

**CENTRAL OFFICE
Executive Summary
November 14, 2016**

I. Budget Overview

The Preliminary FY18 Central Office budget reflects an increase of \$7,259 from the FY17 budget, or an increase of 0.31%. Payroll accounts have decreased by \$10,955 and expense accounts have increased by \$18,214. FY18 salaries for individual Central Office employees have been budgeted at actual FY17 pay-rates. The expense increase is attributed to an increase in funding for Emergency Preparedness, Legal Expenses, Copier Maintenance, and Transportation. These increases have been offset by increased use of the Bus Fee Revolving Account.

II. Personnel Summary

1. The FY18 budget includes funding to continue with the 0.1 fte Crossing Guard and the existing Central Office administrative and support staff positions which were reorganized after the FY17 budget was finalized. No other Central Office personnel additions are being requested.
2. The FY18 Salary Reserve provides lower funding (\$102,976) than was provided in the FY17 budget. This funding is designated for compensation adjustments for non-unit staff. All collective bargaining agreements have been finalized for FY18.
3. Employee Longevity and Early Retirement provide funding for all district employees who have served the district for many years according to contractual guidelines. An increase of \$1,550 is needed to meet these contractual obligations.
4. The Teachers Intent Offset went from minus \$404,785 in FY17 to minus \$456,173 in FY18, a difference of \$51,388. 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. We are continuing to use an offset percentage factor of 70% to reflect recent experience. Even with the same offset percentage, the account budget is going up because the gross value of the lane changes is higher.

III. Expense Summary

1. The gross cost of Regular Day Transportation has been increased by \$62,872 to reflect the need for an additional bus and a 2.0 % inflation adjustment above our current actual rates. On a net cost basis, the FY18 budget for transportation is a decrease of \$30,603. This is made possible because of FY16 fuel adjustment credits which remain in the Bus Fee Revolving account. The Preliminary Budget contains no changes in the price of a bus pass.
2. Supplies and materials budgets have been funded below FY17 levels.
3. Legal Expenses have been increased to reflect the fact that FY18 will be a negotiation year.
4. The Emergency Preparedness account has been increased to provide funding for updated automated external defibrillators and radios district-wide, and emergency notification equipment at the Middle School
5. Copier Maintenance has been increased to reflect the average actual costs of the past few years.

FY18 BUDGET - CENTRAL OFFICE

ORG	OBJ	PROJ	NAME	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ACTUAL	FY 16 ACTUAL	FY 17 BUDGET	FY 18 BUDGET	FY17 to FY18 CHANGE
1 - SALARIES PROFESSIONAL										
90111211	511502		SUPT SALARY	142,083	170,000	173,400	177,735	177,735	185,000	7,265
90111211	511598		SYS SALARY RESERVE SCHOOL DEPT	0	0	0	0	115,613	102,976	(12,637)
90111221	511503		ASST SUPT SALARY	135,000	141,672	129,758	87,791	133,002	130,000	(3,002)
90111411	511504		BUSINESS MGR SALARY	124,655	127,149	129,691	132,933	132,933	136,921	3,988
90111411	511604		BUSINESS STAFF SAL	160,015	164,550	169,719	175,573	174,442	177,930	3,488
New	New		HR DIRECTOR SALARY	98,000	101,460	109,088	111,815	111,815	117,406	5,591
90111421	511505		HR STAFF SALARIES	58,095	61,687	88,773	167,174	148,866	151,854	2,988
90113051	511599		SYS TEACHER INTENTS OFFSET	0	0	0	0	(404,785)	(456,173)	(51,388)
90113051	511709		HTA RETIRE INCENT	8,500	7,500	5,000	5,000	7,500	2,500	(5,000)
90113051	514300		TEACHER LONGEVITY	26,000	26,850	28,750	29,100	40,700	47,250	6,550
(Sub) 1 - SALARIES PROFESSIONAL				752,348	800,868	834,179	887,120	637,821	595,664	(42,157)
2 - SECRETARIAL AND CLERICAL										
90111112	511603		SCOMM SECRETARY SAL	3,625	3,250	3,125	2,000	3,750	3,750	0
90111232	511607		SUPT's ASST SALARY	58,854	60,024	61,268	62,790	62,390	55,708	(6,682)
90111232	511608		ASST SUPTs SEC SAL	77,398	78,844	80,284	0	20,446	54,225	33,779
90111412	511603		CENTRAL OFFICE XTRA	1,772	1,940	0	919	0	0	0
(Sub) 2 - SECRETARIAL AND CLERICAL				141,649	144,058	144,677	65,709	86,586	113,683	27,097
3 - SALARIES OTHER										
90111233	511716		SUB CALLER PAY	13,579	12,589	13,000	13,575	13,325	13,592	267
90113103	511605		ATTENDANCE OFFICER	0	0	0	0	0	0	0
90115553	511712		CROSSING GUARDS	17,370	24,812	27,995	40,632	45,287	49,284	3,997
	Parking Fees		OFFSET BY OTHER FUNDS	0	(5,561)	(12,944)	(13,090)	(13,418)	(13,577)	(159)
(Sub) 3 - SALARIES OTHER				30,949	31,840	28,051	41,117	45,194	49,299	4,105
4 - CONTRACTED SERVICES										
90211214	529700		SUPT CONTR SVCS	3,900	3,100	3,100	3,300	4,600	3,500	(1,100)
90213204	530970		SCHOOL PHYSICIAN	6,088	6,200	6,324	6,482	6,482	6,612	130
90213304	533200		REGULAR TRANSPORT	1,406,275	1,481,315	1,474,570	1,444,206	1,530,913	1,593,785	62,872
90213304	533400		HOMELESS TRANSPORT	269	0	1,679	6,615	3,000	3,000	0
90213404	530710		SCHOOL FOOD SVC	33,387	5,860	5,391	58,890	5,400	5,400	0
	Bus Fees		OFFSET BY OTHER FUNDS	(208,161)	(207,965)	(279,964)	(302,689)	(156,525)	(250,000)	(93,475)
(Sub) 4 - CONTRACTED SERVICES				1,241,758	1,288,510	1,211,100	1,216,804	1,393,870	1,362,297	(31,573)

