

# Acton Public Schools Acton-Boxborough RSD

School Department Budget  
Presentation February 6, 2010

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## School Department Budget Presentation – Agenda

February 6, 2010

9:00	Introduction.....	Steve Mills
9:30	High School.....	Alixé Callen
10:00	Junior High.....	Craig Hardimon
10:30	Technology.....	Steve Hall & Priscilla Kotyk
11:00	Pupil Services.....	Liza Huber
11:30	Human Resources.....	Marie Altieri
12:00	Superintendent .....	Steve Mills
	■ Recommendations for Restorations	
	■ Regional School Committee Discussion	
	■ <b>VOTE</b> – Regional Assessment for FY'11	
12:30	Lunch	
1:00	Facilities.....	JD Head
1:15	Community Education.....	Erin Bettez
1:45	<i>Acton-Boxborough Regional School Committee Adjourns</i>	
1:45	APS.....	Christine Price
	Christopher Whitbeck	
	Lynne Newman	
	David Krane	
	Edward Kaufman	
2:15	Acton Public Schools Discussion	
3:00	<i>Acton Public School Committee Adjourns</i>	

## Introduction

As we continue down this road ...  
November,  
December,  
January,  
now February

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## Introduction

Creating Public School District  
budget must be:

- A) A Statement of Values
- B) Teamwork
- C) Transparent

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### Impact of Budget Cuts\*

#### FY11 thru FY13

#### Acton Public Schools

	<i>FY11</i>	<i>FY12</i>	<i>FY13</i>	<i>Total</i>
Social Security/OBRA	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Utilities	\$ 40,000	\$ 40,000	\$ 40,000	\$ 120,000
Out-of-District Tuition	\$ 115,000	\$ 115,000	\$ 115,000	\$ 345,000
SPED Asst Hours	\$ 70,000	\$ 70,000	\$ 70,000	\$ 210,000
SPED Assts ret'd from Grant	\$ (143,481)	\$ -	\$ -	\$ (143,481)
Technology Eqpt	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
CASE Assessments	\$ 68,960	\$ 68,960	\$ 68,960	\$ 206,880
Custodial charged to Comm Ed	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
Health Insurance	\$ 321,450	\$ (321,450)	\$ -	\$ -
Elementary Schools Level 5	\$ 114,905	\$ 114,905	\$ 114,905	\$ 344,715
Systemwide Level 5	\$ 134,000	\$ 134,000	\$ 134,000	\$ 402,000
<i>Subtotal</i>	\$ 850,834	\$ 351,415	\$ 672,865	\$ 1,875,114

\*does not consider future enrollment, contracts, inflation or payroll.

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### Impact of Budget Cuts\*

#### FY11 thru FY13

#### Acton Boxborough RSD

	<i>FY11</i>	<i>FY12</i>	<i>FY13</i>	<i>Total</i>
Social Security/OBRA	\$ 70,000	\$ 70,000	\$ 70,000	\$ 210,000
Monitors	\$ 75,000	\$ 75,000	\$ 75,000	\$ 225,000
Athletics - Corp Sponsor	\$ 75,000	\$ 75,000	\$ 75,000	\$ 225,000
Utilities	\$ 60,000	\$ 60,000	\$ 60,000	\$ 180,000
SPED Transportation	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Out-of-District Tuition	\$ 40,536	\$ 40,536	\$ 40,536	\$ 121,608
SPED Asst Hours	\$ 80,000	\$ 80,000	\$ 80,000	\$ 240,000
SPED Assts ret'd from Grant	\$ (200,000)	\$ -	\$ -	\$ (200,000)
Technology Eqpt	\$ 40,000	\$ 40,000	\$ 40,000	\$ 120,000
CASE Assessments	\$ 100,536	\$ 100,536	\$ 100,536	\$ 301,608
Custodial charged to Comm Ed	\$ 30,000	\$ 30,000	\$ 30,000	\$ 90,000
Health Insurance	\$ 151,121	\$ (151,121)	\$ -	\$ -
High School Level 5	\$ 468,477	\$ 468,477	\$ 468,477	\$ 1,405,431
Junior High Level 5	\$ 256,411	\$ 256,411	\$ 256,411	\$ 769,233
Systemwide Level 5	\$ 66,000	\$ 66,000	\$ 66,000	\$ 198,000
<i>Subtotal</i>	\$ 1,413,081	\$ 1,310,839	\$ 1,461,960	\$ 4,185,880

**Grand Total for APS & ABRSD \$ 2,263,915 \$ 1,662,254 \$ 2,134,825 \$ 6,060,994**

\*does not consider future enrollment, contracts, inflation or payroll.

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## Introduction

It is important to keep in mind that this 6 million dollar reduction in costs (or potential savings that could be spent elsewhere) is offset by an approximately 3.7 million dollar increase over three years in contractual obligations.

\$2.2 million, steps, lanes, ERI  
+ \$1.5 million in increased health insurance

Total \$3.7 million  
(consistent with HR slide #62)

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## Introduction

Picking up where we left off in January, in your packet, page 21, slide 42 ...

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## ABRSD/APS Reduced Budgets (in thousands)

	APS	AB	Total
FY10 October 1 Cuts		\$494	\$494
FY11 Revised Levels 3 & 4	\$602	\$622	\$1,224
FY11 Level 5	\$249	\$791	\$1,040
	\$851	\$1,907	\$2,758

### FY11

Old Chapter 70\*  
(In thousands)

AB	APS
\$6,044	\$4,611
<b>Total: \$10,655</b>	

\*10% reduction from FY10

### FY11

New Chapter 70\*\*  
(In thousands)

AB	APS
\$7,362	\$5,481
<b>Total: \$12,843</b>	

\*\*House 1, Governor's Budget

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## Introduction

What has happened since January...

