



Fiscal Year  
2020 Budget  
Request  
for the 2019  
Annual Town  
Meeting



**The memorandum contains the following actions.**

- 1) Approve Fiscal Year 2020 Budget Request for the 2019 Annual Town Meeting**
- 2) Establish School Committee Expenditure Reporting Requirement**
- 3) Approve Non-Aligned Pay Rates
- 4) School Committee votes and authorizes Fiscal Year 2020 Revenue Sources**
- 5) Approve/Authorize FY20 transfer to Public Health for Youth Services Substance Abuse Counselor
- 6) Authorize Grant Applications and Anticipated Awards
- 7) Approve Revolving Fund Program Budgets
- 8) Approve FY 20 Student Fees, Fines, and Charges
- 9) Submit 2019 Annual Town Meeting Warrant Articles**
  - a) Transportation Revolving Funds {Chapter 44 Section 53 ½}**
  - b) Special Education Stabilization Fund {Section 24 of Chapter 218 of the Acts of 2016}

**1. Approve Fiscal Year 2020 Budget Request for the 2019 Annual Town meeting**

**Motion:** The School Committee votes the following budget of \$120,109,718 for Fiscal Year 2020.

Program	Exp.	FY18 ACTUAL		FY19 Budget STM		FY20 BUDGET PRELIMINARY		FY20 PRELIM Bud - FY19 Bud Variance	
		FTE	EXP.	FTE	EXP.	FTE	EXP.	FTE	EXP.
<b>Gross School Dept Budget Expenditures</b>	Personnel	1,240.49	\$94,622,356	1,276.72	\$ 98,478,447	1,313.60	\$ 104,282,459	36.88	\$ 5,804,011
	Services		\$9,741,002		\$ 10,542,721		\$ 11,699,864		\$ 1,157,142
	Supplies		\$1,922,502		\$ 2,051,297		\$ 1,833,497		\$ (217,800)
	Other		\$593,018		\$ 1,288,570		\$ 1,102,213		\$ (186,357)
	Capital		\$1,140,010		\$ 1,364,723		\$ 1,191,685		\$ (173,038)
	<b>Total</b>		<b>\$ 108,018,889</b>		<b>\$ 113,725,760</b>		<b>\$120,109,718</b>	<b>5.61%</b>	<b>\$ 6,383,958</b>

## **2. Establish School Committee Expenditure Reporting Requirement**

**Motion:** The School Committee requires all expenditures comply with Education Reform Act of 1993, The Uniform Massachusetts Accounting System (UMAS), The Department of Elementary and Secondary Education (DESE) Chart of Accounts reporting structure for the End of Year Report. The expenditure accounts are to be structured in the following manner:

## 2. Establish School Committee Expenditure Reporting Requirement

- a. **Location:** Building/School Locations (e.g., District, Beep – Beacon, Baker, Lawrence, BHS)
- b. **Program:** Regular Day, Special Education, Early Childhood, Ch 74 Vocational/Technical, English Language Education, Other Programs, Undistributed
- c. **DeSE Function Codes[1]:** 1000 – 9000
- d. **UMAS[2]:** Object Codes that compliment/support the DESE Object Codes
- e. **Subject:** e.g., Math, Science, ELA, Etc. (Brookline has partially Implemented. Education reform requirement yet to be implemented by DESE for EOYR)
- f. **Grade:** (Education reform requirement yet to be implemented by DESE for EOYR)

### **3. Approve FY 20 – FY23 Non-Aligned Pay Rates**

The School Committee Negotiations Sub Committee will be reporting out on this item after consideration and review by March 7.

School Committee will receive for review and action on March 14.

