

**DRAFT MINUTES**

**Greenfield Public Schools  
Budget, Finance, & Negotiations**

**Date:** 4/14/2016

**Time:** 4-5:30

**Location:** Conference Room  
141 Davis Street

**Attendees:**

**SC:** Susan Hollins, Adrienne Nunez (Chair), Nate Tripp

**Admin:** Howie Barber, Adam Garand

**Supporting Documents Received:**

N/A

**Call to order:**

4:04

**Agenda Items:**

1. **Public Comment:** NONE
2. SH- Custodial: Move to GMS removes a small, contracted custodial position: Possible savings? SH- Estimate was \$12,000.
3. **GPS Financial Update:**
  - a. Capital: Most capital requests were approved. Noted that technology was reduced to \$30,000 (for new servers). HB notes this line is historically about \$126,000/yr. SH expressed concern since maintaining school system's extensive and necessary technology requires planned, annual replacement and upgrades.
    - Advised that "Wireless" word added to wording of PA system by city council and there was concern that a decision of the school's technology department was overturned and decided outside of deliberation with the technology department. GPS must use wireless system with funding provided.
  - b. GPS Request to Council for supplemental funding for \$230,000 will have first reading by city council next week. Needed to offset the first year of the newly-bargained, three-year teacher contract. This year will be a special request from Free Cash. HB said it is customary for the city to fund the first-year of newly-bargained contracts.

- c. SPED tuition prepayment for \$250,000 is also at the beginning stage of being processed/requested by GPS from City.
  - d. FY17 Proposal: SH asks about possible savings in contracted transportation in the 2016-17 budget re the large Bus Capital purchase. HB does not yet know the possible value savings with such a purchase. May be some reduction, but no guarantee. Suggested to discuss possible areas for reduction at next meeting. HB suggests 3-tiers of priority for the subcommittee and list of 15-20 possible ideas/areas for reduction.
4. **Consideration of possible areas of study:** Review of previously noted areas that the committee would like to consider for further study as well as any areas that may help to close the \$250,000 gap between Mayor's budget and School Committee's voted budget. Consensus that recommendations to school committee needs to be addressed for action before end of June. Consideration of possible areas of study for possible reductions.
- a. SH Nursing. AN notes recent history of topic, noting Unit A inclusion of nurses. SH notes that when funding was limited previously each small school did not have a full-time RN. Suggests reaching out to Nicole Zabko for any update on public health nursing initiative.
  - b. Transportation:
    - Note 2d, Capital funding for replacement of large bus
    - HB notes last year OOD service benefit, joint contract work with neighbor district, versa-trans is new system to be used to help figure out in-district routes, etc. Notes need to fill position for Transportation Manager duties for next year.
    - HB suggests stipend for Transportation responsibilities which are much reduced since the special ed fleet runs is now outsourced. TM position. SH notes past practice and use of a secretary to handle TM duties. Recommends secretaries to fill gap.
  - c. SPED: noted-addition of line item for \$15,000 to assess GPS SPED and suggested keeping this item in the budget as special ed costs are so significant and increasing. AG speaks to sped ideas. Suggests review of Paras configuration. Notes that there are many ways to configure staff and services.
  - d. Preschool Staffing: interest in reviewing neighboring/comparable districts preschool staffing practice to GPS staffing. AN questions time involvement and whether a vote of the SC is needed. AG assures that the inquiry is reasonable and will not take up much time, easy for him to provide the committee for next meeting. SH to send AG her suggestions for survey. Consensus by sbcmte to ask AG to bring info to next sbcmte meeting.

- e. SH-Enrollment/Class Size review interest in affirming that all the teachers currently budgeted, e.g. elementary, are needed for the FY17 projected enrollment.
  - f. Paraprofessional staffing as related to Sub and Teacher staffing. NT suggests district-wide position of FTE Sub. SH asked if a software program would allow teachers in one building to see dates when others have scheduled out, e.g. for personal days or medical appointments, to better pace these absences. AG para pay increase in autism programs where difficult behaviors are managed (e.g. at ACES) will add stability and possibly decrease budget overall. SH gave history of this idea in GPS and supports effort to reduce Sub budget by \$25,000. Nate inquires about AESOP ability to help in minimizing days with heavy sub need. AG and SH discussion on philosophy of GPS in regards to use of teacher assistants in special education. AG supports reshaping whole mindset related to use of paras to ensure sped paras are used for T3 service, and adjust staff management overall. AG suggest Specialist with Specialist Asst. model.
  - g. SH-Secretary days. SH noted that the number of days 10-month secretaries work is bargained. Suggests holding off adding days through budget process. HB notes that cost for 10 extra days is included in the proposed budget.
  - h. Mayor's suggestions for looking at budget decreases were listed, but not discussed thoroughly (from full-SC meeting, April)
    - Attorney's fees
    - Transportation
    - Payroll to Town
    - HR to Town
    - Misc Consolidation of services under 37M (part of iii and iv and public nursing discussion)
  - i. SH-in addition to cutting expenses GPS could consider ways to increase revenue. Could increase number of choice students. Nate supports extended communication effort to attract more students-Letters, etc.
  - j. SH-suggests letting schools communicate seats available and use new choice funding for their own school needs, e.g. 10 students at the middle school level would provide the librarian requested, like an incentive program.
5. **Creation of Subcommittee Calendar:** brief discussion on validity, support for item. Tabled until next meeting.

6. **New Business:** Cost Center Reporting Clarification: on ability to organize budget report data to easily reflect the city's school department budget and cost centers. HB- yes, can do. SH in particular requests that all transportation lines and maintenance lines be summarized together.

**Goals or Committee Recommendations:**

Next meeting to include discussion on where/how to cut FY17 budget with goal of expressing our priorities and noting subcommittee recommendations for potential cuts Of \$250,000.

**Forthcoming materials for May 2 meeting (initials of those responsible):**

- AG-Para info/ideas/ staff allocation model (April 26 and May 2)
- AG-prek comparative staffing data results
- ?-Current and projected Enrollment Data/Staffing configuration
- AN-Nicole Zabko update on public health nursing.

**Next Meeting:** April 26 (Negotiations) 4:30-6:30, April 27, 4-6 (Negotiations)

**Regular meeting:** May 2nd, 4pm

**Adjournment time: 5:37pm**