

THE GLOUCESTER PUBLIC SCHOOLS

Our mission is for all students to be successful, engaged, lifelong learners.

Building & Finance Subcommittee Meeting Minutes

Wednesday, January 20, 2016

Superintendent's Conference Room – District Office

4:00 p.m.

Members Present

Tony Gross, Chairman
Kathy Clancy, Vice Chairperson
Jonathan Pope

Administration Present

Dr. Richard Safier, Superintendent
Tom Lafleur, Director of Finance
and Operations

Also Present

Ellen Sibley, Beeman Principal
Amy Pasquarello, East Gloucester Principal
Michelle Sweet (5:07 p.m.)

- I. CALL TO ORDER** – Chairman Gross called the meeting to order at 4:04 p.m. and stated the mission of the Gloucester Public Schools.
- II. REPORTS/DELIBERATION/DISCUSSION**
- A. District Expenditures** – Mr. Lafleur stated that the retroactive salary increases for the GTA and individual contracts will be paid on Friday. However, since he has been out of the office for a few days and Audrey had to cover for him at City Hall, those funds have not yet been transferred from the “Increased Salary Cost” account to cover those payments. Those transfers will be made shortly.
- B. Revolving Accounts** – Mr. Lafleur expressed concern about the lag in getting deposits in at City Hall. He noted that a manual reconciliation of the Food Service account has to be done because it appears on the General Ledger that we do not have the funds to cover the expenses, even though they have been deposited. He clarified that the money is in the bank and that the city auditor is aware of the issue and is working on the problem with the vendor.
- C. Food Services – Student Meal Balances** – Mr. Lafleur stated that the outstanding debt as of January 13th was approximately \$74,000, down from about \$94,000 in December, largely due to the merging of data from Meal Magic and iPass. He noted that the district does not have a policy that deals with writing off the debt of students who qualify for free or reduced lunch and suggested that the committee may want to address that issue.

There was a discussion about the recent audit of the food service system, and Mr. Lafleur reported that the auditor suggested that principals call parents who have an outstanding balance. Ms. Sibley stated that she has called parents in the past which has resulted in some people paying their debt. However, Dr. Safier stated that he does not support that idea.

Ms. Sibley stated that she believes some parents may be put off by having to fill out the application for free or reduced lunch and suggested having someone at the open houses at the beginning of the school year to help parents with that paperwork. Mr. Lafleur requested that principals who know families that are struggling send an email to Phil Padulsky so that he can fill out the paperwork for them.

Finally, Ms. Sibley reported that children of active service members get free lunch in Rockport. She indicated that a family contacted her recently saying they were supposed to be getting free lunch. Mr. Pope noted that that family may qualify under the income threshold and suggested that Ms. Sibley request that they fill out an application.

- D. DPW Open Tickets** – Mr. Lafleur stated that the numbers are trending lower since Curtis came on board. Ms. Sibley indicated that he is very professional and thorough, and Ms. Pasquarello noted that the communication is much better since he started. With respect to snow removal, Ms. Pasquarello stated that she continues to have a problem with ice on the front step, and Dr. Safier reported that the plowing and sanding of the parking lots is being contracted out this year.
- E. DPW Closed Tickets** – Mr. Lafleur reported that the DPW has closed 341 tickets in the last 30 days.
- F. Budget Transfers** – Mr. Lafleur reviewed the transfers made between December 8, 2015 and January 12, 2016.

On a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

VOTED: 3 in favor 0 opposed, to recommend to the full School Committee that we approve the transfers from 12/8/15 to 1/12/16, as presented.

- G. Review of Tuition Rates** – Mr. Lafleur stated that the district has had a policy of giving a 10% discount on preschool tuition to GPS employees. He reported that Ann Marie Jordan has received some inquiries about the discount for city employees and has been using her best judgment. After discussion, it was the consensus of the subcommittee that Ms. Jordan should offer the discount to city employees.
- H. FY17 Budget Review**
1. East Gloucester Elementary School – Mr. Lafleur reviewed the salary line items and Health Supplies in the East Gloucester proposed budget, and Ms. Pasquarello reviewed the non-salary line items. The committee discussed the following matters:
 - Challenge of having two music teachers
 - New ELL teacher/program
 - Substitute teacher line items
 - Use of pass codes on copy machines to track usage
 - General Supplies

- Reduction of BSRI
- Effectiveness of literacy coaches

(Ms. Sweet joined the meeting at 5:07 p.m.)

Ms. Pasquarello presented the following “wish list” items:

- Full-time adjustment counselor to address social/emotional issues
- Math coach/interventionist

2. Beeman Memorial Elementary School – Mr. Lafleur reviewed the salary line items and Health Supplies in the Beeman proposed budget, and Ms. Sibley reviewed the non-salary line items. The committee discussed the following matters:

- Testing supplies
- Purchase of general supplies
- Furniture for new ELL classroom

Ms. Sibley presented the following “wish list” items:

- Four weeks during the summer for her secretary – Transfer records, handle purchase orders, send mailing to kindergarten families, etc.
- Additional morning support in office (add 2 hours/day to noon supervisor position) – Answer phone calls, manage attendance and tardy students, etc.
- Additional noon supervisor
- Additional special education teacher
- Stipend for existing teacher to act as assistant principal – Manage learning center, scheduling, etc.

III. ACTION – See Item II.F.

IV. ADJOURNMENT – On a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

VOTED: 3 in favor 0 opposed, to adjourn the Building & Finance Subcommittee Meeting of January 20, 2016 at 6:01 p.m.

All reference documents and reports are filed in the Superintendent’s office.

*Maria Puglisi
Recording Secretary*