



Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720
978-264-4700
www.abschools.org

To: Acton Boxborough Regional School Committee
From: Peter Light, Superintendent of Schools
Date: November 30, 2018
RE: FY20 Superintendent's Preliminary Budget Overview

On December 6th I will share with you an overview of the Superintendent's FY20 Preliminary Budget. This overview is designed to provide you with high level information about the proposed budget including timelines, key milestones, strategic items included in the budget and a broad overview of projected revenues and expenses.

As you are aware from previous years, the budget will evolve over multiple iterations in the coming months. This Preliminary Budget is based upon discussions with school committee, administration and staff which began early in the school year, along with an analysis of historical budget trends and patterns, as well as the use of the best available information to date regarding projected revenues. The discussion to date included seeking feedback from the Budget Subcommittee, Capital Subcommittee, school and district administrators, local officials, and staff regarding the development of the budget priorities, staffing requests, capital improvements, and key strategic allocations that will further the work of the district in realizing the goals included in the Long Range Strategic Plan.

The Superintendent's Preliminary Budget for FY20 is \$91,111,306 and represents an increase of 2.69% from FY19. Based on preliminary budget projections, the preliminary assessments to each community are:

Acton: \$61,591,055 (2.68% increase)
Boxborough: \$11,600,679 (2.20% increase)

The budget will continue to evolve over the next two months based on multiple sources of feedback and additional information that is made available to us by the state and at the local level. This process will culminate on February 13, 2019 when the School Committee votes to adopt its final budget that will be presented at the Annual Town Meetings.

This memorandum is designed to provide background information regarding my presentation to you on December 6th.

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FY20 Budget Presentation Timeline

December 6, 2018	Presentation #1	Superintendent's Preliminary Budget Overview <ul style="list-style-type: none"> ● Budget Guidelines & District Goals ● Staffing Requests ● Key Strategic Requests ● Preliminary Revenues ● Cost Saving Strategies ● Overall Budgetary Impact & Preliminary Assessments
December 13, 2018	Presentation #2	Superintendent's Preliminary Budget (Part 2) <ul style="list-style-type: none"> ● Capital Plan Funding Strategy
January 10, 2019	Presentation #3	Superintendent's Recommended Budget <ul style="list-style-type: none"> ● Line Item Budget ● Capital Project Plan Detail ● School Lunch Program ● Athletics
January 26, 2019	Presentation #4	Budget Saturday - Superintendent's Recommended Budget
February 7, 2019	Presentation #5	Superintendent's Final Budget Recommendation Public Hearing on Proposed FY20 Budget School Committee Votes FY20 Budget
February 13, 2019	IF NEEDED	Possible final budget changes or vote
Begins April 1, 2019	ACTON TOWN MEETING	
Begins May 13, 2019	BOXBOROUGH TOWN MEETING	

FY20 Budget Guidelines

The following budget guidelines and starting assumptions were shared with the Budget Subcommittee at a previous meeting:

- Enrollment Projections will be updated and classroom staffing will be appropriate for the anticipated number of students enrolling.
- All employee contractual obligations will be met. This is the final year of the three year ABEA teachers' contract (1.8% COLA). AFSCME and OSA will negotiate in FY19 for FY20-FY22 salaries.
- The district will level fund its commitment to OPEB Liability.
- The district will meet all MSBA deadlines and complete Feasibility Study for an elementary school building. The district will bring a proposal to both towns for funding this project in the Fall of 2019.

Additionally, the following Budget Guidelines were also shared and are linked directly to the Goals within the District's Long Range Strategic Plan:

<p>Goal #1: Understand and respond to our students' social-emotional needs.</p>	<ul style="list-style-type: none"> • Support for students' Social and Emotional Learning will be evaluated for necessary staffing. • The district will review transportation needs to assess feasibility and potential budgetary impact of strategies which provide increased flexibility in the elementary tier of bussing.
<p>Goal #2: Our students will have equitable opportunities and tools to learn.</p>	<ul style="list-style-type: none"> • Implementation of the elementary student-centered curriculum coaching model will continue. • The district will review the needs of the increasing number of students who are economically disadvantaged and budget funds for waivers for some fees and field trips. • Elementary school budgets will be reviewed and money will be allocated for supplies previously purchased by families. • Special Education programs will be evaluated for necessary staffing including behavioral support.
<p>Goal #3: Our students will have access to safe and effective learning environments.</p>	<ul style="list-style-type: none"> • Capital Planning will continue to be a priority. Long term, short term, and medium term capital will be outlined with anticipated funding sources. The district will consider increasing the annual budget for Capital in order to accelerate projects identified as high priority. Bonding and other options will be considered for medium term capital needs.

