



Fiscal Year 2012 School Committee Annual Town Meeting Budget Request

As voted: February 15, 2011

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Lexington Public Schools

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School Committee FY12 Budget

Table of Contents

BUDGET SUMMARY	1
K-12 Curriculum, Instruction, And Professional Development Summary	3
K-12 Student Services Summary	5
Elementary K-5 Summary	10
Middle School Summary	12
High School Summary	14
REVENUE OFFSETS	1
Local Receipts	2
Other Reimbursement Programs	5
Circuit Breaker	5
Fee Programs	7
General Fund Fees	7
Special Revenue Funds: Revolving Funds	8
Agency Funds: Student Activities	10
Other Revenue Sources	11
Grant Funds	11
Free Cash Contributions	13
SALARIES AND WAGES	
Personnel	1
Salaries And Wages	3
Personnel By Category	3
Personnel Budget By "Roll Up" Descriptions Defined:	5
EXPENSE SUMMARY	1
Expenses by Program	2
FY12 Expense Changes	3
1000 District Leadership & Administration	3
2000 Instructional Services	4
3000 Other School Services	8
4000 Operation And Maintenance Of Plant	11
5000 Fixed Charges	11
6000 Community Services	11
7000 Acquisition, Improvement And Replacement Of Fixed Assets	11
8000 Debt Retirement And Service:	11
9000 Programs With Other School Districts	11
9000 PROGRAMS WITH OTHER SCHOOL DISTRICTS	1
Regular Education Out Of District Tuitions	1
Innovation Schools	1
Cherry Sheet Tuition Assessments:	2
Schools Choice	2
Charter Schools	2
Essex Agricultural And Technical High School	3
Special Education Out Of District Tuitions	4
SCHOOL CAPITAL PLAN	1
School Department Capital Requests	1
Public Facilities Projects For Schools	3
APPENDIX	
DESE Salary And Wages Function Code	1
DESE Expense Function Code	4

As voted: February 15, 2011

More information about the School Department Budget is available at
<http://lps.lexingtonma.org/businessandfinance.html>

School Committee



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Budget Summary

Table of Contents

BUDGET SUMMARY	1
<i>K-12 Curriculum, Instruction, and Professional Development Summary.....</i>	<i>3</i>
<i>K-12 Student Services Summary.....</i>	<i>5</i>
<i>Elementary K-5 Summary</i>	<i>10</i>
<i>Middle School Summary.....</i>	<i>12</i>
<i>High School Summary.....</i>	<i>14</i>



BUDGET SUMMARY

On October 5, the School Committee voted the FY12 budget guidelines and requested that the Superintendent present a level-service budget. For purposes of clarification, a level-service budget is defined as the funds necessary to replicate the current level of services provided and to meet all legal requirements, including current collective bargaining requirements and special education laws. On February 15, the School Committee voted the recommended level-service budget for 2011-2012 of \$73,144,866, which requires an additional \$3,901,360. The request represents an increase of 5.63% over the FY11 appropriation. The FY12 budget is based on the assumption that the loss of federal ARRA stimulus funds (\$1,060,370) will be replaced by the following:

- \$586,572 from the new one-time federal “EdJobs” grant and “SFSF” (State Fiscal Stabilization Funds);
- The use of one-third or \$250,000 from the Avalon Bay Education Mitigation Fund;
- \$138,000 from the LABBB credit;
- Revisions to the General Fund revenue estimate for the school departments’ Medicaid Reimbursement Claims, and to one-time modifications to the town’s revenue sharing model;
- Unallocated revenue of \$285,000 was voted during budget deliberations at Financial Summit IV to be used to support the program deficit; and
- The school department will assume all costs for unemployment insurance over the FY12 appropriation should additional funds be required to support terminated school department employees that are unknown at this time.

Appropriation Summary	FY 2009 Actual	FY 2010 Restated	FY 2011 Requested	FY2012 Requested	Dollar Increase	Percent Increase
Compensation	\$ 53,418,882	\$ 54,440,050	\$ 58,026,383	\$ 60,636,052	\$ 2,609,669	4.50%
Expenses	\$ 10,667,348	\$ 10,577,386	\$ 11,217,143	\$ 12,508,833	\$ 1,291,690	11.52%
Total 1100 Lexington Public Schools	\$ 64,086,230	\$ 65,017,437	\$ 69,243,526	\$ 73,144,885	\$ 3,901,359	5.63%

The increase in the school budget is driven by five key factors:

- 1) Special Education Mandates: The cost of special education continues to be a key factor in the development of the school district budget. The major influences on special education costs include:
 - a. Out-of-district tuition expenses – The overall increase of the district’s tuition obligation is projected to increase by 11.69% or \$664,686.
 - b. Staffing needs – The following positions or changes in job classifications are needed: Student Support Instructors for the Fiske Intensive Learning Program (ILP), the reclassification of Instructional Assistants to Special Class Teaching Assistants in the Hastings Intensive Learning Program in order to address increased behavioral needs of students, and a Student Services Data Specialist to manage required student and services data.
 - c. Special Education Transportation – due to our regional collaboration with area towns, the district is experiencing a leveling off from three years of progressive savings. The regionalization of these services saved at least \$400,000 over the last three years of participation. The regional group is currently out to bid for a new five year contract. The regional group of public schools (Arlington, Belmont, Burlington, Lexington, and Watertown) is being joined this year by Waltham Public Schools.

- 2) Personnel Salaries: The FY 12 budget includes funds for all negotiated salary and step increases for all bargaining units. The FY 12 personnel budget is based on current personnel, as of October 15, plus any known vacancies, program elimination, or identified program needs due to enrollment. It is assumed that all teachers on a leave of absence will return next fall. The district is adding net of 3.59 FTEs. The additional staff and the shifts in allocation of staff within the proposed budget address the changing needs of the district.



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

- 3) Reduction in State and Federal Title Grants: In FY12, the school department is projecting a 15% reduction in the Title 1 grant. Title IIA (aid for improving educator quality) is expected to decline by 2%, Title III (aid for limited English proficient students) is expected to remain the same next year. The Full Day Kindergarten Grant is expected to be reduced by 10%. We are assuming the METCO grant will be level-funded after substantial reductions during the past three years. Once the grant awards are known, any reduction in funding will result in reduction in staffing.
- 4) Elimination in the Federal Stimulus Program, Also Known as ARRA: Two years ago, the federal government passed the American Reinvestment Recovery Act (ARRA) to protect school districts from massive budget cuts for two years. Lexington was allocated \$818,090 for FY 10 and \$818,090 for FY 11. The elimination of the ARRA federal grant in FY 12 will mean the loss of \$1,060,370 (\$818,090 plus \$242,280 rolled over from FY10). This loss will be partially offset in FY 12 by using a new, one-time federal grant passed last year, commonly known as the Education Jobs program. Since our "EdJobs" grant of \$548,918 and SFSF grant of \$37,654 was not used in FY 11, these funds are available to be used in FY 12.

The plan to transition from expiring federal funds is as follows:

FY 12 (To make up for the loss of \$1,060,370 in ARRA funds):

New federal jobs grant	\$548,918	
New SFSF federal grant	\$37,654	
Medicaid Reimbursement Revenue	\$39,479	Due to our hiring of a dedicated staff person, we have been able to stabilize our reimbursement at about \$200,000 per year.
Use of Avalon funds	\$250,000	We anticipate the maximum of \$750,000 will be in the account by June 2011. This will be used in three increments.
Use of LABBB credit	\$138,000	The total credit is approximately \$580,000
Total	\$1,014,051	

FY 13

Use of Avalon funds	\$250,000	Second of three increments
Use of LABBB credit	\$250,000	leaving approximately \$190,000 at the end of FY 13
Total	\$500,000	

FY 14

Use of Avalon funds	\$250,000	Last increment. At the end of FY 14, the fund will be exhausted
Program Reductions	\$ -60,000	
Use of LABBB credit	\$190,000	
Total	\$500,000	At the end of FY 14, the funds will be exhausted

- 5) Decrease in Regular Education Transportation Revenue: In FY 11, there was a substantial shift in the make up of riders, but the overall ridership remained relatively constant. Our eligible riders increased by 60 partially due to the rising number of students at Avalon going to Bridge (\$33,000 in lost revenue). The number of paying riders is 160 less than projected for the budget year (\$88,000 in lost revenue). The net result is an additional \$115,000 added to the FY11 budget. The level of financial assistance increased from 150 riders in FY09 to 185 for FY10 and FY11. Family Cap riders increased from 3 in FY09 to approximately 80 in FY11. The combination of the above variations resulted in a request to increase the subsidy to the regular education transportation program.



K-12 Curriculum, Instruction, and Professional Development Summary

The Office of Curriculum, Instruction, and Professional Development supports, organizes, and manages high quality educational programs for Lexington students in over twelve programs and serves the district's 630 FTEs PK-12 administrators and teachers. This office's FY12 goals include the continuation of the district's curriculum review process, continuation of data analysis, and building a data culture to inform curriculum and instruction designed to increase academic excellence and student achievement that is explicitly linked to district goals. We continue our commitment to building professional learning communities among our teachers and our use of common formative assessments to assist our work in closing the achievement gap and advancing overall student achievement. The inclusion of a second district-wide goal focused on the concurrent development of pro-social skills is included as a significant part of the district's instructional mission. If student stress and their social, emotional, and organizational preparedness to learn are in anyway challenged or compromised, students' academic success can suffer, as well. The two goals must walk "hand in hand" in order to ensure overall student success. Consequently, the Office of Curriculum, Instruction, and Professional Development is hard at work with district administrators and program leaders to bolster the fundamental building blocks that will bring many complex and complicated elements together in a seamlessly aligned cycle that continuously addresses the four basic, yet essential questions educators need to answer on a regular and on-going basis:

1. What do we want all students to know and be able to do? (Curriculum)
2. How do we teach so that all students can learn? (Instruction)
3. How will we know if students have learned what we have taught? (Assessment)
4. What will we do if they have NOT learned it OR if they already know it? (Interventions and Extensions)

Educational research has emphatically proven that a strongly embedded and on-going Professional Development (P.D.) program plays a key role in assuring that teaching and learning goals are met. This research and our everyday practice continue to demonstrate that a strong professional development program is, in fact, a critical component of highly effective schools and the advancement of student achievement. A strong professional development program that addresses the complexities of pedagogy is firmly grounded in "day-to-day teaching practice and is designed to enhance teachers' content specific instructional practices with the intent of improving learning" (Darling-Hammond and McLaughlin, 1995).

The Lexington Public Schools has historically demonstrated a longstanding commitment to professional development for its faculty and administrators, yet declining budgets over the course of several years caused a serious decrease in the amount of time and money that could be dedicated to this endeavor. The district has never undervalued the importance of P.D. in enhancing the growth of its professional staff and the consequent advancement of student learning; however, declining funds in this account over the past decade have not allowed the district to pursue professional development activities to the degree and extent we would have preferred.

Thanks to the availability of ARRA (American Reinvestment and Recovery Act – *stimulus money*) dollars in FY10 and FY11, the district has been enabled to redirect, renew, and invigorate its focus on this well-needed and long awaited opportunity to advance our P.D. efforts. We are proud to announce that we have been able to make tremendous strides in our work in this area. A strong, in-depth series of optional, after-school offerings were provided in the spring, summer, and fall of 2010 with another round scheduled for the spring of 2011. Over forty-three (43) courses and workshops, focused on differentiated instruction, best practices, Response to Intervention (RTI), technology integration, and advancing 21st century literacies, and more, have been provided "in-district" for a total of 522 teachers during this 18-month period. Additionally, a total of 395 administrators and faculty have been able to participate in out-of-district courses (both in-state and out-of-state) with educational experts and colleagues from around the country. As a result, our staff has been able to



bring back what they have learned to their school, their PLCs, and the district at large. Required training to provide content specific information to teachers in the areas of mathematics and literacy skills has taken place during the course of the school day on designated dates.

Not only has our success in the area of Professional Development been acclaimed by our district's faculty via their end-of-course evaluation forms, but national recognition has come our way, as well. In the November issue of "Education Week," a profile of the district's P.D. work was showcased. The article attests to the importance of our local efforts and its relative uniqueness in the country as we work to become a "learning system" – one that fosters teacher learning beyond the individual school and classroom level (Dr. Paul B. Ash, 2010). We are indeed one of the only districts in the nation that has committed itself to the systemic and synergized importance of this work.

However, the work is never done. The momentum must be sustained. There must be continuity and consistency, not only in the mission and vision, but also in our collective effort. The needs of teachers "new" to Lexington, as well as the needs of our experienced, veteran teachers must be continuously addressed. From "*Better Beginnings*" and mentor coaching for our new teachers to the changing and advanced needs of our experienced teachers . . . we must cover all the bases, both in our required and optional programs. Our Professional Development Committee continues to respond to the expressed needs of teachers through course feedback loops and surveys. The committee continues to design and structure offerings that synthesize the goals of the district focused on improving student performance at every level with a specific concentration on reducing the achievement gap. A great deal of time and attention are required to organize the many aspects and details of a consolidated P.D. "system." Multiple components must be considered and addressed . . . from beginning teachers to veteran teachers, from content to pedagogy, from in-district to out-of-district activities, from registrations to cancellations. Through a re-alignment of funds in the current budget, a part-time P.D. liaison position will take the place of a retired administrator who has served in the capacity of chairperson in helping to coordinate and lead this effort forward.

The overall essence of this systemic P.D. program is centered on increasing our collaborative efforts, as educators, through the application of principles inherent in Professional Learning Communities, through targeted and specific training in the development and identification of tiered intervention instructional models and strategies, collecting data to inform individual student instruction, integrating expanding technologies as educational tools in each classroom, encouraging increased interdisciplinary curricular goals, and much more.

In the area of curriculum development, a committee of teachers, administrators, and community members continues with Year 2 of the K-12 English Language Arts (ELA) Curriculum Review/Program Evaluation Process. The work in this programmatic area is addressing the alignment of the Lexington Public Schools' ELA curriculum with the Common Core Standards recently adopted by the Commonwealth of Massachusetts. The district has invested in a web based tool called *Atlas Rubicon* which is being used to upload the priority standards for each grade level, along with the suggested instructional strategies that should accompany the teaching of these standards and the list of accompanying resources, activities, and materials that can be used to support success in this area.

The commitment to this ambitious curriculum renewal cycle will ensure that the Lexington Public Schools' curriculum is always aligned to state and national academic standards in a timely way, while at the same time ensure that we are offering the very best programs to our students.

To date, the curriculum review cycle has been completed in three programmatic areas: Mathematics, Physical Education/Wellness, and Science/Engineering and Technology. Revisions in the mathematics documents will have to be considered in the near future as a result of the State's adoption of the national Common Core Standards. This work will be scheduled to begin in the summer of 2011. It should be duly noted that the new Common Core standards significantly emphasize the importance of higher order thinking skills in each



program area. These skills are highlighted as essential to success in post high school programs and student career paths.

With the recent hiring of a K-5 Social Studies Coordinator, the district is ready to begin a fifth curriculum review cycle in the FY12 academic year in the area of Social Studies. This work is scheduled to begin in the summer of 2011.

The curriculum office has established a Report Card Committee whose charge it is to research and design a standards-based K-5 report card that will replace the current elementary reporting instrument. The goal of this work is to provide a reporting tool to parents and students that will more accurately communicate student achievement and progress with a target year for implementation in 2012.

Since there was an unexpected increase of 165 K-5 students this past year, the budget includes two unallocated teachers that will be allocated next year in whatever schools have the greatest enrollment pressures.

K-12 Student Services Summary

The cost of special education continues to be a key factor in the development of the school district budget. The major influences on special education costs include:

Program Changes for FY12:

- 1) Increases in out-of-district tuition: The tuition obligation is projected to increase by approximately 7.41%. However, due to the reduction in ARRA funds for FY 12, the district will experience an 11.69% increase, net of all state and federal offsets (\$664,686). The tuition line item includes a 1.69% increase for private special education schools, an increase for private schools that have requested program reconstruction or extraordinary relief, and a 4% increase for collaborative tuitions.
- 2) State circuit breaker reimbursements:
 - a. The State "Circuit Breaker" law partially reimburses school districts for out-of-district special education placements that cost four times the foundation budget (\$38,636 per student for FY10). In FY 12, we are projecting a 40% reimbursement rate and expect to receive \$1,402,149 based on November 2010 eligible students.
 - b. The governor's FY12 budget request projects a 60-70% reimbursement rate. The actual rate will not be known until two events occur,
 - i. The legislature approves the governor's budget recommendation, and
 - ii. The DESE determines the actual rate, based on reimbursement claims submitted by all districts in July and apportions the legislatively approved budget for the program to all school district.
- 3) Decreases in contracted services for specialized service delivery to students:
 - a. The contracted services line item has been decreased this year.
 - b. Previously, the district contracted for physical therapy services. This year, the district hired a full-time physical therapist at a savings of approximately \$2,000 to \$5,000. In addition, the district contracted for BCBA and ABA services for a middle school student. By employing an additional Student Support Instructor in lieu of contracting for these services, the district will save approximately \$7,400.



- c. During the FY'10 school year, the district contracted for Augmentative Communication services in lieu of contracting for those services as in the past. The district projected to pay approximately \$68,000 for 10 hours per week of service. The district was experiencing a growing need in this area for in-district and out-of-district students. The district was able to hire a full-time Augmentative Communication Specialist at a savings of \$10,500 to meet the current needs.
- 4) Special Transportation Costs
- a. The transition of all transportation services to the Business Office is complete. This includes all general education, special education, METCO, and homeless students.
 - b. We are continuing to work with the LABBB/EDCO Transportation Network to cost share out-of-district students with surrounding towns. This collaborative effort was the result of a successful pilot program with Arlington, Belmont, Watertown, and Burlington. Waltham will be joining us next year. We hope to keep our special education transportation costs stable.
- 5) Staffing changes: Additional staff are needed in the Fiske and high school Intensive Learning Programs (ILP) due to a projected increase in enrollments. Three Student Support Instructors are needed to support students moving up from the preschool and students moving in to the Fiske ILP. The budget does not take into account any move-ins during the school year. The high school ILP requires an additional ILP teacher due to an increase in enrollment. Six students are scheduled to enter the ILP from the 8th grade. One student is graduating. The additional five students will impact general education classes in that they need to be supported by a special education teacher. These students require an appropriate teacher/student ratio that allows for all necessary services outlined in their IEP and ensures a free and appropriate public education (FAPE) and effective progress to be made. In addition, without the addition of this teacher, the current ILP teachers will be teaching more classes than is contractually allowed.

K-12 Student Services Program:

1. Administrative Assistant Support: This request includes increasing one high school 10-month secretaries (1.0 FTE) to 11 months positions (0.92 FTE). The two additional months are needed to support summer services, new students moving in to the district, processing of Individual Education Programs (IEPs), and new and changing out-of-district placements.

In order to provide adequate secretarial support to two K-8 student services administrators and the K-12 Coordinator of English Language Learners, the recommendation is to restructure all three secretarial positions in the student services department (2.5 FTE) and create four other positions (3.25 FTE). The plan calls for hiring one clerical secretary who will provide basic services to five administrators (1 FTE) (PreK-12 Director, the two K-8 supervisors, Out-of-District Coordinator, and the K-12 Coordinator of English Language Learners). The duties will include answering the phone, photocopying, making appointments, handling mail, and basic correspondence. The other three positions include one administrative secretary to be shared between the PreK-12 Director (.50 12 month) and one K-8 supervisor (.46 FTE or 11 month), one part-time administrative secretary to be shared between the other the ELL Coordinator (.23 FTE or 11 month) and the Out-of-District Coordinator (.46 FTE or 11 month), and one part-time administrative secretary supporting the second K-8 supervisor (.46 FTE or 11 month). This model will permit the allocation of needed secretarial support to three of the five administrators, which currently have little or no access to these services.

The Student Services Department has experienced significant growth in capacity and complexity over the last four years. Programs and services have expanded or developed. In addition, in the effort to become more efficient and effective, positions such as the Assistive Technology Specialist, Augmentative Communication Specialist, and Board Certified Behavior Analysts were created in-district. The services from these positions were formerly funded through independent contractors at a



significantly higher rate. The district was able to benefit financially and from improved and increased services.

Similarly, the Financial Secretary position was replaced by a Finance and Operations Manager. This position was created to develop systems and manage student services accounts including, but not limited to, out of district tuitions, contracted services and contracts.

In FY 11, Evaluation Team Leader positions were replaced by Evaluation Team Supervisors. These positions were elevated to provide added responsibility and authority to the special education evaluation process. The above illustrate some of the ways in which the Student Services Department has expanded in scope and complexity. As a result a re-organization in administrative support is necessary. The administrative support is not currently commensurate with the growth and complexity of the department. Therefore, this request is to reorganize the administrative support of the department.

2. **Student Services Data Specialist:** The budget also includes a Student Services Data Specialist. As recommended in the DMC report, accurate IEP data is critical for compliance with state and federal regulations, monitoring of student services and staffing, and state reporting which has a significant financial impact. It is recommended that this position be funded by eliminating the contract with SEMS Tracker (\$17,000) and using \$38,000 from the LABBB credit. The department intends to use the X2 IEP program included in the current X2 Student Information System instead of the SEMS Tracker IEP software program. It is anticipated that with the creation of this position, diligent scrutiny and data management will result in increased circuit breaker and Medicaid claims sufficient to fund this position in future years.

K-8 Student Services Program:

1. **Student Support Instructor:** The proposed budget also includes a Student Support Instructor for a middle school student who has been receiving school and home services through IAs and outside contractors. By converting the IA to Student Support Instructor, all services can be provided without contracting with independent contractors. This will save the district approximately \$7,400.
2. **Special Class Assistants:** The budget includes a change in the Hastings ILP staffing from Instructional Assistants to Special Class Assistants. The Hastings ILP program has changed as the students' profiles now include significant behavior issues and emotional concerns in addition to communication and academic needs. The children's co-morbidity and the attendant behavioral issues have not been well served. The students require support staff personnel with specialized training in order to succeed in the integrated model. This plan is to change the job category for all of the Instructional Assistants serving the ILP students at Hastings to Special Class Teaching Assistants. Some district-wide programs that service students with complex needs that include challenging behaviors have typically employed Special Class Assistants in lieu of Instructional Assistants. The skill set and job responsibilities required by Special Class Assistants differ from those of Instructional Assistants. The funding would enable the ILP program to be staffed with Special Class Teaching Assistants with greater responsibilities than instructional assistants, CPI certification, and embedded specialized training during the school year to meet the needs of this student population. The Hastings ILP program currently has thirty students. Over the past two years, the district has added three ILP students each year, after the budget process has been concluded. There are fifteen assistants and one Student Support Instructor (SSI) with the ILP program this year. The plan is to eliminate the current fifteen instructional assistant positions and one SSI position and create sixteen special class assistants in FY 12.