- A) Regional transportation
- B) Who owns debt service obligation
- C) Governor's announcement of level-funded Chapter 70

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DRAFT			DRAFT
<p align="center"><b>Table 6</b>  <b>ACTON-BOXBOROUGH RSD</b>  <b>Analysis of Assessments</b>  <b>Revised Levels 3&amp;4, Level 5 reductions, House 1 State Aid</b>  <b>School Year 2010-2011</b></p>			
	GROSS BUDGET 2010-2011	ACTON 79.23%	BOXBOROUGH 20.77%
<b>INSIDE DEBT LIMIT:</b>			
OPERATING BUDGET	\$33,626,241	\$26,642,071	\$6,984,170
REGULAR TRANSPORTATION	\$1,336,313	\$1,080,409	\$255,904
SPED TRANSPORTATION	\$565,205	\$447,812	\$117,393
TOTAL INSIDE DEBT LIMIT	\$35,527,759	\$28,170,292	\$7,357,467
<b>OUTSIDE DEBT LIMIT:</b>			
CONST DEBT SERVICE (JHS&SHS/OUTSIDE 2 1/2)			
JH CONSTRUCTION/RENOVATION	\$463,049	\$390,026	\$73,023
SH CONSTRUCTION/RENOVATION	\$1,429,244	\$1,203,852	\$225,392
TOTAL OUTSIDE DEBT LIMIT	\$1,892,293	\$1,593,878	\$298,415
<b>GROSS BUDGET</b>	<b>\$37,420,052</b>	<b>\$29,764,170</b>	<b>\$7,655,882</b>
DEFERRAL OF TEACHER SALARIES	\$47,669	\$37,768	\$9,901
<b>TOTAL BUDGET INCLUDING DEFERRAL</b>	<b>\$37,467,721</b>	<b>\$29,801,938</b>	<b>\$7,665,783</b>
<b>OTHER FINANCING SOURCES:</b>			
CHAPTER 70 BASE AID	\$7,362,007	\$5,832,918	\$1,529,089
CHOICE/CHARTER SCHOOL ASSESSMENT	(\$415,767)	(\$329,412)	(\$86,355)
CHARTER SCHOOL AID	\$68,879	\$70,419	\$18,460
TRANSPORTATION (Act 80 85 Box 19.15)	\$605,806	\$489,794	\$116,012
TRANSFER FROM PREMIUM ON LOAN-JHS	\$658	\$554	\$104
TRANSFER FROM E&D	\$450,000	\$356,535	\$93,465
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$8,081,583</b>	<b>\$6,420,808</b>	<b>\$1,670,775</b>
<b>ASSESSMENTS</b>	<b>\$29,376,138</b>	<b>\$23,381,130</b>	<b>\$5,995,008</b>
INCREASE OVER FY10 ADJUSTED ASSESSMENT	\$216,244	\$269,273	(\$53,029)
<b>PERCENTAGE INCREASE</b>	<b>0.7%</b>	<b>1.17%</b>	<b>-0.88%</b>
FY10 ADJUSTED ASSESSMENT	\$29,159,894	\$23,111,857	\$6,048,037
<p>*Premium must be used to reduce debt service costs.</p> <p>Revised Levels 3&amp;4 Reductions include changes in:          Personnel Changes (ERI, Facilities, SPED)          Athletics Changes (from Athletic Rev)          Finance Changes (health ins)</p> <p>Level 5 Reductions include:          High School \$468,477          Junior High \$256,411          Systemwide \$ 66,000          Total \$790,888</p>			

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## Introduction

In alignment with ALG Table 6, we have prepared a series of reductions based on the assumption of a 10% cut in State aid.

The directors and principals will speak to that plan in depth today.

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## Introduction

Question about Central Office cuts...

- A) 1 FTE clerical, .25 FTE Payroll
- B) Level 1 & 2 cuts \$494,000 + \$312,000 = \$806,000
- C) Curriculum specialist positions - \$134,000
- D) Professional staff – Central Office - basic

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## Introduction

*The Work of Today ...*

Directors & Principals respond to six questions:  
15 minutes presentation, 15 minutes Q&A

AB – Restoration Recommendations/Q&A

APS – Restoration Recommendations/Q&A

**What** is restored depends greatly on  
**how much** is restored.

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# Acton Public Schools Acton-Boxborough RSD

School Department Budget Presentation  
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High School – Alixe Callen

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*1. By what number was your budget to be reduced and what percentage of your overall budget does this represent?*

- \$565,000
- The percentages are variable depending on the various line items.

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## *2. In detail, describe the process you used to arrive at this recommendation.*

1. Met individually with each department leader and with the three assistant principals
  - Brainstormed areas for reduction
  - Discussed programs critical to mission
2. Developed confidential draft of reductions.
3. Discussed draft with Administrative Team, RDL's, AEA Building Representatives
4. Based on feedback, draft went through multiple iterations

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## Values/Goals

Throughout the process, two goals drove our decision-making:

- Preserve direct services to students
- Preserve school's deliberate and distinctive culture

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## ABRHS Proposed Level 5 Budget Cuts

### Administrative Support

Position	Savings	Running Total
English Department Leader Support	\$10,518	\$10,518
Detention Coverage	\$2,500	\$13,018
Studio Manager – summer hours	\$9,021	\$22,039
Language Lab Assistant – reduction	\$5,042	\$27,081
Library Assistant	\$9,062	\$36,143
After-School Fitness Center Staffing	\$2,500	\$38,643
Summer Parking Set-up	\$1,000	\$39,643
Parking fee for Pumphouse Lot	\$5,600	\$45,243
Partially fund registrar from transcript fees	\$26,750	\$71,993
Reduce summer admin/clerical hours	\$9,083	\$81,076

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## ABRHS Proposed Level 5 Budget Cuts (continued)

### Direct Student Support and Instruction

Position	Savings	Running Total
School Business Partnership Liaison	\$14,000	\$95,076
.6 Elective Teacher	\$62,260	\$157,336
.6 Math Teacher	\$64,876	\$222,212
1.0 Social Studies Teacher	\$107,872	\$330,084
1.0 English Teacher	\$106,756	\$436,840
.4 World Language Teacher	\$26,592	\$463,431
.1 Science Teacher	\$5,045	\$468,476

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## Additional Cuts

- Monitors - \$75,000
- Level 2 FY10 Cuts - \$22,000

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### 3. *What other alternatives did you consider?*

- Elimination or reduction of world language offerings
- Further reduction in administrative/clerical staff
- Further reduction in teachers
- Elimination of elective programs – child development, industrial technology

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#### 4. *What is the educational impact of the budget cuts?*

##### ■ In the classroom:

- 18.5 fewer course sections available to our students
- Class size increases ranging from 5-15%, depending on subject
- Breadth of offerings is reduced

##### ■ In the counseling center:

- Career Education – job shadowing, career breakfasts, senior internships
- Reduced resources for Naviance, professional development for counselors

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#### Educational Impact con't

##### ■ Across the school:

- Reduced student support in library
- Reduced technological support for students/teachers in language lab
- Reduced services to students/families during summer

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### 3 Year Impact

- Enrollment Projections
  - 40 additional students next year
  - Some mitigation in subsequent two years
- Funding for high school reduced by nearly \$1.7 million over three years
- Increased class sizes

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### 5. *What factors could reduce the impact?*

- Restructuring of administrative team
  - Increased building coverage for Assistant Principals and Principal's Assistants due to loss of monitors
  - School-to-Work coordinator returns to classroom an additional period
- Restructuring of library coverage
- Reinstatement of cuts

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## Acton Public Schools Acton-Boxborough RSD

School Department Budget  
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Junior High – Craig Hardimon

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*1. By what number was your budget to be reduced and what percentage of your overall budget does this represent?*

- Level 5, FY'11
  - R.J. Grey Reduction: \$256,411
  - The percentages are variable depending on the various line items.

