



Westbrook Board of Education
2019–2020
Budget Proposal
Town Meeting

Budget Drivers

Driving Forces for Change: Internal:

21st Century Learning Expectations
Workforce Development

Driving Forces for Change: External:

Legislation

Economy (Scale)

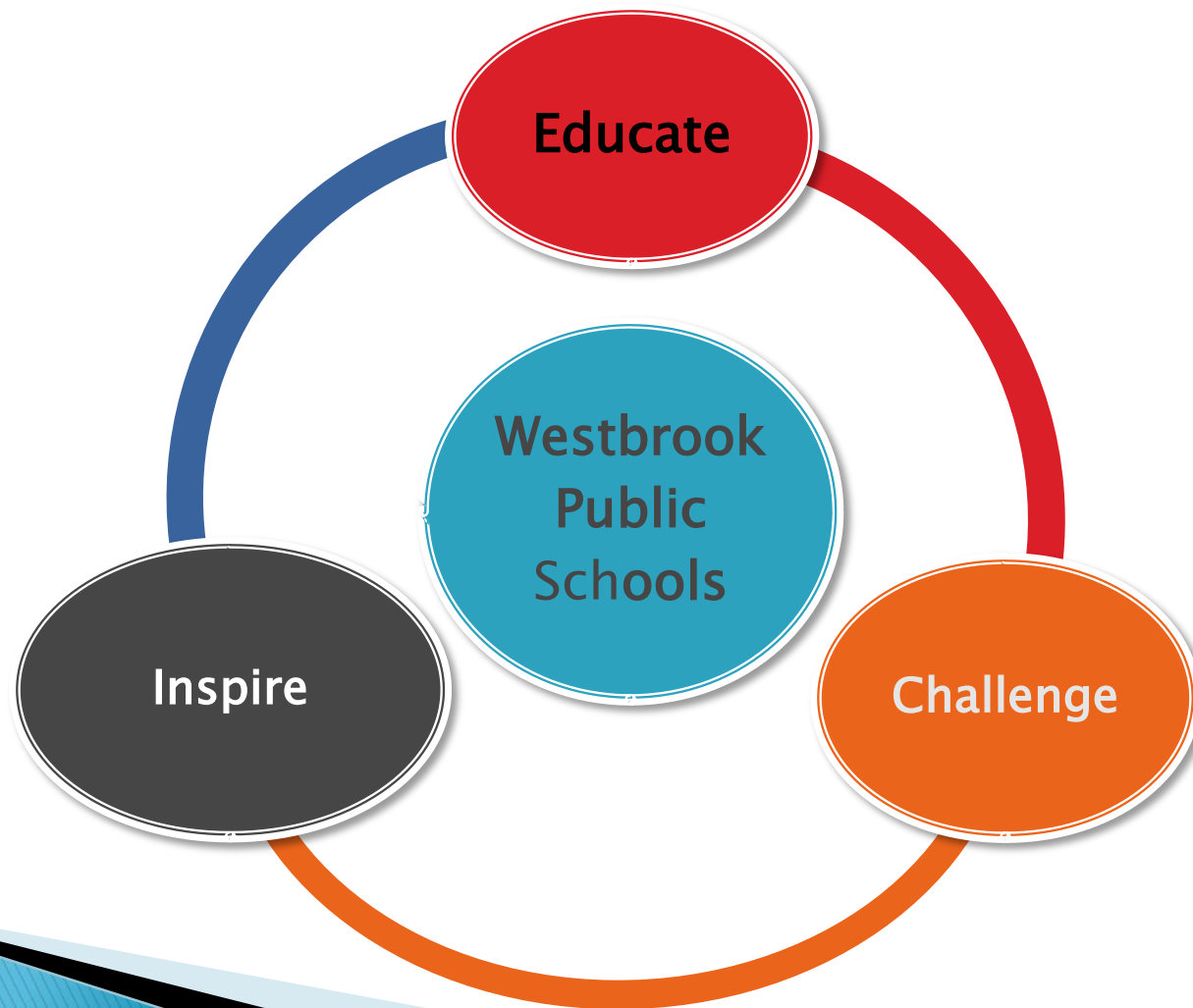
Special Needs Accommodations

Competition Criteria (Higher Ed., Workforce)

**“A budget is more than a
series of numbers on a
page; it is an
embodiment of our
values.”**

Barack Obama

Westbrook Public Schools Mission For Teaching & Learning



Westbrook Public School Goals

Promote high academic achievement in preparation for successful transitions .