9-12 Student Services Program:



1. Alpha Lead Clinician, (0.20 FTE): The first quarter of ALPHA (A Learning Place for Hospitalized Adolescents) at Lexington High was busier than anticipated and set the stage for an active year of students transitioning back and forth from hospitals. From the beginning of the school year until the end of the quarter (November 15, 2010), school counselors completed pre-referrals for ALPHA services for nine students. Of the nine students, five were actively receiving ALPHA services, two declined the service at re-entry, one had not been discharged by the end of the quarter, and the remaining one was not successful at re-entry and chose to not return to LHS. These successes and challenges in re-integrating students during the first quarter has helped to sculpt the way in which the service is presented to students and families, methods in assisting students in transition, and has helped the administration more clearly identify the needs of the program in terms of staffing. At present, ALPHA is staffed by one Lead Clinician (.8 FTE), a 1.0 Case Manager (.5 borrowed from Student Services) and a 24-hour/week Special Class Assistant (also part of the Student Services budget). Previous documents identified the Lead Clinician position as a Student Intervention Clinical Coordinator, and the Special Class Assistant as an Academic Intervention Coordinator. After the first quarter, it has become clear that increasing resources to allow for a 1.0 Lead Clinician and a 1.0 Special Class Assistant would more effectively meet the needs of the students and would increase the effectiveness of the program.
2. Alpha Special Class Teaching Assistant (Class Aide), (0.25 FTE): It appears that of all the services available through ALPHA, having a consistent person to receive academic support from has been the one of most value. At present, the SCA is responsible for monitoring attendance of the students, homework completion as well as makeup work completion, and facilitating any additional resources a student might need to re-integrate to their regular schedule within an 8 week time frame. Given the goals that the ALPHA service has of transitioning students within this limited time, each block that he/she is able to spend servicing students improves our successes and expedites students through the process. Increasing the Special Class Teaching Assistant position to 1.0 will provide ALPHA with the opportunity to potentially add responsibilities to the role (i.e. case management) and will also provide students with a more consistent support. Given the nature of the students mental health needs, this constancy is integral to effectively returning to LHS.

K-12 Guidance Program:

1. Conversion to a K-12 Guidance Director from two lead positions (9-12 Guidance, and K-8 Guidance)
 2. Prevention Specialist (0.50 FTE): Due to the current workload/responsibilities of the K-12 .5 FTE Prevention Specialist position, it is requested that current 0.5 FTE position be increased to full-time. There has been a significant increase in parent and school requests around drug and alcohol issues at both the middle and high school levels.
- 6) Changes in Expenses:
- a. Equipment (\$37,600): Each year the district experiences additional requests for FM systems or sound field systems that are unanticipated for hearing impaired students who either move into Lexington or who require updated systems. For FY'12 the request is for two systems to cover move-ins and two systems that are in line to be replaced for existing students.
 - b. In FY'11 a full time physical therapist was hired. This position was filled by an independent contractor previously who supplied her own equipment. The physical therapy equipment needs include:
 - Foam wedges to replace torn wedges at Harrington
 - Two Rifton chairs for two physically disabled students who have outgrown their current chairs.
 - Adaptive pedals, waist coats for bikes
 - c. There are currently five students who will require augmentative communication devices. One of these students has recently been given an outside evaluation and is in the process of an inside evaluation. Preliminary recommendations require the use of devices ranging from \$2,000 to



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

\$8,500 for this one student. It is anticipated that the remaining four students will also require devices in order to communicate effectively, participate in school and for the district to comply with their IEP needs. This request is for two devices.

- d. It is anticipated that a visually impaired student at Bridge will be in need of some Braille equipment as well as a special desk lamp In addition the Vision specialist is in need of testing equipment/materials



Elementary K-5 Summary

In FY 12, the K-5 enrollment is projected to increase by eight students (2876 students in FY11 and no change in students for FY 12). Currently, there are 131 classrooms in the six K-5 schools.

Classroom teachers provide instruction in the core academic areas and are supported by experts and specialists in the fields of art, music, physical education, and library/media. Specialists provide developmentally appropriate instruction, and this instruction is interdisciplinary in nature whenever possible. Literacy and mathematics intervention specialists at each building work with all students, as well as at-risk students to provide assistance with their literacy and numeracy skills. Additionally, the K-5 specialists assist teachers with model lessons, lesson planning, and professional development. The K-5 Literacy and Math Department Heads and specialists work with administrators and teachers in program planning for cognitively gifted students to assure these students have appropriate programs in both reading and math.

Funds are allocated in department budgets to support ongoing programs that support ongoing, planned assessment to inform instruction, provide supplemental materials for comprehensive programs that are aligned with the Massachusetts State Curriculum Frameworks, and provide teachers with professional development in current instructional methodologies.

The overall school expense budgets for the elementary schools were based on a per pupil expenditure of approximately \$54.00 per student, which is unchanged from FY11. The principals then reallocated their school's allotment to the various needs within their building.

Per Pupil Allocations for level service are applied in the following manner using the final October 1 information submitted to the Department of Elementary and Secondary Education:

Elementary School Expense Budget
(general education budget only)
Level Fund Per Pupil at \$54.00 and Budget Allocation adjusted by # of students as of official October 1, 2010 enrollment

Table with columns: Line Number, Roll Up, Location, FY10, # of Students, Per Pupil Allocation, FY11, # of Students, Per Pupil Allocation, Change, FY12, # of Students, Per Pupil Allocation, Change. Rows include Bowman, Bridge, Estabrook, Fiske, Harrington, Hastings, K-5 Literacy, K-5 Math, K-5 Science, K-5 Social Studies, and Elementary Total.

Program Changes for FY12:

- 1) 5th Grade Overnight Field Trip (All Six K-5 Schools): In order to ensure that all students with special needs will be able to attend the Grade 5 Alton Jones program (or its equivalent), \$1,000 per school is needed to hire extra staff. Listed below are two representative explanations.

All fifth graders participate and all classroom teachers travel with the students to Rhode Island for two days and a night of community building and learning activities. Included is a system wide program for intensive students with profiles on the autism spectrum (ILP) and our students in



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

Developmental Learning Program (DLP). These students require intensive 1:1 support throughout their day as well as supervision of a BCBA. In order to provide FAPE: a Free and Appropriate Public Education, the ILP students must have access to any school sponsored event. The ILP students require additional personnel in order to access this trip. The students and staff leave school at 7:00AM one day and return at 4:30 the next. The special education staff members are with our ILP students all day, evening and over night. If the children wake up at 5:00, the staff members get up with the students. This request is to provide funding for the paraprofessionals who make it possible for our students to attend. Each school requested funds for the assistants until the evening activities end at 9:00PM on the first day and from 7:00AM-4:30 PM on the second day. The BCBA would work the same hours. The total would be an additional 8 hours of work on the week of the trip.

- 2) System-wide School Support Personnel (0.50 Net FTE): The current staffing level does not provide sufficient coverage for safely overseeing recess and lunch periods and cannot safely provide coverage during indoor recesses. In addition, elementary schools also lack sufficient coverage for classroom teachers during special education meeting times, and as a result have to pay additionally to pull special education assistants to cover classrooms. This lack costs the system in substitutes and impacts students on IEPs who would be serviced by the impacted IAs.



Middle School Summary

The FY12 budget recommendation for the Middle Schools is driven by the following consideration:

The overall school expense budgets for the middle schools were based on a per pupil expenditure of approximately \$131.61 per student. The principals then reallocated their school’s allotment to the various department needs within their building. In FY 12, Clarke’s enrollment is projected to increase by 51 students. Diamond’s enrollment is projected to increase by 28 students. If additional staffing is needed due to increased enrollment, the unallocated staffing set aside in the K-5 budget, if not needed, could be transferred to the middle school(s).

	Clarke Projected FY11	Clarke Actual FY11	Diamond Projected FY11	Diamond Actual FY11	TOTAL Actual FY11	Clarke Projected FY12	Diamond Projected FY12	TOTAL Projected FY12 ¹
Grade 6	247	260	257	252	513	292	255	547
Grade 7	256	262	269	262	530	266	257	523
Grade 8	234	242	224	228	472	261	263	524
Total	737	764	750	742	1515	819	775	1594

The Middle School experience is unique. With its team approach to teaching, our staff members work together to make the learning experience a positive one for all of our students. Each team strives to get to know each student and his/her unique learning and emotional needs and works hard to address these needs.

Grade 6-8 Department Chairs assess, align, coordinate, and develop curriculum during department meetings and during Middle School Curriculum Council meetings. They identify appropriate instructional materials and issues that arise relevant to the middle school experience. They assist teachers in using curriculum documents and materials to provide high quality instruction to students. All middle school teachers work together to identify and discuss ways to help individual students explore and make connections in the curriculum. They serve as partners with parents to communicate about homework, schedules, parent conferences, and progress reports.

Middle School Staffing Changes:

1. The five department chair positions at Clarke and five department chairs at Diamond (English, mathematics, foreign languages, social studies, and science) will be replaced with five department head positions for both schools. The change to a department head structure will allow the new administrators to supervise and evaluate the teachers in each department. Currently, the department chairs are responsible for each department’s budget and leading the department; however, the schools do not have evaluators who are licensed in the subject areas. In addition, the department chair structure for each school does not vest in one person the responsibility for curriculum continuity and expectations between schools. Recent curriculum reviews have shown that some significant curriculum differences have developed between schools and that one supervisor per department for both schools is needed. The reorganization will not increase the amount of administrative time during the school year. Currently, there are ten department chairs with a total of ten periods for leadership. With the new department head structure, there will be five department heads that will be released two

¹ <http://lps.lexingtonma.org/Current/EnrollmentPresentation5JAN10.pdf>



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

periods per day for supervisor/evaluation responsibilities. It is anticipated that each department head will work an additional eight days per year. The cost of the additional days is almost the same as the cost of the department chair stipends, which will be eliminated. The final workload and salaries are subject to negotiations with the LEA.

- Other staffing changes are noted in a K-12 summary sheet included with this executive summary.

Per Pupil Allocations for level service are applied in the following manner using the final October 1 information submitted to the Department of Elementary and Secondary Education:

Middle School Expense Budget (general education budget only)													
Level Fund Per Pupil at Current Enrollment and Budget Allocations adjusted by # of students as of official October 1, 2010 enrollment													
Line Number	Roll Up	Location	FY10	# of Students	Per Pupil Allocation	FY11	# of Students	Per Pupil Allocation	Change	FY12	# of Students	Per Pupil Allocation	Change
7	Clarke		\$23,590	752	\$ 31.37	\$23,622	753	\$ 31.37	\$ 31.37	\$23,967	764	\$ 31.37	\$ 345.07
8	Diamond		\$23,778	758	\$ 31.37	\$22,994	733	\$ 31.37	\$ (784.25)	\$23,277	742	\$ 31.37	\$ 282.33
			\$ 47,369	1,510	\$ 31.37	\$ 46,616	1,486	\$ 31.37	\$ (752.88)	\$ 47,243	1,506	\$ 31.37	\$ 627.40
14	6-8 Eng/Lang Arts	Clarke	\$15,742	752	\$ 20.93	\$15,763	753	\$ 20.93	\$ 20.93	\$15,993	764	\$ 20.93	\$ 230.27
		Diamond	\$15,868	758	\$ 20.93	\$15,344	733	\$ 20.93	\$ (523.33)	\$15,533	742	\$ 20.93	\$ 188.40
			\$ 31,609	1,510	\$ 20.93	\$ 31,107	1,486	\$ 20.93	\$ (502.40)	\$ 31,526	1,506	\$ 20.93	\$ 418.67
16	6-8 Foreign Language	Clarke	\$13,566	752	\$ 18.04	\$13,584	753	\$ 18.04	\$ 18.04	\$13,783	764	\$ 18.04	\$ 198.44
		Diamond	\$13,674	758	\$ 18.04	\$13,223	733	\$ 18.04	\$ (451.00)	\$13,386	742	\$ 18.04	\$ 162.36
			\$ 27,240	1,510	\$ 18.04	\$ 26,807	1,486	\$ 18.04	\$ (432.96)	\$ 27,168	1,506	\$ 18.04	\$ 360.80
17	6-8 Math	Clarke	\$12,581	752	\$ 16.73	\$12,598	753	\$ 16.73	\$ 16.73	\$12,782	764	\$ 16.73	\$ 184.03
		Diamond	\$12,681	758	\$ 16.73	\$12,263	733	\$ 16.73	\$ (418.25)	\$12,414	742	\$ 16.73	\$ 150.57
			\$ 25,263	1,510	\$ 16.73	\$ 24,861	1,486	\$ 16.73	\$ (401.52)	\$ 25,196	1,506	\$ 16.73	\$ 334.60
18	6-8 Science	Clarke	\$18,575	752	\$ 24.70	\$18,599	753	\$ 24.70	\$ 24.70	\$25,973	764	\$ 34.00	\$ 7,373.96
		Diamond	\$18,723	758	\$ 24.70	\$18,105	733	\$ 24.70	\$ (617.50)	\$25,225	742	\$ 34.00	\$ 7,120.04
			\$ 37,297	1,510	\$ 24.70	\$ 36,704	1,486	\$ 24.70	\$ (592.80)	\$ 51,199	1,506	\$ 34.00	\$ 14,494.00
19	6-8 Social Studies	Clarke	\$10,631	752	\$ 14.14	\$10,645	753	\$ 14.14	\$ 14.14	\$10,800	764	\$ 14.14	\$ 155.50
		Diamond	\$10,716	758	\$ 14.14	\$10,362	733	\$ 14.14	\$ (353.41)	\$10,489	742	\$ 14.14	\$ 127.23
			\$ 21,346	1,510	\$ 14.14	\$ 21,007	1,486	\$ 14.14	\$ (339.28)	\$ 21,290	1,506	\$ 14.14	\$ 282.73
20	6-8 Info Tech/Business	Clarke	\$4,287	752	\$ 5.70	\$4,292	753	\$ 5.70	\$ 5.70	\$4,355	764	\$ 5.70	\$ 62.70
		Diamond	\$4,321	758	\$ 5.70	\$4,178	733	\$ 5.70	\$ (142.50)	\$4,230	742	\$ 5.70	\$ 51.30
			\$ 8,607	1,510	\$ 5.70	\$ 8,470	1,486	\$ 5.70	\$ (136.80)	\$ 8,585	1,506	\$ 5.70	\$ 114.00
			\$ 198,732	1,510	\$ 131.61	\$ 195,573	1,486	\$ 131.61	\$ (3,158.65)	\$ 212,205	1,506	\$ 140.91	\$ 16,632.21
													\$ -
		Clarke	\$ 98,971	752	\$ 131.61	\$ 99,103	753	\$ 131.61	\$ 131.61	\$ 107,653	764	\$ 140.91	\$ 8,549.97
		Diamond	\$ 99,761	758	\$ 131.61	\$ 96,471	733	\$ 131.61	\$ (3,290.26)	\$ 104,553	742	\$ 140.91	\$ 8,082.24
			\$ 198,732	1,510	\$ 131.61	\$ 195,573	1,486	\$ 131.61	\$ (3,158.65)	\$ 212,205	1,506	\$ 140.91	\$ 16,632.21
			0.60%	0.60%		-1.59%	-1.59%			8.50%	1.35%		



High School Summary

For FY11, the high school enrollment is projected to decrease from 1981 students to 1945 students, which is a decrease of fifty students. The FY11 budget was based on an enrollment of 1,981 students. The overall school expense budget for the high school was based on a per pupil expenditure of approximately \$175.58 per student.

Grade	FY11 Projected	FY11 Actual	FY12 Projected
9	499	482	453
10	498	512	479
11	497	501	514
12	487	490	495
TOTAL	1981	1985	1945

High School Staffing Changes:

- 1) Staffing changes are noted in a K-12 summary sheet included with this executive summary.
- 2) Data Coordinator (0.60 FTE): Rather than hire a .75 secretary, the revised recommendation is to hire an expert on working with the district's student information system X2, specifically as it relates to high school needs: student scheduling, student grades and grading system, transcripts, and attendance tracking.
 - Coordinates all procedures associated with scheduling, report card and progress report entry and distribution (monitors teacher completion of tasks including teacher verification and correct printouts)
 - Makes grades permanent (historical) and handles all corrections to permanent grades after grading window is closed
 - With assistance from administrative support staff, monitors accuracy of new student contact information and updates existing contact information
 - Exports information (lists) needed by High School administrators in an appropriate format
 - Monitors setup, protocols, and parent and student issues with High School Family Portal
 - Monitors student attendance verification process for class attendance entries

Per Pupil Allocations for level service are applied in the following manner using the final October 1 information submitted to the Department of Elementary and Secondary Education:

High School Expense Budget (general education budget only) Level Fund Per Pupil at Current Enrollment and Budget Allocations adjusted by # of students as of official October 1, 2010 enrollment													
Line Number	Roll Up	Location	FY10	# of Students	Per Pupil Allocation	FY11	# of Students	Per Pupil Allocation	Change	FY12	# of Students	Per Pupil Allocation	Change
9	Lexington High School		\$128,090	1980	\$ 64.69	\$127,443	1970	\$ 64.69	\$ (646.92)	\$128,413	1985	\$ 64.69	\$ 970.38
21	Eng/Lang Arts		\$ 28,634	1980	\$ 14.46	\$28,489	1970	\$ 14.46	\$ (144.62)	\$28,706	1985	\$ 14.46	\$ 216.92
22	Foreign Language		\$ 34,909	1980	\$ 17.63	\$34,733	1970	\$ 17.63	\$ (176.31)	\$34,997	1985	\$ 17.63	\$ 264.46
23	Math		\$ 23,690	1980	\$ 11.96	\$23,570	1970	\$ 11.96	\$ (119.65)	\$23,750	1985	\$ 11.96	\$ 179.47
24	Science		\$ 85,453	1980	\$ 43.16	\$85,021	1970	\$ 43.16	\$ (431.58)	\$85,669	1985	\$ 43.16	\$ 647.37
25	Social Studies		\$ 35,535	1980	\$ 17.95	\$35,356	1970	\$ 17.95	\$ (179.47)	\$35,625	1985	\$ 17.95	\$ 269.20
26	competitive Speech		\$ 4,120	1980	\$ 2.08	\$4,099	1970	\$ 2.08	\$ (20.81)	\$4,130	1985	\$ 2.08	\$ 31.21
27	Info Tech/Business		\$ -	1980	\$ -	\$0	1970	\$ -	\$ -	\$0	1985	\$ -	\$ -
28	Guidance		\$ 7,210	1980	\$ 3.64	\$7,174	1970	\$ 3.64	\$ (36.41)	\$7,228	1985	\$ 3.64	\$ 54.62
			\$ 347,641	1980	\$ 175.58	\$ 345,885	1970	\$ 175.58	\$ (1,755.76)	\$ 348,519	1985	\$ 175.58	\$ 2,633.64
			3.05%	66.25%		-0.51%	-0.51%			0.76%	0.76%		

School Committee



Fiscal Year 2012 Annual Town Meeting Budget Request

As voted: February 15, 2011

<http://lps.lexingtonma.org/businessandfinance.html>

Revenue Offsets

Table of Contents

REVENUE OFFSETS	1
LOCAL RECEIPTS	2
OTHER REIMBURSEMENT PROGRAMS	5
<i>Circuit Breaker</i>	5
FEE PROGRAMS	7
<i>General Fund Fees</i>	7
<i>Special Revenue Funds: Revolving Funds</i>	8
<i>Agency Funds: Student Activities</i>	10
OTHER REVENUE SOURCES	11
<i>Grant Funds</i>	11
<i>Free Cash Contributions</i>	13



Revenue Offsets

The Town follows a revenue sharing model that provides for the prior year appropriation, adjusted for new revenue under an allocation model of 71.6%/28.4%. This year the allocation was modified for one-time to allow the school department to receive more than its normal allocation. The agreement with the Town for FY13 is to have the School Department's base budget be reduced by the amount it received in excess (\$250,000 in unallocated revenue and \$548,198 ARRA offset transferred to the Health Insurance Account) of the revenue model. In addition, the School Department has agreed to transfer at a future Town Meeting, funds to cover the Unemployment Insurance account, should that account be in deficit as a result of School Department position consolidations or layoffs.

Town Meeting Appropriation Request and Funding Sources

	Revised Request	FTE
Salary & Wages w/benefits (net adjustments through Jan. 25, 2011)	\$ 60,727,208	3.59
Benefits Transfer of New Positions	\$ (53,501)	
SFSF Funds (Off budget, funds will be directly charged)	\$ (37,654)	
Salary & Wages Town Meeting (net adjustments through Jan. 25, 2011)	\$ 60,636,053	
Expenses (net adjustments through Jan. 25, 2011)	\$ 12,646,833	
LABBB Credit (Off budget, Tuition will be directly charged)	\$ (138,000)	
Expenses (net adjustments through Jan. 25, 2011)	\$ 12,508,833	
Total 1100 Lexington Public Schools	\$ 73,144,886	3.59

General Fund - Base	\$ 69,243,526
General Fund - Revenue Adjustments	
General Fund - Revenue Increase as of Summit III	\$ 2,648,964
General Fund - Revenue Adjustment Request -School Department	
Medicaid Reimbursement	\$ 39,479
General Fund - Revenue Increase as of Summit IV	
Minuteman H.S. Assessment	\$ 35,000
Use of Unallocated Revenues	\$ 250,000
General Fund	<u>\$ 72,216,969</u>
Transfers	
Avalon Bay Education Mitigation Fund	\$ 250,000
DPF Estabrook PCB Reduction	\$ 100,000
Health Insurance Account Offset	
Net new positions funded in FY12 School Budget	\$ (53,501)
Combined positions - benefit savings	\$ 82,500
Ed Jobs Grant Funds (benefit offset)	\$ 548,918
	<u>\$ 927,917</u>
Town Meeting Appropriation Request	\$ 73,144,886



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

Local Receipts

The school district collects revenue for the Town through fees that offset programs and services. The following is the detail of the projected revenue for the upcoming fiscal year. Through the course of the budget discussions, the revenue projected may change based on review of the "Total Cost of the Program" generating revenue.



