

THE GLOUCESTER PUBLIC SCHOOLS

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

Building & Finance Subcommittee Meeting Minutes

Wednesday, November 16, 2016

GHS Guidance Conference Room

5:00 p.m.

Members Present

Tony Gross, Chairman
Kathy Clancy, Vice Chairperson (5:12 p.m.)
Jonathan Pope, Member

Administration Present

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

I. CALL TO ORDER – Chairman Gross called the meeting to order at 5:07 p.m.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

A. District Expenditures – Mr. Lafleur reported that payroll is now included in the MUNIS budget report. He is hopeful that in the next week or two the beginning balances for the revolving accounts will be included. He also indicated that he has intentionally slowed down spending.

B. Review of Policies

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

3. Alterations, Renovations and Additions to School Buildings and School Grounds, File FJ – Dr. Safier reviewed and the committee discussed the revisions made to the policy and some minor additional revisions were made.

(Kathy Clancy joined the meeting at 5:12 p.m.)

There was a discussion about what constitutes an alteration to a school building. It was the consensus of the committee that the policy applies to significant changes to the physical structure of a building.

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

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we approve the policy entitled “Alterations, Renovations and Additions to School Buildings and School Grounds,” File FJ, as presented and amended.

2. Advertising in the Schools or on School Grounds, File KHB – Dr. Safier reviewed and the committee discussed the revisions made to the policy and some additional revisions were made. There was a discussion about whether

the guidelines should be part of the new policy or whether they should be set out in a separate document that is included in the policy manual.

After discussion, on a motion by Kathy Clancy, seconded by Mr. Pope, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we approve the policy entitled “Advertising in the Schools or on School Grounds,” File KHB, as presented and amended.

1. Public Gifts to the Schools, File KCD – Dr. Safier reviewed and the committee discussed the revisions made to the policy and some additional revisions were made. There was a discussion about the difference between a gift and a donation.

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

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we approve the policy entitled “Public Gifts to the Schools,” File KCD, as presented and amended.

5. Relations with Booster Organizations, File KJA – Dr. Safier reported that no changes are necessary to this policy.
4. Booster Organizations, File KJAA – Dr. Safier reviewed and the committee discussed the revisions made to the policy and some additional revisions were made. There was a discussion about tracking down annual reports at the end of the athletic season. Mr. Pope suggested the district may need a similar policy pertaining to clubs, and Dr. Safier indicated that he would check to see if MASC has such a policy.

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 Booster Organizations policy, File KJAA, as presented and amended.

- C. **Food Services – Student Meal Balances and Financials** – Mr. Lafleur reviewed the Annual Budget Plan and Monthly Income and Expense Report. He pointed out that there are still outstanding receivables in the amount of approximately \$90,000. He also noted that Martha Jo Fleming has made a huge effort to go through the database to identify students who may be eligible for free or reduced lunch and that she has also done a lot of training with the cook managers. Dr. Safier and the committee expressed their gratitude for all of her efforts.

Mr. Lafleur reviewed the outstanding balance report, which indicates that the total due as of November 8th is \$23,931, down from \$24,151 in October. Dr. Safier reported that he spoke with the GHS and O’Maley principals on Thursday and sent

letters out to families who are over the \$25 cap. He indicated that a second letter will be going out before the holiday break.

- D. DPW Open Tickets** – Mr. Lafleur reported that things are going well but that the DPW will not provide more detail on the tickets. Dr. Safier indicated that the GTA mediation will be taking place tomorrow. He reported on his walk-thru at the high school with Mr. Cook in preparation for the mediation.
- E. DPW Closed Tickets**
- F. Budget Transfers** – Mr. Lafleur reviewed and the committee discussed the transfers made between September 30, 2016 and November 8, 2016.

After discussion, on a motion by Kathy Clancy, seconded by Mr. Pope, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we approve the transfers from 9/30/16 to 11/8/16, as presented.

- G. Review of Capital Improvement Plan** – Dr. Safier reported that he is waiting to hear back from the principals about their requests and that he anticipates there will be significant changes to the capital plan. There was a discussion about delineating items between the DPW capital improvement plan and that of the School Department. Mr. Pope pointed out that two new schools should be added to the plan. Mr. Lafleur indicated that the walk-in coolers at O'Maley should be prioritized and that he has asked Ms. Fleming to get some prices.

III. ACTION – See Items B1-4 and F.

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

VOTED: 3 in favor, 0 opposed to adjourn the Building & Finance Subcommittee Meeting of November 16, 2016 at 6:27 p.m.

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

*Maria Puglisi
Recording Secretary*