

Hampton Board of Education  
Hampton, CT 06247

Finance Committee  
Monday, April 22, 2013  
Minutes

Present for the Board: Joan Fox, Carol Misak, Douglas Stewart (6:40), Rose Bisson  
Also present: Paul Graseck, Superintendent; Sally Lehoux, Business Coordinator

1. Call to Order

The meeting was called to order at 5:33 pm.

2. Audience for Teachers and Citizens

No commentary.

3. Additions to the Agenda

The committee members agreed to add Discussion of Well Water Project as item 6a.

4. 2012/2013 Budget

The committee members reviewed the Budget vs. Actual Report for March.  
There were no questions.

5. Discussion of the Report Presented to the Committee on 3/25/13

The committee reviewed the report presented by Kathi Newcombe at the last finance committee meeting. During the discussion, Dr. Graseck reported that the district has a complete record of sick days used including those used from the sick bank. Committee members agreed that employees must complete and sign their own timesheets, and an administrator must check and sign all time sheets as well. It was also noted that several concerns listed in the report have already been addressed and corrected by the board of education. Several other practices listed as concerns have been in place for many years and will require investigation before changes are made. Committee members agreed it is good practice to provide employees with a yearly accounting of sick, personal and vacations days (when position qualifies for such days) as well as salary. Committee members also agreed that the benefits chart adopted by the board of education takes the place of the documents previously labeled as handbooks. In the future, handbooks will be the document produced by the principal outlining procedures followed in the school as well as general information required by employees.

6. Discussion of Contracts and Handbooks

The committee tabled this discussion until the next meeting.

6.a. Discussion of Well Water Project

Douglas Stewart reported on the meeting he attended with various involved officials and discussed the options that he will present to the full board of education at their next regular meeting.

7. Adjournment

The meeting adjourned at 7:18 pm.

Respectfully submitted,

Rose Bisson