# 4. School Committee votes and authorizes Fiscal Year 2020 Revenue Sources

Program	Exp.	FY18 ACTUAL		FY19 Budget STM		FY20 BUDGET PRELIMINARY		FY20 PRELIM Bud - FY19 Bud Variance	
		FTE	EXP.	FTE	EXP.	FTE	EXP.	FTE	EXP.
<b>School Dept. Revenues</b>									
General Fund Appropriation			\$ 104,758,343		\$ 110,583,255		\$ 117,235,691	6.02%	\$ 6,652,436
EHS Fee Based Busing					\$ 75,000			-100.00%	\$ (75,000)
Total Town/School Partnership Revenue					\$ 110,658,255		\$ 117,235,691	5.95%	\$ 6,577,436
Tuition and Fees			\$ 696,016		\$ 696,016		\$ 717,523	28.68%	\$ 21,507
Facility Rental			\$ 225,000		\$ -		\$ -	*	\$ -
Circuit Breaker Funding			\$ 1,873,044		\$ 1,688,705		\$ 1,769,814	4.80%	\$ 81,109
Revolving Fund Reimbursement			\$ 50,680		\$ 150,680		\$ -	-100.00%	\$ (150,680)
Other Revenue			\$ -		\$ 358,680		\$ -	-100.00%	\$ (358,680)
<b>Total Revenue:</b>			<b>\$ 107,603,083</b>		<b>\$ 113,582,336</b>		<b>\$ 119,723,028</b>	<b>5.43%</b>	<b>\$ 6,170,692</b>
<b>Surplus/Deficit:</b>			<b>\$ (415,806)</b>		<b>\$ (173,424)</b>		<b>\$ (386,690)</b>		
					*STM Budget Reduction to fund FY18 deficit				

## **4. School Committee votes and authorizes Fiscal Year 2020 Revenue Sources**

*The deficit will be the responsibility of the School Committee to adjust, based on the recommendation of the Superintendent, the category of expenditures (Personnel, Services, Supplies, Other, Capital) prior to **June 30, 2020** and close the fiscal year in balance.*

*The Superintendent will not assume any ongoing or future subsidy for Athletics, Food Service, or any Federal, State, or Local Grant. Revolving Funds and Grants will have to reduce expenditures and not assume the operating budget will have funding available to cover the over expenditure due to reductions in grant awards or revenue collection.*



## 4. School Committee votes and authorizes Fiscal Year 2020 Revenue Sources

**Motion:** The School Committee votes the following budget revenue of \$119,724,028 for Fiscal Year 2020.

<b>Town Meeting</b>	<b>Levy/Town Financial Plan</b>	<b>Town/School Partnership</b>	<b>\$117,235,691</b>
BHS Fee Based Busing	Levy/Town Financial Plan	Warrant Article for Revolving Fund	
<b>School Department</b>	<b>Tuition and Fees</b>	<b>Materials Fee/International</b>	<b>\$717,523</b>
	Facility Rental	FY 19 moved to Revolving Fund	
	<b>Circuit Breaker</b>	<b>Circuit Breaker Reimbursement</b>	<b>\$1,769,814</b>
	Revolving Fund Reimbursement	Eliminated FY 20	
	Other Revenue	Eliminated FY 20	

**5. Approve and Authorize FY 20 transfer to Public Health  
for Youth Services Substance Abuse Counselor**

**Refer to School Committee Finance Sub Committee for presentation from**

**Dr. Swannie Jett, Director of Public Health**

**Anthony Meyer, BHS Headmaster**

**Casey Ngo- Miller, Interim Deputy Superintendent for Student Services**

Partnership history, service and support provided, reason for transfer.

## **6. FY 20 Grant Applications and Anticipated Awards**

Annually the School Department submits grant applications for both entitlement and competitive grants. Federal and state grants, gifts, and donations to the School Committee shall be processed as specified by statute and donor requirements. These Special Revenue Funds are reported in the Grant Section of the School Committee Budget Book.

The School Committee Finance Sub Committee will be reporting out on this item after consideration and review

## **6. FY 20 Grant Applications and Anticipated Awards**

1. Grant applications known to be needed in future budget years will have a projected fiscal year budget showing projected personnel and expense related costs and anticipated revenue.
2. If the anticipated revenue does not meet the projected costs, the grant application will have to reduce expenditures and not assume the operating budget will have funding available to cover the over expenditure due to reductions in grant awards or revenue collection. Any reduction in expenditure should be submitted for consideration during the Operating Budget development cycle.
3. The Superintendent is responsible under his authority to maintain a balanced grant and operating budget.
4. Acceptance of the Grant will take place upon award and without additional presentation if no additional operating budget funds are needed to support the mission of the grant.