Town of Lexington

Revenue Projections

Table 3-G: Local Receipt Detail - Schools Departmental Revenue

Local Receipt Category	FY06 Actual	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Estimated	FY12 Projected
10010070-41801	\$ 1,103,689	\$ 901,701	\$ 415,914	\$ 347,505	\$ 417,908	\$ 298,500	\$ 373,534
10010200 43401 TUITION		\$ -		\$ -	\$ 9,800		
10010200 43402 SCHOOL BUS TICKETS	\$ 711,129	\$ 131,521	\$ 12,946	\$ -	\$ -	\$ -	\$ -
10010200 43403 ATHLETIC FEES	\$ 240,634	\$ 409,080	\$ -	\$ -	\$ -	\$ -	\$ -
10010200 43601 RENTALS OF SCHOOL BUILDINGS	\$ 117,078	\$ 131,548	\$ 132,647	\$ -	\$ -	\$ -	\$ -
10010200 48403 MEDICAID REIMBURSEMENT	\$ 34,848	\$ 117,342	\$ 77,989	\$ 156,610	\$ 227,477	\$ 117,000	\$ 193,434
10010200 43404 MUSIC FEES		\$ 97,925	\$ 104,250	\$ 112,987	\$ 110,905	\$ 105,000	\$ 109,300
10010200 43405 STUDENT PARKING FEES		\$ 14,286	\$ 16,013	\$ 8,716	\$ 14,149	\$ 13,000	\$ 12,900
10010200 43406 TRANSCRIPT FEES			\$ 28,068	\$ 26,472	\$ 23,334	\$ 25,000	\$ 25,900
10010090 43299 E-Rate Filing Reimbursement		\$ 33,000	\$ 44,000	\$ 42,720	\$ 32,244	\$ 38,500	\$ 32,000

Notes:

FY2012 projections based on inspection of history of actual collections and projections of 3 and 5 year historical averages

10010200 43402 SCHOOL BUS TICKETS: the receipts have been reclassified as revenue of the School Bus Transportation Revolving Fund created at the 2008 ATM.

10010200 43403 ATHLETIC FEES: Effective FY08, these receipts were reclassified as revenues of the Athletic Fee Revolving Fund created by the School Committee.

10010200 43601 RENTALS OF SCHOOL BUILDINGS: the receipts have been reclassified as revenue of the Building Rental Revolving Fund created at the 2008 ATM.

Local Receipt Category

Tuition:

While the school district is not part of school choice program, periodically, the district will charge tuition for out-of-district or non-resident students on a temporary basis to complete the school year.

School Bus Tickets:

Annual Town Meeting 2007 removed school bus transportation bus pass revenue as a general fund receipt. These revenues are now used for direct delivery of the service. More information is available in the 3000 Other School Services section and the revolving fund summary document for this program.

Athletic Fees:

The 2007 Annual Town Meeting removed athletic fees as a general fund receipt. These revenues are now used for direct delivery of the service. More information is available in the 3000 Other School Services section and the revolving fund summary document for this program.

Rental of School Buildings:

Per School Committee policy, the school department charges a rental fee for the use of school space after school hours. Revenue from these receipts pays for custodial overtime and physical repairs; any remaining balance is a general fund receipt for other overhead costs not directly charged to the use of the



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

renter. The revenue line has been transferred to the Department of Public Facilities and is now under the operations of a revolving fund. Reporting is not longer done by the School Department.

Medicaid Reimbursement:

The Town receives reimbursement from the Federal government through Medicaid for Administrative and Health Professional Services performed for students on an IEP who are Medicaid eligible. The Medicaid Program funding is dependent on continued support from the Federal government. Its continuation or modification is contingent upon legislative action. Prior to FY09, the school department handled Medicaid reimbursement claims in as a decentralized function. Since FY09, the district centralized claim submission and procedures by employing an additional 0.50 FTE in the Business Office to submit all claims. The FY12 budget increases the FTE by 0.25 due to the actual amount of time it takes to data mine personnel and expense records in order to maximize eligible expenses.

Claim processing includes contacting parents, mining expense and personnel data for eligible costs, and monitoring the completion of time studies by employees who services are Medicaid eligible. Centralizing the communication and monitoring for each claim submittal has proven to increase the amount of reimbursement eligible claims the district receives. We anticipate that the district’s base level should approach \$200,000 by the end of FY11.

Music Fees:

As a result of the 2004 failed override, the School Committee implemented an elementary music fee. The failed override of 2006 resulted in an increase of the fee to \$300. The fee offsets the cost of 2.90 FTEs (\$211,000) of providing lessons and instruction for instrumental music students in the elementary instrumental music program.

	Number of Students Enrolled	Anticipated Full Collection @ \$300	Actual Fees Collected	Collection Rate on Full Participation	General Fund Projected Revenue	Actual vs. General Fund	Collection Rate on General Fund
FY12*	432	\$129,600	\$126,471	97.53%	\$109,300	\$17,171	115.71%
FY11	432	\$129,600	\$126,545	97.59%	\$105,000	\$21,545	120.52%
FY10	400	\$120,000	\$110,905	91.80%	\$101,080	\$9,825	109.72%
FY09	394	\$118,200	\$112,987	95.39%	\$94,253	\$18,734	119.88%
FY08	362	\$108,600	\$104,250	95.83%	\$121,500	(\$17,250)	85.80%
FY07	314	\$94,200	\$97,925	103.80%	\$121,500	(\$23,575)	80.60%
* projected							

Student Parking Fees:

Licensed student drivers are charged parking fees for a parking permit at the high school. A limited number of senior student parking spots are assigned by lotteries held early in the fall and spring semesters. Student parking at Lexington High School is a privilege, and it is expected that each student will abide by the posted signs and all rules and regulations. Parking stickers are required no matter how infrequently the student may be bringing his or her own vehicle or parents’ vehicle to school. Stickers will be granted to seniors as space permits. Parking stickers cost \$108 per semester. Fees support the general operating budget for campus monitor (0.90 FTE) plowing, and traffic management.



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

Transcript Fees:

Students are charged \$6.00 per official transcript for each college application requested. The fee for transcripts went from \$2.00 each to \$6.00 each on August 1, 2007 in order to fund an Assistant Registrar (0.50 FTE). Any transcript requests from post-graduates are \$10.00 per official transcript.

E-Rate Filing Reimbursement:

“The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services.”¹ The school district files for applicable telephone, cell phone, internet, and technology purchases on behalf of the Town. The school department employs an additional 0.25 FTE in the Business Office to submit all claims on behalf of the Town and School District.

¹ Universal Service Fund: <http://www.universalservice.org/sl/>



Other Reimbursement Programs

Circuit Breaker

The Circuit Breaker Program reimburses a school district for students with disabilities who require individual education program (IEP) services that cost greater than four times the statewide foundation budget. Lexington Public Schools has chosen to project current- and future-year reimbursement amounts as an offset to the projected out-of-district tuition budget. The foundation rate changes each year, which also impacts potential reimbursement to the school district. For budgeting purposes and to provide the Town with the best information available we calculate the projected circuit breaker reimbursement for the new fiscal year on known tuitions only. The budget practice is to use the Circuit Breaker account for residential tuition payments, resulting in the residential tuition line being a “net” figure. This will allow transparency and consistency in maintaining what the total cost of each tuition category (Day, Collaborative, and Residential) is for future years.

Below is the Circuit Breaker claim history since the beginning of the current program. The FY12 budget is based on a projected reimbursement rate of 40%.The governor’s FY12 budget request projects a 60-70% reimbursement rate. The actual rate will not be known until two events occur,

- 1) The legislature approves the governor’s budget recommendation, and
- 2) The DESE determines the actual rate, based on reimbursement claims submitted by all districts in July and apportions the legislatively approved budget for the program to all school district.

Circuit Breaker Claim History

PROJECTED CIRCUIT BREAKER REIMBURSEMENT											PROJECTED REIMBURSEMENT			
Claim Year	Reimb Year	Est. Students Claimed	Projected Claim Amount	Total Cost Share	Adj Claim Amount	Foundation	Net Claim	Avg Claim Rate	% Change in Net Claim (\$)	% Reimb	Reimb Rate	Total Reimb	Audit Adj	Total Adjusted Reimb
FY11	FY12	67	6,093,984		6,093,984	2,588,612	3,505,372	\$ 52,319	3.16%	40%	\$ 1,402,149			1,402,149
CIRCUIT BREAKER REIMBURSEMENT HISTORY											ACTUAL REIMBURSEMENT			
Claim Year	Reimb Year	Actual Students Claimed	Claim Amount	Total Cost Share	Adj Claim Amount	Foundation	Net Claim	Avg Claim Rate	% Change in Net Claim (\$)	% Reimb	Reimb Rate	Total Reimb	Audit Adj	Total Adjusted Reimb
FY10	FY11	97	\$ 7,870,593		\$ 7,145,661	\$ 3,747,692	\$ 3,397,969	\$ 35,031	21.59%	40%	\$ 1,359,190			\$ 1,359,190
FY09	FY10	88	\$ 4,479,314		\$ 6,042,236	\$ 3,247,536	\$ 2,794,700	\$ 31,758	5.08%	40%	\$ 1,117,880			\$ 1,117,880
FY08	FY09	70	\$ 5,138,076		\$ 5,138,076	\$ 2,478,560	\$ 2,659,516	\$ 37,993	-6.48%	72%	\$ 1,914,856			\$ 1,914,856
FY07	FY08	91	\$ 5,994,627	\$ 84,028	\$ 5,910,599	\$ 3,066,700	\$ 2,843,899	\$ 31,252	20.54%	72%	\$ 2,047,607			\$ 2,047,607
FY06	FY07	80	\$ 4,964,705	\$ 93,561	\$ 4,572,353	\$ 2,213,120	\$ 2,359,233	\$ 29,490	36.82%	74%	\$ 1,769,425	\$ 1,769,425	\$ (31,520)	\$ 1,737,905
FY05	FY06	66	\$ 3,794,719	\$ 67,933	\$ 3,726,786	\$ 2,002,440	\$ 1,724,346	\$ 26,126	-5.36%	75%	\$ 1,293,260	\$ 1,293,260		\$ 1,293,260
FY04	FY05	86	\$ 4,449,306	\$ 105,704	\$ 4,343,602	\$ 2,521,520	\$ 1,822,082	\$ 21,187	-3.84%	75%	\$ 1,311,904	\$ 1,311,904	\$ 54,662	\$ 1,366,566
FY03	FY04	89	\$ 4,556,061	\$ 150,504	\$ 4,405,557	\$ 2,536,163	\$ 1,894,747	\$ 21,289		31%	\$ 663,161		\$ (71,907)	\$ 591,254

Circuit Breaker Overview:

During FY04, the Circuit Breaker Reimbursement Program replaced a program referred to as the 50/50 account, where the State paid 50% of the residential tuitions directly to the residential school in which the placement had been made; the school district paid the other 50%. The program reimburses a school district for students with disabilities who require individual education program (IEP) services that cost greater than four times the statewide foundation budget. The school district may be reimbursed subject to appropriation, for up to 75% of these costs. In FY05, The state shifted from a pay-as you go reimbursement program for residential tuitions to a broader-based, still-partial, special education reimbursement program. The 2004 legislation expanded the types of expenditures eligible for reimbursement. Each year, there is a potential for a



change in the percentage of reimbursement utilized by the State within the Special Education Circuit Breaker Account.²

Below is a historical chart showing the loss of Circuit Breaker reimbursement due to the percentage being reduced from the 75% rate quoted in the statute to rates between 35-75%.

Circuit Breaker Reimbursement History

Claim Year	Reimb Year	Net Claim	% Reimb	Total Adjusted Reimb	If 75%	Lost Revenue/(Gained Revenue)	IF Prior Year %	Lost Revenue/(Gained Revenue)	Budget Projection	Lost Revenue/(Gained Revenue)
FY10	FY11	\$ 3,397,969	40%	\$ 1,359,190	\$ 2,548,477	\$ 1,189,287	\$ 1,359,187.60	\$ (2)	\$ 1,251,591	\$ (107,599)
FY09	FY10	\$ 2,794,700	40%	\$ 1,117,880	\$ 2,096,025	\$ 978,145	\$ 2,012,188.71	\$ 894,309	\$ 1,720,001	\$ 602,121
FY08	FY09	\$ 2,659,516	72%	\$ 1,914,856	\$ 1,994,637	\$ 79,781	\$ 1,914,851.26	\$ (5)	\$ 1,804,515	\$ (110,341)
FY07	FY08	\$ 2,843,899	72%	\$ 2,047,607	\$ 2,132,924	\$ 85,317	\$ 2,094,929.28	\$ 47,322	\$ 1,954,739	\$ (92,868)
FY06	FY07	\$ 2,359,233	74%	\$ 1,737,905	\$ 1,769,425	\$ 31,520	\$ 1,769,425.43	\$ 31,520	\$ 1,800,000	\$ 62,095
FY05	FY06	\$ 1,724,346	75%	\$ 1,293,260	\$ 1,293,260	\$ (1)	\$ 1,293,263.76	\$ 4		
FY04	FY05	\$ 1,822,082	75%	\$ 1,366,566	\$ 1,366,562	\$ (5)	\$ 568,578.96	\$ (797,987)		
FY03	FY04	\$ 1,894,747	31%	\$ 591,254						

Circuit Breaker Claiming Timetable:

The state’s Circuit Breaker Fund reimburses the school district at the rate of 35-75% for in-district and out-of-district student costs which exceed four times per pupil foundation amount. The state sets this amount annually as part of the annual state budget deliberations. The district does not know the actual reimbursement rate for the fiscal year until after it submits its annual claim, each July, for all actual eligible costs of providing IEP services to out-of-district and in-district students. In addition to out-of-district tuitions, eligible costs include instructional services, various types of therapies, and specialized equipment. Circuit Breaker specifically excludes transportation and building infrastructure costs.

During the next fiscal year, the school district receives quarterly progress payments based on the prior-year’s approved claim submission. A fifth and final payment is made in August or September to fully fund the prior year obligations. (If the progress payments totaled less than the Fund’s full obligation, that final adjustment is an additional payment; if the progress payments totaled more than the Fund’s full obligation, the excess would be netted from the next-following progress payment.). All Circuit Breaker funds received go into the Circuit Breaker Revolving Account, and does not require further appropriation, and must be expended by the following June 30.

² A Primer on Financial Aspects of Special Education is available at http://finance1.doe.mass.edu/education/CB_finance.html



Fee Programs

The Lexington School Committee provides students with books and other educational materials at taxpayers' expense. Students who do not return their books or other articles in satisfactory condition must pay for the replacement cost of the book(s) or other material. Parents and guardians will be held responsible for books and materials issued to their children. Students may be denied certain privileges for the loss or damage of school property.

Furthermore, the School Committee establishes fees³ for participants in certain activities to support these individual programs. The school committee sets these fees annually during the budget process or as information become available. Examples include, but are not limited to, field trips and community education, student transportation (grades seven through twelve and/or beyond 2.0 miles from the local school), kindergarten, preschool, student parking, and athletics. Unless qualified for financial assistance, all fees are due upon the schedule established by the individual program. If the payment is not received, the Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law or regulation:

1. Prohibit participation of the student in the program.
2. Prohibit participation of student or other students in the student's household from participating in any future fee-based program until or unless outstanding balances are resolved.
3. Prohibit student participation in senior activities or graduation exercises.
4. Referral to small claims court.

Financial reporting for all fees occur in three areas, General Fund, Special Revenue Funds known as Revolving Funds, and Agency Funds commonly referred to as Student Activities.

General Fund Fees

Program	FY11 Fee	FY12 Proposed Fee	Reason for Change	Revenue Collected
Elementary Instrumental Music	\$300	\$300	No Change	\$109,300 Three year average Offsets the cost of providing lessons during the school day at the elementary level.

³ Legal References:

M.G.L. Chapter 71: Section 47. Athletic programs; school organizations; student activity accounts
M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks; penalty
M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty
M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for payment
M.G.L. Chapter 71, Section 49 Purchase of textbooks by pupils
DESE Full Day Kindergarten Regulations



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

Program	FY11 Fee	FY12 Proposed Fee	Reason for Change	Revenue Collected
Transcript Fees:	<ul style="list-style-type: none"> \$6.00 per official transcript for each college application requested. \$10.00 per official transcript for each transcript requests from post-graduates 	<ul style="list-style-type: none"> \$6.00 per official transcript for each college application requested. \$10.00 per official transcript for each transcript requests from post-graduates 	No Change	\$25,900 Three year average Offsets the cost of Asst. Registrar at High School
Student Parking Fees:	\$108 per semester	\$108 per semester	No Change	\$12,900 three year average Offsets the cost of campus monitor plowing, and traffic management.

Special Revenue Funds: Revolving Funds

Revolving Fund Summaries: The School Department receives fees and donations for various programs. A complete description of each revolving funds and a five year financial summary is available at <http://lps.lexingtonma.org/Current/FY12Budget/FY12Revolving>. Below is a highlight of specific revolving funds that impact the calculation of the operating budget.

Avalon Bay Education Mitigation Trust Fund Escrow Agreement: Per the agreement dated May 31, 2006 the Avalon Bay Communities agreed to pay \$7,100 per student registered in the Lexington Public Schools over 111 students with a maximum payout of \$750,000. Commencement of the payments started upon occupancy of 290 units. The estimated revenue for FY10 to be available for FY11 is \$418,900 plus additional funds received from our February 2011 claim submission.

Revolving Fund Fee Summaries:

Program	FY11 Fee	FY12 Proposed Fee	Reason for Change	Revenue Collected
Preschool Tuition	10 Hr/week program: \$3,000 15 Hr/week program: \$4,250 Lunch Bunch: \$1200 per year (1 hr – 4 day per week)	10 Hr/week program: \$3,312 15 Hr/week program: \$4,860 Lunch Bunch: \$1,800 per year (1 hr – 4 day per week) Program will limit financial assistance slots available	The program is seeing a rise in the number of parents of typical children seeking financial assistance. In addition, the program rate needs to stay current with recently negotiated labor contracts for employees within this program.	\$100,000 Revolving Fund: Offsets the cost of program staff and supplies and materials for typical students. It does not fund the Special Education component of this program.



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

Program	FY11 Fee	FY12 Proposed Fee	Reason for Change	Revenue Collected
Full-Day Kindergarten Tuition	\$1,075	No Change	No Change	\$400,000 Revolving Fund: Offsets the cost of teacher salaries and some free or reduced tuition through the Financial Assistance program.
Athletics	<p>High School:</p> <ul style="list-style-type: none"> ▪ \$300.00 1st sport per student, ▪ \$300.00 2nd sport per student, ▪ 3rd sport free. ▪ \$600 maximum per family (Family Plan). ▪ Family Pass: \$50 (full admission to all home games) ▪ Athlete Pass: Free <p>Middle School:</p> <ul style="list-style-type: none"> ▪ \$100.00 per varsity sport. ▪ \$65.00 per junior varsity sport. ▪ \$60.00 per session for intramural programs <p>Before School Sports:</p> <ul style="list-style-type: none"> ▪ \$60.00 per year. ▪ FAMILY PLAN: If the user fee for school athletics exceeds \$600.00 for the entire family, grades 5 - 12, you qualify for the Family Plan. 	<p>High School:</p> <ul style="list-style-type: none"> ▪ \$325.00 1st sport per student, ▪ \$300.00 2nd sport per student, ▪ 3rd sport free. ▪ \$625 maximum per high school only family (LHS Family Plan). ▪ Family/Athlete Passes: Discontinued – All home game admissions free except MIAA tournament games <p>Middle School:</p> <ul style="list-style-type: none"> ▪ \$150.00 per varsity sport. ▪ \$125.00 per junior varsity sport. ▪ \$75.00 per session for intramural programs ▪ \$825 maximum per family (LHS & MS Family Plan). <p>Before School Sports:</p> <ul style="list-style-type: none"> ▪ \$75 per session, or ▪ \$200 for three sessions ▪ FAMILY PLAN: discontinued. 	The fee increases being proposed will address market rate adjustments for similar programs and raise revenue to cover the cost of providing the programs being offered. Prior to this proposal, the LHS program has experienced an ongoing reduction of funds available for uniform and equipment replacement.	\$450,000 Revolving Fund: Offsets the cost of staff, equipment, transportation, and other program needs
Transportation	<ul style="list-style-type: none"> • \$600 with a family cap of \$1,650 • Early Bird Registration: \$550 with a family cap of \$1,600 • Hayden Transportation: \$200 per seat; no cost for Fee rider • Joint Custody: \$275 per seat/route 	No Change	No Change	\$690,000 Revolving Fund: Offsets the cost of program staff and supplies and materials for riders not eligible for Town paid transportation.



Program	FY11 Fee	FY12 Proposed Fee	Reason for Change	Revenue Collected
School Lunch	<ul style="list-style-type: none"> Breakfast: \$2.00 (all levels) Lunch: a maximum of \$3.50 (all levels) Milk: a maximum of \$0.60 Sensible Sides are available at the Elementary schools from \$0.50- \$1.25. Middle and High Schools offer several a la carte options from \$ 0.50- \$1.25. Premium Lunches are available at the High School for \$4.50. 	No Change	The cost of the program for food and delivery of products is often variable. The management services are bid every three years. Currently the School Wellness Policy and Nutrition Guidelines are embedded into the contract language.	\$1800,000 Revolving Fund: All revenue is held by the School Department. We are installing a Point of Sale system to remove cash from our schools and improve our reporting of sales for meals and a la carte items.

Agency Funds: Student Activities

Student Activities Fund Summaries: Five-year financial summaries are currently not available. In 1996, due to the enactment of a state law on student activity accounts as codified in Section 47 of Chapter 71 of the General Laws of Massachusetts (MGL), the Lexington Public Schools (LPS) prepared guidelines to assist Principals in properly safeguarding student funds. These guidelines and procedures which are currently undergoing extensive review and updates are necessary to achieve good accounting practices, and comply with the law.