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FY20 Budgetary Expense Highlights

Additional Staffing Requests (FTE)

The preliminary budget includes requests for additional staffing that fall into five major categories:

1. Strategic additions that continue a multi-year plan already in place
2. Additions to support the implementation of the District's proposed Capital Plan
3. Staff necessary to meet the increasing need of students supported through IEPs, specifically in the areas of Social-Emotional Learning
4. Additions to the budget to support staff already in place due to the loss of a nursing grant
5. Staff requests achieved through a reallocation of existing resources

The NET cost of the requested additional staff totals \$338,000. This number includes \$200,000 that is offset by a reduction in Out of District Special Education Tuitions which will be funded through the use of Circuit Breaker Funds.

Staffing Requests are broken down as follows:

Strategic Additions to continue multi-year plan (NET + \$134K)

1. 1.0 Elementary STEM Coach (+ \$77K)

The Elementary STEM Coach position is the second in a multi-year implementation plan to hire elementary STEM coaches. The coaches will support new and improved teaching and learning practices in science, technology, engineering and mathematics in each of the elementary schools.

2. 1.0 Elementary TEAM Chair (+ \$57K)

The Elementary Team Chair is the final position to be added in a multi-year plan to have a 0.5 elementary Special Education TEAM Chair at each of the schools.

Support for Capital Plan Implementation (NET + 92K)

1. 1.0 Project Manager (+ \$92K)

As part of its FY20 budget, the district is proposing an approximately \$20M Capital Plan that will be implemented over 12 years. The Project Manager will oversee the implementation of this plan and manage ongoing facilities maintenance and repair requests across the district.

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Necessary to Meet IEP Requirements - Social & Emotional Needs (NET + \$60K)

1. 1.4 Board Certified Behavior Analyst (BCBA) (+\$103K) **
 - a. 0.4 FY19 Mid-Year (+\$26K)
 - b. 1.0 FY20 (+\$77K)

There are several Special Education programs across the district that serve students who require additional behavioral supports and may otherwise require placements out of the district. One 0.4 position is needed in FY19 to support immediate student needs and an additional position is proposed to be added in FY20.

2. 1.0 Psychologist (0.4 PreK-6 Dept. Chair/ 0.6 JHS) (+\$87K) **

The Psychologist position will serve to support students at the Junior High in specialized programs as well as in the regular education environment. The Psychologist will also assist in educational testing and coordinate K-6 Psychologists across elementary schools.

3. 1.0 JHS Special Educator (CLASS Program) FY19 Mid-Year (+\$70K)

The 1.0 Special Educator is needed in FY19 to support additional unanticipated needs within the CLASS program at the Junior High in order to serve students who may otherwise require placement out of the district. The position is proposed to be continued into the FY20 budget.

4. Reduce Out of District by \$200K through use of Circuit Breaker (-\$200K)

Required to Offset Grant Loss (NET + \$50K)

1. .6 Nurse JHS (+\$50K - current position, loss of grant funding)

The Junior High currently employs a 0.6 Nurse which is funded through a state nursing grant. Beginning in FY20, the grant may no longer be used to support staffing. The cost must be absorbed into the district operating budget.

Achieved through Shifting Resources (Net + \$9K)

1. Floating Custodian (-\$8,000) - reduction in overtime paid

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The district is currently spending a considerable amount of money on overtime for custodians to fill shifts due to employee absences. It is estimated that the addition of a full time “floating” custodian will reduce overtime costs and result in a net savings of approximately \$8,000.

2. JHS/ Elementary Band Director (+\$8,000) - reduction in stipends paid to Acton schools

The implementation of a rotating high school schedule in FY20 will result in significant scheduling conflicts that will prohibit the high school band director from teaching consistently at the junior high. The district is proposing to reduce stipends for the elementary band program in the Acton elementary schools and secondary schools in order to offset the costs of hiring a full time elementary and junior high school band director.

