



**Superintendent's
2015-16 Budget Summary**

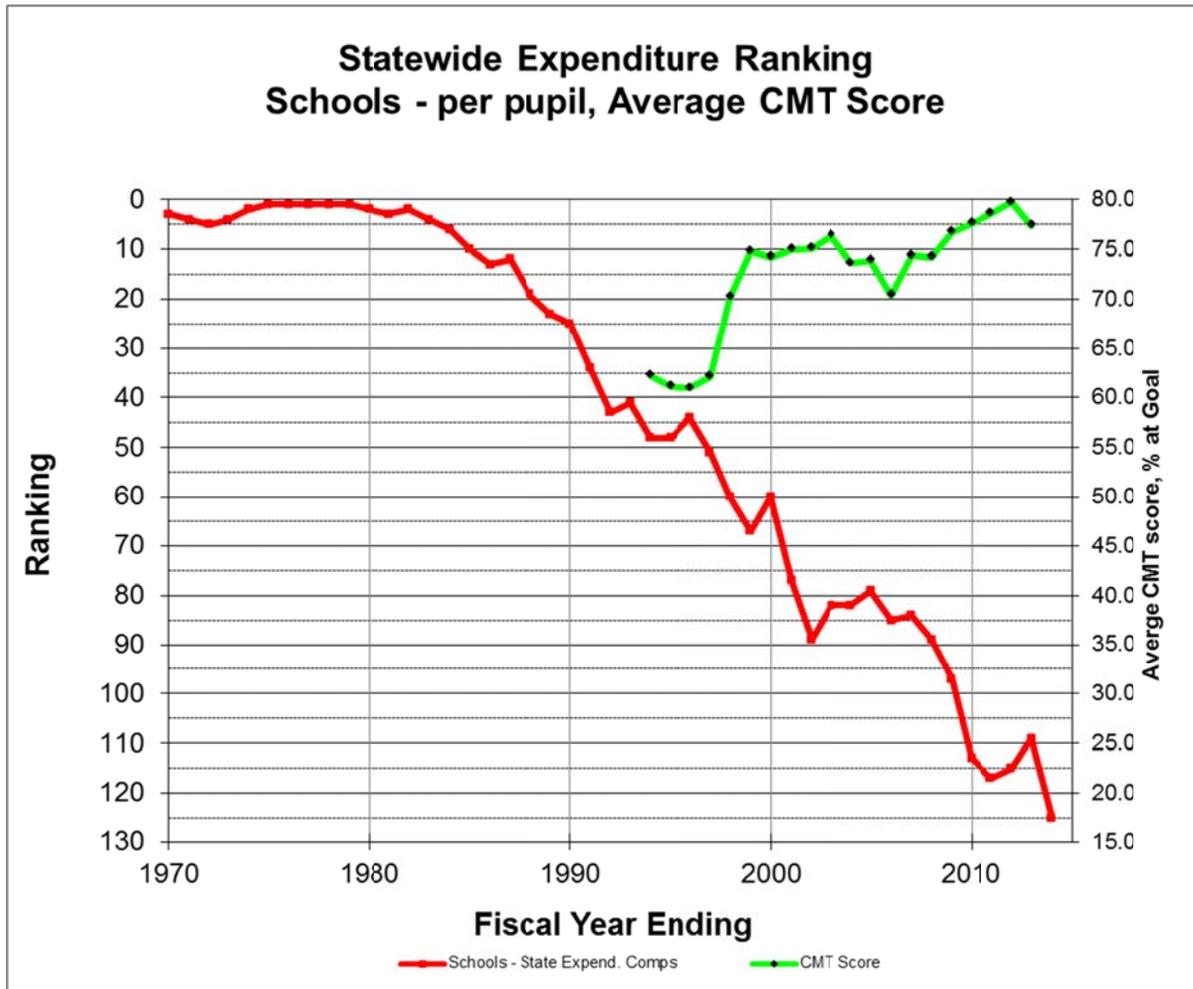
March 3, 2015

Total General Fund Budget: \$148,576,424

Budget Increase: \$2,687,666 (1.84%)

Superintendent's Budget Executive Summary

As a prelude to the 2015-16 Superintendent's budget, the chart below summarizes the current state of West Hartford's education expenditures (red line) and educational output (green line).



