

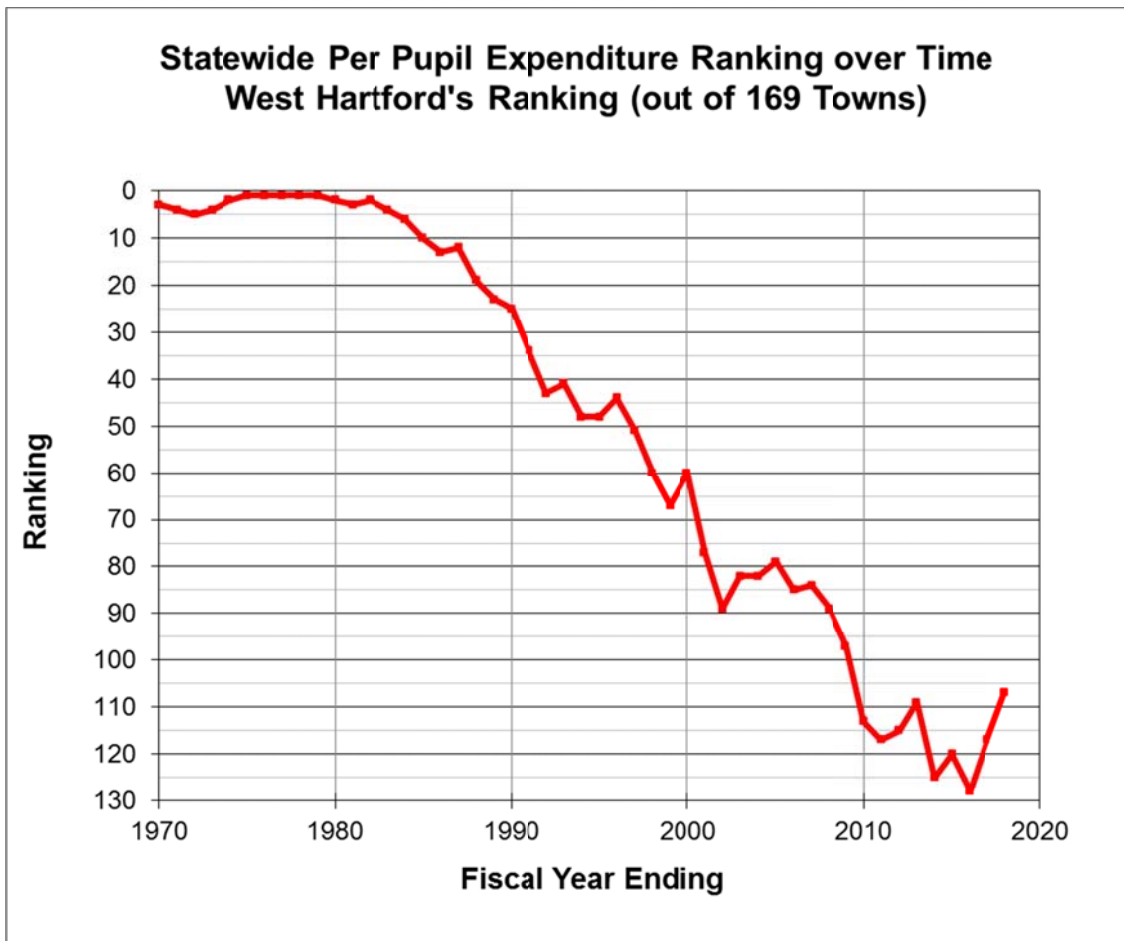
**Superintendent's
2019-20 Budget Summary
March 5, 2019**

Total General Fund Budget: \$169,096,905

Total Changes: \$4,745,378 (2.89%)

Superintendent's Budget Executive Summary

As a prelude to the 2019-20 superintendent's budget, the chart below summarizes the current state of West Hartford's education expenditures.



West Hartford ranked 107th out of 169 towns in per pupil expenditures for the 2017-18 fiscal year compared to a rank of 109th 5 years ago, 89th 10 years ago, 60th 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 \$5.2 million lower than what it would be had we spent at the state average in 2017-18.

