

City of Cambridge

MASSACHUSETTS

In City Council 6.27 199 4

City Mgr. Agenda #42

	YEA	NAY	ABSENT	PRESENT	
Ms. Kathleen L. Born	✓				
Mr. Francis H. Duehay	✓				
Mr. Jonathan S. Myers	✓				
Mrs. Sheila T. Russell	✓				
Mr. Michael A. Sullivan	✓				
Mr. Timothy J. Toomey, Jr.	✓				
Ms. Katherine Triantafillou	✓				
Mr. William H. Walsh	✓				
Mayor Kenneth E. Reeves	✓				

9 0 0 0

INTRODUCED BY CITY MANAGER ROBERT W. HEALY

AN ORDER CONCERNING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING JULY 1, 1993

ORDERED: That the following transfer be made in the General Fund to the School Debt Stabilization Fund of the City of Cambridge:

FROM	AMOUNT	TO	AMOUNT
School Department		School Department	
Salary & Wages	\$785,614.00	Other Ordinary Maintenance	\$670,964.00
Travel & Training	\$12,000.00	Extraordinary Expenditure	\$126,650.00

REASON (S) Year end transfers.

In City Council June 27, 1994.
Adopted by a ye and nay vote:-
Yeas 9 ; Nays 0 ; Absent 0.
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
D. Margaret Drury
City Clerk

CAMBRIDGE PUBLIC SCHOOLS



MARY LOU MCGRATH
Superintendent of Schools

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141
(617) 349-6494

6/23/94

Memorandum To: Robert Healy, City Manager

From: Mary Lou McGrath, Superintendent of Schools

A handwritten signature in dark ink, appearing to read "M. McGrath", is written over the printed name of the Superintendent of Schools.

Subject: School Department Statutory Transfers for End of FY 1993-94

In response to your request, attached is a list and a set of supporting documentation relating to the necessary statutory transfers to balance the bottom line of the School Department budget for fiscal year 1993-94. The listing was prepared by James Conry, Executive Director of Management Services, and he is available for any questions you may have on the details. The listing includes items that normally require balancing transfers at the end of fiscal year, based on our monthly expenditure projection reports, as well as items that were approved by the School Committee in the FY94-95 Budget process for purchase from FY94 end-of-year balances. The attached communication explains the detail items as well as the statutory totals.

cc: School Committee (by Notification)



CAMBRIDGE SCHOOL DEPARTMENT

159 THORNOKE STREET
CAMBRIDGE, MASSACHUSETTS 02141

June 23, 1994

To The Honorable Members of the School Committee:

Statutory Transfers and Use of FY93-94 End-of-Year Balances:

Please Be Notified That; The City Manager has requested a listing of items prepared for encumbrance against end-of-year unexpended funds, including items that were approved in the recently completed budget process, in order to facilitate the processing of transfers of funds between Statutory Categories in the appropriation of the School Department.

In past years, the City has treated the School Department budget on a "bottom line" basis, and end-of-year transfers, based on projected and actual expenditure variances, have been made between statutory categories to ensure that the School Budget is in balance as of June 30. We have managed this process successfully for a number of years, with cooperation from the City.

It is our understanding that the City Manager now is required to provide a record of such statutory balancing transfers for City Council approval. Attached is a copy of the supporting documents for these items, including the FY94-95 Budget pages, and the May, 1994 Expenditure Projection report relating to the current year expenditures.

In addition to these statutory category transfers, the City Council has already approved the transfers to the Debt Stabilization Fund, the Teacher Early Retirement Incentive Program Pension Stabilization Fund, and the Professional Development Stabilization Fund. The net effect of all of these balancing transactions will maintain the School Department expenditures within our authorized appropriation for FY 1993-94.

Respectfully submitted,

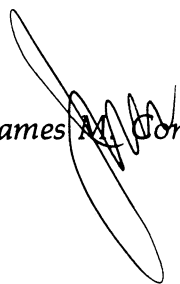
Mary Lou McGrath
Superintendent of Schools

MLM/tg

MEMORANDUM

TO: Mary Lou McGrath.

DATE: 6/23/94

FROM:  James M. Conry, Executive Director for Management Services

SUBJECT: Statutory Transfers and Use of FY93-94 End-of-Year Balances:

The following is a listing of items that are prepared for encumbrance against end-of-year unexpanded funds, including items that were approved in the recently completed budget process. The City Manager will need to receive this list in order to facilitate the processing of transfers of funds between Statutory Categories in the appropriation of the School Department.

In past years, the City has treated the School Department budget on a "bottom line" basis, and end-of-year transfers, based on projected and actual expenditure variances, have been made between statutory categories to ensure that the School Budget is in balance as of June 30. We have managed this process successfully for a number of years, with cooperation from the City.

