

THE GLOUCESTER PUBLIC SCHOOLS

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

Building & Finance Subcommittee Meeting Minutes

Wednesday, December 21, 2016
District Office – Conference Room
2 Blackburn Drive, Gloucester, MA
5:00 p.m.

Members Present

Tony Gross, Chairman
Kathy Clancy, Vice Chairperson
Jonathan Pope, Member

Administration Present

Dr. Richard Safier, Superintendent
Tom Lafleur, CPA, Director of Finance
and Operations

I. CALL TO ORDER – Chairman Gross called the meeting to order at 5:06 p.m.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

- A. District Expenditures** – Mr. Lafleur stated that the packet includes reports from both Infinite Visions and MUNIS because not everything has been posted in MUNIS. He indicated that the MUNIS trainer was in last week but we are still struggling to put the two systems together.
- B. Food Services – Student Meal Balances and Financials** – Mr. Lafleur reviewed the Annual Budget Plan and Monthly Income and Expense Report and stated that we are way behind in posting revenue, noting that there are still outstanding receivables for October and November in the approximate amount of \$168,000. He stated that Martha Jo Fleming's return has certainly had a positive impact.

Mr. Lafleur reviewed the outstanding balance report, which indicates that the total due as of December 14th is \$23,268, down from \$23,931 in November. He noted that one of the 193 students who have a balance receives free lunch and fourteen receive a reduced price lunch. The rest are all full pay. Mr. Lafleur reported an incident at O'Maley this week where guidance counselors were talking to students about their outstanding balances, resulting in a number of phone calls from parents. He indicated that this incident appears to be the result of a miscommunication from the school principal to her staff.

- C. DPW Open Tickets** – Mr. Lafleur reported that things are starting to stabilize and that Curtis Wightman of the DPW is trying to get the report cleaned up. He stated that the swings for Veterans have not yet been received. There was a discussion about the settling of one of the modulars at East Gloucester.
- D. DPW Closed Tickets**

- E. Budget Transfers** – Mr. Lafleur reviewed and the committee discussed the transfers made between November 8, 2016 and December 14, 2016, specifically the transfers of funds needed for noon supervisor coverage from the YMCA at Plum Cove and Veterans.

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 transfers from 11/08/16 to 12/14/16, as presented.

- F. West Parish Before School Program Revolving Fund** – Mr. Lafleur reported that he needs permission to approach the City Council to create this revolving fund. There was a discussion about funding and staffing.

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 authorize the CFO to request permission from the City Council to establish a revolving fund for the West Parish Before School Program with an initial yearly spending limit of \$35,000.00.

- G. Building Use Fees** – Mr. Lafleur reported that he consulted with members of the DPW about the actual cost of keeping the buildings open after school hours and they came up with the proposed fee schedule contained in the packet. Mr. Lafleur noted that, historically, the major cost associated with building use has been the need to respond to alarms after groups either leave the building open or leave after the alarm has been set. Therefore, language has been included in the building use application stating that the applicant will be responsible for those costs.

Mr. Lafleur also noted that under the current fee schedule, youth sports leagues (i.e. basketball, wrestling) were being charged thousands of dollars to use the school gyms. He pointed out that in most cases, there are no additional custodial or utility costs. Therefore, the proposed fee schedule indicates that for community youth leagues, building use fees will be negotiated to cover costs (a minimum administrative fee of \$250, maximum \$500). Mr. Pope expressed the importance of the community having access to the school gyms.

Mr. Lafleur reported that because of the condition of the high school roof, outside groups are not being allowed to use the field house. The YMCA basketball program (formerly New Directions) will be using the West Parish gym during the week for practice and will conduct games at the YMCA.

After discussion, 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 adopt the new building use fees as presented.

- H. Advertising at GHS Softball Field** – Mr. Pope stated that since the new policy regarding advertising on school grounds has been approved by the full committee, they should now vote on approving the Softball Boosters’ request to sell advertising at the field. Dr. Safier and the committee reviewed File KHB, Advertising in the Schools or on School Grounds.

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 Softball Boosters’ application to sell advertising at the softball field at Gloucester High School, with the condition that no signs be placed on the backstop.

- I. Lead Testing** – Dr. Safier reported that the acceptable level for lead in drinking water is at or below 0.15 milligrams per liter. He stated that he began receiving reports on Monday from the DEP regarding the results of lead testing in the schools, as follows:

Beeman	106 samples	5 exceeded acceptable level
Veterans	92 samples	9 exceeded acceptable level
East Gloucester	72 samples	1 exceeded acceptable level
O’Maley	106 samples	2 exceeded acceptable level

Mr. Lafleur reported that the lead is not in the municipal water supply but in the pipes and fixtures in the buildings. He noted that they ran two tests on each source, one immediately and then another after running the water for a certain period of time. Since the sinks in the classrooms do not get used much, the water in the faucets is stagnant and some tested positive for lead. He noted that all of the samples taken after flushing were clear.

Dr. Safier reported that the DPW is going to first replace the faucets that tested positive for lead and will then replace all of other the faucets. He also stated that he will be sending out notifications of the results of these DEP reports.

- III. ACTION** – See Items II.E, F, G and H.

- 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 December 21, 2016 at 6:07 p.m.

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

*Maria Puglisi
Recording Secretary*