

ARLINGTON FINANCE COMMITTEE  
MINUTES OF MEETING  
7:30PM O'NEIL ROOM COMMUNITY SAFETY BUILDING  
3/26/12

ATTENDEES:

Bayer*	Padaria	Jenkins*	White*	McKenna*
DeCoursey*	Connors	Simmons*	Gibian*	
Tosti*	Foskett*	Deyst*	Ronan	
Ferrara*	Beck*	Jones*	Deshler	
Franclemont*	Howard*	Fanning*	Carman	Turkall*

\* Indicates present

VISITORS: Superintendent of Schools Kathleen Bodie, APS CFO Diane Johnson, School Committee Members: Cindy Starks (Chair), Bill Hayner, Leba Heigham, Kirsi Allison-Ampe, Judson Pierce, Joe Curro, Jeff Thielman; Athletic Director Ted Dever, Julie Dunn, Stephen Harrington, Linda Hanson, ACMI

MINUTES: The minutes of 3/21/12 were accepted as corrected. Unanimous

BUD 20 SCHOOLS: Bodie, using a PPT presentation, gave an overview of the FY 13 budget approved by the School Committee 3/8. She was supported by Johnson with occasional input from school committee members. A hard copy of the presentation together with a detailed budget document had been delivered to members on 3/23. Bodie stated that this budget has no cuts and restores to full time some of the administrative positions that had been reduced. Grants and fees are expected to decrease somewhat. Labor negotiations have begun. In-district SPED programs will grow to service the increased numbers of students who have chosen to stay in-district as they age. The State SPED circuit breaker funds (\$1.3m in FY12) will be deposited in a revolving fund reserve. The FY 13 circuit breaker offsets will be drawn from this reserve so that the FY13 SPED budget will be based on FY12 funds. The budget assumes Thompson will open 9/13. The kindergarten fee will remain \$3k which is 46% of actual costs. Athletics are now a cost center within which each sport is budgeted separately. Bodie requested approval of the budget totaling \$50,534,524 with an appropriation from the Town of \$44,642,598..

After the presentation, members asked many questions. Much time was spent on the SPED budget. According to the budget book both in- and out-district costs will increase. Apparently, given circuit breaker offsets, the net out-district cost is level. Members suggested that the APS claim that in-district is less expensive could be quantified by comparing actual in-district student costs to estimated costs if those students were served out-district. APS plans to introduce redistricting with buffer zones and grandfathering. 20% to 30% of the student population will live in a buffer zone. There is no plan to change fees. Members recommended that fee changes be made before town meeting. The Superintendent does not expect an FY12 deficit. There was a general discussion of new modes of teaching that are more dependent on computers. Some experiments are under way. Some approaches are capital-expensive. Given the current voctech budget, Bodie said the APS could set up a good program.

SCHOOL ARTICLES

ART 14 SCHOOL FEE LIENS: Starks thinks this would be useful.

ART 19 VACATION CARRY OVER: Bodie wants this to be keyed to the school year i.e. use by 9/1 or carry over with permission to 12/30. Tosti requested that the vote add this provision to the end of the existing, recently revised, bylaw so as not to affect non-school employees.

ART 27 GIBBS TRANSFER: APS has no position yet.

ART 47 SPED STABILIZATION FUND: Needed as before to smooth out SPED funding. Bodie recommended a cap of \$800k.

ART 58 CONCUSSION REDUCTION: Harrington provided a page from the athletics budget and a page from the 6/30/11 budget report ( both Ref 3) which he interpreted to show that there are no new funds for helmets and that coach and trainer stipends will be reduced. Dever stated that there will be many new helmets this year and regular replacements are planned for future years to keep the maximum age within the recommended limit. Johnson described the planned program to baseline all players so that concussion diagnosis will be more reliable.

STM ART 7 THOMPSON CAPITAL BUDGET Bodie noted that bids are due this week. This will determine whether action is needed.

RESERVE FUND BALANCE: \$618,975.

Peter Howard 3/27/12 Revised 3/28/12

cc FinCom Members, Town Web Site, Robbins Library

Ref 1 APS Presentation

Ref 2 APS FY13 Budget

<http://www.arlington.k12.ma.us/administration.budget/fy13/fy13schoolcommbudgetappr03-08-12.pdf>

Ref 3 Athletic Budget Pg1 of 4; 6/30/11 Athletic Supplies

# Arlington Public Schools

## FY 2013 Budget

A Presentation To  
The Arlington Finance Committee  
March 26, 2012

# Agenda

- School Committee Members
- Budget Development Process & Timeline
- FY12 Year-to-Date
- Major Discussion Points FY13
- Additional Information

