

THE GLOUCESTER PUBLIC SCHOOLS

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

Building & Finance Subcommittee Meeting Minutes

Wednesday, January 18, 2017

District Office – Conference Room

2 Blackburn Drive, Gloucester, MA

4:30 p.m.

Members Present

Tony Gross, Chairman
Kathy Clancy, Vice Chairperson (4:44 p.m.)
Jonathan Pope, Member

Administration Present

Dr. Richard Safier, Superintendent (4:31)
Tom Lafleur, CPA, Director of Finance
and Operations

Also Present

Melissa Teixeira (4:19 p.m.)

NOTE: This meeting was posted to begin at 4:30 p.m. However, the agenda posted on the city website indicated a 4:00 p.m. start time.

I. CALL TO ORDER – Chairman Gross called the meeting to order at 4:11 p.m.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

(At this time, the agenda was taken out of order.)

- B. District Expenditures** – Mr. Lafleur stated that the packet includes reports from both MUNIS and Infinite Visions because, although what has been paid to date for payroll is posted in MUNIS, the encumbrances are still in Infinite Visions. He noted that this is going to be a struggle for another year.

Mr. Lafleur also reviewed the revolving funds and stated that there is nothing out of the ordinary. The projected Circuit Breaker revenue for the balance of the year will be entered in that revolving fund.

- C. Food Services – Student Meal Balances and Financials** – Mr. Lafleur reviewed the outstanding balance report, which indicates that the total due as of January 11th is \$20,126, down from \$23,268 in December. He also noted that the number of students who have a balance dropped from 193 in December to 174 this month.

Mr. Lafleur reported that we are no longer servicing Pathways and that staffing options will be reviewed on Monday. He stated that the revolving fund is in good shape but that the O'Maley freezer needs to be rebuilt at a cost of approximately \$18,000. He reported that Martha Jo Fleming will be coming forward next month with a proposal to increase the lunch cost next year. Finally, Mr. Lafleur reported

that he believes we are going to be required to serve breakfast at the preschool next year.

(Ms. Teixeira joined the meeting at 4:19 p.m.)

- D. DPW Open Tickets** – Mr. Lafleur reported that things are going very well and that the GTA mediation group meets every two weeks to review the progress on the repairs. He stated that he will schedule a meeting with Curtis Wightman to go through the tickets and close the ones that have been completed.
- E. DPW Closed Tickets** – Mr. Lafleur reported that a lot of bigger projects that are not on the list, such as the GHS Library Learning Commons, have been done.

(Dr. Safier joined the meeting at 4:31 p.m.)

- F. Budget Transfers** – Mr. Lafleur reviewed and the committee discussed the transfers made between December 21, 2016 and January 6, 2017.

On a motion by Mr. Pope, seconded by Ms. Teixeira, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we approve the transfers from 12/21/16 to 1/6/17, as presented.

- G. Preschool Revolving Fund** – Mr. Lafleur reported that the preschool revolving fund spending limit is currently \$80,000.00, which is approximately what they expect to receive for tuition this year; however, we started this year with a balance. He stated that he shifted some salary onto the revolving fund because of the loss of the kindergarten grant, so most of it will be spent on salary. He indicated that he needs authorization to approach the City Council to raise the revolving fund spending limit to \$125,000.00.

After discussion, on a motion by Mr. Pope, seconded by Ms. Teixeira, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we authorize the CFO to request permission from the City Council to raise the preschool revolving fund spending limit to \$125,000.00.

(Kathy Clancy joined the meeting at 4:44 p.m.)

- A. FY18 Budget Review** – Mr. Lafleur reviewed the FY18 budget summary, which totals \$41,223,017 and represents a 2.62% increase over the FY17 budget. He stated that the city wants to hold us to a 2.5% increase, which is \$1,004,223 and requires a decrease of \$49,636. Dr. Safier stated that resources to support the increasing number of ELL students (14 in the last two weeks) are not currently reflected in the budget.

The committee discussed the following matters:

- Child Study Program at GHS
- Budgeting for substitutes (\$215,000 increase to the budget)
- Percentage of substitutes hired to cover in-house professional development
- Overlap of Beeman retiring principal and new principal
- Consolidation of BSRI funds
- Incentive to employees for not taking health insurance
- Standardizing supply lines among elementary schools
- Recent influx of ELL students
- Scheduling of specials at the middle school
- Shifting health insurance to the city budget

Dr. Safier stated that the principals' additional requests are not reflected in the budget at this time but will be included in the budget presentation to the School Committee. He indicated that the middle school science textbooks and elementary science program are included in the budget.

III. ACTION – See Items II.F and G.

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 18, 2017 at 5:44 p.m.

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

*Maria Puglisi
Recording Secretary*