

NEEDHAM PUBLIC SCHOOLS

1330 HIGHLAND AVENUE • NEEDHAM, MASSACHUSETTS • 02492-2692

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Dear Town Meeting Members:

The School Committee invites you to review its operating budget request for FY 2003/04. This budget, endorsed by the Finance Committee on February 26, represents a level dollar- \$0 increase- over the FY03 budget of \$32,452,225.

However, since a \$1.66 million increase in contractual and mandated expenses had to be funded within the framework of no new revenues for FY03, it also represents a budget that significantly reduces services for children and parents. To balance the budget, the School Committee has made deep and painful cuts totaling \$1.9 million, including reduced funding for operations, reductions to classroom teaching staff, and cutbacks in the languages, the arts and physical education. In all, 25.84 positions were cut from the budget, including: 22 teachers, 2.2 administrators, and 1.64 support staff.

Why are Times so Tough Financially?

Needham, like all Massachusetts communities, and communities in other states, is feeling the pinch of a recession. Although property tax revenues are projected to increase by \$2.1 million (3.95%) in FY04 – reflecting new construction and the 2.5% levy limit – state aid will decrease by almost 9.5%, or \$800,000. In addition, nearly all of the new revenue (\$1.24 million) is committed to fixed costs such as contributory retirement, debt service, insurance and the Minuteman School Assessment. This means that no new revenue is available to the schools or other town departments to meet contractual salary obligations, other mandates, or the demands of rising enrollments. To pay for these increases in expenses, therefore, we must cut our budget in other places.

How Would the Override Change the School Department Budget?

As this letter is being written, a \$2.01 million School Department operational override has been placed on the ballot, but the vote has not yet occurred. The question will be decided by the voters in April. If passed, the override will reverse \$1.53 million in budget cuts, fund \$0.41 million in new level service initiatives, and cover \$0.07 million in benefit expenses.

The FY04 School Department budget is presented in detail on the following pages. The base budget assumes no new revenue, but we have included a description of how the budget will change if the override is approved.

What were the Assumptions/ Fiscal Strategies Used to Develop this Budget?

- The base budget assumes no new revenue for School Department operations in FY04.
- An enrollment increase of 67 students, from 4,565 to 4,632, is projected (1.5%).
- Contractual salary obligations totaling \$923,370 are met in this budget, including the cost of steps, lane changes and the following settlements for FY04:
 - Teachers & Administrators: There is a 0% Cost of Living Increase (COLA). A new step is added to the top of the salary schedule equivalent to a 2% increase, and the bottom step of the

salary schedule is eliminated. (This settlement represents a one-year extension to collective bargaining agreements.)

- Aides & Non-Instructional Staff: Based on an earlier agreement, there is a 2.5% COLA, and a half-step is added to the top of the salary schedule equivalent to a 1.5% increase. (The remaining half step will be added to the top of the scale in FY05.)

The total cost of step increases in FY04 is \$685,911. The total cost of lane changes is \$170,577. The total cost of settlements, net of retirements, turnover and other savings is \$66,882.

- Other mandated/contractual increases totaling \$732,196 are met, including: a \$469,272 increase in Special Education (SPED) residential tuitions and professional services, \$45,000 for (2) new half-time SPED teachers to provide mandated services at the Preschool and High School, a \$97,424 increase in SPED contractual transportation costs, a \$16,815 increase in regular transportation costs, and a \$6,585 increase in other contracts/ mandates. A \$97,100 increase in mandated professional development expense, was offset, however, by cuts in other professional development accounts to balance the budget.
- Other increases include funding for a 1.0 FTE school data administrator who will be transferred from the Town to the Schools in FY04; a 0.6 FTE Behavioral Consultant to work with troubled children in the elementary schools, and \$107,183 in new textbooks and supplies, system-wide. These increases are offset by reductions in other areas to achieve a level-dollar budget.
- The School Committee's top priority in reducing programs to balance its budget was to minimize the impact on core instructional areas, including class sizes.
- As a result of budget cuts, the professional development mandate of \$125/student is funded at only 50% for FY04.

What about Capital Projects?

For the past several years, the School Department has requested capital funding to replace old computers and add new ones. Although there was no capital funding provided in FY03 to accomplish this task, the Broadmeadow and Eliot School construction projects included funding for new/replacement computers at those schools. Approximately 30 computers from the existing inventory at Eliot were re-distributed to the High School in September, thereby reducing the number of replacement computers needed at that school. For this reason, the School Department's FY04 replacement technology request is reduced from \$130,000 to \$92,000. (The Broadmeadow inventory of 39 computers that were left at High Rock for use by Eliot students and teachers will be similarly re-distributed late next year, and will reduce the FY05 replacement request.)

Additionally, the School Department is requesting first-time funding of \$60,000 for copier replacement in FY04. The School Department currently owns 34 copy machines, approximately 38% of which are over six years old, but has no ability to replace these machines on a timely basis. These older machines, which are heavily used and critically important to classroom teaching, have grown increasingly costly to maintain and repair. This request would begin to establish a 6 to 7-year replacement cycle for these machines.

Finally, funding will be requested for emergency replacement of the damaged and leaking roofs at Hillside Elementary School and the High School, as well as to upgrade the High School HVAC system, as determinations are made concerning the longer term strategy for the high school. This past winter, heavy snows damaged the aging roofs at these schools, resulting in significant leaking and water damage to ceilings, furniture, equipment and computers. The HVAC work has been identified as the most pressing immediate need by school officials, representatives from the Permanent Public Building Committee (PPBC) and their architects, and from Municipal Building Maintenance Board (MBMB), and is being coordinated

with longer term planning for the High School. The longer term options for the High School are being reviewed by the PPBC, MBMB, School Committee, Selectmen and Finance Committee, and will lead to a broader town discussion.

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.

