

Greenfield School Committee
Budget & Finance Sub-Committee
Meeting Minutes
September 30, 2025

1. Roll Call/Call to Order:

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

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

The meeting was called to order at 3:31 p.m. due to technical difficulties.

2. Public Comment:

There were no community members present or online to provide comment.

3. Approval of July 28, 2025 and September 10, 2025 sub-committee minutes:

On a motion by MG, 2nd by KM, the minutes were unanimously approved via a roll call vote.

4. Post Fiscal Year 2025 wrap-up summary from the Business Manager and subsequent discussion:

KM noted that this item was the result of a request made at their July meeting.

A review of the Fiscal Year 2025 summary provided by AP ensued:

- Salaries/Contracted Services/Special Education/Supplies, etc.
- Revolving Accounts: Choice/Tuition/Circuit Breaker/Transportation
- All expenses have been charged and encumbered, effective June 30, 2025
- The City will conclude their formal close-out of the year and provide us with the school expenses that are paid on behalf of the schools by the City - We will then file our required end-of-year financial report with the State – In the meantime, we have filed for a one-month extension with the State while we await the information from the City

5. Strategize stakeholder outreach plan for the Fiscal Year 2027 budget development to then be brought to the School Committee for approval at the October 2025 meeting:

Last year, the School Committee initiated an outreach process in order to implement our budget development policy (DBD), which states that the School Committee will engage with budget stakeholders to inform them of the budget development process. As a result, individual sub-committee members attended a PTO meeting at each of our schools, as well as a GHS School Council meeting and a SEPAC and ELPAC meeting. The feedback from these meetings was then collected and transferred into one collective document and discussed during last year's budget process. Our task now is to establish the same type of plan for the upcoming budget and bring it before the full School Committee for a vote at their October meeting. The following suggestions were discussed:

- Offering a more generalized form of outreach for the PTOs to better accommodate their scheduled meetings/scheduled participants, while encouraging other types of feedback, i.e. emails or any other type of input they may wish to offer
- It was the consensus of this sub-committee to reach out to the PTOs, school principals (on behalf of the School Council(s), SEPAC and ELPAC to offer a member of this sub-committee to attend one of their October or November meetings to obtain feedback in person, or invite these organizations and the community to share their input regarding the FY27 budget development in a format of their choice – It was suggested, for organizational

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- purposes in this process, to delegate one sub-committee member to receive all written feedback from the community – KM offered to fulfill that role in the process
- This discussion will be brought before the full School Committee at their October meeting for approval
6. Identify next steps toward adopting a rubric for the annual budget document improvement:
- The School Committee has had the long-standing desire to improve budget documents so they are easily digestible by all viewers – There are sample budget documents from other districts that we could look to emulate, including Longmeadow, Worcester, etc.
 - Discussion ensued relative to the ASBO Meritorious Budget Award, a rubric by which a district could look to improve their budget document – Also discussed was the benefit of us joining ASBO for this purpose as we are not a current member
 - KM provided a sample mock-up of a potential budget book that could be a replacement option for our current budget documents - The option to produce only an executive summary for FY27 was also discussed – The option of an executive summary would put a hold on creating a new budget book at this time – This would allow the upcoming permanent superintendent to offer his/her own ideas/practices to a budget book
 - It was agreed that an executive summary will be created for the FY27 budget and that members will come prepared to the next meeting with specific items they would like to see included in it
7. Discussion of the Superintendent’s recommendations on Capital Improvement priorities for fiscal year 2026 requests with the hope to recommend these for approval by the School Committee at the October 2025 meeting:

Some of the potential priorities for FY26 include but are not limited to the following:

- GMS awning roof replacement by the back gym doors – potential \$30,000 cost
- Federal Street School parking lot paving – The City had approved \$75,000 for this project, but potential project cost would be \$200,000
- GHS lighting control update -potential \$50,000 cost, which could potentially be absorbed by left over money from the high school construction, if under warranty
- AEL gutter repairs – potential \$10,000 cost, exterior painting – potential \$30,000 cost
- GHS track repair – painting and maintenance – potential \$50,000 cost
- School roof repairs
- Carpets
- Purchase of truck with a plow – potential \$90,000 cost

A prioritized list will be forthcoming from our Facilities Manager.

8. Adjournment:

On a motion by MG, 2nd by AC, the sub-committee voted to adjourn the meeting at 4:44 p.m. The roll call vote was unanimous.

Approved: 12/8/2025