West Hartford currently ranks 125th out of 169 towns (2013-14) in per pupil expenditures down from a rank of 97th 5 years ago, 82nd 10 years ago, 48th 20 years ago and 2nd 40 years ago. We are frugal with the resources provided to us by taxpayers and can demonstrate improved educational outcomes with educational expenditures that are substantially below average. Our budget is \$12.4 million lower than what it would be had we spent at the state average in 2013-14.

While we may only rank 125th in terms of financial resources, we continue to rank 1st in terms of the expectations of the community for the programs and services that we provide. To meet the high expectations of our community the 2015-16 Superintendent's Budget

focus is on maintaining the excellent educational program that we have today. Due to a very positive experience so far in 2014-15 in health claims, the total budget increase is only 1.84% for 2015-16.

Area	2014-15 Budget General Fund (\$ Million)	2015-16 Budget General Fund (\$ Million)	% of Total	\$ million increase/ % increase
Salaries	\$96.12	\$98.35	66.1%	\$2.13/2.22%
Benefits, incl. pension	\$29.57	\$28.10	18.9%	(\$1.48)/(5.00%)
Transportation, Utilities, Tuition	\$11.65	\$13.35	9.0%	\$1.72/14.8%
Other Expenses	\$8.57	\$8.88	6.0%	\$0.31/3.63%
Total Budget	\$145.89	\$148.58		\$2.69/1.84%
Total Budget (excl. benefits)	\$116.32	\$120.48		\$4.16/3.58%

The low budget increase is being driven by lower expenditures for health benefits in 2015-16 – primarily due to substantially lower claims through January of 2015. For the 2014-15 budget total health claims were estimated at \$27.2 million based on projections by Segal – our health care actuaries. Claims experience for the 12 months ending January of 2015 were actually 7.8% below last year’s figures. The most recent update by Segal lowers 2014-15 projected claims to \$24.0 million. This lower claims projection is the main driver for the \$1.48 million decrease in benefits appropriations. Excluding benefits, this budget has a 3.58% overall increase due in the main part to higher salary, transportation, tuition and utility costs in 2015-16.

The Superintendent’s budget preserves key programs that are vital to the success of the West Hartford Public Schools including full-day kindergarten, small class size guidelines, a variety of programs and services to meet the distinctive needs of all learners, a strong commitment to the arts and physical education, world language beginning in grade 3, the team structure at the middle schools, and the broad array of courses including Advanced Placement and counseling support at our secondary schools.

The budget maintains the current class sizes at the elementary, middle and high school levels. Elementary staffing will decrease by 6 positions next year based on the projected section counts. Staffing will remain the same at the middle schools, and high school staffing will increase by 2.8 positions. We are adding administrative support for Charter Oak with an Assistant Principal starting in January of 2016; we are adding two instructional coaches at the elementary level to support new teachers; we are increasing special education staff by 2.0; and we reassigning the Director of Continuing Education to the new position of Director of Continuing Education and Diversity Advancement and funding 30% of the position in the General Fund. The total cost of all the programmatic changes is \$136,000 or 0.09% of the budget.

Superintendent's Budget Summary

The following pages provide more significant detail on the roll-forward budget, how enrollments have impacted staff needs and what programmatic changes have been made for 2015-16. The table below provides a set of comparisons for the Superintendent's roll-forward 2015-16 budget.

