton and adopted unanimously as follows - AYE: Almond, McKee, Vaudreuil and Morton. The Chair declared the meeting adjourned.

Respectfully submitted,

Daniel C. Waugh  
Secretary

## EXHIBIT A

### RIMA-BV 2010/11 Cash Disbursement Policy November 23, 2010

#### Authorization for Cash Disbursement

1. An annual operating budget will be reviewed and approved by the **Board of Directors**.
2. An approved budget authorizes the **Head of School** to hire staff, enter into one-year contracts and procure goods and services for the school.
3. Any deviation greater than 10% of a budget line must be reviewed and approved by the **Board of Directors**.
4. The **Board of Directors** must authorize all multi-year contracts.
5. The **Head of School** must authorize all expenditures.
6. All non-payroll or employee benefit expenditures greater than \$2,500 will require a second authorization from either the **Executive Director or the Treasurer of the Board**.

#### Cash Disbursements

1. All invoices received are stamped with the date received by the **Office Manager**. The **Office Manager** will then forward the invoice to the **Head of School** for approval
2. The **Head of School** will confirm that the goods or services associated with the invoice were received by the school and then forwards the approved invoice to the **Business Manager** for payment.
3. The **Business Manager** enters the required information into the school's accounting software and prepares pre-numbered checks for payment along with all supporting documentation.
4. The **Head of School** reviews the supporting documentation and signs the checks. Any check over \$2,500 requires a second signature from either the **Executive Director or the Treasurer of the Board**.
5. The **Head of School** returns the signed checks to the **Office Manager** who stamps the check request and all supporting documentation "PAID", noting check number and date. The supporting documentation will then be filed either by vendor or in numerical order.
6. The **Office Manager** mails the payment to the vendor.
7. The **Business Manager** will prepare monthly budget to actual variance reports to be reviewed by the **Head of School, Executive Director and the Finance Committee of the Board**.

#### *Notes*

- When the Head of School is away or unavailable the Executive Director may act in his/her place
- When the Business Manager is away or unavailable, an external financial consultant may act in his/her place with the Executive Director's authorization.
- All voided checks will be defaced and retained either on the check stub or with canceled checks.
- No checks may be written to "cash" or "bearer".
- Blank checks are stored in a locked drawer.
- No checks can be issued to the individual who signed the check. Another person must sign the check.

**RIMA-BV**  
**Bank Account Authorization**  
**November 23, 2010**

The Board of Directors authorizes the following bank accounts for the indicated purpose.

<u>Name of Bank</u>	<u>Purpose/Limitation of Account</u>
BankRI	Checking Account
BankRI	Payroll Account

The Finance Committee of the Board or the Board must authorize the opening of any additional banking or investment accounts.

Authorized signers are:

- **Head of School**
- **Executive Director**
- **Treasurer**

**Bank Reconciliation**

Bank statements will be mailed to the **Executive Director** who will review the statement and cancelled checks for unusual or unexplained items, such as unusual endorsements on checks, indications of alterations to checks, etc. Unusual or unexplained items shall be reported immediately to the Finance Committee. The Executive Director will forward the statement to the **Business Manager**.

Bank statements will be reconciled monthly by the **Business Manager** and reviewed by the **Head of School**.

**RIMA-BV**  
**Credit Card and Debit Card Policy**  
**November 23, 2010**

**Corporate Credit Cards**

1. Corporate credit cards may be issued to the **Head of School, Director of Operations** and **Business Manager** at the discretion of the **Executive Director**
2. The limit for these cards cannot exceed:  

<b>Head of School</b>	\$5,000
<b>Director of Operations</b> and <b>Business Manager</b>	\$2,500
3. Cardholders must sign an acknowledgment that the cards can only be used for legitimate school-related business.
4. Each cardholder will review a monthly statement to
  - a. Verify that:
    - i. All charges were for school-related business
    - ii. There is no unauthorized use of the card
  - b. In the event of inadvertent use of the card for personal purposes, the cardholder will reimburse the school for those charges.
  - c. The cardholder will approve the credit card statement to be paid and will attach an expense report with original receipts for the amounts charged.
5. The signed credit card statement with the backup documentation will be sent to the **Executive Director** for review and approval.
6. Once approved the statement will be sent to **Business Manager** for payment.
7. The cardholder must report the theft or loss of the credit card immediately to the credit card company and the **Head of School**.

**Debit/ Check Cards**

Debit/ check cards will not be issued for any school bank or investment account.