

In Attendance:

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

Meeting called to order at 10:09 a.m.

1. Approval of Minutes:

Minutes from December 12, 2011 were accepted as written.

2. Bill and Manifests:

Marty Mahoney asked questions on the following checks:

- #1007076 - \$119.84 – Batteries and Power Strips. Mrs. D'Eon explained that these batteries were for walkie-talkies and the power strips were needed after we had a fire inspection. Teachers were plugging extension cord into an extension cord.
- #1007103. - \$1303.00 – Soil boring, is this for the pavement project? Mrs. D'Eon explained that these test were needed to check the sub level surface of paving project. Wanted to be sure we weren't "bandaiding" the project.
- #1007107 - \$926.25 – Pat McPike, Mr. Mahoney thought we were done using outside services? Mrs. D'Eon has been in touch with Dr. DeVoid, we are getting copies of these IEPs so we can see if we can use our in house person.
- #10007115 - \$850.00 – Personal Touch, Mr. Mahoney requested Personal Touch to itemize their invoices so we know what services we are getting. Upon further inspection it was noted that the quote for Personal Touch "fall cleanup" was for \$500. Miss Brady removed the check from the manifest until she could find out why the quote stated one fee and we were charged another.
- #1007123 - \$960.00 – RH Lord, Basketball hoops. Mr. Mahoney asked if there was ever a report done on the condition of the other hoops that were not in repair. Mrs. D'Eon will look into this. Notified the committee that the part they have been waiting for has arrived and the hoop will be repaired shortly.
- #1007136 – Upton & Hatfield. Mr. Ruehr explained that this is a Marlborough bill. The check was removed from the manifest.
- #1007138 - \$634.00 – Kristen Warner – Mr. Mahoney had a question on the comment on the invoice that stated, "contract language". Miss Brady explained the process for reimbursing teachers for workshops and putting

this note on the invoice notified the business office that it is reimbursable through “contract language”.

Mrs. Idelkope had a question on the following checks:

- #1007176 – Scripps – Mrs. Idelkope questioned the \$7.00 check fee that went along with this registration
- #1007179 – Jackie Harding – this was for a preschooler
- #1007127 – Kathryn Stannard – there was a question on the number of units being billed. Upon further inspection it was noted that “consult” was being considered a billable unit.

Finance Committee will make a motion to accept checks # 1007068-1007140 in the amount of \$286,245.75. Check #1007136, in the amount of \$3492.15 will be voided.

Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Kathleen Brady
Recording Secretary

APPROVED: 2/13/12