3. REDUCE 1.0 FTE - Conant 6th Grade (-\$70K)

The district is planning to reduce one 6th grade teacher at the Conant Elementary School due to declining enrollment at that grade level. The reduction of this position is proposed to offset costs of additional staffing requests.

4. 19 Hr. HS Support for Counseling to make HS Counselor Whole (+\$19K)

The high school is requesting additional counseling support for FY20. There is a counselor at the school who currently has a reduced caseload of students in order to support administrative tasks including MCAS preparation, management of the Naviance system and coordinating wellness programs. It is proposed to shift this work to a new 19 hour position in order to have the counselor work directly with students on a full time basis.

5. 2.0 Library/Media Specialists - Shift 2.0 Library Assistants to 2.0 Certified Library/ Media Specialists (\$60K - \$30K each)

During the Superintendent Entry process, there was considerable concern expressed from a variety of stakeholders regarding the lack of full-time certified library/ media specialists at the elementary schools and the missed opportunities for students as a result. The district is proposing reducing 2.0 FTE Library Assistants and using additional cost savings from the reduction of the 6th Grade teacher at Conant to offset costs of hiring 2.0 FTE Certified Library/ Media Specialists. This will begin a multi-year plan to have licensed Library/ Media Specialists at each elementary school.

NET COST OF ADDITIONAL PERSONNEL REQUESTS = \$345,000

FY20 Additional Budgetary Goals - Expenses

In addition to staffing requests that are being proposed by the district, line items are included within the school budget which support the district's strategic goal around equity.

Budgetary Additions to Support District's Initiatives around Equity (NET + \$149,000)

- Field Trip Assistance Fund (+\$57K)

This was adopted as a strategic action for the district's FY19 Goals. There is an additional budget allocation of \$100 per student who qualifies for free or reduced price lunch. These funds have been placed into line items within each school budget proportional to the number of students within each school who qualify. Based on Oct. 1 reports, there are currently 571 students across the district who qualify for free and reduced price lunch.

- All Elementary Student Supplies included in school budgets (+\$0)

This was adopted as a strategic action for the district's FY19 Goals. All elementary schools have reallocated money within their supply budgets in order to provide school supplies for all students at no cost to families.

- Wrap-around Services Contract (+\$72K)

The district has included \$72,000 within the student services budget in order to partner with Assabet Valley Collaborative. This resource will provide a family support specialist who will consult with the district and families in order to help students and families navigate social service systems and connect with critical wrap-around services.

- Anti-Defamation League A World of Difference Program (HS) (+\$20K)

The high school will be implementing a research-based, anti-bias program in FY20 which is sponsored by the Anti-Defamation League. The district budget included \$20,000 in order to pay stipends for program advisors and the costs of the first year of implementation.

Other Additions - (NET + \$234,314)

- HOLD Additional Funds for Transportation Pending Report of Bus Route Evaluations (\$180K)

A strategic action of the district's FY19 Goals is to examine the impact of the new start times. While there has been considerable positive feedback about the school start times, there has been a negative impact on the district's transportation system being able to provide a level of service to families that is expected in the community. The district has requested GPI to study the current bus routes and to advise if there are any cost effective options that can be implemented with the goals of reducing ride times, providing additional flexibility in planning bus stops, and reducing any perceived overcrowding on busses. While hiring bus drivers has proven challenging, the district is holding \$180,000 in the FY20 budget pending the results of the GPI analysis. This would allow the district to add up to three (3) additional buses and drivers.

- Activity Stipends (+ \$54,314)

- Athletics Assistant Coaches (3rd of 3 year plan) (+\$27K)

This request represent the final year of a three year plan to add assistant coaches for high school varsity sports.

- HS Theater Tech (+\$20K)

This request provides a stipend for the high school to hire a dedicated theater tech. The position is currently being filled by a staff member within the Technology Department. The requests for theater tech support far exceed one individual's capacity to complete this work in addition to their primary responsibilities.

- JHS Musical Director (+\$5K)

The Junior High currently funds this stipended position through show revenues, which limits the selection of repertoire. The addition of a stipend for the JHS Musical Director will reduce reliance on revenues to fund the position and provide greater flexibility in selecting appropriate repertoire.

