

**GREENFIELD PUBLIC SCHOOLS
BUDGET & FINANCE SUBCOMMITTEE MEETING
MINUTES: January 28, 2020**

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

Present: Susan Eckstrom (SE), Chair; Amy Proietti (AP) [*left at 8:40 a.m.*]; Jean Wall (JW)

Absent: None

Also present: Jordana Harper, Superintendent; Steve Nembirkow, Business Manager; Roxann Wedegartner, Mayor; member of the public [*left at 8:52 a.m.*]

I. Roll Call/Call to Order

With a quorum present (SE, AP, JW), SE opened the meeting at 8:15 a.m.

II. Public Comment

None.

III. FY21 Budget Development

AP moved to approve the Jan. 21, 2020 Budget and Finance Subcommittee minutes. JW 2nd. Yes – SE, AP, JW.

Business Manager Nembirkow gave an overview of the FY21 budget documents and answered members' questions on definitions and processes. Superintendent Harper emphasized that an "all funds" budget approach is used, so all salaries are shown in budget documents, including those paid for through grant funding.

- All funds (all requests) budget: 12% increase (\$2.4 million increase) over last year
 - Includes a 3% expense increase, 2.5% COLA (per contractual agreements), and step raises
 - Green River School staffing is included in the all funds budget; SE suggested adding an administrative assistant employee line item
- Level service budget: 8% increase (\$1.5 million increase) over last year
 - Does not include 3% expense increase or additional requests (such as new positions)
 - May increase based on future contract negotiations
- Food Service department is self-sustaining

Greenfield is not a minimum net school spending district (by choice); most communities are well above the net school spending minimum. Superintendent Harper noted the net school spending number is challenging because it includes both direct and indirect (such as health insurance) costs. Mayor Wedegartner: the School Department's indirect costs to the city are not yet known for FY21.

Superintendent Harper explained that the Greenfield Education Foundation raises about \$40,000 annually, and that this money is to be spent on items above and beyond what should be covered by the School Department budget (e.g., field trips, murals, special projects, etc.).

- GPS policy prohibits schools from soliciting funds from local businesses

Consensus to suggest to chair of full School Committee that this policy be referred to the Policy and Program Subcommittee for review.

Business Manager Nembirkow has been reviewing FY20 budget, looking at the spent-to-date numbers compared to amount left for the year. Superintendent Harper noted it would be helpful for this subcommittee to have a sense of any measures taken to close out the year.

- A budget freeze may be necessary, which is not unusual for this time of year
 - A budget freeze would only affect discretionary spending, not operations

V. Adjournment

Meeting adjourned at 9:32 a.m.

Meeting Documents

1. FY21 Budget Packet
 - a. Budget to Actual FY 2017-2019
 - b. Budget to Actual 12/30 FY 2020
 - c. Draft Proposed Budget FY 21 Summary
 - d. Draft Proposed Budget FY 21 Detail
 - e. Draft Proposed Budget FY 21 Level Service