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## *2. Decision Making Rubric*

### **Assumptions:**

- Preserve the integrity of current team and class sizes for learning and achievement
- Reinstate staff over time
- Maintain in-district special education programs and services
- Ensure a safe and healthy environment for learning

### **People Involved:**

- Leadership Team
- Staff and Faculty
- Collaboration with Principals and Pupil Services
- School Council
- Superintendent's Cabinet

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## *3. What other alternatives did you consider?*

### **In an effort to reach the \$256,411 targeted reduction, we considered:**

- Create two half-teams out of 1 full-team
- Eliminate Teaming for Grade 8
- Additional cuts to the Exploratory programs
- Reduce Librarian FTE

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#### 4. *What is the educational impact of the budget cuts?*

Level 5 Reductions:	
Position/ Program	Impact of Reductions
1/2 team (3.0 fte) <ul style="list-style-type: none"> <li>• Math/Sci</li> <li>• Eng/Soc St</li> <li>• PE/Health</li> <li>• World Lang</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Class Size (7th grade) increased by 9% (team size average from 112 to 125)</li> </ul>
Mandarin Teacher	<ul style="list-style-type: none"> <li>• Elimination of Mandarin Elective</li> </ul>

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#### 4. *What is the educational impact of the budget cuts – [continued]?*

Level 5 Reductions:	
Position/ Program	Impact of Reductions
Main office support (10 weeks)	<ul style="list-style-type: none"> <li>• Front office support to parents, staff, and students will be reduced due to reduced hours during the school year</li> <li>• Front office will be closed during some vacation times</li> <li>• Administrative staff to absorb home/school communication during vacation periods.</li> </ul>

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#### 4. *What is the educational impact of the budget cuts – [continued]?*

Level 5 Reductions:	
Position/ Program	Impact of Reductions
Quiet Study (0.8 fte) <ul style="list-style-type: none"> <li>• <i>Therapeutic Time-out space</i></li> <li>• <i>Detention</i></li> <li>• <i>In school suspension</i></li> <li>• <i>Alternative test site</i></li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will have to add Quiet Study coverage as a duty in addition to their current duties</li> <li>• Reduction in available directed study hall supervision will increase study hall class sizes and reduce individualized and small group support</li> <li>• Assistant Principals to absorb supervision of students</li> </ul>

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#### 4. *What is the educational impact of the budget cuts – [continued]?*

Level 5 Reductions:	
Position/ Program	Impact of Reductions
<i>Exploratory Teacher (1.0 fte)</i>	<ul style="list-style-type: none"> <li>• Exploratory Class size (8th grade) increase by 28% (class average from 24 to 31)</li> <li>• Reduction in Exploratory curricular experience for students</li> <li>• Reduction in Grey Block programming for students</li> <li>• Increase in directed study halls</li> <li>• Decreased time for teacher preparation and collaboration</li> </ul>

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### *5. What factors could reduce the impact?*

- Reinstatement of funding
- Additional funding sources

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## **Acton Public Schools Acton-Boxborough RSD**

School Department Budget Presentation  
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Technology – Steve Hall & Priscilla Kotyk

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*1. By what number was your budget to be reduced and what percentage of your overall budget does this represent?*

- Level 4 reduced the appropriated budget by \$60,000 (8.5%)
- Level 5 reduced the budget by \$52,000 by cutting a 1.0 FTE Technology Support Specialist (16% reduction in IT department staffing)
- Combined, this is a budget reduction of \$112,000
- APS Instructional Technology Specialists were also cut by 1.5 FTE (\$29,363) out of APS Principal's budget.

*2. In detail, describe the process you used to arrive at this recommendation.*

**Assumptions:**

- Minimize impact on instructional technology, administrative services, and expected infrastructure uptime
- Preserve outlay/replacement budget
- Reinstate budget cuts and positions over time

**People Involved:**

- Collaboration with Principals and Pupil Services
- Superintendent's Cabinet and Administrative Council
- High School technology committee

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### *3. What other alternatives did you consider?*

- Level 4: Considered cuts primary to outlay accounts, which were added for FY09. After careful consideration, replacement funds were determined to be critical to meet district's instructional needs as well as district-wide infrastructure to support staff and students.
- Level 5: Cuts in outlay accounts were again considered instead of reducing personnel. Determination was that replacement equipment was critical to meet district needs and a cut in personnel could be partially mitigated by reducing service levels.

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### *4a. What is the impact of the level 4 budget cuts?*

#### **Infrastructure:**

- Budget reductions will impact ability of IT department to respond to infrastructure disruptions in a timely manner
- Significant quantities of equipment are aging and require more maintenance

#### **Professional Development:**

- Fewer opportunities to assess instructional technology products and improve teaching and learning
- District-wide technology initiatives will occur less frequently and at a slower pace due to fewer opportunities for IT training and modeling

#### **Staff/Student Equipment:**

- Limited access to technology and services impedes ability to meet teacher and student technology standards; Significantly out of compliance with the DESE student-to-computer benchmark ratios
- Staff require daily access to technology to successfully function in their positions; will impact ability of tech department to respond with replacement equipment as needed
- Diminished ability to advance instructional programs, department initiatives, and district needs

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#### *4b. What is the impact of the level 5 budget cuts for IT Department?*

- 1.0 FTE unfilled position eliminated from FY10 budget
- Tech support specialists reduced from 2.8 to 1.8, a 36% reduction (*53% reduction including eliminated FY10 position*)
- Result in 561 computers per 1.0 FTE tech staff (*DESE recommends 200:1 ratio*)
- Remaining staff will be spread thinner as they take on additional responsibilities and tasks
- When tech outages occur, staff and students will experience longer delays for remediation and repairs
- Staff with failed computers can expect to share computers during periods of high tech support demand

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#### *4c. What is the impact of the level 5 budget cuts for TII Department?*