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

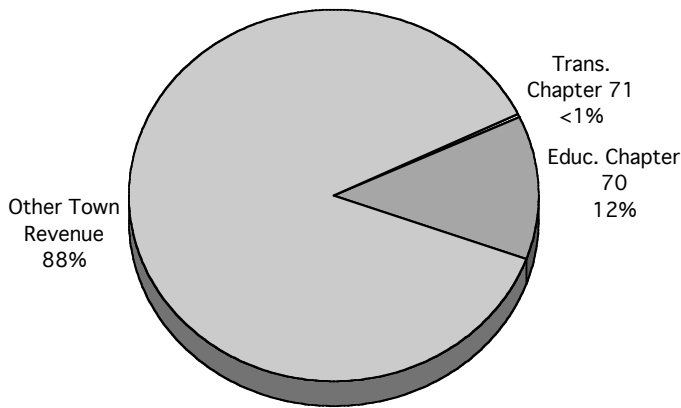
Sincerely,

Dr. Donald B. Gratz
Chairman '03
Needham School Committee

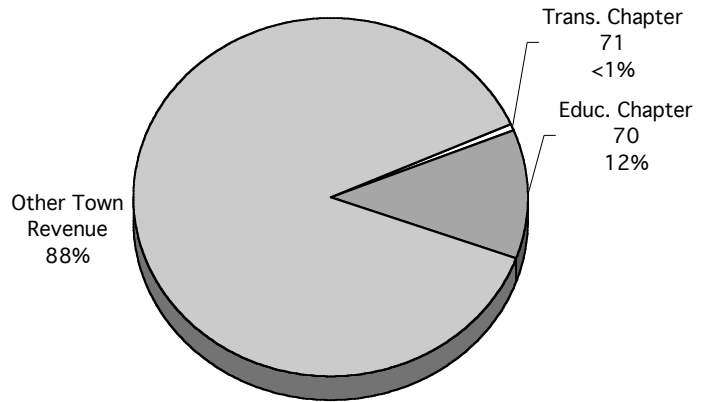
Budget Summary Information

Revenues:

**FY04 School Committee Recommended
Operating Budget (No Override)
\$32,452,225**



**FY04 School Committee Recommended
Operating Budget (w/ Override)
\$34,390,905**

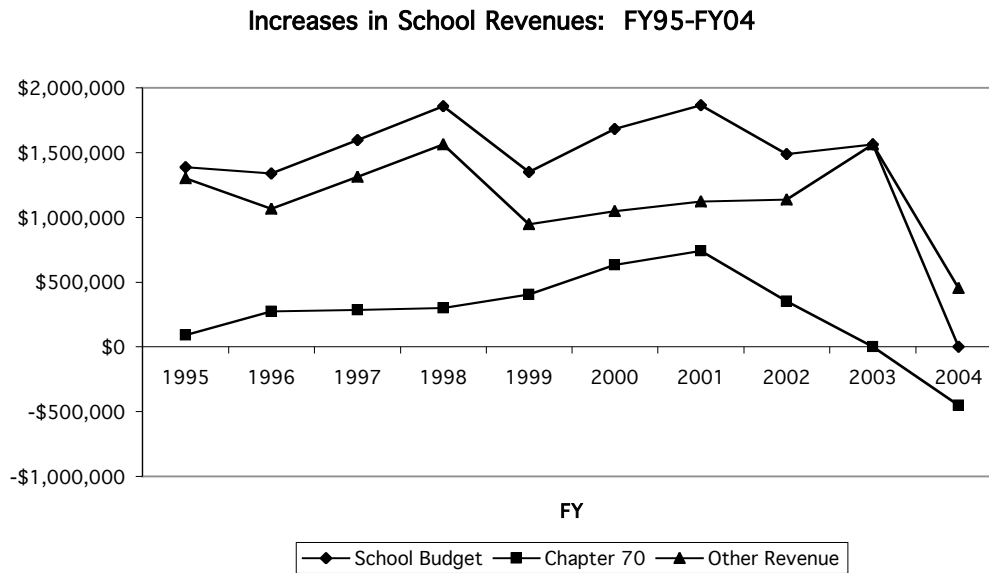


Revenues	FY02 Actual	FY03 TM Budget	FY04 Sch Cttee Base Rec	\$ Inc/(Dec) Over FY03	% Inc/(Dec)	FY04 Sch Cttee Rec w/ Ovrde	\$ Inc/(Dec) Over FY03	% Inc/(Dec)
Other Town Revenue	25,824,648	27,797,855	28,263,292	465,437	1.7%	30,201,972	2,404,117	8.6%
Trans. Chapter 71	140,339	149,373	134,436	(14,937)	-10.0%	134,436	(14,937)	-10.0%
Educ. Chapter 70	4,504,997	4,504,997	4,054,497	(450,500)	-10.0%	4,054,497	(450,500)	-10.0%
Totals	30,469,984	32,452,225	32,452,225	-	0.0%	34,390,905	1,938,680	6.0%

School Department revenues for FY04 reflect a \$0.451 million (10%) reduction in Chapter 70 Education Reform Revenue, and a \$0.015 million (10%) reduction in Chapter 71 School Transportation Reimbursement. These reductions are offset by a corresponding increase of \$0.465 million in other Town revenue. The Governor's budget for FY04 (House 1) also proposes that approximately \$570,000 of the state education funds which Needham will receive in FY04, and approximately \$573,000 in state revenue to the Town, will not repeat in FY05. Although the final State budget may not include this provision of the Governor's budget, the Town of Needham may be looking at further dramatic reductions in aid for FY05.

The FY04 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 chart on the next page illustrates this trend.

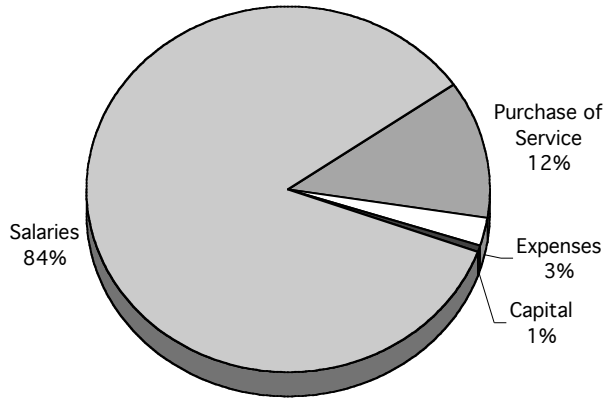
Trend in School Budget Revenues:



