

GREENFIELD PUBLIC SCHOOLS
BUDGET AND FINANCE SUBCOMMITTEE
DRAFT MINUTES

Meeting of February 13, 2019, 10:45 a.m., City Hall Conference Room

Present: Subcommittee Members Cameron Ward--Chairman (CW), Mayor William Martin (MM), Susan Hollins (SH). Also: Superintendent Jordana Harper (JH), Business Manager Steve Nembirkow (SN).

1. Call to Order at 10:50 a.m.
Motion by MM/2nd CW: **For SH to take minutes for this meeting. Pass.** Unanimous.
2. Public Comment. None
3. Approval of Minutes: Minutes of February 6, 2019. All four motions pass unanimously.
Motion SH/2nd CW: To change bullet #2 under FY20 Budget (draft) to add "once completed" to read "Union contract negotiations not complete, **once completed**, could add to this increase."
Motion by SH/2nd MM: To add as in bold: "Superintendent may **recommend the** use (of) more or less or revolving account, depending on decision on total budget, **under current policy.**"
Motion by MM/2nd CW: Add "Discussion" to each category title from "FY20 Budget (Draft)" to "Pupil Services." **Motion: To accept February 6, 2019, minutes, as amended. Pass.** Unanimous.

Minutes of January 22, 2019: Discussion of the two sets of minutes--one requested by vote of subcommittee at its meeting and one from secretary reviewing tape of meeting.

Motion by MM/2nd SH: **To accept and combine information from both sets of January 22, 2019, minutes, color coding.** Comments: Date correction in SH minutes (Feb 13, not March 13). Differences are depth of detail. MM requests color coding and offers to pay an hour of secretary time. **Pass.** Unanimous.

Motion by MM/ 2nd SH: **To accept the Budget Subcommittee minutes of September 5, September 17, October 3, October 15, and December 5, 2018, and January 11, 2019.**

MM clarifies that any acceptance of minutes at a mtg does not preclude changing minutes later. **Pass.** Unanimous. JH asks SH to submit detailed report of these minutes with comments.

4. Draft 20/20 Budget Discussion
Chairman CW opens the discussion asking: "Where is our budget?"
The ensuing discussion shares frustration about process, expectations, budget numbers, and information. The superintendent's budget sent to the papers is not yet shared with budget subcommittee. SN clarifies that a summary was included in the school committee meeting packet sent Tuesday 2.12.19. JH: met time requirements and review process is ongoing.

Budget subcommittee agenda and schedule. Chair and superintendent discuss meeting schedule, agenda planning, having materials in advance to inform discussion. Mayor Martin reminds for the record that on December 5th he informed the Superintendent and all present that March 8th was the date for presenting the school budget to the Mayor, as dictated by the charter. SH mentions improving process, e.g. setting January for month to review the budget in the future. **Motion** SH/2nd MM: **To set January as the guideline for a completed budget draft.**

Motion **Fails:** 2 (CM/MM) to 1 (SH). JH: budget could be ready as early as December. SN: consider Saturday budget discussion retreats. MM: motion non-support--topic relates to FY21.

Summary of Specific FY20 Budget Topics Discussed.

- *Chapter 70 and the increased education costs in the FY20 city and school department budgets,
- *changes of Superintendent's FY20 budget vs the FY20 budget the subcommittee reviewed,
- *offsets included in the Superintendent's FY20 budget,
- *prudence in budgeting and concern for budget stability, supported by everyone,
- *Keeping revolving funds stable and supporting revolving fund policy, supported by everyone,
- *date timelines--the subcommittee has three weeks to review Supt's FY20 budget and have recommendations to the school committee for its vote on March 7,
- *\$1.3 million in "very few" new requests are included in Superintendent's FY20 budget,
- *A new alternative high school program previously approved by the school committee (teacher and paraprofessional) and custodian budgeted for Green River School,
- *decreases included in budget to offset increases--e.g. elimination of two bus routes for students who live within 1.5 mile and cost reductions for three retirements. JH suggests the transportation proposal be reviewed by the full school committee,
- *city budget increases over the last ten years, average 1.1 million/year (MM),
- *philosophy of budget planning in policies--prioritize education for children but also consider taxpayer and be prudent (SH).

Summary of Questions Discussed:

- *changes from the FY20 Draft Budget (Level Services) to the FY20 Superintendent's Budget,
- *ability of budget subcommittee to see FY20 draft budget (MM)?
- *how total increased from +\$9.1 million to +\$9.9 million (MM)?
- *is \$19,345,000 the base budget number, e.g. \$250,000 budgeting correction (SH)?
- *grant offsets --early childhood and Title II; if unnoted, is more available as offsets (SH)?
- *use of 3% salary adjustment in budget document (MM)?
- *Is the budget, then, \$770,000 in step increases plus adding new salaries to FY18 (MM)?

Discussion of consensus opinion of Budget Subcommittee from today's meeting:

Motion by MM/2nd SH: **There are three areas where the budget subcommittee members agree:**

- 1. that the increased Chapter 70 education aid is coming to Greenfield because the school department has demographics justifying this increase,**
- 2. that the increase advertised is too high for the resources of the city,**
- 3. that we (the subcommittee) need more time and effort before a vote to clarify budget numbers and areas to consider for efficiencies.**

Pass. Unanimous. JH notes "additional" efficiencies.

Motion by MM/2nd SH: **In discussion of budget numbers, to not use the term "cut" to describe a decrease to an increase.** **Pass.** Unanimous. Comments clarify this relates only to discussing budget numbers.

Adjournment. Approx. 1:00 p.m.

