

Acton Public and Acton-Boxborough
Regional School Districts
FY13 Budget Presentation
January 28, 2012

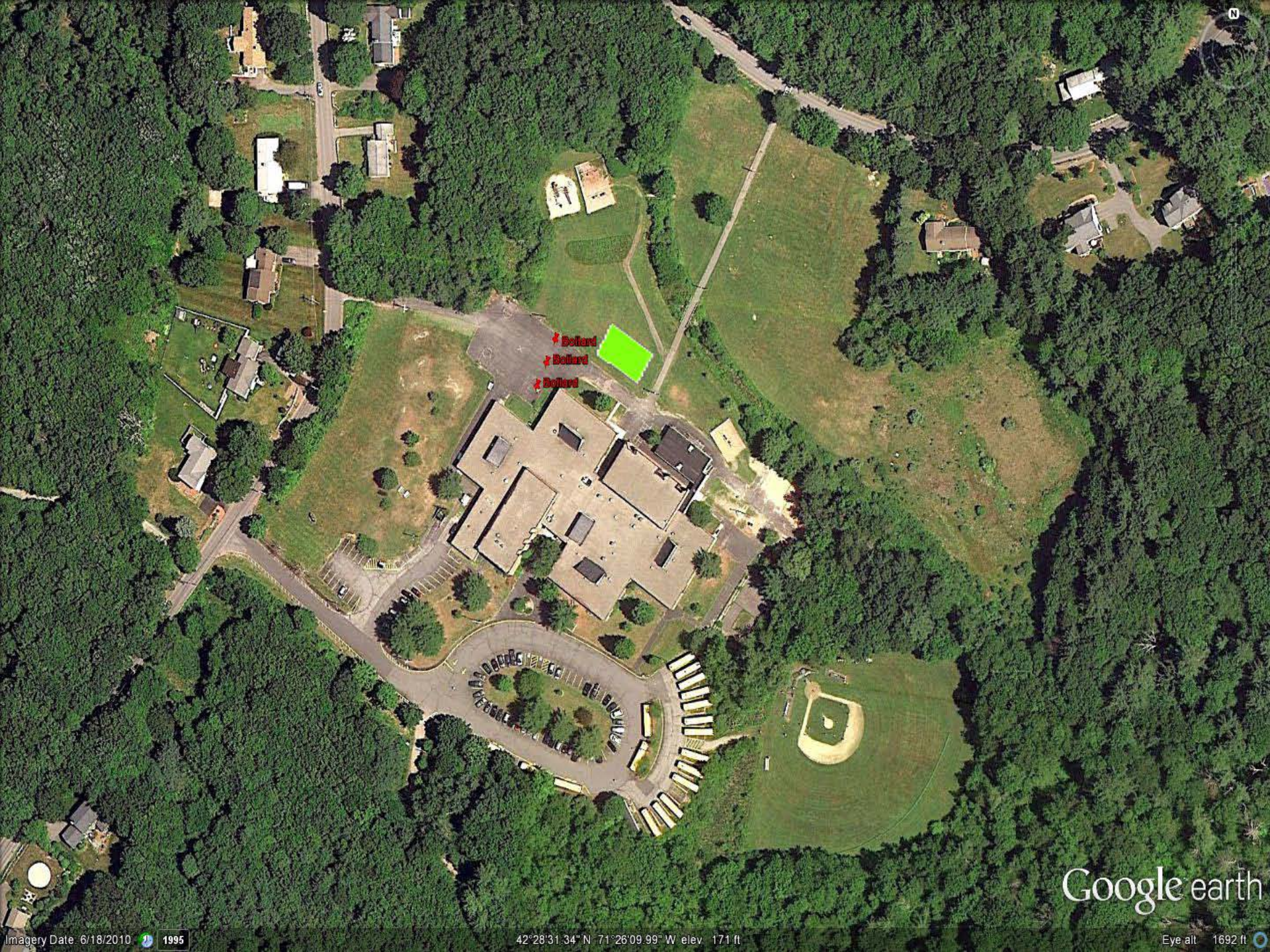
Facilities and Transportation
JD Head

Goals

- Discuss Capital
- Department Expense Overview
- Department Efficiencies
- Energy Advisor
- Questions

Capital

- Recommendation to Suspend for another year previously voted roof replacement plan.
- Small projects addressed in the Spring