It is my understanding that the City Manager now is required to provide a record of such statutory balancing transfers for City Council approval. I have attached a copy of the supporting documents for these items, including the FY94-95 Budget pages, and the May, 1994 Expenditure Projection report relating to these.

In addition to these statutory category transfers, the City Council has already approved the transfers to the Debt Stabilization Fund, the Teacher Early Retirement Incentive Program Pension Stabilization Fund, and the Professional Development Stabilization Fund. The net effect of all of these balancing transactions will maintain the School Department expenditures within our authorized appropriation for FY 1993-94.

<u>Item</u>	<u>Amount</u>	<u>Statutory Category</u>
A. <u>Curriculum Implementation Plans</u> (Math, Technology & Science) - In the FY94-95 Budget process, the approved Curriculum Implementation Plans (CIP) included the following items to be purchased for FY94 end-of-year balances (see attached summary from CIP);		
1. <u>Mathematics</u> - Secondary texts & calculators	\$ 27,000	500/600
2. <u>Science</u> - Elementary Physics Outlet Materials	29,964	500/600
3. <u>Science</u> - Elementary Science Resource Center Shelving, Computer Equipment, & Telephone line.	6,000	500/600
B. <u>Tuition</u> - this is the projected shortfall in day and residential program tuitions for special education students in private schools, for CH 74 Vocational students at Minuteman Regional in Lexington, and for secondary students placed at Manter Hall in accordance with district policies relating to continuing education services for students involved in out-of-school suspensions.	236,000	500/600
C. <u>Human Resource Information System Development Consultant</u> - this was an item approved in the FY95 budget process, to be encumbered from FY94 end-of-year balances.	45,000	500/600
D. <u>Workers Compensation Medical Payments</u> - this includes two large medical bill for an employee who suffered a severe hand injury this winter, as well as.	61,000	500
E. <u>Special Education Transportation</u> - this is a shortfall projected due to a significant increase in the number of pupils transported in the second half of this year.	147,000	500/600
F. <u>Elementary Computer Technology</u> - there are two items in this category;		
- 3rd year lease of computer equipment for Learning Center at Harrington School (same as last year);	35,000	900
- MacIntosh Lab for Fletcher School	23,650	900
G. <u>Electric Power</u> - this is the projected utility cost shortfall resulting from significant increases in ventilation rates in all schools, and increases due to a more severe winter than normal.	119,000	500/600

<u>Item</u>	<u>Amount</u>	<u>Statutory Category</u>
H. <u>Harrington School Science Lab</u> - this is for the purchase of science lab tables for the Harrington School planned for renovation this summer.	18,000	900
I. <u>CRLS Garage Roof/Tennis Court Deck</u> - the engineering report on the CRLS Garage Roof/Tennis Court Deck Repair came in at an estimate of \$100,000 for the complete job. \$50,000 in funding is available from the City capital projects budget, based on an earlier estimate of \$50,000 for a partial repair.	50,000	900
J. <u>Salaries & Wages</u> - savings in salaries and wages are from three major sources, 1) the hiring of Extended Term Substitutes to replace teachers who retired in September under the State Early Retirement Program, 2) administrative vacancies not filled during the year, 3) turnover savings in a number of full-time and part-time positions that were filled during the year at lower salary levels.	(785,614)	400
K. <u>Travel & Training</u> - there is a small balance of unexpended funds for professional memberships, conference attendance, and small travel accounts.	(12,000)	

Statutory Category Summary

400 - Salaries & Wages	(\$785,614)
500/600 - Supplies/Materials/Services	670,964
800 - Travel & Training	(12,000)
900 - Equipment/Fixed Assets	<u>126,650</u>

Total	0
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CAMBRIDGE SCHOOL DEPARTMENT

159 THORNOKE STREET
CAMBRIDGE, MASSACHUSETTS 02141

March 28, 1994

To The Honorable Members of the School Committee:

FY94-95 Budget - Curriculum Frameworks Implementation Plan:
Recommended Budget Allocations

Please Be Notified That; the following pages provide a FY94-95 funding plan to support implementation of the three curriculum areas approved by the School Committee as priorities in the five-phase curriculum development cycle. These curriculum areas are;

1. Mathematics K-12
2. Elementary Science
3. Elementary Technology

In addition to the above, a fourth curriculum area, Health Education has already been implemented over the past three years, with significant budget support for staff development and materials. It will be moving into the Evaluation phase of the curriculum cycle in 1995-96, and will require a relatively small allocation of funds for this purpose.

