



# Board of Education Budget Town Meeting

May 11, 2016

**“You don’t realize how fast the future is coming until you recognize how fast the past has gone.” John Robbin**

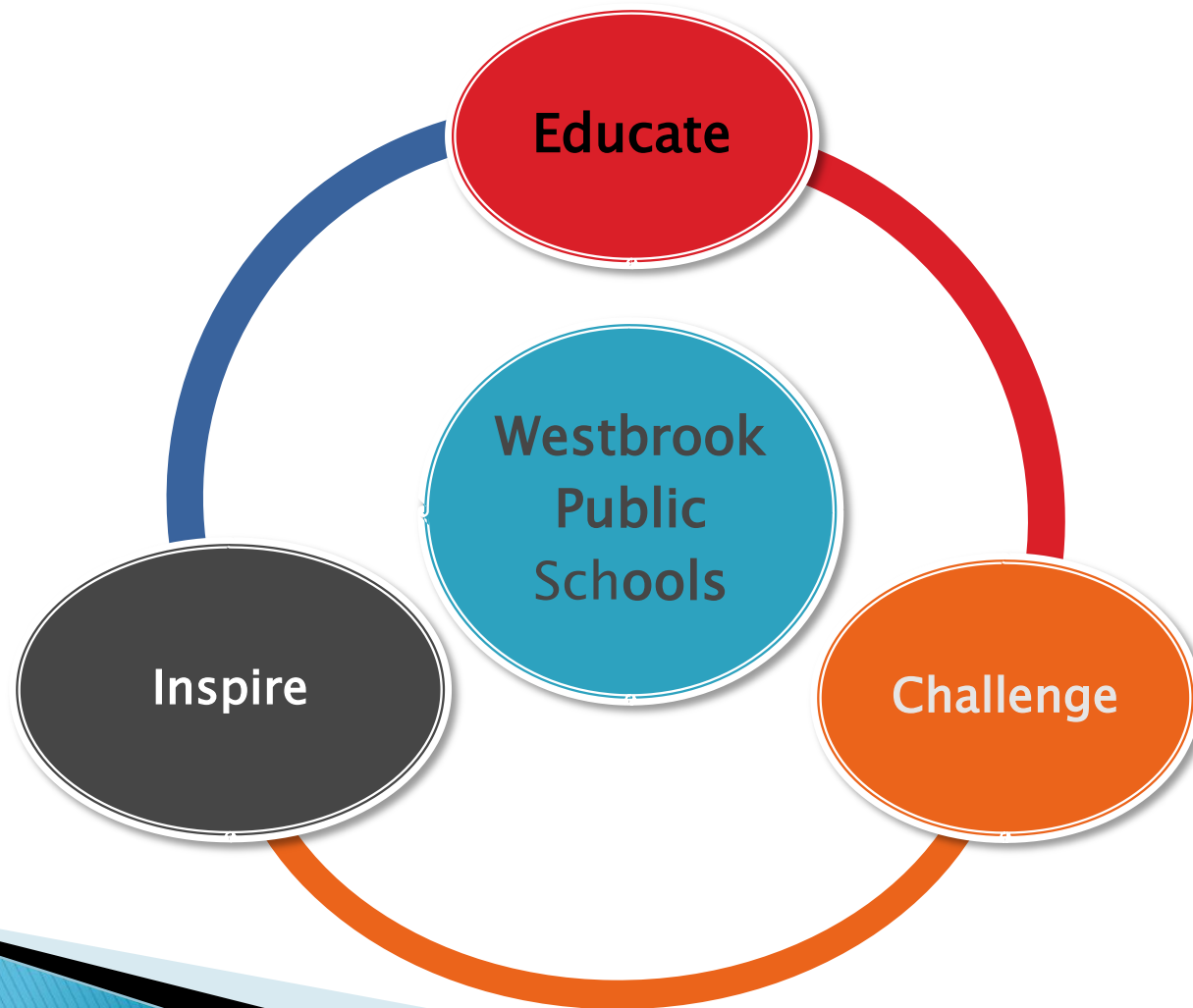
**Driving Forces for Change: Internal:**

**Knowledge  
Competent Management  
Competent Workforce**

**Driving Forces for Change: External:**

**Economy (Scale)  
Technology  
Competition**

# 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

**Maintaining & Marketing 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 Class Size Guidelines
  4. Appropriate Support for Teacher and Administrator Evaluations
  5. Support All Current and Upcoming Contractual Obligations
  6. Support Services for General Education Students and Students with identified needs
  7. Maintaining and Preserving Buildings and Grounds
  8. Safety and Security Measures
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# 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 rectangular box 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 BOF, public hearing, and town meeting.