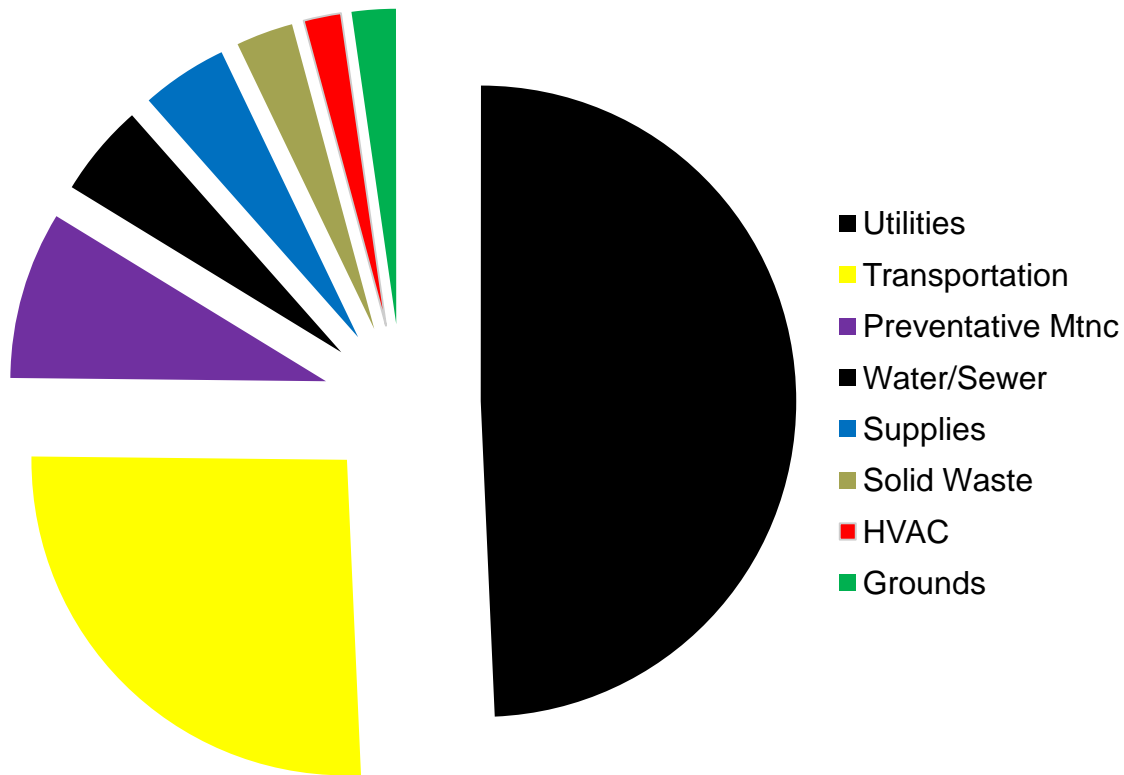


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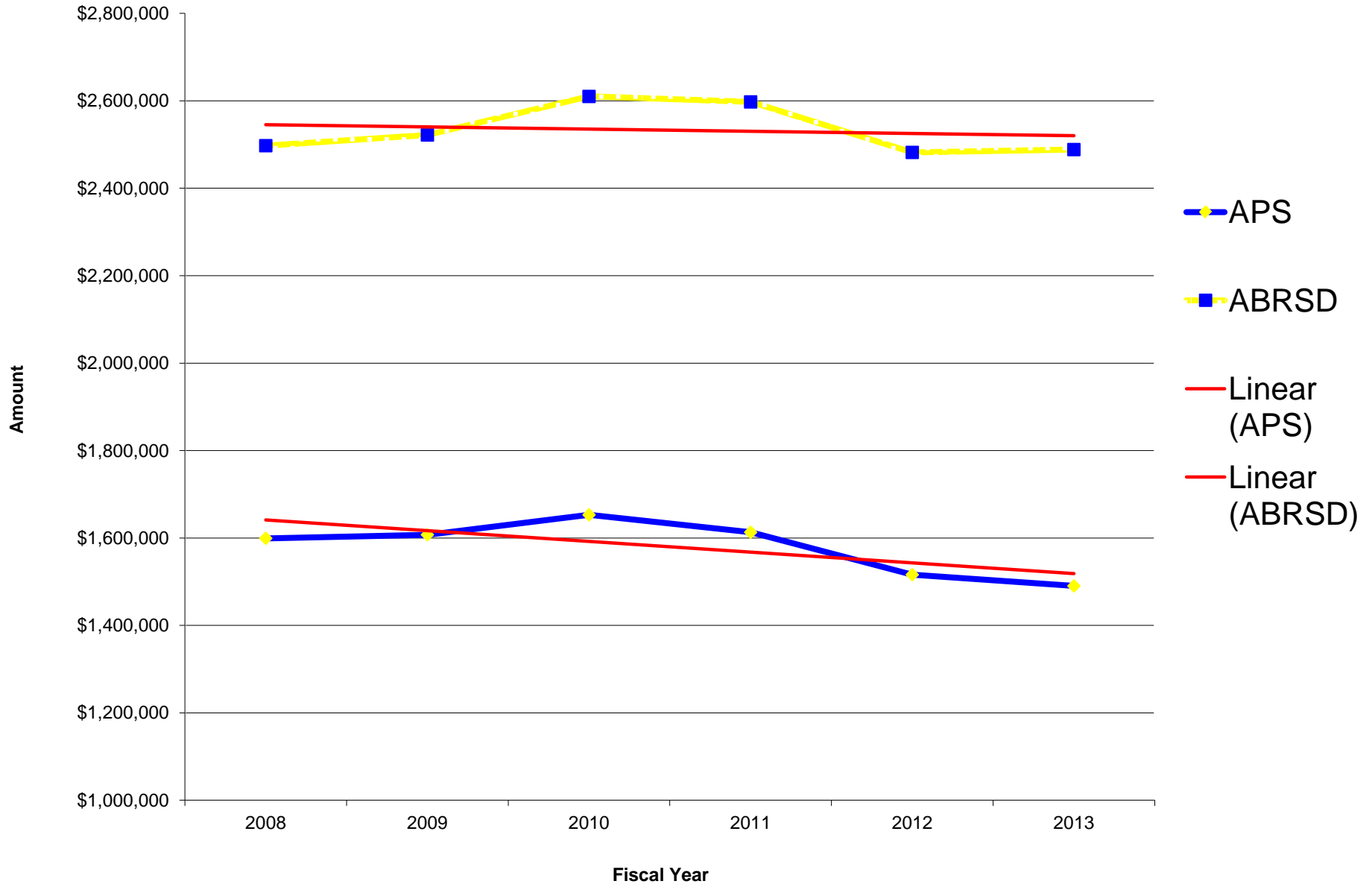
Google earth

