



**THE PUBLIC SCHOOLS OF BROOKLINE**  
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425  
FAX 617-730-2108

BENJAMIN LUMMIS  
INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN N. NORMEN  
DEPUTY SUPERINTENDENT  
FOR ADMINISTRATION AND FINANCE

**Request for Special Revenue Fund Change - November 20, 2019**

The School Department requires specific authorization for new revolving funds. This request is to repurpose and rename funds that are no longer utilized. School Committee Action Requested: The School Department would like to request that the School Committee authorize the Town Accountant to change the following funds:

<b>Fund Code</b>	<b>Former Use</b>	<b>New Use</b>
SE05	Grants Administration	PSB District Wide Gift Account
SE09	Grants Match	ELE Summer Program

**Background:**

**SE05 – Grants Administration**

The indirect costs from federal and state grants were used to fund SE05 Grants Administration. Grants Administration paid the salaries of the Senior Director of Programs and the Grants Secretary. The two positions are now being charged to the general fund. Due to the Food Service deficit and the food service account being the only fund providing benefits to offset, the FY20 federal and state indirect cost monies are now being used for the purpose of paying into the Town's benefit fund.

**SE09 – Grants Match**

The fund had been historically used as a catch-all gift account for the district. To begin fiscal 2018, the fund balance was distributed to newly created building- and program- specific gift accounts as applicable. In fiscal years 2018 and 2019, the fund was used to deposit funds for summer literacy programs. Those programs no longer charge a fee and are paid for entirely by the general fund.

**Description of new uses:**

**PSB District Wide Gift Account** – Gifts from private individuals or organizations accepted by the School Committee for a particular purpose.

**ELE Summer Programs** – The Office of English Language Acquisition is requesting a revolving account for funds collected from activity fees related to our summer program. Through SUMMER 2019, the summer program served English learners in grades 3-8. Beginning in SUMMER 2020, ELE and METCO will be joining forces and offering a collaborative summer program for students enrolled in ELE and/or METCO. We will serve those students in grades K-6 and we will continue to collect an activity fee from students who participate.

Motion: School Committee authorizes the renaming and repurposing of these funds as revolving funds for the above stated purpose, with the balance in the funds available across fiscal years.