

GARDNER PUBLIC SCHOOLS

70 Waterford Street
Gardner, MA 01440

Finance Sub-Committee Meeting
Monday, June 3rd, 2019
Superintendent's Office
Minutes

Members Present: Mr. Swartz, Ms. Pelavin

Members Absent: Mr. LaFreniere (Chair)

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

The meeting was called to order at 12:30PM by Ms. Pelavin.

Approval of the meeting minutes for May 6th, 2019

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

Ms. Yu gave the Committee an update on FY19 Year to Date Budget. The Committee went over the Finance packet for the month of May and went over line by line. Question was raised by Mr. Swartz on legal expenses which is over budget by about \$19K. Legal expenses are difficult to predict, and the district is dealing with a couple of cases. The committee suggested some good ideas on cutting paper use and Ms. Yu gave them the update on the process of Elm Street School's way of saving paper. Ms. Yu will follow up with the Principal, Mr. Fredette to find out the result, and if it's positive, we can expand it the rest of the district. Snow removal contractor needs to provide the city with insurance certificate and fix the damages during snow removal in winter. 10% retainage was held by the district until all the issues are cleared.

There were no gifts/donations to be accepted or voted on.

The district is still waiting for the Senator's budget to finalize FY20 district budget.

The position of Grants Administrator/ELL Coordinator/Extended Day Program Coordinator was brought to discussion by the Superintendent, Mr. Pellegrino. According to the discussion and everyone's consent, for FY20, ELL will be contracted out to a consultant. Extended day program will be restructured, and grants manager will also be in charge of communications and compliance.

Technology Director, Mr. Robert O'Keefe proposed an e-waste of approximately 200-250 Apple iMacs, a mix of 2006-2008 models. The finance sub-committee voted to bring this item to School Committee meeting on June 10th, 2019 for approval, motioned by Mr. Swartz, seconded by Ms. Pelavin.

Adjournment

Mr. Swartz made a motion, seconded by Ms. Pelavin to adjourn. The motion passed unanimously. The meeting adjourned at 1:19pm.