

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

Wednesday, November 7, 2018, 12:00 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) Minutes from the October 15, 2018 Budget and Finance Meeting;  
2) Handout on FY19 Budget (dated November 7, 2018)

**I. Call to Order**

CW opened the meeting at 12:20 p.m.

**II. Public Comment**

None.

**III. Approval of Minutes**

Passed over.

**IV. FY19 Budget**

Business Manager Nembirkow addressed concerns regarding the placement of district-wide employees versus campus-based employees on the budget. Based on a vote from the last meeting of this subcommittee, Business Manager Nembirkow rearranged Therapy Specialist personnel and presented the updated budget. Members decided to revert back to the original classification.

**SH moved that for the FY19 budget, and going forward, Therapy Specialists assigned on a diagnostic prescriptive basis will be in the budget under district-wide Therapy Specialists, with a notation about school assignment, consistent with DESE guidelines. CW 2nd. Motion passed unanimously.**

Business Manager reviewed School Choice funds with the members. Per the last subcommittee discussion, instructional staff were taken out of School Choice funds and moved to be part of the regular funds. To offset this change, transportation items were moved under School Choice. Superintendent Harper explained that just because an item is listed under School Choice does not mean it is an optional item. Moving forward, the subcommittee will look at School Choice funds in a different way.

Business Manager Nembirkow went over the budget document noting proposed changes made to instructional supply line items as an option, based on discussion from the last subcommittee meeting. SH had suggested these changes based on a review of budgets from past years. Superintendent Harper noted that these changes, if made, would be made outside of the budget process (i.e., principals, etc., will not have had the opportunity to first review such changes).

**CW moved to support instructional supply line items as originally proposed and relook at reasonable distribution for FY20. SH 2nd.** Superintendent Harper expressed that the current numbers are reasonable. Business Manager Nembirkow noted that supply line items need to be looked at within the context of the entire budget. **Motion passed unanimously.**

SH expressed concerns regarding the revolving fund policy and which funds should be listed as such in the budget, such as food service. Business Manager Nembirkow explained that though food service is listed elsewhere as an enterprise fund, policy is still being followed.

**SH moved to move food service to a revolving fund. CW 2nd. Motion passed unanimously.**

## **V. Adjournment**

**CW made a motion to adjourn the meeting at 1:06 p.m. SH 2nd. Motion passed unanimously.**

Respectfully Submitted by Adrienne Bedaw