**School**

- Teacher requests
- Administrators requests
- Superintendent recommendation

**BOE**

- BOE Workshop
- BOE Approval

**Town**

- BOF
- Public Hearing
- Town Meeting



# Budget Assumptions & Facts

## *Assumptions:*

Enrollment

Current & Future Staff Census

Current Spec. Ed. Population

Current Health Claims Data

Continued Implementation of Tech Plan/Integration

## *Facts:*

Contractual Increases

Personnel (Negotiated)

First Student (Transportation) extension

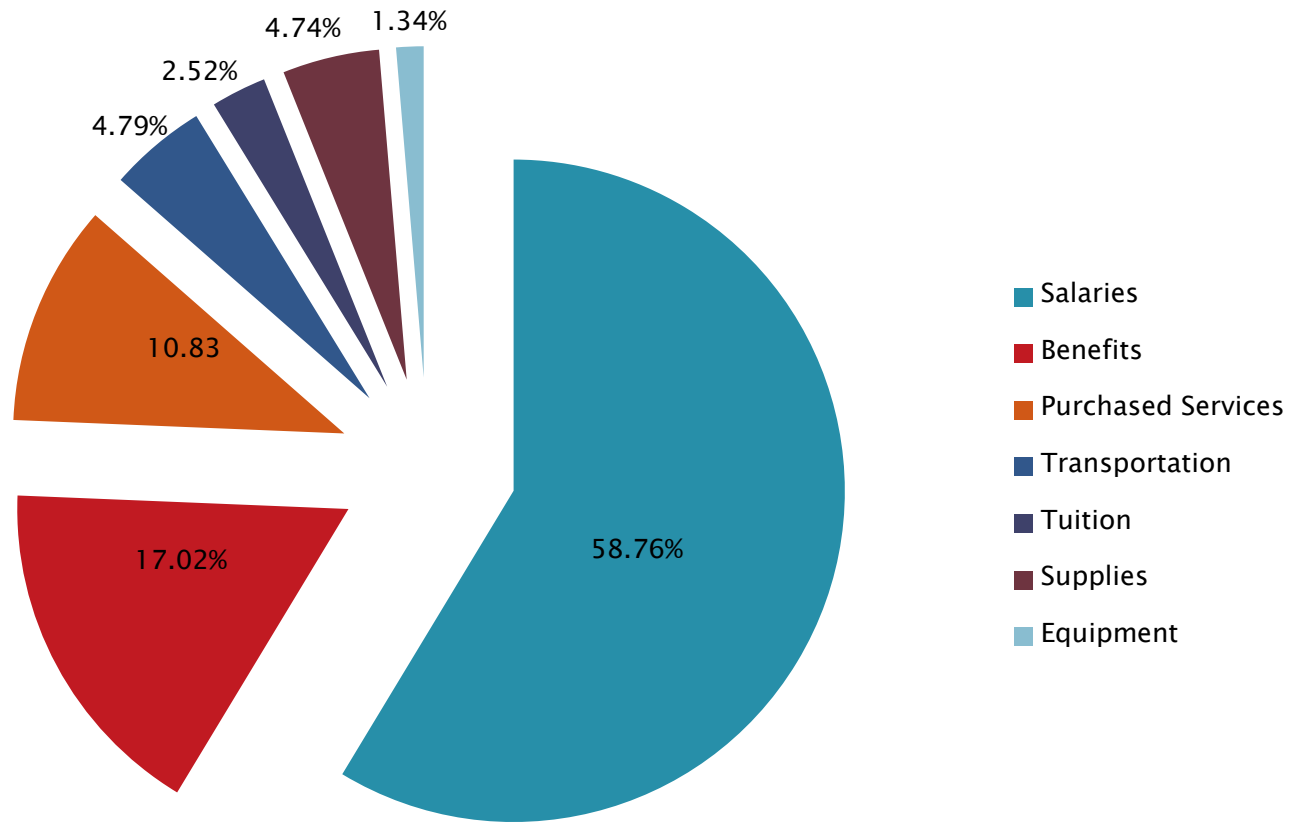
Building Maintenance

Tuition Rates (\$5,980 & \$7,165 – Magnet/Sound School)

