

**THE GLOUCESTER PUBLIC SCHOOLS**

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

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

Wednesday, August 8, 2018  
District Office Conference Room  
2 Blackburn Drive, Gloucester, MA  
5:30 p.m.

### **Members Present**

Tony Gross, Chairman  
Kathy Clancy, Vice Chairperson (5:39 p.m.)  
Jonathan Pope

### **Administration Present**

Dr. Richard Safier, Superintendent  
Gary Frisch, Director of Finance  
and Operations  
Ann-Marie Jordan, Preschool Administrator  
Cody Marshall, Accounts and Budget  
Specialist

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**I. CALL TO ORDER** – Chairman Gross called the meeting to order at 5:33 p.m.

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

## **II. REPORTS/DELIBERATIONS/DISCUSSIONS**

**F. Preschool Enrollment** – Ms. Jordan reported that at the beginning of the 2017-2018 school year, there was a total of about 100 preschool students, of which 51 had IEPs, and that 28 students with IEPs came into the program during the year. At the end of the year there were 135 total students, of which 84 had IEPs. Ms. Jordan stated that of those 84 students, only 21 went on to kindergarten. Therefore, they will be starting the school year with 73 children who have IEPs, plus seven others who have been evaluated for IEPs.

*(Kathy Clancy joined the meeting at 5:39 p.m.)*

Ms. Jordan stated that the preschool has 80 slots for children with IEPs, 62 of which are in integrated classrooms and 18 of which are in two substantially separate classrooms. She indicated that 17 of the 73 students with IEPs starting in September have been placed in a substantially separate classroom, leaving one open slot. Dr. Safier indicated that a waiver can be granted by the Department of Education if we can ensure that the children's services and needs are met. He is looking at that as a short-term solution as we anticipate the need to do something by January.

Ms. Jordan reported that children always come into the program during the year because Early Intervention refers them when they are two-and-a-half if they believe they will be eligible for an IEP. She noted that we are required to provide services to them once they turn three. She stated that she can safely say there will be a minimum

of 20 children entering the program between September and June, which will require an additional classroom.

There was a discussion about the ratio of role model students to students with IEPs and Ms. Jordan stated that the Gloucester Preschool is well above average for preschools in the area. Dr. Safier indicated that it may be necessary to move the Central Office to another location next year.

- G. Preschool Teacher & ESP Funding** – Mr. Frisch reviewed his memorandum to Dr. Safier regarding the funding of a teacher and paraprofessional for a new preschool classroom from the Non-Resident Revolving Fund. There was a discussion about how to fund the positions after this year.
- A. District Expenditures** – Mr. Frisch discussed the end-of-year report and stated that the auditor indicated that FY18 will be closed at the end of the month. He stated that the delta of \$100,000 to \$200,000 will fall to free cash.
- B. DPW Open and Closed Tickets** – Mr. Frisch reported on the meeting today with Mike Hale and Joe Lucido to discuss the work the DPW is doing to get the schools ready. He stated that the air conditioning at O'Maley is not working and that a part has been ordered. The DPW will have a better idea next week on when it will be fixed. Dr. Safier indicated that the opening day staff meeting will be held at GHS instead of O'Maley. He also reported that the doors and locks at Beeman and Plum Cove are done.
- C. Food Services: Profit & Loss and Student Debt** – Mr. Frisch reviewed the Profit & Loss Statement and noted the deficit of \$17,620. However, he pointed out that employee benefits and the Food Service Director's salary are missing from the statement. Therefore, the net loss would be about \$289,000. He expressed concern that the general fund is subsidizing the food service program by close to \$300,000.

Mr. Frisch distributed and reviewed some ideas from Martha Jo Fleming on how to increase food service revenue and decrease expenditures, such as a la carte snacks at O'Maley and the elementary schools, bag lunches for field trips, Facebook posts, and several ideas for reducing food waste. Dr. Safier indicated that he will confirm with Principal Cook that the school store is not selling snacks.

Kathy Clancy requested that responses be provided to feedback that was given regarding the food served at O'Maley.

Mr. Pope brought up the idea of using an outside vendor for food service in order to save money on employee benefits. Mr. Frisch stated that the district is lucky to have a very strong Food Service Director and suggested implementing her ideas to try to reduce the net loss.

Finally, Mr. Frisch reported that the outstanding student debt as of June 21st is \$7,304, down from \$9,291 on May 29th.

**D. Budget Transfers** – Mr. Frisch reviewed and the committee discussed the transfers.

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 budget transfers from 06/01/18 to 06/27/18, as presented.

**E. Revolving Funds** – Mr. Frisch reviewed the revolving funds and pointed out that the district received \$27,212 less in school choice funds than what was anticipated. There was a discussion about the delays in revenue posting by the city. Mr. Frisch reported that the city auditor indicated that the Department of Revenue does not want to see school districts accumulating funds in revolving accounts. He stated that they are meant to be relatively close to break-even.

**III. ACTION** – See Item II.D.

**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 August 8, 2018 at 6:49 p.m.

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

*Maria Puglisi  
Recording Secretary*