The financial monitoring of these funds is undergoing an overhaul. The financial reporting is being moved from a paper-based record keeping system to a new module being added to MUNIS (Town’s Financial Application). These funds are student funds and are restricted to the following formula

$$\text{Formula for determining costs: } \frac{\text{Total costs of all expenses (tickets, transportation, meals, etc)}}{\text{\# of Students Attending}}$$

The Number of Student attending is not reduced by any financial assistance students. These students are funded from other sources determined by the Principal. Funds can only be used to directly benefit students. Use of funds for curriculum supplies, materials, or personnel are prohibited by statute.

Program	FY11 Fee	FY12 Proposed Fee	Reason for Change	Revenue Collected
Field Trips and Extracurricular Activities	At Cost	At Cost	No Change	Student Activities: Costs are calculated for total cost of providing experience divided by the number of students attending.



Other Revenue Sources

Grant Funds

The School Department receives federal, state, and local grant funds. A complete description of each grant and a five year financial summary is available at <http://lps.lexingtonma.org/Current/FY12Budget/FY12Grants>. Below is a highlight of specific grant funds that impact the calculation of the operating budget.

American Recovery & Reinvestment Act (ARRA) \$1,636,090: Two installments of **\$818,045** each for FY10 and FY11. According to the U.S. Department of Education, all ARRA funds are meant to be spent quickly to save and create jobs; used to improve student achievement through school improvement and reform, tracked accurately, with both uses and results reported publicly, and invested wisely to minimize the 'funding cliff' associated with commitments that cannot be sustained once the funding stream ends. Federal guidance and details are posted on the USED website at <http://www.ed.gov/policy/gen/leg/recovery/implementation.html>.⁴ There are specific rules and guidelines as to how these funds are to be expended <http://www.doe.mass.edu/arra/idea.pdf>. Therefore due to the complexity, the district has chosen to budget in the operating budget all funds for Special Education and Professional Development and offset the costs allowable that occur during the fiscal year. This ensures that when these funds are no longer available we can evaluate the continuation of the services that have been incorporated into the district program.

ARRA - State Fiscal Stabilization Fund (SFSF) \$37,654:⁵ The State Fiscal Stabilization Fund (SFSF) program, which is funded through the American Recovery and Reinvestment Act (ARRA) of 2009, is a one-time appropriation the U.S. Department of Education (ED) is awarding to Governors to help stabilize state and local budgets in order to minimize and avoid reductions in education and other essential services. While there is no requirement that districts spend a certain percentage of their SFSF funds on investment versus recovery activities, the Massachusetts Department of Elementary and Secondary Education (Department) is advising districts to split SFSF grant funds between saving jobs and strategic investment—that is, for program improvements that will provide enhanced educational opportunities and/or cost savings that will extend beyond the limited two-year life of this unprecedented grant program.

The Education Jobs Fund Program (Ed Jobs) \$548,918: The Education Jobs Fund Program (Ed Jobs) is a new, one-time appropriation the U.S. Department of Education (ED) is awarding to Governors to save or create education jobs for the 2010-2011 school year. Jobs funded under this program include those that provide educational and related services for early childhood, elementary, and secondary education.

A school district must use its funds only for compensation and benefits, and other expenses, such as support services, necessary to retain existing employees, to recall or rehire former employees, and to hire new employees, in order to provide early childhood, elementary, or secondary educational and related services. For purposes of this program, the phrase "compensation and benefits, and other expenses, such as support services" includes, among other things, salaries, performance bonuses, health insurance, retirement benefits, incentives for early retirement, pension fund contributions, tuition reimbursement, student loan repayment assistance, transportation subsidies, and reimbursement for childcare expenses.

⁴ <http://www.doe.mass.edu/arra/>

⁵ <http://finance1.doe.mass.edu/grants/grants11/rfp/780.html>



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

All ARRA Funds have the following restrictions:

Eligible expenses include any FY11 expenses directly related to the school district's operation, with the following exceptions*:

1. Maintenance costs;
2. Stadiums or other facilities primarily used for athletic contests or exhibitions or other events for which admission is charged to the general public;
3. Purchase or upgrade of vehicles; and
4. Improvement of stand-alone facilities whose purpose is not the education of children, including central office administration, operations, or logistical support facilities.



Free Cash Contributions

The School Department has returned over \$6.4 million dollars over the last four years as a result of the development of in-district programs for special education, program efficiencies, and cost savings.

	Year End Balances Released as of Jun 30	Carry Forward Balances Released at the Close of the Next Fiscal Year	Total	Fiscal Year Carry Forward Balances Corresponds to
FY07 ⁶	\$464,106		\$464,106	
FY08 ⁷	\$1,007,534	\$531,579	\$1,539,113	{FY07}
FY09 ⁸	\$584,687	\$827,373	\$1,412,060	{FY07 and FY08}
FY10 ⁹	\$1,940,856	\$1,071,958	\$3,012,814	{FY08 and FY09}
Total	\$3,997,183	\$2,430,910	\$6,428,093	

Ongoing Annual Operating Budget Savings since FY08:

Description of Program Efficiencies and Savings	Amount of Annual Savings	Effort Began
Expanded Special Education Programs		
Augmented five special education programs	\$ 893,279	FY 08
Fiske Intensive Learning Program	\$ 172,532	FY 09
Initiated aggressive program to reduced energy and utility use:	\$ 580,648	FY 08
Outsourced cleaning services	\$ 44,532	FY 11
Led drive to create regional special education transportation system	\$ 408,798	FY 08-10
Eliminated private school transportation	\$ 65,000	FY 10
Reduced the number of benefits-eligible I.A. positions	\$ 233,173	FY 10
Reduced the number of benefits-eligible teacher positions	\$ 25,200	FY 10
Reduced the number of instructional assistants	\$ 115,920	FY 10
Collective Bargaining Savings	\$1,124,333	FY 10
	<u>\$3,663,415</u>	

⁶ FY07 4th Quarter Report: <http://lps.lexingtonma.org/Current/FY07BudgetFinalSummary.pdf>

⁷ FY08 4th Quarter Report: <http://lps.lexingtonma.org/Current/FY08YearEndFinancialReport.pdf>

⁸ FY09 4th Quarter Report: http://lps.lexingtonma.org/Current/FY09Qtr4QtrFinReportver1_3.pdf

⁹ FY10 4th Quarter Report: <http://lps.lexingtonma.org/Current/Fy20104thquarter.pdf>

School Committee



Fiscal Year 2012 Annual Town Meeting Budget Request

As voted: February 15, 2011

<http://lps.lexingtonma.org/businessandfinance.html>

Salary and Wages Summary

Table of Contents

PERSONNEL.....	1
SALARIES AND WAGES.....	3
PERSONNEL BY CATEGORY.....	3
PERSONNEL BUDGET BY "ROLL UP" DESCRIPTIONS DEFINED:.....	5



Lexington Public Schools
2012 School Committee Budget

Personnel

Personnel costs (exclusive of benefits) make up 84% of the school budget. The FY12 Salaries and Wages budget for the school department are based on staffing levels in the FY11 Annual Town Meeting School Committee request. During the school year, the FTE allocation levels were modified to reflect program needs of the district. Position changes are discussed and highlighted for the reader in the program area budgets. The net staffing increase for the proposed FY12 budget is 3.59 positions.

TYPE	LINE No	ROLL UP	FY11 FTE	FY11 ATM	FTE Trans.	Revised FY11 FTE	FY11 STM Revised Budget	FY12 FTE	FY12 ATM	FTE CHANGE	\$ CHANGE	% Change	
SALARIES & WAGES	1	UNIT A - LEA	625.60	\$ 44,459,507	(5.80)	619.80	\$ 43,973,549	615.49	\$ 45,999,680	(4.31)	\$ 2,026,131	4.61%	
	2	UNIT A - STIPENDS		\$ 369,506		-	\$ 444,506		\$ 460,174		\$ 15,668	3.52%	
	3	UNIT A - COACHES		\$ 513,605		-	\$ 513,605		\$ 493,201		\$ (20,404)	-3.97%	
	4	LESA - SECRETARIES	70.36	\$ 2,603,315	(1.50)	68.86	\$ 2,585,343	69.74	\$ 2,656,519	0.88	\$ 71,176	2.75%	
	5	NON-UNION DISTRICT SUPPORT/MGRS	15.00	\$ 958,071	1.00	16.00	\$ 1,188,320	16.50	\$ 1,166,877	0.50	\$ (21,443)	-1.80%	
	7	UNIT C - INSTR ASST.	87.34	\$ 2,592,382		87.34	\$ 2,592,382	74.28	\$ 2,140,794	(13.06)	\$ (451,588)	-17.42%	
	7.2	UNIT C - STUDENT SUPPORT INSTRUCTORS	21.23	\$ 489,432	(9.90)	11.33	\$ 561,539	25.76	\$ 1,038,228	14.43	\$ 476,689	84.89%	
	7.1	NON-UNION PARAPROFESSIONALS	4.55	\$ 189,215		4.55	\$ 189,215	1.90	\$ 130,329	(2.65)	\$ (58,886)	-31.12%	
	8	ABA/BCBA INSTRUCTORS	3.41	\$ 549,037		3.41	\$ 225,091	2.90	\$ 268,366	(0.51)	\$ 43,275	19.23%	
	9	OT ASSISTANTS	3.00	\$ 153,510		3.00	\$ 153,510	3.00	\$ 144,064	-	\$ (9,447)	-6.15%	
	10	SPECIAL CLASS AIDES	11.01	\$ 410,797		11.01	\$ 410,797	23.15	\$ 757,992	12.14	\$ 347,195	84.52%	
	13	TECHNOLOGY UNIT	5.00	\$ 232,584		5.00	\$ 454,053	12.00	\$ 638,228	7.00	\$ 184,175	40.56%	
	13.1	TECHNOLOGY NON-BARGAINING				-	\$ -		\$ -		\$ -	-	
	13.2	TECHNOLOGY ADMINISTRATION				-	\$ -		\$ -		\$ -	-	
	14	CENTRAL ADMINISTRATORS	6.50	\$ 919,372		6.50	\$ 919,372	6.50	\$ 970,734	-	\$ 51,362	5.59%	
	15	PRINCIPALS	9.00	\$ 1,130,847		9.00	\$ 1,130,847	9.00	\$ 1,141,053	-	\$ 10,206	0.90%	
	16	ALA - ASST PRINC/SUPERVISORS	19.00	\$ 1,892,552	6.00	25.00	\$ 2,283,246	24.38	\$ 2,460,729	(0.62)	\$ 177,483	7.77%	
	17	NURSE SUBS		\$ 10,000			\$ 10,000		\$ 15,000		\$ 5,000	50.00%	
			TEACHER SUBSTITUTES		\$ 443,396			\$ 443,396		\$ 569,086		\$ 125,690	28.35%
	18	SECRETARY SUBSTITUTES		\$ 50,000			\$ 50,000		\$ 50,000		\$ -	0.00%	
		PARAPROFESSIONAL SUBSTITUTES		\$ 35,000			\$ 35,000		\$ 35,000		\$ -	0.00%	
20	SICK LEAVE BUY BACK					\$ -		\$ -		\$ -	-		
		Sal Dif & Benefits Transfer \$500 Settlement		\$ (500,000)			\$ (457,100)		\$ (500,000)		\$ (42,900)	9.39%	
TOWN		SHARED EXPENSES		\$ 46,753			\$ 21,315		\$ -		\$ (21,315)	-100.00%	
SALARIES & WAGES Total			881.00	\$ 57,548,883	(10.20)	870.80	\$ 57,727,988	884.60	\$ 60,636,053	3.60	\$ 2,908,065	5.04%	

* rounding of 0.01 FTE from table to table occurs



Lexington Public Schools
2012 School Committee Budget

Staffing Changes from FY11 to FY12 Budget

Newly identified positions for the district are as follows.

	Line No Bargaining Unit Job Title New Positions	LOCATION	Total
1 LEA	Classroom Teacher New Classroom Teachers	System Wide	2.00
	Dept Chair Converted to Dept Heads	System Wide	(2.50)
	Dept Head Converted From Dept Chair	System Wide	2.50
	ELL Teacher for Enrollment	System Wide	1.00
	Foreign Lang Teacher	LHS Mandarin Teacher	0.20
	Guidance	Fiske	0.10
	ILP Teacher	LHS ILP Teacher	1.00
	Music Teacher	LHS	0.10
	Reading Specialist	Fiske	(0.10)
	Spec Educ Teacher	Bowman	(0.10)
	Vacant Positions Eliminated During FY11	System Wide	(2.24)
	Alpha Lead Clinician	LHS	0.20
	Music Teacher	Middle School	0.30
	Prevention Specialist	LHS	0.50
	Resource Room Teachers	System Wide	(2.00)
	Teacher Reductions - Student Services (modified)	System Wide	(1.00)
	Other Salary and Wage Corrections	System Wide	0.02
	Correction Diamond Teaching Staff	Diamond	(0.50)
	Reduction High School Teaching Staff	LHS	(1.00)
	4 LESA 12MTH	Admin Asst Dir Ss Admin Asst Conversion St. Serv.	System Wide
Secy. Student Services Admin Asst Conversion St. Serv.		System Wide	(1.00)
Secretary Medicaid Revenue Secy.		System Wide	0.49
English Language Learners		System Wide	0.23
Special Education Support Reorganization		System Wide	0.27
Curriculum Office, Administrative Assistant		System Wide	0.24
System Wide School Support Personnel		Elementary Schools	0.50
7 LEXED	Sped IA Convert to Special Class Aides	Elementary Schools	(11.57)
	Sped IA	System Wide	(1.00)
7 LEXED SSI	Additions Due to Enrollment (Clarke/Fiske)	System Wide	3.61
8 ABA TUTORS	ABA Conversion to SSIs	System Wide	(0.76)
	BCBA New Position	System Wide	0.25
10 CLASS AIDE	Class Aide Conversion of IAs	Elementary Schools	11.90
	Alpha Special Class Aide	LHS	0.25
13 TECHNOLOGY	LHS Data Coordinator	LHS	0.60
16 ALA UNION			-
	Asst Principal Conversion to ALA Asst Principal	Bowman	0.10
	Coordinator of Guidance	System Wide	1.00
	Dir Guidance Director of Guidance	LHS	(1.00)
	Total		3.59



Salaries and Wages

Personnel by Category

Personnel costs (exclusive of benefits) make up 84% of the school budget. The table below provides a comparison of personnel costs from FY11 to FY12.¹

Line No	GRP_DESC	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget
1	LEA	625.61	615.49	(10.13)	\$ 45,999,680
2	Unit A - Stipends				\$ 460,174
3	Unit A - Coaches				\$ 493,201
4	LESA 10MON/12 MON	70.36	69.74	(0.62)	\$ 2,656,519
5	SCO - MANAGERS	15.00	16.50	1.50	\$ 1,166,877
7	LEXED	87.34	74.28	(13.06)	\$ 2,140,794
	LEXED-SSI	21.23	25.76	4.53	\$ 1,038,228
7.1	SCHL GROUP	4.55	1.90	(2.65)	\$ 130,329
8	ABA TUTORS	3.41	2.90	(0.51)	\$ 268,366
9	OCC THER ASST	3.00	3.00	0.00	\$ 144,064
10	CLASS AIDE	11.01	23.15	12.14	\$ 757,992
13	TECHNICAL	5.00	12.00	7.00	\$ 638,228
14	CO ADMIN	6.50	6.50	0.00	\$ 970,734
15	PRINCIPAL	9.00	9.00	0.00	\$ 1,141,053
16	ALA UNION	19.00	24.38	5.38	\$ 2,460,729
17.1	NURSE SUBS				\$ 15,000
17.2	TEACHER SUBSTITUTES				\$ 569,086
18.1	SECRETARY SUBSTITUTES				\$ 50,000
18.2	PARAPROFESSIONAL SUBSTITUTES				\$ 35,000
	Sal Dif				\$ (500,000)
Grand Total		881.01	884.60	3.59	\$ 60,636,053

Categorization of Positions and Work Year:

The School Department often receives questions about the number of staff. In the past, we have shown both head counts and full-time equivalencies (FTE).

In this budget, head counts are no longer shown in the operating budget document. Instead, the School Department has reviewed positions typically stated as head counts and moved them to a flat dollar appropriation. For example, Unit A- Stipends and Unit A-Coaches are both lines whereby there are no FTEs but a dollar amount based on head count filled. These are additional pay amounts for a specific function for a specific period of time. These positions are shown in the budget document under the various programs and the Athletics department.

The School Department has traditionally presented their Full-time Equivalency (FTE) summary by bargaining unit. However, this format does not allow the reader to know the basis of work year of 1.0

¹ The Technology Unit is 1.60 FTEs over the summary on page 12. Adjustments will be made upon completion of position classification of new data coordinators.



Lexington Public Schools
2012 School Committee Budget

FTE. Table A, which follows, is the Line Number and Roll up for each category presented in the budget and the basis for a 1.0 FTE.

TABLE A: 1.0 Full-time Equivalency (FTE)

NO	Roll Up	FTE Based in	Work Year
		Work Week Hours	(Days or Months)
1	Unit A – LEA Teachers	No set work day or week in hours	184 days
	Unit A – LEA Coordinators	No set work day or week in hours	196 days
2	Unit A - Stipends	No set work day or week in hours	Club/Organization
3	Unit A - Coaches	No set work day or week in hours	season
4	LESA – Secretaries ²	37.5 or 40 hours	12 month/260 Days
	LESA – Secretaries ³	37.5 hours	214 Days
5	Central Office Support	40 hours	12 month/260 Days
7	Unit C - Instructional Assistants	37.5 hours	186 Days
	Student Support Instructors (new FY10)	40 hours	224 Days
7.1	Paraprofessional	40 hours	10 month
8	ABA/BCBA Services	40 hours	184 or 224 Days
9	Occupational Therapy Assistants	37.5 hours	10 month
10	School/Class Aides	37.5 hours	195 days
13	Technology Unit: Technology Facilitators	37.5 hours	194 Days
	Technology Unit: All others	37.5 hours	12 month/260 Days
14	Central Office Administration	40 hours	12 month/260 Days
15	Principals	40 hours	12 month/260 Days
16	ALA – HS Deans, MS Asst Principal, Dir. Guidance, HS Assoc Principal	No set work day or week in hours	12 month/260 Days
	ALA – SPED Supervisors, Nurse Leader	No set work day or week in hours	207 days
	ALA – Elem Asst Principal	40 Hours	184 days
	ALA – Evaluation Team Supervisor	40 Hours	196 days
17	Teacher/Nurse (Long -Term Substitutes)	No set work day or week in hours	On Call
18	Instructional Asst/Secretary Substitutes	No set work day or week in hours	On Call
20	Sick Leave		

² The above definitions require a recalculation of all FY11 full time equivalencies As a result, MUNIS payroll coding and salary table calculations will also need to be adjusted over the summer to align the definitions to the budget document as approved by School Committee.

³ *Ibid.*



Lexington Public Schools
2012 School Committee Budget

Personnel Budget by “Roll Up” descriptions defined:

Line No. 1 Unit A – LEA Teachers: Unit A members are licensed teachers, department heads, and coordinators. They work either 184 or 196 days and have a salary table recognizing their level of education from bachelors to PhD and the number of years teaching. Also included in base compensation are funds for Department Heads, Department Chairs, and Team Leaders. Job Descriptions with no FTEs are extended year salaries and are not funded with dedicated FTEs.

GRP DES C	DESE Func	JOB_DESC	Operating				Grant				Revolving			Total Su	
			FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change		FY12 Budget
LEA	2110	COORD	3.70	1.90	(1.80)										
	2110 Total		3.70	1.90	(1.80)	\$ 165,952									
	2120	COORD	5.55	5.30	(0.25)										
	2120 Total		5.55	5.30	(0.25)	\$ 525,016									
	2220	DEPT CHAIR DEPT HEAD	2.50		(2.50)										
	2220 Total		2.50	2.50		\$ 235,186									
	2305	ATECH SPEC					1.00	1.00							
		BUSINESS TEACHER	1.10	1.10											
		CLASSROOM TEACHER	2.00	3.00	1.00										
		DEBATE TEACHER	1.00	1.00											
		DEGREE CHANGES													
		DRAMA TEACHER	3.55	3.55											
		ELEM TEACHER	108.00	108.00											
		ELL TEACHER	8.45	9.70	1.25		0.50	0.50							
		ENGLISH TEACHER	39.75	40.00	0.25										
		ETL TRADE	5.00		(5.00)		2.00		(2.00)						
		FOREIGN LANG TEACHER	33.40	33.80	0.40										
		HEALTH TEACHER	3.00	3.00											
		ILP TEACHER		1.00	1.00										
		IT TEACHER	3.90	3.90											
		K TEACHER	14.20	14.90	0.70		1.00	1.00				6.80	7.10	0.30	
		LEA PRESID	1.00	1.00											
		MATH COACH	1.00		(1.00)										
		MATH INST SPECIALIST	6.00	6.19	0.19		0.81	0.81							
		MATH TEACHER	40.95	41.95	1.00										
		MST LEAD C	1.00	1.00											
		MST LEAD TEACHER	1.00		(1.00)										
		MUSIC TEACHER	16.43	17.05	0.62										
		PE TEACHER	22.35	22.35	0.00										
		PE TEACHER - ADPT	0.35	0.40	0.05										
		PE/WEELLNESS ASST COORD	0.50	0.50											
		PRESCH TCH	3.00	3.00			1.30	1.30							
		PREVENTION SPECIALIST		0.50	0.50										
		READING SP	20.95	18.85	(2.10)			2.00	2.00						
		READING TEACHER	4.75	5.75	1.00										
		SCIENCE TEACHER	42.75	43.00	0.25										
		SOC ST TEACHER	39.90	39.30	(0.60)										
		SPEC EDUC TEACHER	77.75	74.20	(3.55)		4.50	6.50	2.00						
		SUMMER SCHOOL													
		VISUAL ART TEACHER	17.10	17.18	0.08										
	2305 Total		520.13	515.17	(4.96)	\$ 38,223,628	11.11	13.11	2.00	\$ 929,332	6.80	7.10	0.30	\$ 473,393	
	2310	ALPHA LEAD CLINICIAN STUDY SKILLS	3.90	1.50	(2.40)										
	2310 Total		3.90	1.70	(2.20)	\$ 111,119									
	2320	AUG COMMUNICATIONS	0.80	1.00	0.20										
		BEHAV SPCL	1.00	1.00											
		OCC THERAP	6.00	6.00			1.30	1.30							
		PE TEACHER	0.46	0.46											
		PE TEACHER - ADPT	1.55	0.55	(1.00)		0.54	0.54							
		SPEECH/LANGUAGE	19.30	19.10	(0.20)										
		VISION SPC	0.27	0.27	(0.00)		0.50	0.50							
	2320 Total		29.38	28.38	(1.00)	\$ 2,186,189	2.34	2.34		\$ 172,770					
	2340	LIBRARIAN	10.00	10.00											
	2340 Total		10.00	10.00		\$ 702,106									
	2357	TECH INTEG SPCL	4.00	4.00											
	2357 Total		4.00	4.00		\$ 295,788									
	2710	GUIDANCE SOC WORKER	21.90	22.00	0.10		1.50	1.00	(0.50)						
			7.20	7.20			2.00	2.00							
	2710 Total		29.10	29.20	0.10	\$ 2,174,992	3.50	3.00	(0.50)	\$ 263,364					
	2800	PSYCHOLOGIST	7.35	7.35			0.95	0.95							
	2800 Total		7.35	7.35		\$ 624,792	0.95	0.95		\$ 90,323					
	3200	NURSE	10.00	10.00			1.00	1.00							
	3200 Total		10.00	10.00		\$ 754,912	1.00	1.00		\$ 80,291					
LEA	Total		625.61	615.49	(10.12)	\$ 45,999,680	18.90	20.40	1.50	\$ 1,536,080	6.80	7.10	0.30	\$ 473,393	



Lexington Public Schools
2012 School Committee Budget

Line No. 2 Unit A - Stipends: Within the Unit A – LEA contract there are stipend positions for various academic, administrative, or extracurricular activities. These positions generally reflect work and activities that are completed outside of the traditional school day.