Provide students with content knowledge and develop skills necessary for healthy, productive, and fulfilling lives.

Provide an appropriate learning environment in keeping with education trends/reforms, integrated curriculum & technology mandates.

Advocate effectively for education using a variety of communication tools to reach all constituents.

Recruit and sustain outstanding personnel through effective support and evaluation.

Westbrook Budget Goals

Maintain & Market Our School District

Recruit & Retain Qualified Staff

Recruit & Retain Our Own Students

Strategic Short & Long-term Staffing Analysis

Update & Maintain Technology Infrastructure

**Relationships, Relationships
Transparency, Transparency**

Board Budget Guidelines

1. Improving and Enhancing Curriculum and Instruction
2. Support Technology Integration
3. Support Board of Education Enrollment Study/Initiative
4. Support All Current and Upcoming Contractual Obligations
5. Support Services for all students under ESSA Guidelines
6. Maintaining and Preserving Buildings and Grounds
7. Safety and Security Measures

Building the BOE Budget

- ▶ Zero – based budgeting approach:
Build and justify the entire budget each budget cycle
- ▶ A fresh look at needs each year: (needs assessment)
- ▶ Enrollment strategies and planning
- ▶ Many costs and services are not consistent by month or year to year
- ▶ YTD expenditures are considered when known needs are anticipated

BOE Budget Process



The diagram illustrates the BOE Budget Process as a vertical flow. On the left, three blue downward-pointing chevrons are stacked. The top chevron is labeled 'School', the middle one 'BOE', and the bottom one 'Town'. To the right of each chevron is a light blue rounded rectangle containing a list of steps for that stage. The 'School' stage includes requests from teachers, administrators, and the superintendent. The 'BOE' stage includes a workshop and approval. The 'Town' stage includes a budget officer, public hearing, and town meeting.

