

## NEEDHAM PUBLIC SCHOOLS

1330 HIGHLAND AVENUE • NEEDHAM, MASSACHUSETTS • 02492-2692

Telephone (781) 455-0400 X 207 • For TTY Service (781) 455-0424 • Fax (781) 455-0417

April 12, 2004

Dear Town Meeting Members:

The School Committee invites you to review its operating budget request for FY05 (the fiscal year ending June 30, 2005.) This budget, which totals \$34,714,625, represents a \$653,720 (1.9%) increase over the FY04 budget of \$34,060,905.

This recommended budget represents a significant reduction from the needs-based budget proposed in December by the Superintendent of \$35,638,936 (a \$1.58 million, 4.6% increase over FY04.) The Superintendent's budget included funding for the \$816,579 increase in contractual and mandated expenses for FY05; continued funding for 4.02 FTE classroom teaching and special education positions added after the FY04 budget was built to meet unanticipated enrollment growth and special education requirements; and provided sufficient staffing to maintain class sizes and meet the 3.7% projected growth in district-wide enrollment for FY05.

However, to in order to help balance a \$2 million town-wide budget deficit in FY05, the School Committee cut over \$924,000 from the Superintendent's request. These cuts eliminated \$387,025 in level-service budget initiatives proposed by the Superintendent, and cut \$537,286 from the existing School Department budget. Although all of these reductions were made with an eye toward preserving, wherever possible, both program and class sizes at the elementary and middle school levels, they are painful, nonetheless. The FY05 budget eliminates existing classroom positions at the Middle School, discontinues the Health program in Grades 4 and 5, reduces funding for textbooks and general supplies, dramatically reduces professional development funds available to teachers, and increases class sizes slightly at the High School. It also reduces the School Department's ability to meet unanticipated increases in elementary enrollments, and to address the needs of schools which have grown larger due to re-districting.

Despite these significant reductions, the Finance Committee has proposed reducing the school budget by an additional \$91,355. The School Committee respectfully requests that Town Meeting members find alternative ways to close the budget gap. Further cuts to the School Department budget would reduce program and increase class sizes. It is not possible to reduce further in the non-salary areas proposed by the Finance Committee.

### ***Why is the Town's Budget so Tight in FY05?***

Needham, like all Massachusetts communities, is experiencing minimal revenue growth, coupled with spiraling fixed costs and contractual salary obligations that increase faster than revenues under Proposition 2 1/2. For the second straight year, state revenues are expected to decrease from prior year levels. (In FY04, total state revenue was cut by 16.5%; in FY05 it is expected to decrease by 9.9%.) Property taxes and local receipts again will provide 100% of all new revenue growth. Additionally, although Town-wide revenues are projected to increase by \$1.9 million (2.6%) in FY05, all of these revenues are committed to funding a 16.3% (\$1.2 million) increase in health care premiums, and a 47.4% (\$1.1 million) increase in retirement expense. Contractual salary obligations, and all other budget expenses, must be funded by reductions to Town departments and other areas of the budget.

The FY05 School Department budget is presented in detail on the following pages.

***What were the Assumptions Used to Develop this Budget?***

- The recommended budget assumes an increase of \$653,720 for School Department operations in FY05.
- An enrollment increase of 169 students, from 4,611 (FY04 budget) to 4,780, is projected (3.7%).
- Contractual salary obligations totaling \$805,871 are met in this budget, including the cost of steps, lane changes and the 2.5% contractual cost of living adjustment (COLA) for aides and non-instructional staff. The contracts for teachers and administrators currently are being negotiated and will be funded within the constraints of the proposed budget.
- Other mandated/contractual increases totaling \$10,708 are met, mostly from: an \$8,975 increase in regular transportation contractual expense and a \$20,540 increase in Special Education (SPED) tuition expense, which are offset by a \$25,767 reduction in SPED transportation costs, reflecting projected needs for FY05.
- Continued funding of \$108,452 is provided for the 4.02 FTE mentioned earlier. These positions include 1.93 teaching positions, and 2.09 special education teaching assistants.
- The School Committee's top priority in reducing its budget was to preserve, to the extent possible, core instructional areas, including class size.

***What about Capital Projects?***

For the past several years, the School Department has requested capital funding to replace old computers and add new ones. For FY05, the Finance Committee has recommend \$128,000 in funding to replace 7% of the computer inventory (81computers), and maintain the existing 7-year replacement cycle. A total of 40 computers, which were part of the Eliot school inventory, and which are no longer needed in that newly-renovated school, have been re-cycled within the school system.

Additionally, the School Department is requesting second-year funding of \$40,000 to replace 15% (5) of school photocopy machines and one RISO reproduction machine, on a 7 year replacement cycle. The School Department currently owns 34 copy machines, approximately 32% of which will be over seven years old in FY05, but has no ability within its regular operating budget to replace these machines on a timely basis. These older machines, which are heavily used and critically important to classroom teaching, grow increasingly costly to maintain and repair as they age.

Funding of \$62,000 also is requested to upgrade and reconfigure the Mitchell School Media Center. Currently, the Media Center contains shelving and furniture dating from the 1959 addition to Mitchell School, as well as items recycled from the old Carter School and other second-hand sources. This project includes \$32,000 to upgrade and reconfigure the shelving and furniture, and \$30,000 to provide needed maintenance/repair to the Media Center. The maintenance/repair component includes painting, ceiling tile replacement, carpet replacement and air conditioning rehabilitation, under the direction of the Municipal Building and Maintenance Board (MBMB.)

