

**GREENFIELD PUBLIC SCHOOLS
BUDGET & FINANCE SUBCOMMITTEE MEETING
DRAFT MINUTES: January 11, 2019**

Greenfield Public Schools Central Office, 195 Federal Street, Greenfield, MA 01301

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

Absent: William Martin

Also present: Melodie Goodwin, Newton Principal; Jordana Harper, Superintendent; Steve Nembirkow, Business Manager; Nancy Putnam, Federal Street Principal; Jake Toomey, Four Corners Principal

I. Call to Order

With a quorum present (CW, SH), CW opened the meeting at 12:07 p.m.

II. Elementary Principals' Budget Needs

Each principal presented his/her requests.

- CW asked each principal to also comment on how having a curriculum director for the district may rank in terms of meeting their needs and helping them do their jobs.
- There was a line item added last year for the libraries to be updated. JT mentioned that he hopes this will remain in the FY20 budget.
- Those present also touched on space concerns throughout the district.
- Business Nembirkow said that he and Superintendent Harper will review the preliminary budget, and then it will go to this subcommittee. SH requested that items in which they have no control over (such as contractual agreements) be put on a separate list.
- As several of the staff needs listed below relate to behavioral problems, a transitional kindergarten program was also discussed as a possible future solution

Curriculum Director Vacancy

The three elementary principals are in agreement that there is a great need for a curriculum director at the district level.

- This position has been included in the FY20 budget
- JT: will also be able to lead mentoring program
- MG: many School Committee discussions revolve around curriculum
- SH suggested that each principal take a turn as curriculum director, with interim principals taking the place of the principal during his/her stint as director

Space Concerns

- Technology teacher at Four Corners has to use a cart; if third fourth grade classroom is added, art will need to use a cart
- JT would like to see a long-term vision/planning for increased space
- SH asked about the cost of portable buildings; Business Manager Nembirkow said they can be leased, and used ones can be found. Superintendent Harper said they have been considered for Four Corners at a cost of 300k
- MG: important for a child in crisis to have a space to go to

- SH: what are the options for using Green River School [as an additional elementary school]? Superintendent Harper explained that this option had been studied for over a year and a half, and doing so would actually provide little relief for current schools, and also would not be cost-effective

Lunch/Recess Monitors

Lunch/recess monitors have been requested for each school

- More adults are needed during lunch and recess times for student safety
- Teachers are duty-free, per their union contracts, and cannot assist
- Need these to be paid positions (opposed to volunteers) for dependability
- Increasing paid time for cafeteria workers has already been looked at as an option, and is not feasible

Discovery School at Four Corners

Full-time Behaviorist

- Currently sharing a behaviorist with another school
- Half-time behaviorist does not have time to observe kids in crisis, write behavior plans, etc.

Fourth Grade Teacher

- Would like to add a third section of fourth grade
- All other grade levels have three sections
- Without an additional section, the fourth grade classrooms will be very full
- JH: may need to look at a cap on kindergarten enrollment
- Hiring more assistants to help if there are only two sections of fourth grade not an ideal replacement for an additional teacher/section, partly because it has been difficult to fill instructional assistant positions as it is
- Will be able to make moves necessary to create a space for an additional fourth grade section
- SH: if a teacher is added, will have to stock the classroom with supplies as well

Newton School

Special Education Teacher

- There has been an increase in IEPs

Math Interventionist

- Based on MCAS score data, this position is needed
- Newton had one a couple of years ago, but it was cut in order to fund a classroom teacher position

Behaviorist

- Newton does not have a behaviorist currently; someone from another school has to come if needed
- Such a person will be able to monitor behavior plans, find the triggers, collect data, and work with the teacher

School Adjustment Counselor

- The current counselor is also the 504 coordinator
- Current counselor has been having to spend majority of her time on only two to three students
- In order to meet the mandates of the IEPs (especially with the increase in emotional-related IEPs), another counselor is needed
- There are lots of kids in crisis, and kids returning from out of district placement. The current counselor does not have the time to assist all the kids in need

Federal Street School

Principal Putnam does not have any additional needs, but rather would like to request that the current Federal Street vacancies which need to be filled not be removed from the FY20 budget. Business Manager Nembirkow mentioned that he has level-serviced the budget.

III. Capital Improvement Plan

SH summarized the discussions which took place at the 1/10/19 full School Committee meeting. She explained that she voted “no” on the \$1.3 million request due to a lack of detail provided for the request. Business Manager Nembirkow explained that he and Facilities Manager, Alan Schmidt, are putting together a package detailing the needs, which will include photos.

MG asked for clarification on the inclusion of the blacktop for Newton; it is in the request

SH asked about asbestos; Business Manager Nembirkow provided additional detail on the removal process (e.g., under what conditions it needs to be removed, etc.)

IV. Next Meeting Time?

Tuesday, January 22nd at 4:00 p.m.

V. Adjournment

SH moved to adjourn. CW 2nd. Motion passed unanimously. Meeting adjourned at 1:59 p.m.

Meeting Documents

[I think something was passed out when Steve arrived, but I'm not sure what]