

## DRAFT MINUTES

# Greenfield Public Schools Budget & Finance Subcommittee

**Date:** 4/4/17

**Time:** 3:30 - 5 pm

**Location:** Central Office

### **Attendees:**

Adrienne Nunez

Susan Hollins (remote)

Mayor Martin

Jordana Harper (Super.)

Howie Barber (Bus. Dir.)

Beth Pratt (Ast. Super.)

Tim Farrell

### **Supporting Documents Received:**

Memo from Mayor regarding Mayor's budget

### **Call to order:**

3:30 pm

### **Agenda Items:**

1. **Public Comment—NA**
2. **Discussion on needs of subcommittee:** Group will continue to meet First tuesdays 3:30 pm. Discussion on what regular reports to receive: Grant report with more details of how grant is getting spent; end of prior month munis report, end of month grant report, excel report.
3. Discussion on Mayor's budget/reduction of approx. 500k to FY18 budget. Review of Mayor's memo with ideas to close gap:
  - JH notes that she is still reviewing budget and suggestions, requested admin review to identify further reductions. Class size and reduction in force based on licensure and beyond. This process is quite technical mainly based on seniority. 500k is not easy to reduce. Concern about Town Council reducing further.
  - End of may possible TC vote. SC re-vote to be after. Noted that there is new TC process this year.
  - 100k pothole can be used in full this year.
  - Review of mayor's list starting from the beginning. (Read along with Mayor's memo):
    - i. 132k based on actual students. More info on actual students needed to review.

- ii. A way to account for the gap between contract stabilization to the next year. To not have mid year layoffs next year. Currently accounted for on their actual step. Some increase is included in current cost centers, but not in full due to unknown. Steps are increased under current contract.
  - iii. Mayor- to stimulate conversation on admin at GHS. JH- Notes elimination of SPED dir. Position that did a lot of work at GHS. Concern that if further cuts, will leave AP to take over SPED and principal then over-extended. SH- support for admin assigned to 8th suggests half-time; support for HS Sped position, possible intern doctoral student or other to help with OOD placement.
  - iv. TF- notes that council will need info on this (choice funds). Asks HB to clearly and concisely communicate with TC about this. HB currently project 550k choice funds for next year. HB comments on use for this year. Went over the budget amount for this year. Support for clear communication with TC. Mayor says TC wants to put money in stabilization. SH notes this should be part of the reports. Suggests the focus should be on actual money for fy 17 and not on projection for fy 18. End of year balance and what may be applied to next year. TF- notes need for this at next TC meeting when requesting 125k for prepayment. Mayor says to pay forward, juggle needs to be explained. To feel "safe" JH-pay forward: notes freeze on discretionary spending. Working to find 250k
  - v. 2 are sped. 2 are super. ½ is floater.
  - vi. AN need to review and SC vote. Alan to have office here in central office. Mayor ch 71 37m. Mayor notes that there has been continued conversation between town and school regarding moving this position to town budget. **Subcommittee consensus to have Personnel subcte pick up conversation.**
  - vii. 14. Skip to 14 on memo. JH- notes need to have a small cushion to create a sustainable budget. Notes need to have flexibility. Some reserves but not extreme of using all reserves up. Trying to be prudent. We are working to bring forward a recommendation that will include staff reductions and also utilizing other fund accts. SH- supports keeping some reserve in accts. Question is how much should be kept? Notes start up costs, etc. What is amount that is needed to carry forward. Conversation suggest 50k as carry forward to cover startup costs (JH). Discussion on AEL, sliding scale, staffing configuration, etc
4. Wrap up: question on 450k on school choice mayor asks. Additional choice information to come to committee, likely before next subcommittee meeting. **Reports on choice balance and response to mayor's suggestions and report on AEL to come for next meeting.** Some discussion on choice as needed funds, not extra funds. JH need to discuss publicly on sustainable budget and improving position for next year. Mayor

agrees. SH wants to look more into choice bringing in/vs out. School choice, CB, other accts balances to carry forward, what is responsible.

5. Subcommittee will continue conversation at next meeting.

**Adjournment time:**

**5:05 pm**

Submitted by AN