# Arlington School Committee

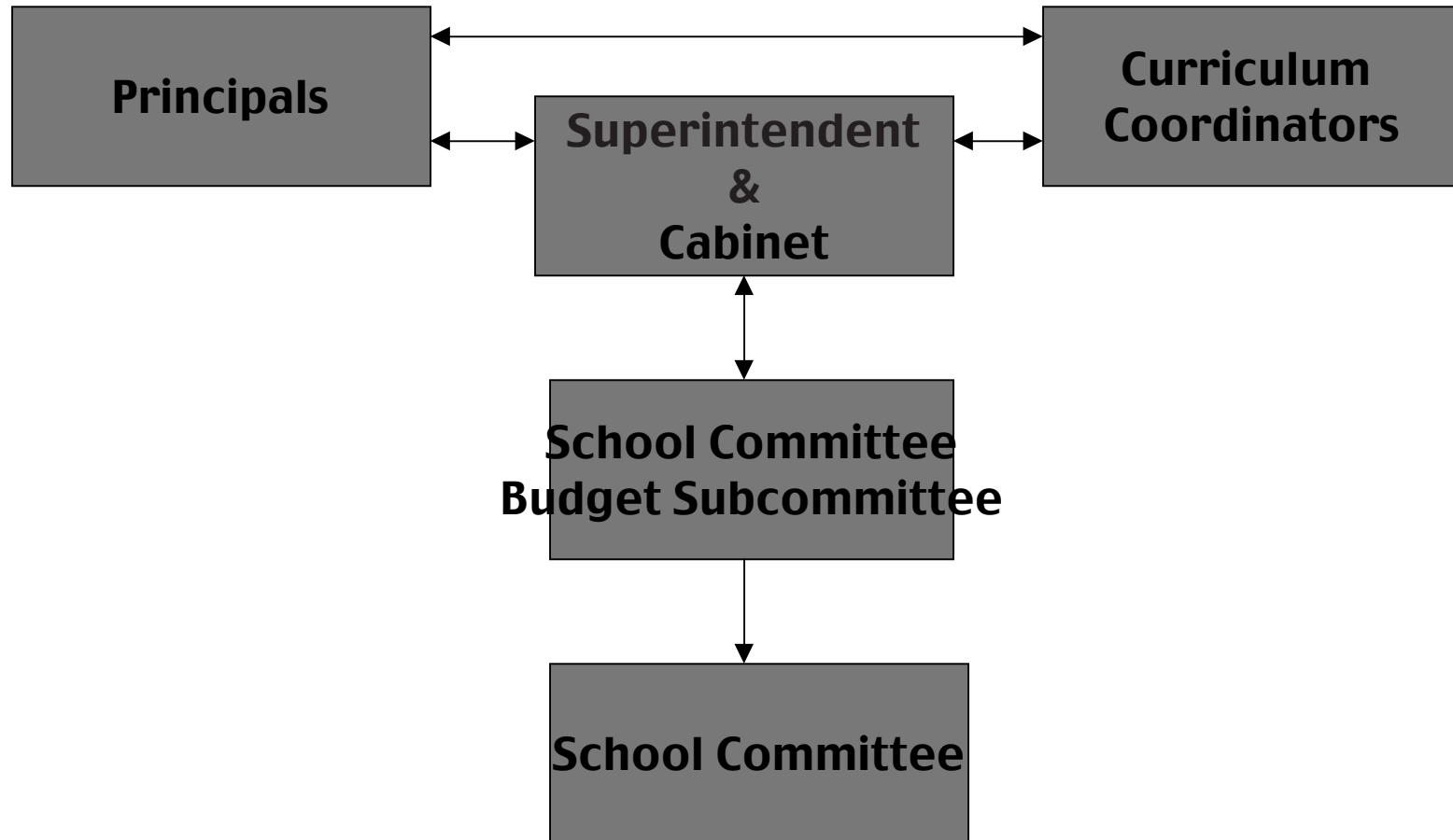
- Cindy Starks, *Chair*
- Kirsi C. Allison-Ampe\*, *Vice Chair*
- Judson L. Pierce\*, *Secretary*
- Jeff Thielman
- Joseph A. Curro, Jr.
- Leba Heigham\*
- William Hayner

\*Budget Subcommittee Member

# APS Budget Development Timeline

- Spring – Establishment of SC Budget Subcommittee
- Summer through Winter – Administrative team meets
- Fall through Winter – Ongoing meetings between Cabinet & School Committee Budget Subcommittee help shape Superintendent's budget
- January & February – Budget Subcommittee Public Forums
- February 9 – Superintendent's Proposed Budget presented to School Committee
- March 1 & March 8 – Public hearings by School Committee
- March 8 – School Committee revises & approves School Committee Budget
- March 23 – School Committee Budget presented to Finance Committee
- March 26 – Finance Committee hearing
- May – Arlington Public Schools Budget presented to Town Meeting with endorsement of Finance Committee

# APS Budget Development Process



# Arlington Public Schools

## Participants in Budget Development Process

### Principals

Deb D'Amico, Hardy  
Sheri Donovan, Thompson  
Karen Hartley, Peirce  
Mark McAneny, Bishop  
Tara Rossi, Dallin  
Timothy Ruggere, Ottoson  
Mary Villano, Arlington High School  
Stephanie Zerchykov, Brackett

### Cabinet

Kathleen Bodie, Superintendent  
Wallis Raemer, Interim Assistant Superintendent  
Diane Johnson, Chief Financial Officer  
Kathleen Lockyer, Interim Director of Special Education



# Arlington Public Schools

## Participants in Budget Development Process

### Curriculum Coordinators

David Ardito – Visual Arts  
Cindy Bouvier – Health &  
Wellness  
Jim Brown - Mathematics  
Carla Bruzzese – English  
Language Learners  
Kerry Dunne – Social Studies  
Deb Perry – English Language  
Arts  
Catherine Ritz – World  
Languages  
Pasquale Tassone – Performing  
Arts  
Larry Weathers – Science

