

*Northbridge School Committee  
Budget Subcommittee*

**Date:** *Monday, July 13, 2009*

**Time:** *6:30 pm*

**Location:** *Administration Building*

**Minutes**

**Present:** *Sue Brouwer, Mike McGrath and Mike LeBrasseur*

**Absent:** *Karen Kittredge, Fred Beauregard*

**Others in attendance:** *Superintendent Gorky, Melissa Walker, Selena Livingston, Nancy Spitulnik, Cathy Stanton, John Zywiec, Jill Carroll, Lori Johnson, Deb King, Brian L'Heureux, Steve Falconer, Steve Dimare and Peter Ritter.*

**Call to Order:** *Meeting called to order at 6:30 pm*

**Approval of Minutes:** *Mike McGrath made a motion to approve the meeting minutes of June 8, 2009. Mike LeBrasseur seconded the motion. The motion carried 3-0.*

**Discussion:**

**Transfer of Monies Between Line Items Discussion**

*Melissa Walker reviewed the process for line item budget transfers. She informed the subcommittee that the process simply transfers money from accounts that are under budget to cover accounts which have gone over original budget. She reminded the subcommittee that the budget is entered into the Munis system upon approval in March and there are limitations for adjustments that are made throughout the summer and school year. She discussed the challenges of providing a full budget view within the current Munis system to account for all expenditures within the operating budget. Current limitations prevent inclusion of revenue other than Town Appropriation, such as revolving accounts.*

***Mike McGrath made a motion to authorize the Business Manager to transfer funds between line items to balance accounts for FY09 budget within Munis. Sue Brouwer seconded the motion. The motion carried 3-0.***

*Mike McGrath referenced the need to determine a better way to manage this more efficiently in the future. Melissa Walker recommended we allocate revolving funds within Munis at the start of the year to provide a better view of our budget and spending.*

### **Schedule 19 Indirect Costs Calculation**

*Melissa Walker next discussed the accounting of the school's share of indirect costs on the Schedule 19 report. She informed the subcommittee that there are three ways to manage these costs:*

- 1. Negotiated and agreed to percentage by item between Town Manager and Superintendent.*
- 2. Percentage based on school budget in relation to overall town budget.*
- 3. Per pupil expenditure which is determined by DESE annually.*

*The second and third options are the methods preferred by DESE, but we currently use the first method. The Town Manager and Superintendent recommend that the School Committee agree to adopt the per pupil method.*

***Sue Brouwer made a motion to accept the recommendation of the Town Manager and Superintendent to use the per pupil method to calculate the school's Schedule 19 Indirect costs and to recommend approval by the full School Committee. Mike McGrath seconded the motion. The motion carried 3-0.***

### **FY 11 Zero-based Budget Process and Timeline, Initial Discussion**

*Mike LeBrasseur and Superintendent Gorky reviewed the draft documentation for our FY11 Zero Based Budgeting Process. It was agreed that this document would be presented to the full committee for input, and would be discussed in more detail at future Budget Subcommittee meetings.*

### **Policy Discussion, Purchasing Authority DJA**

***Sue Brouwer made a motion to support the recommendations of the Policy Subcommittee to revise Policy DJA (Purchasing Authority) and to recommend full committee approval. Mike McGrath seconded the motion. The motion carried 3-0.***

### **Technology Expenditures**

***Sue Brouwer made a motion to support the proposal from the technology team to purchase equipment in the amount of \$99,083. Mike McGrath seconded the motion. The motion carried 3-0.*** *With regard to this issue, it was noted that the Superintendent and the Leadership Team would redirect funding previously approved for a Math Specialist at the Middle School toward this one-time purchase. This would also alleviate concerns of adding potential health insurance costs to the town with an additional employee. The funds for these purchased will be 80% funded through Title 1 grant, and the additional through stimulus and other grant funding.*

### **Food Services Financials and Meal Pricing Proposal**

***Mike McGrath made a motion to support the recommendation of the Food Services Director to increase lunch costs at the Middle and High Schools from \$2.50 to \$2.75, and to increase 10 ounce milk from 50cents to 75cents, and to recommend full committee approval. Mike LeBrasseur seconded the motion. The vote was 2-1 opposed (Mike LeBrasseur and Sue Brouwer voted no; Mike McGrath voted yes). The motion did not carry.***

**Middle School Substitute Nurse**

***Sue Brouwer made a motion to approve the hiring of a permanent substitute nurse for two days per week at the Middle School. Mike McGrath seconded the motion. The motion carried 3-0.***

**Rational:** *Consistent coverage to assure student safety.*

*The guidelines for nursing services are:*

*1 Nurse NES*

*1 Nurse Balmer*

*2 Nurses Middle School*

*1 Nurse High School*

*The meeting adjourned at 10:10 p.m.*

*Sincerely,*

*Michael LeBrasseur, Chair Budget Sub-Committee  
School Committee Member*