State Mandates/Unfunded impact (PD)

# Budget by Object

## 2016-2017 Budget by Object



75.78 % Represents Salary and Benefits

## Board of Education Budget Proposal

Expenditure Category	2015-16 Approved Budget	2016-17 Proposed Budget	Change %	Change \$	% of Proposed
1. Salaries	\$ 10,219,522	\$ 10,423,528	2.00%	\$ 204,006	58.75%
2. Benefits	\$ 2,910,463	\$ 3,020,763	3.79%	\$ 110,300	17.03%
3. Purchased Services	\$ 1,777,525	\$ 1,920,572	8.05%	\$ 143,047	10.83%
4. Transportation	\$ 866,231	\$ 849,208	-4.18%	\$ (37,023)	4.79%
5. Tuition	\$ 545,980	\$ 446,575	-18.21%	\$ (99,405)	2.52%
6. Supplies/ Utilities	\$ 830,093	\$ 841,015	1.32%	\$ 10,922	4.74%
7. Equipment	\$ 293,650	\$ 236,850	-19.34%	\$ (56,800)	1.34%
<b>TOTAL</b>	<b>\$ 17,463,464</b>	<b>\$ 17,738,511</b>	<b>1.57%</b>	<b>\$ 275,047</b>	<b>100.00%</b>

# SALARIES

2015-16	2016-17	\$ Diff	% Diff
\$10,219,522	\$10,423,528	\$ 204,006	2.00%

	2015-2016	2016-2017	\$ Diff.	% Diff.
<b>Administrators (6 )</b>	\$835,959	\$850,818	\$14,859	1.78%
<b>Certified Staff – WEA (109)</b>	\$7,310,921	\$7,400,783	\$89,862	1.23%
<b>Non-Certified Staff– AFT (61)</b>	\$1,471,816	\$1,515,811	\$ 43,995	2.99%
<b>Non-union Staff (5)</b>	\$261,609	\$268,269	\$ 6,660	2.55%
<b>Other Wages/Extra Duty</b>				
Athletic Coaches	\$177,906	\$241,849	\$63,943	35.94%
Extracurricular Advisors	\$95,910	\$ 99,898	\$ 3,988	4.16%
Summer School/Homebound Inst.	\$65,401	\$46,100	-\$19,301	-29.51%
<b>TOTAL Salary and Wages</b>	<b>\$10,219,522</b>	<b>\$10,423,528</b>	<b>\$204,006</b>	<b>2.00%</b>

# SALARIES

## Certified Staff – WEA

- Included are contractually obligated increases (3.1%), longevity, degree changes, additional compensation for time beyond standard hours, stipends for leadership positions

### ***ADJUSTMENTS: Resulting in .8 FTE net decrease***

- 1 reduction in staff at the Elementary School;
- Increase of .2 FTE WMS Special Ed teacher

# SALARIES

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## Non-Certified Staff– AFT

- 2.75% contractual increases for paraprofessionals, custodial/maintenance personnel, school secretaries, health office and tech. support.

### *ADJUSTMENTS: +1.8 FTE*

- Additional paraprofessional hired but not budgeted for in 15–16 now included in FTE for 16–17.

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## Other Wages/Extra Duty Assignments

- Wage increases based on WEA contract 2% increase by steps. Increase in Summer School based on current special education student need.