Department Expenditures

Not Including Personnel (73)



Annual Facility and Transportation Budget Request



Operational Growth

- Greater Programmatic Demands Outside of the School Day placed on existing infrastructure

ACLS

Danny's Place

Sports

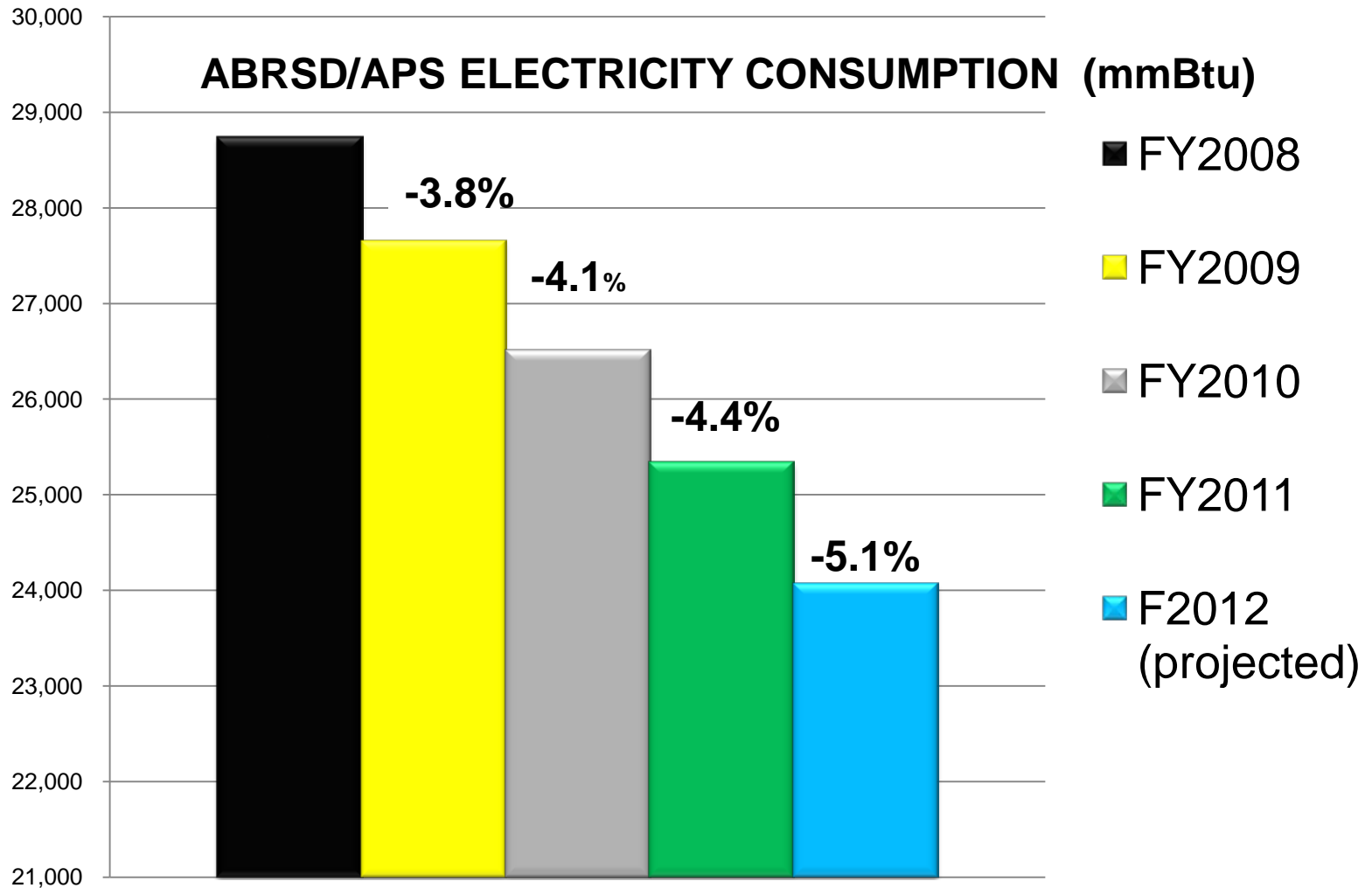
HS Sat Nights

- Technology inventory
- Request to expand existing physical infrastructure (AC)

