

THE GLOUCESTER PUBLIC SCHOOLS

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

Building & Finance Subcommittee Meeting Minutes

Wednesday, December 19, 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, Member

Administration Present

Dr. Richard Safier, Superintendent
Gary Frisch, Director of Finance
and Operations
Martha Jo Fleming, Food Service Director
Cody Marshall, Accounts and Budget
Specialist

I. CALL TO ORDER – Chairman Gross called the meeting to order at 5:01 p.m.

II. CHIEF FINANCIAL OFFICER’S REPORT

III. REPORTS/DELIBERATIONS/DISCUSSIONS

(At this time, the agenda was taken out of order.)

G. Compostable Containers – Ms. Fleming reported that the citywide Styrofoam ban goes into effect on January 1st and that we have a waiver until the end of February to use up the Styrofoam we have left. She distributed a sample of a Styrofoam and a compostable tray and indicated that the cost to switch from Styrofoam to compostable trays is \$32,594 for the district, not including the cost of composting.

Ms. Fleming also discussed the costs associated with switching to washable trays, which include over \$60,000 in labor, the costs of the trays, dishwashers, drying racks, water, and sanitizing chemicals. She also commented on the lack of space for dishwashers and drying racks in the kitchens at the elementary schools.

K. Capital Planning – Ms. Fleming reported that new ranges are needed at Plum Cove and Veterans, at a cost of \$9,460 each, which does not include plumbing. She indicated that Plum Cove also needs a walk-in freezer to properly store food, at a cost of \$12,000, and that water is leaking from the pipes and forming icicles in the walk-in freezer at the high school. Dr. Safier stated that the ranges should be purchased as soon as possible and Chairman Gross suggested using end-of-year money rather than contingency funds.

Mr. Pope noted that the School Department needs to submit as part of its budget a capital request for items that the DPW does not consider their responsibility, such as the stage curtain at O'Maley.

- A. District Expenditures** – Mr. Frisch reviewed the year-to-date budget report.
- B. DPW Open and Closed Tickets** – The committee reviewed the open and closed tickets, and Mr. Frisch reported that the carpeting in the library will be done this summer.
- C. Food Services – Profit & Loss and Student Debt** – Mr. Frisch reported that there is currently a small surplus in Food Service but it does not include the food service employee benefits. He indicated that the outstanding student debt as of December 10th was \$12,443, up from \$9,761 on November 13th.
- D. Budget Transfers** – The committee reviewed and discussed the November budget transfers.

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 November budget transfers as presented.

- E. Revolving Funds** – Mr. Frisch stated that the revolving funds are all in a positive position.
- F. Contingencies** – Mr. Frisch recommended that two FY18 expenses be paid from the contingency account, namely a grievance settlement for the Plum Cove secretary who was placed on the wrong step and a teacher retirement incentive payment.

On a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

VOTED: To authorize the CFO to appropriate \$5,611.00 from the Main Office contingency account for FY18 back pay to an administrative professional to rectify her placement on the incorrect step.

On a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

VOTED: To authorize the CFO to request permission from City Council to pay an FY18 settlement payment in the amount of \$5,611.00 from FY19 funds.

- H. Staff Absence Report** – Mr. Frisch reviewed the staff attendance charts contained in his CFO report, noting that 37 teachers had more than ten sick days last year. This matter was referred to the Personnel and Program Subcommittees.
- I. Budget Calendar/Process** – Mr. Frisch reviewed and the committee discussed the tentative budget calendar in the CFO report.
- J. Advertising in the Schools or on School Grounds Policy, File KHB** – The committee discussed the advertising and other requirements of the grant from Energy North Inc.

On a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

VOTED: 3 in favor, 0 opposed to allow the advertising related to acceptance of the Energy North Inc. grant.

- L. FY18 Retirement Incentive Payment** – See II.F.

On a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

VOTED: To authorize the CFO to appropriate \$1,000.00 from the Main Office contingency account for a missed retirement incentive payment to a teacher.

On a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

VOTED: To authorize the CFO to request permission from City Council to pay an FY18 missed retirement incentive payment in the amount of \$1,000.00 from FY19 funds.

- IV. ACTION** – See II.D, F, J and L.

- V. ADJOURNMENT** – On a motion by Kathy Clancy, seconded by Mr. Pope, it was unanimously

VOTED: 3 in favor, 0 opposed to adjourn the Building & Finance Subcommittee Meeting of December 19, 2018 at 6:57 p.m.

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

*Maria Puglisi
Recording Secretary*