



FY 21 Budget Process Overview

Reading School Committee

December 19, 2019

Agenda


Review of School Budget Structure

FY21 Budget Process

Communication

Calendar of Events

Questions



Review of School Budget Structure

School Committee Presentation

Types of Funds

- Operating Budget
 - Funds salaries, materials, supplies, and services needed to operate the school district
 - Revenue sources include property taxes, state aid, excise tax, fees, sale of land
 - Property Taxes can only increase 2.5% per year plus any new growth unless community decides on a Proposition 2 ½ override
 - Any unspent/unencumbered funds at the end of the fiscal year are returned to the Town's General Fund

Types of Funds

- Capital
 - Targeted at 5% of the operating budget
 - Funds capital improvement projects (i.e. roof replacement, Turf replacement, feasibility studies) or capital purchases (i.e. fire truck) and also supports the Town's Security Study initiative and Performance Management Contracting
 - Cannot use capital funds to support operating budget
- Grants and Revolving Accounts
 - Funds raised by user fees, tuitions, ticket sales, or receiving grants
 - Must be used for specific purposes (i.e. Full Day Kindergarten)

Budget Fundamentals

School budget is comprised of five “Cost Centers”

- Administration
- Regular Day
- Special Education
- District-wide Programs
 - Athletics
 - Extracurricular
 - Health Services
 - Networking and Technology Infrastructure & Maintenance
- School Custodians

School Budget is approved annually by the School Committee at the Cost Center level. (Once approved, funds cannot be transferred between cost centers without School Committee approval.)

Town Meeting approves one bottom line budget for the Schools at April Town Meeting.



Administration *Smallest Cost Center*

Comprised of:

- Central Office Administrators and Administrative Assistants
- Legal and Auditing
- Employee Recruiting and Hiring
- Data and Information Management
- District Telecommunication Services
- Annuity Matching Contributions (per RTA contract for teachers)
- Professional Development and Memberships for Central Administration
- Miscellaneous Supplies & Expenses



Regular Day *Largest Cost Center*


Comprised of:

- Building Administrators and Secretaries
- Regular Education Teachers , Tutors, and Paraprofessionals
- School Psychologists and Guidance Counselors
- ELL and Instructional Specialists
- Teacher Mentor and Leadership Stipends
- Curriculum Materials
- Professional Development
- Substitutes for Teachers and Paraprofessionals
- Mandatory Student Transportation (> 2 miles for K-6)
- Instructional Materials and Supplies
- Instructional Technology and Equipment
- Library Materials and Technology
- Testing and Assessment Software and Materials

Special Education

Comprised of:

- Special Education Administrators and Secretaries
- Special Education Teachers and Paraprofessionals
- Therapeutic Specialists (OT, PT, SLP)
- Extended School Year Program Staff and Expenses
- Legal Services
- Home and Hospital Tutoring
- Consultative and Evaluative Services
- Adaptive Equipment and Technology
- Testing and Assessment Software, Materials, and Services
- Instructional Materials and Supplies
- Special Education Transportation
- Out-of-District Tuition



District Wide Programs

Comprised of 4 Departments:

Athletics

- H.S. Assistant Principal (0.5 FTE), Secretary, and Coaches
- Officials, Event Detail and Crowd Monitors
- Equipment and Maintenance of Equipment
- Facility Rentals (Pool, Ice Arena)
- Transportation
- Supplies

Extracurricular

- Assistant Principal (0.25 FTE) and Advisor Stipends
- Fees, Memberships, Royalties and Transportation
- Supplies & Equipment