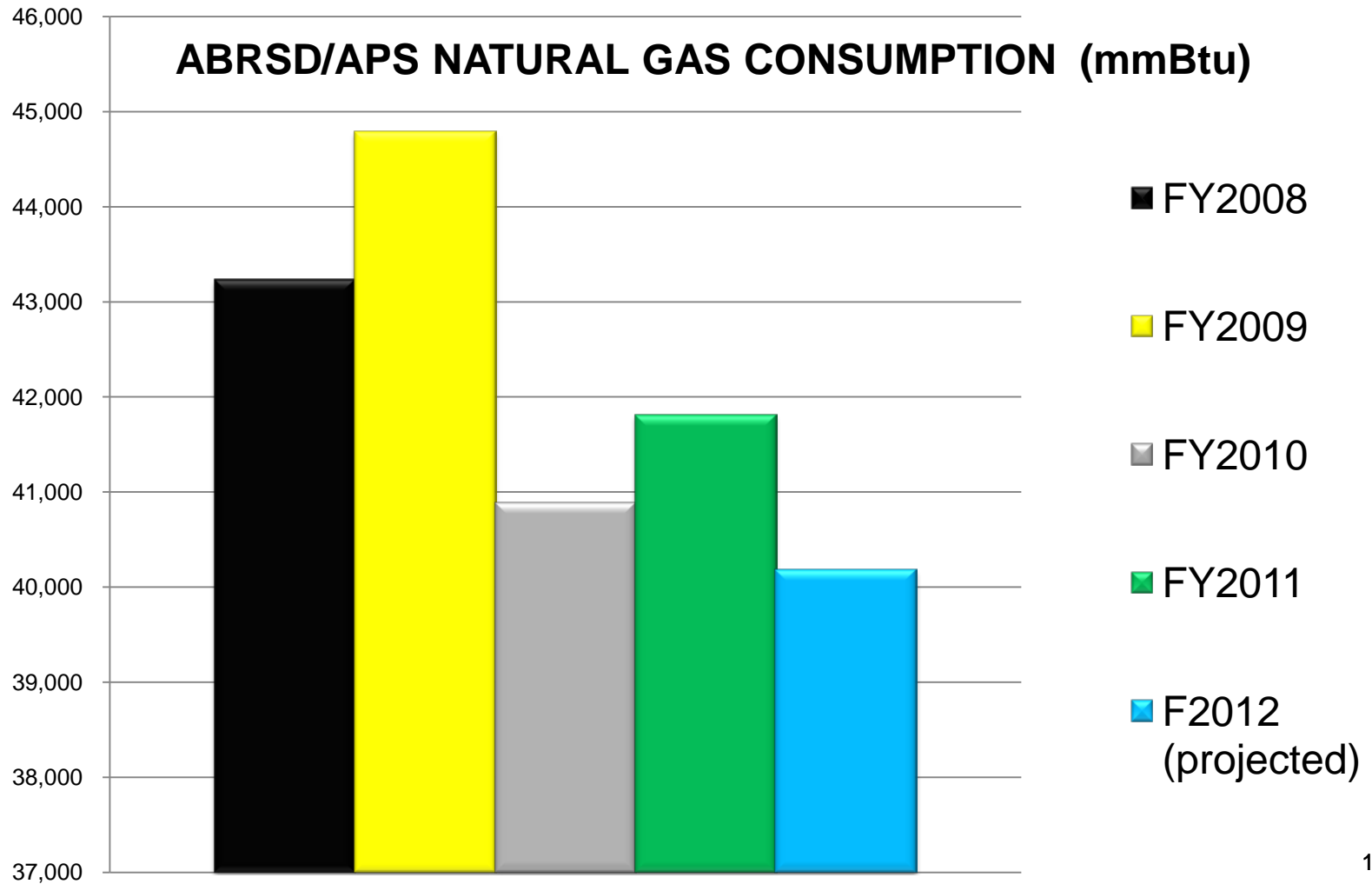
Solid Waste

- FY' 10 introduce single stream recycling at strategic locations and save 12K.
- FY' 11 introduce single stream recycling district wide and save 30K.
- FY' 12 (trending) terminate WM contract go with new vendor for FY' 12 and looks like we are going to save minimum another 25K.
- Total created budget capacity 67K (reoccurring).

