

THE GLOUCESTER PUBLIC SCHOOLS

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

Building & Finance Subcommittee Meeting Minutes

Wednesday, November 28, 2018
District Office Conference Room
2 Blackburn Drive, Gloucester, MA
5:30 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 5:37 p.m.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

- A. District Expenditures** – Mr. Frisch reviewed the year-to-date budget report and stated that the budget is sound. He is anticipating that we will break even at the end of the year.
- B. DPW Open and Closed Tickets** – Mr. Frisch reviewed and the committee discussed the following items:

High School Bleachers – DPW will get a new motor, which will take 4-5 weeks. In the meantime, the bleachers on the other side of the gym will be used.

GHS Basketball Hoops – DPW will fix the ones that are stuck at an angle.

Flooring in Shop Areas – Floors in electrical and carpentry shops have been replaced. Cracks in machine tech floor will be patched before winter break.

O'Maley Kitchen Floor – Drains are protruding ¼” above the floor, creating a trip hazard. DPW will investigate.

Fieldhouse Floor – Joe Lucido indicated it cannot be done this summer due to substantial lead time. Earliest it can be done is the summer of 2020. Chairman Gross suggested meeting with the mayor to discuss the urgency of this project.

Removal of Beeman Playground Equipment – DPW will remove it on a Saturday.

Load-Bearing Issues in Shops – Dore & Whittier will rate the load limits for the auto shop overhead loft, machine tech crane, and a shelving unit in the carpentry shop.

Girls' Bathrooms at O'Maley – City Council has approved \$32,000 for new partitions, to be installed over Christmas break. Kathy Clancy requested that the stalls in the boys' bathrooms be checked.

Curtain on GHS Stage – Mr. Frisch will follow up.

- C. Food Services – Profit & Loss and Student Debt** – Mr. Frisch reported that the district received \$80,000 from the federal government in November so there is currently a surplus of \$35,788. Sales have been consistent from this year to last year and costs are down due to reduction in labor. There was a discussion about the fact that health insurance for food service employees is not included in the food service budget.

Mr. Frisch reported that the outstanding student debt as of November 13th was \$9,761, up from \$6,767 on October 12th. He stated that this figure will fluctuate from month to month but that Ms. Fleming is closely monitoring it.

- D. Budget Transfers** – The committee reviewed the October budget transfers. Mr. Frisch reported that a sizable transfer was made from the Sped Tuition account, and Mr. Marshall explained the transfer.

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 October budget transfers as presented.

- E. Revolving Funds** – Mr. Frisch stated that there is nothing special to report.

- F. Compostable Containers** – Mr. Frisch reported that Ms. Fleming prepared a cost comparison showing an additional cost of approximately \$20,877 per year for all schools to switch to compostable containers, plus \$10,000 in recycling costs. Mr. Frisch stated that the compostable containers could be slowly phased in this year with funds from the food service surplus. Kathy Clancy believes the additional cost should come out of the contingency account. Mr. Frisch will find out when containers need to be reordered and get more detail on the costs for the next meeting. There was a discussion about logistical issues with respect to the small kitchens in the schools.

- G. Staff Attendance** – Mr. Frisch reviewed teacher substitute costs and stated that, to date, the substitute budget for FY19 is at \$66,750.00, or 17.37% of the budget, compared to 29.44% of school days completed. He reported that the substitute budget looks stable at this time but noted that a lot of substitute costs are incurred during the spring. Chairman Gross requested information on staff members, and

Dr. Safier indicated that sick days constituted 44% of teacher absences last year and personal days were about 15%. Kathy Clancy would like to see a snapshot of how many teachers per school (i.e. percentage of staff) were out during a six-month period, or the teacher attendance rate by school on a given day (i.e. if everyone shows up it is 100% attendance) itemized by sick days and personal days.

- H. SRO Transfer** – This is the annual special budgetary transfer to cover the School Resource Officer’s salary.

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 authorize the CFO to request permission from City Council to transfer \$60,000.00 from the Gloucester Public Schools to the Gloucester Police Department for the purpose of funding the GHS School Resource Officer for FY19.

- III. ACTION** – See II.D and II.H.

- IV. ADJOURNMENT** – On a motion by Chairman Gross, seconded by Mr. Pope, it was unanimously

VOTED: 3 in favor, 0 opposed to adjourn the Building & Finance Subcommittee Meeting of November 28, 2018 at 6:28 p.m.

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

*Maria Puglisi
Recording Secretary*