

FY15-16
Ashford School
Superintendent's
Budget Presentation

A Narrative introduction and primer for the 201-2016 budget development process

Board of Education Meeting
December 18, 2014

Dr. James P. Longo, Superintendent of Schools

A Narrative Describing THE BUDGET PROCESS

Step One: The Initial Draft of the “Superintendent’s Budget”

This year’s budget is developed through the collation of proposals from the department heads, faculty, and administration of Ashford School as well as the residents of Ashford who participated in the process. This multi-step process has been intricately designed to include every Ashford constituency as well as to support the overall mission and vision of the Ashford Board of Education.

Initially I ask every administrator and teacher to submit a wish list of budgetary items that they believe would benefit their program and/or students, and formulate a first draft of the budget utilizing those wish list items. I then include in the initial “Superintendent’s Budget Proposal” input of Ashford residents. In order to gain this public opinion, I conducted forums to accept suggestions and concerns from the public on these dates:

- September 29, 2014 - Devoted of general concerns with a focus on staffing
- October 8, 2014 - General concerns and discussion of curriculum
- October 9, 2014 - General concerns and discussion of facility, building and grounds

The public input that resulted from these meetings includes requests for:

- Writing teacher to focus and increase the school’s overall writing scores
- Foreign language teacher to create and provide diversity in foreign language offered to students
- Social Workers to make available for families and students who may need outreach attention
- Library/Media Specialist to fill the vacant position from a staff member’s retirement
- Paraprofessionals to continue to assist students and teachers
- Curriculum changes such as upgrading the writing program and purchasing literature to replace the outdated writing program
- Technology support such as in-class computers, smart boards, iPads and improved infrastructure
- Support for special programs associated with Science, Technology, Engineering, Arts and Math (STEAM) and the new Robotics program implement in FY13-14
- Increase efficiency with assessments and application of its results

In addition to the public feedback, I met with each individual department head to understand their proposals and collect their justification for their requests. I also encouraged all staff to submit concerns, requests and innovative ideas for the upcoming school year. Each administrator presented their proposed budget for their respective departments, which includes a listing of priority levels. Proposed budgets were received from the following departments:

- Regular Education to address curriculum and staffing
- Special Education to prepare for anticipated needs
- Technology to adhere to current schedule of upgrades
- Maintenance to schedule necessary projects for safety and security
- General supply and equipment requests
- Curriculum development timelines and requests (including professional development and support materials)

These proposed budgets had many similarities with the items that were proposed during the public sessions, which includes staffing, curriculum changes, STEAM program and technology.

Although, we may not be able to accommodate every single item on the proposed budgets from each department, we strive to satisfy the necessities and direct the education program of Ashford School in a continuous innovative direction.

The budget process includes many other components such as staff salaries and benefits which are non-negotiable due to compliance with multiple year collective bargaining agreements, and items such as utilities and fuel, which are subject to market fluctuations. These mediated or market based items contribute to a large percentage of the total budget.

The Role of Grants Funding

The history of educational grants has shown a decline in awarded amounts for several consecutive years. . This is also an important factor to consider during the budget process because many essential grant expenses will be absorbed by the school's budget. If we cannot find budgetary support for those expenses previously supported by grant funds we may not be able to continue to provide the programs or continue staffing the position. It is imperative that we prepare for declines in the our grant funds to include such expenses in the proposed budget so we may prevent a sudden loss of a program or staffing position due to lack of funding.

With all these considered, we have itemized and prioritized all suggestions and feedback to what we currently have as the Superintendent's FY15-16 Proposed Budget.

A Three-Year BUDGET HISTORY SUMMARY

| Budget Year | Budget Amount | % Change Inc/(Dec) |
|--|----------------------------|---------------------------|
| FY13-14 | \$ 7,035,706 | (0.74%) |
| FY14-15 | \$ 7,288,036 | 3.59% |
| <i>FY15-16 Initial Proposal</i> | <i>\$ 7,666,946</i> | <i>5.20%</i> |