Utilities Electric

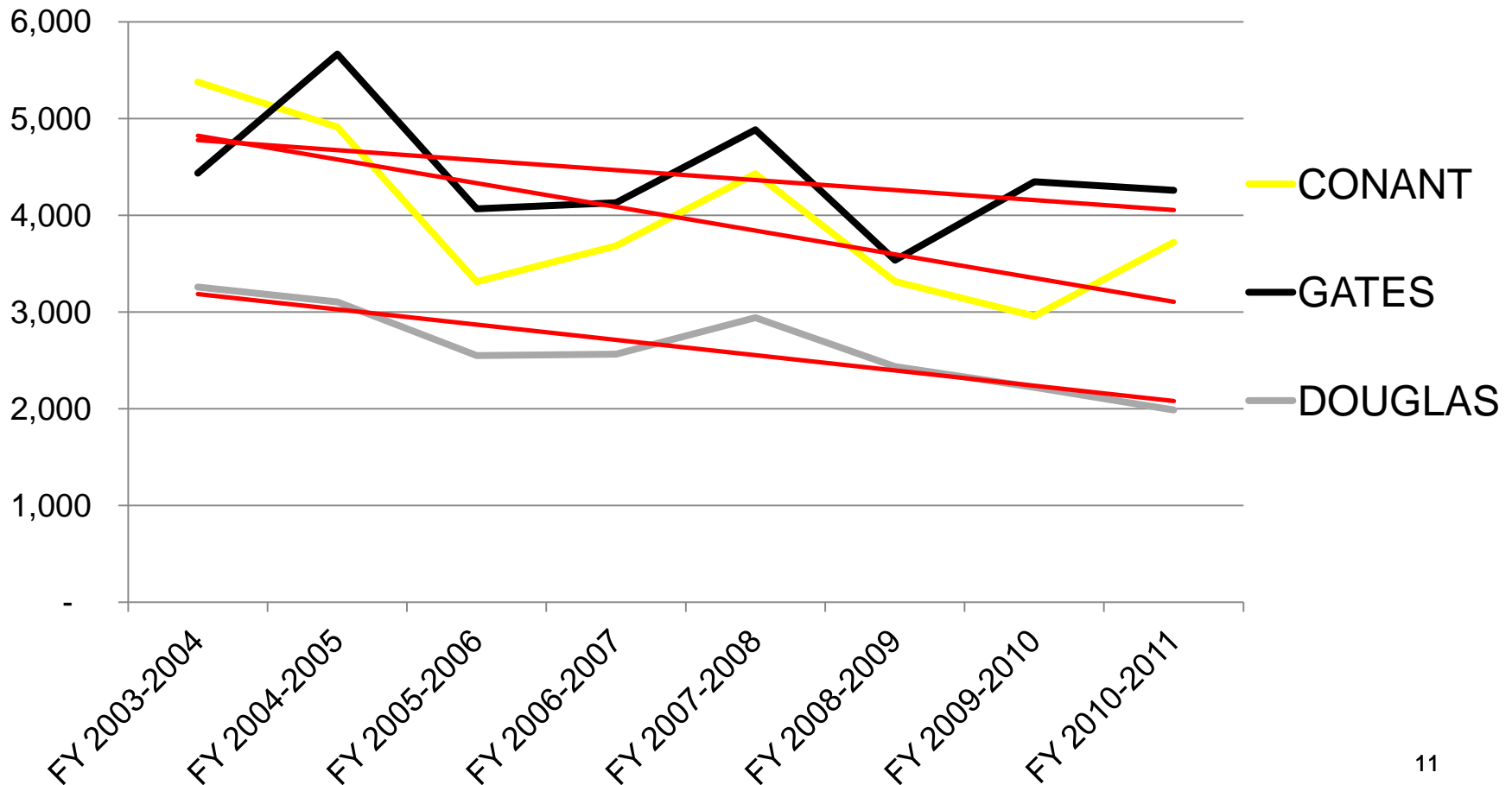


Utilities Gas

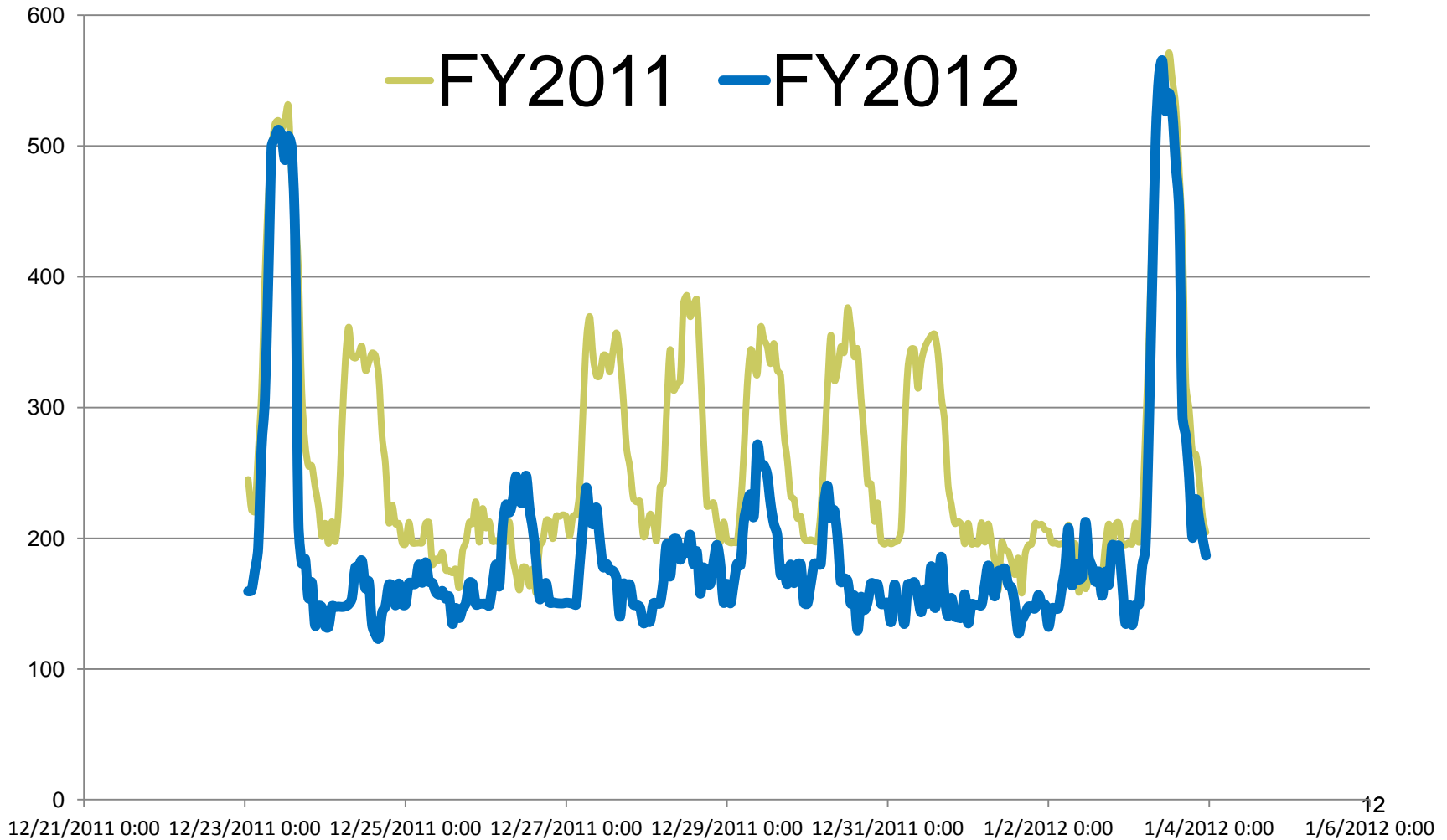


Utilities Gas

Natural Gas (mmBtu's)