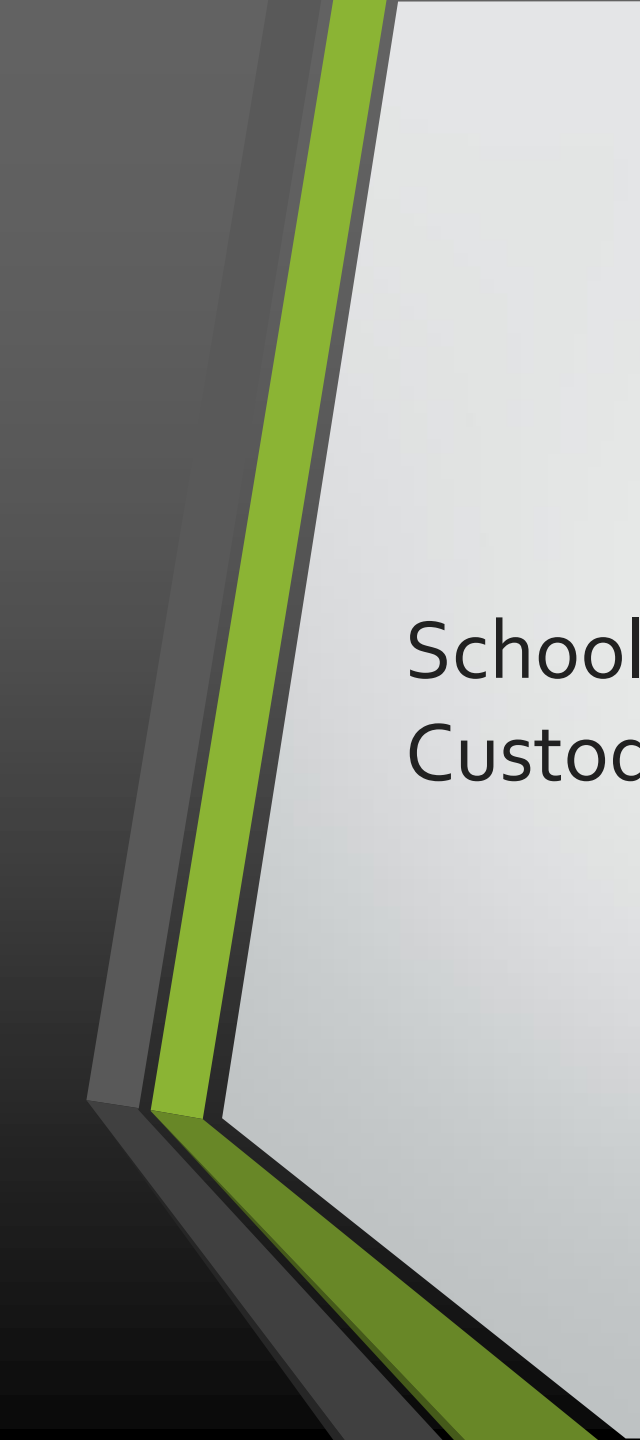
District Wide Programs (cont.)

Health Services

- Director of Nursing and School Nurses
- Substitutes
- School Physician
- Medical Supplies and Equipment

Networking & Technology Infrastructure/Maintenance

- Network Manager and Technology Support
- Computer Technicians
- Internet Service
- Software and Licensing
- Clocks and bells (program and maintaining) throughout district
- Network, Infrastructure, and Telecommunications Repair and Maintenance
- Network, Infrastructure, and Telecommunication Supplies and Equipment



School Custodians

Comprised of:

- Custodial Manager
- Custodial Staff
- Courier
- Custodial Equipment and Supplies
- Radios for district
- Cleaning Services Contract (RMHS, Coolidge)

Items Not In the Budget

(Funded by Grants, Donations, User Fees, Other Fees)

- Field Trip Expenses
- Additional Technology Hardware
- Food Services
- Non-Mandatory Student Transportation
- Before and After School Programs
- Enrichment Programs
- Students' Supplies
- Additional coaches for athletics
- Additional advisors for drama, band, and other activities
- Additional tutor support
- A Portion of Athletics, Extracurricular, Pre-School, and Full Day Kindergarten

Grants – FY20

State Grants

- Racial Imbalance (Metco)

State Reimbursements

- Special Education Circuit Breaker

Federal Grants (Entitlement Grants)

- Title I
- Title IIA
- Title IV
- IDEA
- Early Childhood Education

Grants (Competitive Grants)

- Early Childhood Special Education Improvement Grant
- Improving Student Access to Behavioral and Mental Health Services
- Early Literacy Screener (Pilot Grant)

Change in State and Federal Grant Funding (FY19 to FY20)

