

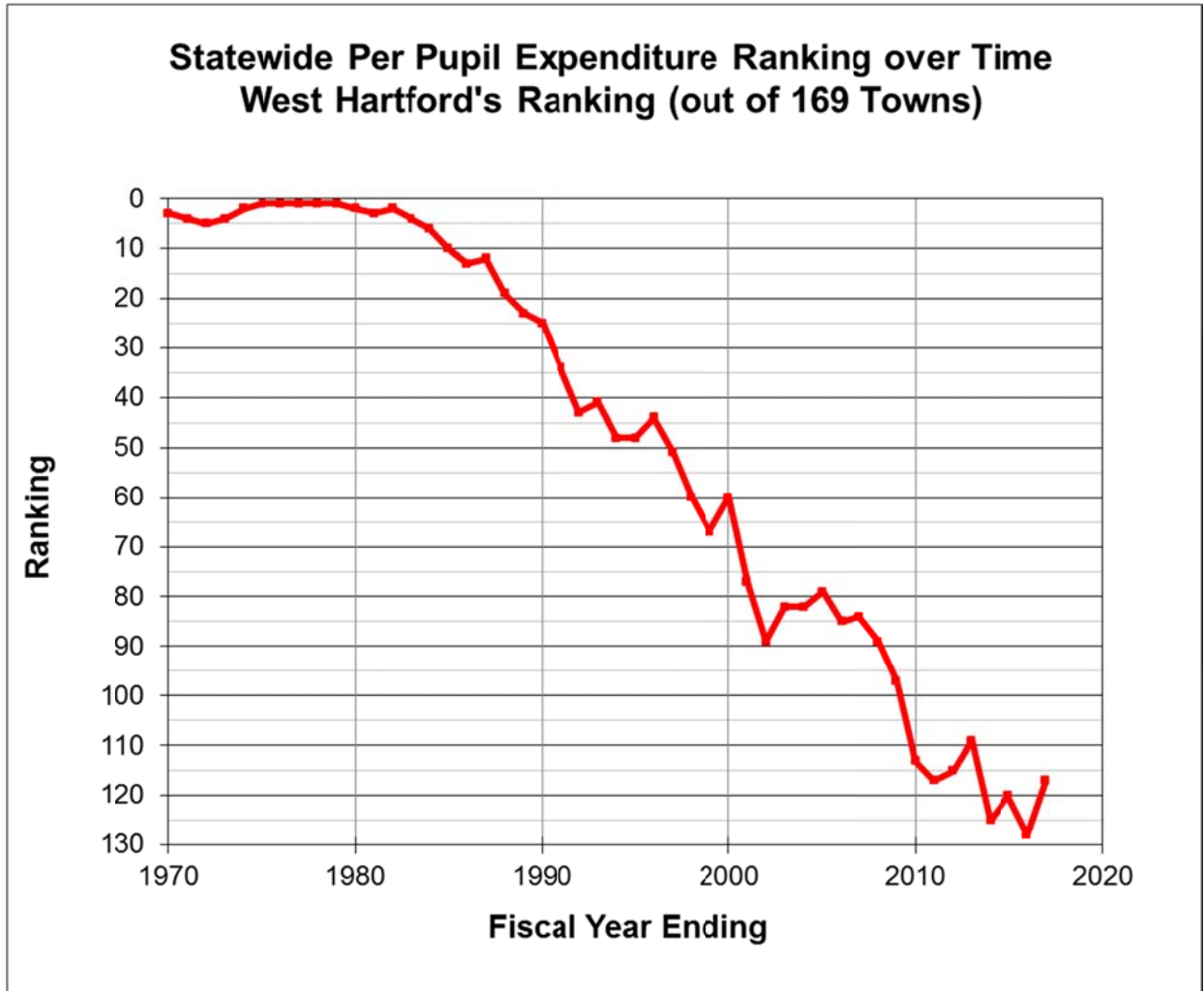
**Superintendent's
2018-19 Budget Summary
March 6, 2018**

Total General Fund Budget: \$164,551,527

Total Changes: \$4,693,773 (2.94%)

Superintendent's Budget Executive Summary

As a prelude to the 2018-19 superintendent's budget, the chart below summarizes the current state of West Hartford's education expenditures.