**ABRHS ELECTRICITY CONSUMPTION - DECEMBER BREAK
FY '11 vs. FY '12 (kWh) -30.6% REDUCTION = \$5K**



Energy Advisor LRSP Goal 1 and Goal 2

- Position created FY '11 25k via Green Communities grant afforded 19 hrs per week
 - FY'11 net return \$68k in electrical savings alone
- FY '12 25k funded via NSTAR grant (19 hrs)
 - FY'12 data shows estimated 70k in savings
- FY '13 proposing full time 42 week position funded in the existing Facilities budget
- Same Facilities budget that is requesting less funding in FY '13 than it did FY '08
- Plan to continue aggressively pursuing grant opportunities to offset position as we did in '11 and '12

Energy Advisor LRSP Goal 1 and Goal 2

- Track energy use data, energy costs, and physically process utility bills.
- Develop program for outreach to staff and students about energy use reduction goals.
- Provide feedback about progress toward energy use reduction goals to administration, staff and students, including web-based resources.
- Assist Curriculum Development Coordinators in integrating real school district energy and carbon footprint data into classroom curriculum.

Recognition

- 3 School Buildings Qualify for EPA Energy Star Plaques (HS , PDB , Douglas)



- National Wildlife Federation - <http://blog.nwf.org/2011/12/guest-post-eye-on-the-green-flag-massachusetts-eco-school-holds-a-trash-audit-party/>
- Green Flag / Eco-Schools NWF ABRHS
- DOER Green Communities

Power Down

- **DM High School Sr.** - My time on Power Down project has done more than just be a source for community service hours, it has taught me so much more about energy conservation and machine use than I could have ever known on my own.
- **SP High School Sr.** - Despite all of the activities that I'm involved in, Power Down has the most powerful impact on my life. Power Down is the club that literally means the world to me because it is protecting the world. This is no longer a club, but rather a movement at our school which has united the school community in a way unlike any other. Through Power Down I have gotten to know members of the school that I would not have forged relationships with otherwise. I can now genuinely say that I am close friends with janitors, teachers I have never had, the Principal, administrators, and faculty members outside of the school campus. For our school, Power Down has brought spirit that we could not amass from sports games or academic pride. This is a different type of movement that connects teenagers of our school, our community, and our world. Power Down is always on my mind.

Long Range Plan – Goal 1 Strategy 7 and 8 and Goal 2 Strategy 4

Power Down

- **Fred Hohn HS Science** - Kate Crosby has been invaluable in helping me to advance the energy curriculum for my environmental science students and make connections beyond the classroom. She has led the way in getting students involved with the Green Flag initiative, taken us on a tour of the energy structure of the school, helped establish a spring energy fair in which my students teach sixth graders about alternative energy, provided Kill-a-Watt meters to my students as part of a home energy audit, and has always been available to help both myself and students. I know my students appreciate her enthusiasm and energy and I am particularly happy with the opportunities for student leadership that have arisen in these various contexts. I absolutely expect that more great things will come from Kate in the years to come.
- **Eileen Sullivan APS Curriculum Specialist** - Kate's presence has been immensely valuable to us at the elementary schools. She has made wonderful connections with the grade six teachers and their students, presenting information in classrooms as part of the Energy Sources unit. The Energy Fair that she facilitated last year was a great chance for sixth graders to interact with high school students who were passionate about energy conservation. This year's initiative of take-home Kill-a-Watt meters is going well. It's also wonderful that Kate has been able to hit the ground running and make such amazing inroads/connections in such a short time.
There is much work to be done-, and while we got the Power Down message out with good speed- it needs constant reinforcement. I frequently walk past empty classrooms with lights on. I slip in and hit the switch- hoping that they will notice that the task wasn't done when they left...but I doubt that is effective. I think there are many more dollars and kilowatts that can be saved.

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Finance Department
Don Aicardi

FY'13 Budget Request APS & ABRSD

I began my tenure as Finance Director in late July, 2010.

FY'13 Budget Request APS & ABRSD

The current Finance staff focuses its attention on four main areas:

Payroll

Accounts Payable

Accounting/Treasury (ABRSD & APS)

Budget

Also have responsibilities as Chief Procurement Officer for both districts

FY'13 Budget Request APS & ABRSD

Payroll Manager/AB Payroll (1.0 FTE)

And APS Payroll (.74 FTE)

Accounts Payable (1 FTE for APS; 1 FTE for AB)

Business Coordinator (Accounting/Treasury)
(1.0 FTE)

Treasurer (ABRSD) Part Time

FY'13 Budget Request APS & ABRSD

TRADING PLACES:

For FY'13: portions (.2 FTE each) of Payroll Manager, Business Coordinator, AB Accounts Payable will be charged to Community Ed;

Finance Director will now be charged 50/50% between two districts

FY'13 Budget Request APS & ABRSD

Position added during FY'12 but showing up in FY'13 budget for the first time:

Administrative Assistant (.25 FTE for Finance/.75 FTE used to support Central Office)

Mid Year Conversion:

Administrative Assistant (.75 FTE) was converted last summer to Finance Specialist position (.75 FTE)

FY'13 Budget Request AB & ABRSD

Conversion of Position was intended to:

- 1) Improve Central Office Support;
- 2) Maintain Administrative Support for Finance Director;
- 3) Free up hours from former Administrative Assistant position for other finance tasks

CONVERSION: **SUCCESSFUL**

FY'13 Budget Request APS & ABRSD

Q: With concerns about money so paramount, why should the addition of new position, Finance/Budget analyst, be approved this budget cycle?

