

**THE GLOUCESTER PUBLIC SCHOOLS**

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

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

Wednesday, March 20, 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

### **Administration Present**

Dr. Richard Safier, Superintendent  
Gary Frisch, Director of Finance  
and Operations  
Martha Jo Fleming, Food Service Director  
Ann-Marie Jordan, Preschool Director

### **Also Present**

Melissa Teixeira Prince

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- I. CALL TO ORDER** – Chairman Gross called the meeting to order at 5:07 p.m.
- II. CHIEF FINANCIAL OFFICER’S REPORT**
- III. REPORTS/DELIBERATIONS/DISCUSSIONS**
- A. FY20 Food Service Budget Review** – Ms. Fleming reviewed the food service proposed budget. There was a discussion about maintenance and repair of equipment, including ranges and a fire suppression system, and mandatory breakfast after the bell.

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

- O. Preschool Tuition** – Ms. Jordan reviewed her proposal to increase the preschool tuition by \$200 per year and to increase the Lunch Bunch fee by \$3.00 per day. She reported that tuition goes towards salaries, art supplies, curriculum and testing materials, enrichment activities, and office supplies and equipment.

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 the preschool tuition be increased to \$2,400.00 per year for the half-day program and \$4,800.00 per year for the full-day program and that the Lunch Bunch fee be increased to \$8.00 per day for FY20.

After discussion, 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 the Lunch Bunch fee for FY20 be increased to \$6.50 per day.

- B. District-Wide Report** – Mr. Frisch reported that the remaining balance in the FY19 budget is \$4,385,080. However, he indicated that not all accounts have been encumbered. There was a discussion about projected expenditures and prepaying out-of-district tuition for next year.
- C. DPW Open Tickets** – The committee reviewed the open tickets, and Mr. Frisch indicated that the carpeting in the library will be replaced over the summer.
- D. DPW Closed Tickets** – The committee reviewed the closed tickets.
- E. Food Services – Profit & Loss** – Mr. Frisch reported that the food service department is breaking even and noted that the Food Service Director’s salary is not included in the food service budget.
- F. Food Services – Student Debt** – Mr. Frisch reported that the outstanding student debt as of March 6th was \$12,348, down slightly from \$12,648 on February 11th. He indicated that Ms. Fleming needs help with small claims paperwork and collections.
- G. Revolving Funds** – The committee reviewed the revolving funds. There was a discussion about the \$98.19 deficit in the West Parish Before School Program account.
- H. Budget Transfers** – The committee reviewed the 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 February 2019 budget transfers as presented.

- I. FY18 End-of-Year Audit Report** – Mr. Frisch indicated that there was only one finding on the audit of the FY18 End-of-Year Financial Report, which he stated was a very minor finding and was easily corrected. He reported that an amendment was filed and the auditors were satisfied with the amendment.
- J. Health Insurance Budget** – Mr. Frisch reviewed the increase in health insurance for FY20 based on the new rates and the current selection of plans by employees and retirees.
- K. Special Education Stabilization Fund** – Mr. Frisch discussed the purpose of a stabilization account and how transfers in and out of the account are made. The committee reviewed the draft policy and the matter was tabled for more information.

- L. **FY20 Budget Presentation** – Mr. Frisch indicated that the budget presentation has been updated based on the budget approved for the public hearing.
- M. **FY18 Obligation – Course Reimbursement** – Mr. Frisch reported that a teacher did not receive her course reimbursement for FY18, which was submitted on time but was not submitted to the business office before the end of the fiscal year.

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 authorize the CFO to request approval from City Council to pay \$1,227.00 to a teacher for coursework done in FY18 with FY19 funds.

- N. **Public Hearing Notice** – The committee reviewed the public hearing notice and Mr. Frisch indicated that it will be published on Friday.

IV. **ACTION** – See III.H, M and O.

V. **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 March 20, 2019 at 7:15 p.m.

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

*Maria Puglisi  
Recording Secretary*