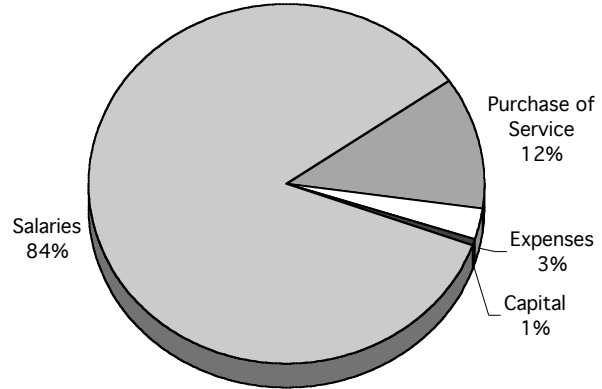
Between FY95 and FY01, education reform (Chapter 70) revenue from the State increased steadily and paid for a large percentage of annual school budget increases. These additional state funds lessened the impact on other Town funding sources, such as property tax revenues. However, after FY01, state funding for education slowed dramatically, thereby requiring other Town revenue sources to fund a greater share of school budget increases. In FY01, Chapter 70 revenues increased \$0.74 million. The rate of increase slowed to \$0.35 million in FY02, and \$0 (level funding) in FY03. State funding for FY04 is projected to decline by \$0.45 million, or 10%.

Expenditures:

**FY04 School Committee Recommended
Operating Budget (No Override)
\$32,452,225**



**FY04 School Committee Recommended
Operating Budget (w/ Override)
\$34,390,905**

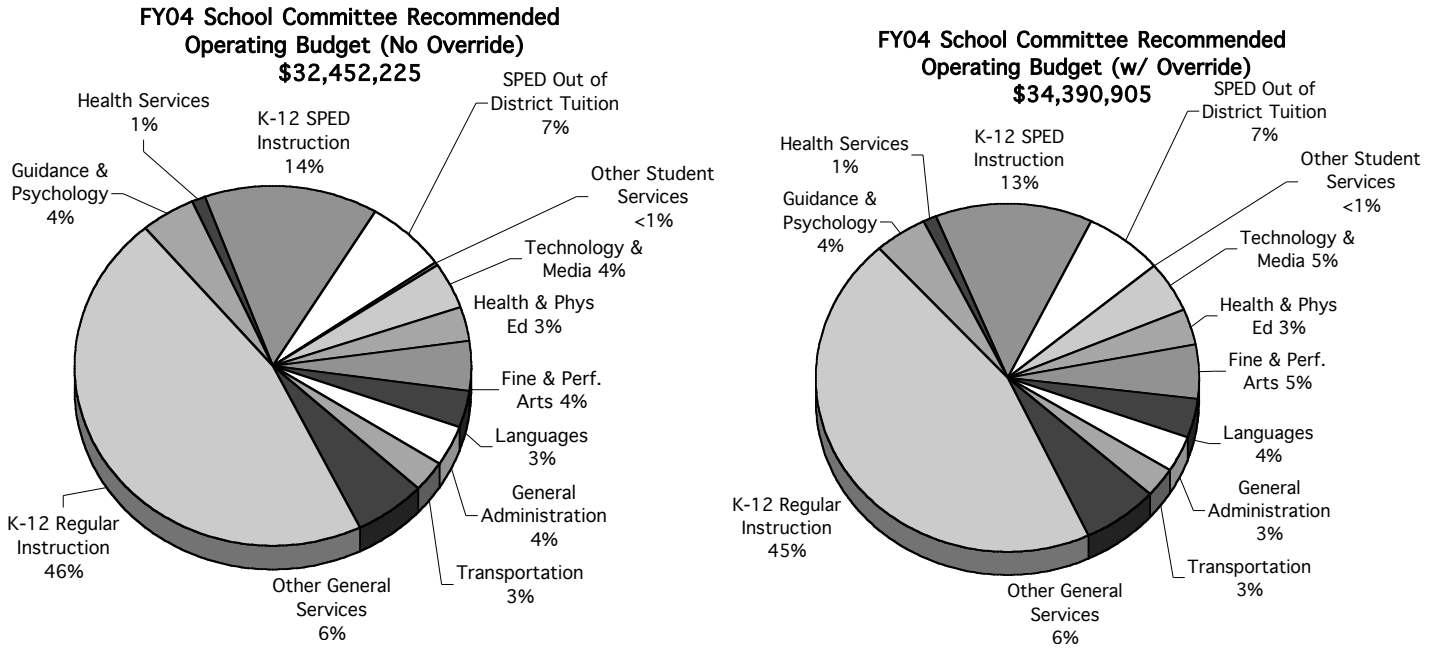


Expenditures	FY02 Actual	FY03 TM Budget	FY04 Sch Cttee Base Rec	\$ Inc/(Dec) Over FY03	% Inc/(Dec)	FY04 Sch Cttee Rec w/ OvrIde	\$ Inc/(Dec) Over FY03	% Inc/(Dec)
Salaries	25,766,105	27,951,274	27,506,700	(444,574)	-1.6%	29,126,240	1,174,966	4.2%
Purchase of Service	3,514,369	3,518,976	3,909,096	390,120	11.1%	4,148,096	629,120	17.9%
Expenses	896,359	826,149	866,377	40,228	4.9%	941,027	114,878	13.9%
Capital Outlay	293,152	155,826	170,052	14,226	9.1%	175,542	19,716	12.7%
Totals	30,469,984	32,452,225	32,452,225	-	0.0%	34,390,905	1,938,680	6.0%

Total School Committee expenditures for FY04 are level funded, and represent a \$0 increase over the FY03 adopted budget of \$32,452,225. Salaries account for 84% of the total budget pie, while purchase of service, expenses and capital outlay account for 12%, 3%, and 1%, respectively. Salary expenses decrease by \$0.44 million (1.6%), reflecting the elimination of 25.84 net staff positions, which more than offset a \$0.92 million increase in contractual salary obligations. Purchase of service expenses, on the other hand, increase by \$0.39 million (11.1%), reflecting mandated/contractual increases in SPED tuitions and professional services, transportation and other expenses. Expense and capital outlay also increase by 4.9% and 9.1%, respectively, reflecting the transfer of budget funds between accounts, as well as additional funds for textbooks and supplies.

The cost of educating children represents 45% of the Town's total budget for FY04 of \$71.92 million.

