

GREENFIELD PUBLIC SCHOOLS  
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BUDGET & FINANCE SUBCOMMITTEE MEETING  
BUDGET SUBCOMMITTEE

DRAFT MINUTES: January 22, 2019

DRAFT MINUTES FOR January 22, 2019

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

School Administration Office Conference Room

Present: Cameron Ward (CW); Chair; Susan Hollins (SH); William Martin (WM)

Present: Subcommittee members Cameron Ward (CW--chair); Mayor Martin (MM), Susan Hollins (SH).

Absent: None

Also present: Steve Nembirkow, Business Manager

Also, Business Manager Steve Nembirkow (SN).

I. Call to Order

With a quorum present (CW, SH, WM), CW opened the meeting at 4:07 p.m.

1.. Call to Order. With a quorum, Chair CW called the meeting to order at 4:07 p.m.

II. Public Comment

None.

2. Public Comment. None

III. Discussion and Approval of Minutes

Passed over.

3. Discussion & Approval of Minutes. Consensus to move topic to end of meeting.

Minutes to be reviewed: 9.17.18; 10.15.18; 12.5.18; 1.11.19.

IV. 2020 Budget Meeting with GMS and GHS Principals and Activities Accounts Leaders (Athletics)

Passed over (necessary personnel not in attendance).

4. 2020 Budget w/ GHS & GMS principals and Activity Account Leaders

(GHS & GMS Principals and Activity Account Leaders were not present)

Transportation and Cooperative Bus Bid Results

Business Manager Nembirkow explained the bid results, noting Kuzmeskus as the least expensive bid.

Budget Topic: Transportation. SN distributed "Cooperative Bus Bid Results, 1.18.19 (1 page)

\*Only two bids. Kuzmeskus up 5.97% from current contract; McCarthy up 21.34%

- Kuzmeskus bid: Fuel adjustment clause included; can modify routes; have to pay for 180 days, even if school not in session 180 days

\*Contract includes fuel adjustment; base start is January 1, 2019, spot rate

- Special Education transportation taken care of internally or through other vendors

\*Can reduce a route with full reimbursement after 90 days; can add a route at any time at \$393/day

\*new route commitment is \$393/day for 180 days; bids are locked in now--so decision is yes or no.

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Draft Budget Subcommittee minutes, meeting of January 22, 2019. Distributed to Subcommittee 1.22.19.

\*Total FY2020 total contract is \$565,920 (increase from FY19 is approx. \$31,000)

\*Two-tier or double run means two looped runs--high school run, return, then elementary school run

\*New contract term--5 years; escape clause--after 2.5 years

\*Other transportation is partly provided internally with GPS buses and drivers; partly external w/ vans

\*field trips are a separate budget; special ed is separate budget for approx. 50 students (\$900,000 + -)

- Cost saving ideas: speak with Stoneleigh-Burnham regarding transportation costs; GPS run its own buses; explore parent transportation options; look into Kuzmeskus taking on special ed runs; check the size of the buses

\*ideas mentioned: joint runs with other districts? Stoneleigh-B providing transp for horseback program, cost-benefit of GPS having one large bus or other vans, parent transportation options, approaching Kuzmeskus re taking on additional runs, reviewing size of bus needed v. day rate...

WM moved to offer a positive recommendation to the full School Committee on the Kuzmeskus bid through the FRCOG process (\$393 per bus per day for eight large buses). SH 2nd. Business Manager Nembirkow to check on the cost difference if Kuzmeskus were to use a small bus (there is still some flexibility in final contract). Motion passed unanimously.

**Motion by MM/2<sup>nd</sup> SH: To offer a positive recommendation to the full school committee on the Kuzmeskus bid through the FCROG process, per bus/per day rate of \$393.00/day for eight (8) large buses. Passed. Unanimous.** Suggest contract vote for March 13, 2019, school committee agenda.

CW moved to support Business Manager Nembirkow in broadening the scope of the Kuzmeskus bid to encompass additional services to possibly reduce the bottom line of all transportation costs. SH 2nd. Motion passed unanimously.

**Motion by CW/2<sup>nd</sup> SH: To support Business Manager SN broadening the scope of the Kuzmeskus bid to encompass additional services and reduce bottom line costs of all transportation costs, and consider other options. Passed. Unanimous.**

Business Manager Nembirkow reviewed the Form I with members. Members discussed the requests.

Budget Topic: Form 1s. SN distributed "Summary of Form 1 Requests," 1.22.19 (1 page--25 items)

**Greenfield Middle School Requests**

- Re: Library Assistant request, can this position be moved under Title I?

\*Support for library assistant at GMS. Priorities for Title I?

