

DJ
Approved
6/2/16

SCHOOL COMMITTEE MEETING
THURSDAY, APRIL 28, 2016
MURDOCK HIGH SCHOOL AUDITORIUM

1. Call to order: 6:07 P M.

Present: Dawn Harris, Danielle LaPointe, Janet Corbosiero, Larry Murphy (6:34PM)
Steve Haddad-Superintendent
Marc Chapulis-Business Office, TMS

2. Pledge of Allegiance

3. Citizen Questions and/or Comments: none

4. Correspondence and Announcements: none

5. Student Representative:

Aidan Provost reviewed the sports schedule. The CMASC Spring Conference is tomorrow; he is running for Vice-President. Shrek the Musical will be presented May 13-15 by the Middle School. Teacher Appreciation Week is next week; the Day is May 3rd. National Bike to School Day is May 4th. The 2nd Grade Concert is that afternoon. Toy Town Comes Alive is that evening at 6:30 PM. May 10th is the Scholars Dinner. The High School is holding a Special Olympics pep rally on May 12th; the Special Olympics Games are the next day at Quabbin Regional High School. The Fathers-Daughters Dance is also that evening. Town elections are May 2nd and the Annual Town Meeting is May 16th.

6. Student Recognition: Memorial-Addison Mistler, 1st grade; Toy Town Elementary-Reagan Kelley, 3rd grade; Murdock Middle School-Chloe St. Pierre; 6th grade; Murdock High School-Morgan Bergeron-Mason, 12th grade.

6:34 PM D. LaPointe moved for a 5-minute recess. Second by J. Corbosiero. Approved 3-0-0.

6:42 PM Reconvened.

Teacher of the Month-none

D. LaPointe moved to take Agenda Item 8.a out of order. Second by J. Corbosiero. Approved 4-0-0.

a. Student Activities Account Audit-Tony Roselli, Roselli & Clark, explained the process of the audit, noting it should be conducted every 3 years by the Business Manager or Town Accountant. He recommended the elementary school accounts be run through the PTO. D. Harris raised concerns about liability for the parent(s); options were discussed. He explained/reviewed the overall reconciliation process, noting the balances in the 4 different accounts do not balance with the agency account (account at town hall) or the bank accounts. Findings are based on figures as of July, 2015. He suggested a write-off to create a clean slate and start the reconciliation process from there. He noted this happens in many school districts until a process is in place. The school and town should reconcile on a monthly basis. Formal policies and procedures must be written and followed; DESE will be releasing a handbook in the spring. More training for the secretaries is needed. He explained steps to facilitate reconciliation, stressing the need for more accountability on the revenue side. Specific situations at each school were discussed.

Single Audit-Required by entities that receive more than \$500,000 in federal aid, it incorporates the grants the school administers. Some discrepancies are the result of user difficulty with the Munis system; others stem from an awareness issue. The Town Manager, Town Accountant and Business Manager will work together to create procedures to make a reconciliation. Specific instances and procedure changes already initiated were discussed. Reimbursements should be requested from monthly from the state to avoid large negative balances. Documentation of Time and Effort Certification must be maintained for all employees.

7. Superintendent Report: S. Haddad noted the AESOP attendance software system was approved by the administrators and secretaries; it will be implemented in the next few weeks.

*Out of State Field Trip Request- L. Murphy moved to approve the Toy Town Elementary field trip to Rindge Acres Beach Assoc, Swan Point, Rindge, NH on June 2, 2016. Second by D. LaPointe. Approved 4-0-0.

*L. Murphy moved to approve grade 3 from Toy Town Elementary to go Stonewall Farm, Keene, NH on May 31, 2016 and June 2, 2016. Second by D. LaPointe. Approved 4-0-0.

Business Office Report: M. Chapulis

8. Old Business:

a. Student Activities Account Audit - Discussion Roselli & Clark

9. New Business:

a. Field Trip date change - L. Murphy moved to approve the new date for the field trip for the Pre-K to the Inn at East Hill, Troy, NH, from June 3 to May 26, 2016. Second by D. LaPointe. Approved 4-0-0.

b. Update Approve Revised School Year Ending 2016 - D. LaPointe moved to table to the next meeting. Second by L. Murphy. Approved 4-0-0. The last day is Tuesday, June 14, 2016.

10. Citizens Questions and Comments by Members: none

11. Consideration of Minutes of Previous Meetings Not Yet Approved or Released: none

12. Questions and Comments by Members: L. Murphy noted the Day on the Hill, Tuesday, April 26, was a great and informative day. Senator Gobi listened to concerns presented to her and offered advice and direction. The MASC 13 talking points were enlightening; the committee will discuss them at a future meeting. D. Harris noted a change to the number of warrant articles the committee approved for the May 16, 2016 Town Meeting. The language in Article 2 was also changed. M. Chapulis will check into it.

13. Other:

14. Future Agenda Items:

a. May 2nd Town Elections

b. May 16th - Annual Town Meeting

c. Town Meeting Warrant Articles

d. Wellness Policy-2nd Reading (May 5, 2016)

15. Executive Session: none

16. Adjournment: 8:11 P.M. L. Murphy moved to adjourn. Second by J. Corbosiero. Approved 4-0-0.

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Respectfully submitted: _____

Barrie E. Martins, School Committee Recording Secretary