### Budget Production Contributors

Claudia Bertoli – Webmaster  
Julie Dunn – Grant  
Writer/Coordinator  
Neile Emond – Purchasing  
Rick Iannelli – Transportation  
Diane Johnson – Chief Financial  
Officer  
Sandra Krasco – Administrative  
Assistant  
Julia McLaughlin – Payroll  
Pat Plagge – Secretary

# FY 12 Year to Date Results

- Kindergarten fees meeting budgeted expectations
- Menotomy pre-school fees tracking very close to projections
- Lowered projection for tuition-in
- Athletic fee income below budget expectations
- Building rental income exceeding projections
- Expenses tracking slightly below budget

# Major Discussion Points

## ➤ FY13

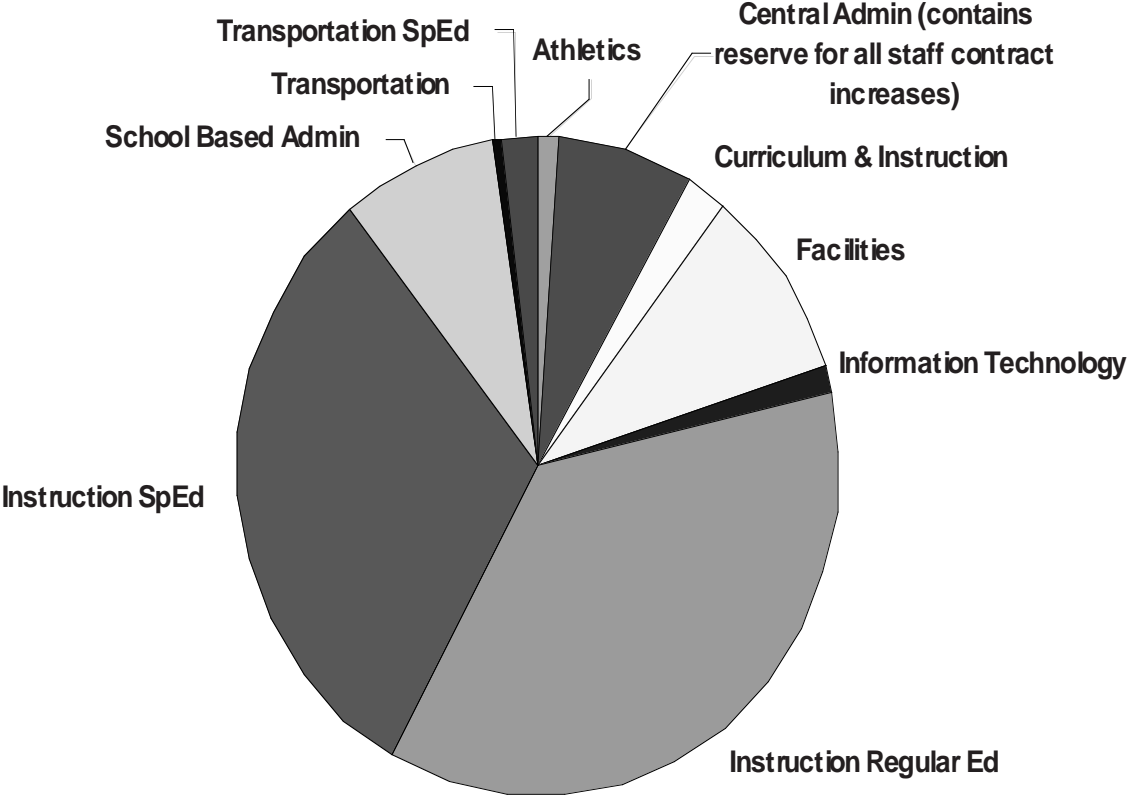
- Budget background & considerations
- Sources of funding
- Labor negotiations
- Restoration & restructuring of staffing
- Special Education Circuit Breaker reserve
- Additional information

# FY13 Budget Background

- Override = no cuts in FY12 budget
- Stable funding allows planning for coming years
- FY13 budget shaped by years of reductions
  - Administration, support staff, facilities, educational supplies & materials, curriculum leadership, student support services and direct instruction
- Cuts to classroom teachers were spared to greatest extent possible