Unit A – LEA Teacher Stipends – Part A

	FY10	FY11	FY12	FY12 Midnight	Title
Level 1	\$7,180	\$7,252	\$7,361	\$7,397	HS Science Team ⁴ HS Math Team ⁵
Level 2	\$5,203	\$5,255	\$5,334	\$5,361	Lincoln-Douglas Debate Director HS Music Director ⁶ HS Drama Director ⁷ Marching Band Policy Debate Director
Level 3	\$3,320	\$3,353	\$3,403	\$3,421	HS Yearbook College Testing
Level 4	\$1,977	\$1,997	\$2,027	\$2,037	MS Math Team MS Science Team Pit Orchestra HS Assistant Debate Coach HS Newspaper HS Science Fair HS Drama Club Assistant Lincoln-Douglas Debate Coach Model United Nations
Level 5	\$1,769	\$1,787	\$1,813	\$1,823	MS Drama Director MS Music Director Elementary Music/Drama MS Science Fair HS Class Advisor MS Student Council Foreign Exchange Hosting Foreign Exchange Abroad MS Study Skills HS National Honor Society MS Team Leader MS Department Chair Facilitator of Professional Development & Department Activities for Library & Media Services SSD (Standardized Testing) Coordinator for Students with Special Needs
Level 6	\$884	\$893	\$906	\$911	MS Yearbook MS Publications Elementary Library Page Webmaster
Level 7	\$130	\$131	\$133	\$134	FL Exam Coordinator: per language

⁴ The dollar amounts listed are total of the yearly stipends for the Director of the activity and any Assistant Directors. The Director will determine the need for and number of any Assistants. Assistants must be paid minimally at level 6, but may receive more as determined by the Director of the activity.

⁵ *ibid.*, same as above.

⁶ *ibid.*, same as above.

⁷ *ibid.*, same as above.



Lexington Public Schools
2012 School Committee Budget

	FY10	FY11	FY12	FY12 Midnight	Title
					Unit A - LEA Teacher Stipends- Part B (Under Memorandum of Agreements)
Stipend:	\$503	\$508	\$516	\$518	Mentor/Coach Committee (5-10)
Stipend:	\$1,005	\$1,015	\$1,030	\$1,035	Mentor Position (20-30), Content Coach (20-30)
Stipend:	\$1,250	\$1,263	\$1,281	\$1,288	Building Technology Liaison (12-15)
Stipend:	\$1,400	\$1,414	\$1,435	\$1,442	Per Credit Hour stipend for Lexington Public Schools Academy
Stipend:	\$4,020	\$4,060	\$4,121	\$4,142	Spring Drama Director (1)
Stipend:	\$2,111	\$2,132	\$2,164	\$2,175	AIMS Web Data Manager (6 Elementary) LHS Chemical Safety Officer (1)
	\$50 per hour/\$250 per day:				Professional Development/Curriculum Development Stipend
Stipend:	\$4,422	\$4,466	\$4,533	\$4,556	METCO Extended Learning Program (MELP) Teacher (8)
Stipend:	\$3,015	\$3,045	\$3,091	\$3,106	METCO Extended Learning Program (MELP) Coordinator (1) Mentor Coach Coordinator
					Non Union - Employee Stipends
Stipend:	\$8,000	\$8,080	\$8,201	\$8,242	Stage Manager (1)
Stipend:	\$18,000	\$18,180	\$18,453	\$18,545	LHS Scheduler Stipend (1)



Lexington Public Schools
2012 School Committee Budget

Line No. 3 Unit A – Coaches: Within the Unit A – LEA contract there are stipend positions for interscholastic athletic personnel. These positions generally reflect work and activities that are completed outside of the traditional school day with School Committee recognized sports teams.

FY12

	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
1	\$ 5,642.43	\$ 4,578.32	\$ -	\$ -	\$ -	\$ -	\$ 3,313.28	\$ 1,545.93	\$ 1,104.09	\$ 165.05	\$ 1,167.65	\$ 1,771.46
2	\$ 6,070.94	\$ 4,924.82	\$ 3,768.45	\$ -	\$ -	\$ -						
3	\$ 6,500.48	\$ 5,272.35	\$ 4,115.98	\$ 2,960.63	\$ -	\$ -						
4	\$ 6,927.96	\$ 5,618.85	\$ 4,464.53	\$ 3,307.13	\$ 2,615.16	\$ -						
5	\$ 7,356.48	\$ 5,964.32	\$ 4,808.98	\$ 3,654.66	\$ 2,960.63	\$ 2,383.47						
6	\$ 7,786.01	\$ 6,311.85	\$ 5,156.50	\$ 4,000.14	\$ 3,307.13	\$ 2,728.95						
7	\$ 8,214.53	\$ 6,658.35	\$ 5,503.01	\$ 4,347.66	\$ 3,654.66	\$ 3,076.48						
8	\$ 8,642.01	\$ 7,005.88	\$ 5,847.46	\$ 4,694.16	\$ 4,000.14	\$ 3,422.98						
9	\$ 9,070.53	\$ 7,351.35	\$ 6,196.01	\$ 5,039.64	\$ 4,347.66	\$ 3,768.45						
10	\$ 9,496.99	\$ 7,698.88	\$ 6,544.56	\$ 5,387.16	\$ 4,694.16	\$ 4,115.98						

COACHES' SALARY GROUPS

Level I

Head Football
 Director of Athletics

Level II

Head - Basketball
 Head - Ice Hockey
 Athletic Trainer (per season)

Level III

Head - Soccer
 Head - Volleyball
 Head - Field Hockey
 Head - Softball
 Head - Outdoor Track
 Head - Lacrosse
 Head - Indoor Track
 Head - Wrestling
 Head - Baseball

Level IV

Assistant - Basketball
 Assistant - Indoor Track
 Assistant - Ice Hockey
 Assistant - Football
 Head Swimming
 Head Cross Country

Level IV – cont'd

Head Golf
 Head Tennis
 Equipment Manager (three seasons)

Level V

Assistant Soccer
 Assistant Field Hockey
 Assistant Baseball
 Assistant Softball
 Assistant Lacrosse
 Assistant Volleyball
 Assistant Cross Country
 Assistant Swimming
 Assistant Wrestling
 Assistant Outdoor Track

Level VI

Head Cheerleading
 Head MS Softball
 Head MS Field Hockey
 Head MS Cross Country
 Head MS Baseball
 Head MS Basketball
 Head MS Track/Field
 Head MS Soccer
 Assistant Golf Coach

Level VII

MS Assistant Athletic Director
 Assistant Trainer (per season)
 Spring Ultimate Frisbee

Level VIII

Assistant MS Soccer
 Assistant MS Field Hockey
 Assistant MS Baseball

Level IX

MS Intramural Coach

Level X

MS Clinician

Level XI

Assistant Athletic Director at LHS

Level XII

Elementary Before/After School Sports
 Fall Ultimate Frisbee
 HS Intramural Coach



Lexington Public Schools
2012 School Committee Budget

Line No. 4 LESA - Secretaries (Lexington Educational Secretaries Association): The Lexington Educational Secretaries Association provides the administrative support function. The positions in this unit are both 12-month and 10-month positions, both full-time and part-time. While most positions are 37.5 hours per week, there are a number at 40 hours per week. In order to make this unit have an accurate measure of a Full-time Equivalent we are proposing to transition the calculation of an FTE to be based on a 12 month employee. Employees who work in our “10 month positions” will have their FTE based on 260 work days x 7.5 hours. Thus, an individual who works 184 school days, with 10 holidays for 7.5 hours will be a 0.74 FTE.

Line No	DESE Func	JOB_DESC	Operating				Grant				Revolving			
			FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget
4	1220	ADMIN ASST CO	1.76	2.00	0.24									
	1410	AP CLERK	1.96	1.96										
		PAYROLL CLERK	2.00	0.52	(1.48)									
		SECRETARY	0.51	1.00	0.49									
	1420	ADMIN ASST CO		1.00	1.00									
		RECPT/HR	0.80	0.80										
		SEC DH		0.43	0.43									
		SECY - HR	1.00		(1.00)									
	2110	ADMIN ASST DIR SS	1.00	0.50	(0.50)									
		ELL SUPV SS		0.23	0.23									
		K-8 SUPV SS		0.92	0.92									
		OOD SUPV SS		0.46	0.46									
		SEC COORD	2.07	3.26	1.19							0.45	0.45	
		SEC DH	1.05	0.52	(0.53)			0.48	0.48	(0.01)				
		SEC SS	1.00		(1.00)									
		SUPV RECEPTIONIST		1.00	1.00									
	2120	SEC DH	2.00	2.00										
		SEC DH/MA	0.50	0.50										
		SEC DH/SS	0.50	0.50										
		SEC EV TM	1.00	0.92	(0.08)									
		SEC K5 SCI	0.21	0.21										
		TECH FL	1.00	1.00										
	2210	ADMIN ASST PRINCIPAL	9.00	9.00										
		SCH SUPRT	20.09	20.98	0.89									
		SEC HS AP	4.00	4.00										
		SEC HS REC	1.00	1.00										
		SEC/METCO						6.00	6.00					
	2340	LIB SUPRT	4.52	4.52										
	2710	ASST REGISTRAR	1.00	1.00										
		COM SERV		0.14	0.14									
		REGISTRAR	1.00	1.00										
		SEC GUID	4.41	4.39	(0.02)									
	3510	SEC COORD	1.00	1.00										
	3520	FUNDS MAN	1.00	1.00										
		SEC MS AP	2.00	2.00										
	4450	IT MAINT A	3.00		(3.00)									
4	Sum		70.36	69.74	(0.62)	\$2,656,519	6.48	6.48	(0.01)	\$205,797	0.45	0.45		\$14,335



Lexington Public Schools
2012 School Committee Budget

Line No. 5 Non-Union District Support/Managers (formerly Central Office Support): This category of employees who are equivalent to executive administrative assistants, confidential employees (those that handle confidential personnel information and labor negotiations materials), non-teacher junior level managers, and non-union central office employees. We have added the following employees to this group as they match the definition of the newly defined group.

- **Technology Non-Bargaining:** The grouping contains the technology department staff that are under individual employment agreements and are not covered by the Technology Unit Agreement. The positions are School Database Administrator, Training Specialist, System Administrator, and Technical Specialist.
- **Technology Administration:** The individuals in the positions of director or assistant director of information technology department will be included in the summary total of this line.
- **Department Head:** K-5 Math and K-5 Literacy positions were removed from the Unit A – LEA in FY11

GRP_DESC	DESE Func	JOB_DESC	Operating				Grant				Revolving			
			FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget
SCO - MANAGERS	1100	REC SECY	0.25	0.25										
	1110	SPEC ASST												
	1220	CO SECRETA	1.00	1.00										
		SS FIN/OP	1.00	1.00										
	1410	ASST BUSINESS OFFICE	1.00	1.00										
		PAYROLL SUPV		1.00	1.00									
		SC FINANCE MGR	1.00	1.00										
		SPEC REV FUND MGR	1.00	1.00										
	1420	CO SECRETA	2.00	2.00										
	1450	DB ADMIN	1.00	1.00										
	2220	DEPT HEAD		2.00	2.00									
	2330	PRINT SHOP	1.00	1.00										
	2357	IIT TRNG	1.00	1.00										
		METCO DIR		0.50	0.50		0.50	1.00	0.50					
	PD COORD			(1.00)										
	TECH SPEC	1.00												
3100	ACCNT MAN.									1.00	1.00			
	ADULT ED/S									2.00	2.00			
3300	TRANS COOR	0.75	0.75							0.25	0.25			
3510	MATH DIR	1.00	1.00											
4400	IIT DIR	1.00	1.00											
4450	SYS ADMIN	1.00		(1.00)										
SCO - MANAGERS Total			15.00	16.50	1.50	\$ 1,166,877	0.50	1.00	0.50	\$ 95,000	3.25	3.25	\$ 178,182	
Grand Total			15.00	16.50	1.50	\$ 1,166,877	0.50	1.00	0.50	\$ 95,000	3.25	3.25	\$ 178,182	

Line No. 6: Formerly assigned to Facilities employees.

Line No. 7 Unit C – Instructional Assistants: Members of this bargaining unit provide classroom support and instruction to students. The majority of students served are special education students. Previously these individuals were referred to as “tutors.” However, under No Child Left Behind, a tutor has a new definition, which does not fit this class of employee. {Full Time equivalency is based on using 186 days x 7.5 hours (183 school days, 1 training day, plus 3 contract days).}

In FY10, a new category of employee is being added by converting Unit C Instructional Assistants into Student Support Instructors. These positions are directly related to the Early Childhood and Fiske ILP (Intensive Learning Program). The Student Support Instructor position will work 37.5 to 40 hours per week on a flexible, less traditional, workweek for up to 224 days. These positions will address the recurring home-based services and consistency of services for special education students. The staff in these positions will be trained and higher level of instructional skills providing consistency of services beyond the school year. They will be providing services on site and home-based and other higher-level instructional responsibilities than our Special Class Aides or Instructional Assistants provide.



Lexington Public Schools
2012 School Committee Budget

Line No	DESE Func	JOB_DESC	Operating				Grant				Revolving			
			FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget
7	2330	5th Grade Overnight Field Trip				\$ 6,000				\$ -				\$ -
		EC IA				\$ -				\$ -				\$ 3,503
		METCO IA				\$ -	1.29	1.29		\$ 37,172			0.01	\$ -
		SPED IA	87.34	74.28	(13.06)	\$ 2,134,794	3.00	2.37	(0.63)	\$ 69,090	1.03	1.55	0.52	\$ 45,053
		SSI	21.23	25.76	4.53	\$ 1,038,228				\$ -				\$ -
		2330 Total	108.57	100.05	(8.52)	\$ 3,179,022	4.29	3.66	(0.63)	\$ 106,263	1.14	1.67	0.53	\$ 48,557
7	Sum		108.57	100.05	(8.52)	\$ 3,179,022	4.29	3.66	(0.63)	\$ 106,263	1.14	1.67	0.53	\$ 48,557

Line No. 7.1 Paraprofessionals (formerly Non-B Instruct Paraprofessionals): This group consists of FTEs (Campus Monitor, Kindergarten Assistants, Home Tutors and on-call Print Shop employees) and Head Counts (temporarily for adult education instructors - revolving fund). Eventually we will provide the flat dollar amount under the program summary for Home Tutors, Adult Education Instructors, Summer School Instructional Assistants, and other seasonal, intermittent, or temporary employees. With the introduction of the Student Support Instructor position, hiring employees who will work 37.5 to 40 hours per week on a flexible, less traditional, workweek will address the recurring home-based services and consistency of services for special education students. Thus, leaving infrequent, non-recurring, tutoring designated under the category of Home/Hospital services. Home/Hospital services will be budgeted at a flat dollar amount since it will be difficult to budget for an unknown demand or requirement for services.

GRP_DESC	DESE Func	JOB_DESC	Operating				Grant				Revolving			
			FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget
ADULT ED	3100	ADULT ED												
		MUSIC INST												
CAM MON	2210	CAMP MON	0.93	0.90	(0.03)									
SCHL GROUP	2320	PHYS THER		1.00	1.00									
	2330	HME TUT CR	1.74		(1.74)	\$ 18,000								
		HOME TUTOR	1.88		(1.88)	\$ 2,000								
		KIND ASSIS					9.20	9.20						
		OVRMX AIDE												
		TRANSLATOR				\$ 3,000								
	2357	PD COORD												
	3200	DOCTOR												
	3510	GAME PERS										1.00	1.00	
	3520	STAGE MGR/Tech Director												
	4450	TECH SUPPT												
Grand Total			4.55	1.90	(2.65)	\$ 130,329	9.20	9.20		\$ 234,266	52.00	1.00	(51.00)	\$ -

Line No. 8 ABA/BCBA Services (Applied Behavior Analyst/Board Certified Behavior Analyst): These positions provide behavioral assessments and assist in the development and implementation of positive behavior intervention plans, along with providing consultation to staff and parents.

GRP_DESC	DESE Func	JOB_DESC	Operating				Grant				
			FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	
ABA TUTORS	2320	ABA COORD	0.60	0.60	-		0.00	0.00		-	\$ -
		ABA-CERT G	0.81	0.05	(0.76)		0.00	0.00		-	\$ -
		BCBA	2.00	2.25	0.25		2.00	2.00		-	\$ 164,826
		BCBA - year extension	0.00	0.00	-		0.00	0.00		-	\$ -
ABA TUTORS	Total		3.41	2.90	(0.51)	\$ 268,366	2.00	2.00		-	\$ 164,826



Lexington Public Schools
2012 School Committee Budget

Line No. 9 Occupational Therapy Assistants: These employees provide direct services to students to develop skills in fine motor, gross motor, visual motor, and visual perceptual development, as well as in sensory processing. This group works under the direction of an Occupational Therapist (Unit A).

GRP_DESC	DESE Func	JOB_DESC	Operating			
			FY11 Budget	FY12 FTE	FTE Change	FY12 Budget
OCC THER ASST		2350 OCC TH AST	3.00	3.00	-	\$ 144,064
OCC THER ASST Total			3.00	3.00	-	\$ 144,064

Line No. 10 Class Aides (Special Class Teaching Assistants): These employees are specialized instructional assistants in our highly involved or intensive district-wide special education programs. Their compensation is above that of an instructional assistant due to the personal care and behavioral support they provide to our more involved students.

GRP_DESC	DESE Func	JOB_DESC	Operating				Grant			
			FY11 Budget	FTE Change	FY12 FTE	FY12 Budget	FY11 Budget	FTE Change	FY12 FTE	FY12 Budget
CLASS AIDE	2330	CLASS AIDE	11.01	12.14	23.15	\$ 757,992	0.53	0.03	0.56	\$ 18,010
CLASS AIDE Total			11.01	12.14	23.15	\$ 757,992	0.53	0.03	0.56	\$ 18,010

Line No. 11: Formerly assigned to Facilities employees.

Line No. 12: Formerly assigned to Facilities employees.

Line No. 13 Technology Unit: This particular categorization was a hybrid, but has been broken out by employee group to be in line with the methodology of categorization. It now only contains the members of the Technology Unit. In the past it contained all other Technology Department employees who work under individual employment agreements with the School District listed in lines 5.⁸

GRP_DESC	DESE Func	JOB_DESC	Operating				
			FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	
TECHNICAL	1450	ASST DATA MGR		1.00	1.00		
		DATA COORD	1.00	1.00			
		LHS DATA COORD		0.60	0.60		
		SPED DATA COORD		1.00	1.00		
	1450 Total			1.00	3.60	2.60	
	2357 TECH SPEC				2.00	2.00	
	2357 Total				2.00	2.00	
	4400 NET ADMIN			1.00	1.00		
	4400 Total			1.00	1.00		
	4450 IT MAINT A				2.00	2.00	
	SYS ADMIN				1.00	1.00	
	TECH FAC			3.00	4.00	1.00	
TECH FAC - Summer							
4450 Total			3.00	7.00	4.00		
TECHNICAL Total			5.00	13.60	8.60	\$ 638,228	

Line No. 13.1 Technology Non-Bargaining: moved to Line No. 5

Line No. 13.2 Technology Administration: moved to Line No. 5

⁸ The Technology Unit is 1.60 FTEs over the summary on page 3. Adjustments will be made upon completion of position classification of new data coordinators.



Lexington Public Schools
2012 School Committee Budget

Line No. 14 Central Administrators (formerly CO-Administration) This categorization includes Superintendent, Assistant Superintendents, Directors, and Assistant Directors working under the Superintendent who have individual employment contracts and are not in a functional area of any other classification of employee.

			Operating			
GRP_DESC	DESE Func	JOB_DESC	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget
CO ADMIN	1110	SUPERINTEN	1.00	1.00		
	1110 Total		1.00	1.00		
	1220	CURRICULUM	1.00	1.00		
		DIR ST SER	1.00	1.00		
		SP ASSTDIR	0.50	0.50		
	1220 Total		2.50	2.50		
	1410	FINANCE	1.00	1.00		
	1410 Total		1.00	1.00		
	1420	HUMAN RES	1.00	1.00		
	1420 Total		1.00	1.00		
1450	DIR ED TEC	1.00	1.00			
1450 Total		1.00	1.00			
CO ADMIN Total			6.50	6.50		\$ 970,734.08

Line No. 15 Principal: Contains all nine building principals.

GRP_DESC	DESE Func	LOC_DESC	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget
PRINCIPAL	2210	BOWMAN	1.00	1.00	0.00	
		BRIDGE	1.00	1.00	0.00	
		CLARKE	1.00	1.00	0.00	
		DIAMOND	1.00	1.00	0.00	
		ESTABROOK	1.00	1.00	0.00	
		FISKE	1.00	1.00	0.00	
		HARRINGTON	1.00	1.00	0.00	
		HASTINGS	1.00	1.00	0.00	
		LHS	1.00	1.00	0.00	
PRINCIPAL Total			9.00	9.00	0.00	\$ 1,141,052.58

Line No. 16 ALA – Assistant Principal/Supervisors: Reflects the number of Assistant/Associate Principals, Supervisors, and administrators without teaching responsibilities who are part of the Association of Lexington Administrators bargaining contract. Changes in this contract include the elimination of the MST Coordinator from this unit and the addition of the Nurse Lead and the Lexington Children’s Place Director. In addition, one Supervisor of Special Education K-8 position has been transferred from grant funded to the operating budget.