Proposed Budget at 5.20% increase over FY14-15

Summary of Expenses included in this (5.2%) budget proposal

- One Writing Teacher (we have a staff member returning from leave. If we do not add this position we will have to lay off a teacher, likely resulting in unemployment expenses.)
- One Track & Field Coach and an Assistant Coach for Basketball
- One Special Education paraprofessional (based on needs associated with a specific student)
- Provide more funding for After School Clubs/Activities & After School Director
- Two part-time custodians, (added this year bud not budget for)
- Accommodate salary/rate increases per AEA and MEUI collective bargaining agreements
- Health/Dental Insurance anticipated premium increase of 12.5%, provided by Ovation Benefit Advisors
- Employer contributions for H.S.A (dependent on results of negotiations for MEUI)
- Retirement cost for one additional teacher's healthcare (a contract item)
- The last phase for remote boiler access through computers with installation of cameras
- Installation of door magnets as part of School Security Improvement Plan
- Tile and grout restoration, beginning in the primary wing of the school
- Liability insurance, through CIRMA, rate increase 3%
- Curriculum Upgrades for elementary & middle school textbooks - Social Studies & Writing Materials
- Upgrade Elementary School furniture
- MIDI Keyboard Recording Lab
- Replacement of all Gym Mats, and upgrade sports safety equipment
- About \$90,000 budget for technology equipment and maintenance

Ashford Board of Education
Superintendent's Proposed Budget
5.20% Budget Increase for FY15-16

| Account | | | | | | | |
|---------------------------------|---------------------------|-------------------------|-------------------------|-------------------------|--|--------------------------------------|----------------------|
| Account Number | Account Description | Original Budget FY12-13 | Original Budget FY13-14 | Original Budget FY14-15 | Superintendent's Proposed Budget FY15-16 | FY14-15 v. FY15-16 Budget \$ Inc/Dec | % of Budget Increase |
| General Fund (01) | | | | | | | |
| 111 | Certified Staff | 2,898,344.00 | 2,893,253.00 | 2,939,556.60 | 3,008,857.00 | 69,300.40 | 0.95% |
| 112 | Non-Certified Staff | 1,383,846.00 | 1,370,477.00 | 1,392,724.78 | 1,533,316.27 | 140,591.49 | 1.93% |
| 200 | Insurance | 1,099,111.00 | 1,069,736.00 | 1,209,190.57 | 1,157,836.81 | (51,353.76) | -0.70% |
| 205 | Other Insurances | 269,592.00 | 284,575.00 | 332,631.28 | 422,378.97 | 89,747.69 | 1.23% |
| 312 | Instructional Improvement | 27,350.00 | 50,750.00 | 36,750.00 | 37,750.00 | 1,000.00 | 0.01% |
| 319 | Professional Services | 240,700.00 | 279,100.00 | 256,100.00 | 240,400.00 | (15,700.00) | -0.22% |
| 321 | Utilities | 85,000.00 | 85,000.00 | 78,000.00 | 72,000.00 | (6,000.00) | -0.08% |
| 322 | Maintenance | 77,150.00 | 98,450.00 | 91,760.00 | 112,668.00 | 20,908.00 | 0.29% |
| 323 | Equipment Maintenance | 4,450.00 | 4,450.00 | 3,600.00 | 3,600.00 | 0.00 | |
| 324 | Liability Insurance | 44,103.00 | 34,805.00 | 35,390.00 | 46,798.91 | 11,408.91 | 0.16% |
| 331 | Transportation | 77,010.00 | 97,420.00 | 69,907.90 | 60,271.25 | (9,636.65) | -0.13% |
| 340 | Communication | 13,850.00 | 11,200.00 | 11,500.00 | 12,000.00 | 500.00 | 0.01% |
| 370 | Outside Services | 355,980.00 | 272,100.00 | 350,700.00 | 358,500.00 | 7,800.00 | 0.11% |
| 390 | Purchased Services | 75,500.00 | 50,172.00 | 50,672.00 | 51,172.00 | 500.00 | 0.01% |
| 410 | Supplies | 116,788.00 | 133,213.00 | 133,984.00 | 153,237.00 | 19,253.00 | 0.26% |
| 411 | Fuel | 107,693.00 | 109,798.00 | 106,651.00 | 105,000.00 | (1,651.00) | -0.02% |
| 412 | Fuel | 106,346.00 | 67,770.00 | 53,500.00 | 50,500.00 | (3,000.00) | -0.04% |
| 420 | Textbooks | 10,409.00 | 16,116.00 | 11,965.00 | 27,000.00 | 15,035.00 | 0.21% |
| 430 | Library Books | 4,567.00 | 3,566.00 | 3,566.00 | 3,400.00 | (166.00) | 0.00% |
| 540 | Equipment | 77,410.00 | 79,528.00 | 66,263.00 | 179,261.00 | 112,998.00 | 1.55% |
| 640 | Dues & Fees | 13,050.00 | 24,225.00 | 22,624.00 | 30,499.00 | 7,875.00 | 0.11% |
| 700 | Audit Adjustments | 0.00 | 2.00 | 30,999.75 | 500.00 | (30,499.75) | (0.00) |
| General Fund (01) Totals | | 7,088,249.00 | 7,035,706.00 | 7,288,035.88 | 7,666,946.21 | 378,910.33 | 5.20% |