Finally, first-time funding of \$35,500 is recommended to establish a furniture replacement cycle in those schools that have not undergone, nor are expected to undergo, renovation in the near future. This request also includes regular funding to replace the School System's expensive musical instruments on a timely basis. In FY05, \$20,500 would be spent to replace worn and broken furniture in the Hillside faculty room, two Middle School classrooms, one elementary classroom, and school administrative offices. An additional \$15,000 would be allocated to replace the piano at Hillside School (25+ years), and various musical

instruments at the High School, including: a bass clarinet (30+ years); a euphonium (30+ years); and two piccolos (25+ years.)

***Conclusion***

Many pages could be filled with good news about the accomplishments of our students, but this letter is limited to budgetary matters. Evidence of our high performing school system is provided at the end of this document, and was presented in detail in the FY03 Performance Report, which was mailed to every home this past fall. If you wish to learn more about Needham Public Schools, its programs and accomplishments, please visit our web site at: [www.needham.k12.ma.us](http://www.needham.k12.ma.us).

We appreciate the continued support of the Town's committees, boards and citizens, as well as the efforts of the School Department staff in preparing the budget, and we ask for your support at Town Meeting.

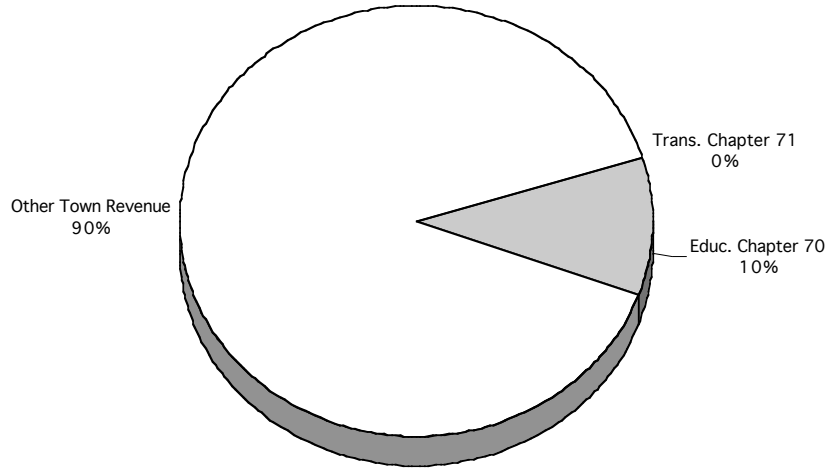
Sincerely,

Jeff Simmons  
Chairman '04  
Needham School Committee

# Budget Summary Information

## Revenues:

**FY05 School Committee's Recommended  
Operating Budget Revenue  
\$34,714,625**



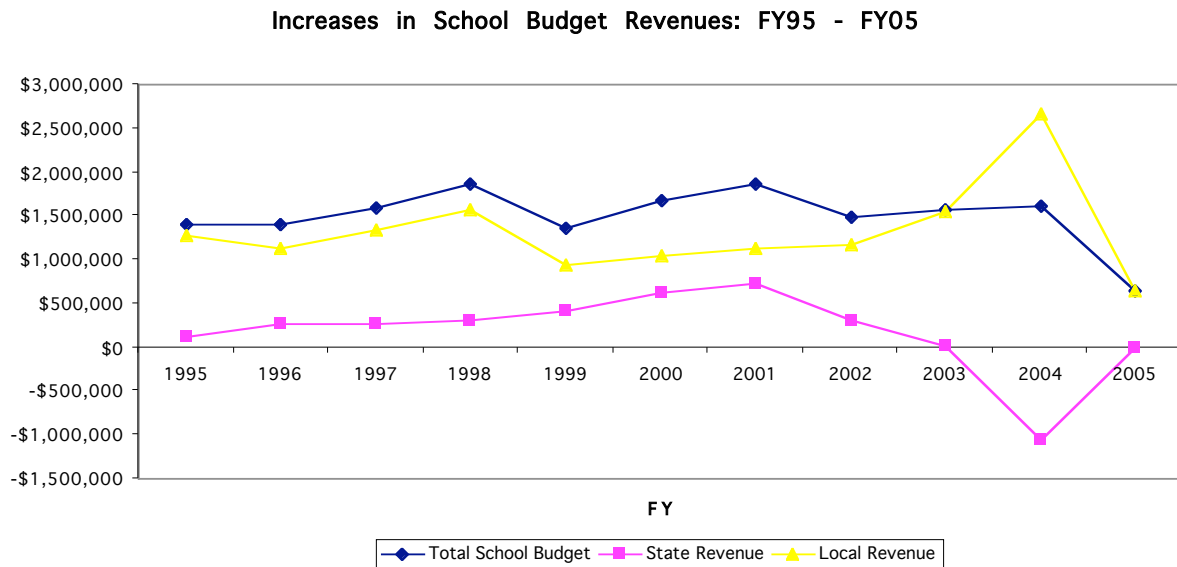
Revenues	FY03 Actual	% Total	FY04 TM Budget	% Total	FY05 Supt Request	FY05 SC Recomm	\$ Inc/(Dec) Over FY03	% Inc/(Dec)	% Total
Other Town Revenue	27,077,132	85%	30,456,907	89%	32,034,938	31,110,627	653,720	2.1%	90%
Trans. Chapter 71	149,373	0%	-	0%	-	-	-	0.0%	0%
Educ. Chapter 70 *	4,504,997	14%	3,603,998	11%	3,603,998	3,603,998	-	0.0%	10%
<b>Totals</b>	<b>31,731,502</b>	<b>100%</b>	<b>34,060,905</b>	<b>100%</b>	<b>35,638,936</b>	<b>34,714,625</b>	<b>653,720</b>	<b>1.9%</b>	<b>100%</b>

\* Excludes School Construction Chapter 645; Chapter 511 and Charter School Reimbursements (Pass Through)

School Department revenues for FY05 reflect level-funded Chapter 70 Education Reform Revenue, and the continued elimination of Chapter 71 School Transportation Reimbursement funds. One hundred percent of the \$653,720 recommended budget increase is funded by local revenue, including property taxes and other Town receipts.

