

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

Wednesday, September 5, 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:** William Martin

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

**Citizens:** None

**I. Call to Order**

With a quorum present (CW, SH), Chair Ward opened the meeting at 12:16 p.m.

**II. Public Comment**

None.

**III. Review Current Budget**

Documents

The following documents were distributed for review: 1) Greenfield Public Schools Year-to-Date Budget Report, Fiscal Year 2018; 2) Greenfield Public Schools Revenue, Gift, and Scholarship Accounts Balances as of July 31, 2018; 3) FY19 Detail Consolidated Budget v2, labeled *Confidential—Draft*; 4) List of questions from SH to CW

Revolving Account Balance

Business Manager Nembirkow pointed out the importance of the fairly healthy revolving account balance, due to it funding a large portion of this year's budget. He also noted the care which must be taken before spending money from this account.

Budget Report Format

Members reviewed budget report format, noting the transition with a new business manager now on board. CW asked Business Manager Nembirkow if he noticed any red flags in the budget at this time. He answered that, as of now, there are no red flags. He expressed that funds in such an account will only last for so long, however.

Positions

Members reviewed positions with vacancies (not yet filled) in the draft budget, including a Parent Outreach position, a new ELL teacher, and a district-wide curriculum coordinator. There are plans for these positions to be filled if funds permit.

#### Next Steps

School Committee Chair Nunez explained that the budget will be discussed at the September School Committee meeting, regardless of where the subcommittee is in the process. Business Manager Nembirkow and Superintendent Harper will work together to update the documents for future meetings. Superintendent Harper reminded the subcommittee that this is a working document which has not yet received final approval by the School Committee.

#### **IV. Other Topics and Meetings**

##### Future Meetings

The first Budget and Finance Subcommittee meeting of the month will take place on the first Wednesday at 12:30 p.m. The second meeting of the month will take place on the third Monday at 5:00 p.m. Each meeting will be scheduled for one hour. Topics are as set by the Chair.

##### FY20 Budget

Business Manager Nembirkow understands the importance of getting the following year's budget in to the subcommittee in a timely fashion, also realizing that if it is released too soon, it may be lacking in substance (as accurate numbers may not be available).

#### **V. Adjournment**

Chair Ward adjourned the meeting at 1:10 p.m.

#### **VI. Next Meeting**

The next meeting will take place on Monday, September 17th, at 5:00 p.m.

Respectfully Submitted,  
Adrienne Bedaw  
Recording Secretary