**FY13 Superintendent's Proposed Budget Expense  
by Major Category**

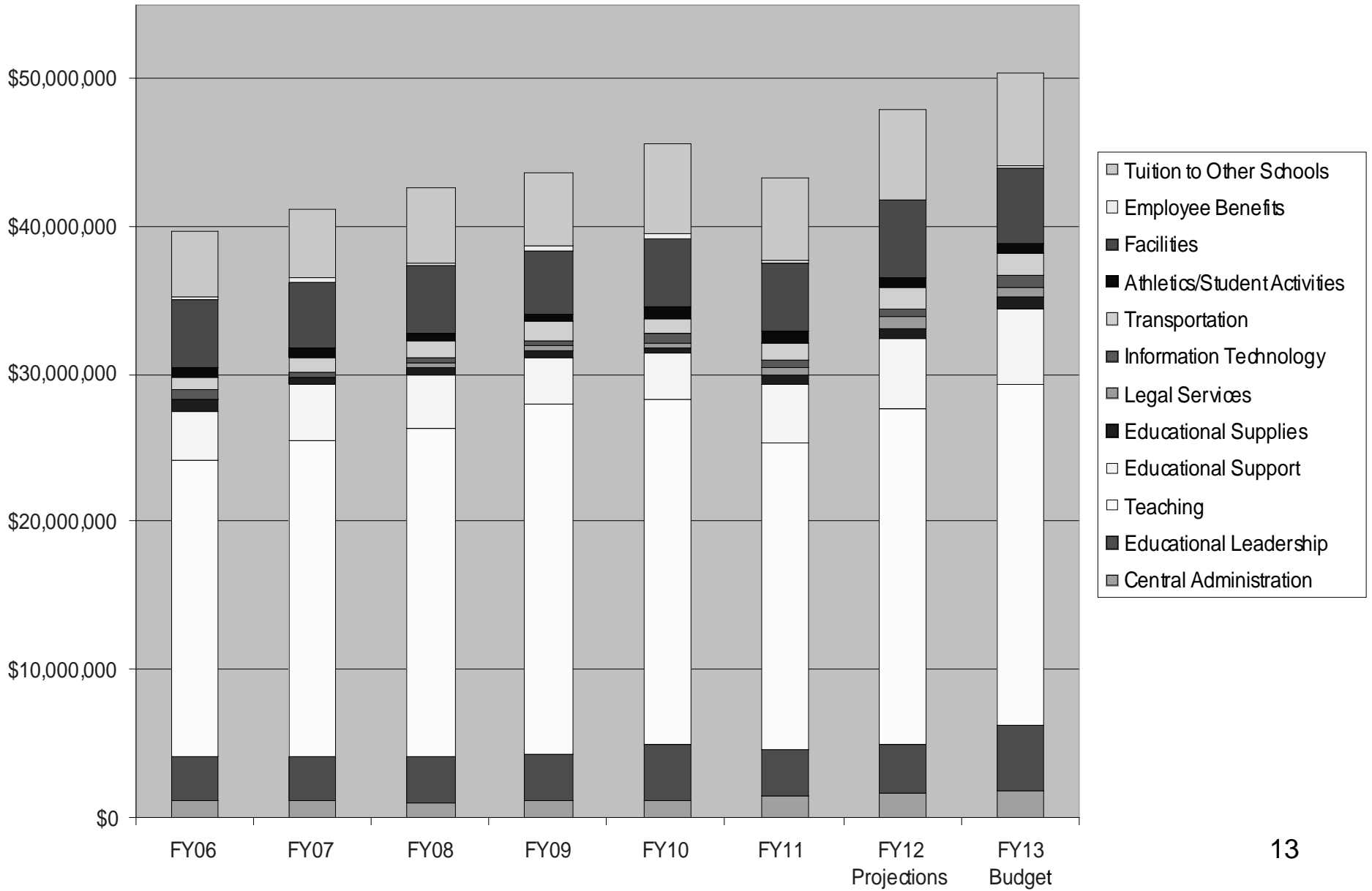
**Total Budget \$50,534,524**



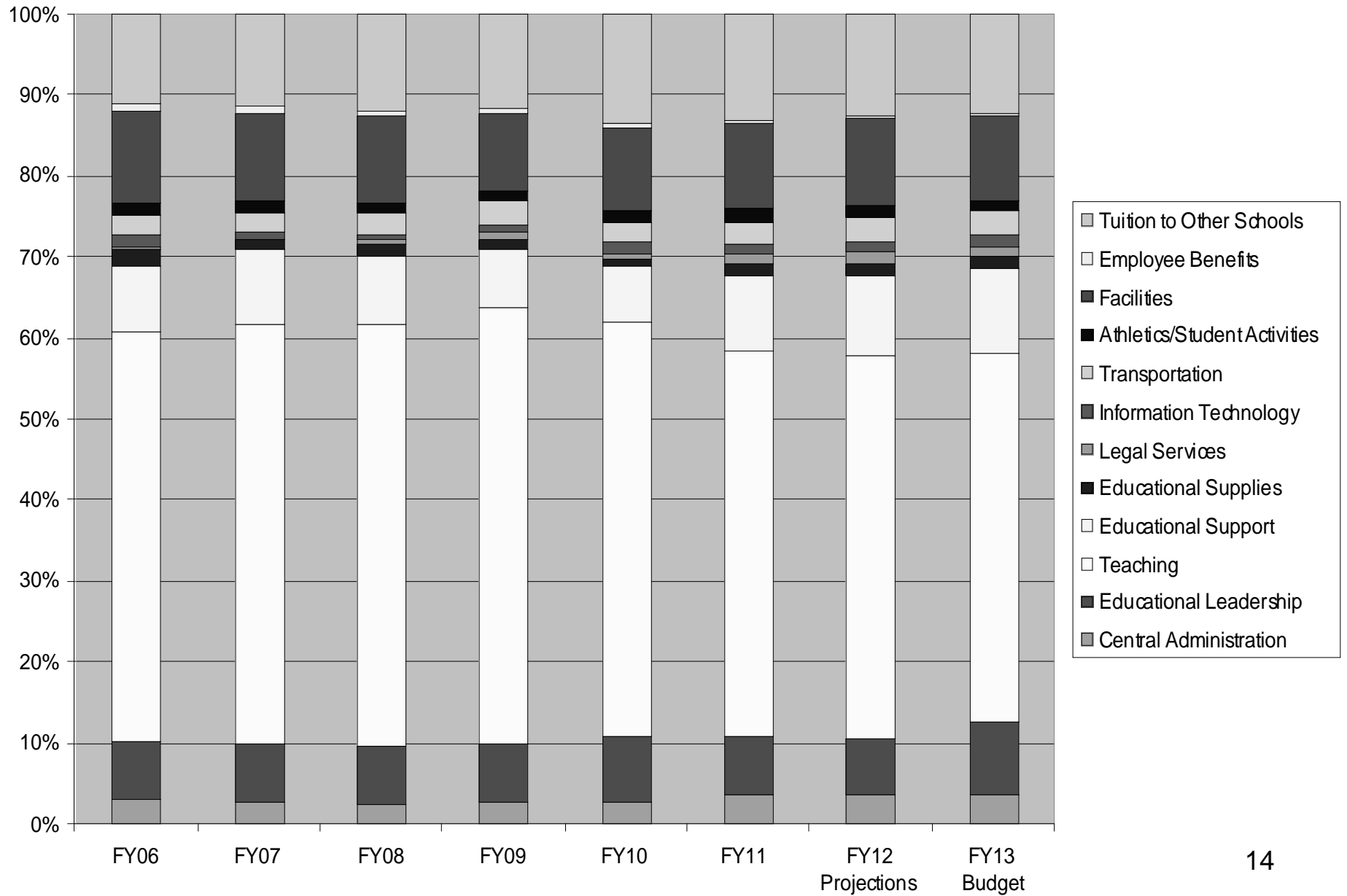
# FY13 Budget Considerations

- Factors influencing FY13 budget
  - Need to restore administrative infrastructure
  - Construction at Thompson
  - Ongoing investment in least restrictive in-district Special Education programs
  - Labor negotiation year

## Budget Expenditures over Time by DESE Categories



### Budget Expenditures as a Percentage of Total Budget by DESE Categories

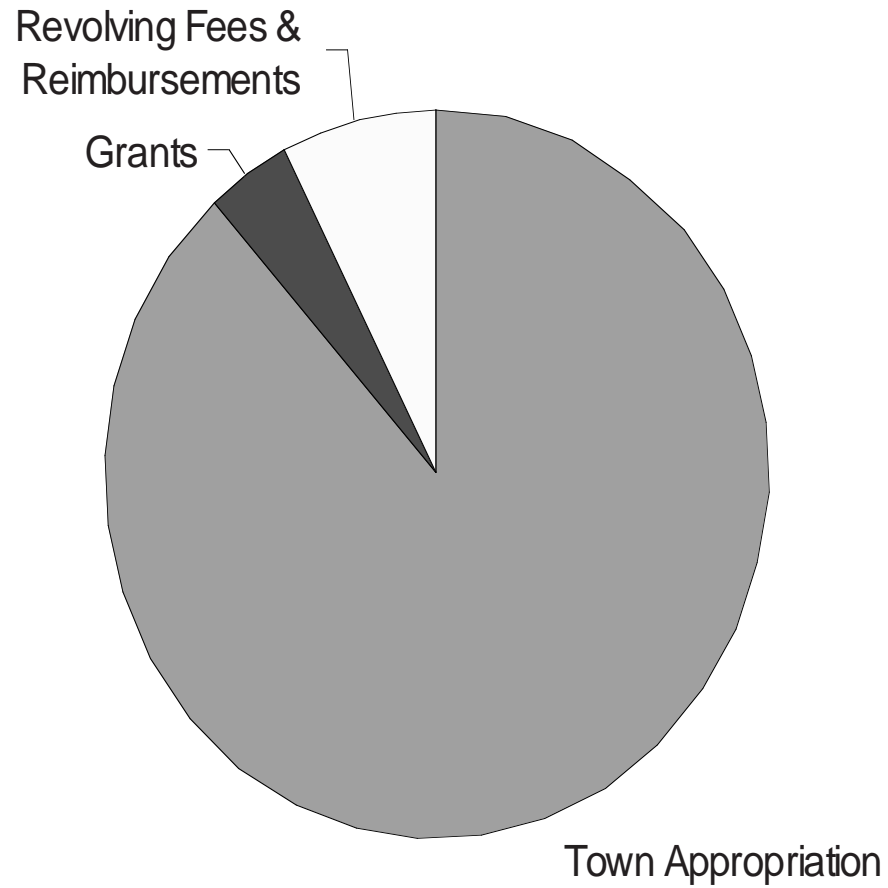




# FY 13 Sources of Funding

- FY13 revenues of \$50,534,524
  - up 3.6%, or \$1,756,421
- Key drivers
  - Town appropriation increase of \$1,961,162
  - Grants projected to decline \$220,228
  - Fees & reimbursements projected to decline \$109,032

**FY13 Superintendent's Proposed Budget Funding Summary**  
**Total Funding \$50,534,524**



# Labor Negotiations Background

- Teacher Contract includes
  - Steps, based on years worked
  - Lanes, based on educational attainment
  - Longevity, based on years of service in Arlington
- Other districts use same structure
  - <http://educatorcontracts.doemass.org/contents.aspx>

