

THE GLOUCESTER PUBLIC SCHOOLS

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

Building & Finance Subcommittee Meeting Minutes

Wednesday, May 16, 2018

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

Members Present

Tony Gross, Chairman
Kathy Clancy, Vice Chairperson
Jonathan Pope

Administration Present

Dr. Richard Safier, Superintendent
Tom Lafleur, CPA, Director of Finance
and Operations
Cody Marshall, Accounts and Budget
Specialist
Julie Smith, Athletic Director

Also Present

Melissa Teixeira (5:09 p.m.)

I. CALL TO ORDER – Chairman Gross called the meeting to order at 5:00 p.m.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

- A. Proposed Little Free Library on East Gloucester School Grounds** – City Councilor Jen Holmgren reported that she received an Awesome Gloucester grant a couple of years ago to found a Little Free Library at the Stubby Knowles Landing. She described what a Little Free Library is and indicated that the grant she received included money to help found other Little Free Libraries around the city. She reported that some EGS parents approached her and asked if one could be installed in the island in the driveway of the school. Ms. Holmgren noted that there would be no cost to the school district.

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 we approve the placement of a Little Free Library at East Gloucester School.

Chairman Gross noted that the DPW will have to sign off on this project as well.

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

- H. Approval of Girls' JV Hockey Team to Become a Varsity Team** – Ms. Smith stated that both she and the Rockport Athletic Director are not in favor of this

proposal because of safety concerns and the fact that there are no varsity caliber players on the team. She noted that Gloucester is a guest in girls' hockey in Marblehead's varsity co-op. There was a discussion about sharing costs with districts that we host.

- B. District Expenditures** – Mr. Lafleur reported that everything is tracking well and he is expecting a small surplus at the end of the year.
- C. DPW Open and Closed Tickets** – The committee reviewed the open and closed tickets.
- D. Food Services: Profit & Loss and Student Debt** – Mr. Lafleur reported that Food Service is tracking fine. He noted that he moved Ms. Fleming's salary back into the budget and that three ranges needed to be replaced because the pilots kept going out (\$20,000 total). There was a discussion about reductions in staff, the vending machine at the high school, and the Styrofoam ban.
- E. Budget Transfers** – The committee reviewed the budget transfers from March 1 to April 30, 2018. Mr. Lafleur explained the vacation buybacks and noted that we do not have the ability to enter large descriptions in Munis so some of them are confusing.

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

VOTED: 3 in favor, 0 opposed to approve the budget transfers from March 1 to April 30, 2018.

- F. Revolving Funds** – The committee reviewed the revolving accounts. There was a discussion about Circuit Breaker and Mr. Lafleur reported that the projected end-of-year balance in that account is about \$400,000.
- G. FY19 Budget** – Mr. Lafleur stated that nothing has changed and that the budget is being presented to the City Council Budget and Finance Committee on May 29th. He indicated that, according to what the committee has heard, we would still need to cut \$454,846.00. If the administrator at the high school is eliminated, that will get us to \$350,200.00. Mr. Lafleur noted that there is still contingency money for FY18 that can be applied to the shortfall, as well as an approximate \$150,000 surplus in health insurance at this time. There was a discussion about the presentation to City Council B&F on the 29th.
- I. Gift to Top 5% of Class of 2018** – Mr. Lafleur reported that the city auditor has a problem with the committee giving gift certificates to the students because we don't know what they are buying with them. Mr. Pope and Kathy Clancy stated that it is none of the auditor's business, or the committee's, what the students are buying with the gift cards.

III. ACTION – See Items II.A and II.E.

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 April 25, 2018 at 6:13 p.m.

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

*Maria Puglisi
Recording Secretary*