

GARDNER PUBLIC SCHOOLS

70 Waterford Street, Gardner, MA 01440
Finance Sub-Committee Meeting
Tuesday, March 7, 2023 at 5:00pm

Minutes

Members Present: Mrs. Pelavin, Mr. Swartz. Mr. LaFreniere

Members Absent:

Others Present: Mr. Mark Hawke, Director of Finance & Operations

Mr. LaFreniere called the meeting to order at 5:00 p.m.

A motion was made by Mr. Swartz and seconded by Mrs. Pelavin to approve the minutes of the January 26, 2023 Finance Subcommittee meeting. So voted.

Expense Report Review:

The Committee reviewed the Expense Report. Mr. Hawke noted the following:

At GHS, GMS and GES the sub teacher lines are still running in the negative. These will be made up from available funds at the end of the year.

At GES the RBT line is in the negative, but this is just a timing issue and will be fixed next month. The GES electric account shows a negative, but this is just due to the encumbrance and not actual spent. The Solid Waste number came in higher than anticipated and will be made up from available funds at the end of the year.

Two expenses stick out in the District section, Out Of District (OOD) shows a negative, at this point in time, however this is due to the encumbrance and this line is very fluid all year long and is subject to change monthly. Legal Expense for Special Education, as foretold at the last meeting, is in the negative due to all of the OOD activity.

Other questions were posed and answered.

The Revolving Funds Summary Report was presented for review. Mr. Hawke noted that we will spend more school choice funds than we receive this year. This was intentional in order to complete some one time projects. Athletics is off, but it is a timing issue as we just sent out the bills to the area schools for ice time. The Circuit Breaker, Food Service, Pre-k, Building Use and Extended Day funds are all healthy.

Mr. Swartz inquired as to the source of income for the Building Use Fund. Mr. Hawke stated that the Commonwealth paid to hold vaccine clinics at GHS and a martial arts show was held at GHS. Other questions were posed and answered.

Mr. Swartz asked for the Transfer Report and it was emailed to all committee members prior to the meeting.

Projects Update:

Watkins Field concession/restroom work is ongoing and almost complete. No other project updates.

New Business:

The Pre-school Tuition rates were reviewed. The rates increased last year. The rates are in line with area schools.

A motion was made by Mrs. Pelavin and seconded by Mr. Swartz to keep the rates the same. So voted.

Upcoming Vendor Contracts were discussed. Moura's Cleaning Service and Whitson's Food Service contracts will be put out to bid in the coming months. The committee did not have an issue with either vendor.

Director's budget request sheets will be emailed to the Committee members for review.

The next meeting will be April 4, 2023 at 5pm.

The meeting adjourned at 5:41 p.m.