The FY95 funding for curriculum development and implementation is recommended from the following sources;

<u>Description</u>	<u>Amount</u>
1. <u>AU56 - Curriculum Implementation Project</u> : This budget was newly established in FY93-94 to fund the initial stage of development of the Mathematics, Science, & Technology curriculum initiatives.	\$ 160,000
2. <u>AU 99 - Systemwide Reserves</u> : This budget contains the \$50/pupil in "Minimum Aid" received from the state in FY94. These funds were earmarked to fund the \$100/teacher in professional development materials and \$400/teacher for the added "Professional Development Day" in the teacher contract in 1993-94 and 1994-95. Since both of these costs are one-time, there is an amount of \$338,266 available in this budget. We are proposing \$238,266 be utilized for curriculum implementation and staff development priorities in FY94-95, and \$100,000 be utilized for other supplemental budget requests. This is outlined as follows;	238,266

a. FY94 Budget	\$ 381,633
b. Less: FY94 Expenditures (\$100/teacher)	(85,000)
c. Balance to be carried over to FY95 (Stabilization Fund)	296,633
d. Plus: FY95 "Present Level" budget	381,633
e. Equals: Total "Prof. Dev." funding in FY95	678,266
f. Less: FY95 Expenditures (\$400/teacher)	(340,000)
g. Equals: Available "Present Level" funds for Curriculum Implementation Priorities and other supplemental budget requests.	\$338,266

3. General Fund Operating Budgets & Grant Budgets: In addition to the above, there are FY94-95 budget resources in a number of existing program and school operating budgets or grant budgets that can be earmarked to support some components of these curriculum budgets; \$101,557

A. Mathematics

1. <u>AU 48, Program 118 - Mathematics Gr. 7-8 - books and materials budget of \$14,077, earmark 50%</u>	7,000
2. <u>Fund 531, Math/Science Training Project (entitlement grant) - training budget of approximately \$13,500, earmark 100%.</u>	13,500
Sub-total	\$ 20,500

B. Elementary Science

1. <u>AU42, Program 120 - Elementary Science: books and materials budget of \$15,897, earmark 100%</u>	15,897
2. <u>AU42, Program 621 - Science Administration: workshop stipends budget of \$3,250, earmark 100%</u>	3,250
3. <u>Fund 549 - Eisenhower Competitive Grant - Science Staff Development - staff training budget of \$9,950, earmark 100%</u>	9,950
4. <u>Fund 531 - Math/Science Training Project (entitlement grant) - training budget of \$13,500, earmark 100%</u>	13,500
Sub-total	\$ 42,597

C. Elementary Technology

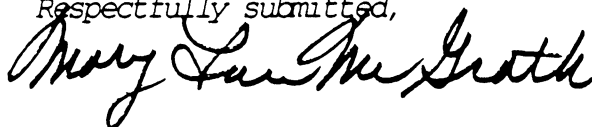
1. <u>Program 117, Elementary Computer Education:</u>	
- Equipment maintenance and instructional materials budget of \$10,799, earmark 50%.	5,400
- Workshop budget of \$4,780, earmark 100%	4,780
- Equipment budget of \$13,500, earmark 100%	13,500
2. <u>Elementary School Base Rate Entitlements - Program 117</u>	14,780
- Software budgets of \$14,780 in schools, earmark 100%	
Sub-Total	\$ 38,460

Total \$101,557

4. A/U 83, Program 747 Maintenance Project Budget: The general fund Maintenance Project Budget provides funds for small maintenance summer projects for all schools. The funds could be utilized to fund portions of the science lab renovation costs. However, use of this budget for these projects would reduce or eliminate other projects that Principals may have requested at those schools. We are proposing \$60,000 be allocated from this budget for Science lab renovations. 60,000
5. End-of-Year-Balance - at this time we are projecting an End-of-Year surplus for FY94 of approximately \$140,000. We propose to use \$62,964 of this for one-time purchases supporting the curriculum implementation plan. 62,964
6. Capital Budget - we are proposing that the City Manager be requested to fund a one-time capital request for computer equipment totalling \$286,092. 286,092