Grant Funding/Program Name	Type of Grant	Primary Grant Use	FY19 Grant Award	FY20 Grant Award	Change in Funding
FEDERAL GRANTS					
Title I, Part A	E	Interventionists	99,665	118,840	19,175
Title II, Part A	E	PD	60,949	58,027	(2,922)
Title IV, Part A	E	PD	6,662	10,000	3,338
Individuals with Disabilities Education (IDEA)	E	Teacher Salaries	1,029,217	1,036,053	6,836
Early Childhood Special Education (IDEA)	E	Teacher Salaries	18,070	18,781	711
Early Childhood Special Education Improvement Grant	C	PD	7,000	10,000	3,000
High-Quality Instruction - Summer Planning Grant	C	PD	5,190	-	(5,190)
School Climate Transformation Grant	C	PD	<u>250,000</u>	<u>-</u>	<u>(250,000)</u>
FEDERAL GRANTS TOTAL			\$ 1,476,753	\$ 1,251,701	(225,052)
STATE GRANTS AND CIRCUIT BREAKER					
Circuit Breaker - using FY20 in FY21			1,058,605	1,359,731	301,126
Improving Student Access to Behavioral and Mental Health Services	C	PD	-	63,762	63,762
Early Literacy Screener, Pilot	C	PD	-	5,915	5,915
Racial Imbalance - METCO	P	Staff, transportation	<u>423,214</u>	<u>453,509</u>	<u>30,295</u>
STATE GRANTS AND CIRCUIT BREAKER TOTAL			\$ 1,481,819	\$ 1,882,917	\$ 401,098
TOTAL			\$ 2,958,572	\$ 3,134,618	\$ 176,046

FY21 Budget Process

School Committee Presentation

FY21 Municipal Budget Process

- Town Manager establishes available revenues (October 16, 2019)
- Town Manager, with School input, estimates projected Accommodated Costs (October 16, 2019) including discussing Community Priorities
- Operating Budgets for Town and Schools determined
 - Subtract Accommodated Costs and Community Priorities from available revenues to determine Operating Budget
 - Net Available Revenues are apportioned based on historical share of expenses
 - Town/community priority for FY21 reflects funding 1.0 FTE payroll/HR position within the school budget (previously split resource with Town that was Town funded)
 - School share of operating expenses for FY'21 allocated at approximately 64%

Projected FY21 Community Priority



Community Priority:



FY21 Accommodated Costs \$60,000 to fund a School Payroll/HR position that was previously shared with and funded by the Town

Budget Summary

Based on information presented at the October 16, 2019 Financial Forum

				<u>FY20</u>	<u>% Change</u>	<u>Projected FY21</u>	<u>% Change</u>
Total Avail. Revenues				102,767,521	2.65%	106,482,030	3.61%
Total Accom. Costs				38,333,701	3.50%	39,329,095	2.59%
Total Operating Budgets				64,892,812	3.25%	67,156,935	3.49%