Expenditure Breakout by Functional Area & Department:



Functional Area & Department	FY02 Actual	FY03 TM Budget	FY04 Sch Cttee Base Rec	\$ Inc/(Dec) Over FY03	% Inc/ (Dec)	FY04 Sch Cttee Rec w/ Ovrde	\$ Inc/(Dec) Over FY03	% Inc/ (Dec)
General Administration								
Superintendent & Sch. Cttee.	378,645	380,597	351,703	(28,894)	-7.6%	351,703	(28,894)	-7.6%
Financial Operations	310,692	276,845	240,165	(36,680)	-13.2%	240,165	(36,680)	-13.2%
Maintenance	5,366	5,059	54	(5,005)	-98.9%	54	(5,005)	-98.9%
Personnel Resources	253,649	288,619	261,821	(26,798)	-9.3%	261,821	(26,798)	-9.3%
Student Development	151,276	147,018	153,355	6,337	4.3%	153,355	6,337	4.3%
Program Development	139,740	140,875	147,965	7,090	5.0%	147,965	7,090	5.0%
External Funding	45,087	30,414	31,290	876	2.9%	31,290	876	2.9%
Subtotal	1,284,456	1,269,427	1,186,353	(83,074)	-6.5%	1,186,353	(83,074)	-6.5%
Transportation								
Transportation	858,063	856,112	927,408	71,296	8.3%	927,408	71,296	8.3%
Subtotal	858,063	856,112	927,408	71,296	8.3%	927,408	71,296	8.3%
Other General Services								
General Curriculum	313,008	300,707	295,167	(5,540)	-1.8%	299,167	(1,540)	-0.5%
Curriculum Development	146,431	145,540	72,765	(72,775)	-50.0%	147,765	2,225	1.5%
Reading	383,913	417,330	417,538	208	0.0%	417,538	208	0.0%
Staff Development	342,632	262,362	154,462	(107,900)	-41.1%	354,462	92,100	35.1%
General Services	413,263	560,763	523,972	(36,791)	-6.6%	540,002	(20,761)	-3.7%
Collaboratives - Tuition & Dues	90,636	98,000	73,000	(25,000)	-25.5%	73,000	(25,000)	-25.5%
Science Center	180,947	191,708	179,312	(12,396)	-6.5%	212,612	20,904	10.9%
Vocational Tuition	-	8,000	-	(8,000)	-100.0%	-	(8,000)	-100.0%
Administrative Technology	-	-	114,697	114,697	100.0%	114,697	114,697	100.0%
Production Center	-	-	53,141	53,141	100.0%	53,141	53,141	100.0%
Subtotal	1,870,830	1,984,410	1,884,054	(100,356)	-5.1%	2,212,384	227,974	11.5%