School

- Teacher requests
- Administrators requests
- Superintendent recommendation

BOE

- BOE Workshop
- BOE Approval

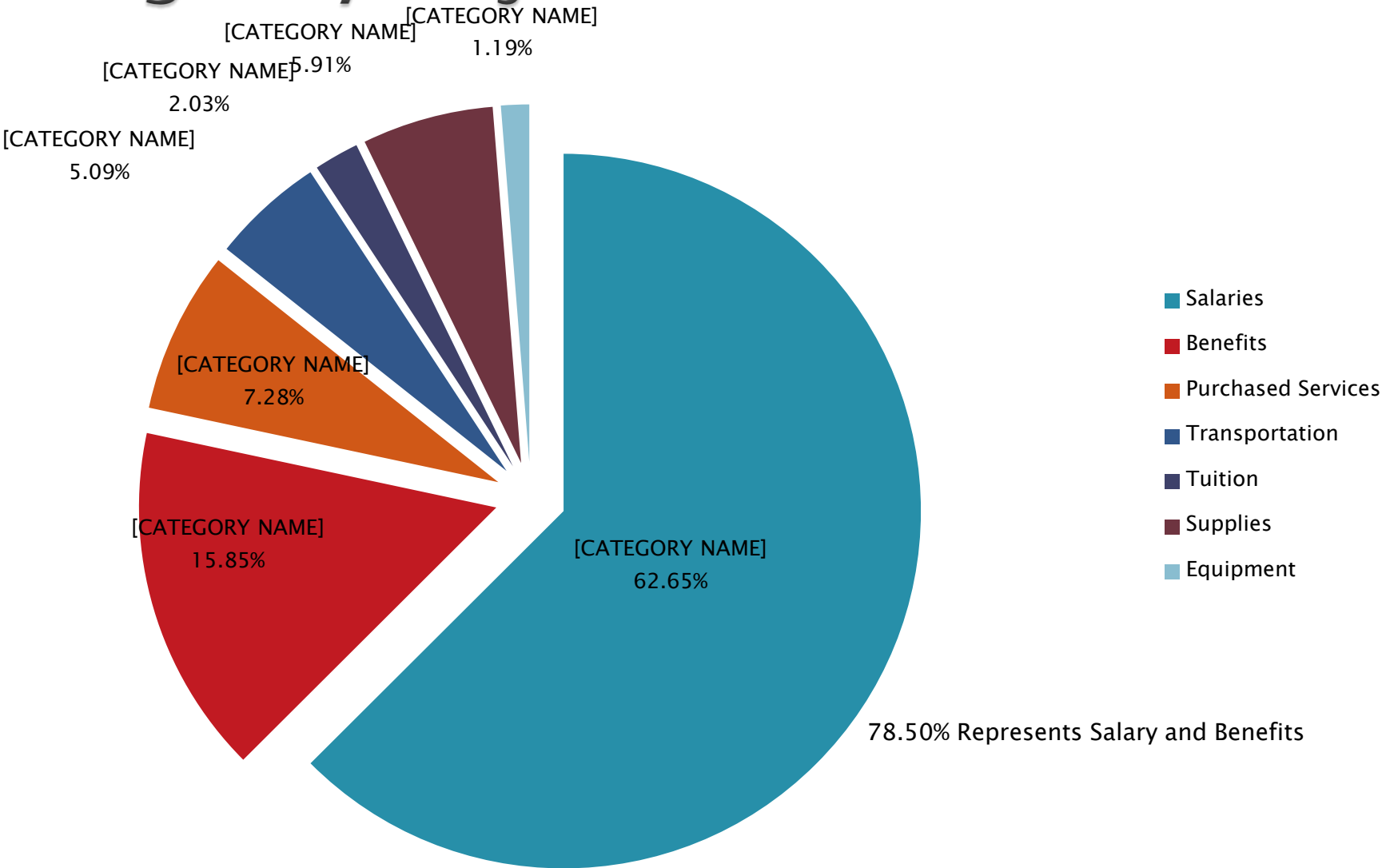
Town

- BOF
- Public Hearing
- Town Meeting

Westbrook BOE Budget

Expenditure Category	2018-19 Approved Budget	2019-20 Proposed Budget	Change %	Change \$	% of Proposed
1. Salaries	\$ 10,894,804	\$ 11,387,085	4.52%	\$ 492,281	62.65%
2. Benefits	\$ 2,721,870	\$ 2,880,978	5.85%	\$ 159,108	15.85%
3. Purchased Services	\$ 1,361,911	\$ 1,322,510	-2.89%	\$ - (39,401)	7.28%
4. Transportation	\$ 1,082,487	\$ 925,716	-14.48%	\$ -(156,771)	5.09%
5. Tuition	\$ 683,269	\$ 369,693	-45.89%	\$ -(313,576)	2.03%
6. Supplies/ Utilities	\$ 1,103,467	\$ 1,073,699	-2.70%	\$ - (29,769)	5.91%
7. Equipment	\$ 134,010	\$ 216,355	61.45%	\$ 82,345	1.19%
TOTAL	\$ 17,981,819	\$ 18,176,037	1.08%	\$ 194,218	100.00%

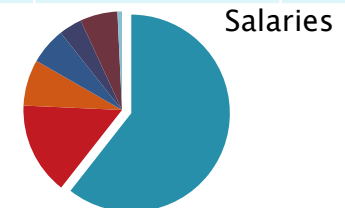
Budget by Object 2019-2020



SALARIES

2018–2019	2019–2020	\$ Diff	% Diff
10,894,804	11,387,085	\$ 492,281	4.52%

	2018–19	2019–20	\$ Diff.	% Diff.
Administrators (7 FTE's)	\$ 954,066	\$ 982,690	\$ 28,624	3.0%
Certified Staff – WEA (105.3 FTE)	\$ 7,658,404	\$ 8,076,001	\$ 417,597	5.4%
Non–Certified Staff– AFT (59.6 FTE)	\$ 1,668,648	\$ 1,695,703	\$ 27,055	1.6%
Non–union Staff (5 FTE's)	\$ 289,419	\$ 298,002	\$ 8,583	3.0%
Other Wages/Extra Duty				
Athletic Coaches	\$ 193,324	\$ 184,491	\$ -(8,833)	-4.6%
Extracurricular Advisors	\$ 90,143	\$ 108,698	\$ 18,555	2.1%
Summer School/Homebound Inst.	\$ 40,800	\$ 41,500	\$ 700	1.7%
TOTAL Salary and Wages	\$10,894,804	\$11,387,085	\$ 492,281	4.52%



SALARIES

Certified Staff – WEA

- Included are contractually obligated increases (2.8%), longevity, degree changes, additional compensation for time beyond standard hours, 1% increase in stipends for leadership positions

ADJUSTMENTS:

- Additional .5 Pre K teacher, EL/Bilingual teacher salary moved from purchased services to salaries (1.0 FTE).

