

**GREENFIELD PUBLIC SCHOOLS
BUDGET & FINANCE SUBCOMMITTEE MEETING**

Monday, September 17, 2018, 5:00 p.m.
Central Office Conference Room
195 Federal Street, Greenfield, MA, 01301

Members Present: Cameron Ward (Chair); Susan Hollins; William Martin

Members Absent: None

Other School Staff: Jordana Harper, Superintendent; Steve Nembirkow, Business Manager; Adrienne Nunez, Chair, School Committee

Citizens: None

I. Call to Order

Chair Ward opened the meeting at 5:00 p.m.

II. Public Comment

None.

III. Report Format from School Committee Records

Revolving Fund Report

Members and attendees discussed the format for the Revolving Fund Report, first reviewing the related policy and vote:

Member Hollins introduced a motion to ask that the School Committee's report on revolving funds voted April, 2018 be provided as requested as a separate report from activity funds and gift accounts, and to request that all funds be included in the report. **Due to a lack of a second, no action was taken on the motion.**

Business Manager Nembirkow went over the reports, pointing out where to find the columns in question. He offered to amend the column headings in an effort to make the information more clear to readers. Members and others present agreed that with such formatting amendments, the report will be in line with the policy.

Budget Report

Members and attendees discussed the format for the Budget Report.

Member Hollins introduced a motion to recommend a consistent budget format for School Committee budget presentations with specific funds or cost centers as recommended in proposed policy DBD with any revisions recommended today. **Due to a lack of a second, no action was taken on the motion.**

There was discussion surrounding a Budget Format policy which had not yet been voted by the School Committee. Business Manager Nembirkow offered to review the cost centers listed in the policy and will give feedback. He and Superintendent Harper cautioned the Subcommittee in being too prescriptive with the policy, referencing MASC recommendations. Business Manager Nembirkow will also add two years of prior data to the report (budgeted and actual).

A discussion followed related to Student Activity Accounts, noting the significant change in the law. Superintendent Harper explained that the current policy has been appropriately updated following the revision of the law.

IV. Review of Draft FY19 Budget

Business Manager Nembirkow passed out an updated version of the FY19 budget, pointing out the people/positions which have changed. He explained that some hires resulted in a net savings, while others resulted in a loss. The principals will all have a copy of this document so that they can easily compare and track the FTEs and salaries of their employees.

There was also discussion regarding tutoring funds; Business Manager Nembirkow will look into the classification of tutors as reflected in the report. As the Truant Officer was not yet a voted position, it is not yet reflected in the report.

V. Adjournment

Member Hollins made a motion to continue this meeting to Wednesday, October 3rd, at 12:30 p.m. Mayor Martin seconded the motion. All in favor; none opposed.

VI. Next Meeting

The next meeting will take place on Wednesday, October 3rd, at 12:30 p.m.

Respectfully Submitted,
Adrienne Bedaw
Recording Secretary

Meeting Documents

1. Email from Member Hollins dated September 13, 2018 to Chair Ward regarding Revolving Fund Policy and related School Committee vote
2. GPS Application of Revolving Accounts to Regular FY19 Budget dated September 10, 2018
3. Memo from Member Hollins dated September 12, 2018 regarding follow-up budget questions addressed to Business Manager Nembirkow
4. Consolidated FY19 Budget, v 4.0, dated September 17, 2018
5. Copy of the draft Budget Report Format policy