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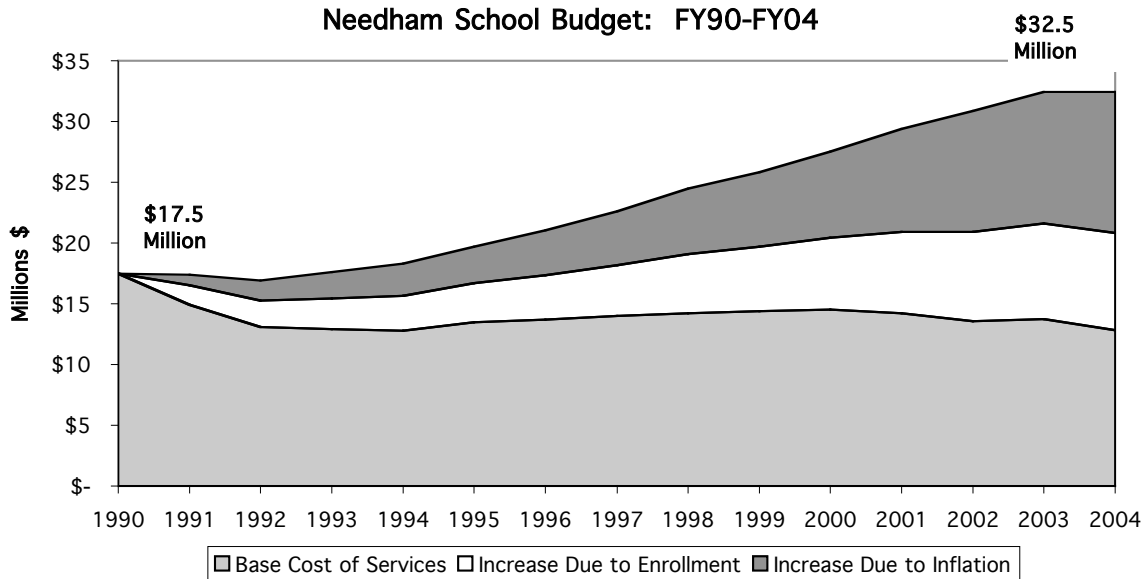
K-12 Regular Instruction								
Broadmeadow Elementary	860,255	926,290	966,321	40,031	4.3%	1,003,321	77,031	8.3%
Eliot Elementary	901,214	973,807	958,309	(15,498)	-1.6%	980,809	7,002	0.7%
Hillside Elementary	1,375,077	1,492,927	1,537,866	44,939	3.0%	1,537,866	44,939	3.0%
Mitchell Elementary	1,492,052	1,541,841	1,448,516	(93,325)	-6.1%	1,471,016	(70,825)	-4.6%
Newman Elementary	<u>1,811,567</u>	<u>1,959,974</u>	<u>2,014,267</u>	<u>54,293</u>	<u>2.8%</u>	<u>2,059,267</u>	<u>99,293</u>	<u>5.1%</u>
Subtotal Elementary	6,440,165	6,894,839	6,925,279	30,440	0.4%	7,052,279	157,440	2.3%
Pollard Middle School								
High School	2,910,305	3,269,964	3,225,137	(44,827)	-1.4%	3,360,137	90,173	2.8%
	<u>4,348,369</u>	<u>4,713,528</u>	<u>4,785,012</u>	<u>71,484</u>	<u>1.5%</u>	<u>5,111,162</u>	<u>397,634</u>	<u>8.4%</u>
Grand Total K-12 Regular Inst.	13,698,839	14,878,331	14,935,428	57,097	0.4%	15,523,578	645,247	4.3%
Guidance & Psychology								
Guidance	1,114,253	1,166,116	1,238,537	72,421	6.2%	1,349,237	183,121	15.7%
Psychology	<u>187,580</u>	<u>200,557</u>	<u>184,303</u>	<u>(16,254)</u>	<u>-8.1%</u>	<u>184,303</u>	<u>(16,254)</u>	<u>-8.1%</u>
Subtotal	1,301,833	1,366,673	1,422,840	56,167	4.1%	1,533,540	166,867	12.2%
Health Services								
Health/Nursing	<u>335,843</u>	<u>385,124</u>	<u>410,438</u>	<u>25,314</u>	<u>6.6%</u>	<u>432,938</u>	<u>47,814</u>	<u>12.4%</u>
Subtotal	335,843	385,124	410,438	25,314	6.6%	432,938	47,814	12.4%
K-12 SPED Instruction								
SPED	<u>4,121,930</u>	<u>4,389,845</u>	<u>4,569,476</u>	<u>179,631</u>	<u>4.1%</u>	<u>4,596,476</u>	<u>206,631</u>	<u>4.7%</u>
Subtotal	4,121,930	4,389,845	4,569,476	179,631	4.1%	4,596,476	206,631	4.7%
SPED Out of District Tuition								
Collaborative	321,695	250,000	390,794	140,794	56.3%	390,794	140,794	56.3%
Mass Public	12,500	70,170	21,195	(48,975)	-69.8%	21,195	(48,975)	-69.8%
Private Schools	<u>1,408,873</u>	<u>1,523,199</u>	<u>1,764,891</u>	<u>241,692</u>	<u>15.9%</u>	<u>1,844,891</u>	<u>321,692</u>	<u>21.1%</u>
Subtotal	1,743,068	1,843,369	2,176,880	333,511	18.1%	2,256,880	413,511	22.4%
Other Student Services								
504 Compliance	36,214	31,839	29,677	(2,162)	-6.8%	32,177	338	1.1%
Attendance	<u>3,134</u>	<u>3,258</u>	<u>3,289</u>	<u>31</u>	<u>1.0%</u>	<u>3,289</u>	<u>31</u>	<u>1.0%</u>
Subtotal	39,348	35,097	32,966	(2,131)	-6.1%	35,466	369	1.1%
Technology & Media								
Computer Education	116,502	128,033	100,893	(27,140)	-21.2%	100,893	(27,140)	-21.2%
Media Services	1,298,226	1,311,646	1,286,491	(25,155)	-1.9%	1,442,991	131,345	10.0%
Network Administration	<u>35,634</u>	<u>-</u>	<u>32,640</u>	<u>32,640</u>	<u>100.0%</u>	<u>32,640</u>	<u>32,640</u>	<u>100.0%</u>
Subtotal	1,450,362	1,439,679	1,420,024	(19,655)	-1.4%	1,576,524	136,845	9.5%
Physical Education & Health								
Physical Education	867,600	984,427	810,250	(174,177)	-17.7%	1,008,250	23,823	2.4%
Health	<u>152,642</u>	<u>102,212</u>	<u>161,138</u>	<u>58,926</u>	<u>57.7%</u>	<u>161,138</u>	<u>58,926</u>	<u>57.7%</u>
Subtotal	1,020,242	1,086,639	971,388	(115,251)	-10.6%	1,169,388	82,749	7.6%
Fine & Performing Arts								
Fine Arts (Art)	875,983	926,542	802,841	(123,701)	-13.4%	897,341	(29,201)	-3.2%
Performing Arts (Music)	677,179	743,442	634,674	(108,768)	-14.6%	769,674	26,232	3.5%
K-12 Director	<u>3,816</u>	<u>50</u>	<u>-</u>	<u>(50)</u>	<u>-100.0%</u>	<u>-</u>	<u>(50)</u>	<u>-100.0%</u>
Subtotal	1,556,978	1,670,034	1,437,515	(232,519)	-13.9%	1,667,015	(3,019)	-0.2%
World Languages								
ESL	101,562	86,513	109,125	22,612	26.1%	109,125	22,612	26.1%
World Languages	<u>1,086,631</u>	<u>1,160,972</u>	<u>968,330</u>	<u>(192,642)</u>	<u>-16.6%</u>	<u>1,163,830</u>	<u>2,858</u>	<u>0.2%</u>
Subtotal	1,188,192	1,247,485	1,077,455	(170,030)	-13.6%	1,272,955	25,470	2.0%
GRAND TOTAL	30,469,984	32,452,225	32,452,225	-	0.0%	34,390,905	1,938,680	6.0%

Expenditure Breakout by Line Item:

Category/ Line Item	FY02 Actual	FY03 TM Budget	FY04 Sch Cttee Base Rec	\$ Inc/(Dec) Over FY03	% Inc/(Dec)	FY04 Sch Cttee Rec w/ Ovrde	\$ Inc/(Dec) Over FY03	% Inc/(Dec)
<u>Salaries:</u>								
Salaries	25,766,105	27,951,274	27,506,700	(444,574)	-1.6%	29,126,240	1,174,966	4.2%
Subtotal	25,766,105	27,951,274	27,506,700	(444,574)	-1.6%	29,126,240	1,174,966	4.2%
<u>Purchase of Service:</u>								
Utility Services	-	5,059	-	(5,059)	-100.0%	-	(5,059)	-100.0%
Repairs & Maint.	37,628	51,670	46,195	(5,475)	-10.6%	46,195	(5,475)	-10.6%
Rental & Lease	15,273	21,500	500	(21,000)	-97.7%	500	(21,000)	-97.7%
Professional & Tech.	587,587	523,044	549,819	26,775	5.1%	699,819	176,775	33.8%
Other Prof. Svcs.	1,795,252	1,911,369	2,210,880	299,511	15.7%	2,290,880	379,511	19.9%
Transportation	793,605	772,091	872,330	100,239	13.0%	872,330	100,239	13.0%
Printing/ Mail	82,562	82,896	76,445	(6,451)	-7.8%	76,445	(6,451)	-7.8%
Other Services	202,462	151,347	152,927	1,580	1.0%	161,927	10,580	7.0%
Subtotal	3,514,369	3,518,976	3,909,096	390,120	11.1%	4,148,096	629,120	17.9%
<u>Expenses:</u>								
Office Supplies	69,409	42,833	69,895	27,062	63.2%	69,895	27,062	63.2%
Educ. Supplies	622,984	469,795	584,913	115,118	24.5%	647,063	177,268	37.7%
Other Supplies	84,246	122,965	96,042	(26,923)	-21.9%	98,542	(24,423)	-19.9%
Conferences	43,907	48,090	40,832	(7,258)	-15.1%	40,832	(7,258)	-15.1%
Dues/Subscriptions	15,347	49,190	45,709	(3,481)	-7.1%	45,709	(3,481)	-7.1%
Other Expenses	60,465	93,276	28,986	(64,290)	-68.9%	38,986	(54,290)	-58.2%
Subtotal	896,358	826,149	866,377	40,228	4.9%	941,027	114,878	13.9%
<u>Capital Outlay</u>								
New/Repl. Equipment	293,152	155,826	170,052	14,226	9.1%	175,542	19,716	12.7%
Subtotal	293,152	155,826	170,052	14,226	9.1%	175,542	19,716	12.7%
GRAND TOTAL	30,469,984	32,452,225	32,452,225	-	0.0%	34,390,905	1,938,680	6.0%

