

**DRAFT MINUTES**

**Greenfield Public Schools  
Budget & Finance Subcommittee**

**Date:** 8/1/17

**Time:** 3:30 pm

**Location:** Central Office

**Attendees:**

Adrienne Nunez

Susan Hollins (via phone)

Jordana Harper (Super.)

Chris and Andy of TMS

**Supporting Documents Received:**

Policies GCBA & GCA

Budget report/YTD & Revenue and Balance sheet

**Call to order:**

3:34 pm

**Agenda Items:**

- 1. Public Comment—NA**
- 2. Report from Business Office:** AN intros of Andy and Chris from TMS. Budget update FY17: finalizing POs. SPED department reviewing POs. All things point to solid closeout of FY17 and 14,843.95 left to be reassigned to choice. YTD & Revenue and Balances sheet given. Noted that POs charged before June 30, still part of FY17. SH notes policy needing second reading and vote for balances for carry forward; asks for recommendations for carry-forward **balance minimums. Andy says will review this and give input.**
3. FY18 YTD budget report. Grants have just been released and applications have been finalized. All on schedule. SH asks if there are any changes in actual numbers for grant funds vs projected numbers. Requests this info.
4. Info about TMS origin and bios Andy/Chris. Primarily Chris, David, and Andy. Email is shared. Knows best practice via experience and ed, but is sensitive to districts' individual needs and culture. [BusinessManager@gpsk12.org](mailto:BusinessManager@gpsk12.org)
5. Some conversation regarding deadlines on POs. TMS notes some different practice that some cities leave prior year open for a year. Says we should/can check with council and town finance department to see what they want us to do. TMS will check with town accountant regarding this.
- 6. Compensation for Non-Union Personnel (to be consistent with policy language GCBA/GCA:**

- *From last meeting minutes: "Compensation for Non-Union Personnel: noted that was to go to Policy Subcte agenda. SC is able to set acceptable range. Super sets actual salary. Interest in knowing other districts' offerings; past history at GPS (noted that for approx. 10 years, the SC has not had any set limits for salaries in this category.) Consensus to add discussion on this topic at August Subcommittee meeting."*
  - AN intro: last meeting discussion review. AN request to be clear about what it is that we are trying to solve, notes unclear to her regarding why it is at the table. Noted reaching out to MASC for opinion
  - SH reviews her request to bring to table:
  - SH says that admin compensation was noted in old teacher contract as guideline for setting. Requests review to have guidelines for setting compensation for such employees. Does Budget Subcte have opinion and what is in the budget and what would be a policy guideline for this? Notes that other districts have salary schedules fairly well defined, but still gives superintendent 10k discretion. Super asks about previous practice, what was done before: SH recalls range of salaries presented, will need to check with practice. Says she is primarily trying to address budgeting effort not any other specific issue. Should we give sum for extras/benefits.
  - Some discussion of what the SC role is and what policies exist and existed regarding non-union salaries. Requests that the SC has a written salary schedule/guideline for compensation. Says that this was brought up in policy subcommittee because as chair she thought that the line item was getting removed from the budget and noticed that there is no guideline. Super notes that this line was never removed from the budget.
  - Andy notes that this practice varies. Guidance generally gets provided (aka budget limitations for new hires.) It's CEO's (Super's) responsibility to handle the negotiation with individual hires like this; could be cumbersome for committee moving forward to continually review. Notes that individual issues/disagreement with raises, etc can be done via ex. session to discuss personnel issues.
  - Chris-- never seen a policy that addresses this. Says typically the main part of the salary is focused to keep up with/competitive with neighboring districts.
  - AN opinion: this shouldn't be a priority for the subcommittee. Desire to use discussion time for other priorities including curriculum development and professional development of staff. Asks for info about need and any
  - SH notes that policy subcte had conversation on this and principals came and that they raised questions about payouts on vacation time and longevity.
  - Concensus: **Recommendation to add language to policy GCBA to encourage superintendent to prioritize equity amongst colleagues when negotiating contracts with non-union employees.**
7. New Business: position of sba is posted. Have received seven apps. Only one is certified SBA. Super does not recommend bringing forward one app. Job listing will be open for

awhile longer. Notes that none of other candidates are close to receiving certification. If needed, Super will come to full committee for next steps.

**Adjournment time:**

**4:35 pm**

Submitted by AN