	Gen. Fund <u>2014-15</u>	Roll Forward <u>2015-16</u>	<u>\$ Increase</u>	<u>% Increase</u>
Salaries	\$96,115,028	\$98,055,504	\$1,940,476	2.02%
Medical/LTD/GL Expense	\$22,377,984	\$20,733,067	(\$1,644,917)	-7.35%
Pension Expense	\$4,428,000	\$4,522,098	\$94,098	2.13%
All Other Benefits	\$2,766,602	\$2,811,492	\$44,890	1.62%
Transportation	\$6,165,838	\$6,601,430	\$435,592	7.06%
Tuition	\$2,700,167	\$3,509,861	\$809,694	29.99%
Utilities	\$2,769,314	\$3,303,638	\$534,324	19.29%
All Other Costs	<u>\$8,565,825</u>	<u>\$8,903,069</u>	<u>\$337,244</u>	<u>3.94%</u>
Total	\$145,888,758	\$148,440,159	\$2,551,401	1.75%

Roll-forward budget – \$2.55 million increase or 1.75%

The roll-forward budget represents the cost of providing the same programs and services as we do this year, just updated for 2015-16 costs. These cost updates include the impacts of previously negotiated salary contracts, changing benefit costs, higher energy and transportation costs as well as general inflation.

Salaries (Account codes 5101 – 5191): \$1.94 million or 2.02%

Salaries which are the largest component of the budget, show only modest growth in 2015-16 as the settled contracts have a modest inflationary increase (typically at or less than 2%.)

Medical/LTD/Group Life Expenses (Account code 5201/5205/5207):

(\$1.64 million) or -7.35%

In last three years, since January of 2012, we have seen extraordinary volatility in our medical claims. The table below shows the total claims paid for the 12 months ending in January over the last 4 years.

Twelve Months Ending	Total Claims Paid	% Change
January 2012	\$21.18 million	
January 2013	\$21.87 million	3.3%
January 2014	\$26.00 million	18.9%
January 2015	\$23.93 million	-7.8%

After an excellent trend in 2012 with only 3.3% year-over-year growth we saw claims skyrocket in 2013 at an 18.9% growth rate – a \$4.1 million increase. The large growth last year resulted in a substantial increase in the health appropriation in 2014-15. Now with claims through January 2015 actually running 7.8% behind last year's pace, the projected appropriation for 2015-16 is dropping by 7.35%.

WHPS does not pay for the claims directly out of its operating budget. Rather the Board makes a fixed contribution each year to the Risk fund and the Risk fund pays for the actual claims. Thus when we see claims that are significantly higher/lower than projected, those higher/lower expenses do not impact the current year budget. Those claims and the trend they represent do need to be included in our calculation of the contribution required for 2015-16. Last year we had a large increase in the appropriation. This year we have a large decrease in the appropriation.

Pension Expense (Account code 5211): \$0.09 million increase or 2.13%

This contribution reflects our share of the actuarial required contribution (ARC) to the Town Pension fund based on the updated actuarial valuation of the pension fund. The most recent valuation included a 0.41% reduction in the discount rate to 7.54%. The Board's share of the ARC is unchanged at 25% of the total ARC. The Town pension plan covers non-certified Board of Education employees. Members of the teachers' and administrators' associations do not participate in the Town pension plan. Recent changes to the plan have substantially reduced the costs for new employees who join the plan. Most of the cost is for the Past Service Accrued Liability over which we have no control.

All Other Benefits (Account codes 5202-5209): \$0.04 million increase or 1.62%

There is a minor increase for Social Security and Medicare taxes due to increased wages in 2015-16.

Transportation (Account code 5345): \$0.44 million increase or 7.06%

Most of the increase in transportation comes from the 3% - 4% contractual increases in the bus expenses. The rest of the increase comes from the 2014-15 expenses which are over budget.

Tuition (Account code 5430): \$0.81 million decrease or 29.99%

Tuition costs are expected to increase significantly, up by about \$800,000, next year from the 2014-15 budgeted level. Tuition costs include three separate expenses – the cost of out-of-

district special education student placements net of excess cost reimbursement from the state, the cost of Inter-district magnet tuition net of Choice Program revenues, and the cost of tuition reimbursement for teachers and other professionals per contract.

Overall tuition expense is \$200,000 over budget in 2014-15 and that shortfall is projected to continue into 2015-16. State reimbursement for high cost special education students is capped at a fixed dollar amount statewide and each year we get a lower percentage of our excess costs than we should have. Lower state reimbursement is projected to increase our expenses in 2015-16 by \$350,000. Tuition expenses grow each year and we are projecting an additional \$250,000 in net expense to the Board next year.