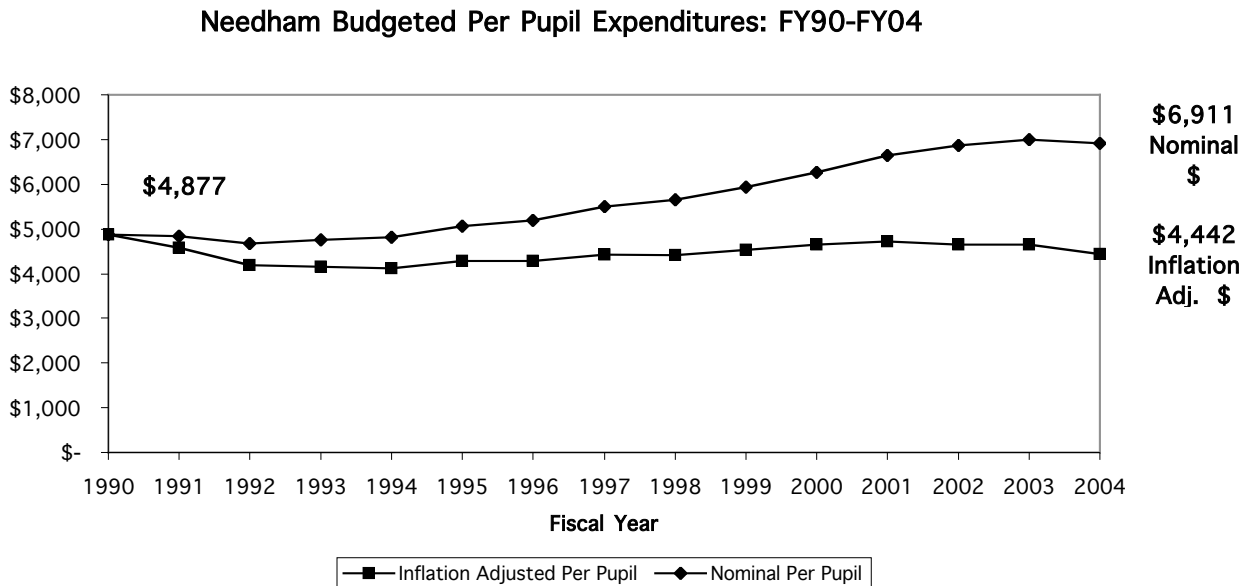
Trends in School Budget Expenditures

Over the past decade, the Town Meeting-approved school operating budget has grown from \$17.5 million in FY90 to \$32.5 million in FY04, an increase of \$15.0 million (86%.) However, all of that increase is attributed to the combined impact of inflation and growth. During this period, inflation increased by 56%, and enrollments increased by a cumulative factor of 63%. The first chart on the next page illustrates the portion of operating budget increases since FY90 that are due to inflation and growth.



Source: Annual Town Meeting Budgets FY90-04, Needham Public Schools
 Official October 1 School Enrollments, Needham Public Schools
 CPIU, FY90=100 for Boston area, US Department of Labor, Bureau of Labor Statistics

In fact, as evident in the Per Pupil Expenditure Chart below, the combined impact of inflation and growth have eroded the amount of real spending per pupil over time. In FY90, per pupil expenditures equaled \$4,877. By FY04, however, the inflation adjusted per pupil expenditure amount had dropped to \$4,442, a decrease of \$435/ pupil, or 9%.



Source: Same as above.

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Summary of FY04 Budget Changes:

FY03 School Department Budget	32,452,225	32,452,225
Plus Mandated/ Contractual Increases	FY04 Rec Base	FY04 With Override
Steps	685,911	685,911
Lane Changes	170,577	170,577
Less Retirements/ Turnover/ Other	<u>66,882</u>	<u>66,882</u>
Subtotal Salary Mandated/ Contractual Increases	923,370	923,370
SPED 0.5 FTE Early Childhood Speech Pathologist - Mandated New Position	22,500	22,500
SPED 0.5 FTE High School Teacher - Mandated New Position	<u>22,500</u>	<u>22,500</u>
	45,000	45,000
Professional Development Funds - To Meet Mandate of \$125/Student	97,100	97,100
Increase in HRS Contract for Employee Assistance Plan (EAP)	1,000	1,000
The Education Cooperative (TEC) Assessment Contractual Increase	1,000	1,000
SPED Transportation Contractual Increase	97,424	97,424
TEC Regis Transportation Contract Increase	2,000	2,000
Regular Transportation Contractual Increase	16,815	16,815
Mandated Health Screening Supplies	1,485	1,485
Malpractice Insurance for Nurses	1,100	1,100
SPED Professional Services Increase - Mandated Services	55,761	55,761
SPED Collaborative Tuition Increase - Mandated Services	140,794	140,794
SPED Mass Public Tuition Decrease - Mandated Services	(48,975)	(48,975)
SPED Private School Tuition Increase - Mandated Services	<u>321,692</u>	<u>321,692</u>
Subtotal Other Mandated/ Contractual	687,196	687,196
Plus Level Service Increases		
Student Development - ERB Testing Materials	-	-
1.0 MacSchool/ Open District Database Administrator (\$34,945 revenue from Tc	68,680	68,680
1.0 Elementary Behavioral Consultant - To Be Shared by All Elementary	27,000	27,000
Increase in Elementary Per Pupil - To Be Split Among All Elementary	28,810	28,810
Pollard Map Sets	5,000	5,000
Pollard World Language Textbooks & Supplies	18,400	38,400
1.0 Pollard Guidance Counselor for Increased Enrollment	-	45,000
3.5 High School Teachers for Increased Enrollment	-	157,500
High School Textbooks	22,254	60,404
High School Educational Supplies	32,719	32,719
1.0 High School Guidance Counselor for Increased Enrollment	-	45,000
0.5 High School Nurse for Increased Enrollment, Medical Needs	-	22,500
1.0 Elementary Instructional Technology Specialist - Parity @ Eliot & Broadmead	-	45,000
1.0 Computer Technician to meet DOE 1:200 Technician to Computer Ratio	-	35,000
Instrument Replacement	<u>-</u>	<u>-</u>
Subtotal	202,863	611,013

