

**CITY COUNCIL  
CITY OF CAMBRIDGE**

May 9, 1983

INTRODUCED BY CITY MANAGER ROBERT W. HEALY

**AN ORDER CONCERNING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING JULY 1, 1982**

**ORDERED: That the following transfer be made in the General Fund of the City of Cambridge:**

FROM	AMOUNT	TO	AMOUNT
Education		Education	
Salaries and Wages	\$17,437.00	Other Ordinary Maintenance	\$16,937.00
Extraordinary Expenditures	<u>1,500.00</u>	Travel and Training	<u>2,000.00</u>
	\$18,937.00		\$18,937.00

**REASON(S)**

Reallocation to fund working budget educational priorities as established by Cambridge School Committee.

In City Council May 9, 1983.

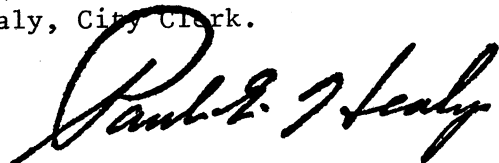
Adopted by a yeas and nays vote:-

Yeas 6; Nays 0; Absent 3.

Attest:- Paul E. Healy, City Clerk.

A true copy;

ATTEST:-



# City of Cambridge

MASSACHUSETTS

In City Council May 9, 1983

AGENDA ITEM NUMBER SEVEN  
 RE: TRANSFER OF \$18,937.00 IN THE SCHOOL DEPT.

	YEA	NAY	ABSENT	PRESENT
Mr. Daniel J. Clinton	✓			
Mr. Thomas W. Danehy			✓	
Mr. Francis H. Duehay	✓			
Ms. Sandra Graham	✓			
Mr. Leonard J. Russell			✓	
Mr. David E. Sullivan	✓			
Mr. Walter J. Sullivan	✓			
Mr. Wylie			✓	
Mayor Vellucci	✓			
	6	0	3	

CHAIRMAN  
MAYOR ALFRED E. VELLUCCI

VICE CHAIRMAN  
JOSEPH E. MAYNARD

SCHOOL COMMITTEE  
456 BROADWAY  
CAMBRIDGE, MASSACHUSETTS 02138  
OFFICE OF THE SECRETARY  
(Tel. 498-9251)

MEMBERS  
HENRIETTA S. ATTLES  
SARA MAE BERMAN  
ALFRED B. FANTINI  
GLENN S. KOOCHER  
JANE F. SULLIVAN

--IN SCHOOL COMMITTEE--

March 1, 1983

ORDERED:

That the Budget Calendar which was submitted previously be cancelled; further that the recommendations of the Sub Committee on the Budget, January 27, 1983, be adopted. (copy attached)

A true copy:

Attest: *John R. McCarthy*

John R. McCarthy

Provisional Secretary of the School Committee

cc Chairman, Sub-Committee on the Budget  
Superintendent

Assistant Superintendent for Planning and Management Services

NOTE: The foregoing was adopted on a voice vote  
- REVIEWED -

BUSINESS MANAGEMENT SERVICES		
- REVIEWED -		
Position	Date	Initial
Mgr. Plant Oper.		
Mgr. Procurement		
Mgr. Financial Oper.		
Mgr. Food Service		
Mgr. Plant Maint.		
Supervisor-Payroll		
Asst. Supt.-Bus. Mgt.		

OFFICE OF THE SUPERINTENDENT  
MAR 31 1983  
DEPARTMENT

CHAIRMAN  
AYOR ALFRED E. VELLUCCI

VICE CHAIRMAN  
JOSEPH E. MAYNARD

SCHOOL COMMITTEE  
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GLENN S. KOOCHER  
JANE F. SULLIVAN

--IN SCHOOL COMMITTEE--

March 1, 1983

ORDERED:

That the Budget Adjustments needed to meet the deficit as stated in the Budget Sub-Committee Report, January 27, 1983, be approved.

A true copy:

Attest:

*John R. McCarthy*  
John R. McCarthy

Provisional Secretary of the School Committee

cc Chairman, Sub-Committee on the Budget  
Superintendent  
Assistant Superintendent for Planning and Management Services

NOTE: The foregoing was adopted on a voice vote.

BUSINESS MANAGEMENT SERVICES		
- REVIEWED -		
Position	Date	Initial
Mgr. Plant Oper.		
Mgr. Procurement		
Mgr. Financial Oper.		
Mgr. Food Service		
Mgr. Plant Maint.		
Supervisor-Payroll		
Asst. Supt.-Bus. Mgt.		