The FY05 budget continues the general trend seen since FY01 toward a greater reliance on local revenues to finance local education, as increases in state aid fail to keep pace with expenditures. The table above and the chart on the next page illustrate this trend.

## Trend in School Budget Revenues:



Between FY95 and FY01, state revenues for school operations (including Chapter 70 Education Reform revenue and Chapter 71 Transportation Program revenue) increased steadily and paid for a large percentage of annual school budget increases.<sup>1</sup> These additional state funds lessened the impact on local funding sources, such as property tax revenues. However, after FY01, state funding for education slowed dramatically, thereby requiring local revenue sources to fund a greater share of school budget increases. In FY01, state revenues increased by \$0.73 million. The rate of increase slowed to \$0.31 million in FY02, and to approximately \$0 (level funding) in FY03. In FY04, state funds for education were cut by \$1.1 million, or 23%, reflecting a \$0.9 million reduction in Chapter 70 aid, and the complete elimination of Chapter 71 transportation funds (which totaled \$149,373 in FY03.) In FY05, Chapter 70 revenues are expected to remain level-funded at the FY04 amount of \$3.6 million and Chapter 71 transportation reimbursement funds are not expected to be restored.

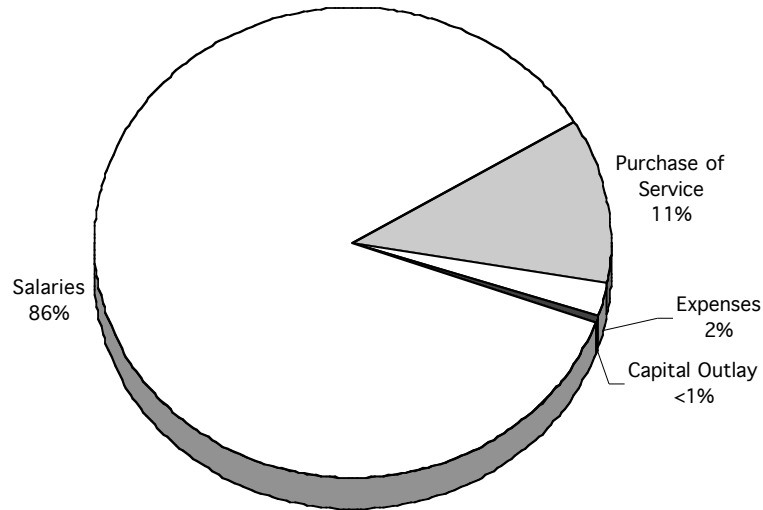
---

<sup>1</sup> Although Chapter 71 transportation reimbursements declined steadily during this period from a high of \$202,433 in FY96 to \$179,030 in FY01, increases in Chapter 70 revenues more than compensated for this decline, resulting in a steady net increase in state revenues for school operations.

This page is intentionally blank.

**Expenditures:**

**FY05 School Committee's  
Operating Budget Recommendation  
\$34,714,625**



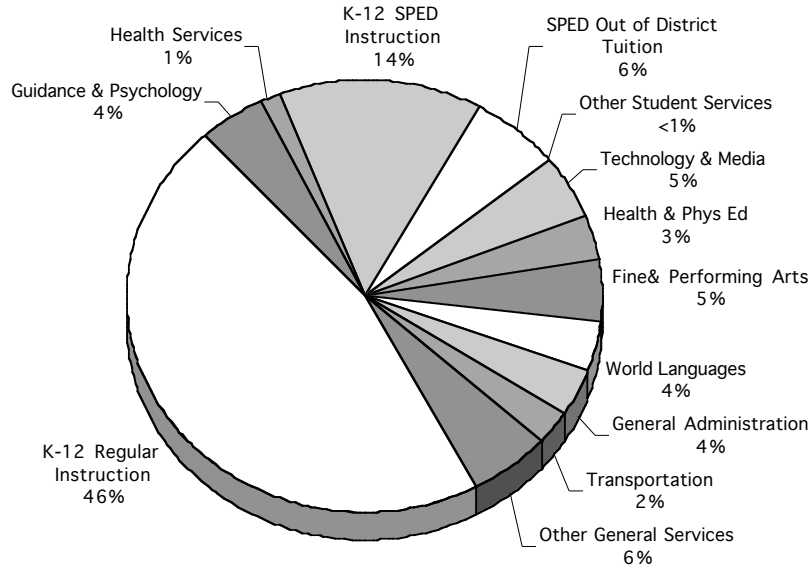
Expenditures	FY03 Actual	FY04 TM Budget	FY05 Supt Request	\$ Inc/(Dec) Over FY04	% Inc/(Dec)	FY05 SC Recomm	\$ Inc/(Dec) Over FY04	% Inc/(Dec)	% Total
Salaries	27,387,261	28,796,240	30,361,378	1,565,138	5.4%	29,835,477	1,039,237	3.6%	85.9%
Purchase of Service	3,545,642	4,148,096	4,096,020	(52,076)	-1.3%	3,876,860	(271,236)	-6.5%	11.2%
Expenses	673,738	941,027	1,006,353	65,326	6.9%	844,728	(96,299)	-10.2%	2.4%
Capital Outlay	124,861	175,542	175,185	(357)	-0.2%	157,560	(17,982)	-10.2%	0.5%
<b>Totals</b>	<b>31,731,502</b>	<b>34,060,905</b>	<b>35,638,936</b>	<b>1,578,031</b>	<b>4.6%</b>	<b>34,714,625</b>	<b>653,720</b>	<b>1.9%</b>	<b>100.0%</b>