- 0.63 FTE unfilled position eliminated from FY10 budget
- Additional impact in total is a 1.5 FTE reduction in APS Instructional Technology Specialists
- ABRSD has 19/hours per week split between HS & JH
- Reduced collaboration with teachers = fewer curriculum integration projects to build student technology skills
- Reduced opportunities for basic technical usage instruction
- Reduced assistance to teachers for locating and obtaining instructional resources

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## Acton Public Schools Acton-Boxborough RSD

School Department Budget  
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Pupil Services – Liza Huber

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*1. By what number was your budget to be reduced and what percentage of your overall budget does this represent?*

■ Level 4, FY'11

Proposed Budget Reduction: \$575,092

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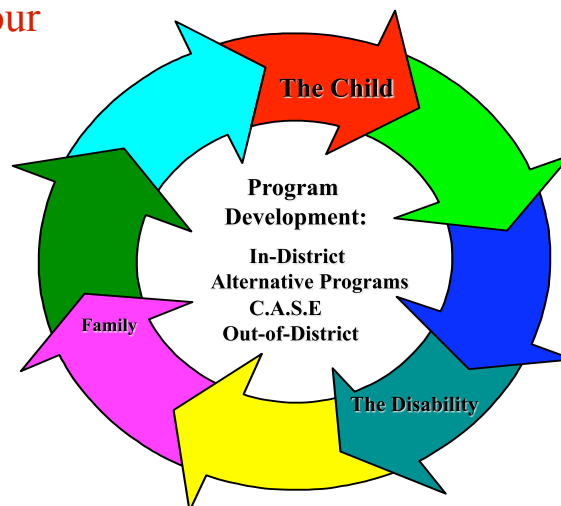
## 2. Specific Budget Reductions

	<b>APS</b>	<b>AB</b>	<b>K-12</b>
SpEd Transportation		\$100,000	\$100,000
Out of District Tuition	\$115,000	\$40,536	\$155,536
SpEd Assistant Hours	\$90,000	\$60,000	\$150,000
CASE Assessments	\$68,960	\$100,536	\$169,496
<b>TOTAL</b>	<b>\$253,960</b>	<b>\$321,072</b>	<b>\$575,032</b>

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## 3. Decision Making Rubric

What's our  
Process?



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#### 4. *Consideration of Alternatives*

- Deeper Cuts in Special Education (SpEd) Assistants
- More Abrupt Transitions from Out-of-District to In-District
- Establishment of Referral Cut-off Dates

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#### 5. *Educational Impact of Budget Reductions – Level 4 Cuts*

<i>SPED Services</i>	<b>Impact of Reductions</b>	
Sped Transportation (\$100,000)	<b>Pro</b>	<b>Con</b>
	<ul style="list-style-type: none"> <li>• Increase efficiency through consolidation of transportation routes</li> <li>• Local control of transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Transition may cause possible interruptions of educational programs</li> <li>• Local vans may not be available</li> <li>• Potential costs</li> </ul>

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## 5. Educational Impact of Budget Reductions – Level 4 Cuts

SPED Services	Impact of Reductions	
Out-of-District Tuition (\$155,536)	Pro	Con
	<ul style="list-style-type: none"> <li>Development and modification of in-district programs to facilitate the return of students from OOD placements</li> <li>Acceptance of OOD tuition to in-district programs</li> </ul>	<ul style="list-style-type: none"> <li>Unanticipated situations</li> <li>“Stay put” provision may raise litigation costs</li> <li>Move-in-Law</li> </ul>

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## 5. Educational Impact of Budget Reductions – Level 4 Cuts

SPED Services	Impact of Reductions	
Sped Assistant Hours (\$150,000)	Pro	Con
	<ul style="list-style-type: none"> <li>[None]</li> </ul>	<ul style="list-style-type: none"> <li>Less attention and support to individual students</li> <li>Increased teacher/student ratios</li> </ul>

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## 5. *Educational Impact of Budget Reductions – Level 4 Cuts*

<i>SPED Services</i>	<b>Impact of Reductions</b>	
CASE Assessments (\$169,496)	<b>Pro</b>	<b>Con</b>
	<ul style="list-style-type: none"> <li>• Programming for low incidence disabilities</li> <li>• Determining assessment rates by Superintendents' Board</li> </ul>	<ul style="list-style-type: none"> <li>• Rate Formula Tuition: 2- year delay Transportation: 1- year delay</li> </ul>

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## 6. *Mitigating Impact for Reductions*

### ■ **Program Development**

- Completion of Hayward Center design

### ■ **Out-of-District Programming**

- Continued Implementation of the SpEd Financial Task Force Action Plan (#1)

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## 6. *Mitigating Impact for Reductions*

### ■ **SPED Transportation**

- Feasibility study on using local vans for transportation

- Criteria/Questions

- *On-time access to educational programs?*
- *Cost of vehicles for lease or purchase?*
- *How many drivers are needed?*
- *Cost of liability insurance?*
- *Cost of repairs and maintenance?*
- *Cost of licensing drivers and vehicles?*
- *Cost of annual training?*

### ■ **Special Education Assistants**

- Change in service delivery
- Shifts in design to assist all children in the classroom
- Enhancements in preventative strategies and approaches

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## Acton Public Schools Acton-Boxborough RSD

School Department Budget  
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Human Resources – Marie Altieri

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## Personnel Budget (in thousands)

	<b>FY '10</b>	<b>FY '11</b>	<b>\$ Incr</b>	<b>% Incr</b>	<b>% of total district budget</b>
AB	\$20,353	\$20,893	\$540	2.64%	55%
APS	\$17,155	\$17,718	\$562	3.18%	68%

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## AB Object Budget – Salaries (in thousands)

	<b>FY '10</b>	<b>FY '11</b>	<b>\$ Inc</b>	<b>% Inc</b>
Teaching	\$15,377	\$15,987	\$610	3.97%
Principals, Central Admin	\$1,158	\$1,144	(\$14)	(1.2%)
Support Staff	\$2,528	\$2,606	\$78	3.1%
Athletics	\$411	\$411	\$0	\$0
Buildings, Custodians	\$1,101	\$1,038	(\$63)	(5.72%)
Substitutes	\$202	\$204	(\$2)	(1%)
Salaries, Total	\$20,777	\$21,390	\$609	3.0%

Salaries represent 54% of the overall AB budget.