- Fencing Coach (+\$2,314)

The high school is proposing a new fencing team. Most of the cost of the coaching position will be offset by revenue from user fees.

Capital Program - (NET + \$250,000 FY20)

As part of the district FY19 Goals, the district formed a Capital Planning Committee to refine and complete the draft Capital Plan as proposed in FY18. The Capital Plan is intended to be finalized prior to Budget Saturday (1/26/19), but the district is anticipating and has budgeted for a Capital Funding Plan that includes:

- \$20M Total Capital Allocation over 12 year funding plan
- Recommendation to Bond \$7.5M WITHIN District Operating Budget
- Additional Capital Allocation to Operating Budget
 - \$250,000 in FY20
 - \$250,000 additional in FY21
 - 2.5% increase FY22 - FY31
- \$10M available for Capital Projects years 1-2 of plan
- Approximately \$8M available for Capital Projects years 3-12 of plan
- Approximately \$2M in interest payments for the bond.

TOTAL ADDITIONAL HIGHLIGHTED EXPENSES \$633,314

FY20 Revenues and Cost Reduction Strategies

New Revenues (NET + \$883,754)

The district anticipates the following new revenues for FY 20:

- State minimum increase in Ch. 70 Aid (+\$164,380)
 - Increased Regional Transportation Aid for reimbursement of 1st year costs for single tier bussing (+\$569,374)
 - Increased Investment Income based on historical performance (+\$100,000)
 - Increased Medicaid Reimbursement (+\$50,000)
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Additional Cost Savings (NET + \$500,000)

Based on anticipated actions to be taken by the Health Insurance Trust, the district foresees the following cost savings:

- Health Insurance Rate Decrease (3% - \$500,000)
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Cost Reduction Strategies (Savings Previously Included in Summaries)

In developing this budget and in anticipation of additional staffing requests, the district administration is proposing a number of cost reduction strategies within the FY20 budget. These strategies are summarized below, but most have been noted in earlier sections of this memorandum:

- Hire Floating Custodian to reduce overtime currently paid at 1.5X hourly rate
 - Hire Project Manager to avoid need for costs associated with outsourced project management needed to implement the proposed \$20M Capital Plan
 - Reduce/Eliminate stipended positions for Acton elementary and secondary band directors
 - Eliminate 2.0 FTE Library Assistants
 - Eliminate 1.0 FTE Conant 6th Grade Teacher
 - Reduced OOD Tuition Line Item to Offset w/ Circuit Breaker (-\$200K)
 - Continued Health Insurance Plan Redesign (HSA Option)
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Use of E&D (NET + \$450K)

The preliminary budget includes the use of E&D funds as described below:

- \$450,000 Total use in FY20
 - \$250,000 Offset Increase in Capital Expenditures
 - \$200,000 Reduce Assessments to Member Communities

****Use of additional Circuit Breaker (NET + \$200K)**

In order to offset costs associated with hiring staff associated with various Special Education Programs, the district is proposing to reduce the line item budget for Out of District Tuitions and offset this amount with the use of Circuit Breaker funds as described below:

- Additional Circuit Breaker Money to Offset Reduction in OOD Tuition Line (+ \$200K)

TOTAL ADDITIONAL REVENUES AND COST REDUCTION STRATEGIES \$1,983,754

FY20 Overall Budget and Impact

A final summary of the FY20 Superintendent’s Preliminary Budget and Preliminary Assessments is as follows:

	FY19 Actual	FY20 Preliminary
Total Budget	\$88,721,492	\$91,111,306
Increase from prior year	\$2,631,001	\$2,389,814
Percent Increase from prior year	3.06%	2.69%
Preliminary Assessments:		
Acton TOTAL	\$59,981,958	\$61,591,055
Acton % Change	3.90%	2.68%
Boxborough TOTAL	\$11,351,355	\$11,600,679
Boxborough % Change	-2.09%	2.20%

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ABRSD FY20 Budget Guidelines

- Enrollment Projections will be updated and classroom staffing will be appropriate for the anticipated number of students enrolling.
- All employee contractual obligations will be met. This is the final year of the three year ABEA teachers' contract (1.8% COLA). AFSCME and OSA will negotiate in FY19 for FY20-FY22 salaries.
- The district will level fund its commitment to OPEB Liability.
- The district will meet all MSBA deadlines and complete Feasibility Study for an elementary school building. The district will bring a proposal to both towns for funding this project in the Fall of 2019.