Utilities (Account codes 5380-5385): \$0.53 million increase or 19.29%

For many years, the costs for utilities have been declining both as utilization and prices have declined. For 2015-16, utilization is projected to increase by 1% to 3%. Prices, especially in electricity, are projected to go up 10 -15%. In addition, the surplus balance that we have had in the Utility Services Fund and which lowered previous year's appropriations is shrinking. The combination of all three factors results in 19.3% increase in these accounts. Please see the budget supplement for details.

All Other Costs (Multiple account codes): \$0.34 million or 3.94%

All other costs are projected to grow modestly in the general fund – by about \$340,000 or 3.94%. These are the typically small costs involved in the running the school district – instructional supplies, textbooks, maintenance and custodial supplies and contracted services. One large impact is \$65,000 in Board of Education legal fees that had been budgeted on the Town's budget for many years, but returns to the Board of Education's budget in 2015-16.

Superintendent Budget Changes – \$0.14 million increase or 0.09%

Once the roll forward budget has been completed, then a series of adjustments detailed below were made to arrive at the Superintendent's recommended budget.

Enrollment Changes – \$0.30 million decrease

We are projecting an enrollment decline of 108 students which results in a drop of 6 FTE's at the elementary level from current staffing levels. Five of the six are in elementary classroom teachers and one is from related specials classes (Art/Music/PE/World Language). At the high school, an enrollment increase of 42 students will require 2.0 additional FTE's.

Additional High School Staffing Changes – \$0.06 million increase

This budget adds 0.4 staffing to improve the stagecraft instruction at both high schools. This budget also adds 0.4 staffing to support the AP Capstone program at both high schools.

Elementary Instructional Coaches – \$0.16 million increase

This budget will add two elementary level instructional coaches. These will be master teachers who will work with new teachers to improve their instructional and classroom skills in a non-evaluative manner.

Special Education – \$0.15 million increase

This budget will add one teacher at the high school Strive program to expand the program to effectively support secondary students with social, emotional and behavioral needs

This budget will add one Assistive Technology teacher to provide staff and students with assistive technology resources to support student engagement in their learning. This position will research new technologies and supporting the District’s Instructional practices utilizing the Universal Design for Learning (UDL) framework.

Administrator Changes – \$0.11 million increase

The budget adds an Assistant Principal at Charter Oak effective January 1, 2016 to plan for and assist in the effort to increase student enrollment at the new Charter Oak International Academy in the 2016-17 school year.

This budget also modifies the Director of Continuing Education position to one of Director of Continuing Education and Diversity Advancement. This reconfigured position will report directly to the Superintendent and in addition to the management of the Continuing Education Department, this position will oversee efforts at community outreach and aid in the attraction and retention of staff from a variety of backgrounds.

Overall Summary

Item	Amount	Increase
2014-15 General Fund Budget	\$145,888,758	
2015-16 Roll Forward Budget	\$148,440,159	\$2,551,401 – 1.75%
Subtotal All Changes	\$136,265	0.09%
2015-16 Supt Budget	\$148,576,424	\$2,687,666 – 1.84%

--	--	--

Account List

The table below summarizes the major chart of accounts of the Board of Education Budget and provides a little more detailed description of what items are typically included in them.

