

**GREENFIELD PUBLIC SCHOOLS
BUDGET & FINANCE SUBCOMMITTEE MEETING
DRAFT MINUTES: February 6, 2019**

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

Present: Cameron Ward (CW), Chair; Susan Hollins (SH); William Martin (WM)

Absent: None

Also present: Jordana Harper, Superintendent; Matt Holloway, Director of Pupil Services; Carol Holzberg, Director of Technology; Steve Nembirkow, Business Manager; Lauren Rice, Administrative Assistant to the Superintendent; Alan Schmidt, Facilities Manager; Ed Voudren, Transportation Coordinator

I. Call to Order

With a quorum present (CW, SH, WM), CW opened the meeting at 12:36 p.m.

II. Public Comment

None.

III. Discussion and Approval of Minutes

SH made a motion to approve the January 11th minutes (submitted by Recording Secretary) and the January 22nd minutes (submitted by Member Hollins). WM 2nd. Superintendent Harper reminded members that the full School Committee voted to hire a Recording Secretary to record the minutes of the subcommittees, recommending that members use the minutes submitted by the Recording Secretary. **Motion withdrawn. WM moved to accept the minutes of January 11th. SH 2nd.** SH recommended tabling all approval of minutes until next meeting. **No vote taken.**

SH moved to bring up the issue of minutes to the full School Committee. CW 2nd. Motion passed unanimously.

IV. 2020 Budget Meeting with GMS and GHS Principals and Activities Accounts Leaders (Athletics), Special Education, Technology, Facilities, and Transportation

5.2 School Committee Budget

- WM: Budget will need to be submitted on time; request for an extension not granted
- Superintendent Harper explained that the draft budget before the members is not the Superintendent's recommended budget, but rather is a working draft
- WM requested class sizes and enrollment numbers

FY20 Budget (Draft)

Steve explained the draft FY20 budget. He presented three scenarios: level-funded, level-service, and base level-service budget plus all new requests.

- The level-service budget is a 770k increase over FY19 (due to step and educational contractual increases, etc.) at 23 million dollars
- Union contract negotiations not complete, so could add to this increase
- Transportation contract under review currently
- Out of district rate adjustments may affect final budget

- The level-service base budget plus all requests would be a 10% increase over FY19

Funding Summary Document

- Chapter 70 increasing by one million dollars (final numbers not yet settled by State)
- Local contribution increased by less than one percent

Budget Offset

- Superintendent may use more or less of revolving account, depending on decision on total budget
- SH asked that revolving fund discussion be moved to next meeting

Technology

Director Holzberg presented her requests, noting that all hardware requests (e.g., Chromebook purchases, etc.) were part of the capital budget request. Most of the technology requests are recurring costs which used to be supported in large part by grants.

- Software subscriptions are increasing
- Safety and security software to protect students included
- Pay raise for technician whose responsibilities have increased dramatically over the past several years due to the introduction of online testing

Facilities

Manager Schmidt presented his requests.

- Green River School, once opened, will require a custodian on staff
- Pay raise for Facilities Manager, to keep in line with surrounding districts

Transportation

Coordinator Voudren presented his requests.

- Increase in hourly rate in order to attract drivers and monitors to the district
- Increase in number of bus monitors for safety and liability reasons; monitors will also be riding Kuzmeskus buses
- Currently working on a plan to take care of out of district transportation in-house, which would save a lot of money
- FRTA also an option
- There are privacy concerns surrounding who may view the tapes of students riding the buses
- School Committee members can make arrangements with administration to ride the buses (similar to a school visit)

Pupil Services

Director Holloway presented his requests, noting he is researching ways to decrease transportation costs, such as working with other districts to combine runs to certain regions. His office also tries to retain as many students as possible.

- SH noted ways in which the district can work with parents on transporting their own children
- Projected out of district cost for next year is 2.91 million dollars (up from 2.82 million)
- Adding behavior staff is important when considering bringing students back into the district
- Superintendent Harper noted the success of the program at the high school, which did require front loading staff
- The city of Greenfield does have a special education stabilization fund

- Bringing in new students from other districts creates income from tuition costs; can this number be increased?

SH moved to rework line 771 for out of district tuitions. WM 2nd. WM not sure that a motion is actually needed, noting that the stabilization account and tuition revolving fund is available for any gaps. Superintendent Harper agreed that these accounts may be used if needed. **Motion withdrawn.**

V. Use of Grant Funds and Changes Recommended

Continued to February 8th meeting.

VI. Central Office Staffing to Include Curriculum Position

Continued to February 8th meeting.

VII. Adjournment

SH moved to adjourn to Friday, February 8th, at 12:30 p.m. WM 2nd. Motion passed unanimously.

Meeting closed at 2:35 p.m.

Meeting Documents

1. January 11th and January 22nd minutes submitted by Recording Secretary to the Subcommittees
2. January 11th and January 22nd minutes submitted by SH
3. Section 5.2 School Committee Budget Document
4. Form I
5. FY20 Budget (Draft)
6. FY19 Recap Budget
7. Packet with Funding Summary, Budget Summary (Draft), Budget Offset (Draft)
8. 2019/2020 Out of District
9. Technology Requests
10. Requested Additions
11. Estimated Revolving Balances
12. Summary of City Costs