SALARIES

Non-Certified Staff– AFT

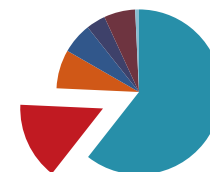
- Increases for paraprofessionals, custodial/maintenance personnel, school secretaries, health office and tech. support.
- Additional tech support added.

Other Wages/Extra Duty Assignments

- Wage increases based on WEA contract; 1% increase; also restructured per WEA contract. Summer School based on current special education student need.

BENEFITS:	2018-19	2019-20	\$ Diff	% Diff
	\$ 2,721,870	\$2,880,978	\$159,108	5.85%

	2018-19	2019-20	\$ Diff	% Diff
Life	\$ 41,800	\$ 41,800	0 change	0 %
Health/Dental	\$ 2,180,980	\$ 2,307,224	\$ 126,244	5.8%
SS/Medicare	\$ 314,191	\$ 341,477	\$ 27,286	8.7%
Pensions	\$ 177,899	\$ 183,477	\$ 5,578	3.1%
Unemployment	\$ 7,000	\$ 7,000	0 change	0%
TOTAL	\$ 2,721,870	\$ 2,880,978	\$ 159,108	5.85%



Benefits

BENEFITS

- Life insurance– includes contractual disability coverage as well as life insurance offered by classification.

- Health/Dental–

Broker(USI) has projected a premium increase.

Application of Reserve, determined by established formula.

Application of Cost-Share payments–estimated by current census.

- Social Security/Medicare –rates determined by formula.
- Pension–figure determined by actuarial report.

PURCHASED SERVICES

2018-19	2019-20	\$ Diff	% Diff
\$1,361,911	\$1,332,510	-\$39,401	- 2.89%

Professional Services:		
HS Guidance Office	[3,635]	↑ \$ 1,350
Substitutes and Lunch Subsidy	[186,000] [50,000]	0 change
Athletic Trainer/Student Accident Insurance /Dr.	[6,400]	↑ \$ 3,766
Fiscal (Payroll, Audit, ADP, ACA)	[31,257]	↑ \$ 1,022
SPED Consulting (Student need)	[232,301]	↑ \$ 5,311
Curriculum Development	[24,968]	↑ \$ 1,574
Legal	[38,000]	↑ \$ 2,000
Software (licenses)	[124,355]	↑ \$ 34,587
Travel/Conference fees	[40,689]	↓ \$ -(6,001)
BOE Professional Services EL contract with OS moved to salaries- 57,989	[59,914]	↓ \$ -(57,698)
Professional Development/Consultants	[9,350]	↓ \$ -(26,750)
Total Dollar Difference for Professional Services:		↓ \$ -(40,839)

PURCHASED SERVICES

2018-19	2019-20	\$ Diff	% Diff
\$ 1,361,911	\$1,322,510	-\$39,401	- 2.89%

Professional Services:

Special Education Services

OT/PT

Psychological/Consulting Services

Assistive Technology Consultant

Student Assistance Counseling

Mandated Training

Software/Support License Fees

Power School; School Messenger; financial software; IEP/504 Direct; Destiny library circulation; library research; Naviance progress monitoring; Star learning student assessment; Dibbles reading assessment; Email/webpage/virus protection; Symantic backup system; instructional software

Services

District consulting physician; athletic trainer and student insurance; legal; Kelly Staffing substitutes; lunch program subsidy; curriculum development; professional development consultants, auditor; ADP payroll; accompanists for productions, mileage/conference fees

PURCHASED SERVICES (Cont.)