West Hartford ranked 117th out of 169 towns in per pupil expenditures for the 2016-17 fiscal year down from a rank of 115th 5 years ago, 84th 10 years ago, 51st 20 years ago and 1st 40 years ago. We are frugal with the resources provided to us by taxpayers. We can demonstrate excellent educational outcomes with educational expenditures that are substantially below average. Our budget is \$8.2 million lower than what it would be had we spent at the state average in 2016-17.

While we may only rank 117th in terms of financial resources, we continue to rank 1st in terms of the expectations our community for the programs and services that we provide. To

meet the high expectations of the parents, students and staff the superintendent is presenting a 2018-18 budget that is focused on maintaining the excellent educational program that we have today.

The table below breaks down the total \$4.67 million (or 2.94%) increase in the 2018-19 superintendent's budget.

Area	2017-18 Budget General Fund (\$ Million)	2018-19 Budget General Fund (\$ Million)	% of Total	\$ million increase/ % increase
Salaries	\$103.25	\$106.31	64.6%	\$3.06/3.0%
Benefits, incl. pension	\$33.48	\$33.33	20.3%	(\$0.15)/-0.5%
Transportation, Utilities, Tuition	\$14.30	\$15.61	9.5%	\$1.31/9.2%
Other Expenses	\$8.83	\$9.30	5.7%	\$0.47/5.3%
Total Budget	\$159.86	\$164.55		\$4.69/2.94%

Total salary increases including the superintendent's proposed additions total a modest 3.0%. While the underlying teacher's contract results in a 3.3% increase in salaries, we have left many positions away from the classroom unfilled and that has reduced the roll forward salary increase to only 2.2%. With increasing enrollments at the high school, additional special education staff, and the need to modestly increase TA and substitute pay, the total salary increase comes in at 3.0%

After experiencing very large growth in benefits last year, our total benefit cost this year is dropping slightly. A big driver is the change the pension contribution. Last year the Board contributed 25% of the actuarially required contribution (ARC). Based on a detailed actuarial analysis of the BOE's share of the pension costs, the Board is only contributing 21.33% of the ARC this year. This 2018-19 budget is also the benefit of lower growth in medical costs for active employees. Our health consultant estimates claims will come in under budget for 2017-18 and will show typical growth in 2018-19.

Transportation, Utilities, and Tuition are seeing growth in all areas. Gas and electricity prices are increasing, the newly bid bus contract is more expensive and we have more students placed in educational settings outside of the district. We are seeing higher costs both in tuition for these students and in their transportation as well as reduced state reimbursement for these high cost students.

All other expenses include all the rest of the district's costs – instructional supplies, copiers, textbooks, technology, maintenance and custodial supplies, rents, and general insurance. Other than increases in general insurance and rents due to the new ASD rental and the rebid of the copier contract, the other costs are essentially flat.

The superintendent's budget does preserve key programs that are vital to the success of the West Hartford Public Schools including full-day Pre-K and 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 as well as counseling support at our secondary schools.

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 2018-19. The table below provides a set of comparisons for the Superintendent’s roll-forward 2018-19 budget.

	Gen. Fund <u>2017-18</u>	Roll Forward <u>2018-19</u>	<u>\$ Increase</u>	<u>% Increase</u>
Salaries	\$103,251,121	\$105,475,562	\$2,224,441	2.15%
Medical	\$24,444,909	\$24,446,589	\$1,680	0.01%
Pension Expense	\$5,403,750	\$5,093,959	(\$309,791)	-5.73%
All Other Benefits	\$3,631,676	\$3,609,924	(\$21,752)	-0.60%
Transportation	\$7,582,025	\$8,057,586	\$475,561	6.27%
Tuition	\$3,923,326	\$4,551,096	\$627,770	16.00%
Utilities	\$2,799,344	\$3,005,622	\$206,278	7.37%
All Other Costs	<u>\$8,821,603</u>	<u>\$9,303,885</u>	<u>\$482,282</u>	<u>5.47%</u>
Total	\$159,857,754	\$163,544,223	\$3,686,469	2.31%

Roll-forward budget – \$3.69 million increase or 2.31%

The roll-forward budget represents the cost of providing the same programs and services as we do this year, just updated for 2018-19 costs. These cost updates include the impacts of negotiated salary contracts, changing benefit costs, higher energy and transportation costs as well as general inflation.