OFFICE OF THE SUPERINTENDENT

LIBRARY

JRM

Meeting of the Sub Committee on the Budget (Committee of the Whole)  
Thursday, January 27, 1983

Members present: Mrs. Attles, Mrs. Berman, Mr. Fantini, Mr. Koocher,  
Mr. Maynard, Miss Sullivan.

Mr. Fantini, Chairman, Sub Committee on the Budget, in the chair.

The Assistant Superintendent for Planning and Management Services presented to the Members the following AGENDA for Planning and Budgeting meetings for the Fiscal Year Budget 1983-1984:

1. Approval of Schedule FY 1983 Budget - to be discussed at the next Regular Meeting of the School Committee, February 1, 1983. (Attachment 1)
2. Approval and Recommendation of Adjustments (additions and reductions) to the FY 83 Budget. (Attachment 2)
3. Approval of a motion to request the Chairman, Budget Sub Committee, to meet with the City Manager to confirm additional FY 83 appropriations agreed upon at C. T.A. negotiations. (Attachment 3)

ATTACHMENT - Budget Procedures Manual FY 84 (Attachment 4)

There was a discussion of the schedule for FY 84 Budget process, and also the document explaining the financial status of the school department at the present time and for the next few months in 1983.

The administration agreed to bring in the budget schedule on February 1, 1983, to be confirmed by the full Committee. Mr. Brown presented his AGENDA for the Budget Hearings and discussed Levels I, II, and III.

Level I - proposed seven reductions - Total: \$56,000.00. On a motion by Mr. Koocher seconded by Miss Sullivan, it was voted that the proposed reductions be recommended to the full Committee for approval, as follows:

1. Program Code 126, Elementary Physical Education - reduce after school intramural program from \$15,000 to \$13,000. (2,000)
2. Program Code 148, Elementary Instruction Support - reduce amount allocated to cover "lost preparation periods" from \$11,748 to \$6,248, due to reduced need. (5,500)
3. Program Code 745, Plant Operations - reduce \$15,000 from systemwide telephone budget due to reduced costs. (15,000)
4. Program Code 745, Plant Operations - reduce \$5,000 from custodial overtime account. (5,000)

5.	Program Code 620, Bilingual Office Curriculum Supervision - reduce by 50% the temporary salaries account for part time tutors, translations.	(14,000)
6.	Program Code 898, Reserve Accounts Substitute Teachers - reduce budgeted amounts by \$12,000.	(12,000)
7.	Program 142/244, Elementary/Secondary Libraries - reduce library books and materials by 7%.	(2,500)
	TOTAL -	(\$56,000)

Level II - Reductions to Fund Priority Additions - \$223,380. On a motion by Mr. Koocher, seconded by Miss Sullivan, it was voted that the issue of the amount of the administrative overhead charged in Grant proposals be brought before the full Committee for review.

Program Code 252, Secondary Management - reduce equipment account from \$11,000 to \$6,000. (5,000)

Program Code 279, Occupational Education Technical Assistant - fill vacancy as temporary help with no benefits (Oct. - Dec. three months plus one month vacancy) (4,380)

Program Code 279, Occupational Education Culinary Arts - place a hold on temporary help stipend for baking instructor. (7,000)

Program Code 898, Systemwide reserves, generate \$15,000 in grant indirect cost to credit General Fund. (15,000)

Program Code 898, Systemwide reserves, reduce payroll costs by \$100,000 corresponding to projected savings due to "outages" difference. (100,000)

Program Code 745, Fuel Savings, current estimates. (37,000)

Program Code 730, Food Services, balance of appropriation. (55,000)

TOTAL - (\$223,380)

Level II, B. Additional Requirements FY83 - \$223,380. On a motion by Mr. Koocher it was voted to approve the Program Additions recommendation as follows:

Program Code 126, Physical Education - 1.0 provisional teacher, plus benefits; Position: 1.0 teacher.	14,898
	2,700
	17,598

Program Code 132, Bilingual Education - 2.0 ETS teachers, at \$40 per day plus benefits; Positions 2.0 ETS teachers	11,520
	4,400
	15,920