2018-19	2019-20	\$ Diff	% Diff
\$ 1,361,911	\$1,322,510	-\$39,401	- 2.89%

Property Services:			
Building Service Contracts (incl. emergency repairs/inspections,/permits, etc.	[263,306]	↑	\$6,279
Departmental Misc. Repairs	[27,650]	↓ - (\$	858)
Copier	[80,000]	↓ - (\$	1,000)
Total Dollar Difference for Property Services		↑	\$4,421

Communications/Dues and Fees:			
Dues and Fees	[45,754]	↑ \$	217
Phones /Postage {fax/area of refuge/elevator}	[55,100]	↑ \$	300
Printing /Advertising	[2,000]	↓ -(\$	3,500)
Total Dollar Difference for Communications/Dues and Fees		↓ -(\$	2,983)

PURCHASED SERVICES

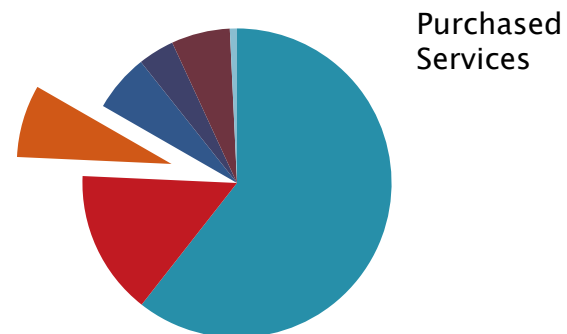
2018-19	2019 - 20	\$ Diff	% Diff
\$ 1,361,911	\$ 1,334,510	-\$39,401	- 2.89%

Property Services:

Building Service Contracts to operate, repair and maintain school property.

Elevator services/inspections contract, Sewage removal, Building controls/HVAC, Security Systems, Fire Alarms/smoke detectors service and inspections, Generator service, Fire Pump and Sprinkler systems service and inspections, Fire Extinguishers/ansul inspections, Well/Ground water monitoring, Waste disposal, Grounds Maintenance, Snow Removal, Industrial Waste disposal (photo developer), All other required inspections/permits, Exterminator, unanticipated emergency repairs: (Refrigeration/kitchen equipment repairs, Heating and Plumbing, Electrical and Lighting).

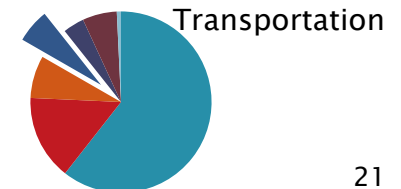
Also included in this category is Copier Lease Agreements and overage charges.



TRANSPORTATION:

2018-19	2019-20	\$ Diff	% Diff
\$1,082,487	\$925,716	\$ -(156,771)	-14.48%

Contract	↑ \$ 32,261
Athletics	↑ \$ 2,131
Clubs	↑ \$ 400
Field Trips	↑ \$ 3,199
SPED- IEP Changes	↓ \$ - (194,762)

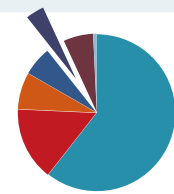


TUITION:

2018-19	2019-20	\$ Diff	% Diff
\$ 683,269	\$ 369,693	-\$313,576	-45.89%

Adult education, VOAG, Special Ed Placements & Vocational Training

VoAg 2 known students;1 possible	↑ \$ 600
Adult Ed = 0 change	0
Magnet Tuition 3 known students	↑ \$ 4,318
Known Special Ed, IEP Changes (placements, Excess Cost & Medicaid grant offsets)	↓ \$- (318,494)

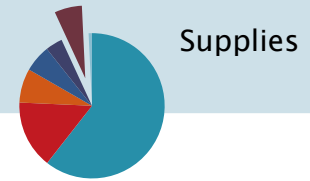


Tuition

SUPPLIES/ UTILITIES:

2018-19	2019-20	\$ Diff	% Diff
\$1,103,467	\$1,073,699	-\$29,769	-2.70%

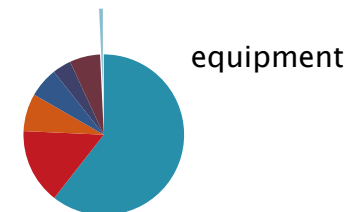
Textbooks/workbooks/prof texts/periodicals/library books	↑ \$ 480	
		Total Increases: \$ 480
Athletic supplies	↓ \$ -(9,627)	
Assemblies	↓ \$ -(7,200)	
Diesel Fuel	↓ \$ -(1,879)	
Electricity/Nat. Gas	↓ \$ -(6,000)	
Instruct. Supplies (combined)	↓ \$ -(927)	
Office/ Misc./Cust'l/Maintenance Supplies	↓ \$ -(4,086)	
Special Ed. Supplies	↓ \$ -(530)	Total Decreases \$-(30,249)



