

GARDNER PUBLIC SCHOOLS

Elm Street School
160 Elm Street, Gardner, MA 01440
Finance Sub-Committee Meeting
Thursday, October 5, 2023 at 5:00pm

Minutes

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

Members Absent:

Others Present: Mr. Mark Hawke, Director of Finance & Operations, Dr. Mark Pelligrino, Superintendent, Mayor Michael Nicholson, Casey Chisholm, IT Director

Mr. LaFreniere called the meeting to order at 5:05 p.m.

A motion was made by Mrs. Pelavin and seconded by Mr. Swartz to approve the minutes of the September 7, 2023 Finance Subcommittee meeting. So voted.

Expense Report Review:

The Committee reviewed the Expense Report. Ms. Pelavin raised a question regarding the salary lines of the nurses. Mr. Hawke explained that from when we created the budget in February to now, a nursing reorganization had occurred and two salaries are in grants (not shown on the expense report). Questions were also asked and answered regarding Out of District expenditures and Collaborative expenditures. It's just the start of the year, but no problems are foreseen budget wise.

Projects Update:

Pitching/Batting tunnels are completed. Dugouts have started. The cleaning and fluffing of the turf is occurring at the beginning of each month.

Gifts & Donations:

None

New Business:

Special guest Casey Chisholm presented information (attached) regarding the 1;1 chromebook initiative. Questions were asked and answered.

The meeting adjourned at 5:51 p.m.

GPS Chromebooks

Inventory & Collection/Distribution:

- Asset Panda - a software for inventory management system. We are currently in the process of moving all assets into this system.
- GHS:
 - We maintain a collection/distribution sheet for each session during the beginning and end of the school year.
 - We always do the main collection at least three days before the last day of school to ensure students who missed the first round have an opportunity to return their assigned device.
 - If a student does not return their device, we “lock” the device so no one can sign into it. It essentially turns into a paper weight. After this step we receive the majority that didn’t get returned originally.
 - Students keep the same chromebook assigned to them throughout the life of the device.
- For GMS/GES:
 - All devices are located in carts in classrooms. We have already seen a significant reduction in damage, specifically at GMS, by doing this.
 - Chromebooks do not travel back and forth between school and home with the

Student Damage: There are four categories of damage we see:

- Normal wear and tear:
 - This damage is not generally detrimental to the use of the chromebook. The device is still fully functional, just looks worn.
- Manufacturer defect:
 - This is typically covered by warranty. We send back to manufacturer for repair
- Accidental damage:
 - Will repair with replacement parts or “expired” chromebook parts
- Intentional damage:
 - Admin team is informed and a decision is made on whether to charge the student or not. In severe cases, the student may lose privileges to a device for a short period of time.
- Replacement Parts:
 - We budget for the purchase of replacement parts throughout the year. Last fiscal year we spent ~\$5,000 on replacement parts.

Replacement Plan: FY25 will be the first year we will be implementing a replacement cycle for.

- Every year the District will need to purchase chromebooks for grades 2, 5 and 9 to ensure devices are getting replaced before end of life.