

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

Monday, November 19, 2018, 5:00 p.m.

Central Office Conference Room

195 Federal Street, Greenfield, MA, 01301

Members Present: Cameron Ward (CW), Chair; Susan Hollins (SH)

Members Absent: Mayor William Martin

Other School Staff: Jordana Harper, Superintendent; Steve Nembirkow, Business Manager

Citizen(s): None

Document(s) Distributed: 1) Copies of Minutes; 2) Document Titled "For Review of Budget Subcommittee Minutes at 10-19-18 Minutes" by SH

I. Call to Order

CW opened the meeting at 5:10 p.m.

II. Public Comment

None.

III. Approval of Minutes

Members reviewed minutes from prior meetings.

SH read aloud her suggested additions to the minutes.

Superintendent Harper referenced the policy on minutes, noting they are not a transcript and not all comments are supposed to be included.

Members' individual comments included:

- It is unusual for someone to come to a public meeting with a rewrite of the minutes
- Action items should be reflected in the minutes

- When individual comments are reflected in the minutes, it is unknown whether or not there was a consensus from the committee on such comments
- There is a difference between inaccuracies and omissions in the minutes
- Importance of the impartiality of minutes, and not targeting certain people/comments
- The will of the committee should be reflected in the minutes (e.g., motions)
- Consistency and neutrality is vital when reflecting members' comments in the minutes

Superintendent Harper noted how the School Subcommittees have gone above and beyond with regard to transparency by having more detailed minutes and by uploading the recordings of meetings online. Superintendent Harper suggested that a conversation on what should be reflected in the minutes should not take place without a prior review of policies, AG guidelines, MASC guidelines, and/or Susan Farber's input.

CW made a motion to change "policy" to "protocol" or "practice" on the September 17th minutes. SH 2nd. Motion passed unanimously.

Superintendent Harper offered to ask Susan Farber to further train the recording secretary if there is interest.

CW made a motion to approve minutes for the 2018 September 5th, September 17th, October 3rd, and October 15th minutes with the stipulation that Susan Farber and Adrienne Bedaw look over the minutes and see if there is anything additional to include. SH 2nd. SH expressed the need to first correct October 15th minutes. Motion withdrawn.

SH made a motion that the minutes of the October 15th be corrected: 1) to replace "ODD" and "OOD" in the handouts with "Out of District" for clarity; and, 2) correct the sentence "SH provided a handout" by adding the words "budget discussion topics and numerical detailed charts." CW 2nd. Superintendent Harper suggested adding that it was a four-page document. SH objected to the addition of "four-page", stating this would be too detailed. Superintendent Harper expressed that this motion is too selective, and rejects the motion. Motion passed unanimously.

CW made a motion to strike "at the next meeting" under Section 5 of the October 15th minutes. SH 2nd. Motion passed unanimously.

SH made a motion to accept the 2018 September 5th, September 17th, October 15th, and October 3rd minutes with the adjustments voted at this meeting and that member

comments be submitted to Susan Farber for review and possible inclusion. CW 2nd. A clarification was made that “member comments” refers to the first three pages of the document distributed by SH at this meeting. **Motion passed unanimously.**

IV. FY20 Budget

Passed over.

V. Adjournment

CW made a motion to adjourn this meeting at 6:12 p.m. to 12:30, Wednesday, December 5th, to continue approving the minutes of November 7th and discuss FY20. SH 2nd. SH asked if topics can be submitted for future meetings. CW stated SH can email topics to him. **Motion passed unanimously.**

Respectfully Submitted by Adrienne Bedaw