

GARDNER PUBLIC SCHOOLS

70 Waterford Street, Gardner, MA 01440
Finance Sub-Committee Meeting
Monday, April 5, 2021
Zoom meeting at 12:30pm
Minutes

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

Members Absent: None

Others Present: Dr. Pellegrino, Superintendent; Dr. Goguen, Acting Business Administrator

Mr. LaFreniere called the meeting to order at 12:30pm.

A motion was made by Mrs. Pelavin and seconded by Mr. Swartz to approve the minutes of the March 1, 2021 Finance Subcommittee meeting. The motion passed unanimously. A motion was also made by Mrs. Pelavin and seconded by Mr. Swartz to approve the minutes of the March 29, 2021 Finance Subcommittee FY22 Budget Review meeting. The motion passed unanimously.

The Committee reviewed the Finance packet for the month of March. Dr. Goguen responded to the following inquiries made by Subcommittee members during the March meeting as follows:

1. Ms. Pelavin had asked for an update of E-rate reimbursement for FY21. Dr. Goguen stated that, after speaking with Mr. O'Keefe, Technology Director, the District will receive \$48,717.74 for the 2020-2021 school year. Dr. Goguen will update the Subcommittee at the May Finance Subcommittee Meeting regarding whether this will result in a surplus or deficit in e-Rate expenses for the year.
2. Mr. Swartz had requested a financial analysis on snow removal. Dr. Goguen stated that the District is projected to have approximately a \$30,000.00 surplus in snow removal for the 2020-2021 school year.
3. Ms. Pelavin had asked for an update of Regular Education transportation potential savings for the 2020-2021 school year. Dr. Goguen stated that there will be a savings to the District and she will present the estimated savings at the May Subcommittee Meeting.
4. Ms. Pelavin had asked about the deficit on circuit breaker reflected on the Special Education expense report. Dr. Goguen stated that the deficit represents a clerical error in assigning the expense to Circuit Breaker instead of the local budget. This will be corrected and reflected in the May expense report.

Dr. Goguen stated that an analysis of gas expenses for the remainder of the year is currently being done to determine the projected deficit in this budget line item. Usage of this utility will exceed the budgeted amount, and recommendations for addressing this shortage will be presented at the May Subcommittee Meeting. The Subcommittee requested that Dr. Goguen review all transfers made to date to determine the reason for each transfer. Dr. Pellegrino shared

that the District will request an audit of accounts payable, revolving funds, and student activity accounts in preparation for the transition to the new Business Administrator to ensure all accounts and balances are accurate.

Dr. Pellegrino reported that the full return to school began with success. There were no major issues with food services or transportation, however, there were some organizational issues regarding bus routes scheduling by the bus company (NRT) prior to the full return to school. Dr. Pellegrino is working with area school districts to address logistical and organizational concerns with the bus company to prevent similar issues regarding the start of school in the fall of 2021.

Dr. Pellegrino shared that he is collaborating with Courtney Dunn, Grants/Compliance/Communications Coordinator, and Erica Corral, Family Engagement Coordinator to develop a structure for Social Justice and Equity work in the district and the community. He stated that funding for this work will be needed for events, curriculum, staffing, and some professional development. He will continue to update the subcommittee as this work progresses.

A motion was made by Mrs. Pelavin and seconded by Mr. Swartz to accept the following donations:

From	For	Amount
Community Foundation of North Central MA	GHS Tennis Program	\$ 3,388.00
Community Foundation of North Central MA	GHS Tennis Program	\$3,419.00
Hope Lodge A.F. & A.M.	GHS Batting Cage	\$2,356.10
Anthony's Liquor Mart	GMS Teacher Appreciation	\$25.00
Happy Trails Natural Foods	GMS Teacher Appreciation	\$25.00
Dow Shoe Store	GMS Teacher Appreciation	\$25.00
The Velvet Goose	GMS Teacher Appreciation	\$100.00
John's Sport Shop	GMS Teacher Appreciation	\$100.00
	Total Donation Amount	\$9,438.10

The motion passed unanimously.

A motion was made by Mrs. Pelavin and seconded by Mr. Swartz to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 1:58 p.m.

The next Finance Subcommittee Meeting will be held on Monday, May 3, 2021 at 12:30pm.