			Operating				Grant			
GRP_DESC	DES E Func	JOB_DESC	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 Budget	FY12 FTE	FTE Change	FY12 Budget
ALA UNION	2110	9-12 SPED SPVR	1.00	1.00						
		ETS		5.28	5.28			2.72	2.72	
		K-8 DIR SP	2.00	2.00						
		OOD COORD	1.00	1.00						
		SUPVPRESCH	1.00	1.00						
	2110 Total		5.00	10.28	5.28			2.72	2.72	
	2210	ASSOC PRI	1.00	1.00						
		ASST PRINCIPAL	7.00	7.10	0.10					
		HS DEAN	4.00	4.00						
	2210 Total		12.00	12.10	0.10					
2710	COORD		1.00	1.00						
	DIR GUID	1.00		(1.00)						
2710 Total		1.00	1.00							
3200	NURSE COOR	1.00	1.00							
3200 Total		1.00	1.00							
ALA UNION Total			19.00	24.38	5.38	\$ 2,460,729	2.72	2.72		\$ 258,248



Lexington Public Schools
2012 School Committee Budget

Line No 17 & 18 Substitutes: There are no FTEs budgeted under substitutes. However, the budget for substitutes is now no longer split into two categories, Payroll and Contracted Services. The district budgets a lump sum for these services and can have two sources of funding, operating budget or grants. The Personal Services for Substitutes cover the estimated cost of the following short-term employees:

1. A permanent substitute for the high school (This is an individual on daily call to fill in for teachers on short or day of notice);
2. Long-Term Teacher Substitutes, who are individuals who are hired for ten or more continuous days to cover a classroom for a teacher who is on a short-term leave of absence.
3. Nurse Substitutes: All of our school nurses are provided by contract sick days, personal days and professional development opportunities. If the building nurse should leave the building for a planned period, the district must have a nurse on site to respond to student emergencies. We have combined these expenses with the Teacher substitute line for reporting purposes.
4. Instructional Assistant Substitutes: The district has not been budgeting for these substitutes. These costs have been shown against the Unit C: Instructional Assistant Line.
5. Secretary Substitutes: a secretary substitute is hired if an administrative assistant will be absent for an extended period of time. However, this category has been used also to pay for other temporary or seasonal employees such as the recording secretary for school committee and a part-time, on-call employee for the School District's print shop.

Line No	JOB_DESC	FY12 Budget
17.1	NURSE SUB	\$ 15,000
17.2	LEA LT SUB	\$ -
	LG TRM SUB	\$ -
	REG TCH SU	\$ 569,086
18.1	PRINT SHOP	\$ 10,000
	SEC/SUBSTI	\$ 40,000
18.2	IA SUB	\$ 35,000
Grand Total		\$ 669,086

Line No. 19: Formerly assigned to Crossing Guards employees.

Line No. 20 Sick Leave: While there are no FTEs associated with this category, the district has periodically paid under a grandfather clause in the Unit A contract which includes a Sick Leave buyback payment. This line will eventually go away when eligible employees retire.

School Committee



Fiscal Year 2012 Annual Town Meeting Budget Request

As voted: February 15, 2011

<http://lps.lexingtonma.org/businessandfinance.html>

Expense Summary

Table of Contents

EXPENSE SUMMARY	1
EXPENSES BY PROGRAM.....	2
FY12 EXPENSE CHANGES	3
1000 DISTRICT LEADERSHIP & ADMINISTRATION	3
2000 INSTRUCTIONAL SERVICES	4
3000 OTHER SCHOOL SERVICES.....	8
4000 OPERATION and MAINTENANCE OF PLANT.....	11
5000 FIXED CHARGES.....	11
6000 COMMUNITY SERVICES.....	11
7000 ACQUISITION, IMPROVEMENT AND REPLACEMENT OF FIXED ASSETS	11
8000 DEBT RETIREMENT AND SERVICE:	11
9000 PROGRAMS WITH OTHER SCHOOL DISTRICTS	11



EXPENSE SUMMARY

An overview of the Expense Budget changes is provided on the following pages. Additional detail regarding expense budgets in general and specific line items are highlighted in the program section of the budget document located at <http://lps.lexingtonma.org/Current/FY12TOC.htm>



Lexington Public Schools
2011 School Committee Budget Request

Expenses by Program

The School Department shows all financial reports in a program budget format. The line numbers below represent curriculum, instruction, services, and general expenses for operating the Pre-K through Grade 12 school system. More detail for each line item is available under each program expense budget.

TYPE	LINE No	ROLL UP	FY11 ATM	FY11 STM Revised Budget	FY12 ATM	\$ CHANGE	% Change
1000	48	ADMINISTRATION	\$ 350,316	\$ 350,316	\$ 391,566	\$ 41,250	11.78%
1000	46	LEGAL SERVICES	\$ 208,000	\$ 208,000	\$ 218,000	\$ 10,000	4.81%
2000	29	K-12 CURRICULUM	\$ 434,066	\$ 634,461	\$ 711,867	\$ 77,406	12.20%
2000	30	K-12 LIBRARY/MEDIA	\$ 155,014	\$ 155,014	\$ 160,981	\$ 5,967	3.85%
2000	31	TECHNOLOGY	\$ 242,281	\$ 340,281	\$ 348,452	\$ 8,171	2.40%
2000	32	ENGLISH LANGUAGE LEARNERS	\$ 10,325	\$ 10,325	\$ 13,723	\$ 3,398	32.91%
2000	33	K-12 PE/WELLNESS	\$ 56,789	\$ 56,789	\$ 58,975	\$ 2,186	3.85%
2000	34	K-12 VISUAL ARTS	\$ 73,277	\$ 73,277	\$ 75,059	\$ 1,782	2.43%
2000	35	K-12 PERFORMING ARTS	\$ 77,439	\$ 77,439	\$ 80,420	\$ 2,981	3.85%
2000	40.4	K-12 STUDENT SERVICES	\$ 156,531	\$ 156,531	\$ 231,802	\$ 75,271	48.09%
2000	40.4	K-12 GUIDANCE					
2000	43	SPECIAL EDUCATION CONSULTANTS	\$ 592,530	\$ 592,530	\$ 560,000	\$ (32,530)	-5.49%
2000	39	PSYCHOLOGIST (Combined with Student Services lines by Level)					
2000	37	EARLY CHILDHOOD PROGRAM	\$ 65,875	\$ 65,875	\$ 65,875	\$ -	0.00%
2000	40.1	K-5 STUDENT SERVICES	\$ 30,050	\$ 30,050	\$ 32,308	\$ 2,258	7.51%
2000	40.1	K-5 GUIDANCE		\$ -		\$ -	
2000	40.2	6-8 Student Services	\$ 75,183	\$ 75,183	\$ 75,434	\$ 251	0.33%
2000	40.2	6-8 GUIDANCE		\$ -		\$ -	
2000	40.3	9-12 Student Services	\$ 29,272	\$ 29,272	\$ 29,332	\$ 60	0.20%
2000	45	PRINT CENTER	\$ 278,100	\$ 278,100	\$ 278,100	\$ -	0.00%
2000	47	TEACHER SUBSTITUTES	\$ 111,000	\$ 111,000		\$ (111,000)	-100.00%
2000	58	PRIOR YEAR EXPENSES		\$ -		\$ -	
2000	1	BOWMAN	\$ 26,082	\$ 26,082	\$ 28,674	\$ 2,592	9.94%
2000	2	BRIDGE	\$ 24,300	\$ 24,300	\$ 27,972	\$ 3,672	15.11%
2000	3	ESTABROOK	\$ 23,706	\$ 42,247	\$ 24,300	\$ (17,947)	-42.48%
2000	4	FISKE	\$ 31,352	\$ 31,352	\$ 25,488	\$ (5,864)	-18.70%
2000	5	HARRINGTON	\$ 21,168	\$ 21,168	\$ 24,948	\$ 3,780	17.86%
2000	6	HASTINGS	\$ 22,842	\$ 22,842	\$ 23,922	\$ 1,080	4.73%
2000	10	K-5 LITERACY	\$ 88,725	\$ 88,725	\$ 95,388	\$ 6,663	7.51%
2000	11	K-5 MATH	\$ 65,071	\$ 65,071	\$ 69,957	\$ 4,886	7.51%
2000	12	K-5 SCIENCE	\$ 30,274	\$ 30,274	\$ 32,547	\$ 2,273	7.51%
2000	13	K-5 SOCIAL STUDIES	\$ 24,792	\$ 24,792	\$ 26,653	\$ 1,861	7.51%
2000	7	CLARKE	\$ 23,624	\$ 23,624	\$ 23,967	\$ 343	1.45%
2000	8	DIAMOND	\$ 22,997	\$ 22,997	\$ 23,277	\$ 280	1.22%
2000	14	6-8 ENG/LANG ARTS	\$ 31,108	\$ 31,108	\$ 31,526	\$ 418	1.34%
2000	16	6-8 FOREIGN LANGUAGE	\$ 26,807	\$ 26,807	\$ 27,168	\$ 361	1.35%
2000	17	6-8 MATH	\$ 24,861	\$ 24,861	\$ 25,196	\$ 335	1.35%
2000	18	6-8 SCIENCE	\$ 41,254	\$ 41,254	\$ 56,512	\$ 15,258	36.99%
2000	19	6-8 SOCIAL STUDIES	\$ 24,927	\$ 24,927	\$ 24,561	\$ (366)	-1.47%
2000	20	6-8 INFO TECH/BUSINESS (Distributed to 6-8 Science and 6-8 Social Studies)					
2000	9	LHS	\$ 127,443	\$ 127,443	\$ 128,413	\$ 970	0.76%
2000	21	9-12 ENG/LANG ARTS	\$ 28,489	\$ 28,489	\$ 28,706	\$ 217	0.76%
2000	22	9-12 FOREIGN LANGUAGE	\$ 34,733	\$ 34,733	\$ 34,997	\$ 264	0.76%
2000	23	9-12 MATH	\$ 23,571	\$ 23,571	\$ 23,750	\$ 179	0.76%
2000	24	9-12 SCIENCE	\$ 85,022	\$ 85,022	\$ 85,669	\$ 647	0.76%
2000	25	9-12 SOCIAL STUDIES	\$ 34,871	\$ 34,871	\$ 35,625	\$ 754	2.16%
2000	26	9-12 COMPETITIVE SPEECH	\$ 4,099	\$ 4,099	\$ 4,130	\$ 31	0.75%
2000	27	9-12 POLICY DEBATE (Combined with Line #26)					
2000	28	9-12 GUIDANCE	\$ 7,174	\$ 7,174	\$ 7,228	\$ 54	0.75%
3000	36	ATHLETICS	\$ 111,820	\$ 111,820	\$ 116,124	\$ 4,304	3.85%
3000	38	HEALTH SERVICES	\$ 12,626	\$ 12,626	\$ 13,112	\$ 486	3.85%
3000	42	TRANSPORTATION SPECIAL EDUCATION	\$ 970,000	\$ 970,000	\$ 999,100	\$ 29,100	3.00%
3000	44	TRANSPORTATION	\$ 542,415	\$ 542,415	\$ 725,464	\$ 183,049	33.75%
4000	56	TELEPHONE/Cell Phone/Pagers	\$ 30,725	\$ 30,725	\$ 32,261	\$ 1,536	5.00%
9000	41	TUITION * Net Circuit Breaker Offset	\$ 5,685,617	\$ 5,685,617	\$ 6,350,303	\$ 664,686	11.69%
				\$ -			
EXPENSES Total			\$ 11,198,543	\$ 11,515,479	\$ 12,508,832	\$ 993,353	8.63%



FY12 Expense Changes

1000 DISTRICT LEADERSHIP & ADMINISTRATION

Administration

Human Resources: Software and Contracted Services *\$26,250*

The transfer of the substitute services being brought in-house and hiring employees has required that software and other contracted services be transferred from the Teacher Substitutes (Line 47). The Teacher Substitute Line no longer has an appropriation as all funds were allocated between either contracted services in Human Resources or the Salary and Wages Teacher Substitute (Line).

Human Resources: Today's Students, Tomorrow's Teachers *\$15,000*

For more than fifty years, Lexington has been committed to creating an inclusive school environment, including a diverse work-force. We believe that making our vision a reality will mean that LPS students will gain greater respect for different cultures and life styles.

We believe that, if we provide motivated Lexington students of color with: a) opportunities to explore education as a career while they are attending high school, b) the academic and social supports necessary to succeed in a structured high school teacher career exploration/training program, d) Lexington teacher mentors as role models, e) opportunities for supervised teacher intern experiences working with Lexington students, e) opportunities to interact with other future teachers of color from our cohort communities, f) college scholarship opportunities including 50% tuition reduction to enroll undergraduate teacher preparation programs, and g) the possibility of future teacher job opportunities in our school system upon completion of an undergraduate teacher training program, then those students of color will perform at higher levels while in high school and college, and will ultimately be prepared to enter the work-force as teachers.

On this basis, the Human Resources Department is seeking funding in the FY 12 budget for the purpose of conducting a pilot program, such as the one described above by beginning a cohort of five students of color who will be entering grade 9 in the 2011-2012 school year. The program will be conducted in collaboration with Today's Students, Tomorrow's Teachers (TSTT), which is a New York based non-profit organization that, for the last 12 years, has successfully conducted similar programs within New York State, Connecticut, and Virginia.

Legal Services

Legal Services: Special Education *\$10,000*

The Legal Services budget is being increased to support on going litigation for special education disputes and case filings.



2000 INSTRUCTIONAL SERVICES

K-12 Curriculum, Instruction and Professional Development \$65,867

The Professional Development budget for the district will be increasing to support ongoing district capacity building in our teaching and administrative staff. The addition of these specific programs continue our commitment to building professional learning communities among our teachers and our use of common formative assessments to assist our work in closing the achievement gap and advancing overall student achievement.

1. Research for Better Teaching	\$11,550
2. Professional Development Registration and Tracking software	\$13,000
3. Open Circle Training	\$21,829
4. Assessment Software Licenses	\$4,000
5. Student Information System Report Card Update	\$5,000
6. Report Card Update Stipends/Summer Work	\$7,500
7. Professional Development Technology Stipends	<u>\$3,000</u>
<i>Total Professional Development Program Changes</i>	<u>\$65,867</u>

English Language Learners \$3,000

Over the past five years, the budget increase has been limited to a 6% increase (\$10,000 in 2006 versus \$10,625 in 2011 – a net increase of \$625) despite the fact that the student population has grown 78% (196 students versus 348). The additional student population has put a strain on the department’s instructional materials budget. There is a chronic shortage of textbooks and materials. This program is supported by federal Title III funds, which have been increasing to support our rising student population; the grant funds 0.50 FTE and professional development for general education and ELL teachers.¹

K-12 Student Services (Equipment) \$37,600

Each year the district experiences additional requests for FM systems or sound field systems that are unanticipated for hearing impaired students who either move into Lexington or who require updated systems. For FY12 the request is for two systems to cover move-ins and two systems that are in line to be replaced for existing students. (\$12,000)

In FY11 a full time physical therapist was hired. This position was filled by an independent contractor previously who supplied her own equipment. The physical therapy equipment needs include:

- Foam wedges to replace torn wedges at Harrington (\$500.00)
- Two Rifton chairs for two physically disabled students who have outgrown their current chairs. (\$500.00)
- Adaptive pedals, waist coats for bikes (\$600.00)

There are currently five students who will require augmentative communication devices. One of these students has recently been given an outside evaluation and is in the process of an inside evaluation. Preliminary recommendations require the use of devices ranging from \$2,000 to \$8,500 for this one student. It is anticipated that the remaining four students will also require devices in order to communicate effectively, participate in school and for the district to comply with their IEP needs. This request is for two devices at \$8500 per device for a total of \$17,000.

¹ More information on the Title III grant is available at <http://lps.lexingtonma.org/Current/FY12Budget/FY12Grants>



Lexington Public Schools
2011 School Committee Budget Request

It is anticipated that an elementary visually impaired student will be in need of some Braille equipment (\$6000) as well as a special desk lamp (\$250). In addition the Vision specialist is in need of testing equipment/materials (\$500).

K-12 Student Services (Special Education Consultants - Contracted Services) *(\$32,530)*

Student Services has been working on a projection model for consulting services. Based on a the projection tool used to track tuition, the result has been a reduction in estimated funds needed to provide services included in IEPs that can not or are not provided by district employees.

Teacher Substitutes *(\$111,000)*

The school district has completed its conversion of contracted substitute teachers to substitutes paid through payroll. The district transferred these funds to support a substitute caller in the LESA and contracted services in administration for software support.

Supplies and Materials that are allocated per pupil *\$92,855*

Per Pupil Allocation: The amount of money per student that is allocated to each program area for the acquisition of curriculum specific materials, supplies and equipment for the benefit of the students enrolled in the specific program. The per pupil allocations are determined for each program classification (i.e., K-5 Math, 6-8 Math, 9-12 Math, Special Education, English Language Learners), based on the official October 1 enrollment reported to the Department of Elementary and Secondary Education.

Roll Up	Location	FY10	# of Students	Per Pupil Allocation	FY11	# of Students	Per Pupil Allocation	Change	FY12	# of Students	Per Pupil Allocation	Change
Total Expense Budget Adjustments		\$ 2,167,916	6,116		\$ 2,172,510	6,131		\$ 4,593.81	\$ 2,265,365	6,367		\$ 92,855
		2.62%	13.45%		0.21%	0.25%			4.27%	3.85%		

K-12 Department Expense Budget
 (general education budget only)
 Level Fund Per Pupil at Current Enrollment and Budget Allocations adjusted by # of students as of official October 1, 2010 enrollment

Line Number	Roll Up	Location	FY10	# of Students	Per Pupil Allocation	FY11	# of Students	Per Pupil Allocation	Change	FY12	# of Students	Per Pupil Allocation	Change
29	K-12 Curriculum		\$ 298,730	6,116	\$ 48.84	\$299,463	6,131	\$ 48.84	\$ 732.66	\$310,990	6,367	\$ 48.84	\$ 11,527.19
30	K-12 Library Media		\$ 154,635	6,116	\$ 25.28	\$155,014	6,131	\$ 25.28	\$ 379.26	\$160,981	6,367	\$ 25.28	\$ 5,966.95
31	Technology		\$ 211,762	6,116	\$ 34.62	\$212,281	6,131	\$ 34.62	\$ 519.36	\$220,453	6,367	\$ 34.62	\$ 8,171.33
32	English Language Learners		\$ 10,300	6,116	\$ 1.68	\$10,325	6,131	\$ 1.68	\$ 25.26	\$10,723	6,367	\$ 1.68	\$ 397.45
33	K-12 PE/Wellness		\$ 56,650	6,116	\$ 9.26	\$56,789	6,131	\$ 9.26	\$ 138.94	\$58,975	6,367	\$ 9.26	\$ 2,185.97
34	K-12 Visual Arts		\$ 72,100	6,116	\$ 11.79	\$72,277	6,131	\$ 11.79	\$ 176.83	\$75,059	6,367	\$ 11.79	\$ 2,782.15
35	K-12 Performing Arts		\$ 77,250	6,116	\$ 12.63	\$77,439	6,131	\$ 12.63	\$ 189.46	\$80,420	6,367	\$ 12.63	\$ 2,980.87
36	Athletics		\$ 111,546	6,116	\$ 18.24	\$111,820	6,131	\$ 18.24	\$ 273.58	\$116,124	6,367	\$ 18.24	\$ 4,304.26
			\$ 992,973	6,116	\$ 162.36	\$ 995,408	6,131	\$ 162.36	\$ 2,435.35	\$ 1,033,725	6,367	\$ 162.36	\$ 38,316.16
			5.06%	13.45%		0.25%	0.25%			3.85%	3.85%		
37	Early Childhood Program		\$ 65,875	90	\$ 731.94	\$65,875	90	\$ 731.94	\$ -	\$65,875	90	\$ 731.94	\$ -
38	Health Services		\$ 12,595	6,116	\$ 2.06	\$12,626	6,131	\$ 2.06	\$ 30.89	\$13,112	6,367	\$ 2.06	\$ 486.01
39	Psychologist		\$ 86,435	6,116	\$ 14.13	\$86,647	6,131	\$ 14.13	\$ 211.99	\$89,982	6,367	\$ 14.13	\$ 3,335.29
40.1	K-5 Student Services		\$ 29,500	2,626	\$ 11.23	\$30,050	2,675	\$ 11.23	\$ 550.46	\$32,308	2,876	\$ 11.23	\$ 2,258.00
	K-5 Guidance		\$ -	2,626	\$ -	\$0	2,675	\$ -	\$ -	\$0	2,876	\$ -	\$ -
40.2	6-8 Student Services		\$ 18,936	1,510	\$ 12.54	\$18,635	1,486	\$ 12.54	\$ (300.97)	\$18,886	1,506	\$ 12.54	\$ 250.81
	6-8 Guidance		\$ -	1,510	\$ -	\$0	1,486	\$ -	\$ -	\$0	1,506	\$ -	\$ -
40.3	9-12 Student Services		\$ 7,857	1,980	\$ 3.97	\$7,817	1,970	\$ 3.97	\$ (39.68)	\$7,877	1,985	\$ 3.97	\$ 59.52
40.4	K-12 Student Services		\$ 60,542	6,116	\$ 9.90	\$60,690	6,131	\$ 9.90	\$ 148.48	\$63,027	6,367	\$ 9.90	\$ 2,336.15
	K-12 Guidance		\$ -	6,116	\$ -	\$0	6,131	\$ -	\$ -	\$0	6,367	\$ -	\$ -
			\$ 281,740	6,116	\$ 785.78	\$ 282,341	6,131	\$ 785.78	\$ 601.17	\$ 291,067	6,367	\$ 785.78	\$ 8,725.78
			0.00%	13.45%		0.21%	0.25%			3.09%	3.85%		



