

THE GLOUCESTER PUBLIC SCHOOLS

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

Building & Finance Subcommittee Meeting Minutes

Wednesday, September 19, 2018
District Office Conference Room
2 Blackburn Drive, Gloucester, MA
5:00 p.m.

Members Present

Kathy Clancy, Vice Chairperson
Jonathan Pope, Member
Melissa Teixeira Prince, Alternate

Administration Present

Dr. Richard Safier, Superintendent
Gary Frisch, Director of Finance
and Operations
Cody Marshall, Accounts and Budget
Specialist

I. CALL TO ORDER – Vice Chairperson Clancy called the meeting to order at 5:04 p.m. and stated the mission of the Gloucester Public Schools.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

A. District Expenditures – Mr. Frisch reviewed the district expenditure report and noted that salaries are tracking at about \$160,000 under budget and that special education out-of-district tuition is about \$200,000 under budget right now. He indicated that the district is expecting to receive \$44,000 in additional Circuit Breaker funds.

B. DPW Open and Closed Tickets – Mr. Frisch reported that the items on the DESE Safety Survey Report are included in the open tickets, including the need to fix the floors in all of the vocational shops. He stated that the DPW suggested that we work with the architects that are currently assessing all of the facilities in the city in order to expedite that work.

After discussion, on a motion by Mr. Pope, seconded by Ms. Teixeira Prince, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we authorize the superintendent to send a letter to the City Council requesting funds to address the flooring issues in the GHS vocational shops, as specified in the Safety Survey Report from the Department of Elementary and Secondary Education dated March 2017.

The committee also discussed the following matters:

- Wider lockers for GHS
- Door locks at the elementary schools
- Playground structure at Beeman
- Surplus wood lathes in the carpentry shop

- C. Food Services – Profit & Loss and Student Debt** – Mr. Frisch reviewed the Statement of Revenue and Expenses and stated that the outstanding student debt as of September 12th was \$1,951, down from \$7,304 on June 21st.
- D. Budget Transfers** – The committee reviewed the August budget transfers. Kathy Clancy noted that since there are no personnel-to-ordinary transfers (or vice versa), no vote is needed.
- E. Revolving Funds** – The committee reviewed the balances in the revolving accounts and Mr. Frisch pointed out that the School Choice account has a small negative balance of \$7,715. He attributed that to receiving less school choice funds than anticipated last year and stated that the negative balance will be made up by allocating a lower salary than what was done in the past. Finally, Mr. Frisch indicated that he is estimating the beginning fund balances, revenues and expenditures because the city has not closed FY18 yet.
- F. Cash Handling Procedures** – Mr. Frisch reviewed the cash handling procedures for vending machines, student activity funds, and food service cash registers and stated that he will be working on additional procedures for the preschool, athletics, and transportation. He stated that Mr. Dunn has agreed to set up the student activity checking accounts with a centralized depository. Mr. Frisch indicated that Mr. Dunn will come to a future leadership meeting with signature cards for the principals to sign.

Ms. Teixeira Prince asked whether the student activity cash handling procedures are included in the school secretaries' job descriptions, and Mr. Frisch indicated that he will look into that. Ms. Teixeira Prince also expressed concern about having food service substitutes counting money and suggested having employees sign off on receiving the cash handling procedures.

Dr. Safier reviewed the Cash in School Buildings policy, File DM, which states, "No money shall be kept overnight in schools except in a locked depository that the appropriate administrator has made available for the purpose." Ms. Teixeira Prince suggested using ENSATS' cash handling policy as a template for a more detailed policy.

- G. Preschool Nurse** – Dr. Safier reported that Cindy Juncker and Ann-Marie Jordan approached him about the need for nurse coverage in the preschool between 1:30 and 2:30 p.m. on Monday through Thursday. He noted that adding those hours would

make the position eligible for health insurance but indicated that the current nurse is not interested in health insurance through the school department. Therefore, the cost of increasing her hours would be \$5,931.80 for the school year.

On a motion by Ms. Teixeira Prince, seconded by Mr. Pope, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we increase the preschool nurse's hours by one hour per day on Mondays through Thursdays.

III. ACTION – See Items II.B and II.G.

IV. ADJOURNMENT – On a motion by Mr. Pope, seconded by Ms. Teixeira Prince, it was unanimously

VOTED: 3 in favor, 0 opposed to adjourn the Building & Finance Subcommittee Meeting of September 19, 2018 at 6:03 p.m.

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

*Maria Puglisi
Recording Secretary*