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## APS Object Budget – Salaries (in thousands)

	<b>FY '10</b>	<b>FY '11</b>	<b>\$ Inc</b>	<b>% Inc</b>
Teaching	\$11,590	\$12,093	\$503	4.34%
Principals, Central Admin	\$943	\$938	(\$5)	(0.5%)
Support Staff	\$2,776	\$2,875	\$99	3.58%
Buildings, Custodians	\$919	\$906	(\$13)	(0.14%)
Substitutes	\$267	\$266	(\$1)	(0.37%)
<b>Salaries, Total</b>	<b>\$16,495</b>	<b>\$17,078</b>	<b>\$583</b>	<b>3.53%</b>

Salaries represent 66% of the total APS budget.

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## Personnel Budget Assumptions

- Steps and Lanes included
- Health Insurance claims +10%
- No Cost of Living for any employees included.

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## AB Teaching Salary Increase Drivers (in thousands)

	FY '10	FY '11	Increase	Increase as % of salaries
Teaching Salaries	\$15,377	\$15,987	\$610	3.43%
ERI	\$111	\$315	\$204	.79%
Steps			\$336	2.19%
Lane Changes			\$35	.23%
Other*: Ins/Outs			\$34	.23%

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## APS Teaching Salary Increase Drivers (in thousands)

	FY '10	FY '11	Increase	Increase as % of salaries
Teaching Salaries	\$11,590	\$12,093	\$503	4.37%
ERI	\$186	\$296	\$110	.97%
Steps			\$265	2.29%
Lanes			\$68	.59%
Other*: Ins/Outs			\$60	.52%

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## Health Insurance (in thousands)

	FY '10	FY '11	\$ Incr	% Incr	% of total district budget
AB	\$5,244	\$5,530	\$286	5.45%	14.1%
APS	\$3,793	\$3,634	(\$159)	(4.19%)	14.7%

- Health Insurance is based on a 10% increase in claims and actual employees' and retirees' current health insurance enrollment.
- Stimulus monies of \$321,450 at APS and \$151,121 are applied to health insurance in the FY '11 budget resulting in a smaller increase.
- Salaries and Health Insurance combined represent 70.5% of the AB budget and 78% of the APS budget.

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## Three Year Increases (in thousands)

	FY '11	FY '12	FY '13	Three Year Cumulative
AB Teaching Salaries	\$610	\$336	\$336	\$1,282
AB Health Ins	\$286	\$387	\$414	\$1,087
APS Teaching Salaries	\$265	\$333	\$371	\$969
APS Health Insurance	(\$159)	\$254	\$272	\$367
K-12 Totals	\$1,002	\$1,310	\$1,393	\$3,705

- FY '11 Health Insurance Increases are lower because of stimulus offsets
- Salaries do not include cost of living increases.

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## Retirement History

	AB Number of Retirees	AB ERI	APS Number of Retirees	APS ERI	Total Certified Retirees K-12	Total ERI K-12
FY '07	4	\$122	5	\$222	9	\$344
FY '08	5.5	\$236	4.5	\$153	10	\$389
FY '09	6	\$348	9	\$263	15	\$611
FY '10	7.5	\$111	4.5	\$186	12	\$298
<b>FY '11 Budget (FY '10 Retirees)</b>	<b>7.5</b>	<b>\$315</b>	<b>6.5</b>	<b>\$295</b>	<b>14</b>	<b>\$610</b>
FY '12 Projection	4	\$180	3	\$135	7	\$315
FY '13 Projection	4	\$180	3	\$135	7	\$315

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## Personnel Reductions

■ Level 3	ABRHS Monitors	\$75,000	2 FTE
■ Level 4	Special Ed Assistants		
	AB \$80,000		3 FTE
	APS \$70,000		
	3.5 FTE		
■ Level 5	AB \$790,888		11.56 FTE
	APS \$248,905		7.17 FTE
Total Personnel Reductions		<b>\$1.27M</b>	<b>27.23 FTE</b>
Percent of Personnel Budget Reduced:			<b>3.3%</b>

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## FTEs

- Full Time Equivalent Positions  
1 FTE often represents multiple employees  
The cost of 1 FTE varies widely
- 1 FTE Academic Teacher could equal \$107,000 Salary and Benefits
- 5 FTE Classroom Assistants could equal \$150,000 Salary with no benefits and could impact 40 people.

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## FY '11 Enrollment

- Enrollment K-12 is at a peak plateau.  
APS has been within 25 students of 2500 since 2003.  
AB remains within 50 students of 2900 from 2007-2013.
- K-6 at peak with 2537 Students Projected. Although APS was projected to begin dropping it hasn't happened yet.
- ABRHS is at peak with 1964 (increase of 58) students.
- RJ Grey enrollment is flat with 972 students.

