

Hampton Board of Education
Hampton, CT

Finance Committee
Regular Meeting Minutes
Monday, September 23, 2013

Present for the Board: John Burnham, Carol Misak, Douglas Stewart, Rose Bisson
Also Present: Dr. Paul Graseck, Superintendent of School; Elise Guari, Principal; Sally Lehoux, Business Coordinator

1. Call to Order
The meeting was called to order at 5:31.
2. Audience for Teachers and Citizens
No commentary.
3. Additions to the Agenda
No additions.
4. Minutes: 7/22/13, 8/6/13
The minutes were accepted as presented.
5. Student Activity Funds: Separation of Duties and Check Signers
Dr. Graseck reported that an accounting system is needed for the student activity fund. Mrs. Lehoux has developed forms. There are three categories of responsibilities that need to be assigned. He suggested the business coordinator be the treasurer; the superintendent and principal be the authorizers, and the executive secretary and the guidance counselor be the check signers. This will be brought to the full board on Wednesday.
6. Five Year Plan
The committee discussed updating the plan. Mr. Stewart will research phone, intercom, clock and security systems and report back to the committee.
7. 2012/13 Financials
Committee members reviewed the final financial reports from the 2012/13 school year. Dr. Graseck and Mrs. Lehoux answered questions from committee members.
8. 2013/14 Financials
Committee members reviewed the financial reports for August 2013. Dr. Graseck and Mrs. Lehoux answered questions from committee members.

9. Review Current Benefits Chart

The committee reviewed the latest version of the benefits chart. After discussion, the committee members asked for a few minor changes. The changes will be made and the revised chart discussed at the next finance committee meeting.

10. Discussion of Procedural Changes Made Subsequent to Finance Committee
Discussion of the Time Sheet Report Submitted Last Spring

Dr. Graseck and Mrs. Lehoux presented the procedure implemented to process time sheets and to keep track of sick days. The procedures are thorough and will be reviewed after being in use for a few months.

11. Transportation

Mrs. Bisson reported on the ride to check bus routes taken by three committee members. As the bus company reported, there is no way to consolidate stops without causing children to cross streets or walk on roads without sidewalks.

12. 2013/2014 Budget

The committee discussed the Board of Finance meeting scheduled for the 24th.

13. Adjournment

The meeting adjourned at 7:43 pm.