Code	Title	Description
5101	Adm/Prof/Tech Salaries	Superintendents, Budget and Business staff, Information Technology (IT) staff, Plant and Facilities administrators and Transportation Coordinator
5109	Director Salaries	Directors of Pupil Services, Human Resources, Teaching and Assessment
5110	Principal & Asst. Salaries	Principals and Assistant Principals
5111	Department Supervisors Salaries	Includes academic, town-wide, school counseling, and pupil service department supervisors
5112	Teacher Salaries	All teachers including regular education, special education, curriculum specialists, gifted and talented, art/music/PE/health/world language, school counselors, coaches, and extracurricular and intramural stipends
5113	Librarian Salaries	Library/media specialists
5114	Pupil Services Salaries	Social workers, psychologist, speech/language teachers
5115	Sec/Clerical Salaries	Secretaries and Clerical staff in schools and central office
5116	Technical Support Salaries	Security officers, School based IT staff, Print shop staff, Student activity coordinators, Van drivers and bus monitors
5117	Paraprofessional Salaries	Regular education and Special education paraprofessionals
5118	Secretarial-Temporary	Temporary secretarial help
5119	Instruction-Tutors	Homework centers, Reading and math tutors, Homebound tutors, ELL and HANOC tutors
5130	Physician Salaries	Part time medical/psychiatric services
5131	Nurse Salaries	Nurses
5140	Custodian - Regular	Regular hours for custodians including part-time custodians
5141	Custodian - Temporary	Temporary custodial help over the summer
5142	Custodian - Overtime	Overtime for custodial help
5150	Maintenance - Regular	Regular hours for maintenance
5151	Maintenance - Temporary	Temporary maintenance help over the summer
5152	Maintenance - Overtime	Overtime for maintenance help
5180	Teacher Substitutes	Funds for both short term and long term substitutes
5185	Teacher Assistants	Teacher assistants – both regular ed and special ed

Code	Title	Description
5188	Summer Curriculum Workshops	Funding for teachers developing curriculum over summer
5190	Deferred Compensation	Contracted annuity payments for administrators
5191	Unused Sick Leave at Retirement	Payments of unused sick leave to retiring employees per contract
5201	Health/Medical Insurance	Board funding to Risk Management Account for active and retired employee health expenses
5205	Long Term Disability Insurance	Board funding to Risk Management Account for active employee long term disability insurance premiums
5206	Unemployment Compensation	Payments of unemployment compensation
5207	Group Life Insurance	Board funding to Risk Management Account for active employee group life insurance premiums
5209	Social Security	Employer's share of Social Security and Medicare taxes
5211	Town Pension	Board funding to Pension Account for covered employees, actuarially determined employer pension contribution
5311	Mandated Adult Ed.Transfer	Board of Education support for Mandated Adult Education program
5312	Instructional Improvement	Support for CSI activities include speakers, texts and materials
5319	Prof. Technical Services	Purchased Services - including legal fees, auditing fees, and mailroom services
5320	Communications	Connections and Community TV
5331	Mileage Allowance	Mileage for teachers and administrators who travel during work day
5332	Recruitment Activities	Expenses, including advertising, for recruitment of staff
5335	Conferences & Meetings	Funding for teachers to attend professional development conferences
5345	Pupil Transportation	Costs of providing regular and special education student transportation in district and out of district
5360	Printing & Binding	School/Dept based accounts – funds for printing
5370	Self-Insurance	Fund for vandalism & theft coverage
5371	Worker Comp/Prop. & Liab. Ins.	Board funding to Risk Management Account for worker's compensation expenses and property and liability insurance premiums
5380	Utilities - Heating	Costs for gas and oil
5381	Utilities - Water	Costs for water
5382	Utilities - Electricity	Costs for electricity
5384	Utilities - Telephone	Costs for telephone service
5385	Telecommunications	Costs for the wide area network