# Current Teacher Salary Grid

<b>Arlington Public Schools Salary Schedule</b>						
<b>Effective on the 91st Day of 2011-2012</b>						
<b>Steps</b>	<b>Lanes</b>				<b>CAGS</b>	<b>DOC</b>
	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+60</b>
1	40,525	41,947	43,368	44,075	44,782	47,152
2	41,799	43,220	44,641	45,347	46,055	48,425
3	43,304	44,772	46,241	46,978	47,717	50,164
4	45,266	46,737	48,209	48,944	49,677	52,125
5	47,225	48,695	50,165	50,903	51,641	54,094
6	49,195	50,660	52,125	52,862	53,599	56,540
7	51,158	52,868	54,578	55,317	56,055	59,001
8	53,599	55,316	57,031	57,766	58,502	61,459
9	56,054	57,769	59,485	60,220	60,956	63,901
10	58,502	60,463	62,425	63,164	63,901	66,846
11	60,893	63,158	65,425	66,114	66,804	69,814
12	65,831	68,399	70,969	71,640	72,311	75,528

# Labor Negotiations

- Current annual cost of teacher contract elements
  - \$550,000 Steps
  - \$ 50,000 Lanes
  - \$210,000 Longevity
- Steps, lanes and longevity, together with cost of living increases (COLA) typically result in 4-5% increase in teacher salary expenses
- Subset of teachers do not receive steps, lanes, or longevity

# Labor Negotiations

- Traditionally, negotiations have focused on cost of living (COLA) increases
  - COLA is on top of steps, lanes and longevity
- FY13 budget includes steps, lanes, longevity and COLA
  - Results in 3.9% increase to the teachers' salary base
- In presenting FY13 budget, steps, lanes and COLA for teaching staff is extracted from individual salaries and included on one line, along with COLA for non-teaching staff

# Restoration & Restructuring of Staffing

- Restoration of full-time status for positions cut back
  - Assistant Superintendent
  - Director of Special Education
  - Stratton Elementary School Principal
  - Director of Mathematics
  
- Increase in Special Education related service providers
  - Support in-district programming as it expands to higher grades and builds infrastructure to provide stability and quality

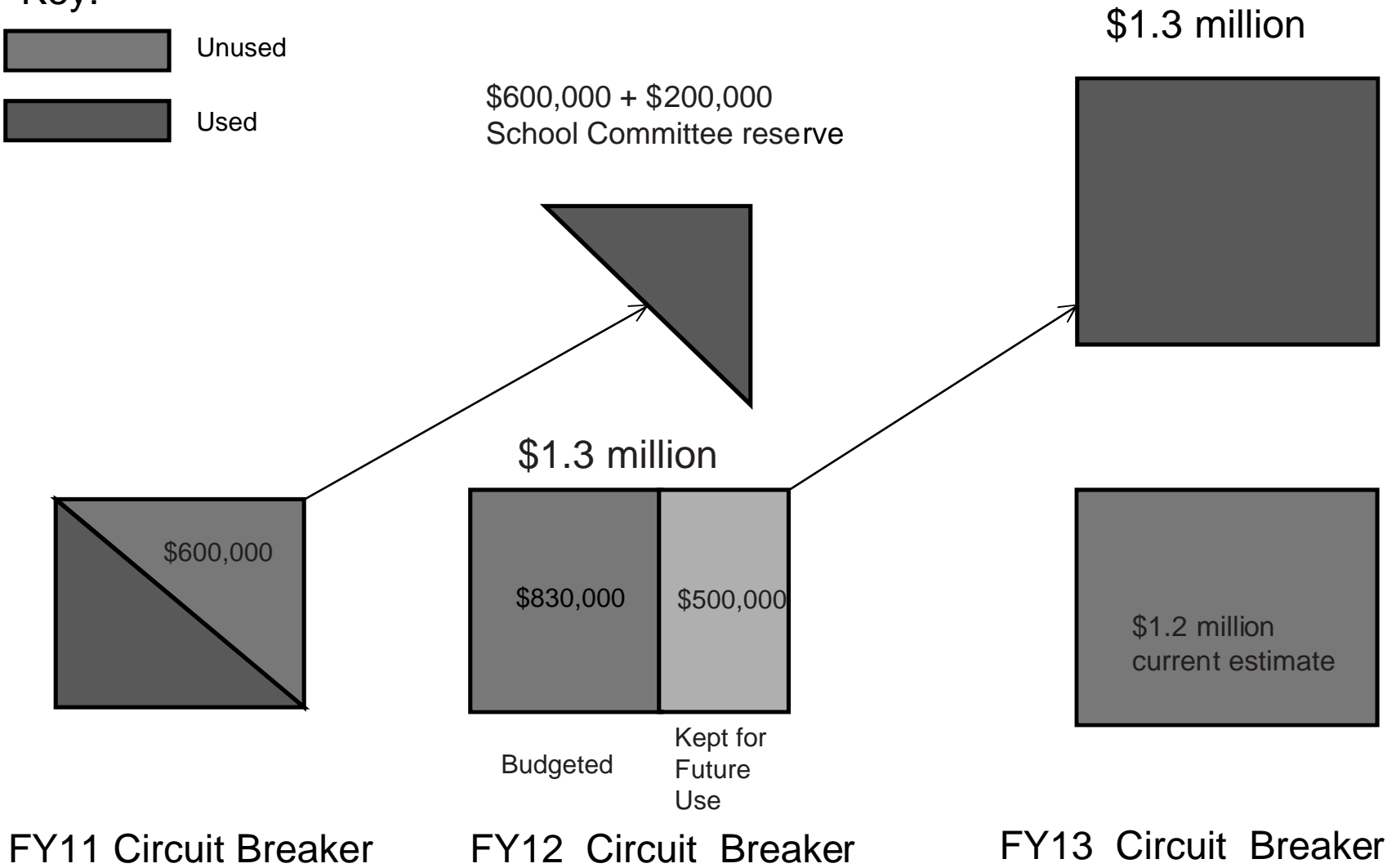
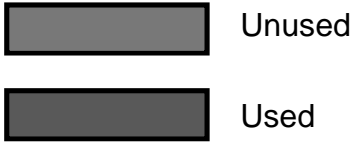
# Special Education Circuit Breaker Reserve

