

GREENFIELD SCHOOLS
POLICY AND PROGRAM SUBCOMMITTEE MEETING
MINUTES OF June 7, 2017

Present: Subcommittee Members S. Hollins (chair), Mayor Martin, D.Alexander.

1. Call to Order at 2:03 p.m.
2. Review of prior discussions of a Revolving Fund policy—from the meeting of 12.06.16: decision to have a policy, keep flexibility, check other district policies, have guidelines to govern money, include that all revolving funds use the warrant process, assure the school committee has knowledge of Revolving Funds, what body authorizes and decommissions, year-to-year balances forward.

Administrators arrived: Superintendent, Business Manager, Assistant Superintendent.

Review of first written effort from discussion on June 1st, 2017, and from review of statutes and reference documents.

Policy concept discussion:

- a. Should carry-over threshold be the minimal amount or maximal amount?
Following discussion, decision to rename the 3rd graph column to “School Committee Recommended Maximum Threshold.”
- b. What will be the use of any amount in balance over the identified carry-forward threshold?
Following discussion, amount over threshold should be used for program purposes of the fund and this will vary from revolving fund to revolving fund.
- c. Should the currently-posted DESE document outlining revolving funds and June 2017 wording of statutes be attached to the policy as exhibits?
Following discussion, yes--for reference information.
- d. Should all the Greenfield Schools Revolving Funds be listed?
After discussion, yes. Just the funds we currently have. Funds we might have would be a different discussion.

Review of first written draft.

The document was reviewed, including each fund’s recommended Maximum Carry-forward Threshold, how funds are received, needs of the various programs, reasons for setting a carry-forward threshold, how funds above the threshold are used, and how to describe policy components.

Susan will redraft attempting to capture all of today’s discussion. Consensus decisions for Recommended Maximum Threshold:

Activity Accounts: Elementary Schools \$5,000, Middle \$10,000, High \$25,000
SH noted: Chapter 71, s. 47 *“The school committee shall vote to set the maximum balance that may be on deposit in such Student Activity Checking Account.”*

Note: The Senior Class must act on its ending balance, if any, through gifting the money to another class or school purpose, or setting up a private class organization and account and transferring the balance to a private bank account.

Adult Education	Full amount of balance up to \$20,000 Use of +balance? Adult Education needs or return to city. This is the only revolving fund not directly related to PreK to 12 programs.
After School Programs	One full year of operational costs for each of the three programs the district runs, has run and may again run. \$35,000 each or \$105,000. Use of +balance? After & Before School program needs.
High School Athletics	\$20,000 Use of +balance? High school athletics program.
Extraordinary Sp. Ed. (Circuit Breaker)	Equivalent of 12 months of receipts, typically no more than \$400,000. Use of +balance? Special education programs.
Facility Use	\$10,000 Use of +balance? Repair, replacement, and other facility needs.
Food Service	\$750,000 Use of +balance? Update, repair, replace food services equipment, furniture, vehicles or other allowable food service program expenses.
Preschool Tuition	\$150,000 Use of +balance? Preschool program.
School Choice	One year’s receipts or \$600,000 Use of +balance? Any allowable expense. In 2016-17, the Supt explained that large portions of school choice funds are being used for technology (approx. \$300,000 when this was removed from capital budgeting) and attorney fees that exceed budget.
Special Education Tuition	\$250,000 Use of +balance? Special education programs.
Summer School	\$4,000 Use of +balance? Summer school needs.

Question: Regarding any balance over the carry-forward threshold,

Can the money be used for an unbudgeted item, e.g. could the over-threshold amount in the Preschool Tuition Revolving be used to fund a preschool principal in 17-18?

Chair answered that the last line of the policy should say that the Superintendent can return to the school committee with any requests related to receipts and balances of each revolving fund.

Each fund's GPS number will be added and the statute enabling the particular fund.

Prior to the close of the meeting, member Alexander suggested a 4th column "Use of Funds Above Threshold."

At 3:01 p.m. the Subcommittee Chairman asked if the committee would like to finish its discussion. All present agreed.

Discussion continued about use of Special Education Revolving fund and if Activity Accounts should be listed since they are authorized as a Revolving Account. Yes.

The introductory and closing paragraph wording was reviewed for use and clarity:

Paragraph 1: add other specific statute references in addition to Chapter 71, 47.

Paragraph 2: change "town" to "city"

Paragraph 3: change "town" to "city" and add "following established business office guidelines."

Paragraph 4: Reword to:

"The School Committee is committed to year-to-year financial stability. This policy explains the Committee's specific, legislatively-authorized school revolving funds where balances can carry over into the next year. The following guidelines estimate a threshold of carryover balance related to need for program continuation and budget planning in the subsequent fiscal year."

Last paragraph: Reword to:

"As part of the annual budget process, the sitting School Committee will be advised of the number of Revolving Fund accounts in place and will receive a copy of this policy and a Revolving Fund Budget Report with two years of receipts and current balances for each fund. In addition to being reminded of each Revolving Fund's allowable use and restrictions, the Committee may hear any requests from the Superintendent related to the addition, deletion, modification, or use of Revolving Funds."

3. Meeting was adjourned at 3:23 p.m.

S. Hollins