- Re: Special Ed positions, should how IEPs are established be reviewed?

\*Questions about #1, #5, #12, #14,#20--special education positions.

What is a behavior tech? Position description? Certification? Are there reasons for increases? Increased special education enrollment? Factors? What reading services does GPS have?

\*Support for GMS music teacher to return to prior %

WM moved to support the recommendation at GMS for a library assistant, recess monitor and music position increase. SH 2nd. Motion passed unanimously.

**Motion by MM/2<sup>nd</sup> SH: To support the recommendations for GMS library assistant, monitor, and music position increase. Unanimous.**

**Central Office Requests**

- Human Resources position is already in the current budget.

\*#23 and #25--HR support. \$60,000 for HR is in current budget to support the \$42,000 position. Concerns about HR privacy discussion in Supt Office and Exec Secretary time.

- Discussed stipend versus promotion/title change for Assistant Business Manager position.

\*Support for #24--position upgrade with Asst Business Manager title and some salary adjustment. SN supports and will clarify.

**Elementary School Requests**

Members revisited requests made by principals at January 11, 2019 Budget & Finance meeting.

- Re: Math Interventionist request, can this position be moved under Title I?

\*Support for #4--Math Teacher at Newton--returning this position to Title I.

- Re: Four Corners request for additional fourth grade teacher, move children around to different schools to make classroom sizes more even? Needs further review.

\*Elementary classrooms/teachers. Would school enrollment adjustments save teachers/ rooms?

\*Support for 2 lunch/recess monitors at elementary schools, Form 1 est = \$6,000 per, 15 hours/wk

**District-Wide Requests**

- AED lease required
- Re: ELL coordinator, contracting out the work is a possibility. Requested more information on GPS ELL population.

\*#18 FT ELL Coordinator for \$75,000. Caseload for 1.0 FTE? Per diem contracting options?

- Need more details on AV specialist stipend increase to \$18/hr.

\*Re #22 AV specialist hourly adjustment. Current hourly, increase, and budget adjustment need?

\*Interest in how new position requests support concern for improved learning and test scores

\*Behavior specialist and technician. Clarification of position and certification.

\*#19 0.5 School Psychologist. Per diem contract options?

**WM moved that for any additional employees recommended by the district the recommendation be accompanied by their particular and specific involvement in the strategy of the district for student performance. CW 2nd. Motion passed unanimously.**

**Motion by MM/2<sup>nd</sup> CW: For any additional employees recommended by the district, the recommendation be accompanied by the particular and specific involvement in the strategy to improve student performance. Passed. Unanimous**

**Greenfield High School Requests**

- Re: Special Ed Liaison, requested more information on the IDEA grant.
- Requested more information on the GREAT program.

\*#16 --Tutors (at GHS, for MCAS support) restored, \$25,000

**V. Next Meeting Time**

February 6, 2019 from 12:30 p.m.–2:30 p.m and February 8th from 10:00 a.m.–12:00 p.m. (Special Meeting)

**Budget topic: Next Meetings and Budget Due Date**

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\*March 8 is the Mayor's deadline

\*Draft budget to School Committee recommended for February 13th agenda

\*Two budget subcommittee meetings will be posted for the first week of February.

**Wednesday, Feb 6<sup>th</sup>: 12:30 - 2:30** See draft budget. Topics to include Custodial/Maintenance, Enrollment, Technology, GHS & GMS Principals, Department Heads...

**Friday, Feb 8<sup>th</sup>, 10:00 a.m. to 12:00.** Agenda includes Review Draft 2020 budget.

Budget Topic: Budget Details

\*Step increases. Include all in the budget, whether the contract is finalized or not.

Has been provided as one number under Contract Obligations line. SN prefers providing step inc. in actual salary lines and also clarifying step increase total for talking point. No disagreement.

\*Sums for pending negotiations have not usually been included in the budget. No disagreement.

\*City looking at \$650,000 in pension increases. No info yet on city health insurance cost increases.

**Motion by CW/2<sup>nd</sup> MM: Member Hollins does minutes for January 22<sup>nd</sup>. Unanimous**

Chairman Ward requested subcommittee members prepare to vote minutes on Feb 6<sup>th</sup>.

For a two-hour meeting CW requests minutes be two (2) pages tops.

**VI. Adjournment**

*[Recording stopped at 120 minutes, and meeting went past 120 minutes]*

**Motion by SH/2<sup>nd</sup>MM: To adjourn at 6:10 p.m. Passed. Unanimous.**

Subcommittee thanked SN for his participation and helpfulness.

*[Unclear on types of/titles of documents passed out]*

**Meeting Documents**

1. Past Meeting Minutes
2. Form I