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Less School Committee Reductions			
Reduction to School Committee Expenses	(9,000)		(9,000)
0.6 FTE Superintendent Office Staff	(16,700)		(16,700)
Reduction to Central Office Expense Accounts	(7,500)		(7,500)
Reduction to Photocopier Maintenance	(11,300)		(11,300)
Reduction to Elementary Textbook Accounts	(4,000)		
1.0 Curriculum Leader (Elementary)	(75,000)		
Professional Development - (5) Professional Development Days	(150,000)		
Professional Development - Mentors	(25,000)		
Professional Development - Teaching Subs	(15,000)		
Professional Development - Superintendent Staff Development	(5,000)		(5,000)
Professional Development - Summer Curriculum Development	(10,000)		
Printing Aides	(15,000)		(15,000)
Reduction to Teaching Substitutes	(16,030)		
Interns	(15,000)		(15,000)
New Classroom Furniture & Supplies	(20,000)		(20,000)
TEC Program Tuition & Transportation	(42,000)		(42,000)
0.79 Science Center Program Specialist	(33,300)		
Transportation Salaries	(33,400)		(33,400)
Vocational Tuition	(8,000)		(8,000)
3.0 Elementary Classroom Positions	(135,000)		(45,000)
0.5 Asst. Principal Broadmeadow	(37,000)		
3.0 Middle School Cluster Teachers	(135,000)		
1.9 High School Teaching Positions (in addition to 3.5 Cut Above)	(85,500)		
0.83 High School Secretarial Position	(28,000)		(28,000)
Reduction to Athletics Budget	(45,000)		
0.3 ILB Counselor	(20,700)		
1.60 Middle School SPED Teachers	(72,000)		(45,000)
Reduction to SPED Out of District Tuition Contingency	(80,000)		
Staff 504 Compliance	(2,500)		
1.0 Elementary Media Specialist	(45,000)		
0.7 Middle School Media Specialist	(31,500)		
3.0 Elementary Phys Ed Teachers	(135,000)		
0.9 Middle School Phys Ed Teacher	(40,500)		
1.2 Guidance, Phys Ed & Arts Administrators to Teaching	(31,500)		
0.8 Elementary Art Teacher	(36,000)		
1.3 Middle School Art Teachers	(58,500)		
2.3 Elementary Music Teachers	(103,500)		
0.5 Middle School Music Teacher	(22,500)		
3.0 Elementary Spanish Teachers	(135,000)		
1.0 Middle School Language Teachers	(45,000)		(27,000)
0.5 World Language Department Chair	(22,500)		-
Subtotal	(1,858,430)		(327,900)
TOTAL FY04 BUDGET		32,452,225	34,390,905
	\$ Increase over FY03	-	1,938,680
	% Increase over FY03	0.0%	6.0%

School Budget Full-Time Equivalent (FTE) Staffing Summary:

School Budget FTE Summary (Excludes Grants & Revolving Funds)						
<u>Position Category</u>	<u>Actual FY01</u>	<u>Actual FY02</u>	<u>FY03 Budget</u>	<u>FY03 Amended (5)</u>	<u>FY04 Base Rec</u>	<u>FY04 Rec w/ Override</u>
Administrator (1)	29.80	29.80	29.90	29.90	27.70	29.90
Teacher (2)	351.15	356.00	366.20	367.07	345.07	374.27
Instructional Support (3)	88.54	84.74	82.24	57.47	56.68	58.34
Non-Instructional (4)	<u>55.96</u>	<u>55.96</u>	<u>54.49</u>	<u>54.57</u>	<u>53.72</u>	<u>53.72</u>
TOTALS	525.45	526.50	532.83	509.01	483.17	516.23

(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.)

(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.)

(5) Instructional Support FTE have been recast in FY04, against the common hourly standard for 1.0 FTE = 1,820 hours worked per year. The unadjusted Instructional FTE count would have been 80.80. Non-instructional FTE also have been recast in FY04, to reflect the common hourly standard for 1.0 FTE = 1,820 and account for paid holidays and vacation days. The unadjusted Non-Instructional FTE would have been 55.28.

Detail of FY04 Staffing Changes:

<u>FY04 FTE Summary of Changes</u>	<u>Admin.</u>	<u>Teacher</u>	<u>Instructional</u>	<u>Non-Instr.</u>	<u>Totals</u>
FY03 Approved FTE	29.90	366.20	82.24	54.49	532.83
Plus Conversions & Adjustments in FY03	-	0.87	(1.44)	0.79	0.22
Less FTE Adjustment - Recasting Against 1820 Hours/FTE	-	-	(23.33)	(0.71)	(24.04)
Total Revised FY03 FTE Count	29.90	367.07	57.47	54.57	509.01
<u>Plus Mandated/ Contractual Increases in FY04</u>					
0.5 SPED Early Childhood Speech Pathologist - Preschool		0.50			0.50
0.5 SPED High School Teacher		0.50			0.50
<u>Less School Committee Reductions to Balance Budget in FY04</u>					
0.6 FTE Superintendent Office Staff				(0.60)	(0.60)
1.0 Curriculum Leader (Elementary)		(1.00)			(1.00)
0.79 Science Center Program Specialist			(0.79)		(0.79)
3.0 Elementary Classroom Positions		(3.00)			(3.00)
0.5 Asst. Principal Broadmeadow	(0.50)				(0.50)
3.0 Middle School Cluster Teachers		(3.00)			(3.00)
1.9 High School Teaching Positions		(1.90)			(1.90)
0.83 High School Secretarial Position				(0.83)	(0.83)
0.3 Middle School ILB Counselor		(0.30)			(0.30)
1.60 Middle School SPED Teachers		(1.60)			(1.60)
1.0 Elementary Media Specialist		(1.00)			(1.00)

