

**GREENFIELD PUBLIC SCHOOLS
BUDGET & FINANCE SUBCOMMITTEE MEETING
MINUTES: January 21, 2020**

Greenfield Public Schools Central Office, 195 Federal Street, Greenfield, MA 01301

Present: Susan Eckstrom (SE), Chair; Amy Proietti (AP); Jean Wall (JW)

Absent: None

Also present: Jordana Harper, Superintendent; Steve Nembirkow, Business Manager; Roxann Wedegartner, Mayor

I. Call to Order

With a quorum present (SE, AP, JW), acting chair AP opened the meeting at 8:20 a.m.

II. Public Comment

None.

III. FY20 Budget Process and Development

JW moved to nominate AP as subcommittee chair. AP declined the nomination. **AP moved to nominate SE as chair.** SE 2nd. SE accepted the nomination. **Yes – SE, AP, JW. Motion passed unanimously.**

Superintendent Harper explained the budget creation and approval process; the subcommittee and the administration will work to get to a place of agreement, working through multiple versions of the budget.

- The Superintendent’s Budget will emerge as a result of the work of this subcommittee
- The public will be notified of the Superintendent’s Budget through the public hearing process prior to the School Committee taking a vote on the budget

Members brainstormed ways in which to gather relevant budget-related information from principals and department heads, such as inviting them to future meetings.

Business Manager Nembirkow touched on the different types of budget documents he can produce for the subcommittee’s review, based on members’ preferences. Superintendent Harper reiterated that it will be helpful to have such guidance from the subcommittee at the beginning of the budgeting process.

Business office will work on preparing budget materials and a “Budgeting 101” handout for use by the subcommittee.

Consensus to add the following agenda item to January 27th’s Special School Committee meeting: “School Finance and FY21 Budget Process”.

Consensus to set subcommittee meetings for Tuesdays and Thursdays beginning January 28th and ending February 13th from 8:15 a.m. to 9:45 a.m.

V. Adjournment

JW moved to adjourn. AP 2nd. **Yes – SE, AP, JW. Motion passed unanimously.** Meeting adjourned at 9:03 a.m.