

Hampton Board of Education
Hampton, CT

Finance and Operations Committee
Meeting Minutes
Monday, April 21, 2014

Present for the Board: Stan Crawford, Maryellen Donnelly, Rose Bisson

Also Present: Dr. Paul Graseck, Superintendent of School, Sally Lehoux, Business Coordinator

1. Call to Order

The meeting was called to order at 5:03 pm by Rose Bisson.

2. Audience for Teachers and Citizens

No commentary.

3. Minutes: 3/17/2014

No changes.

4. 2013/2014 Financials

Committee members asked questions about the March reports.

5. Town Audit Report

Dr. Graseck reported the some recommendations of the audit. The Dupuis Memorial Fund has not shown up on town statements, but will be included now. A system of entity controls will be instituted for BOE funds. The Board needs written procedures and effective technology to document transactions.

6. Oil Purchasing

The committee members discussed the need to lock in prices when they are the lowest. The bid process takes too long allow Dr. Graseck to take advantage of prices quickly before they go up. Dr. Graseck will make recommendations to the full board to improve the way prices are locked in.

7. Cafeteria Audit Report

Dr. Graseck summarized the report and reviewed the recommendations with the committee.

8. Department of Energy and Environmental Protection Report

Dr. Graseck informed the committee members of the steps he took when an oil spill was discovered behind the school. Allen Cahill, First Selectman, was very helpful during the clean-up.

9. Transportation Update

Dr. Graseck spoke with Sue Guarino at First Student. She informed him that First Student does not own enough small busses to be able to replace large busses with smaller ones. If the BOE had asked for small busses the cost of new busses would have been included in their bid.

10. Long Range Planning

The committee discussed the process needed to institute changes in the way HES delivers instruction in order to reduce the number of faculty members needed to teach a reduced student population.

11. Adjournment

The meeting adjourned at 6:25 pm.

Respectfully submitted,

Rose Bisson
Chair, Hampton Board of Education Finance Committee