Total School Committee expenditures for FY05 total \$34,714,625, and represent a \$653,720 (1.9%) increase over the FY04 adopted budget of \$34,060,905. Salaries account for about 86% of the total budget pie, while purchase of service, expenses and capital outlay accounts total 11%, 2%, and <1%, respectively. Salary expenses increase by \$1.0 million (3.6%), reflecting contractual salary obligations of \$0.8 million and \$0.1 million in continued funding for 4.02 FTE staff positions added in mid-FY04 to meet enrollment growth and special education needs. In addition, 3.37 FTE net new positions are funded to meet projected enrollment growth and special education requirements for FY05. These contractual salary obligations and personnel costs are funded, in general, by reductions to the non-salary accounts. Purchase of service accounts are reduced by \$271,236 (6.5%), expense accounts are cut by \$96,299 (10.2%), and capital accounts are reduced by \$17,982 (10.2%).

The cost of educating children represents 46% of the Town's total operating budget for FY05 of \$74,703,999.

**Expenditure Breakout by Functional Area & Department:**

**FY05 School Committee's Recommended  
Operating Budget  
\$34,714,625**



Functional Area & Department	FY03 Actual	FY04 TM Budget	FY05 Supt Request	\$ Inc/(Dec) Over FY04	% Inc/ (Dec)	FY05 SC Recomm	\$ Inc/(Dec) Over FY04	% Inc/ (Dec)	% FY05 TL
General Administration									
School Committee	122,729	144,000	144,000	-	0.0%	144,000	-	0.0%	0.4%
Superintendent	213,734	205,197	227,627	22,430	10.9%	227,627	22,430	10.9%	0.7%
Financial Operations	349,416	240,020	264,379	24,359	10.1%	246,879	6,859	2.9%	0.7%
Maintenance	-	54	-	(54)	-100.0%	-	(54)	-100.0%	0.0%
Personnel Resources	248,452	260,763	271,928	11,165	4.3%	271,928	11,165	4.3%	0.8%
Student Development	148,881	152,297	159,403	7,106	4.7%	159,403	7,106	4.7%	0.5%
Program Development	141,865	146,907	154,716	7,809	5.3%	154,716	7,809	5.3%	0.4%
External Funding	36,562	31,038	44,869	13,831	44.6%	17,344	(13,694)	-44.1%	0.0%
Subtotal	1,261,639	1,180,274	1,266,922	86,646	7.3%	1,221,897	41,623	3.5%	3.5%
Transportation	865,283	928,812	894,475	(34,337)	-3.7%	859,475	(69,337)	-7.5%	2.5%
Subtotal	865,283	928,812	894,475	(34,337)	-3.7%	859,475	(69,337)	-7.5%	2.5%
Other General Services									
General Curriculum	151,492	(11,935)	191,000	202,935	-1700.3%	191,000	202,935	-1700.3%	0.6%
Curriculum Develop./ Dir Elem.	148,091	149,209	156,978	7,769	5.2%	156,978	7,769	5.2%	0.5%
Reading	387,496	417,987	433,458	15,471	3.7%	433,458	15,471	3.7%	1.2%
Staff Development	237,485	354,462	406,166	51,704	14.6%	281,851	(72,611)	-20.5%	0.8%
General Services	376,665	539,681	531,142	(8,539)	-1.6%	461,142	(78,539)	-14.6%	1.3%
Collaboratives - Tuition & Due	99,435	73,000	41,810	(31,190)	-42.7%	36,440	(36,560)	-50.1%	0.1%
Science Center	197,222	211,882	229,140	17,258	8.1%	224,640	12,758	6.0%	0.6%
Vocational Tuition	-	-	-	-	0.0%	-	-	0.0%	0.0%
Administrative Technology	-	114,241	124,404	10,163	8.9%	124,404	10,163	8.9%	0.4%
Production Center	-	53,141	101,693	48,552	91.4%	92,193	39,052	73.5%	0.3%
Subtotal	1,597,886	1,901,668	2,215,791	314,123	16.5%	2,002,106	100,438	5.3%	5.8%

(Continued on next page.)



(Continued from previous page.)