While we may only rank 107th 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 2019-20 budget that is focused on maintaining the excellent educational program that we have today.

The table below breaks down the total \$4.75 million (or 2.89%) increase in the 2019-20 superintendent's budget.

Area	2018-19 Budget General Fund (\$ Million)	2019-20 Budget General Fund (\$ Million)	% of Total	\$ million increase/ % increase
Salaries	\$106.11	\$109.18	64.6%	\$3.08/2.9%
Benefits, incl. pension	\$33.33	\$34.13	20.2%	\$0.80/2.4%
Transportation, Utilities, Tuition	\$15.61	\$16.16	9.6%	\$0.55/3.5%
Other Expenses	\$9.30	\$9.63	5.7%	\$0.32/3.4%
Total Budget	\$164.35	\$169.10		\$4.75/2.89%

Total salary increases including the superintendent's proposed additions total a modest 2.9%. While the underlying teacher's contract results in a 3.3% increase in salaries, we have fewer regular teachers in 19-20 due to declining enrollments. We have added a number of special education staff to address student needs. This budget also includes a significant increase in Teacher Assistant pay reflecting the competitive job market for those positions and one additional World Language Department Supervisor position.

Total benefit costs are increasing this year by a modest 2.4% driven entirely by pension costs. Pension costs for non-certified staff are increased by \$288,000 based on the Board's share of the actuarially required contribution for the Town Pension plan. A new line item is included in this budget reflecting Governor Lamont's proposal to have towns fund part of the certified staff retirement costs that are provided by the Teachers' Retirement System. \$524,000 is added to the 2019-20 budget based to cover that proposed cost. With the transition to the State Partnership Plan for all employees and retirees, we are projecting a relatively flat year in our health expenses for 2019-20.

Transportation, Utilities, and Tuition are seeing modest growth in all areas. Gas and electricity prices are increasing, the recently bid bus contract has a built in 3% escalator, 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 a 9% increase in the appropriation for general insurance, 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 2019-20. The table below provides a set of comparisons for the Superintendent’s roll-forward 2019-20 budget.

	Gen. Fund <u>2018-19</u>	Roll Forward <u>2019-20</u>	<u>\$ Increase</u>	<u>% Increase</u>
Salaries	\$106,105,359	\$108,543,113	\$2,537,754	2.39%
Medical	\$24,591,116	\$24,532,924	(\$58,192)	-0.24%
Pension Expense	\$5,093,959	\$5,906,356	\$812,397	15.95%
All Other Benefits	\$3,642,904	\$3,696,498	\$53,594	1.47%
Transportation	\$8,057,586	\$8,501,233	\$443,647	5.51%
Tuition	\$4,551,096	\$4,612,517	\$61,421	1.35%
Utilities	\$3,005,622	\$3,046,816	\$41,194	1.37%
All Other Costs	<u>\$9,303,685</u>	<u>\$9,612,723</u>	<u>\$309,038</u>	<u>3.32%</u>
Total	\$164,351,327	\$168,552,180	\$4,200,853	2.56%

Roll-forward budget – \$4.20 million increase or 2.56%

The roll-forward budget represents the cost of providing the same programs and services as we do this year, just updated for 2019-20 costs. These cost updates include the impacts of negotiated salary contracts, changing benefit costs, higher energy and transportation costs as well as general inflation and the new teacher pension contribution requirement.

Salaries (Account codes 5101 – 5191): \$2.54 million or 2.39%

Salaries, which are the largest component of the budget, show modest growth in 2019-20. We are running a \$1.0 million salary surplus in 2018-19 which rolls forward into 2019-20 and keeps the salary increase modest.

Medical Expenses (Account code 5201): (\$0.06) million or - 0.24%

The transition of all employees and retirees from a self-insured plan administered by Anthem to the State Partnership Plan (SPP) allows for the total medical appropriation to remain flat primarily as a consequence of savings in costs associated with retirees. The budget includes an assumed 8% increase in SPP rates in 19-20. Changes in how the Board pays for retiree medical expenses in the fully insured model compared to the current self-funded model along with lower cost retiree medigap plans offered through the SPP offset the projected 8% increases in rates for active employees.