Program Code 835, Personnel Department, salary differential between records coordinator and teacher position.	\$5,500
Program Code 898, Systemwide Reserves - additional early retirement stipend.	\$9,000
Program Code 898, Systemwide Reserves - additional sabbatical leave.	13,000
Program Code 898, Systemwide Reserves - projected over-expenditure in workers' compensation payroll costs.	12,000
Program Code 898, Systemwide Reserves, funding for 1.0 teacher returning from leave of absence without a funded position.	15,200
Program Code 892, Affirmative Action Advisory Committee.	6,250
Program Code 890, Part-time clerk, 6 months, Affirmative Action Officer; Position .5	5,000
Program Code 230, Adolescent Parenting Program: Materials (\$1,000) space improvements (\$4,000), Supplies (1,000).	6,000
Program Code 898, Four additional Sabbatical Leaves, 1 semester, @ average \$13,566 each.	54,264
Program Code 620, Clerical assistance, Science & Home Economics: Position .5	5,000
Program 750, Transportation Cost increases due to (1) monitors, (2) additional off route, cross district assignments, etc.	25,000
Program 865, Legal Fees.	31,648
Program 222, Art Department Photography Program Supplies.	2,000
TOTAL -	<u>\$223,380</u>

Level III, Salary Raises: \$350,000. On a motion by Miss Sullivan, seconded by Mr. Koocher, it was voted to recommend to the full Committee for the purpose of discussion, as follows:

A. Additional Requirements:	1. teachers raises:	\$195,000
	2. other raises:	55,000
	3. L. D. Tutors, Core	<u>100,000</u>
	Evaluation Nurse:	
	Total Salary Raises:	\$350,000

- B. Offsetting Reductions: Due to the fact that the School Department is overseeing the renovation and repair of five schools simultaneously, and also to the fact that of these, two of the schools are currently occupied, it will be impossible to complete all the work by June 30, 1983. From a financial standpoint we expect that we can achieve about sixty percent of the projects by June 30, 1983 and close to 90-100% by August 30, 1983.

To the extent that the project is completed during the summer of 1983, the approval of this recommendation constitutes a commitment to include in the FY 84 budget the amounts required to bring the total to the original budget of \$559,000.

We also expect some added fuel savings over and above those noted at Level II. We will also have to delay until next summer the replacement of sections of the Tobin roof.

Finally, we will require about \$77,000 from the City Manager to complete the funding of the requirement noted above. The Chairman of the Budget Sub Committee and Assistant Superintendent Brown will be meeting with the Manager next week to confirm his commitment to the Sub Committee Chairman given during the recently concluded negotiations with the Teacher's' Association.

- C. The above assumes that federal and state funded project budgets will be adjusted to cover the raises of personnel paid by those funds. It has been the policy in the past to require project managers to fund raises through prior planning and budgeting, through reallocation, or through additional funding from the grantor.

On a motion by Mrs. Berman, seconded by Miss Sullivan, it was voted that the School Committee request the Chairman of the Budget Sub-Committee to meet with the City Manager to confirm agreements with respect to supplemental appropriations for salary raises.

On a motion by Miss Sullivan, seconded by Mr. Maynard, it was voted that on Level II, B. Additional Requirements, FY83, that item #16 be added for funding for the radio station in the sum of \$3,500.00, and item #17 be added to fund a carpenter position, in the sum of \$10,000 effective February 1, 1983; further that item 3. Program Code 835, Personnel Department, salary differential between records coordinator and teacher position in the sum of \$5,500 be deleted.

On a motion by Mr. Maynard, seconded by Miss Sullivan, it was voted that an Early Out item be approved in the amount of \$9,000.00. (This would require on Level II, Program 898, a reduction to (\$91,000.00). On a motion by Mr. Maynard it was voted that the figure necessary to accomplish the foregoing be subtracted from Program 898; Level II.

On a motion by Mr. Maynard, seconded by Miss Sullivan, it was voted to add the foregoing item (#18) to Level II, B. Additional Requirements - FY 83, as follows:

Program Code 898 - Systemwide Reserves - funding for Early Out Program - \$9,000.00.

On a motion by Mr. Maynard, seconded by Miss Sullivan, it was voted to ADJOURN.

ADJOURNED,  
John R. McCarthy, Secretary,  
Sub Committee on the Budget



# CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel. 498-9011

EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

May 9, 1983

To the Honorable, the City Council:

Enclosed please find for your review and action an order concerning the transfer of funds from the School Department Salaries and Wages account (\$17,437) and the Extraordinary Maintenance account (\$1,500) to the School Department Other Ordinary Maintenance account (\$16,937) and the Travel and Training account (\$2,000). The purpose of this transfer is for the reallocation to detail cost centers those funds necessary to meet education program priorities as voted by the Cambridge School Committee on March 1, 1983 for the school year 1982-1983.

Also enclosed is a copy of the Budget Sub-Committee minutes to attest to this action.

Passage of this order is recommended.

Very truly yours,

Robert W. Healy  
City Manager

RWH/mbf  
Encs. 2



Re: transfer of \$18,937. in the School Dept.

In City Council,

May 9, 1983

5/9/83

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