Goal #1: Understand and respond to our students' social-emotional needs.	<ul style="list-style-type: none"> ● Support necessary for students' Social and Emotional Learning will be evaluated for necessary staffing.
	<ul style="list-style-type: none"> ● The district will review transportation needs to assess feasibility and potential budgetary impact of strategies which provide increased flexibility in the elementary tier of bussing.
Goal #2: Our students will have equitable opportunities and tools to learn.	<ul style="list-style-type: none"> ● Implementation of the elementary student-centered curriculum coaching model will continue.
	<ul style="list-style-type: none"> ● The district will review the needs of the increasing number of students who are economically disadvantaged and budget funds for waivers for some fees and field trips.
	<ul style="list-style-type: none"> ● Elementary school budgets will be reviewed and money will be allocated in each elementary school for supplies previously purchased by families.
	<ul style="list-style-type: none"> ● Special Education programs will be evaluated for necessary staffing including behavioral support.
Goal #3: Our students will have access to safe and effective learning environments.	<ul style="list-style-type: none"> ● Capital Planning will continue to be a priority. Long term, short term, and medium term capital will be outlined with anticipated funding sources. The district will consider increasing the annual budget for Capital in order to accelerate projects identified as high priority. Bonding and other options will be considered for medium term capital needs.



Budget Requests Linked to District Goals and Budget Guidelines

DISTRICT GOALS	BUDGET GUIDELINE	BUDGET ALLOCATIONS TO SUPPORT GOALS
Goal #1: Understand and respond to our students' social-emotional needs.	<ul style="list-style-type: none"> Support necessary for students' Social and Emotional Learning will be evaluated for necessary staffing. 	<ul style="list-style-type: none"> 1.0 Psychologist HS Admin Assistant to make COUNSELOR whole Wrap-around Services Contract Anti-Defamation League A World of Difference Program (HS) - Also Linked to EQUITY Goal #2
	<ul style="list-style-type: none"> The district will review transportation needs to assess feasibility and potential budgetary impact of strategies which provide increased flexibility in the elementary tier of bussing. 	<ul style="list-style-type: none"> Additional Funds for Transportation Pending Report of Bus Route Evaluations
Goal #2: Our students will have equitable opportunities and tools to learn.	<ul style="list-style-type: none"> Implementation of the elementary student-centered curriculum coaching model will continue. 	<ul style="list-style-type: none"> 1.0 Elementary STEM Coach
	<ul style="list-style-type: none"> The district will review the needs of the increasing number of students who are economically disadvantaged and budget funds for waivers for some fees and field trips. 	<ul style="list-style-type: none"> Field Trip Assistance Fund Established at each School
	<ul style="list-style-type: none"> Elementary school budgets will be reviewed and money will be allocated in each elementary school budget for supplies previously purchased by families. 	<ul style="list-style-type: none"> Elementary Student Supplies included in school budgets
	<ul style="list-style-type: none"> Special Education programs will be evaluated for necessary staffing including behavioral support. 	<ul style="list-style-type: none"> 1.6 BCBA 1.0 JHS Special Educator
Goal #3: Our students will have access to safe and effective learning environments.	<ul style="list-style-type: none"> Capital Planning will continue to be a priority. Long term, short term, and medium term capital will be outlined with anticipated funding sources. The district will consider increasing the annual budget for Capital in order to accelerate projects identified as high priority. Bonding and other options will be considered for medium term capital needs. 	<ul style="list-style-type: none"> 1.0 Project Manager \$20M Total Capital Allocation over 12 years Additional \$250,000 Capital Allocation to Operating Budget in FY20

FY20 Staffing FTE Requests

11/30/18

Strategic Additions to continue multi-year plan

Position	FTE	Salary	Health	Total	NET Total
Elem K-6 STEM Coach/Specialist	1.0	\$65,000	\$12,000	\$77,000	\$77,000
Elementary Team Chair	1.0	\$45,000	\$12,000	\$57,000	\$134,000