K-12 Regular Instruction									
Broadmeadow Elementary	941,343	1,285,595	1,447,456	161,861	12.6%	1,402,456	116,861	9.1%	4.0%
Eliot Elementary	968,266	982,067	980,232	(1,835)	-0.2%	974,223	(7,844)	-0.8%	2.8%
Hillside Elementary	1,475,052	1,398,406	1,516,310	117,904	8.4%	1,516,310	117,904	8.4%	4.4%
Mitchell Elementary	1,474,717	1,418,138	1,489,718	71,580	5.0%	1,479,236	61,098	4.3%	4.3%
Newman Elementary	1,896,691	1,956,550	2,079,445	122,895	6.3%	2,079,445	122,895	6.3%	6.0%
Elementary Faculty	-	17,617	67,500	49,883	283.2%	-	(17,617)	-100.0%	0.0%
Subtotal Elementary	6,756,069	7,058,373	7,580,661	522,288	7.4%	7,451,670	393,297	5.6%	21.5%
Pollard Middle School	3,144,135	3,350,116	3,433,583	83,467	2.5%	3,420,083	69,967	2.1%	9.9%
High School	4,656,297	5,093,717	5,286,821	193,104	3.8%	5,094,196	479	0.0%	14.7%
Grand Total K-12 Regular In:	14,556,501	15,502,206	16,301,065	798,859	5.2%	15,965,949	463,743	3.0%	46.0%
Guidance & Psychology									
Guidance	1,215,879	1,354,930	1,371,560	16,630	1.2%	1,329,760	(25,170)	-1.9%	3.8%
Psychology	194,346	183,954	185,427	1,473	0.8%	185,427	1,473	0.8%	0.5%
Subtotal	1,410,225	1,538,884	1,556,987	18,103	1.2%	1,515,187	(23,697)	-1.5%	4.4%
Health Services									
Health/Nursing	373,097	430,563	508,081	77,518	18.0%	495,781	65,218	15.1%	1.4%
Subtotal	373,097	430,563	508,081	77,518	18.0%	495,781	65,218	15.1%	1.4%
K-12 SPED Instruction									
SPED	4,312,892	4,603,203	4,856,270	253,067	5.5%	4,812,752	209,549	4.6%	13.9%
Subtotal	4,312,892	4,603,203	4,856,270	253,067	5.5%	4,812,752	209,549	4.6%	13.9%
SPED Out of District Tuition									
Collaborative	283,804	390,794	390,794	-	0.0%	390,794	-	0.0%	1.1%
Mass Public	48,172	21,195	21,195	-	0.0%	21,195	-	0.0%	0.1%
Private Schools	1,521,402	1,844,891	1,811,431	(33,460)	-1.8%	1,743,356	(101,535)	-5.5%	5.0%
Subtotal	1,853,378	2,256,880	2,223,420	(33,460)	-1.5%	2,155,345	(101,535)	-4.5%	6.2%
Other Student Services									
504 Compliance	14,195	32,177	32,606	429	1.3%	32,606	429	1.3%	0.1%
Attendance	1,254	3,289	3,289	-	0.0%	3,289	-	0.0%	0.0%
Subtotal	15,449	35,466	35,895	429	1.2%	35,895	429	1.2%	0.1%
Technology & Media									
Computer Education	95,197	100,893	658,663	557,770	552.8%	668,946	568,053	563.0%	1.9%
Media Services	1,334,451	1,445,851	910,129	(535,722)	-37.1%	871,054	(574,797)	-39.8%	2.5%
Network Administration	31,934	32,640	96,812	64,172	196.6%	96,812	64,172	196.6%	0.3%
Subtotal	1,461,582	1,579,384	1,665,604	86,220	5.5%	1,636,812	57,428	3.6%	4.7%
Physical Education & Health									
Physical Education	966,318	1,002,375	1,035,897	33,522	3.3%	999,897	(2,478)	-0.2%	2.9%
Health	161,328	162,288	140,934	(21,354)	-13.2%	140,934	(21,354)	-13.2%	0.4%
Subtotal	1,127,646	1,164,663	1,176,831	12,168	1.0%	1,140,831	(23,832)	-2.0%	3.3%
Fine & Performing Arts									
Fine Arts (Art)	907,379	897,582	924,770	27,188	3.0%	879,770	(17,812)	-2.0%	2.5%
Performing Arts (Music)	691,799	766,770	778,172	11,402	1.5%	778,172	11,402	1.5%	2.2%
K-12 Director	45	-	-	-	0.0%	-	-	0.0%	0.0%
Subtotal	1,599,223	1,664,352	1,702,942	38,590	2.3%	1,657,942	(6,410)	-0.4%	4.8%
World Languages									
ESL	108,421	109,166	113,091	3,925	3.6%	113,091	3,925	3.6%	0.3%
World Languages	1,188,280	1,165,384	1,121,562	(43,822)	-3.8%	1,101,562	(63,822)	-5.5%	3.2%
Subtotal	1,296,701	1,274,550	1,234,653	(39,897)	-3.1%	1,214,653	(59,897)	-4.7%	3.5%
GRAND TOTAL	31,731,502	34,060,905	35,638,936	1,578,031	4.6%	34,714,625	653,720	1.9%	100.0%

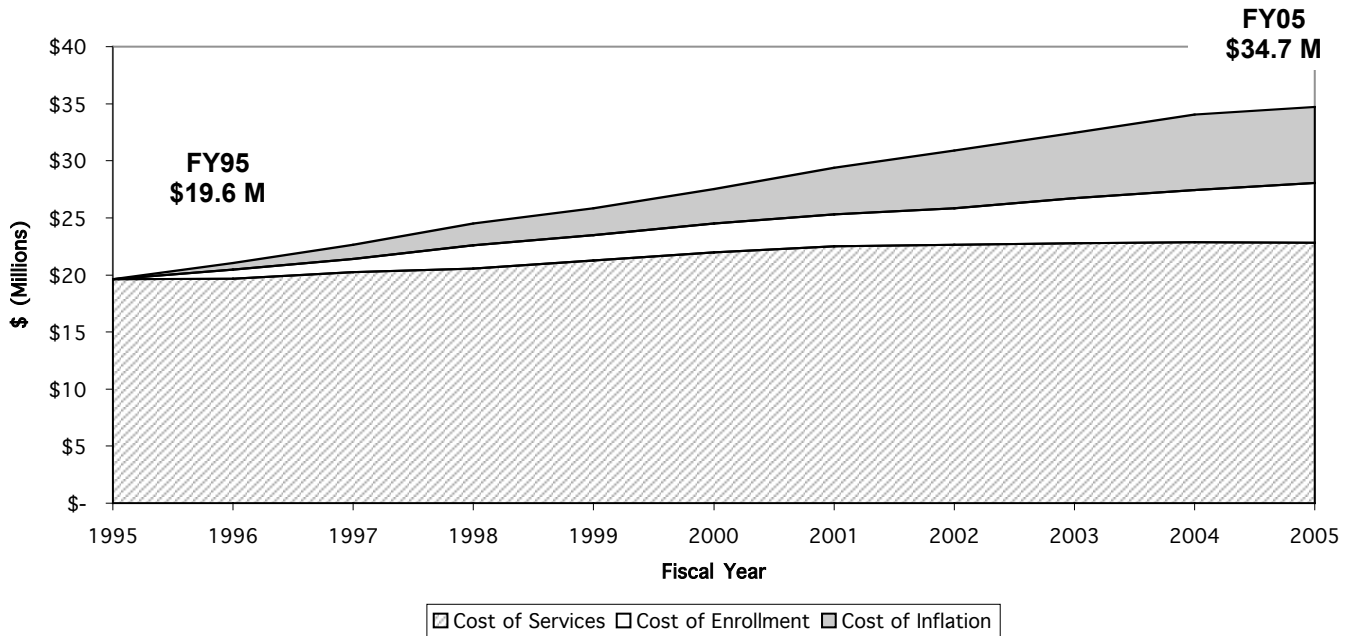
## Expenditure Breakout by Line Item:

