

**GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE / ORGANIZATIONAL MEETING
DRAFT MINUTES
Thursday, July 18, 2013
GHS Library, Greenfield MA**

Present: Margaret Betts (MB); Maryelen Calderwood (MC); Daryl Essensa (DE); Donna Gleason (DG); John Lunt (JL); William Martin (WM); Francina Wisnewski (FW). **Absent:** none.

Also present: Susan Hollins, Superintendent (SH); Liz Gilman, GPS Business Manager; Lane Kelly, Greenfield Finance Director; citizens, and the press.

I. Call to Order

With a quorum present (MB, MC, DE, DG, JL, WM, FW), Superintendent Hollins called the meeting to order at 6:35 p.m.

II. Annual Organization

a. Election of Chairperson

FW nominated Mayor William Martin for Chairperson. MC 2nd. Roll call vote: Yes: MB, MC, DG, JL, WM, FW. No: DE. Motion passed 6-1.

b. Election of Officers

JL nominated Daryl Essensa for Vice-Chairperson. DG 2nd. Yes: DG, JL, DE. No: MB, MC, FW. Abstain: WM. Motion failed 3-3-1.

MB nominated Maryelen Calderwood for Vice-Chairperson. FW 2nd. Yes: MB, MC, WM, FW. No: DG, JL, DE. Motion passed 4-3.

MC nominated Francina Wisnewski for Secretary. JL 2nd. Yes: MB, MC, DE, DG, JL, WM, FW. Motion passed unanimously.

c. Committees and Appointments

WM announced his goal to have fewer sub-committees than last year and for members to serve on a minimum of 2 sub-ctes. He will email members to ask their preferences for sub-cte assignments.

d. Meeting schedule and location

MB made a motion to have all future School Committee meetings held at GCTV. MC 2nd. MC called the question. Motion to end debate failed 3-4.

WM noted the intention of the motion is that the meeting site remains open to re-consideration at the will of the Committee. **Motion passed 5-0-2 (JL, DE abstaining).**

WM announced that after each meeting, members have 5 days to email him with items to add to the next meeting's agenda, and then the agenda will be set and closed, except for New Business. New Business items can be introduced at the meeting unless there are objections by any 2 members.

JL noted that this will be a variance of Robert's Rules of Order, so Cte must vote to suspend Robert's Rules every time until policy is in place. Roberts Rules allow that a request by 2 members can add an item to the agenda, and a majority of the Cte can overrule the agenda. WM asked that Roberts Rules of Order be shared with new members; SH will do so.

MC reminded School Cte of policy requiring materials to be distributed to members 3 days prior to meeting.

FW noted that public session was not on today's agenda. **MC made a motion to add Public Comment to the agenda after II. Annual Organization. JL 2nd. Motion passed unanimously.**

Discussion of which day to meet: Desire to have one consistent day of the week. Possibly the 2nd/4th Wednesday.

Decision of whether to meet twice a month, with goal of shorter and more focused meetings, to be determined later. DE noted recommendation from retreat to add 3 meetings a year for MASC modules (self-evaluation).

JL made a motion that the Chair take feedback from Cte members and set schedule for review, taking into account people's concerns over various days. MC 2nd. Motion passed unanimously. WM asked DE to work with him to set up meeting calendar.

III. Public Comment

None. Public Comment closed at 7:25 p.m.

III. Business

a. Correction of budget for 2013-2014

SH presented recommendation for bringing the School budget in line with the allocation from the City:

To vote the budget allocation of \$16,540,000 bringing the school budget in line with the city's appropriation to the school system; To reduce \$559,493 from the March 27th voted budget of \$17,099,493.

To accommodate the reduction:

1. Reduce Special Education Tuitions, line 274, by \$328,000; from \$1,800,000 to \$1,472,000 (through prepayment of which the city provided \$200,000)
2. Reduce K-7 Librarian by \$45,000, distributed among school personnel line items
3. Reduce Maintenance Contracted Services by \$40,000, line 298
4. Reduce general fund expenses for central office administration accounts by \$146,493 to be replenished from the virtual school management agreement, thus keeping the district's schools and programs intact for planned, approved expenditures. This anticipates an established 53 E1/2 fund and also a Memorandum of Understanding with the new virtual school for central office management services.

JL asked whether a decision can be postponed to allow members to consider reductions. Liz Gilman explained that she cannot load budget into system until the school budget is adjusted to match City appropriation. A decision can wait, although it will prevent budget reporting in the interim.

MC moved to table III (a), "Correction of budget for 2013-2014" until next mtg. FW 2nd.

Discussion: Request for more information surrounding these budget reductions. **Motion to table withdrawn by MC and FW.**

Discussion:

- Request for line item numbers be included to allow reference to the budget.
- #1 is a "done deal."
- #2 removes something we yet don't have, so no employee is affected; library consultant \$ stays in budget.

- #3 reflects an anticipated reduction in need; major work already done in prior years.
- #4 - Concern about including anticipated revenues; is there another \$150K we can find in budget? Suggestion of Special Education Tuition (line 274), with understanding that any additional revenue replenishes that line first, as original amount is already required.
- MC noted prior request to have “worst case scenario” budget.
- DE pointed out that budget was tabled several times and School Cte accepts responsibility for delayed discussion.

JL moved to adjust the school budget to an overall budget allocation of \$16,540,000 for the upcoming year. DE 2nd. Motion passed unanimously.

MB made a motion that when making the decisions of reduction that they have to be actual reductions in the budget and not take into account any future funds that may come to the school system via the virtual school under the MOU. MC 2nd. Motion passed unanimously.

4. Other

Next School Cte meeting: Wednesday, August 14, 6:30, at GCTV.

School safety: SH still working with police dept. to schedule mtg. Police have met with all principals, next step to set up different protocols for each school, given how different buildings are. WM will arrange for Safe School presentation by DA's office at next meeting. SH distributed report on incident at Federal Street School. MC shared email from Pam Kinsmith, parent, re: safety concerns. Clarification that this does not set precedent, that citizens emails will be routinely read; special consideration given to Kinsmith, who attended the first part of mtg.

FW requested minutes from June meeting be sent to members by Monday.

JL requested next mtg's agenda include goal-setting, as part of the new year-long process of Board self-evaluation. Summer is time to set broad goals for coming school year.

VI. Adjournment

MC moved to adjourn. JL 2nd. Motion passed unanimously. Meeting adjourned at 8:44 p.m.

Respectfully submitted,
Susan Farber
Recording Secretary