

**GREENFIELD PUBLIC SCHOOLS
POLICY & PROGRAM SUBCOMMITTEE MEETING
DRAFT MINUTES: January 7, 2019**

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

Present: Don Alexander (DA), Chair; Katie Caron (KC); Adrienne Nunez (AN)

Absent: None

Also present: Jordana Harper, Superintendent; Susan Hollins, School Committee Member; Liz LaFond, MASC Representative; Steve Nembirkow, Business Manager; Tracy Novak, MASC Representative

I. Call to Order

With a quorum present (DA, KC, AN), DA opened the meeting at 4:42 p.m.

II. Public Comment

SH expressed her concern that during a previous meeting, during which she had called in, she was told she would not be allowed to speak. According to guidelines, restrictions can be applied as to who may speak during meetings, but any such restrictions must be applied equally to all subcommittee meetings. She also brought to the attention of this committee the Policy Development Process Regulation.

III. Policy Review with MASC, Liz LaFond

Review of Sections B & D of Policy Manual

Members reviewed and edited the following subsections of Section D, taking MASC Representatives' recommendations into consideration.

DA: Fiscal Management Goals

AN moved to retain GPS' Section DA as its policy moving forward. KC 2nd. AN noted it is very closely aligned to MASC policy. **Motion passed unanimously.**

DB: Budget

- MASC wording is more positive in the beginning of their policy

AN moved to retain GPS' Section DB as its policy, including the title, "Budget", with the exception of replacing the first sentence with the first sentence from the MASC policy. KC 2nd. Motion passed unanimously.

DBC: Budget Deadlines and Schedules

- Is helpful to have charter language directly included, as in the GPS policy

AN moved to retain GPS' Section DBC as its policy, with the exception of changing the word "town" to "city" and request a review to make sure charter language is up-to-date. KC 2nd. The policy language does reflect what is actually done in practice. Superintendent Harper will send MASC Representative LaFond the reviewed charter language. **Motion passed unanimously.**

DBD: Budget Planning

AN moved to make modifications to current DBD policy by replacing the first paragraph with MASC's first paragraph. KC 2nd. Members discussed whether or not the policy is overly prescriptive. Best budget

practices are released at annual MASC meetings. **AN amended the motion, moving to utilize the MASC model language for Section DBD. KC 2nd. Motion passed unanimously.**

DBE: Revolving Funds

- There is no equivalent DBE section in MASC policy; GPS' far exceeds any legal requirement
- Important to differentiate between policies and procedures

AN moved to remove DBE from GPS' policy manual. KC 2nd. Though the original intent of the policy was to protect the School Committee, in reality it has not allowed for flexibility in responsible budgeting, nor does it allow for a multi-year budgeting process. MASC Representative Novak noted that a revolving fund supporting document could be added to the public budget materials. **Motion passed unanimously.**

DBG: Budget Adoption Procedures

AN moved to retain GPS' Section DBG as written. KC 2nd. Motion passed unanimously.

DBJ: Budget Transfer Authority

- GPS votes the bottom-line number, though reviews a detailed budget

[Though a vote was taken, an original motion was never made. Need clarification on changes made to DBJ.]

DD: Funding Proposals and Applications

- GPS' version: not a comprehensive list of what is considered
- GPS' detail may be helpful to citizens

AN moved to retain GPS' policy DD, striking "as applicable". KC 2nd. MASC Representative Novak: should we add in phrase which notes the list is not comprehensive? **AN amended the motion, also moving "sustainability" to the bottom of the list. Motion passed unanimously.**

DGA: Approval of School Budget Payroll

AN moved to retain GPS' Section DGA as written. KC 2nd. Superintendent Harper suggested someone should be available to sign in case of absence. **AN amended the motion to include "or designee" after "Superintendent." Motion passed unanimously.**

DH: Bonded Employees and Officers

AN moved to retain GPS' Section DH as written, with the exception of inserting "covered" after "be" in line two. KC 2nd. MASC Representative Novak: School department does not need to provide so much detail in this policy. **AN rescinded the motion. AN moved to retain GPS' Section DH as written, with the exception of inserting "covered" after "be" in line two and striking the second sentence. KC 2nd. Motion passed unanimously.**

DI: Fiscal Accounting and Reporting

KC moved to adopt MASC language for Section DI. DA 2nd. The word "periodic" may be too vague. **KC amended the motion to include replacing "periodic" with "quarterly". DA 2nd. Motion passed unanimously.**

DIE: Audits

- MASC Representatives: It is best if School Committee representatives are able to meet with auditors

AN moved to replace GPS' Section DIE with MASC model language. KC 2nd. Motion passed unanimously.

DJ: Purchasing

- GPS' version close to being a procedure, and not a policy

AN moved to replace GPS' Section DJ with MASC model language. KC 2nd. It is not necessary to include "designee" wording in this policy. **Motion passed unanimously.**

DJA: Purchasing Authority

- Stands as written; policies are the same

DJB: Capital Improvement Planning

- MASC Representatives: the capital improvement planning process varies across municipalities

AN moved to incorporate changes to GPS' Section DJB, as read by MASC Representative LaFond.

[Unclear as to the final changes.] KC 2nd. Motion passed unanimously.

DJE: Bidding Requirements

- MASC Representative Novak: GPS version missing important parts to this policy

AN moved to accept MASC version of DJE. KC 2nd. Motion passed unanimously.

DJG: Vendor Relations

- MASC does not have a similar policy

AN moved to keep DJG as is. [Unclear; recording ended.]

IV. New Business

[Unclear; recording ended]

V. Adjournment

[Unclear; recording ended]

Meeting Documents

1. GPS Policy Manual
2. MASC Policy Manual