Category/ Line Item	FY03 Actual	FY04 TM Budget	FY05 Supt Request	\$ Inc/(Dec) Over FY04	% Inc/(Dec)	FY05 SC Recomm	\$ Inc/(Dec) Over FY04	% Inc/(Dec)	% Total
<b>Salaries:</b>									
Salaries	<u>27,387,261</u>	<u>28,796,240</u>	<u>30,361,378</u>	<u>1,565,138</u>	<u>5.4%</u>	<u>29,835,477</u>	<u>1,039,237</u>	<u>3.6%</u>	<u>85.9%</u>
Subtotal	27,387,261	28,796,240	30,361,378	1,565,138	5.4%	29,835,477	1,039,237	3.6%	85.9%
<b>Purchase of Service:</b>									
Utility Services	-	-	-	-	0.0%	-	-	0.0%	0.0%
Repairs & Maint.	47,419	46,195	69,925	23,730	51.4%	69,925	23,730	51.4%	0.2%
Rental & Lease	496	500	-	(500)	-100.0%	-	(500)	-100.0%	0.0%
Professional & Tech.	508,939	699,819	714,890	15,071	2.2%	623,205	(76,614)	-10.9%	1.8%
Other Prof. Svcs.	1,913,074	2,290,880	2,223,420	(67,460)	-2.9%	2,155,345	(135,535)	-5.9%	6.2%
Transportation	809,362	872,330	819,211	(53,119)	-6.1%	784,211	(88,119)	-10.1%	2.3%
Printing/ Mail	79,856	76,445	81,295	4,850	6.3%	80,095	3,650	4.8%	0.2%
Other Services	<u>186,496</u>	<u>161,927</u>	<u>187,279</u>	<u>25,352</u>	<u>15.7%</u>	<u>164,079</u>	<u>2,152</u>	<u>1.3%</u>	<u>0.5%</u>
Subtotal	3,545,642	4,148,096	4,096,020	(52,076)	-1.3%	3,876,860	(271,236)	-6.5%	11.2%
<b>Expenses:</b>									
Office Supplies	26,409	70,654	81,056	10,402	14.7%	74,056	3,402	4.8%	0.2%
Educ. Supplies	468,523	645,969	642,143	(3,826)	-0.6%	587,643	(58,326)	-9.0%	1.7%
Other Supplies	70,804	98,877	95,822	(3,055)	-3.1%	45,697	(53,180)	-53.8%	0.1%
Conferences	31,678	42,310	45,315	3,005	7.1%	43,315	1,005	2.4%	0.1%
Dues/Subscriptions	41,692	44,231	79,021	34,790	78.7%	41,021	(3,210)	-7.3%	0.1%
Other Expenses	<u>34,632</u>	<u>38,986</u>	<u>62,996</u>	<u>24,010</u>	<u>61.6%</u>	<u>52,996</u>	<u>14,010</u>	<u>35.9%</u>	<u>0.2%</u>
Subtotal	673,738	941,027	1,006,353	65,326	6.9%	844,728	(96,299)	-10.2%	2.4%
<b>Capital Outlay</b>									
New/Repl. Equipment	<u>124,861</u>	<u>175,542</u>	<u>175,185</u>	<u>(357)</u>	<u>-0.2%</u>	<u>157,560</u>	<u>(17,982)</u>	<u>-10.2%</u>	<u>0.5%</u>
Subtotal	124,861	175,542	175,185	(357)	-0.2%	157,560	(17,982)	-10.2%	0.5%
<b>GRAND TOTAL</b>	<b>31,731,502</b>	<b>34,060,905</b>	<b>35,638,936</b>	<b>1,578,031</b>	<b>4.6%</b>	<b>34,714,625</b>	<b>653,720</b>	<b>1.9%</b>	<b>100.0%</b>

## Trends in School Budget Expenditures

Over the past ten years, the Town Meeting-approved school operating budget has grown from \$19.6 million in FY95 to \$34.7 million in FY05, an increase of \$15.1 million (77%.) Nearly all of that increase is attributed to the combined impact of inflation and growth, rather than changes in service levels. During this period, inflation increased by 24%, and enrollments increased by a cumulative factor of 23%. The first chart on the next page illustrates the portion of operating budget increases since FY95 that are due to inflation and growth.