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## APS Class Sizes

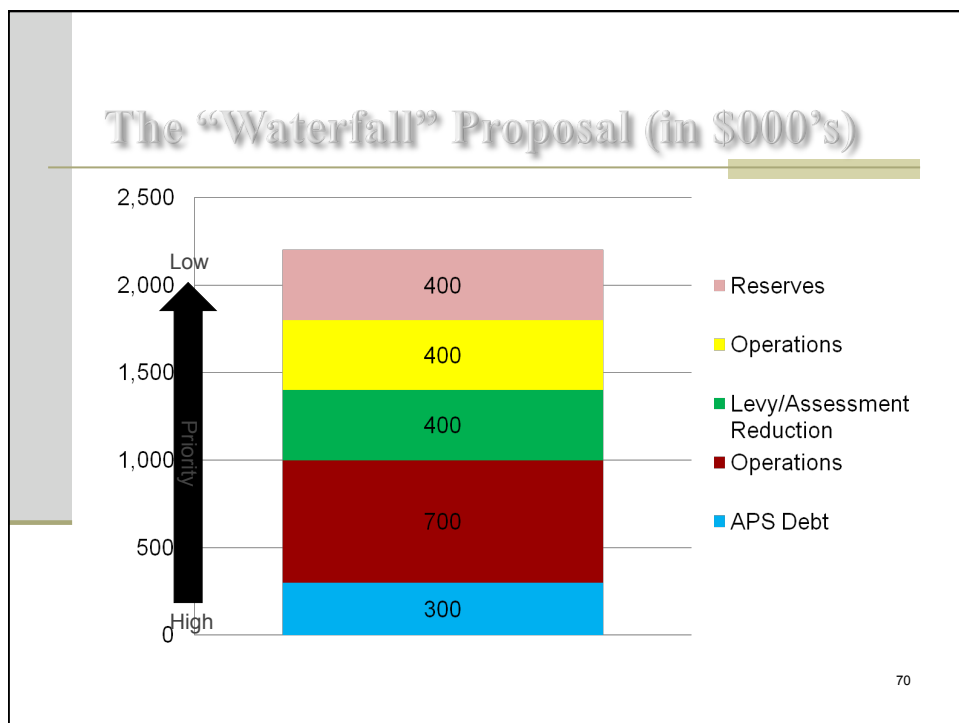
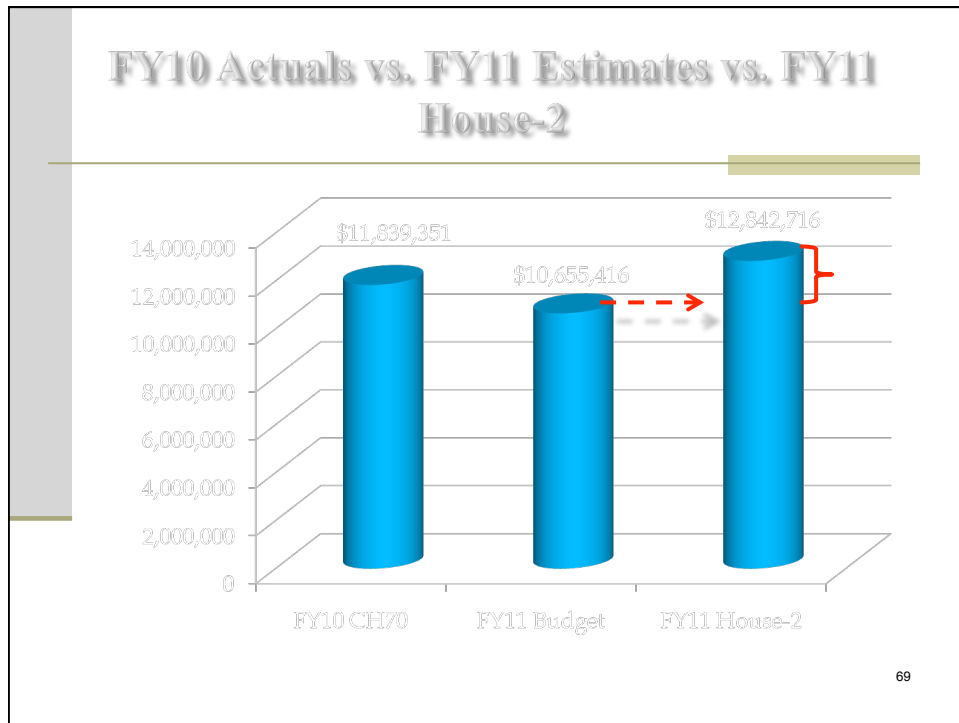
2010-2011						
	Projection	Staff	Total	Sections	Class Size	Year to year change
K	325	6	331	16	20.7	-9
1	364	6	370	16	23.1	30
2	355	3	358	15	23.9	22
3	365	2	367	15	24.5	16
4	365	5	370	15	24.7	7
5	367	2	369	15	24.6	8
6	396	1	397	16	24.8	5
	2537	25	2562	108	23.7	

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## Kindergarten

2010 Kindergarten Through to Sixth Grade				
		14	15	16
K	331	23.6	22.1	20.7
1st	355	25.4	23.7	22.2
2nd	377	26.9	25.1	23.6
3rd	394	28.1	26.3	24.6
4th	401	28.6	26.7	25.1
5th	409	29.2	27.3	25.6
6th	417	29.8	27.8	26.1

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## Superintendent's Recommendation for Restoration

As you know, the Governor's House One level funds state aid. This could potentially improve our situation by more than two million dollars.

As Superintendent, I submit to you a conservative, cautious recommendation of restoring cuts of one million dollars prioritized in five \$200,000 increments.

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### Prioritized Restorations

2	A. Elementary Assistants	APS	46,000
	B. Exploratories at JH	AB	55,000
	C. Elementary Technology	APS	29,000
	D. Systemwide IT Support	AB	52,000
	E. High School .4 FTE	AB	20,000
			<b>202,000</b>
3	A. Curriculum Specialist	APS	67,000
	B. Athletics	AB	55,000
	C. High School 1.0 FTE	AB	70,000
			<b>192,000</b>
4	A. HS Registrar & School Business	AB	40,000
	B. Curriculum Specialist	APS	67,000
	C. Special Education Asst	APS	70,000
			<b>177,000</b>
5	A. 3 High School FTE	AB	<b>200,000</b>
6	A. Level 4 Technology Budget	APS	20,000
	Level 4 Technology Budget	AB	40,000
	B. JH Quiet Study Teacher, Summer Hours	AB	40,000
	Mandarin WL		
	C. Special Education Asst	APS	60,000
			<b>160,000</b>

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Acton-Boxborough Prioritized Restorations					Acton Public Schools Prioritized Restorations				AB & APS Restoration Totals	
Order of Restoration		What is Being Restored	Total	Running Total	Order of Restoration	What is Being Restored	Total	Running Total	AB & APS	Running Total: AB and APS
1	JH	Half Team at grade 7	161,000	161,000					161,000	
2	JH	Exploratory Program	55,000		2	Classroom Assistants	46,000			
	AB	IT TRC Technology Support	52,000			Technology Integration Support Staff	29,000			
	HS	4 FTE	20,000				75,000	75,000	202,000	363,000
			127,000	288,000						
3	AB	Athletics Includes Basic User Fee @\$190 and 7th grade athletics	55,000		3	Curriculum Specialist	67,000			
	HS	1.0 FTE	70,000				67,000	142,000	192,000	555,000
			125,000	413,000						
4	HS	Registrar and SBP	40,000		4	Curriculum Specialist	67,000			
			40,000			Special Education Assistants	70,000			
				453,000			137,000	279,000	177,000	732,000
5	HS	3.0 FTE	200,000		5				200,000	932,000
			200,000	653,000						
6	AB	Level 4 Technology Supplies	40,000		6	Level 4 Technology Supplies	20,000			
	JH	Quiet Study	40,000							
		Summer Hours for Office Support								
		Mandarin WL								
	AB	Special Education Assistants	60,000				20,000	299,000	160,000	1,092,000
			140,000	793,000						

73

73

## Acton Public Schools Acton-Boxborough RSD

School Department Budget  
Presentation February 6, 2010

Facilities – JD Head

74

*1. By what number was your budget to be reduced and what percentage of your overall budget does this represent?*