Lexington Public Schools
2011 School Committee Budget Request

Elementary School Expense Budget
 (general education budget only)
 Level Fund Per Pupil at \$54.00 and Budget Allocation adjusted by # of students as of official October 1, 2010 enrollment

Line Number	Roll Up	Location	FY10	# of Students	Per Pupil Allocation	FY11	# of Students	Per Pupil Allocation	Change	FY12	# of Students	Per Pupil Allocation	Change
1	Bowman		\$25,704	476	\$ 54.00	\$26,082	483	\$ 54.00	\$ 378.00	\$28,674	531	\$ 54.00	\$2,592
2	Bridge		\$23,274	431	\$ 54.00	\$27,000	500	\$ 54.00	\$ 3,726.00	\$27,972	518	\$ 54.00	\$ 972.00
3	Estabrook		\$22,032	408	\$ 54.00	\$23,706	439	\$ 54.00	\$ 1,674.00	\$24,300	450	\$ 54.00	\$ 594.00
4	Fiske		\$26,892	498	\$ 54.00	\$23,652	438	\$ 54.00	\$ (3,240.00)	\$25,488	472	\$ 54.00	\$ 1,836.00
5	Harrington		\$21,978	407	\$ 54.00	\$21,168	392	\$ 54.00	\$ (810.00)	\$24,948	462	\$ 54.00	\$ 3,780.00
6	Hastings		\$21,924	406	\$ 54.00	\$22,842	423	\$ 54.00	\$ 918.00	\$23,922	443	\$ 54.00	\$ 1,080.00
			\$ 141,804	2,626	\$ 54.00	\$ 144,450	2,675	\$ 54.00	\$ 2,646.00	\$155,304	2,876	\$ 54.00	\$ 10,854.00
10	K-5 Literacy		\$87,096	2,626	\$ 33.17	\$88,721	2,675	\$ 33.17	\$ 1,625.17	\$95,388	2,876	\$ 33.17	\$ 6,666.51
11	K-5 Math		\$63,876	2,626	\$ 24.32	\$65,068	2,675	\$ 24.32	\$ 1,191.90	\$69,957	2,876	\$ 24.32	\$ 4,889.24
12	K-5 Science		\$29,718	2,626	\$ 11.32	\$30,272	2,675	\$ 11.32	\$ 554.52	\$32,547	2,876	\$ 11.32	\$ 2,274.67
13	K-5 Social Studies		\$24,336	2,626	\$ 9.27	\$24,791	2,675	\$ 9.27	\$ 454.11	\$26,653	2,876	\$ 9.27	\$ 1,862.77
			\$ 205,026	2,626	\$ 78.08	\$ 208,852	2,675	\$ 78.08	\$ 3,825.70	\$ 224,545	2,876	\$ 78.08	\$ 15,693.19
Elementary Total			\$ 346,830	2,626	\$ 132.08	\$ 353,302	2,675	\$ 132.08	\$ 6,471.70	\$ 379,849	2,876	\$ 132.08	\$ 26,547.19
			-1.14%	-2.70%		1.87%	1.87%			7.51%	7.51%		

Middle School Expense Budget
 (general education budget only)
 Level Fund Per Pupil at Current Enrollment and Budget Allocations adjusted by # of students as of official October 1, 2010 enrollment

Line Number	Roll Up	Location	FY10	# of Students	Per Pupil Allocation	FY11	# of Students	Per Pupil Allocation	Change	FY12	# of Students	Per Pupil Allocation	Change
7	Clarke		\$23,590	752	\$ 31.37	\$23,622	753	\$ 31.37	\$ 31.37	\$23,967	764	\$ 31.37	\$ 345.07
8	Diamond		\$23,778	758	\$ 31.37	\$22,994	733	\$ 31.37	\$ (784.25)	\$23,277	742	\$ 31.37	\$ 282.33
			\$ 47,369	1,510	\$ 31.37	\$ 46,616	1,486	\$ 31.37	\$ (752.88)	\$ 47,243	1,506	\$ 31.37	\$ 627.40
14	6-8 Eng/Lang Arts	Clarke	\$15,742	752	\$ 20.93	\$15,763	753	\$ 20.93	\$ 20.93	\$15,993	764	\$ 20.93	\$ 230.27
		Diamond	\$15,868	758	\$ 20.93	\$15,344	733	\$ 20.93	\$ (523.33)	\$15,533	742	\$ 20.93	\$ 188.40
			\$ 31,609	1,510	\$ 20.93	\$ 31,107	1,486	\$ 20.93	\$ (502.40)	\$ 31,526	1,506	\$ 20.93	\$ 418.67
16	6-8 Foreign Language	Clarke	\$13,566	752	\$ 18.04	\$13,584	753	\$ 18.04	\$ 18.04	\$13,783	764	\$ 18.04	\$ 198.44
		Diamond	\$13,674	758	\$ 18.04	\$13,223	733	\$ 18.04	\$ (451.00)	\$13,386	742	\$ 18.04	\$ 162.36
			\$ 27,240	1,510	\$ 18.04	\$ 26,807	1,486	\$ 18.04	\$ (432.96)	\$ 27,168	1,506	\$ 18.04	\$ 360.80
17	6-8 Math	Clarke	\$12,581	752	\$ 16.73	\$12,598	753	\$ 16.73	\$ 16.73	\$12,782	764	\$ 16.73	\$ 184.03
		Diamond	\$12,681	758	\$ 16.73	\$12,263	733	\$ 16.73	\$ (418.25)	\$12,414	742	\$ 16.73	\$ 150.57
			\$ 25,263	1,510	\$ 16.73	\$ 24,861	1,486	\$ 16.73	\$ (401.52)	\$ 25,196	1,506	\$ 16.73	\$ 334.60
18	6-8 Science	Clarke	\$18,575	752	\$ 24.70	\$18,599	753	\$ 24.70	\$ 24.70	\$25,973	764	\$ 34.00	\$ 7,373.96
20	6-8 Info Tech/Business	Clarke	\$0	752	\$ 5.70	\$2,655	753	\$ 3.53	\$ 2,655.00	\$2,694	764	\$ 3.53	\$ 38.78
	6-8 Science	Diamond	\$18,723	758	\$ 24.70	\$18,105	733	\$ 24.70	\$ (617.50)	\$25,225	742	\$ 34.00	\$ 7,120.04
	6-8 Info Tech/Business	Diamond	\$4,321	758	\$ 5.70	\$2,038	733	\$ 3.53	\$ (2,282.60)	\$2,619	742	\$ 3.53	\$ 581.26
			\$ 41,618	1,510	\$ 27.56	\$ 41,397	1,486	\$ 27.56	\$ 2,062.20	\$ 56,512	1,506	\$ 37.52	\$ 15,114.05
19	6-8 Social Studies	Clarke	\$10,631	752	\$ 14.14	\$10,645	753	\$ 14.14	\$ 14.14	\$10,800	764	\$ 14.14	\$ 155.50
20	6-8 Info Tech/Business	Clarke	\$0	752	\$ 5.70	\$1,637	753	\$ 2.17	\$ 1,637.00	\$1,661	764	\$ 2.17	\$ 23.91
	6-8 Social Studies	Diamond	\$10,716	758	\$ 14.14	\$10,362	733	\$ 14.14	\$ (353.41)	\$10,489	742	\$ 14.14	\$ 127.23
	6-8 Info Tech/Business	Diamond	\$0	758	\$ 5.70	\$2,140	733	\$ 2.17	\$ 2,140.00	\$1,610	742	\$ 2.17	\$ (529.86)
			\$ 21,346	1,510	\$ 14.14	\$ 24,784	1,486	\$ 14.14	\$ 1,297.72	\$ 24,561	2,270	\$ 10.82	\$ (223.21)
20	6-8 Info Tech/Business	Clarke	\$4,287	752	\$ 5.70	\$0	753	\$ 5.70	\$ (4,286.30)	\$0	764	\$ 5.70	\$ (0.25)
		Diamond	\$4,321	758	\$ 5.70	\$0	733	\$ 5.70	\$ (4,320.50)	\$0	742	\$ 5.70	\$ (0.25)
			\$ 8,607	1,510	\$ 5.70	\$ 0	1,486	\$ 5.70	\$ (8,606.80)	\$ -	1,506	\$ -	\$ (0.50)
			\$ 203,052	1,510	\$ 134.47	\$ 195,573	1,486	\$ 131.61	\$ (7,336.65)	\$ 212,205	1,506	\$ 140.91	\$ 16,631.81
		Clarke	\$ 98,971	752	\$ 131.61	\$ 99,103	753	\$ 131.61	\$ 131.61	\$ 107,652	764	\$ 140.91	\$ 8,549.72
		Diamond	\$ 99,761	758	\$ 131.61	\$ 96,471	733	\$ 131.61	\$ (3,290.26)	\$ 104,553	742	\$ 140.91	\$ 8,082.09
			\$ 198,732	1,510	\$ 131.61	\$ 195,573	1,486	\$ 131.61	\$ (3,158.65)	\$ 212,205	1,506	\$ 140.91	\$ 16,631.81
			0.60%	0.60%		-1.59%	-1.59%			8.50%	1.35%		



Lexington Public Schools
2011 School Committee Budget Request

High School Expense Budget
(general education budget only)
 Level Fund Per Pupil at Current Enrollment and Budget Allocations adjusted by # of students as of official October 1, 2010 enrollment

Line Number	Roll Up	Location	FY10	# of Students	Per Pupil Allocation	FY11	# of Students	Per Pupil Allocation	Change	FY12	# of Students	Per Pupil Allocation	Change
9	Lexington High School		\$128,090	1980	\$ 64.69	\$127,443	1970	\$ 64.69	\$ (646.92)	\$128,413	1985	\$ 64.69	\$ 970.38
21	Eng/Lang Arts		\$ 28,634	1980	\$ 14.46	\$28,489	1970	\$ 14.46	\$ (144.62)	\$28,706	1985	\$ 14.46	\$ 216.92
22	Foreign Language		\$ 34,909	1980	\$ 17.63	\$34,733	1970	\$ 17.63	\$ (176.31)	\$34,997	1985	\$ 17.63	\$ 264.46
23	Math		\$ 23,690	1980	\$ 11.96	\$23,570	1970	\$ 11.96	\$ (119.65)	\$23,750	1985	\$ 11.96	\$ 179.47
24	Science		\$ 85,453	1980	\$ 43.16	\$85,021	1970	\$ 43.16	\$ (431.58)	\$85,669	1985	\$ 43.16	\$ 647.37
25	Social Studies		\$ 35,535	1980	\$ 17.95	\$35,356	1970	\$ 17.95	\$ (179.47)	\$35,625	1985	\$ 17.95	\$ 269.20
26	competitive Speech		\$ 4,120	1980	\$ 2.08	\$4,099	1970	\$ 2.08	\$ (20.81)	\$4,130	1985	\$ 2.08	\$ 31.21
27	Info Tech/Business		\$ -	1980	\$ -	\$0	1970	\$ -	\$ -	\$0	1985	\$ -	\$ -
28	Guidance		\$ 7,210	1980	\$ 3.64	\$7,174	1970	\$ 3.64	\$ (36.41)	\$7,228	1985	\$ 3.64	\$ 54.62
			\$ 347,641	1980	\$ 175.58	\$ 345,885	1970	\$ 175.58	\$(1,755.76)	\$ 348,519	1985	\$ 175.58	\$ 2,633.64
			3.05%	66.25%		-0.51%	-0.51%			0.76%	0.76%		



3000 OTHER SCHOOL SERVICES

Athletics *\$4,304*

Per Pupil Allocation: The amount of money per student that is allocated to each program area for the acquisition of curriculum specific materials, supplies and equipment for the benefit of the students enrolled in the specific program. The per pupil allocations are determined for each program classification (i.e., K-5 Math, 6-8 Math, 9-12 Math, Special Education, English Language Learners), based on the official October 1 enrollment reported to the Department of Elementary and Secondary Education.

Health Services *\$486*

Per Pupil Allocation: The amount of money per student that is allocated to each program area for the acquisition of curriculum specific materials, supplies and equipment for the benefit of the students enrolled in the specific program. The per pupil allocations are determined for each program classification (i.e., K-5 Math, 6-8 Math, 9-12 Math, Special Education, English Language Learners), based on the official October 1 enrollment reported to the Department of Elementary and Secondary Education.

Transportation: Special Education *\$29,100*

Special education transportation is a required on a limited basis related service for students in order to provide access to the educational program. The vast majority of special education students do not require transportation in order to receive services.

Out-of-district transportation is budgeted based on known student placements and IEPs. As in the case of tuition, the transportation budget can be affected by a number of different factors, including change in placement, the need for 1:1 monitor/aide for a student, or a student moving in or out of district. The school district participates in a regional procurement for special education transportation services. The program is supported by the Transportation Coordinator in the Business Office as 50% of the position. The consolidation allows the Transportation Coordinator to manage and coordinate services with LABBB/EDCO, parents and the four Special Education Supervisors.

Regional Procurement of Transportation:

In FY 10, the LABBB/EDCO Transportation Network was officially formed after a successful pilot program. Belmont Public Schools joined in the network for the FY 10 school year. The three year multi-town bid for transportation will go out again in the spring of 2011. Lexington and Belmont are including all in-district students in the bidding process for more competitive pricing. Given the expansion and success of the program, we expect FY 12 costs to increase slightly from last year. FY 12 the collaboration will expand to include Waltham. Continued collaboration of member districts and the administrative support from LABBB/EDCO is essential to keep this efficiency effort going. It is delicately balanced and as long as all parties remain consistent and motivated, we should be able to maintain some level of cost containment and efficiency for this program.

Transportation: Regular Education *\$183,049*

The Transportation Program provides yellow school bus transportation for students who live over two miles from school who are in grades K through 6 and for a fee will provide students under two miles from school or in grades 7 through 12 transportation to school. The program has added a routing software tool; has centralized transportation coordinator position; and improved the information available via the school website. Our ridership peaked in FY 07. After a steady decline, ridership is increasing surpassing FY08



Lexington Public Schools
2011 School Committee Budget Request

levels. Our overall ridership has increased slightly. Fee based riders have increased by less than expected, while financial assistance and distance-eligible riders have both increased. We continue to be concerned students are riding without a pass and are implementing various methods of identifying students without passes. The declining number of fee-based riders will eventually warrant the reduction of a bus to the program. However, this may or may not be feasible based on the ridership at the elementary/middle school level and the ability for buses to navigate across town at high traffic times in the morning.

FY12 TRANSPORTATION RIDER ESTIMATES							
Riders	FY09 ACTUAL	FY10 ACTUAL	FY11 Projected Riders	Actual Rider Count 11/30/10	Variance	FY12 Projected Riders	Budget to Budget Variance
Fee Riders	1,168	1,137	1,325	1,165	(160)	1,165	(160.00)
Family Cap	3	89		79	79	79	79.00
Hayden Day Care/ 2nd Households	47	58		57	57	57	57.00
Financial Waivers (free, \$25, 50% Reduced)	150	185	170	185	15	185	15.00
Subsidized Fee Based Riders	148	26		-	-	-	-
Eligible for Town Paid	380	412	375	439	64	439	64.00
Total Public School Riders	1,896	1,907	1,870	1,925	55	1,925	55.00
Private School Riders	18	0	0	-	-	-	-
Total Transportation Program Participants	1,914	1,907	1,870	1,925	18	1,925	55.00
Number of Buses to Budget with 150:1 ratio	13	13	12	13	1	13	-
Riders to Bus with 150:1 Ratio	147	147	156	148	18	148	1
Actual Number of Buses	18	17	17	17	17	17	-
Actual Riders to Bus Ratio (Prior Year)	106	112	110	113	1	113	1

Our goal for FY 12 is to keep the fee flat (\$600 per rider with a family cap of \$1,650/\$550 early bird with a family cap of \$1,600) for a fifth year in a row. In order to achieve this we are doing the following:

- Adding \$183,049 in level-service funds to the operating budget portion of the program
- We will continue to advertise our routes at the time of registration to reduce the need for bus stop change requests. Since the families will know where the stops will be, routes should be more efficient with fewer stops. Seats will be available on a first come first serve basis and will enable us to control the number of buses.
- We will continue not to budget for a reserve bus given the decline in ridership. This year the cost for each bus is approximately \$70,800.

Income and Expense for the Total Program Costs

FY12 TRANSPORTATION BUDGET REQUEST									
TRANSPORTATION PROGRAM FINANCIAL SUMMARY	FY09 ACTUAL	FY10 ACTUAL	FY11 ATM	FY11 Projected Actual	Proj Budget Variance	Average Per Seat Cost	FY12 Budget Request	Budget Variance	Average Per Seat Cost
INCOME				approx 11/30/2010					
Operating Budget Funded (Statutory & Financial Assistance)	\$ 425,876	417,640	\$ 422,449	439	\$ 450,990	\$ 28,541	\$ 479,133	\$ 56,684	
Carry Forward /Revenue Correction			\$ 119,966		\$ 91,425	\$ (28,541)	\$ 246,331	\$ 126,365	
Private School Bus	\$ 61,030			tbd	\$ -	\$ -	\$ -	\$ -	
Sub-total	\$ 486,906	\$ 417,640	\$ 542,415	\$ 542,415	\$ -	\$ 869	\$ 725,464	\$ 183,049	\$ 768
Prior Year Residual(Deficit) balance									
Spring Revenue Collections- Prior Year Carry Forward	\$ 471,254	429,274		\$ 329,397			\$ -	\$ -	
Fees	\$ 203,039	223,628	\$ 692,313	\$ 224,343			1,107	\$ 608,713	\$ (83,600)
Spring Revenue Collections - Next Program Year	\$ 473,990	483,392					95%		
Carry Forward Purchase Orders	\$ 3,350								
Sub-total	\$ 1,151,633	1,136,294	\$ 692,313	1,165	\$ 553,740	\$ (138,572)	\$ 608,713	\$ (83,600)	
Total Program Income	\$ 1,638,539	\$ 1,553,934	\$ 1,234,728	\$ 1,096,155	\$ (138,572)	\$ 569	\$ 1,334,176	\$ 99,449	693
Expenses									
Subtotal Staffing	\$ 56,102	\$ 57,044	\$ 28,000	0.50	\$ 33,000	\$ (5,000)	0.50	\$ 33,450	\$ 5,450
Subtotal Regular Education Buses	1,092,133	1,156,291	1,186,167	16	1,140,768	\$ 45,399	17.00	1,275,446	\$ 89,279
Subtotal Regular Education Buses - Specialty Services	61,030	11,202	20,560		11,202	\$ 9,358		25,280	\$ 4,720
Total Program Expense	\$ 1,209,265	\$ 1,224,537	\$ 1,234,727	16.00	\$ 1,184,970	\$ 49,757	\$ 616	\$ 1,334,176	\$ 99,449
Balance Carried Forward	\$ 429,274	\$ 329,397	\$ 1	\$ (88,815)					
Spring Revenue Used for Prior Year Program	\$ 44,715	109,279					\$ -	\$ -	
Balance Carried Forward Corrected	\$ 473,989	\$ 438,676	\$ 1	\$ (88,815)					
Calculated Fee	\$ 550	\$ 550	\$ 550	\$ 550			\$ 550		
Operating Fee Subsidy	\$ 82	\$ 82	\$ 110	\$ 66			\$ 143		
Total Per Seat Cost	\$ 632	\$ 642	\$ 660	\$ 616			\$ 693		

Total Program Costs split by funding source.



Lexington Public Schools
2011 School Committee Budget Request

FY12 TRANSPORTATION BUDGET REQUEST

TRANSPORTATION PROGRAM COSTS	FY09 ACTUAL	FY10 ACTUAL	FY11 ATM	FY11 Budget Request	Revised Budget	Proj Budget variance	Average Per Seat Cost	FY12 Multiplier	FY12 Budget Request	Budget Variance	Average Per Seat Cost
Operating Budget											
Transportation Coordinator			\$ 12,500.00	0.25	15,000			0.25	15,225	225	
Additional Staffing Support				0.25	15,000	2,500		0.25	15,225	225	
Subtotal Staffing	-	-	12,500	0.25	15,000	2,500		0.25	15,225	225	-
Public School Bus	425,876	406,438	212,394	4	283,192			4.00	297,752	14,560	
Avalon Bay Bus			35,399								
Financial Assistance			141,596	2	141,596			2.00	148,876	7,280	
Subtotal Regular Education Buses	425,876	406,438	389,389	6	424,788	35,399	-	6.00	446,628	21,840	-
Private School Bus	61,030										
Supplies and Routing/Software Support			4,000								
Essex Agricultural School (4 years)			16,560								
Kindergarten Bus (3 buses @ reduced cost per day)		11,202		1	11,202			2.00	17,280	6,078	
Subtotal Regular Education Buses - Specialty Services	61,030	11,202	20,560	1	11,202	(9,358)	-	2.00	17,280	6,078	-
Operating Budget Total	\$ 486,906	\$ 417,640	\$ 422,449	7	\$ 450,990	28,541	\$ -	8.25	\$ 479,133	\$ 28,143	\$ -
Revolving Fund (Fee-Based) Budget											
Transportation Coordinator	55,714	57,044	12,500	0.25	15,000			0.25	15,225	2,725	
Additional Staffing Support	388		3,000		3,000				3,000		
Subtotal Staffing	56,102	57,044	15,500	0.25	18,000	(2,500)		0.25	18,225	2,725	-
Fee Supported School Bus	657,119	744,865	778,778	10	707,980			11.00	818,818		
Kindergarten Buses (3 buses @ reduced cost per day)											
Reserve Bus (If not used Applied to next year's Fuel Escalation)			10,000						10,000		
Subtotal Regular Education Buses	657,119	744,865	788,778	10	707,980	80,798		11.00	828,818	-	-
Supplies and Routing/Software Support	9,138	4,988	8,000		8,000				8,000		
Subtotal Regular Education Buses - Specialty Services	9,138	4,988	8,000		8,000				8,000		-
Fee-Based Program Costs	722,359	806,897	812,278	10	733,980	78,298	-	11.00	855,043	2,725	-
Total Program Costs	\$ 1,209,265	\$ 1,224,537	\$ 1,234,727	17	\$ 1,184,970	\$ 106,839	\$ -	19	\$ 1,334,176	\$ 30,868	\$ -
Calculated Fee	\$ 620	\$ 710	\$ 620		\$ 520				\$ 740		
(Ratio - Students: Bus)	109	109	107	:1	118	:1			112	:1	
Total Per Seat Cost	\$ 632	\$ 642	\$ 660		\$ 616				\$ 693		



4000 OPERATION and MAINTENANCE OF PLANT

Telephone/Cell Phone/Pagers \$1,536

The district provides cell phones for various employees for emergency contact in our buildings and shares a contract with the Town. The individuals being provided phones and the services are currently under review and will be modified in FY12. In addition, we also have contracts with a company to assist in the application for the Schools and Libraries Program of the Universal Service Fund. The fund makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services. The company files E-Rate reimbursement applications on the behalf of the schools and library landlines, school and library technology networks, cell phones, and pager for the School Department, Library, and Department of Public Facilities. The revenue from this collection effort provides approximately \$30,000 to \$40,000 to the general fund each year. Prior to FY10 this revenue source was used to offset the cost of the telephone lines and often created a surplus of funds. Beginning in FY10, the revenue has been moved to its appropriate location in the general fund revenue section and the telephone budget will reflect the actual cost of providing services.