Code	Title	Description
5410	Repair/Maintenance of Equipment	Costs for repair and maintenance of school based equipment
5420	Rentals	Includes cost of copier rentals, equipment rentals, software rentals, and leased instructional space
5430	Tuition	Net costs for placing students out-of district, costs for summer program of special education students
5490	Contracted Services	Maintenance work and educational services
5510	Instructional Supplies	School/Dept based accounts
5511	Audio/Visual Software	School/Dept based accounts
5512	Special Allocation	One time non recurring expense – classroom materials and supplies for enrollment breaks at elementary level
5513	Computer Software	School/Dept based accounts
5515	Office Supplies	School/Dept based accounts
5516	Computer Supplies	School/Dept based accounts
5520	Textbooks	School/Dept based accounts
5525	Workbooks	School/Dept based accounts – consumable items
5530	Library Books	School/Dept based accounts
5540	Periodicals	School/Dept based accounts
5545	Test Materials	School/Dept based accounts
5555	Custodial Supplies	School/Dept based accounts
5556	Maintenance Supplies	School/Dept based accounts
5560	Gasoline, Oil, etc.	School/Dept based accounts
5591	Supplies and Fees	School/Dept based accounts –interscholastic fees, student activities, and intramural supplies and fees.
5592	Dues and Fees	School/Dept based accounts – professional organization fees
5611	Site Improvement - Contracted	Large site maintenance service contracts
5621	Building Improvement - Contracted	Large building improvement contracts
5640	Equipment	New and replacement general equipment for all schools and departments
5641	Audio/Visual Equipment	New and replacement Audio/Visual equipment for all schools and departments
5642	Computer Equipment	New and replacement computer equipment for all schools and departments

Budget Acronyms and Glossary

Enclosed please a common list of acronyms and a glossary of budget terms in alphabetical order

Acronym	Definition
A/V	Audio Visual
ACHIEVE	A post secondary program for special needs students operated out of the Wampanoag facility
AIMS	Alternative Individualized Middle School – a program for non special education middle school students in need of a smaller and more focused instructional setting – operates at Sedgwick
AP	Advanced Placement – A course/exam that covers/tests college level material.
ASK	Alternative Search for Knowledge – an alternate high school program for students enrolled at Hall High Schools
CAPT	Connecticut Academic Performance Test – given in grade 10
CCS	Connecticut Core Standards
CEU	Continuing Education Unit - Teachers need to earn these to maintain certification. The district provides opportunities for teachers to earn these through CSI time
CIP	Capital Improvement Plan – A 12 year plan detailing both ongoing maintenance projects (roofs/boilers) and one time projects – school expansions/renovations. Submitted to the Town Council in early February
CMT	Connecticut Mastery Test – given in grades 3-8
CSI	Curriculum & Staff Improvement – Occurs most Wednesdays throughout school year plus full days before start of school year – primary mechanism for delivering professional development to teachers
DCF	Department of Children and Families
DDPP	District Development and Performance Plan
EIP	Early Intervention Program – A reading program targeted primarily at struggling readers in the first grade
ESOL	English for Speakers of Other Languages – program provided for students new to USA who need assistance learning English
FTE	Full time equivalent position
G/T	Gifted and Talented
HANOC	Hillcrest Area Neighborhood Outreach Center
IDEA	Individuals with Disabilities Education Act – This is federal legislation concerning education of students with disabilities
IEP	Individualized Education Plan – A plan detailing goals, objectives, strategies and services for a mandated special education student
IT	Information Technology – The department in the Board of Education responsible for computers, software, networking, and training
PBIS	Positive Behavioral Interventions and Support
PE	Physical Education

Acronym	Definition
PPT	Planning and Placement Team – A group of teachers, administrators, staff and parents that meet to review what special education services a student may need
REACH	Responsible Education Alternative Conard and Hall - Our alternative high school program for 40 high school students at risk of dropping out of high school – operates at Conard
RUSL	Return of Unused Sick Leave upon retirement - employees who retire from the West Hartford Public Schools are eligible by contract for payment of half of their unused sick leave up to a cap of the number of days
SBAC	Smarter Balanced Assessment Consortium
SRBI	Scientifically Researched Based Interventions – a tiered approach using proven techniques to help struggling learners
STRIVE	A program for middle and high school students with an emotional disability. This program operates at the two middle schools and at the Wampanoag facility for high school students
TA	Teaching Assistant – assists regular and special education teachers.
TLP	Transitional Language Program – Instructs students in both English and their dominant language until they gain proficiency in English
WAAVE	A program for post secondary special needs students operating at the Wampanoag campus
WHAA	West Hartford Administrators’ Association
WHEA	West Hartford Education Association – union representing all teachers
WHELL	West Hartford Early Language Learning Program – provides Spanish instruction (French at Norfeldt) to students in grade 3-5 (K-5 at Charter Oak)