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0.7 Middle School Media Specialist		(0.70)			(0.70)
3.0 Elementary Phys Ed Teachers		(3.00)			(3.00)
0.9 Middle School Phys Ed Teacher		(0.90)			(0.90)
1.2 Guidance, Phys Ed & Arts Administrators to Teaching	(1.20)	0.50			(0.70)
0.8 Elementary Art Teacher		(0.80)			(0.80)
1.3 Middle School Art Teachers		(1.30)			(1.30)
2.3 Elementary Music Teachers		(2.30)			(2.30)
0.5 Middle School Music Teacher		(0.50)			(0.50)
3.0 Elementary Spanish Teachers		(3.00)			(3.00)
1.0 Middle School Language Teachers		(1.00)			(1.00)
0.5 World Language Department Chair	(0.50)				(0.50)
0.42 Transportation Staff to Fee Based Busing	-	-	-	(0.42)	(0.42)
<u>Plus Level Service Additions - FY04</u>					
1.2 High School Teachers to Replace TEC Alternative School		1.20			1.20
1.0 MacSchool/ Open District Database Administrator				1.00	1.00
1.0 Elementary Behavioral Consultant	-	0.60	-	-	0.60
School Cttee Recommended Base FY04 FTE Count	27.70	345.07	56.68	53.72	483.17
<u>Plus Supplemental Postions Recommended w/ Override</u>					
1.0 Curriculum Leader (Elementary)		1.00			1.00
0.79 Science Center Program Specialist			0.79		0.79
2.0 Elementary Classroom Positions		2.00			2.00
0.5 Asst. Principal Broadmeadow	0.50				0.50
3.0 Middle School Cluster Teachers		3.00			3.00
5.4 High School Teaching Positions		5.40			5.40
0.3 Middle School ILB Counselor		0.30			0.30
0.60 Middle School SPED Teachers		0.60			0.60
1.0 Elementary Media Specialist		1.00			1.00
0.7 Middle School Media Specialist		0.70			0.70
3.0 Elementary Phys Ed Teachers		3.00			3.00
0.9 Middle School Phys Ed Teacher		0.90			0.90
1.2 Guidance, Phys Ed & Arts Administrators to Teaching	1.20	(0.50)			0.70
0.8 Elementary Art Teacher		0.80			0.80
1.3 Middle School Art Teachers		1.30			1.30
2.3 Elementary Music Teachers		2.30			2.30
0.5 Middle School Music Teacher		0.50			0.50
3.0 Elementary Spanish Teachers		3.00			3.00
1.0 Middle School Language Teachers		0.40			0.40
0.5 World Language Department Chair	0.50				0.50
1.0 Middle School Guidance Counselor		1.00			1.00
1.0 High School Guidance Counselor		1.00			1.00
0.5 High School Nurse		0.50			0.50
1.0 Instructional Technology Specialist - Eliot & Brm		1.00			1.00
1.0 Computer Technician - District	-	-	0.87	-	0.87
School Cttee Recommended With Override FY04	29.90	374.27	58.34	53.72	516.23

Comparison of FY04 School Committee Base Recommendation & Override Staffing Request:

	FY04 BASE REC	FY04 OVERRIDE	INC/(DEC)
TOTAL CHANGE IN FTE			
New in Base Budget	3.80	-	3.80
Cuts/ Restorations	(29.64)	25.19	(4.45)
New in Override	-	7.87	7.87
Net Change	(25.84)	33.06	7.22
NEW IN BASE			
(2) 0.5 SPED Teachers	1.00		
1.2 High School Teachers	1.20		
1.0 Open District/ MacSchool Administrator	1.00		
0.6 Elementary Behavioural Consultant	0.60		
	3.80		
NEW IN OVERRIDE			
1.0 High School Guidance Counselor	1.00		
1.0 Middle School Guidance Counselor	1.00		
3.5 High School Teachers	3.50		
0.5 High School Nurse	0.50		
1.0 Elementary Instructional Technology Specialist	1.00		
1.0 Computer Technician	0.87		
	7.87		
CUT & RESTORED			
	<u>CUT</u>	<u>RESTORED</u>	<u>NET CHG</u>
0.6 Superintendent Clerical	(0.60)	-	(0.60)
1.0 Curriculum Leader (Elementary)	(1.00)	1.00	-
0.79 Science Center Program Specialist	(0.79)	0.79	-
3.0 Elementary Classroom Positions	(3.00)	2.00	(1.00)
0.5 Asst. Principal Broadmeadow	(0.50)	0.50	-
3.0 Middle School Cluster Teachers	(3.00)	3.00	-
1.9 High School Teaching Positions	(1.90)	1.90	-
.83 High School Clerical	(0.83)	-	(0.83)
0.3 Middle School ILB Counselor	(0.30)	0.30	-
0.60 Middle School SPED Teachers	(1.60)	0.60	(1.00)
1.0 Elementary Media Specialist	(1.00)	1.00	-
0.7 Middle School Media Specialist	(0.70)	0.70	-
3.0 Elementary Phys Ed Teachers	(3.00)	3.00	-
0.9 Middle School Phys Ed Teacher	(0.90)	0.90	-
1.2 Guidance, Phys Ed & Arts Administrators to T	(0.70)	0.70	-
0.8 Elementary Art Teacher	(0.80)	0.80	-
1.3 Middle School Art Teachers	(1.30)	1.30	-
2.3 Elementary Music Teachers	(2.30)	2.30	-
0.5 Middle School Music Teacher	(0.50)	0.50	-
3.0 Elementary Spanish Teachers	(3.00)	3.00	-
1.0 Middle School Language Teachers	(1.00)	0.40	(0.60)
0.5 Workd Language Dept. Chair	(0.50)	0.50	-
0.42 Transportation Staff to Fee	(0.42)	-	(0.42)
Subtotal	(29.64)	25.19	(4.45)