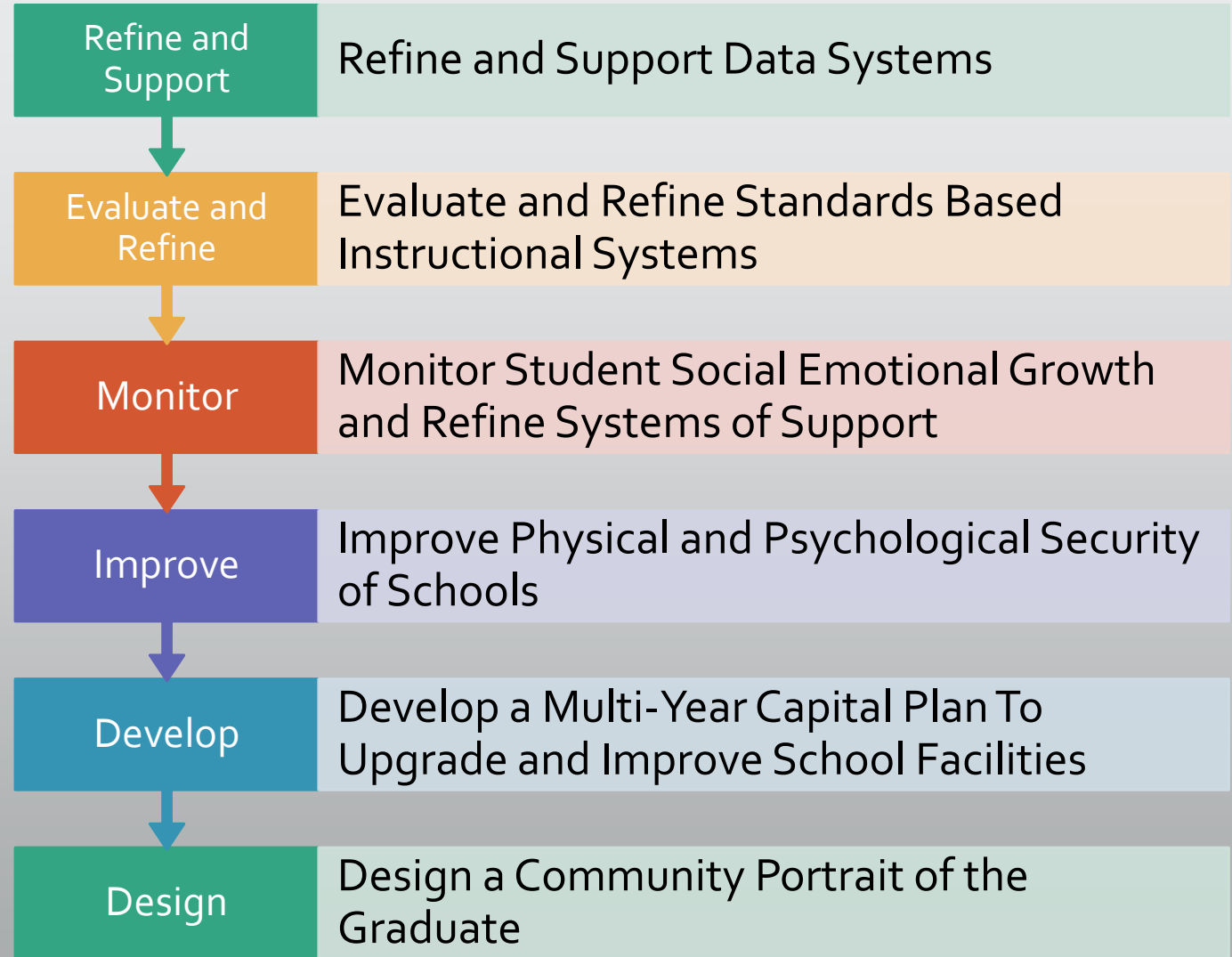
				<u>FY20</u>	<u>% Change</u>	<u>Projected FY21</u>	<u>% Change</u>
School Budget:							
Operating Budget				41,650,473	3.25%	43,032,463	3.32%
Accommodated Costs **				<u>5,116,875</u>	13.18%	<u>5,385,000</u>	5.24%
				46,767,348	4.25%	47,870,905	3.02%

				<u>FY20</u>		<u>Projected FY21</u>	
Operating Budget Allocation							
Town Operating				35.8%		35.9%	
School Operating				64.2%		64.1%	

** Note – for FY21 Accom. costs include \$60,000 Community Priority allocated for funding 1.0 FTE Payroll/HR assistant

District Improvement
Plan and Superintendent
Goals

(Will be developing a new
three year plan beginning
in FY21)





Funding of all contractual step and COLA increases for represented and non-represented employees (final year of contracts for all bargaining units)



Special education tuition and transportation expenses reflecting any known or anticipated increase in rates, number of placements, and types of placements



Curriculum Updates in the following areas to align with the Massachusetts Curriculum Frameworks

Social Studies (Year 2 of a three year implementation)
Mathematics (Algebra 1)
Grade 7-12 Foreign Language



Increase in athletic and regular day mandatory transportation per final year of current transportation contract



Renewal of software programs and maintenance programs based on three year renewal cycle and completion of capital projects

Projected Budget Drivers for FY21 Budget

Communication

School Committee
Presentation



Budget Bulletins as part of weekly Journey newsletters



School Committee meetings



Budget materials will be available on the District Web Page

Budget book
Budget presentations

Communication of FY21 Budget Process



Calendar of Events

School Committee Presentation

FY21 Calendar

October 10

Financial Forum

Dec 3, 4, 10 & 11

Select Board Budget Meetings

December 19

School Committee Presentation: Budget Process Overview

January 6

School Committee Presentation: Administration, District Wide, School Facilities and Capital

January 16

School Committee Presentation: Regular Day, Special Education

January 23

School Committee Presentation: Public Hearing and Questions

January 27

School Committee Presentation: Final Vote

January 31

School Committee Budget to Town Manager per Town Charter


March 4

FINCOM: School budget

March 11

FINCOM: Vote Budgets & Town Meeting Articles

Questions



School Committee
Presentation