Support for Capital Plan Implementation

Project Manager	1.0	\$80,000	\$12,000	\$92,000	\$92,000

Necessary to meet IEP Requirements and Social & Emotional Needs

Behavior Analyst (BCBA)	1.4	\$91,000	\$12,000	\$103,000	\$103,000
Psychologist (.6 JH/.4 Dept. Ldr)	1.0	\$75,000	\$12,000	\$87,000	\$190,000
JH CLASS Special Educator	1.0	\$58,000	\$12,000	\$70,000	\$260,000
Offset from reduced Out of district through Circuit Breaker				-\$200,000	\$60,000

Required to Offset Grant Loss

Move Nurse From Grant	0.6	\$50,000		\$50,000	\$50,000
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Achieved Through Shifting Resources

Floating Custodian	1.0	\$50,000	\$12,000	-\$70,000	-\$8,000	-\$8,000
JH/Elem Band	1.0	\$58,000		-\$50,000	\$8,000	\$0
REDUCE Conant 6th Grade	-1.0	-\$58,000	-\$12,000		-\$70,000	-\$70,000
19 Hr. Assistant for Counseling Center	0.6	\$19,000			\$19,000	-\$51,000
Shift 2 Library Assistants to 2 Certified Library/Media		\$60,000			\$60,000	\$9,000
Total	8.6					\$345,000



Our **vision** is to provide high-quality educational opportunities that inspire a community of learners

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Our **mission** is to develop engaged, well-balanced learners through collaborative, caring relationships

FY20 Superintendent's Preliminary Budget

School Committee Meeting
December 6, 2018

FY20 Budget Presentation Schedule

December 6, 2018	Presentation #1	Superintendent's Preliminary Budget Overview <ul style="list-style-type: none"> • Budget Guidelines & District Goals • Staffing Requests • Key Strategic Requests • Preliminary Revenues • Cost Saving Strategies • Overall Budgetary Impact & Preliminary Assessments
December 13, 2018	Presentation #2	Superintendent's Preliminary Budget (Part 2) <ul style="list-style-type: none"> • Capital Plan Funding Strategy
January 10, 2019	Presentation #3	Superintendent's Recommended Budget v. 1 <ul style="list-style-type: none"> • Line Item Budget • Capital Project Plan Detail • School Lunch Program • Athletics
January 26, 2019	Presentation #4	Budget Saturday - Superintendent's Recommended Budget
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February 13, 2019	IF NEEDED	

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Important Dates - Regional Agreement

Town Meetings:

- Acton: Begins April 1, 2019
- Boxborough: Begins May 13, 2019
 - *Budget vote deadlines are counted backwards from earliest TM*

Final SC Budget Vote:

- February 7, 2019 - Public Hearing
 - 45 Days before earliest TM
 - Vote is $\frac{2}{3}$ of weighted votes of full SC

Preliminary SC Budget Vote:

- January 26, 2019 - Budget Saturday
 - 25 Days before final budget deadline
 - Vote is majority of members from each town

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Budget Guidelines - FY20

Budget Guidelines - Starting Assumptions

- Enrollment Projections will be updated and classroom staffing will be appropriate for the anticipated number of students enrolling.
- All employee contractual obligations will be met. This is the final year of the three year ABEA teachers' contract (1.8% COLA). AFSCME and OSA will negotiate in FY19 for FY20-FY22 salaries.
- The district will level fund its commitment to OPEB Liability.
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Budget Guidelines - FY20

Budget Guidelines - Driven by District Goals

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	<ul style="list-style-type: none">• The district will review transportation needs to assess feasibility and potential budgetary impact of strategies which provide increased flexibility in the elementary tier of bussing.
Goal #2: Our students will have equitable opportunities and tools to learn.	<ul style="list-style-type: none">• Implementation of the elementary student-centered curriculum coaching model will continue.
	<ul style="list-style-type: none">• The district will review the needs of the increasing number of students who are economically disadvantaged and budget funds for waivers for some fees and field trips.
	<ul style="list-style-type: none">• Elementary school budgets will be reviewed and money will be allocated for supplies previously purchased by families.
Goals #1 & 2:	<ul style="list-style-type: none">• Special Education programs will be evaluated for necessary staffing including behavioral support.