Pension Expense (Account code 5211 and 5213): \$0.81 million increase or 15.95%

This increase reflects two impacts. First our share of the actuarial required contribution (ARC) to the Town Pension fund based for non-certified staff pensions is increasing by \$288,000. Second, Governor Lamont has proposed that towns contribute part of the cost of the teacher pensions in his just released 2019-20 budget. West Hartford's projected contribution for 2019-20 would be \$524,000. The contribution in 2020-21 would double to \$1.082 million and in 2021-22 when the three year phase in of this new contribution is complete, the cost would be approximately \$1.6 million annually. This proposal is not yet law.

All Other Benefits (Account codes 5202-5209): \$0.05 million increase or 1.47%

The increase here is driven primarily by the modest increase in Social security costs tied to higher wages.

Transportation (Account code 5345): \$0.44 million increase or 5.51%

Most of the increase in transportation comes from the 3% increase in the bus expenses per contract. The rest of the increase comes from higher bus utilization.

Tuition (Account code 5430): \$0.06 million increase or 1.35%

Tuition costs are expected to grow modestly budget 18-19 to budget 19-20 as we are seeing a \$350,000 surplus in the current year compared to the 18-19 budget.

Utilities (Account codes 5380-5384): \$0.04 million increase of 1.37%

Overall we are expecting a modest change in our utilities budget. Prices are rising but only slightly and we continue to reduce our electricity use.

All Other Costs (Multiple account codes): \$0.31 million increase or 3.32%

Most of the increase comes in 5371 – Workers Comp and General Insurance which is increasing by \$198,000. The rest of the increase comes from a 1.5% increase in school and department supply budgets.

Superintendent Budget Changes – \$0.54 million increase or 0.33%

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 – \$0.93 million decrease

At the elementary level, we are projecting a decline of 63 students and a reduction in 4 sections compared to this year’s staffing levels. An additional 0.8 FTE’s can be saved in the specials staffing at the elementary schools. At the middle school level we are reducing 2.0 positions at Bristow as the school moves to a 105 student per grade enrollment. We also anticipate 1.5 fewer FTE’s in middle school world language as we closely monitor World Language section sizes. At the high school level we are projecting 33 fewer students and 3.9 fewer staff in 2019-20. In total we project 12.2 fewer FTE’s and a \$930,000 budget reduction.

Special Ed Staffing – \$0.47 million increase

While overall enrollment declines, the number of students needing special education services continues to increase. In total we are adding 5.45 FTE’s in special education instruction, related services and in supervision of instruction to address the additional needs we foresee in 2019- 20.

Elementary Security – \$0.14 million increase

To enhance the security in the district we are proposing to double the number of security officers that cover the elementary schools from 2 positions currently to 4 positions in 2019-20.

TA/Sub Pay increases – \$0.41 million increase

As the labor market has tightened, we are finding it more difficult to attract and retain high quality Teaching Assistants and short term substitutes. This proposal will increase the pay of the substitutes by \$10 per day to \$100 per day for regular education and \$105 per day for special education.

Director of Diversity Advancement and Community Engagement – \$0.13 million increase

As the demographics of the district continue to evolve this proposal moves the Director of Diversity Advancement and Community Engagement full-time into the General Fund. Her previous responsibilities supervising the Continuing Education, Summer School, and Mandated Adult Ed Programs will be absorbed by other people whose funding would be provided by those funds.

World Language Dept Supv – \$0.14 million increase

Currently the district only has 1 World Language Dept Supervisor. The Superintendent’s budget recommended two last year but the second position was eliminated in the budget process. This would restore that position for the 2019-20 school year.

All other increases – \$0.18 million increase

Currently the preschool revenue account funds 7 teachers and 7 paras. The fund is no longer able to support both sets of positions and the funding for the salaries of the 7 PreK paras is returning to the General Fund.

Overall Summary

Item	Amount	Increase
2018-19 General Fund Budget	\$164,351,527	
2019-20 Roll Forward Budget	\$168,552,180	\$4,200,853 – 2.56%
Superintendent Additions	\$544,725	\$544,725 – 0.33%
2019-20 Final Supt Budget	\$169,096,905	\$4,745,378 – 2.89%

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)