A: Based on my experience with the staff, working for two school districts over the last 18 months, I have come to the conclusion that additional changes need to be made.

FY'13 Budget Request APS & ABRSD

There are two main aspects of my proposal:

- 1) Re-align staff to fully comply with State requirements and reflect today's workload, expectations of higher scrutiny, and conformity to required sound business practices.
- 2) Improve the quantity and the quality of higher level analysis for the Finance Director, the Superintendent, other School Administrators, both School Committees and the public.

FY'13 Budget Request APS & ABRSD

Our previous Finance Director, Tess Summers, retired from this position and was appointed as the part-time Treasurer for the Acton Boxborough Regional School district at that time.

The reason: there is a requirement under Massachusetts General Law that regional school districts **cannot have their finance directors act as the treasurer of that same school district.**

FY'13 Budget Request APS & ABRSD

Chapter 71, Section 16B, states that “a business manager, assistant superintendent for business or employee with title of similar import with responsibilities similar to those of a town accountant shall be subject to section 52 of said chapter 41 and shall not hold the office of treasurer or assistant treasurer or hold any responsibility for the receipt or disbursement of money.”

FY'13 Budget Request APS & ABRSD

Due to the fact that we have the financial operation of two school districts being funneled through one office, some financial transactions related to the regional school district that should be kept separate were shifted to our Business Coordinator, Denise Kelly. While we are near compliance with state law; in reality we have not achieved complete compliance with separation for state regulations.

FY'13 Budget Request APS & ABRSD

When Massachusetts general law was amended as part of Chapter 6 of the Acts of 2002, Mrs. Summers separated her duties as Director of Finance from any collection of cash/receipts for the regional school district in order to comply with the spirit of the law.

All the handling of money, daily deposits and handling of checks and the accounting for the regional district was separated from the day-to-day duties of the Director of Finance position from that point.

FY'13 Budget Request APS & ABRSD

Our Business Coordinator, Denise Kelly, in addition to her duties as the accounting point person for both school districts, has additional financial responsibilities from the RSD that she is performing. The pace and complexity of her workload, despite her efforts, often interferes with completing her tasks.

FY'13 Budget Request APS & ABRSD

All of the special projects, high end analysis of the annual budget, presentations, and other research that needs to be performed is being done by the Finance Director with the support of the Finance Specialist.

The completion of these projects plus providing the normal flow of information to the Superintendent and the School Committees has proved difficult to sustain. It also affects my ability to properly manage the existing Finance staff.

FY'13 Budget Request APS & ABRSD

What is the proposal to solve both of these concerns?

FY'13 Budget Request APS & ABRSD

1. Treasury responsibilities will be shifted from Business Coordinator to 30-hour Finance Specialist who will be under direction of part-time Treasurer;
2. Business Coordinator will then fully concentrate on accounting, completion of internal and external reports, improve oversight of accounts payable, and complete high end projects such as two “End Of Year Reports,” and assist FD with ABRSD E&D submittal;

FY'13 Budget Request APS & ABRSD

3. With treasury and accounting now secured and strengthened, Financial Analyst would receive the budget related tasks of the Finance Specialist to continue with the efforts begun in the last 18 months. This will improve the capacity of the finance director to provide improved, higher end, timely analysis.
 - Improved information to Dept Heads, School Committee, FinCom, public, auditors
 - Complexity of dual school systems, dual school committees, interactions with financial staff from both towns, compliance with procurement laws

FY'13 Budget Request APS & ABRSD

FINANCE:

Payroll

Accounts Payable

Accounting

Treasury

Budget

Procurement according to Massachusetts
General Law

FY'13 Budget Request APS & ABRSD

Thanks for taking the time to weigh and consider this request.

I'm happy to answer any questions you might have.

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Acton-Boxborough Community Education
Erin O'Brien Bettez

A-B Community Education

Community Education is self-sustaining.

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

A-B Community Education

- FY12 Budget:
 - \$2.682M (Classes, Extended Day, Summer Day Program, All Day Kindergarten)
 - \$224,500 (Use of Facilities)
 - \$108,552 (Driver Education)
 - **TOTAL: \$3.016M**

Community Education Staff

- Erin Bettez, Director
- Sally Cunningham, Extended Day Coordinator
- Richard Dushanek, Program Administrator
- Luanne Flood, Program Administrator
- Bernadette Keegan, Asst. Program Administrator
- Enid Cortes, Registrar

Additional Staff

- 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 100+ Instructors each term who sign class-specific contracts and work as Independent Contractors

Goals

- Increase revenues while serving the community
- Decrease expenses
- Improve customer service

Classes

- 25% of total revenue comes from classes.
- Across the last four terms *enrollments* are down 7% while YTD gross *revenues* up 10%.
- Reviewing all classes and “cutting the dogs loose” while trying to add new courses that meet current demand.
- Modestly increasing some class fees.
- Working with Finance on expense reporting.