# BENEFITS:

2015-16	2016-17	\$ Diff	% Diff
\$2,910,463	\$ 3,020,763	\$ 110,300	3.79%

	2015-16	2016-17	\$ Diff	% Diff
Life	\$ 26,400	\$ 42,330	\$ 15,930	60.34%
Health/Dental	\$ 2,430,124	\$ 2,488,003	\$ 57,879	2.38%
SS/Medicare	\$ 273,324	\$ 292,976	\$ 19,652	7.19%
Pensions	\$ 174,615	\$ 191,454	\$ 16,839	9.64%
Unemployment	\$ 6,000	\$ 6,000	\$ 0.00	0%
TOTAL	\$ 2,910,463	\$ 3,020,763	\$ 110,300	3.79%

# 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**

2015-16	2016-17	\$ Diff	% Diff
\$ 1,777,525	1,920,572	\$143,047	8.05%

Professional Services:			
Substitutes	[180,000]	↑	\$ 42,810
Athletic Trainer/Student Accident Insurance	[ 54,418]	↑	\$ 28,418
SPED Consulting (Student need)	[482,168]	↑	\$ 22,690
Travel/Conference fees	[ 47,180]	↑	\$ 11,447
Software (web hosting; IEP contracts)	[108,596]	↑	\$ 8,600
Professional Development/Consultants (mandated)	[100,956]	↑	\$ 8,552
Fiscal (Payroll, Audit, ADP)	[ 29,300]	↑	\$ 1,780
Legal (no negotiations)	[ 36,000]	= 0	change
Lunch Subsidy	[50,000]	= 0	change
Total Dollar Difference for Professional Services:		↑	\$124,297

## PURCHASED SERVICES

2015-16	2016-17	\$ Diff	% Diff
\$1,777,525	\$ 1,920,572	\$143,047	8.05%

### Professional Services:

#### Special Education Services

OT/Speech services/PT

Psychological/Consulting Services

Autism Behavior/Training Consultants

Student Assistance Counseling

Marriage and Family Therapist (WYFS) Supervision

#### Software/Support License Fees

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

#### Services

District consulting physician; athletic trainer; legal; Kelly Staffing substitutes; lunch program subsidy; curriculum development; professional development consultants, auditor; ADP payroll; accompanists for productions, mileage/conference fees; **Student Accident insurance moved from Supplies to Services**

# **PURCHASED SERVICES (Cont.)**

2015-16	2016-17	\$ Diff	% Diff
\$1,777,525	\$ 1,920,572	\$143,047	8.05%

Communications/Dues and Fees:		
Phones (fiber connection)/Postage	[39,000]	↓ (\$11,500)
Printing /Advertising	[7,650]	↓ ( \$ 500)
Dues and Fees	[39,824]	↑ \$ 736
Total Dollar Difference for Communications/Dues and Fees		↓ (\$11,264)

Property Services:		
Building Service Contracts (incl. emergency repairs/inspections,/permits, etc.	[263,054]	↑ \$13,384
Copier	[90,000]	↑ \$15,320
Departmental Misc. Repairs	[27,308]	↑ \$ 1,310
Total Dollar Difference for Property Services		↑ \$30,014

## **PURCHASED SERVICES**

<b>2015-16</b>	<b>2016-17</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>\$1,777,525</b>	<b>\$ 1,920,572</b>	<b>\$143,047</b>	<b>8.05%</b>

### **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, Telephone maintenance agreements, 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:

2015-2016	2016-17	\$ Diff	% Diff
\$886,231	\$849,208	\$ (37,023)	-4.18%

First Student Contract	↑ \$ 49,755
Field Trips	↑ \$ 7,225
Clubs	↑ \$ 60
Athletics	↑ \$ 10,637
SPED -IEP Changes	↓ \$ (104,700)

# TUITION:

2015-16	2016-17	\$ Diff	% Diff
\$ 545,980	\$ 446,575	\$ (99,405)	-18.21%

## Adult education, VOAG, Magnet School, Sound School, Special Ed Placements & Vocational Training

Magnet Tuition Aqua Science Magnet School (1 student) Sound School (1 student)	↑ \$ 7,310
Known Special Ed, IEP Changes (placements) Includes Excess Cost Grant offset	↓ \$(106,715)

