

Oyster River Cooperative School Board  
Operations Committee  
Draft Meeting Minutes 6/14/11

Members Present: Jocelyn O'Quinn, Henry Brackett and Jim Kach  
Administrators Present: Sue Caswell  
2 Visitors were also present

Jocelyn O'Quinn called the meeting to order at 5:05 pm

The Committee discussed the following topics:

1. Results of the Study of Internal Controls conducted by Roberts, Greene & Drolet, PLLC
  - Sue Caswell summarized the findings of this study, which was conducted on the recommendation of the district's internal auditors based on findings from the previous year
  - This study covered the following areas: food service, student activities, gate receipts, facilities use and inventory maintenance and control.
  - For food service an area of improvement suggested included our charging policy (which is currently being looked into and a change may be recommended to the board in the Fall)
  - For gate receipts the report suggested using tickets to match up receipts and occasionally checking to see if amounts add up during the process
  - For facilities use the report recommended changing the policy to specify which groups are able to use the facilities and the fees associated (and possibly raising the fees). Jocelyn will email the policy committee to request that they revise this policy and work with Sue Caswell and Randy Loring to do so.
  - For inventory maintenance and control there were suggestions regarding food inventory and this is already an area that the district is working to improve in terms of sharing food between the schools
2. Facilities Report Bid Process
  - \$35,000 has been allocated from a district fund to pay for a facilities study, which was something recommended by the Advisory Budget Committee to address deferred maintenance issues and prioritize capital improvement projects.
  - Sue discussed options in terms of a study and will research what types of reports are available and the cost and will bring back samples to the Committee at the next meeting. The Committee will then work with Sue to determine which type of study would be most useful and then the study will go out to bid.

- Most likely the study will occur during the school year so that usage of the buildings can be properly assessed.

### 3. Draft Operations Purpose

- The Committee developed the following purpose to be presented at the next board meeting:

The Operations Committee is responsible for ensuring that the district's operations are efficient and effective in meeting the needs of all students and helping to ensure that the district functions in a fiscally prudent manner. The committee is also responsible for overseeing the external auditing process.

Examples of topics examined include:

- Reviewing bids as deemed necessary by the Business Administrator
- Reviewing other topics as deemed necessary by the Board
- Making recommendations to the Policy Committee on relevant policies such as bidding, budget fund transfers, surpluses, audits, etc.

### 4. Next Meetings

- Next meeting will be July 25 at 10:00 am with the auditors prior to the audit process.

The meeting was adjourned at 6:15.  
Respectfully submitted, Jocelyn O'Quinn