## 7. **FY20 Revolving Fund Program Budgets**

A revolving fund receives its income from selling goods and services to users or participants in a program and expends funds to cover the costs of such goods or the expenses of providing the particular program or service. The intent is for such activities to break even financially, and the revolving fund is a mechanism that allows for fluctuations in levels of activity.

Revolving funds exist under specific statutory authority and operate without approval or appropriation by town meeting. State law [G.L. c. 44, §53E1/2] allows a wide variety of revolving funds. Revolving funds are commonly used for park and recreation programs, school athletic programs, community adult education and continuing education programs, and school lunch programs. Most revolving funds must be authorized annually by town meeting. School Committee has authority under Chapter 71 for certain revolving funds.

## 7. **FY20 Revolving Fund Program Budgets**

Revolving Fund accounts shall be under the direct control of the School Committee, which delegates the power to the Superintendent and/or School Business Administrator to authorize expenditures from them without further appropriation by the Town. All monies collected by the schools from fees, fines, admissions, and other non-tax sources shall be submitted to the Business Office, deposited with the Treasurer of the Town, and credited to the appropriate and authorized fund for expenditure.

The School Committee Finance Sub Committee will be reporting out on this item after consideration and review.

LEGAL REF.: M.G.L, Ch. 40 §3; Ch. 44, § 53, 53A, 53E 1/2.; Ch. 71, §17A, 26C, 37A, 47, 71, 71E, 71F; Ch. 548 of the Acts of 1948.

# 8.

## **FY20 Student Fees, Fines, and Charges**

Next steps

By April 1 SC vote fees, fines, and charges in accordance to the fee table provided in the memorandum and as adjusted after budget review.

## **9. FY 20 Warrant Article Proposals: School Bus Transportation Revolving Funds {Chapter 44: Section 53 ½}**

**Description:** South Brookline School Bus Transportation for Brookline High Schools Students

**Requirement:**

A revolving fund established under the provision of Massachusetts General Laws Chapter 44, Section 53E1/2 must be approved annually by vote of the Town Meeting. The Funds are credited with the receipts received in connection with the programs supported by such funds, and expenditures may be made from the revolving fund without further appropriation.



# 9. **FY 20 Warrant Article Proposals: School Bus Transportation Revolving Funds {Chapter 44: Section 53 ½}**

## **Motion:**

To see if the Town will authorize the following revolving fund limit for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for Fiscal Year 2019 beginning July 1, 2019. Annual expenditures from the fund shall not exceed \$150,000

<b>Program or Purpose for Revolving Funds</b>	<b>FY2020 Authorization</b>
School Bus Transportation	\$150,000

# 9.

## **FY 20 Warrant Article Proposals: Special Education Stabilization Fund {Section 24 of Chapter 218 of the Acts of 2016}**

The Special Education Stabilization Fund is being established to provide for extraordinary need in special education tuition and transportation expenses. The fund is restricted to special education, out of district tuition, and specialized transportation expenditures that exceed the district's operating budget and require regular education programs to be severely impacted by the budget deficit. The fund will begin with \$\_\_\_\_\_ transfer from the FY\_\_\_\_\_ School Department operating budget voted at the {Date} School Committee Meeting. Section 24 of Chapter 218 of the Acts of 2016 provides for the establishment of a Special Education Stabilization fund. The law enables municipal and regional districts to establish a reserve fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition or transportation.

# Food Service RFP

## Motion:

Authorize the issuance of a formal Request for Proposals for contracting a

**Food Service Management Company**

to perform the duties and responsibilities of

the **Food Service Director** and

to operate and manage

the **Public Schools of Brookline Food Service Program**

from July 1, 2019 through June 30, 2022.

# Food Service RFP Schedule

<b>Date/Time</b>	<b>Task</b>
February 28, 2019	Advertise & Release Request for Proposal
<b>March 12, 2019, 8:30-11 a.m.</b>	Site Visitation
March 19, 2019	Deadline for Written Questions on RFP
March 21, 2019	Amendment/ Response to Written Questions
<b>March 28, @ 2:00 p.m.</b>	Deadline for Proposals
On or before April 30, 2019	Contract Negotiation
On or before April 30, 2019	Award of Contract by School Committee