EQUIPMENT

2018-19	2019-20	\$ Diff	% Diff
\$134,010	\$216,355	\$82,345	61.45%

Chrome books, replacement cycle for, teacher laptops, desktops, smart boards [175,010]	↑ \$ 105,910
Tech Ed Equipment –MS: robotic arm HS: TBD [3,000]	↑ \$ 500
Athletic/PE Equipment cardio room replacements [8,000]	↑ 4,000
Additional Classroom Bookshelves [1,000]	↓ \$ -(825)
ART [0]	↓ \$ -(500)
Music: Ukuleles, bass xylophone, digital keyboard/piano [17,845]	↓ \$ -(2,255)
Maintenance Dept. Ride on carpet machine [7,000]	↓ \$ -(19,690)
Special Ed: Technology and specialized equipment for OT/PT and IEP's [4,500]	↓ \$ -(4,795)



Budget Summary

2017–18 Approved Budget

\$ 17,900,915 .92 %

2018–19 Approved Budget

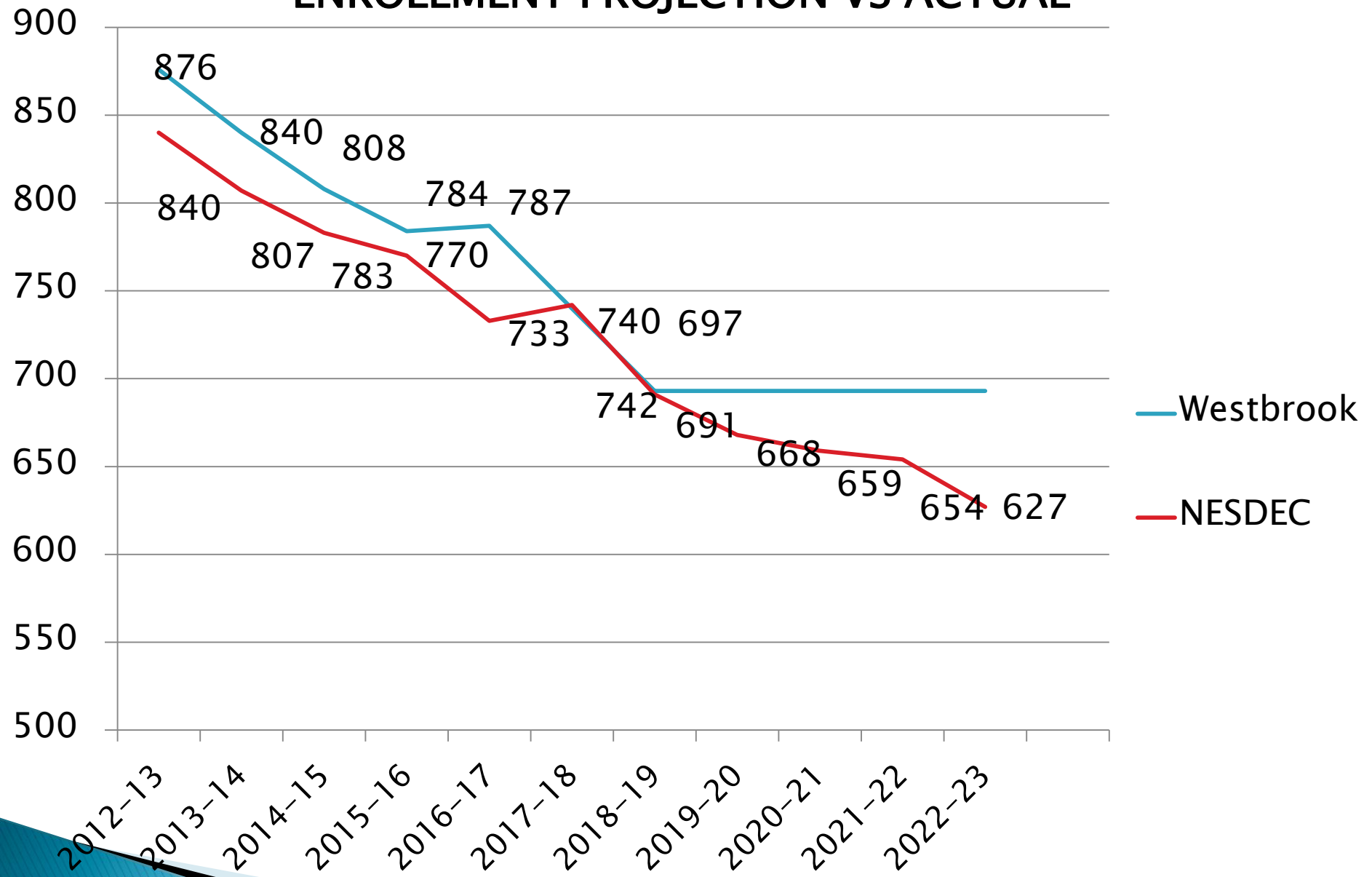
\$ 17,981,819 .45 %

2019–20 Proposed Budget

\$ 18,176,037 1.08%



ENROLLMENT PROJECTION VS ACTUAL



**SUMMARY OF
SPECIAL
EDUCATION**

2018-19	2019-20	\$ Diff	% Diff
\$1.477,166	\$ 963,896	\$-513,270	34.75%

	2018-19	2019-20	\$ Difference	% Diff
Purchased Services	\$226,990	\$232,301	\$ 5,311	2.34%
(Professional Services only)				
Transportation	\$586,562	\$391,800	-(\$194,762)	-33.2%
Tuition	\$848,169	\$622,000	-(\$226,169)	
Excess cost/Medicaid Grants	-(\$211,675)	-(\$304,000)	\$ 92,325	
Net Tuition	\$636,494	\$318,000	-(\$318,494)	-50%
Supplies	\$17,825	\$ 17,295	-(\$ 530)	-2.9%
Equipment	\$9,295	\$ 4,500	-(\$ 4,795)	-51.6%
Total Special Ed	\$1,477,166	\$953,896	-(\$513,270)	-34.75%

Board Budget Guidelines

1. Improving and Enhancing Curriculum and Instruction

- Professional Growth & Development for teachers and staff to meet statutory and other training requirements
- Ongoing Curriculum Revision/Implementation
- Assessments (SAT/ACT, etc.), Grade Reform
- English Language Learners (EL)
- Promote Positive Climate and Restorative Practices

Budget Guidelines continued:

2. Support Technology Integration

- **Maintain Technology Plan/Monitor Integration**

Budget Guidelines continued:

3. Support Board of Education Enrollment Study/Initiative

Class size Guidelines

