

THE GLOUCESTER PUBLIC SCHOOLS

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

Building & Finance Subcommittee Meeting Minutes

Wednesday, August 15, 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
Gary Frisch, Director of Finance
and Operations
Martha Jo Fleming, Food Service Director
Kathy Verga, Transportation Director
Ann-Marie Jordan, Preschool Administrator
Cody Marshall, Accounts and Budget
Specialist

Also Present

Melissa Teixeira Prince

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

II. REPORTS/DELIBERATIONS/DISCUSSIONS

- A. Food Service Update** – Mr. Frisch reviewed his memo to Dr. Safier regarding food service changes, specifically adding snacks to the middle and elementary schools after lunch, adding a water vending machine at the middle school, and adding a snack vending machine at the high school. He also discussed a \$20,000 savings in reduced labor costs.

Ms. Fleming indicated that she has not yet spoken to the elementary principals about offering snacks after lunch and possibly before the kids go to recess. She noted that student ID numbers can be used instead of cash in the vending machines.

Ms. Fleming stated that the staff needs more training on customer service, knife skills, portion control, and culinary math and she is looking for the John Stalker Institute to provide professional development on early release days.

The committee discussed protocols and procedures for the collection of and reporting of cash from the vending machines.

Kathy Clancy commented on the repetitiveness of the menu and suggested offering new items and more variety to attract more participation. Ms. Fleming indicated that production records are supposed to be used for putting together future menus. She

acknowledged that there are some issues with how meals are prepared and indicated that there will be more training on “just in time” cooking.

Finally, Mr. Frisch reported on the overpayment of three staff members three times over the summer because their pay codes were not set up properly in Munis. He indicated that Payroll Supervisor Taylor Hopper has corrected the pay codes and came up with some sophisticated checks and balances to ensure that this does not happen again. Mr. Frisch indicated that he is still trying to verify with the city treasurer that the issue has been corrected on their end.

- B. Bus Drivers – Gloucester Contributory Retirement System** – Mr. Frisch reviewed his memo to Dr. Safier regarding bus drivers’ eligibility for the Gloucester Contributory Retirement System (GCRS). He indicated that bus drivers have to work 20 hours every week for 180 days in order to be eligible for the GCRS and that exceptions include snow days, professional days, paid vacation and FMLA. However, he stated that taking unpaid vacation will disqualify a bus driver from being eligible for the GCRS.

Dr. Safier indicated that the bus drivers’ contract states that they will be paid 20 hours of vacation pay but the contract is unclear on how many vacation days they can take during the school year. He stated that he has asked the HR Director to contact the retirement board to find out what they will acknowledge as the amount of vacation time (i.e. five days equals 20 hours).

Mr. Frisch reviewed his memo to Dr. Safier regarding bus drivers’ overtime and reported on his discussion with the union representative. This matter was referred to the Personnel Subcommittee.

- C. Preschool** – Ms. Jordan distributed copies of the Feasibility Study regarding the relocation of the preschool to O’Maley, dated September 27, 2017. The committee discussed Chairman Gross’ draft letters to the City Council regarding the preschool, and Ms. Jordan expressed her preference to remain at Blackburn Drive. The committee discussed what the letter to the City Council should state.

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 communicate the request for space for the preschool and central office administration to the City Council, pursuant to the Gloucester Code of Ordinances, Chapter 18, Sections 18-24.

- D. Fieldhouse Floor** – The committee discussed what the letter to the City Council should state. Chairman Gross indicated that he will call James Cook to get a list of issues.

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 communicate the request for replacement of the GHS fieldhouse floor to the City Council, pursuant to the Gloucester Code of Ordinances, Chapter 18, Sections 18-24.

E. Aging Modular Units – The committee discussed the ages of the various modular units and their life expectancy.

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 communicate the request for replacement of aging modular units to the City Council, pursuant to the Gloucester Code of Ordinances, Chapter 18, Sections 18-24.

III. ACTION – See Item II.E.

IV. 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 August 15, 2018 at 6:02 p.m.

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

*Maria Puglisi
Recording Secretary*