

**GARDNER PUBLIC SCHOOLS**  
70 Waterford Street  
Gardner, MA 01440

Finance Sub-Committee Meeting  
Monday, January 13<sup>th</sup>, 2020  
Superintendent's Office  
**Minutes**

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

Members Absent: None

Others Present: Ms. Yu (Business Administrator), Mark J. Pellegrino (Superintendent),

The meeting was called to order at 12:38PM by Mr. LaFreniere, the Chair.

Approval of the meeting minutes for December 10<sup>th</sup>, 2019

Mr. Swartz motioned and Ms. Pelavin seconded, and the minutes was approved unanimously.

The Committee went over the Finance packet for the month of December. Mr. Swartz raised a question on the Waste Management bills. Ms. Yu will do her research and get back to the Committee. Mr. Swartz was wondering if Moura's Cleaning Services has met their labor requirements according to the contract. They have gone through some turnover of staff since last July. Ms. Yu will schedule a meeting with Dave Moura and Tiago Gimenes in February to address any concerns.

There were no gifts/donations during the month of December, 2019.

Ms. Yu and Mr. Pellegrino gave the Committee an update on the FY21 budget timeline. Meetings have been scheduled between and Principals, Directors and the Finance Sub Committee to discuss budget. Preliminary budget will be completed by early March, and Mr. Pellegrino will present to the School Committee on March 9<sup>th</sup>, 2020.

Unipay was set up to collect Athletic fees in January. It will be very helpful to both the parents and the Athletic Director.

The next meeting is scheduled to be on Monday 02/03/20 at 12:30pm at the Central Office Conference room.

Adjournment

Ms. Pelavin made a motion, seconded by Mr. Swartz to adjourn. The motion passed unanimously. The meeting adjourned at 1:10pm.