Grade	Class Size
K-2:	16+-2
3-4	18 +- 2
5-8	22+- 2

Budget Guidelines continued:

4. Support All Current and Upcoming Contractual Obligations

- Westbrook Educators Association (WEA) Contract (certified staff)
- Administrator Agreements
- American Federation of Teachers (AFT) Contract (non-certified staff)
- Transportation
- Health Insurance
- Facilities/Maintenance

Budget Guidelines continued:

5. Support Services for all students under ESSA Guidelines

- Guidance
- Health Services
- Psychological services
- Speech/Hearing/Language
- Special Needs Tuition/Transportation/ Instructional Services

Budget Guidelines continued:

6. Maintaining and Preserving Buildings and Grounds

- Update Capital Improvement Plan with a focus on energy efficiencies and other cost saving measures
- Continue operational preventive maintenance
- Systems, Equipment and Structural Upgrades

Budget Guidelines continued:

7. Safety and Security Measures

- All Hazards Plan
- Chemical Hygiene Plan
- Title IX (Equity, Diversity, Investigations)
- Mandated Expert Orientations/Trainings

Object descriptions

- ▶ **Salaries/Wages**– Payments made to all employees
- ▶ **Benefits**– Other advantages received in addition to salary/wages from the BOE
- ▶ **Purchased Services**– Services that by nature are performed by persons or firms with specialized knowledge, i.e.
 - Professional Services – legal, consultants, etc.
 - Property Services– contracts related to the upkeep of the buildings
 - Communications– phone, postage, advertising
 - Dues and Fees– memberships to educational organizations

Object descriptions

- ▶ **Transportation** – home to school \leftrightarrow
For all regular and special education students
Field trips, clubs and athletics
- ▶ **Tuition** – payments made to other facilities for the purpose of educating students with a nexus in Westbrook
- ▶ **Supplies/Utilities** – items that can be consumed, worn out or deteriorate through use
- ▶ **Equipment** – Items exceeding \$400 with an extended life expectancy