OTHER BUDGET OPTIONS

| Budget Year | Budget Amount | % Change Inc/(Dec) |
|-----------------------|----------------------------|---------------------|
| FY13-14 | \$ 7,035,706 | (0.74%) |
| FY14-15 | \$ 7,288,036 | 3.59% |
| <i>FY15-16</i> | <i>\$ 7,593,996</i> | <i>4.20%</i> |

Proposed Budget at 4.20% increase over FY14-15

Summary of Expenses added in this budget proposal

- One Writing Teacher
- One Track & Field Coach and Assistant Coach for Basketball
- One Special Education paraprofessional (based on needs)
- Two part-time custodians
- Accommodate salary/rate increases per AEA and MEUI collective bargaining agreements
- Health/Dental Insurance anticipated premium increase of 12.5%, provided by Ovation Benefit Advisors
- Employer contributions for H.S.A (dependent on results of negotiations for MEUI)
- Retirement cost for one additional teacher's healthcare
- The last phase for remote boiler access through computers with installation of cameras
- Installation of door magnets as part of School Security Improvement Plan
- Tile and grout restoration, beginning in the primary wing of the school
- Liability insurance, through CIRMA, rate increase 3%
- Curriculum Upgrades for elementary & middle school textbooks – Social Studies & Writing Materials
- MIDI Keyboard Recording Lab
- Replacement of all Gym Mats, and upgrade sports safety equipment
- About **\$46,800** budget for technology equipment and maintenance
- ***Removed After School Clubs & Director funding, and Upgrades to Elementary School furniture***

OTHER BUDGET PROPOSED OPTIONS

| Budget Year | Budget Amount | % Change Inc/(Dec) |
|-----------------------|----------------------------|---------------------|
| FY13-14 | \$ 7,035,706 | (0.74%) |
| FY14-15 | \$ 7,288,036 | 3.59% |
| <i>FY15-16</i> | <i>\$ 7,521,191</i> | <i>3.20%</i> |

Proposed Budget at 4.20% increase over FY14-15

Summary of Expenses added in this budget proposal

- One Track & Field Coach and Assistant Coach for Basketball
- One Special Education paraprofessional (based on needs)
- Two part-time custodians
- Accommodate salary/rate increases per AEA and MEUI collective bargaining agreements
- Health/Dental Insurance anticipated premium increase of 12.5%, provided by Ovation Benefit Advisors
- Employer contributions for H.S.A (dependent on results of negotiations for MEUI)
- Retirement cost for one additional teacher's healthcare
- The last phase for remote boiler access through computers with installation of cameras
- Installation of door magnets as part of School Security Improvement Plan
- Tile and grout restoration, beginning in the primary wing of the school
- Liability insurance, through CIRMA, rate increase 3%
- MIDI Keyboard Recording Lab
- Replacement of all Gym Mats, and upgrade sports safety equipment
- About **\$35,300** budget for technology equipment and maintenance
- ***Removed After School Clubs & Director funding, and Upgrades to Elementary School furniture***
- ***Removed Writing Teacher and Curriculum Upgrades for Social Studies & Writing Materials***