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Budget Guidelines - FY20

Budget Guidelines - Driven by District Goals

Goal #3: Our students will have access to safe and effective learning environments.	<ul style="list-style-type: none">• Capital Planning will continue to be a priority. Long term, short term, and medium term capital will be outlined with anticipated funding sources. The district will consider increasing the annual budget for Capital in order to accelerate projects identified as high priority. Bonding and other options will be considered for medium term capital needs.
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FY20 Budget Overview



	FY19	FY20 Preliminary
Total Budget	\$88,721,492	\$91,111,306
Increase from prior year	2,631,001	\$2,389,814
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Final Preliminary Assessments	\$71,333,313	\$73,191,734
Acton TOTAL	\$59,981,958	\$61,591,055
Acton % Change	3.90%	2.68%
Boxborough TOTAL	\$11,351,355	\$11,600,679
Boxborough % Change	-2.09%	2.20%

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Next Up....

- Revenues
- Cost Savings
- Cost Reduction Strategies & Efficiencies

Revenues - FY 20 Budget Assumptions

Projected Funding Sources (Starting Assumptions)

Chapter 70 (State Aid)	Budgeted at minimum increase (\$20 per pupil)	+ \$164,380
Chapter 71 (Transportation Aid)	Increased Regional Transportation Aid for reimbursement of 1st year costs for single tier bussing	+ \$569,374
Interest Income	Increased Investment Income based on historical performance	+ \$100,000
Medicaid Revenues	Increased Medicaid Reimbursement	+ \$50,000
		+ <u>\$883,754</u>

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Cost Savings - FY 20 Budget Assumptions

Projected Cost Savings

Health Insurance	Rate DECREASE OF 3% and HSA Plan Redesign	+ \$500,000
		+ <u>\$500,000</u>

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Cost Reduction Strategies - FY20

Cost Reduction Strategies and Efficiencies

Hire Floating Custodian to reduce overtime currently paid at 1.5X hourly rate

Hire Project Manager to avoid need for costs associated with outsourced project management needed to implement the proposed \$20M Capital Plan

Restructure stipended positions for Acton elementary and secondary band directors

Shift 2.0 FTE Library Assistants to Certified Library Media Specialists

Reduce 1.0 FTE Conant 6th Grade Section

Health Insurance Plan Redesign - Continued Migration to HSA

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Next Up....

Expenses:

- **Salaries & Benefits**
- **New Staffing Requests**
- **Budget Additions (non-FTE)**
- **Capital Overview**

FY20 Budgetary Expense Highlights

FY19 Preliminary Salaries & Benefits

- Third Year of ABEA Contract
- Office Support and Custodian Contracts set to expire 6/30/18 and planning for negotiations

	COLA	Step Increase	Total Increase
ABEA (Teachers)	1.8%	2.0%	3.8%
Custodians	TBD	1.0%	TBD
Office Support	TBD	1.0%	TBD
Support Staff	1.75%	0.5%	2.25%
Bus Drivers	2.5%	1.0%	3.5%
Administrators	2.5%	-	2.5%

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The preliminary budget includes requests for additional staffing that fall into five major categories:

1. **Strategic additions that continue a multi-year plan already in place**
2. **Additions to support the implementation of the District's proposed Capital Plan**
3. **Staff necessary to meet the increasing need of students supported through IEPs, specifically in the areas of Social-Emotional Learning**
4. **Additions to the budget to support staff already in place due to the loss of a nursing grant**
5. **Staff requests achieved through a reallocation of existing resources**

The NET cost of the requested additional staff totals \$345,000. This number includes \$200,000 that is offset by a reduction in Out of District Special Education Tuitions which will be funded through the use of Circuit Breaker Funds.