- \$100,000 System Wide
- 2.3% of System Wide Total Budget
- 3.9% of Utility Budget

75

*2. In detail, describe the process you used to arrive at this recommendation.*

Process

- Dr. Mills and I went over the budget line by line to familiarize him with the operation and look for opportunities to cut / save, given upcoming 9c cuts.
- Two areas were identified: Overtime spending and Utilities

Logic

- Utilities are classified as fixed costs but we believe we do have some control over utility consumption which translates into savings.
- Utility costs represent a little more than ½ of the facilities budget.
- Change in how we approach OT coverage can generate savings from historical spending levels (as of Dec we have saved 35K)

76

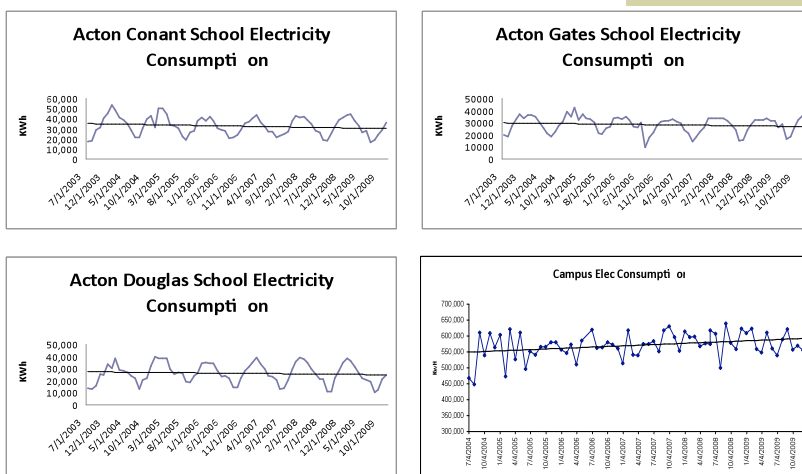
## *2. In detail, describe the process you used to arrive at this recommendation.*

Conservation Measures + Revenue = 100K

- Our contracts continue through next fiscal year.
- Leveraged electrical consumption into revenue stream via demand response (23K Enernoc).
- Solar projects
- Updated controls Admin and PDB
- Updated HVAC systems Conant / Gates / Douglas

77

## *2. Historical Consumption*



78

### 3. *What other alternatives did you consider?*

- Other alternatives were considered and may still exist in other Non-Fixed Cost lines.
- Some mechanical failures will inevitably occur and we will incur costs associated with them. If we are fortunate additional "savings" in other non-fixed line items will occur, but to cut in those areas would be irresponsible.
- Using my discretion to repair only absolute needs, we hopefully will be able to turn additional savings over at the end of the year.

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### *Facilities Fixed Costs vs. Non-Fixed Costs* (Does not include Personnel Costs)

	APS	ABRSD	Total
Utilities (Fixed)	\$ 955,314	\$ 1,588,498	\$ 2,543,812
Fixed	\$1,265,591	\$ 2,194,213	\$ 3,459,804
Non-Fixed	\$ 387,430	\$ 415,860	\$ 803,290
Total (F+NF)	\$ 1,653,021	\$ 2,610,073	\$ 4,263,094

- Some examples of Fixed Costs would be Contractual Obligations, Bus Lease, or various Utilities.
- Some Non-Fixed costs include custodial supplies, repairs, bldg mtnc, etc.

80



#### *4. What is the educational impact of the budget cuts?*

##### Utilities

- I don't believe there are any negative impacts associated with utility savings.
- If anything an opportunity exists to educate kids in the areas of energy conservation, benchmarking, and clean energy generation.
- Several conservation projects have been folded into curriculum.

##### Overtime

- Changing OT coverage methodology has impacted the schools.
- I primarily see it from a staff morale standpoint.
- Quality of the education provided by teachers I assume remains unchanged, however the quality of the work environment for the teachers has been negatively impacted.

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#### *5. What factors could reduce the impact?*

- Utility reduction should be seen as an opportunity not an impact.
- Time may reduce the impact of the change in OT coverage.
- As the culture changes so will the expectations of our constituents.

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## Acton Public Schools Acton-Boxborough RSD

School Department Budget  
Presentation February 6, 2010

Community Education – Erin Bettez

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### *Community Education Budget*

- FY10 Budget:
  - \$2.585M (Classes, Extended Day, Preschool, All Day Kindergarten)
  - \$173,030 (Use of Facilities)
  - \$93,418 (Driver Education)
  - **TOTAL: \$2.852M**

84

## *Sources of Revenue*

### **Community Education is self-sustaining.**

- Class registration fees
- Extended Day, Preschool and ADK fees
- Driver Ed fees
- Pool/Field House user fees
- Use of Facilities fees

85

## *Community Education Staff*

- Erin Bettez, Director
- Teresa Gorman, Coordinator
- Richard Dushanek, Program Administrator
- Nicole Zartarian, Program Administrator
- Bernadette Keegan, Asst. Program Administrator (part-time, 30 hours/week)
- Enid Cortes, Registrar

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### *Additional paid positions*

- Extended Day teachers and high school aides
- Basketball referees – adults and students
- Summer day program staff
- A/V staff
- Lifeguards/swim coaches and instructors
- Driver ed instructors
- Evening Assistants and weekend monitors
  
- PLUS 150-200 Instructors each term who sign class-specific contracts and work as Independent Contractors

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### *Community Ed's Key Programs*

- Classes for Adults and Children
- Extended Day – at the Administration Building, Conant School, Gates School & McCarthy-Towne School
- All-Day Kindergarten
- Driver Education
- Use of Facilities

88

## *Classes*

- Current winter term, enrollments are down 15% from previous winter term.
- Across the last four terms our enrollments are down roughly 7% from the previous year.

89

## *Extended Day Programs*

- **Administration Building** is our largest program (162 children)
- Unique set up - children are grouped in classrooms by grade
- 13-15 staff per day
- We added a second Kindergarten Room this year for before and after school
- Flexible half-day Kindergarten option
- First time in years – **no waiting list**

90

### *Extended Day Programs*

- **Conant School** – currently in second year and has grown by roughly 20%
- Only program with a waiting list (grades 3-6)
- Second largest of our programs – 84 children, 9-10 teachers per day
- We do offer a half-day kindergarten program
- Last year Conant's share of surplus was \$37,615.54. Could increase to approx. \$62,000 this year.

91

### *Extended Day Programs*

- **Gates School** – opened this year
- 75 children and 4-5 teachers per day
- No half-day kindergarten option on-site
- Anticipated surplus to Gates approx \$56,000.