How Various Staffing Proposals Would Impact Budget Totals

a.) Add Writing Teacher

Total Cost (Salary, Benefits & Employer Liability) **\$ 55,305 = 0.75% of Proposed Budget**

b.) Add Foreign Language:

| | |
|---|---|
| • 01-1104-111-00004 World Language Cert Staff | \$72,079 (salary step MA-13) |
| • 01-2200-205-01220 Social Security/Medicare Costs | \$ 1,045.15 |
| • 01-2200-200-01230 Group Life Insurance | \$ 131.04 |
| • 01-2200-200-02220 Workers Compensation Insurance | \$ 458.82 |
| • 01-2200-200-01220 Medical/Dental Insurance | \$22,178.90 (HDHP - Family Coverage) |
| • <u>01-2200-205-04230 Certified Other Benefits</u> | <u>\$ 2,000 (Employer H.S.A Contribution)</u> |
| Total Cost (Salary, Benefits & Employer Liability) | \$97,892.91 = 1.34% Increase |

c.) Add Social Worker:

| | |
|---|---|
| • 01-1200-111-03120 Psychologist Certified Staff | \$75,267 (salary step 6th-13) |
| • 01-2200-205-01220 Social Security/Medicare Costs | \$ 1,091.37 |
| • 01-2200-200-01230 Group Life Insurance | \$ 131.04 |
| • 01-2200-200-02220 Workers Compensation Insurance | \$ 474.18 |
| • 01-2200-200-01220 Medical/Dental Insurance | \$22,178.90 (HDHP - Family Coverage) |
| • <u>01-2200-205-04230 Certified Other Benefits</u> | <u>\$ 2,000 (Employer H.S.A Contribution)</u> |
| Total Cost (Salary, Benefits & Employer Liability) | \$101,142.49 = 1.39% Increase |

d.) Add Library/Media Specialist:

| | |
|---|--|
| • 01-1107-112-02007 Library Consultant | \$40,000 (Administrative Position) |
| • 01-2200-205-01220 Social Security/Medicare Costs | \$ 3,060 |
| • 01-2200-200-01230 Group Life Insurance | \$ 66.24 |
| • 01-2200-200-02220 Workers Compensation Insurance | \$ 252 |
| • 01-2200-200-01220 Medical/Dental Insurance | \$24,218.34 (HDHP – Family Coverage) |
| • <u>01-2200-205-04230 Certified Other Benefits</u> | <u>\$2,000 (Employer H.S.A Contribution)</u> |
| Total Cost (Salary, Benefits & Employer Liability) | \$ 69,596.58 = 0.95% Increase |

e.) Add 0.5FTE Art Teacher:

| | |
|--|--|
| • 01-1103-111-01003 Art Certified Staff (MA-5 salary/step) | \$25,101 |
| • 01-2200-205-01220 Social Security/Medicare Costs | \$ 364 |
| • 01-2200-200-01230 Group Life Insurance | \$ 131.04 |
| • 01-2200-200-02220 Workers Compensation Insurance | \$ 158.14 |
| • 01-2200-200-01220 Medical/Dental Insurance | \$24,218.34 (HDHP – Family Coverage) |
| • <u>01-2200-205-04230 Certified Other Benefits</u> | <u>\$2,000 (Employer H.S.A Contribution)</u> |
| • Total Cost (Salary, Benefits & Employer Liability) | \$ 51,972.52 = 0.71% Increase |

f.) Remove one paraprofessional:

| | |
|--|---|
| Total Cost (Salary, Benefits & Employer Liability) | \$ 28,747 = 0.39% of Proposed Budget |
|--|---|

NEXT STEPS

The previous pages have described the budget process to date. I have submitted my first draft of the budget, subjected in to public dialogue, and am now putting it before the Board of Education with several options for determining the next form that this draft will take.

This budget is being publicized with all of the proposed options at the December 18, 2014 BOE meeting and will be discussed in detail during the January 8th BOE Budget Work Session. All of these sessions have opportunities for public input.

I wil add to this document as the process continues.

The Board of Finance

The Board of Education will discuss and act upon the proposals on the previous pages and develop a Board of Education budget that will be Submitted to the Board of Finance for discussion and public input on March 5th.

Questions and Concerns

If you have any questions or concerns you have several paths to answers.

- You may go to our web site
- You can attend a Board of Education Meeting (1st and 3rd Thursday of every month)
- You can call my office 860-429-1927, ext. 365
- Yu can come in for a meeting