Salaries (Account codes 5101 – 5191): \$2.24 million or 2.15%

Salaries, which are the largest component of the budget, show modest growth in 2018-19. First, we are running a \$1.1 million salary surplus in 2017-18 which rolls forward into 2018-19 and keeps the salary increase modest. While the teacher’s contract is a good one for us in that there are no general wage increases except for teachers on the top step, two-thirds of our teachers are young and not yet at the top step of the scale as so they are getting step increases per contract. The average wage increase is 3.3%.

Medical Expenses (Account code 5201): \$0.00 million or 0.012%

Medical costs are under control this year and will be under budget. The actual figures for claims used in the 2018-19 budget come from our health consultant Segal. Claims for 2017-18, our current year, are now projected to be \$26.9 million, which is \$500,000 less than was budgeted. Segal is assuming modest growth in claims to \$28.6 million and when plugged into the risk model, results in essentially a flat appropriation for 2018-19

Pension Expense (Account code 5211): \$0.31 million decrease or -5.73%

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 Board's share of the ARC was actuarially determined this year to be 21.33% instead of the proforma 25% used in previous years. 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): \$0.02 million decrease or -0.60%

We had budgeted for significant unemployment costs (\$237,218) in 2017-18 due to layoffs at the end of the 2016-17 school year. This budget reduces the unemployment costs to a more typical \$90,000.

Transportation (Account code 5345): \$0.48 million increase or 6.27%

Most of the increase in transportation comes from the 7% increase in the bus expenses as a result of the rebid of the in-town bus contract. The town selected the low bidder of the three companies who submitted detailed proposals.

Tuition (Account code 5430): \$0.63 million increase or 16.00%

Tuition costs are expected to grow by 16% from 2017-18 to 2018-19. Per student tuition costs are growing by 5%, we currently have 7 more students outplaced than were budgeted last year.

Utilities (Account codes 5380-5384): \$0.21 million increase of 7.37%

Overall we are expecting a modest change in our utilities budget. Prices are rising – especially water, electricity, and heating.

All Other Costs (Multiple account codes): \$0.48 million increase or 5.47%

The increased costs are be driven by rents (up \$208,000 for the new ASD building and for the recently rebid copier contract where the low cost vendor was awarded the contract) and by the \$153,000 required increase in the contribution to the Town's Risk Management fund for general insurance and workers' compensation costs.

Superintendent Budget Changes – \$1.00 million decrease or 0.63%

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 – \$0.44 million increase

At the elementary level, we are projecting a decline of 42 students but no change in the number of elementary sections needed. At the middle school level, the enrollment is dropping by 63 students but with the team structure there is no change in FTE's - just slightly lower class sizes. At the high school level we are projecting a 79 student increase as we have one the smallest 12th grades graduating and the largest 9th grade ever entering. We are projecting a need for 5.5 FTE's at a cost of \$440,000 including benefits.

School Refusal and Home Outreach – \$0.20 million increase

To address the increased need for specialized programming for students with complex mental health concerns resulting in school avoidance or refusal, an outreach team will be created for the 2018-2019 school year. An outreach coordinator, special education teacher and 2 tutors will provide consultation support to schools who have exhausted their school-based supports for students and families. Additionally, this team will work directly with students to address issues which prevent them from accessing their education, increase presence in school settings, and maintain academic progress.

Post-Secondary Program enhancements – \$0.10 million increase

To improve opportunities for our post-secondary students once they leave us at age 21, we are adding a foods program and additional transportation services to the program located at the ASD campus.

All other increases – \$0.27 million increase

We are increasing TA and sub pay to \$90 per day based on market conditions and increasing special education TA pay to \$95 per day to assure those positions are filled. In addition we are adding a 0.4 interpreter and creating Assistive Tech stipends at the schools to help improve the management of those technical materials for hearing impaired students

Overall Summary

Item	Amount	Increase
2017-18 General Fund Budget	\$159,857,754	
2018-19 Roll Forward Budget	\$163,544,223	\$3,686,469 – 2.31%
Superintendent Additions	\$1,007,304	\$1,007,304 0.63%
2018-19 Final Supt Budget	\$164,551,227	\$4,693,773 – 2.94%

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 science
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 5 and 8 – science only
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 – given in grades 3-8 and 10 – language arts and math
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 (PK-5 at Charter Oak)