

THE GLOUCESTER PUBLIC SCHOOLS

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

Building & Finance Subcommittee Meeting Minutes

Wednesday, October 17, 2018
District Office Conference Room
2 Blackburn Drive, Gloucester, MA
6:00 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
Cody Marshall, Accounts and Budget
Specialist

I. CALL TO ORDER – Chairman Gross called the meeting to order at 6:13 p.m.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

- A. District Expenditures** – Mr. Frisch reviewed the district expenditures and indicated that \$8,536,609 has been spent to date and \$26,271,594 has been encumbered. Therefore, 17% of the budget is remaining. Mr. Frisch stated that not all of the accounts are encumbered at this time and that health insurance is one of the largest unencumbered expenses. Finally, he reported that some grant expenditures are temporarily being charged to the general fund and show a negative balance in the general fund salary budgets.
- B. DPW Open and Closed Tickets** – Mr. Frisch reported that a number of issues regarding the DESE Safety Survey Report were discussed at yesterday’s meeting with the DPW, as follows:
- New flooring needed in the shop areas
 - Load-bearing issues in some of the shops
 - Removal of overhead crane from machine shop
 - Safety issue regarding auto shop teacher’s office in overhead loft
 - Removal of wood shop loft and purchasing shelving units for storage
- There was also a discussion at yesterday’s meeting about the girls’ bathrooms at O’Maley.
- C. Food Services – Profit & Loss and Student Debt** – Mr. Frisch reviewed the Statement of Revenue and Expenses and stated that the deficit for September in the amount of \$54,496 is temporary, noting that \$67,100 is due from the federal and state reimbursement program. He updated the committee on food service costs and

indicated that total costs are down \$37,438. Mr. Frisch reported that the outstanding student debt as of October 12th was \$6,760, up from \$1,951 on September 12th. He noted that an increase is expected with the start of school.

D. Budget Transfers – The committee reviewed the September 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 September budget transfers as presented.

E. Revolving Funds – The committee reviewed the balances in the revolving accounts. Mr. Frisch reported that he has estimated the revenues and expenditures for most of the funds and that he anticipates a positive balance in each account. There was a discussion about transportation and the difficulty of covering athletic events due to the number of drivers available.

F. Cash Handling Procedures for Gate Receipts and Athletics User Fees –

Mr. Frisch reported that tickets for games are pre-numbered and that the gate receipts must equal the difference between the starting ticket number and the ending ticket number multiplied by the cost of the ticket. He reported that two staff members count all cash and a cash collection report is completed. Deposits are made after the event at the night depository drop-off. Mr. Frisch stated that the Business Office will perform unannounced audits a couple of times per year.

G. Contingency Balance – The following costs have been added to date: Education Support Professionals, 2.7 FTE (\$94,500); Tutor (\$22,800); Guidance Administrator (\$7,000).

III. ACTION

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 October 17, 2018 at 7:01 p.m.

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

*Maria Puglisi
Recording Secretary*