92

### *Extended Day Programs*

- **McCarthy-Towne School** – opened this year
- Smallest program – 47 children, 3-4 staff per day
- No half-day kindergarten on-site
- Currently breaking even

93

### *Use of Facilities*

- We schedule buildings after school use is done, typically from 5:00 on.
- At Douglas and Damon schools use all spaces until 6:00 PM.
- At Conant and Gates we are able to use the gyms for a few afternoons each term which enables us to run some popular children's classes – fencing, archery, basketball
- On July 31, 2009 we increased rental fees for the first time in over 4 years

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## *Driver Education*

- Typically run 2 classes per term (70 students)
- Our program has historically been popular as it costs less than other area programs
- Currently large backlog of students due to Registry's increase in required hours
- Taking steps to respond to customer frustrations/backlog:
  - Seeking to add a third car to our fleet.
  - offering just one class this term

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## *Community Education's Gifts to the Schools and Community*

- Since 7/1/09, Community Education has given **\$261,921.87** to our schools and community.
- In November we sponsored the First Annual Acton Turkey Trot which raised **\$5,600** for the Acton Food Pantry.
- As part of Level 4 cuts, Community Education will take on an additional **\$40K** in custodial salaries.

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## *FY10 Gifts through January 31, 2010*

### Gifts to Schools/Community

Gift Certificates (6 elementary auctions) EXPECTED	\$300.00	
Gift Certificates (Community Groups) EXPECTED	\$100.00	
Gift Certificates (School Business Partnership)	\$100.00	
Creeley Award – Poetry Reading at Acton Library	\$750.00	
CE Donation - \$5 for each multi-class student (to date)		\$28,870.00
Equipment – replacement indoor HS soccer nets (anticipated)	519.00	
Equipment – new padding for HS lower gym wall (await estimate)		
New sink in Administration Building		\$4,500.00
Band Surplus gifted to Music Dept.	\$5,891.87	
Star Party Custodial coverage (EXPECTED)		
A/V staff for public events (Oktoberfest)	\$311.75	
A/V staff for Professional Day	\$65.25	
Conant Extended Day Surplus (EXPECTED)		
Gates Extended Day Surplus (EXPECTED)		
McT Extended Day Surplus (EXPECTED)		
Conant Enrichment Classes surplus	\$4,995.00	
Scholarships to Extended Day (Admin Building)	\$1,587.00	
Scholarships to Extended Day (Conant)	\$2,450.00	
Scholarships to Extended Day (McT)	\$4,647.00	97
Scholarships to Extended Day (Gates)	\$130.00	
Scholarships to Summer Day Program (Summer 2009)	<u>\$12,894.00</u>	

## *FY10 Gifts through January 31, 2010*

### Salaries

Assistant Superintendent	\$71,124.00
2 Saturday Monitors at High School	\$4,900.00
Custodians Paid by CE	\$101,584.00
JH Audio Visual Stipend	\$2,000.00
School to Business Partnership Contracted Services	<u>\$14,203.00</u>
<b>TOTAL:</b>	<b>\$193,811.00</b>

**GRAND TOTAL AS OF 1/31/10: \$261,921.87**

## *Looking Ahead*

### Challenges –

Economy

Increased competition

Space crunch in the after school hours

Our goal is to offer quality programs at good value.

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## Acton Public Schools Acton-Boxborough RSD

### School Department Budget Presentation

February 6, 2010

Acton Public Schools – Christine Price,  
Christopher Whitbeck, Lynne Newman,  
David Krane, Edward Kaufman

100

## Elementary Level 5 Reductions

Priority	Position	Description	Salary	FTE reduction	% FTE cut	Salary Savings	Benefit Savings	Unemploy impact	Savings
1	Music Retirement		\$40,000			\$40,000	\$0	\$0	\$40,000
2	Technology Specialist	Decrease from 19 to 10 hrs./bldg	\$41,363	1.50	47%	\$41,363	\$0	\$12,000	\$29,363
3	Classroom Assistants	Decrease from 44 to 22 hrs./bldg	\$67,973	3.67	50%	\$67,963	\$0	\$22,431	\$45,542
Totals:			\$149,336	5.17		\$149,336		\$34,431	\$114,905

101

*1. By what number was your budget to be reduced and what percentage of your overall budget does this represent?*

- \$175,000 – before the Media Assistants were removed and brought the number down to \$115,000.
  - Cut in Tech Specialists hours = 47% decrease in program
  - Cut in Classroom Assistant hours = 50% decrease in program

102

## *2. In detail, describe the process you used to arrive at this recommendation.*

- The 5 principals had extensive discussions with Central Administration, their school staffs, and PTOs regarding budget cuts.
- The 5 principals discussed priorities across the 5 schools, and reached consensus on the reductions list.
- There were few alternatives to consider that were not professional staff positions.

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## *3. What other alternatives did you consider?*

- Media/Library assistants (all or some portion of their time)
- Greater portions of Technology Specialists' and/or reducing the number of Tech assistants to 2.5, shared among 5 buildings.
- Further cutting or even eliminating Classroom Assistants' time.

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#### 4. *What is the educational impact of the budget cuts?*

- Music retirement: Retiring Teacher to be replaced at entry level
- Tech Integration Specialist:
  - Loss of first tier technical support decreases tech specialist priority to keep computers operational for instruction.
  - Decreased support for classroom based technology curriculum projects
  - Decreased in school-based technology professional development for teachers
- Classroom Assistants:
  - Decreased support and direct instruction of reading groups, math groups, science assistance, writing support.
  - Decreased flexibility of support for most at-risk students
  - Decreased support for classroom teachers

105

#### 5. *What factors could reduce the impact?*

- Full reinstatement of the hours cut would be most beneficial.
- For the Tech. positions we would need to think about how to reorganize the specialists' time in each building, and prioritize how they would use their limited time in buildings most constructively.
- Classroom assistant cuts will affect schools in different ways, and each individual principal will need to work with their staff to think about how it might change services in their building.

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## Possible Restoration of Positions

- APS Budget cuts = \$115,000
- 25% = \$29K = Restore 14 Classroom Assist. hours (\$28,000)
- 50% = \$57K = All Classroom Assist. hours (\$45,542) and Tech Int. Assist. to 12 (\$10,440)
- 75% = \$86K = Classroom Assist. (\$45,542) and all Tech Int. Assist. (\$29, 363) = \$74,900<sup>07</sup>