# SUPPLIES/ UTILITIES:

	2015-16	2016-17	\$ Diff	% Diff
	\$ 830,093	\$ 841,015	\$ 10,922	1.32%
Athletic Supplies	↓ \$ (27,355)	Student accident insurance moved to Purchased Services		
Custodial/Maintenance Supplies	↓ \$ (13,650)			
Textbooks/workbooks	↓ \$ (10,005)			
Assemblies	↓ \$ (4,695)			
Diesel Fuel	↓ \$ (6,959)	\$2.00/gal. 14400 gallons		
Principal Supplies	↓ \$ (3,500)			
Instruct. Supplies	↓ \$ (1,497)	<b>Total Decreases: <span style="color: red;">-\$ (67,661)</span></b>		
Natural Gas	↑ \$ 67,155			
Electricity	↑ \$ 6,000	.08130/kWh for supply		
Special Ed. Supplies	↑ \$ 5,428	<b>Total Increases: \$78,583</b>		

# EQUIPMENT

2015-16	2016-17	\$ Diff	% Diff
\$ \$ 293,650	\$263,850	<b>(-56,800)</b>	<b>-19.34%</b>

Chrome books, tablets [195,300] Replacement of smart boards, CADD Computers, Laptops Laptop carts (can hold chrome books, also) Computer Lab desktop replacements, document cameras		↑ \$ 1,400
Tech Ed Equipment –3d printer–WMS [ 2,350]		↑ \$ 1,350
Special Ed: Technology and specialized equipment for OT/PT and IEP's [ 12,300]		↓ \$( 1,115)
Music: marching baritone, trumpet, marching French horns [ 13,200]		↓ \$( 6,935)
Maintenance Dept. [ 9,000] (playground chips, new buffer)		↓ \$(51,500)
Art Equipment – digital cameras [1 700]		0 change
Athletic Equipment [3000]		0 change



**SUMMARY OF  
SPECIAL  
EDUCATION**

2015-16	2016-17	\$ Diff	% Diff
\$1,398,800	\$1,214,388	-\$184,412	-13.18%

	2015-2016	2016-2017	\$ Difference	% Diff
<b>Purchased Services</b>	\$370,753	\$393,443	\$22,690	6.1%
<b>Transportation</b>	\$492,959	\$388,259	-\$104,700	-21.2%
<b>Tuition</b>	\$624,164	\$434,800		
<b>Excess Cost Grant</b>	(\$115,768)	(33,119)		
<b>Net Tuition</b>	\$508,396	\$401,681	-\$106,715	-20.9%
<b>Supplies</b>	\$13,277	\$18,705	\$5,428	40.9%
<b>Equipment</b>	\$13,415	\$12,300	-\$1,115	-8.3%
<b>Total Special Ed</b>	\$1,398,800	\$1,214,388	-184,412	-13.18%