- APS creating Circuit Breaker reserve for out-of-district expenses
- MA DESE suggests holding one year of Circuit Breaker in reserve, so that budget is based on Circuit Breaker received prior year
- Allows increased confidence in budgeting given known Circuit Breaker number
- Provides cushion against unexpected large out-of-district expense increases



# Creating Special Education Circuit Breaker Reserve

Key:



# Additional Information

# Thompson Construction

- Out to bid for General Contractor & Subs
- Ground breaking planned for April
- Fall 2013 planned opening

# Kindergarten Fees and Expenses

- FY11 Per Pupil amount is \$12,922
  - 3.4% below state average of \$13,371
- Using this metric, cost to the district for providing the optional half day of kindergarten is \$6,461 per pupil
- Recipients of Kindergarten Grant allowed to charge up to \$4,000 in fees for full day program
  - average amount charged by grant recipients in FY11 was \$2,857
- Arlington charges \$3,000 for full day program
  - 75% of the allowable fee and 46% of actual costs

# Athletics

- Athletics now tracked sport by sport in budget and actuals
- Created new cost center for athletics in FY13 budget
- Peirce Field rental income of \$22,000 transferred to athletics
- Committed these funds to support additional safety testing and equipment purchases if needed

# Action Requested

- The Arlington School Committee respectfully requests your approval of the FY13 Budget voted by School Committee on March 8, 2012

Arlington Public Schools  
Athletics Expenditures - All Funding Sources

Program Description	Object Description	YTD			Budget Balance
		Budget	Expenses 5.2.11	YTD Encumb. 5.2.11	
6620 - Athletics (Admin)	81111 - Administration Salaries & Wages	-	59,456	-	(59,456)
	81115 - Clerical Salaries & Wages	34,998	29,927	-	5,071
	81414 - Longevity Admin	-	2,648	-	(2,648)
	81415 - Longevity Clerical	-	1,100	-	(1,100)
	83101 - Professional & Tech Services	50,000	-	-	50,000
	83402 - Telephone/pagers	-	405	-	(405)
	83404 - Reproduction/Printing	-	613	-	(613)
	83804 - Athletic Services	454,000	22,880	6,000	425,120
	83807 - Insurance	-	4,428	-	(4,428)
	84201 - Office Supplies	-	667	-	(667)
	85101 - Reproduction supplies - Paper/Toner	-	228	-	(228)
	85104 - Athletic Supplies	-	1,886	-	(1,886)
	85201 - Medical/Surgical Supplies/Services	-	1,205	-	(1,205)
	87202 - Training Educ Conferences & Attendance	-	160	-	(160)
	87301 - Professional Affiliations Membership/Pubs	-	2,609	-	(2,609)
6620 - Athletics (Admin) Total		538,998	128,212	6,000	404,786
6621 - BOYS BASEBALL	81202 - Temporary Salaries & Wages Other	-	9,398	-	(9,398)
	83804 - Athletic Services	-	275	-	(275)
	85104 - Athletic Supplies	-	722	2,203	(2,924)
6621 - BOYS BASEBALL Total		-	10,395	2,203	(12,598)
6622 - BOYS BASKETBALL	81202 - Temporary Salaries & Wages Other	-	7,875	-	(7,875)
	83804 - Athletic Services	-	6,095	-	(6,095)
	85104 - Athletic Supplies	-	432	-	(432)
6622 - BOYS BASKETBALL Total		-	14,402	-	(14,402)
6623 - BOYS CROSS COUNTRY	81202 - Temporary Salaries & Wages Other	-	4,445	-	(4,445)
	83804 - Athletic Services	-	370	-	(370)
6623 - BOYS CROSS COUNTRY Total		-	4,815	-	(4,814)
6624 - BOYS FOOTBALL	81202 - Temporary Salaries & Wages Other	-	34,469	-	(34,469)
	83804 - Athletic Services	-	9,963	-	(9,963)
	85104 - Athletic Supplies	-	5,722	-	(5,722)
6624 - BOYS FOOTBALL Total		-	50,154	-	(50,154)
6625 - BOYS GOLF	81202 - Temporary Salaries & Wages Other	-	3,684	-	(3,684)
	83804 - Athletic Services	-	935	-	(935)
	85104 - Athletic Supplies	-	495	-	(495)
6625 - BOYS GOLF Total		-	5,114	-	(5,114)

