

**DRAFT MINUTES**

**Greenfield Public Schools  
Budget & Finance Subcommittee**

**Date:** 7/11/17

**Time:** 3:30 pm

**Location:** Central Office

**Attendees:**

Adrienne Nunez

Mayor Martin

Jordana Harper (Super.)

**Supporting Documents Received:**

HR Mou

School Business Manager Job Posting

**Call to order:**

3:36 pm

**Agenda Items:**

1. **Public Comment—NA**
2. **FY17/18 Budget Update:** Exact pay forward to be given at full committee meeting along with update on business manager and year end reporting. Mayor to get in touch with Town Council has materials need to review request for funding via contract stabilization for first year of Unit C contract that was recently ratified.
3. **School Business Manager Position:** Copy of job posting shared. Solicited 3 quotes for interim business manager service (until September). One quote has been received thus far. Year end reports would be completed by interim service. This gives time for SC to fill vacancy.
4. **Budget Subcommittee PD:** Some discussion on whether subcommittee wants specific PD, brought forward via suggestion by member Hollins regarding Early Childhood Services. No PD was requested at this time by committee members.
5. **Review of Data and Info Requests:** Review of what subcommittee suggests for further study and when may expect reports.
  - Discussion on Early Childhood Services, SPED staffing, Instructional Assistant Staffing, development of IEPs. JH notes potential collaboration with GCC for a childcare/early childhood, self sustained program. **Consensus to request Superintendent to review, report, and advise on Early Childhood Services to include analysis of Academy of Early Learning staffing and child care program.** Members may submit input regarding information desired in report.

The objective is to have report prior to creation of FY19 budget, therefore likely to be **agenda item for subcommittee in November**.

- Some discussion on **SPED costs reporting. Support expressed to receive quarterly reports** of SPED OOD costs and other costs. Mayor notes sending information to state auditor regarding Greenfield Sped costs—quarterly reports may support this relationship and review by auditor.
  - Interest in report on **SPED staffing** including Instructional Assistant training/certification/levels. **Possible report in November**.
  - Dual enrollment program at GHS/GCC. Noted that work is being done on this program.
  - **Green River School building plan. Support to have plan for space by January**. JH notes idea about childcare, staff training, voc-ed opportunity for GHS students, potential partnership with GCC.
  - Noted to discuss with Don Alexander regarding SC calendar and reports.
- 6. Substitute teacher pay:** Discussion on Sub pay and what more information or analysis the committee would like to review. Noted that all aspects of the issue would like to be reviewed including potential outreach to various communities of candidates, school culture, pay, training and support, etc. Mayor notes state-level legislation in deliberation regarding status of substitutes as relates to benefits and employment status overall. **Subcommittee consensus to support and encourage full committee support of the Superintendent's suggested increase to substitute pay for FY18 (HS grad: 80 full/95 ELT/40 half; Bach+: 85/100/45; IA sub \$11/hr). Support for further analysis of topic at a later date TBD in approximately 6 months to look at details of a comprehensive plan to attract and retain substitutes.** AN to move approval for sub rate increase.
- 7. Items for Upcoming Agendas:** Discussion possible agenda topics:
- Cost center review: Consensus that cost centers and chart of accounts have been worked on and are set with town and school. No interest in modifying cost centers.
  - 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.**
- 8. New Business:** HR MOU. Some discussion on whether or not Budget Subcommittee should take on MOU as agenda item. Some discussion on MOU and what information members may want at full committee during which this item is set to be discussed. Noted that discussion will take place at full committee on Wednesday. Mayor suggests no subcommittee deliberation (budget subcommittee or other.)

**Adjournment time:**

**5:05 pm**

Submitted by AN