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FY20 Budgetary Expense Highlights

Additional Staffing Requests (FTE)

- I. **Strategic Additions to continue multi-year plan (NET + \$134K)**
 - o 1.0 Elementary STEM Coach (+\$77K)
 - o 1.0 Elementary TEAM Chair (+\$57)

- II. **Support for Capital Plan Implementation (NET + \$92K)**
 - o 1.0 Project Manager (+\$92K)

- III. **Required to Meet IEP Requirements - Social & Emotional Needs (NET + \$60K)**
 - o 1.4 Board Certified Behavior Analyst (BCBA) (+\$103K) **
 - 1. 0.6 FY19 Mid-Year (+\$26K)
 - 2. 1.0 FY20 (+\$77K)
 - o 1.0 Psychologist (0.4 PreK-6 Dept. Chair/ 0.6 JHS) (+\$87)
 - o 1.0 JHS Special Educator (CLASS Program) FY19 Mid-Year (+\$70)
 - o Reduce Out of District by \$200K through use of Circuit Breaker (-\$200K)

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FY20 Budgetary Expense Highlights

- IV. **Required to Offset Grant Loss (NET + \$50K)**
 - o .6 Nurse JHS

- V. **Achieved through Shifting Resources (Net + \$9K)**
 - o Floating Custodian (-\$8,000) - reduction in overtime paid
 - o JHS/ Elementary Band Director (+\$8,000) - reduction in stipends paid to Acton schools
 - o REDUCE 1.0 FTE - Conant 6th Grade (-\$70K)
 - o 19 Hr. HS Admin Assistant for Counseling HS Counselor (Make Whole Counselor) (+19K)
 - o 2.0 Library/Media (Shift 2.0 Library Assistants to Certified Library/ Media Specialists (+\$60K)

NET ADDITIONAL PERSONNEL INCREASE \$345,000

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FY20 Budgetary Expense Highlights

Budgetary Additions to Support District's Initiatives around Equity (NET + \$149,000)

- Field Trip Assistance Fund (+\$57K)
- All elementary student supplies included in school budgets (+\$0)
- Wrap-around Services Contract (+\$72K)
- Anti-Defamation League A World of Difference Program (HS) (+\$20K)

Other Additions - (NET + \$364,314)

- Additional Funds for Transportation Pending Report of Bus Route Evaluations (\$180K)
- Activity Stipends (+ \$54,314)
 - Athletics Assistant Coaches (3rd of 3 year plan) (+\$27K)
 - HS Theater Tech (+\$20K)
 - JHS Musical Director (+\$5K)
 - Fencing Coach (+\$2,314)

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FY20 Budgetary Expense Highlights

Capital Program - (NET + \$250,000 FY20)

- \$20M Total Capital Allocation over 12 year funding plan
- Recommendation to Bond \$7.5M WITHIN District Operating Budget
- Additional Capital Allocation to Operating Budget
 - \$250,000 in FY20
 - \$250,000 additional in FY21
 - 2.5% increase FY22 - FY31
- \$10M available for Capital Projects years 1-2 of plan
- c. \$8M additional available for Capital Projects years 3-12 of plan (avg. \$800K/ year)
- c. \$2M interest payment for proposed bond

* Details of this plan will be presented and discussed at 12/13/18 School Committee Meeting

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Next Up....

Use of Reserves

- E&D
- Circuit Breaker

FY20 Use Reserve Funding

Reserve Funds have been allocated in order to reduce the impact of budget assessments to the member communities as follows:

E&D (NET + \$450,000)

- \$450,000 Total use in FY20
 - \$250,000 Offset increase in Capital Expenditures
 - \$200,000 Reduce Assessments to Member Communities
- *CURRENT CERTIFIED E&D BALANCE \$4.1M (4.7%)*

Circuit Breaker (NET + \$200,000)

- Additional Circuit Breaker Money to Offset Reduction in OOD Tuition Line (+ \$200K)
 - *As previously noted in presentation (slide 14)*
- *CURRENT CIRCUIT BREAKER RESERVE BALANCE \$2.1M*

FY20 Budget Overview



	FY19	FY20 Preliminary
Total Budget	\$88,721,492	\$91,111,306
Increase from prior year	2,631,001	\$2,389,814
Percent Increase from prior year	3.06%	2.69%
Final Preliminary Assessments	\$71,333,313	\$73,191,734
Acton TOTAL	\$59,981,958	\$61,591,055
Acton % Change	3.90%	2.68%
Boxborough TOTAL	\$11,351,355	\$11,600,679
Boxborough % Change	-2.09%	2.20%

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Questions & Discussion

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