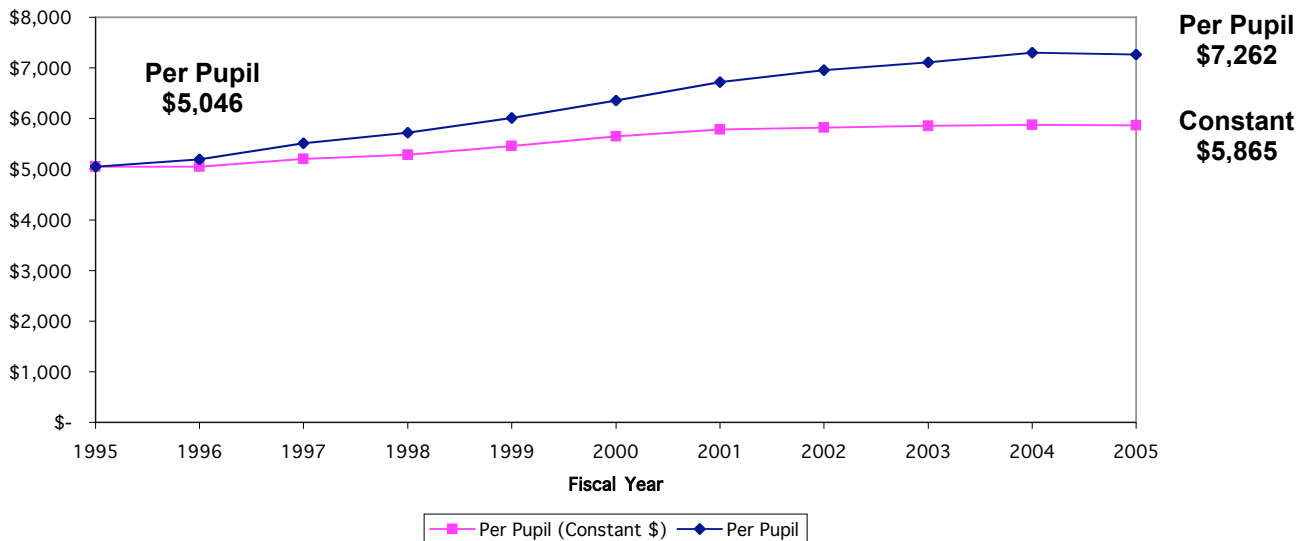
## FY95-05 Needham School Budget



Source: Annual Town Meeting Budgets FY90-05, Needham Public Schools  
 School Enrollments, Future School Needs Committee, Needham Public Schools  
 CPIU, FY90=100, US Department of Labor, Bureau of Labor Statistics

As evident in the per pupil expenditure chart below, the amount of real spending per pupil has remained relatively constant over time. In FY95, per pupil expenditures equaled \$5,046. In FY05, the inflation adjusted per pupil expenditure amount remains relatively flat at \$5,865.

## FY95-05 Needham Budgeted Per Pupil Expenditures



Source: Same as above.

## Summary of FY05 Budget Changes:

	Superintendent's Request	School Cttee Recommended
<b>FY04 School Department Budget</b>	<b>34,060,905</b>	<b>34,060,905</b>
<b>Plus FY05 Contractual/Mandated Increases:</b>		
Steps/ Lanes/ Contractual Increases/ Other	805,871	805,871
Other Contractual/Mandated Increases		
The Education Cooperative (TEC) Assessment Increase	2,810	2,810
Postage Rate Increase (\$0.34 to \$0.37)	3,150	3,150
Increase in School Physicians Contract	1,000	1,000
SPED Transportation Contractual Decrease - Based on Proj Needs	(25,767)	(25,767)
Regular Transportation Contractual Increase - Based on Proj Needs	8,975	8,975
SPED Tuition Increase	20,540	20,540
Subtotal	10,708	10,708
<b>Plus Funded Priorities:</b>		
<u>Continued Funding for 4.02 FTE Positions Added in Mid-FY04 (Enrollment &amp; SPED):</u>		
2.10 (3) Elementary SPED TA's (Offset by Reduction to Tuitions)	1,445	1,445
0.14 Expanded Elementary SPED TA	4,187	4,187
1.00 Grade 2 Classroom Teacher @ Broadmeadow	41,003	41,003
0.50 Kindergarten Teacher @ Hillside	31,617	31,617
(0.15) Convert 0.35 SPED TA to 0.2 Speech/Language Teacher @ Mitchell	1,679	1,679
0.13 Additional Funding Needed for Full-Time 3rd Grade Teacher @ Newman	8,220	8,220
- Convert 0.5 HS Nurse to 0.5 Nurse Administrator	8,447	8,447
0.20 Expanded Elementary Phys. Ed. Teacher	7,566	7,566
0.10 Expanded Elementary/Middle Fine Arts Teacher	4,288	4,288
4.02 Subtotal Continuation of Funding Requests	108,452	108,452
<u>Other Priorities:</u>		
- Additional Operational Funding - Business Office	7,500	-
- Contingency Funding for New Classroom Supplies (Cut from Budget in FY04)	10,000	-
- Contingency Funding for New Classroom Furniture (Cut from Budget in FY04)	10,000	-
- Additional Funding to Meet Prior Professional Development Mandate of \$125/student	11,315	-
- Fund Systemwide Memberships (EMI, TAS, AARC, MI, Primary Source)	38,000	-
- Performance Report Funding (Editing/Printing/Postage/Materials)	10,525	-
- Additional Funding for PowerSchool Contracts & Training	5,220	5,220
1.50 Contingency Teachers (Enrollment): 1.0 FTE Grades 1-5 & 0.5 FTE KG Teacher	67,500	-
1.00 Grade 1 Classroom Teacher @ Broadmeadow (Enrollment)	45,000	45,000
1.00 Grade 3 Classroom Teacher @ Broadmeadow (Enrollment)	45,000	-
0.50 Half-Time SPED Liaison @ Broadmeadow (Enrollment)	22,500	22,500
1.40 (2) Full-Time SPED TA's @ Broadmeadow (Enrollment)	36,000	36,000
0.20 Expand Behavioral Consultant Position @ Eliot (Enrollment, Needs)	10,334	10,334
0.36 Part-Time Office Aide/Recess Teacher (3 hrs/day) @ Eliot	6,009	(1)
0.35 Half-Time SPED Assistant @ Newman (Enrollment)	9,000	-
1.00 Title I/ELA Teacher at Middle School (Grant will Not Support in FY05)	45,000	45,000
1.00 (1) Assistant Principal @ HS (Enrollment)	88,625	-
2.00 (2) Additional Teachers @ HS (Enrollment)	54,000	9,000
- Before/After School Year MS Counselors (4 FTE x 3 days/each @ \$150/day)	1,800	-
- Before/After School Year HS Counselors (5 FTE x 10 days, 2 FTE x 4 days/each @ \$150/day)	8,700	8,700
0.50 Add 0.5 FTE to Nurse Administrator Position	30,947	30,947
0.25 Part-Time Preschool Nurse - Was Funded by Grant That Ended	12,302	2
0.25 Part-Time MS Nurse - Was Funded by Grant That Ended	13,287	13,287

(Continued on next page.)