# Budget Summary

## 2015–16 Approved Budget

\$17,463,464

3.98 %

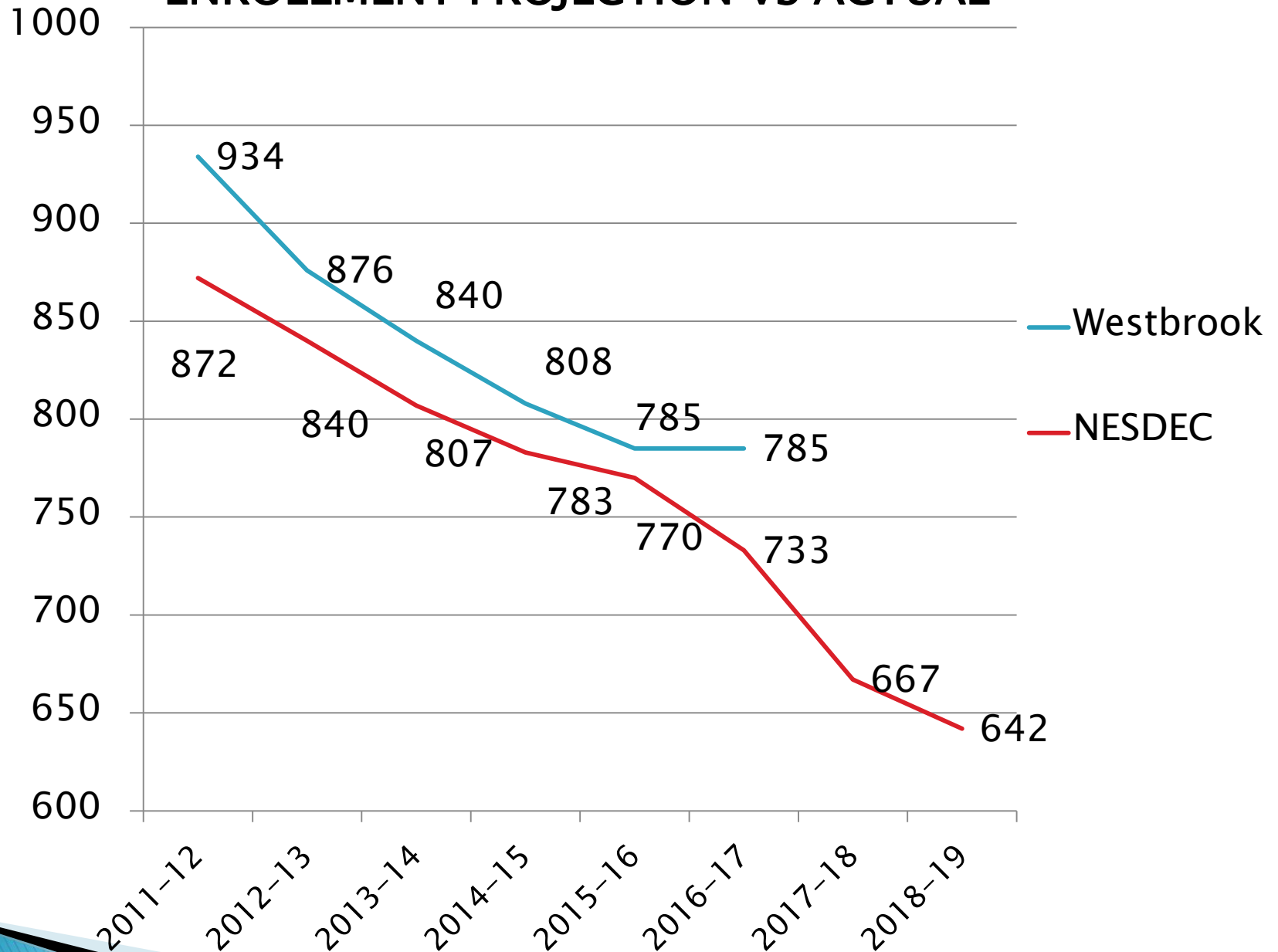
## 2016–2017 Proposed Budget

**\$ 17,738,511**

**1.57 %**



# ENROLLMENT PROJECTION VS ACTUAL



# Board Budget Guidelines

## 1. Improving and Enhancing Curriculum and Instruction

- Curriculum Revision/Implementation
- Common Core State Standards
- Assessment Development and Statewide Mastery Tests
- English Language Learners (EL)
- Professional Development of teachers and staff to meet new Common Core State Standards and statutory requirements
- Promote and sustain School Climate Initiatives

# Budget Guidelines continued:

## 2. Support Technology Integration

- **Develop & implement CSDE – required Technology Plan**
- **Assess and analyze staff and student accessibility and use of technology**
- **Plan and deliver meaningful professional development and end-user support**
- **Monitor and sustain district assessment platform**

# Budget Guidelines continued:

## 3. Support Board of Education Class Size Guidelines

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

# Budget Guidelines continued:

## 4. Appropriate Support for Teacher and Administrator Evaluations

- In-Service Training for administrators and teachers
- Additional support for implementation of the Teachers' and Administrator Program
- Support for BOE & PDEC Annual Adoption

# Budget Guidelines continued:

## 5. Support All Current and Upcoming Contractual Obligations

- **Certified (WEA) Contract**
- **Administrator Agreements**
- **Non-certified (AFT) Contract**
- **Transportation**
- **Health Insurance**
- **Other Service-Provider Contracts (e.g. Facilities/Maintenance)**



# Budget Guidelines continued:

## 6. Support Services for General Education Students and Students with identified needs

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

# Budget Guidelines continued:

## 7. Maintaining and Preserving Buildings and Grounds

- Maintain updated Capital Plan with focus on refurbishment, energy efficiencies and other cost-saving measures
- Continue commitment to rigorous preventive maintenance operations

# Budget Guidelines continued:

## 8. Safety and Security Measures

- Training
- Title IX
- Chemical Hygiene Plan/Officer
- Hazard Communication Plan
- All Hazards Plans

# 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