

**CENTRAL OFFICE**  
**FY15 Budget Executive Summary**  
**January 16, 2014**

**Item X.C. S.C. Meeting 1/16/14**

## **I. Budget Overview**

The Preliminary FY15 Central Office budget reflects an increase of \$73,023 from the FY14 budget, or an increase of 3.4%. Payroll accounts have decreased by \$62,000 and expense accounts have increased by \$135,023. The payroll decrease is predominantly attributed to the reduction in the Salary Reserve and a higher Teacher Intents Offset. These decreases are partially offset by certain pay adjustments that were committed to after the FY14 budget was finalized. FY15 salaries for individual Central Office employees have been budgeted at actual FY14 pay-rates with the exception of the fourth crossing guard who is still to be hired. The expense increase is attributed to an increase in the number of school buses needed for Regular Day Transportation and for Emergency Preparedness.

## **II. Personnel Summary**

1. The FY15 Preliminary Budget includes funding to continue with the two new crossing guards added after the FY14 budget was finalized. There is also a request to hire a 0.6 fte Benefits Coordinator who would work under the direction of the Director of Human Resources. The goal of adding this position is to reduce the increasingly unmanageable workload of the current Payroll & Benefits Coordinator by limiting her duties to payroll processing and reporting, and assigning the benefits portion of the work to the new position. The Benefits Coordinator would also be cross-trained in payroll processing, so as to act as a much-needed backup to the Payroll Coordinator.
2. The FY15 Salary Reserve (account #1392) provides lower funding (\$114,582) than was provided in the FY14 budget. This funding is designated for compensation adjustments for custodians and other non-unit staff. All other contracts have been finalized for FY15.
3. Employee Longevity (account #1551) and Early Retirement (account #51) provide funding for all district employees who have served the district for many years according to contractual guidelines. A net decrease of \$3,700 is needed to meet these contractual obligations.
4. The Teachers Intent Offset (account #1771) went from minus \$298,117 in FY14 to minus \$370,242 in FY15, a difference of \$72,125. This centralized account adjusts for teacher salary increases related to planned lane changes (which may not be achieved) the value of which is contained throughout the district budget. Although we've continued using an offset percentage factor of 60% to reflect recent experience, the gross value of the FY15 lane changes is significantly higher than it has been; thus, the offset is higher.

## **III. Expense Summary**

1. Regular Day Transportation (account #259) has been increased by \$84,082 to reflect a 2.5 % inflation adjustment, anticipated higher fuel costs, and an increase in the number of buses serving the district. Currently, we have 1 bus serving only the Middle & High School and 24 buses available to all schools. We are requesting an additional bus for all schools at an additional cost of \$57,656 and the conversion of the one-tiered bus into a three-tiered at a cost of \$2,306. The additional bus will alleviate crowding on Middle & High School buses and provide rides for potential students in new developments. The conversion request has the potential for decreasing travel time for elementary students for a small price difference. The Preliminary Budget contains no changes in the price of a bus pass. A detailed analysis is attached.

2. Supplies and materials budgets have been funded below FY14 levels.
3. Legal Expenses (account #2) have been level-funded.
4. Classified Ads (account #19) have been funded to a historically reasonable level via a \$5,000 increase.
5. Superintendent's Technology (account #318) has been decreased by \$11,650 to reflect the change in financial software to MUNIS, which is funded by the Town.
6. Copier Maintenance (account #296) and Undistributed Equipment (account #319) have been funded at FY14 levels to cover copier equipment acquisition & operation.
7. Emergency Preparedness (account #1831) has been increased by \$60,081. Previously, this account lacked sufficient funds to support safety protocols and essential safety equipment in the district. The account now covers CPI and CPR trainings, AED replacement cycle, safety programs, and allows for maintenance of safety labeling, signage, emergency kits, and other supply needs. Two-way radio replacement is also budgeted for this year to address concerns around communication.

ACCOUNT TITLE : SYS, Transportation Regular Day  
 ACCOUNT NUMBER: 259  
 TOTAL REQUEST:

QTY.	DESCRIPTION	FY15 UNIT COST	FY15 BUDGET	FY14 BUDGET	FY14 ACTUAL
24	Regular Buses	57,656.00	\$1,383,744.00	\$1,360,800.00	\$1,356,480.00
1	Additional Bus for HS/MS run only	54,000.00	\$0.00	\$54,000.00	\$54,000.00
2	Additional Buses for all schools	57,656.00	\$115,312.00	\$0.00	\$0.00
6	Kindergarten Mid-day Buses	9,246.00	\$55,476.00	\$54,000.00	\$54,120.00
1	Transport - Norfolk Aggie		\$7,050.00	\$8,700.00	\$7,050.00
	<b>Total Gross Cost</b>		<b>\$1,561,582.00</b>	<b>\$1,477,500.00</b>	<b>\$1,471,650.00</b>
1	Offset from Student Bus Fees		(\$300,000.00)	(\$297,500.00)	(\$297,500.00)
1	Offset from Daycare Bus Fees		(\$25,000.00)	(\$25,000.00)	(\$25,000.00)
1	Anticipated Fuel Cost Savings		(\$12,500.00)	(\$15,000.00)	(\$12,500.00)
	<b>Total Offsets</b>		<b>(\$337,500.00)</b>	<b>(\$337,500.00)</b>	<b>(\$335,000.00)</b>
	<b>Net Projected Cost -----&gt;</b>		<b>\$1,224,082.00</b>	<b>\$1,140,000.00</b>	<b>\$1,136,650.00</b>

**Actual FY15 unit costs will be determined by the Consumer Price Index**