

# GARDNER PUBLIC SCHOOLS

70 Waterford Street

Gardner, MA 01440

Finance Sub-Committee Meeting  
Tuesday, February 7, 2017  
Superintendent's Conference Room  
Minutes

Members Present: Mr. Swartz (Chair), Mrs. Pelavin, Mr. LaFreniere

Members Absent: None

Others Present: Mr. Detweiler (Business Administrator), Mr. Pellegrino (Superintendent)

The meeting was called to order at 5:30 pm by the Chair.

A motion was made by Mr. LaFreniere to accept the January 10, 2017 meeting minutes. Mrs. Pelavin seconded the motion. Motion passed unanimously

The January Expense Report was discussed and questions on specific line items were addressed. Mr. Detweiler addressed the line item for e-rate. Formerly e-rate reimbursements and expenses flowed through a revolving fund, Effective this year that must be accounted for in the general fund budget. This poses a problem for budgeting, so the city auditor has placed the actual expense in the schools' budget and will do a budget adjustment each month to reflect the revenues received by the city to support the expense. It was noted that the timing of the transition from oil heat to natural gas is driving the month to month budget transfers between the two accounts to cover actual costs.

The Transfer Report, Carryover Allocation Report, and the Special Education Tuition Expense Report were reviewed.

Gifts to the Gardner Schools were reviewed. Mr. LaFreniere moved, and Mrs. Pelavin seconded, a motion to recommend to the School committee to accept the gifts. The motion passed unanimously.

Mr. Detweiler reviewed the budget development process. The budget presentation will strive to show the funding request in the context of historical trends. It will tell the story of why additional funding is needed and what it would be used for.

Mr. Detweiler reviewed the status of the Food Service Program. He pointed out that the program is expected to have a favorable ending balance this year that will mostly offset the losses for FY16. One issue that is being addressed is an issue with bad debts, which currently stands at \$9,000 for this year. The School committee has a policy in place for non-payment of meal charges, but apparently enforcement was suspended last Spring as the program moved back from a CEP model to the traditional fee based model for the Middle School and High School. Management intends to reinstate the policy as it stands in a careful and considerate manner effective after the February vacation break.

Mr. Swartz presented work he has been doing to identify artwork owned by the School Department. He presented a list of artwork and photographs of 13 of them. Discussion ensued over the advisability of having the works re-appraised after 15 years for insurance purposes. Mr. Swats will look into appraisal services.

A motion was made by Mr. Swartz and seconded by Mrs. Pelavin to adjourn. The motion passed unanimously. Meeting adjourned at 7:06 p.m.