Extended Day Programs

- 41% of total revenue comes through our 4 XD Programs.
- **Huge** focus on improving operations:
 - Quickbooks/email invoices and statements
 - Website – make more available online
 - Smartgoal: Link with Powerschool

Use of Facilities

- We schedule buildings after school use is done, typically after 5:00 PM.
- Use of Facilities policy subcommittee has been a great forum for discussion and review of procedures.
- Rental fees revisited in July 2009. This spring will review custodial and other staffing costs and may implement modest increases in those areas.
- Added Weeknight Open Gym Hours in fall 2011.
- Opened up online reservations for school staff.

Driver Education

- Historically run 2 classes per term (max 70 students).
- Winter 2012 added a third session, Sunday afternoons. 90 students enrolled in winter session.
- Students now reserve driving appointments online.
- Working on new class for *parents* of new drivers.

Technology

- Planning for new catalog software.
- New student database in Filemaker 11 in the works.
- Looking at website improvements/alternatives.
- Online registration.

Looking ahead

Challenges continue to be:

Economy/Competition

Space

Technology

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FY'13 APS Investment Budget Requests

Deborah Bookis, Mark Hickey, Ed Kaufman, Liza Huber, David Krane,
Lynne Newman, Mary O'Brien, Damian Sugrue, Chris Whitbeck, Diana
Woodruff

FY'13 APS Investment Budget Requests

■ Staff:

- \$108,000 In Classroom Assistants (\$21,600 per school)
- .4 FTE ELE teacher (\$26k)
- 1.0 FTE SPED Teacher New Resource Room at Douglas (\$56k)
- .8 FTE Music Specialist (\$45k)
- 1.0 FTE Physical Ed (\$58k)
- .6 FTE Art Specialist (\$43k)

■ Other:

- .5 FTE Budget Analyst (\$30k)

Health Insurance For Six Potential New Positions EST (\$89k)

TOTAL: \$487k

Classroom Assistants

\$108,000 in Classroom Assistants (from last slide)

Equates to two (2) 18 hr positions per week at each of the five elementary schools

Would shift existing classroom assistants at these schools that are currently paid for from privately raised PTO funds and shift them to the operating budget-intended to alleviate fundraising stress by PTOs

.4 FTE ELE Teacher (\$26,000)

Student Trends

APS

2007	2008	2009	2010	2011	2012	2013 <i>Projection</i>
43	55	74	83	104	111	116

AB

2007	2008	2009	2010	2011	2012	2013 <i>Projection</i>
21	21	20	19	14	17	18

.4 FTE ELE Teacher Rationale

- Growing APS Student Trends
- Underfunded and Unfunded Mandates
- Increased regulatory requirements re:
service delivery

1.0 FTE Special Education Teacher Rationale

- **Mandate:** *Least restrictive setting to guarantee a Free and Appropriate Public Education (FAPE)*
- Cost-effectiveness of in-district placements
- Early intervention leads to future integration and independence
- Need to rebalance programs across schools

APS - The Douglas School Special Education Program Continuum

Priority	Positions/Programs	Cost
Currently proposed	1.0 FTE Special Educator	\$56,000
	1.0 FTE Special Education Assistant	\$24,698
	1.0 FTE ABA Trainer	\$36,084
	1.0 FTE Psychologist	\$56,000

**Program Development Total: \$228,782
(Health insurance packages, 4x\$14,000 = 56,000)**

Art, Music and Physical Education Specialists

- Present Situation
- Instruction
- Hiring and Retention
- Opportunities
- Family and Community Engagement
- Budget

Present Situation

- Music – 4.2FTE music specialists serve five elementary schools.
- Art – 4.4FTE art specialists serve five elementary schools.
- Physical Education – 4.0FTE physical education specialists serve five elementary schools.

Instruction

- With one full-time specialist at each school we could:
 - Greatly improve instruction with the ability to use more substantial equipment and materials
 - Allow time to break down and reset the teaching space as necessary
 - Focus on cross-discipline collaboration
 - Provide for continuity of instruction
 - Improve assessment of learning
 - Increase implementation of school culture

LRSP Goals #2
Strategy #1

Hiring and Retention

- We have had some difficulties with the hiring and retention of part time staff.
- A full time position will provide a much deeper talent pool from which we can find excellent educators.
- We have a far greater chance to retain an excellent full time teacher than a part time teacher.

LRSP Goal #3

Strategy #1

Opportunities

- Scheduling and Structures for Teaching and Learning
- Visual Arts, Performing Arts and Physical Education School Events
- School Culture
- Family and Community Engagement

LRSP Goals #1, #2, and #3
Strategies #6, #4, and #3 (resp.)

LRSP Value #1

- We value an environment that promotes social development and emotional and physical well-being for the entire school community.
- Arts' rich research-base for emotional and social growth
- Physical Education promotes good health, collaboration, and life-long healthy habits
- We value these disciplines in the education of our students

Assessment

- We will be able to assess the impact of these hires through the:
 - Learning goals and assessments in the three disciplines (LRSG #2, Measurable Outcome Year 1)
 - The kinds and quality of structures created that lead to student learning and teacher collaboration (LRSG #3, Measurable Outcome Year 1)
 - Teacher Evaluation Process that includes family and community engagement (LRSG #3, Measurable Outcome Year 1)

Budget

- .8 FTE Music Specialist (\$45k)
- 1.0 FTE Physical Education Specialist (\$58k)
- .6 FTE Art Specialist (\$43k)

- Health Insurance for Requested Positions (\$42k)

LRSP Goal #5
Strategy #5

Conclusion

<http://ab.mec.edu/about/meetings.shtml>