

**THE GLOUCESTER PUBLIC SCHOOLS**

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

## **Building & Finance Subcommittee Meeting Minutes**

Thursday, January 24, 2019  
District Office Conference Room  
2 Blackburn Drive, Gloucester, MA  
5:00 p.m.

### **Members Present**

Tony Gross, Chairman  
Kathy Clancy, Vice Chairperson  
Jonathan Pope, Member (5:05 p.m.)

### **Administration Present**

Dr. Richard Safier, Superintendent  
Gary Frisch, Director of Finance  
and Operations  
Patty Wegmann, Special Education  
Director

### **Also Present**

Melissa Teixeira Prince

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- I. CALL TO ORDER** – Chairman Gross called the meeting to order at 5:02 p.m.
- II. CHIEF FINANCIAL OFFICER’S REPORT**
- III. REPORTS/DELIBERATIONS/DISCUSSIONS**

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

- B. FY20 Special Education Budget Review** – The committee reviewed and discussed the Special Education proposed budget, and Mr. Frisch reviewed out-of-district tuition costs. Ms. Wegmann requested a reading specialist at the high school for five students transitioning from the language-based program at O’Maley.

Mr. Frisch stated that he is projecting a \$1 million surplus at the end of the year and that we will be able to prepay \$882,000 for next year’s out-of-district tuitions, which is about the same as last year. Mr. Pope indicated that last year the committee reduced the line items in out-of-district tuition by about \$400,000 to balance the budget. Chairman Gross stated that it is a little early to be discussing the end-of-year balance.

- A. FY20 Budget Overview** – Mr. Frisch stated that he is projecting that we will need to reduce the budget by \$200,000 to \$300,000 based upon what was received from the city last year. Kathy Clancy expressed concern about assuming what the city will give us at this point in time. Dr. Safier indicated that no cuts are being presented at this point but we need to anticipate what the city will be allocating.

- C. FY20 Central Office Budget Review** – Mr. Frisch reviewed and the committee discussed the Central Office proposed budget. Chairman Gross suggested that the teacher lane changes be moved from the Main Office contingency account to the schools. Ms. Teixeira Prince requested an Executive Session at the next School Committee meeting to discuss contract negotiations with all of the groups.
- D. FY20 Employee Benefits Budget Review** – Mr. Frisch reported that the main increase in Employee Benefits is health insurance, at 7 percent. He noted that adjustments are made to that line item as new information is received.
- E. District Expenditures** – Mr. Frisch reported that the revised budget includes carryover purchase orders from FY18. Chairman Gross noted that East Gloucester School has already used 79% of their substitute account, and Mr. Frisch indicated that that is due to the need for long-term substitutes for medical and maternity leaves.
- F. DPW Open Tickets** – Mr. Frisch reported that there was a discussion with the DPW about trying to improve the traffic flow at O'Maley by moving the bus parking to the perimeter of the skate park. He noted that Kathy Verga prefers to keep the buses where they are now under the lights and that the DPW will try to expand the lumens of the light fixtures and aim them towards the skate park. Kathy Clancy expressed concern with the buses blocking the skate park from public view.

Mr. Frisch commended the DPW for addressing the open tickets in a timely fashion and indicated they are hiring another maintenance worker. There was a discussion about repair of the overhead door in the carpentry shop.
- G. DPW Closed Tickets**
- H. Food Services – Profit & Loss** – Mr. Frisch reported that he is anticipating a deficit of about \$12,000 through December.
- I. Food Services – Student Debt** – Mr. Frisch reported that the outstanding student debt as of January 15th was \$13,189, up from \$12,443 on December 10th. He stated that Martha Jo Fleming is working on this and noted that it takes up a lot of her time.
- J. Budget Transfers** – The committee reviewed and discussed the October 2018 and December 2018 budget transfers.

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 October 2018 and December 2018 budget transfers as presented.

- K. Revolving Funds** – Mr. Frisch reviewed the Circuit Breaker account and stated he wants to get the balance up to \$300,000 to provide an additional cushion for special education move-ins. He reported that the “Insurance Over 20K” account is money from insurance claims throughout the years and is available for repair costs. He also indicated that the \$57,189.06 in the “RVL-Ins<20K” account belongs to the city.
- L. John Lowe Will and Trust** – Mr. Frisch reported that this trust is being held by Bank of America and they want to liquidate it. He stated that the current balance is approximately \$55,000, which belongs to the city, but the income needs to be spent on the high school. There was a discussion about the will and trust, and Chairman Gross suggested asking Chip Payson for a legal opinion. This matter was tabled.
- M. Artsonia Fundraiser** – The committee discussed the Artsonia website and Chairman Gross suggested finding out who signed the agreement at the schools that are using it (West Parish and Plum Cove). He reviewed the “Online Fundraising and Solicitations – Crowdfunding” policy received from MASC. Mr. Frisch indicated that each school has a donation account but stated that a subaccount may need to be set up specifically for donations from Artsonia for art curriculum and supplies. There was a discussion about putting a new system in place for use of this website and making it available to the other schools. Dr. Safier indicated that he will draft a policy for review at the next meeting.

**IV. ACTION** – See III.J.

**V. 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 January 24, 2019 at 7:05 p.m.

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

*Maria Puglisi  
Recording Secretary*