

Greenfield School Committee
Budget & Finance Sub-Committee
Meeting Minutes
July 28, 2025

1. Roll Call/Call to Order:

Present: Kathryn Martini (KM) (Sub-Committee Chair), Ann Childs (AC), Melodie Goodwin (MG)

Also present: Roland R. Joyal, Jr., Interim Superintendent of Schools (RJ), Andy Paquette, Business Manager (AP)

The meeting was called to order at 10:25 a.m.

2. Public Comment: There were no public participants present for comment.

3. Approval of Minutes:

- December 9, 2024
- January 8, 2025
- February 3, 2025

On a motion by AC, 2nd by MG, the minutes were approved as presented. The vote was unanimous.

4. Review and update the annual budget development calendar for Fiscal Year 2027:

A review of the current budget calendar ensued, including discussion as to possible updates that would need to be made for the FY27 calendar and brought before the full School Committee at their upcoming September meeting:

- Operating budget
- Capital Improvement requests
- Request to pre-publish the budget – Linking with the City Ways and Means Committee
- Post-report of previous budget - Focused narrative on where we ended up with the budget: What we budgeted vs. what we spent – Add this topic to the August sub-committee meeting for discussion
- Revisions to be made to the current calendar
- Items to be transferred to the new fiscal year calendar
- Community involvement in budget planning – to align with our budget development policy (PTO, School Council, SEPAC, ELPAC, etc.)
- School Improvement/Capital Improvement requests
- Policy implementation
- Finalizing dates for the budget calendar
- Update on departmental needs/requests from the interim superintendent
- Feedback on budget proposal

5. Review and discussion of rubrics for annual budget document improvement: The sub-committee reviewed sample rubrics from MSBA and ASBO, as well as those from other local school districts, and discussed options to improve the display of our annual budget information (line items), but more specifically, the annual budget proposal provided by the superintendent:

- Provide a comprehensive spreadsheet breakdown
- Provide specific multi-format information and visuals

Greenfield School Committee
Budget & Finance Sub-Committee
Meeting Minutes
July 28, 2025
Page 2

The next meeting will include discussion on the option to create a budget book (an annual budget document) and determine the best format that would provide transparency and appeal to all.

6. Adjournment:

On a motion by AC, 2nd by MG, the meeting adjourned at 12:05 p.m. The vote was unanimous.

Approved: 9/30/25