FY18 BUDGET - CENTRAL OFFICE

ORG	OBJ	PROJ	NAME	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ACTUAL	FY 16 ACTUAL	FY 17 BUDGET	FY 18 BUDGET	FY17 to FY18 CHANGE
5 - SUPPLIES AND MATERIALS										
90211115	542900		SCH COM SUPPLIES	0	0	0	174	0	0	0
90211214	534200		POSTAGE	18,473	19,092	15,103	16,604	17,250	16,600	(650)
90211215	542900		SUPT OFFICE SUPPLY	11,212	13,527	12,725	11,963	12,460	20,460	8,000
90211225	542900		ASST SUPT SUPPLY	5,737	7,461	7,150	7,308	8,000	0	(8,000)
(Sub) 5 - SUPPLIES AND MATERIALS				35,422	40,080	34,978	36,048	37,710	37,060	(650)
6 - OTHER EXPENDITURES										
90211116	571200		SCH COM CONFERENCE	0	0	0	0	150	0	(150)
90211216	530300		SUPT ADVERTISING	10,321	1,381	7,389	5,113	7,000	7,000	0
90211216	571910		CENTRAL OFF TRAVEL	2,935	2,011	2,767	1,878	2,800	2,800	0
90211216	578500		SCHOOL CENSUS	1,155	805	740	971	975	975	0
90211226	573360		EMERGENCY PREP EXP	2,628	3,822	40,427	40,477	7,500	45,249	37,749
90211436	530230		SCH COMM LEGAL	45,900	44,798	45,295	76,988	45,000	50,000	5,000
90211456	530410		SUPT TECHNOLOGY	18,494	19,506	5,558	5,150	4,800	4,800	0
90214236	526800		SYS R&M OFF EQUIP COPIER	31,866	28,595	35,276	49,634	30,000	37,835	7,835
90215206	517200		LIFE INSURANCE	1,666	2,346	1,980	2,118	2,250	2,250	0
90217306	585100		SYS NEW EQUIPMENT	8,413	6,294	6,415	6,280	5,160	5,160	0
Not	Used		SYS, SCH COM, LEGAL SETTLEMENTS	71,652	0	0	0	0	0	0
(Sub) 6 - OTHER EXPENDITURES				195,030	109,558	145,847	188,610	105,635	156,069	50,434
GRAND TOTAL				2,397,156	2,414,914	2,398,832	2,435,409	2,306,813	2,314,072	7,259
Offsets	Bus Fee	Revolver	Regular Transportation	208,161	207,965	279,964	302,689	(156,525)	(250,000)	(93,475)
Offsets	Parking	Revolver	Crossing Guards	0	5,561	12,944	13,090	(13,418)	(13,577)	(159)
GRAND TOTAL OFFSETS				208,161	213,526	292,908	315,779	(169,943)	(263,577)	(93,634)

**STAFF SUMMARY
CENTRAL OFFICE**

Form 2

	FY 17 BUDGET	FY 17 ACTUAL	FY 18 PROPOSED	FY 18 INCREASE FY 17 BUDGET VS. PROPOSED
Superintendent	1.0	1.0	1.0	0.0
Assistant Superintendent	1.0	1.0	1.0	0.0
Business Manager	1.0	1.0	1.0	0.0
HR Director	1.0	1.0	1.0	0.0
HR Personnel	2.7	2.7	2.7	0.0
Business Office Personnel	3.0	3.0	3.0	0.0
Clerical/Secretary	1.4	2.0	2.0	0.6
Crossing Guards	1.2	1.3	1.3	0.1
TOTALS	12.3	13.0	13.0	0.7

New Personnel Request

Building/Program: Central Office

Form 3

Position	Account	Action	FTE	Salary	Reason for Request
Secretary			0.6	\$32,535	FY17 Administrative Secretary Staff Reorganization Added in FY7
Crossing Guard			0.1	\$3,477	
TOTALS			0.7	\$36,012	