Total \$908,879

Respectfully submitted,



Mary Lou McGrath
Superintendent of Schools

MLM/tg

Reductions to Original Curriculum Frameworks Implementation Budget

- I. Mathematics - reduce training cost request for Grade 6 Algebra Project to \$24,000 to reflect continuation of existing five schools in project for 1994-95, and addition of four more schools each in 1995-96 and 1996-97.
- II. Elementary Science - reduce increased staffing from three positions to two based on excessive levels of elementary staff development time in math, science, school improvement planning, and the like; reduce lab renovation costs at Kennedy, Harrington, King and Fletcher to reflect renovations/furniture for one lab at each school in 94-95 (Kennedy - \$5,000, Harrington - \$25,000, King - \$25,000, Fletcher - \$5,000); reduce materials and texts by 25%.
- III. Elementary Technology - restructure School of the Future proposal to spread capital costs over three years, implement Mac lab and Multi-media lab in year one (94-95) along with 3 MAC Quadras in Gr. K-4 classrooms, 2 MAC Quadras in Gr. 5-6, and 1 MAC Quadra in Gr. 7-8 (all middle school classrooms). Technology Specialist, reporting to Coordinator of Education Technology, would be a systemwide position supporting elementary, technology systems. with focus in 94-95 on schools with more advanced technology, including Tobin/School of the Future and Haggerty (new network installation). Year two (1995-96) of the Tobin/School of the Future revised plan would focus capital resources on a second MAC lab, enhancements to the multi-media lab, implementing an ethernet network in the school, and installing and supporting telecommunications software.

Future years capital costs would be dependent upon consideration of the proposed policy to replace 2-year old and 3-year old equipment with upgraded technology in the School of the Future, and distributing existing equipment to other schools. The intended purpose is to keep the School of the Future at "the cutting edge/ahead of the curve". Also, as more schools develop more sophisticated computer and networking capabilities, a need for technical systems support staff/system administration staff will become critical, and restructuring of existing support staff roles may be necessary.

Also, the systemwide one-time equipment request is reduced by \$62,700 to reflect duplication of items between the systemwide plan and the School of the Future plan.

FY94-95 Curriculum Implementation Plans - Funding

	Description	Original	Revised	-----Proposed Funding Sources-----						
		Budget Est.	Budget Est.	A/U 56	A/U 99	Oper. Bgts.	Grant Bgts.	A/U 83	EOY Balance	Capital Bgt.
III.	Elementary Technology									
	A. Systemwide									
	One-Time Equipment	323,400	260,700			13,500				247,200
	Security Equipment	8,075	8,075	4,967	3,108					
	Staff Development	20,000	20,000	15,220		4,780				
	Maintenance	16,150	16,150		10,750	5,400				
	Software	14,825	14,780			14,780				
	Tech. Support	26,000	26,000		26,000					
	Sub-Total	408,450	345,705	20,187	39,858	38,460				247,200
	B. Tobin /School of the Future									
	Mac Lab		58,000		58,000					
	Multi-Media Lab		16,500							16,500
	Classroom Comp.		69,800		47,408					22,792
	Sub-Total	440,000	144,300		105,408					38,892
	Total	848,450	490,005	20,187	145,266	38,460				286,092
	Grand Total	1,439,230	908,879	160,000	238,266	64,607	36,950	60,000	62,964	286,092

Object	P/R #	Annual Working Budget	Period	Projected Expenditure	Actual Expenditure	Variance	Projected Expenditure Remaining	Projected End Of Year Balance
		(1)	(2)	(3)	(4)	(5)	(6)	(7) = 1-4-6
SUBTOTAL 400 SERIES		\$61682515	May	\$4270008	\$4172644	\$97364		
			Yr To Date	\$56315169	\$55729052	\$586118	\$5160384	\$793080
SUBTOTAL 500 SERIES		\$47,7440	May	\$293015	\$238733	\$54282		
			Yr To Date	\$4646119	\$4357660	\$288459	\$523121	-\$103341
SUBTOTAL 600 SERIES		\$8535670	May	\$502334	\$254339	\$247995		
			Yr To Date	\$8505664	\$7848393	\$657271	\$1147492	-\$460215
SUBTOTAL 800 SERIES		\$655343	May	\$24600	\$20863	\$3737		
			Yr To Date	\$312105	\$321607	-\$9502	\$318489	\$15247
SUBTOTAL 900 SERIES		\$4043450	May	\$0	\$5565	-\$5565		
			Yr To Date	\$1555948	\$1568277	-\$12329	\$2532836	-\$57663
TOTAL		\$79694418	May	\$5089957	\$4692143	\$397814		
			Yr To Date	\$71335005	\$69824988	\$1510017	\$9682322	\$182108



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300
FAX. 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

42.

June 27, 1994

To The Honorable, The City Council:

I am hereby requesting your review and action of a transfer from the School Department Salary & Wages Account \$785,614 and Travel & Training Account \$12,000 to the School Department Other Ordinary Maintenance Account \$670,964 and Extraordinary Expenditure Account \$126,650. The attached communication from the Superintendent of School explains the detail items as well as the statutory totals necessary to balance the bottom line of the FY94 School Budget.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mev

Consent Agenda # 42 E-105

Transfer in the amount of \$785,614
in the School Dept.

In City Council,

June 27, 1994

*Order adopted
9-0-0.*