

In Attendance:

Sharyn D'Eon, Principal
Marty Mahoney, School Board
Judy Idelkope, School Board
Wayne Woolridge, Co-Superintendent
Tim Ruehr, Business Administrator
Kathleen Brady, Recording Secretary

Meeting called to order at 10:00 a.m.

1. Approval of Minutes:

Minutes from November 14, 2011 were accepted as written.

2. Bill and Manifests:

Marty Mahoney asked questions on the following checks:

- #1007006 - \$65.67 – mouth guards purchase, under the impression that parents made this purchase. Mrs. D'Eon stated that we typically supply the first mouth guard; parents supply any future ones needed.
- #1007008 - \$251.00 – credit card statement had a multiple number of charges, upon further looking Mr. Mahoney did realize that we were only paying the one line item. Mr. Ruehr reminded Miss Brady and Mrs. D'Eon that we should not be accepting the credit card statement as proof of purchase, rather we need a receipt that is given at *the time of purchase*.
- #1007011 - \$815.00 – questioned status of stage removal. Mrs. D'Eon stated that Mr. Condon has removed complete stage. Facilities will be discussing future use of this space.
- #1007037 - \$601.00 – check issued to Pat McPike, thought we were going to use our own S/L person and not contract out? Mrs. D'Eon did not know of this preschool service and had not budgeted for this student. Need time to transition to our in house person, Mrs. Truong. Mrs. D'Eon, upon closer inspection of bill, questioned being billed for 15 minutes each service session, for prep time? Mrs. Idelkope reminded the committee that bills should be provided within 30 days of service.
- #1007038 – NHDI - Miss Brady explained that FOCS had provided the funds for this check and this was money in/out. Mrs. Idelkope had sent an email to Mrs. Auger and Mr. Fay from FOCS questioning the fundraising that was taking place within FOCS for NHDI and it benefiting individual children, which was not allowed in non-profits.
- #1007043 - \$5554.00 – Origins – invoice had an individual with the name “Meg Brooks” on it, Mrs. D'Eon assured Mr. Mahoney that this was indeed for Mrs. Lausier.
- #1007048 - \$17.65 – check to Mr. Potter for gum and water. Mrs. D'Eon stated that this was for testing.

Mrs. Idelkope asked questions on the following checks:

- #1007007 – check written to Sports Booster for \$3500+. Miss Brady explained that this should have read to class of 2014, a notation was made on deposit that this check was for this class and was district contribution to Nature' s Classroom.
- #1007017 – Drummond Woodson – Mrs. Idelkope questioned what student this was referring to. Mrs. D'Eon explained that this was a mediation issue and would be discussed at this evening's board meeting in non-public with Catherine Woods.
- #1007059 – Mrs. Idelkope questioned the charge on this bill for a legal issue. Expressed that the board would like a summary on these issues. After closer inspection it was discovered that there is actually "no charge" for the item in question.

Mrs. Idelkope made a motion to accept checks # 1006998 – 1007067 in the amount of \$343,336.65, Mr. Mahoney seconded this motion.

3. Student Activities:

Miss Brady handed out an account status on all student activity accounts. A "general description" of each account was also handed out for the committee to review.

4. Other:

Mrs. D'Eon requested that the committee approve an expenditure of \$191.00 for the National Spelling bee registration fee. A staff member was late in enrolling and the registration date was upon us, this check for over the \$150.00 limit for Petty Cash.

Meeting adjourned at 10:32 a.m.

Respectfully submitted,

Kathleen Brady
Recording Secretary

APPROVED: 1/9/12