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD

08/15/2011 09:58  
actgrl

TOWN OF ARLINGTON  
YEAR-TO-DATE BUDGET REPORT

JUNE 30, 2011

FOR 2011 99

JOURNAL DETAIL 2011 1 TO 2011 13

PG 70  
glytcbud

ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0200-3-01	-6624-01-65-9-00-85104	-3510 ATHLETIC SUPPLI	0	0	.00	.00
2011/02/000047	08/04/2010 POE	5,040.84 VND 072048	HOLOVAK & COUGHLIN	Fall Equipment		
2011/03/000253	09/28/2010 API	1,659.50 VND 072048	HOLOVAK & COUGHLIN	Fall Equipment		
2011/03/000253	09/28/2010 POL	-1,659.50 VND 072048	HOLOVAK & COUGHLIN	Fall Equipment		332134
2011/03/000316	09/23/2010 POE	387.00 VND 072048	HOLOVAK & COUGHLIN	Various Athletic Supplies		
2011/04/000498	10/28/2010 POE	294.00 VND 072048	HOLOVAK & COUGHLIN	Pads:Goalposts:Ftbi/Scr		
2011/05/000083	11/04/2010 POE	350.00 VND 072048	HOLOVAK & COUGHLIN	Xenith XL Football Helmet		
2011/05/000158	11/09/2010 API	294.00 VND 072048	HOLOVAK & COUGHLIN	& COUGHLIN Pads:Goalposts:Ftb		334263
2011/05/000158	11/09/2010 POL	-294.00 VND 072048	HOLOVAK & COUGHLIN	Pads:Goalposts:Ftbi/Scr 2011		
2011/05/000236	11/17/2010 POM	-350.00 VND 072048	HOLOVAK & COUGHLIN	Cxl:Duplicate per T.Dever 2011		
2011/05/000240	11/23/2010 API	3,075.74 VND 072048	HOLOVAK & COUGHLIN	& COUGHLIN Fall Equipment		334426
2011/05/000240	11/23/2010 POL	-3,075.74 VND 072048	HOLOVAK & COUGHLIN	Fall Equipment		
2011/05/000240	11/23/2010 API	305.60 VND 072048	HOLOVAK & COUGHLIN	Fall Equipment		334426
2011/05/000240	11/23/2010 POL	-305.60 VND 072048	HOLOVAK & COUGHLIN	Fall Equipment		
2011/05/000240	11/23/2010 API	247.69 VND 072048	HOLOVAK & COUGHLIN	Various Athletic Supplies 2011		334426
2011/05/000240	11/23/2010 POL	-247.69 VND 072048	HOLOVAK & COUGHLIN	Various Athletic Supplies 2011		
2011/05/000240	11/23/2010 API	139.31 VND 072048	HOLOVAK & COUGHLIN	Various Athletic Supplies 2011		334426
2011/05/000240	11/23/2010 POL	-139.31 VND 072048	HOLOVAK & COUGHLIN	Various Athletic Supplies 2011		
2011/11/000116	05/09/2011 GEN	-5,721.84 REF ATHLETIC	HOLOVAK & COUGHLIN	PO100677,697,678		
TOTAL ATHLETICS/BOYS/FOOTBALL						
02016625	ATHLETICS/BOYS GOLF	0	0	.00	.00	.00
0200-3-01	-6625-01-65-9-00-81202	-3510 TEMPORARY SALAR	0	0	.00	.00
2011/03/000190	09/17/2010 PRJ	614.00 REF 11038	WARRANT=11038	RUN=2 SCHOOL B		
2011/04/000015	10/01/2010 PRJ	614.00 REF 11046	WARRANT=11046	RUN=2 SCHOOL B		
2011/04/000141	10/15/2010 PRJ	614.00 REF 11052	WARRANT=11052	RUN=2 SCHOOL B		
2011/04/000388	10/29/2010 PRJ	614.00 REF 11059	WARRANT=11059	RUN=2 SCHOOL B		
2011/05/000140	11/12/2010 PRJ	614.00 REF 11066	WARRANT=11066	RUN=2 SCHOOL B		
2011/05/000282	11/24/2010 PRJ	614.00 REF 11071	WARRANT=11071	RUN=2 SCHOOL B		
2011/10/000176	04/13/2011 GEN	-3,684.00 REF ATHLETIC	CHARGE TO REVOLVING			
0200-3-01	-6625-01-65-9-00-83804	-3510 ATHLETIC SERVIC	0	0	.00	.00
2011/03/000350	09/24/2010 POE	825.00 VND 017895	STONE MEADOW GOLF	Golf Passes x 15		
2011/03/000350	09/24/2010 POE	110.00 VND 025273	STONE MEADOW GOLF	DualCtyLgExp Fall 2010		
2011/03/000367	09/28/2010 API	825.00 VND 017895	STONE MEADOW GOLF	Golf Passes x 15		332227
2011/03/000367	09/28/2010 POL	-825.00 VND 017895	STONE MEADOW GOLF	DualCtyLgExp Fall 2010		
2011/03/000367	09/28/2010 API	110.00 VND 025273	STONE MEADOW GOLF	Golf Passes x 15		332104
2011/03/000367	09/28/2010 POL	-110.00 VND 025273	STONE MEADOW GOLF	DualCtyLgExp Fall 2010		