**Summary of FY05 Budget Changes (continued):**

0.20	Expand (2) Instructional Tech. Positions @ Eliot & Broadmeadow by 0.1 FTE/each (Enrollment)	10,283	10,283
0.20	Expand Eliot Media Center Position (Enrollment)	10,453	3
-	Additional Funding ETC Director - Supervise Administrative Technology Staff	1,700	1,700
-	Operating Supplies - Mail Room/Production Center	4,000	-
-	Risographic (RISO) Duplicating Machine - Mail Room/Production Center	5,500	-
-	Upgrade Science Center Classroom Loan Items & Materials	4,500	-
0.70	Full-Time TA @ HS for Personalized Learning Center (Offset by Savings - TEC Alt. High School)	-	-
<u>0.73</u>	<u>Program Specialist - HS Career Services</u>	<u>28,000</u>	<u>28,000</u>
13.14	Subtotal Other Funded Priorities	653,000	265,975

**Reductions to Existing School Department Budget:**

-	Fund Director of Guidance Through 7/1/05 Only, due to Retirement	-	(40,000)
(0.24)	Reduction % of External Funding Coordinator Funded Through Budget from .49 to .25	-	(17,000)
(0.60)	Eliminate 0.6 Elementary Health Teacher (Eliminate Gr 4 & 5 Health)	-	(27,000)
(1.00)	Eliminate 1.0 Middle School Art Teacher	-	(45,000)
(1.00)	Eliminate 1.0 Middle School SPED Teacher	-	(45,000)
(0.20)	Assign 2 Class Teaching Load to Dir Phys Ed/Health - Cut -0.2 FTE Phys Ed Teacher	-	(9,000)
(0.20)	Assign 1 Class Teaching Load to Dir METCO- Cut -0.2 FTE Social Studies Teacher	-	(9,000)
-	Reduction to Copy Maintenance Budget (One-Time Cut Only)	-	(10,000)
-	Reduction to Town-wide Paper Account (One Time Cut Only)	-	(50,000)
-	Reduction to HS Textbook Account (One Time Cut Only)	-	(50,000)
-	Miscellaneous Reductions to High School Budget	-	(20,000)
(0.30)	Eliminate 0.30 FTE Journalism Teacher at Middle School	-	(13,500)
(0.57)	Eliminate 0.57 FTE ETC/Media Center Secretary	-	(18,341)
-	Reduce Elementary Professional Development Budget (39% Reduction)	-	(25,000)
-	Reduce Middle Professional Development Budget (44% Reduction)	-	(25,000)
-	Reduce High School Professional Development Budget (42% Reduction)	-	(25,000)
-	Reduction to TEC Assessment (Reflect Final FY05 Assessment of \$36,440)	-	(5,370)
-	Reduction to SPED Transportation Contingency Budget	-	(35,000)
-	Reduce SPED contingency from 15% to 7.5%	-	(68,075)
<u>(4.11)</u>	<u>Subtotal Reductions to Existing School Department Budget</u>	<u>-</u>	<u>(537,286)</u>

<b>FY05 School Department Budget</b>	<b>35,638,936</b>	<b>34,714,625</b>
<b>\$ Increase over FY04</b>	<b>1,578,031</b>	<b>653,720</b>
<b>% Increase over FY04</b>	<b>4.6%</b>	<b>1.9%</b>

## School Budget FTE Summary:

School Budget FTE Summary (Excludes Grants & Revolving Funds)							
<u>Position Category</u>	<u>Actual FY02</u>	<u>Actual FY03</u>	<u>FY04 Budget</u>	<u>FY04 Actual</u>	<u>FY05 Supt Req.</u>	<u>FY05 SC Recom</u>	<u>Inc/(Dec) Over FY04</u>
Administrator (1)	29.80	29.90	29.90	30.89	32.39	30.55	0.65
Teacher (2)	356.00	367.07	373.07	374.86	382.80	376.15	3.08
Instructional Support (3)	84.74	57.47	58.34	60.14	63.55	63.20	4.86
Non-Instructional (4)	<u>55.96</u>	<u>54.57</u>	<u>53.89</u>	<u>53.51</u>	<u>53.87</u>	<u>52.94</u>	<u>(0.95)</u>
TOTALS	526.50	509.01	515.20	519.40	532.61	522.84	7.64

(1) Central Administrators, Principals, Assistant Principals, House Administrators, System Directors, Department Chairs. These administrators hire, supervise and evaluate staff and other contracted employees.

(2) Staff who provide direct instructional and/or professional services to students and who require certification and/or licenses (e.g., classroom teachers, guidance counselors, psychologists, nurses.)

(3) Staff who do not require certification or license, and who support instruction (e.g., special education teaching assistants.) Instructional Support FTE have been recast against the common hourly standard for 1.0 FTE = 1,820 hours worked per year. The unadjusted Instructional FTE count would have been 88.4 in FY05.

(4) Staff who provide secretarial or specialized support for the general operation of a department or entire school system (e.g., secretaries, clerks, school aides, etc.)