Special Town Meeting 2008 removed \$134,050 from the school department budget and transferred it to the Department of Public Facilities. The Town is working on consolidating all telephone services under single provider service agreements. The School Department supports this effort and believes that once the project is completed the Town will realize savings in the cost of providing internal and external telephone services.

5000 FIXED CHARGES

6000 COMMUNITY SERVICES

7000 ACQUISITION, IMPROVEMENT AND REPLACEMENT OF FIXED ASSETS

8000 DEBT RETIREMENT AND SERVICE:

School related debt services costs are reported by the Town and are located at <http://www.lexingtonma.gov/budget.cfm> in the document labeled FY 2012 Recommended Budget & Financing Plan. Section IV: Program 2000- Shared Expenses

9000 PROGRAMS WITH OTHER SCHOOL DISTRICTS:

See Next Tab for more detailed information about Programs with other school districts.

School Committee



Fiscal Year 2012 Annual Town Meeting Budget Request

As voted: February 15, 2011

<http://lps.lexingtonma.org/businessandfinance.html>

9000 - Programs with Other School Districts

Table of Contents

9000 PROGRAMS WITH OTHER SCHOOL DISTRICTS	1
REGULAR EDUCATION OUT OF DISTRICT TUITIONS.....	1
<i>Innovation Schools</i>	1
<i>Cherry Sheet Tuition Assessments:</i>	2
Schools Choice	2
Charter Schools.....	2
Essex Agricultural and Technical High School	3
SPECIAL EDUCATION OUT OF DISTRICT TUITIONS.....	4



9000 PROGRAMS WITH OTHER SCHOOL DISTRICTS

9000 PROGRAMS WITH OTHER SCHOOL DISTRICTS: Transfers of payments to other school districts or to non-public schools for services provided to students residing in the sending city or town.

9100 Tuition to Mass. Schools Tuition or transfer payments to other public school districts in Massachusetts for resident students, Tuition to non member Collaboratives, Tuition to non member Regional School Districts.

9110 School Choice Tuition Transfers made by the state from the sending school district's State Aid to the receiving school district or municipality.

9120 Tuition to Commonwealth Charter Schools Transfers made by the state from the sending school district's State Aid to the Charter School.

9200 Tuition to Out-of-State Schools Tuition or transfer payments to school districts in other states for resident students

9300 Tuition to Non-Public Schools Tuition or transfer payments to non-public schools for resident students

9400 Tuition to Collaboratives Payments of assessments to member Collaboratives for administrative and instructional services in accordance with collaborative agreements.

Regular Education Out of District Tuitions

In FY11, the Lexington Public Schools are facing a new regular education tuition budget line item to be established due to Governor Patrick signing education reform legislation that formed the Innovation Schools Initiative. This legislation added to the already available School Choice program, Charter School Initiatives, and regional agricultural, vocational and technical Schools. Below is an overview of the programs in which Lexington resident students have taken advantage of in the past. Due to the small numbers of students who attend these programs (less than 4 per year), reporting is not provided on a regular basis other than at Town Meeting and only in this format. Below is a five year history of the tuition assessments received by the Town of Lexington through the Cherry Sheet.

TUITION ASSESSMENTS:

	FY07	FY08	FY09	FY10	FY11	FY12 est
1. School Choice Sending Tuition <i>Ch. 76, s. 12B, 1993, Ch. 71</i>	\$ 9,912	\$ 10,000	\$ 5,000		\$ 7,600	\$ 10,000
2. Charter School Sending Tuition <i>Ch. 71, s. 89</i>	\$ 14,579		\$ 14,975	\$ 14,743	\$ 28,047	
3. Essex County Technical Institute Sending Tuition <i>1998, Ch. 300, s. 21</i>					\$ 12,290	
	\$ 24,491	\$ 10,000	\$ 19,975	\$ 14,743	\$ 47,937	\$ 10,000

Innovation Schools¹

In January 2010, Governor Patrick signed education reform legislation forming “The Innovation School” model.² It is projected to be cost-neutral with regard to the longer-term operation of school department. However, the school district must create a new line item appropriation as the tuition is not charged against the Cherry Sheet as other state education initiatives are funded. The Town of Lexington after year one will receive \$6,800 in tuition dollars through Chapter 70 formula calculations. The first year there is not reimbursement. The school department will have to annually budget for these expenses. The Innovation Schools receive their tuition dollars directly from the school district in the form of tuition payments. The tuition payments are not treated as an expense offset like Charter Schools.³

¹ Chapter 12 of the Acts of 2010, An Act Relative to the Achievement Gap, was signed into law on January 18, 2010, and took effect immediately. Among other things, this legislation created a new statute, M.G.L. c. 71, § 92, establishing and governing innovation schools. At its July 21, 2010, meeting, the Board of Elementary and Secondary Education (Board) adopted new regulations, 603 CMR 48.00, to implement this statute.

² Innovation Schools Statute: http://www.mass.gov/Eoedu/docs/innovation_schools/20101020_faq.pdf

³ Innovation Schools FAQ: http://www.mass.gov/Eoedu/docs/innovation_schools/20101020_faq.pdf



Cherry Sheet Tuition Assessments:

The Town receives three types of tuition assessment for educating Lexington resident students. These are School Choice, Charter Schools and Essex Agricultural and Technical High School. While these amounts are not shown or reported in the School Department’s appropriation, the Town is responsible for the education of these students. The Schools are required to submit actual enrollment reports to Department of Elementary and Secondary Education in October and March of the current year. These figures are used to calculate tuition rates for the current year. Any changes to enrollment figures and tuition rates will alter a district’s remaining assessments.

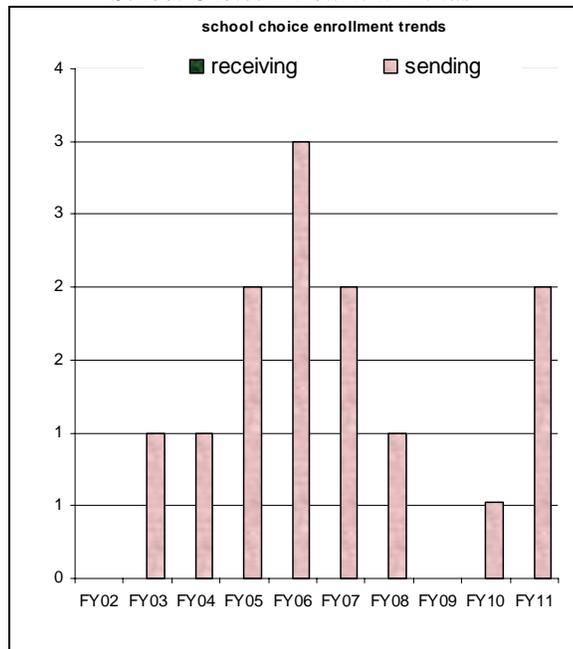
Schools Choice⁴

“The school choice program allows parents to send their children to schools in communities other than the city or town in which they reside. Tuition is paid by the sending district to the receiving district. Districts may elect not to enroll school choice students if no space is available.”

Students have attended the following school districts, whereby we have received assessments from:

- Hudson Public Schools
- Triton Regional High School
- Chelmsford Public Schools

*Lexington Public Schools
School Choice Enrollment Trends*⁵



Charter Schools⁶

“Charter schools are independent public schools designed to encourage innovative educational practices. Charter schools are funded by tuition charges assessed against the school districts where the students reside. The state provides partial reimbursement to the sending districts for the tuition costs incurred.”

We have had students attending the following school districts whereby we have received assessments:⁷

⁴ Ch. 76, §12B, 1993, Ch. 71 and <http://finance1.doe.mass.edu/schoice/>

⁵ Source: http://finance1.doe.mass.edu/schoice/choice11_dec.html

⁶ Ch. 71, §89, 2004, Ch. 352, §31 and <http://www.doe.mass.edu/charter/finance/>



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

**Massachusetts Department of Elementary and Secondary Education
Charter School Office**

2010-2011 Commonwealth Charter School Pre-Enrollment by Sending District (April 1, 2010)

Sending District	Sending LEA Code	Commonwealth Charter School Name	Charter LEA Code	Students Pre-Enrolled from Sending District by Grade												Pre-Enrolled Total	Wait Listed Total		
				PK	K	1	2	3	4	5	6	7	8	9	10			11	12
Lexington	155	Advanced Math and Science Academy Charter	430												1				
Lexington	155	Benjamin Banneker Charter Public	420			1											1		
Lexington	155	Innovation Academy Charter	435														1		
DISTRICT SUBTOTAL				0	0	1	0	1	0	0	0	2	1						

The following are Charter School Placements:

FY10	Advanced Math and Science Academy Charter	Pre-enrolled	8 th Grade
FY09	Codman Academy Charter	Pre-enrolled	11 th Grade
FY08	Atlantis Charter	waitlisted	
FY07	Atlantis Charter	waitlisted	
FY06	Advanced Math and Science Academy Charter	Pre-enrolled	6 th Grade
	Francis W. Parker Charter Essential	waitlisted	

Essex Agricultural and Technical High School⁸

“The primary purpose of an agricultural high school is to prepare students for occupations or additional education related to agriculture, agriscience, agribusiness, the care and management of animals, horticulture, forestry, and environmental science. While agricultural high schools may offer other forms of vocational-technical education, as defined in M.G.L. c. 74, § 1, they shall avoid duplication of programs offered in vocational schools located within a 20-mile radius of the school.” Periodically, students who are interested in programs that are not available at Minuteman Regional Vocational Technical School enroll. The district is responsible for tuition and transportation expenses. The Regular Education Transportation Budget is impacted by any student who attends, as transportation is not reimbursed under the Chapter 70 aid on the Cherry Sheet, only tuition.

⁷ http://www.doe.mass.edu/charter/enrollment/FY11_dist.xls

⁸ 1998, Ch. 300, §21 and <http://www.doe.mass.edu/lawsregs/603cmr45.html>



Special Education Out of District Tuitions

Students with disabilities ages 2 years and 9 months to 22 who are unable to be educated within the public schools are entitled to an education at public expense. When a student cannot receive appropriate services within LPS, services are provided in other settings including Collaboratives and private schools. There are associated transportation costs and specialized care for some of our most needy students. The Department of Education has developed a form of reimbursement, Circuit-breaker, which provides some fiscal support for high cost students.

Tuition is monitored by the Out-of-district Coordinator who reports to the Director of Student Services. As a student’s intensive needs become identified and services within the district can not provide for that student then the Out-of-district Coordinator is called to meet with the team and parents to plan for the student’s placement in the least restrictive placement/environment.

The Out-of-district Coordinator is the liaison for the student’s IEP and provides case management of all aspects of the student’s program. Costs are monitored through the Director of Student Services.

The appropriation to the School Department Budget for Tuitions is \$6,350,303. The tuition obligation is projected to increase by approximately 7.41%. However, due to the reduction in ARRA funds for FY 12, the district will experience an 11.69% increase, net of all state and federal offsets (\$664,686). The tuition line item includes a 1.69% increase for private special education schools, an increase for private schools that have requested program reconstruction or extraordinary relief, and a 4% increase for collaborative tuitions. This amount is derived by the following:

Total Estimated Tuition	\$ 7,890,452
Less LABBB Credit Offset	(138,000)
Less Projected Circuit Breaker Reimbursement:	<u>(\$1,402,149)</u>
Total Tuition Request from the Operating Budget	<u>\$6,350,303</u>

The out-of-district budget is based on the placement information contained in the table below and the following variables:

- Tuition rates for private day and residential schools are set by the Operational Services Division (OSD) of the Commonwealth of Massachusetts Executive Office of Administration and Finance. These rates can increase anytime along with an across the board increase annually.
- Many private schools request additional increase after the school year begins. Last year, the State approved a 0.75% rate increase, except for schools that reconstructed their programs. In such cases, a single school in any given year, at any time, can receive an increase of as much as 25%-40%.
- Collaborative tuition increases are recommended to the Collaborative Board of Directors based on program costs and budget presentations. The Collaborative Board of Directors is made up of member district Superintendents.
- Collaborative programs also tuition-in students from non-member districts. Non-member districts pay a higher tuition than member districts. Lexington has tuitioned-in students to three area collaboratives as a non-member community.
- Our historic practice was to build in a 5% increase into all tuitions however, for FY12 the following increased were built into the budget:
 - 1.69% for private day and residential schools as recommended by OSD
 - 4% increase for collaborative placements
 - Filed, but yet to be approved, reconstruction or special circumstances request to OSD



Lexington Public Schools

2012 School Committee Budget as voted February 15, 2011

- The circuit breaker decrease in number of students is due to some students graduating and turning 22 prior to the end of the school year. Their tuition rates reflect only the time actually spent in the program and thus do not always meet the circuit breaker threshold resulting in ineligibility for reimbursement.

Special Education Out-of-District Tuitions

DOE Function Code	DOE Function Title	Status	Sum of FY11 ATM Budget Head Count	Sum of FY 11 ATM Budget	Sum of FY12 ATM Budget Head Count	Sum of FY 12 ATM Budget	
9100	Tuition to Mass. Schools	Tuition	4	\$ 258,096	4	\$ 231,258	
9100 Total			4	\$ 258,096	4	\$ 231,258	
9200	Tuition to Non-Public Schools	Unilateral Placement - High Risk			1	\$ 15,254	
	Tuition to Out-of-State Schools	Personnel		\$ 37,289		\$ 37,926	
		Settlement Agreements	1	\$ 15,000			
	Tuition	1	\$ 244,578		2	\$ 274,460	
9200 Total			2	\$ 296,867	3	\$ 327,640	
9300	Tuition to Non-Public Schools	45 day assessment		\$ 50,985		\$ 68,937	
		High Risk Placement	11	\$ 630,907	13	\$ 635,513	
		Personnel			1	\$ 31,886	
		Settlement Agreements	6	\$ 208,096			
		Summer Program	1	\$ 14,946	2	\$ 18,093	
		Tuition	42	\$ 4,257,588	49	\$ 5,050,282	
		Unilateral Placement	1	\$ 47,445			
	Unilateral Placement - High Risk				8	\$ 290,316	
9300 Total			61	\$ 5,209,967	73	\$ 6,095,027	
9400	Tuition to Collaboratives	45 day assessment				\$ 9,428	
		Extended services					
		High Risk Placement	1	\$ 36,871			
		Tuition	30	\$ 1,541,000	16	\$ 818,866	
		Personnel				\$ 69,153	
Tuition to Non-Public Schools	High Risk Placement				\$ 82,331		
	Tuition				5	\$ 256,750	
9400 Total			31	\$ 1,577,871	21	\$ 1,236,527	
Services Undesignated	Additional Contract Services			\$ 3,451			
Services Total				\$ 3,451			
Grand Total			98	\$ 7,346,252	101	\$ 7,890,452	7.41%

	Total of all funds available	Total of all funds available	Variance
FY11 Operating Budget	\$ 5,685,617	\$ 5,685,617	
ARRA	\$ 409,045		
LABBB Credit		\$ 138,000	
FY11 estimated Circuit Breaker (40%)	\$ 1,251,591	\$ 1,402,149	
Projected FY12 Level Fund	\$ 7,346,253	\$ 7,225,766	\$ 664,686

11.69%

School Committee



Fiscal Year 2012 Annual Town Meeting Budget Request

As voted: February 15, 2011

<http://lps.lexingtonma.org/businessandfinance.html>

Capital Improvement Plan

Table of Contents

SCHOOL CAPITAL PLAN	1
SCHOOL DEPARTMENT CAPITAL REQUESTS	1
PUBLIC FACILITIES PROJECTS FOR SCHOOLS	3



School Capital Plan

School Department Capital Requests

Program	2012 Recommended Spending
Classroom Furniture	\$150,000
Food Service	\$ 34,000
Technology	\$737,000
Total	\$921,000

Classroom Furniture - \$150,000.00: Many buildings have not been renovated and need to have classroom furnishings replaced. The schools need cafeteria tables, desks, age appropriate chairs, and teacher desks and chairs, filing cabinets, whiteboards, swing and fitness center equipment as well as funds to dispose of the old furniture for the district. This is an annual request for replacement of furniture that has reached the end of its useful life.

Location	Furniture	2012 Recommended Spending
Bowman	Classroom Furniture, Cafeteria Tables with Stools, Swing, Stools, tables, filing cabinets	\$ 35,420
Bridge	Bookshelves, Cafeteria Tables, Student Chairs, Classroom Tables, Student Desks and Function Tables	\$ 29,104
Estabrook	2 Classroom sets of desks and chairs for 3rd & 4th Grades, 2 Cafeteria tables	\$ 7,300
Harrington	File Cabinets, Book Shelves, Library Tables and Chairs	\$ 9,011
Hastings	Whiteboards	\$ 4,470
Clarke	Purchase 90 Student Chairs & Desks and Fitness Center Equipment Replacement	\$ 27,077
Diamond	Student Classroom Furniture	\$ 16,000
LHS	Replacement Furniture at LHS, file cabinets, podiums, stools, bookcase and whiteboard	\$ 7,850
K-12 Curriculum	Office Workstation in Curriculum Office	\$ 3,400
Systemwide	Disposal of Furniture	\$ 10,368
	TOTAL	\$ 150,000

Food Service Equipment - \$34,000.00: Food Service Equipment - \$34,000 (\$64,000 is the total request of which \$34,000 is to be funded with general fund debt and \$30,000 from the School Food Service Revolving Fund): This request is for the replacement of four of six ovens, one steamer, and one mixer in the Lexington High School kitchen. The quantity of food served from the High School has grown steadily over the last few years resulting in the need to replace the current ovens and purchase two additional ovens to address safety concerns and implement efficient cooking strategies to meet demand. Four of the six ovens have open pilots and occasionally the pilots have gone out creating a dangerous natural gas situation in the kitchen area. Last year, the



gas company declared one roasting oven unserviceable and resulted in the oven being shut off. The Public Facilities Department agrees replacement is justified as the ovens have required regular repair over the last few years. The Food Service Program has already replaced two of the six ovens this past January out of program funds due to failure and inoperability of the remaining four.

In January, the steamer at the High School failed resulting in menu modifications until a replacement is purchased. The current industrial grade mixer has exceeded its useful life due to its daily use to shred 75 pounds a week of government cheese delivered in large blocks. Of particular concern is the lack of a safety guard. Due to the age of the machine, no safety guard is available.

It is the obligation of the school district to provide working commercial kitchens to our food service program. This is the first year in which the School Lunch Revolving Fund has been able FY 2012 Recommended Budget & Financing Plan XI-8 February 28, 2011 to financially support the replacement of equipment of such significance. In addition to this request, the program has supported \$20,000 in emergency repairs or replacements of kitchen equipment this current school year. In the past, these types of repairs and replacements would have been a transfer request to the School Committee or a larger capital request to Town Meeting.

School Technology - \$737,000.00: School Technology - \$502,000 (\$737,000 is the total request of which \$502,000 is to be funded with general fund debt and \$235,000 with free cash): This request supports the Lexington Public School's Strategic Goal of enhancing the capacity to utilize technology as an instructional and administrative tool. Funding is requested for:

- replacement of the oldest desktop and laptop computers;
- increasing the number of student workstations at the High School and the two middle schools to get closer to the state average number of computers available for student use;
- replacement of printers and peripherals;
- maintaining and updating the head end equipment for local area networks and servers in the elementary schools;
- installing a managed wireless network that can control up to 50 access points in both the Diamond and Clarke Middle Schools; and
- providing additional classroom computer projectors and document readers.

More than half of the requested funds will be used to replace computers that will be 6 years old. Our oldest computers cannot run current versions of instructional software and have difficulty acquiring needed networking resources. The middle school wireless networks represent Phase 2 of a 3-phase project; the high school was Phase 1 and the five elementary schools that are not wireless will be Phase 3. Document readers were introduced into the school system last year, and teachers have found them to be extremely important at all grade levels to carry out class instructional activities.



Public Facilities Projects for Schools

Public Facilities Projects	Recommended Spending
School Locker Program	\$ 150,000
LHS Overcrowding-Phase I	\$ 175,000
Clark Paving Improvements for Pedestrians and Vehicles	\$ 125,000
LHS Roof Repair (\$998,000)	\$ 659,678
Hastings Playground Expansion	\$ 75,000
School Building Envelope and Systems	\$ 300,000
School Building Flooring Program	\$ 50,000
School Paving Program	\$ 50,000
LHS Science Lecture Hall Replacement Seating	\$ 75,000
Hastings School French Drain	\$ 50,000
Diamond Modular Extraordinary repair	\$ 75,000
Public Address (PA) Improvement Gym and Locker Room	\$ 25,000
Hastings Window Screens	\$ 25,000
School Window Treatments Extraordinary repairs	\$ 50,000
Bridge & Bowman Renovation Design	\$ 280,000
Estabrook School Feasibility	\$1,250,000
Reconfigure & redesign K-5 Curriculum Rooms	\$ 45,000
Total	\$3,459,678

School Locker Replacement Program - \$150,000: Student and athletic lockers provide a safe and secure means for students to protect their personal belongings while in school. Due to constant use they are subject to wear and tear. This project will replace student lockers at Clarke Middle School that cannot be repaired because replacement parts are no longer available. These lockers are the original lockers from the last school construction project. Once replaced, they will be maintained through the Public Facilities annual operating budget.

Lexington High School (LHS) Overcrowding Phase I - \$175,000: This project is the first in a series of small construction projects to improve space utilization at LHS and reduce overcrowding, where feasible. The preK - 12 Master Plan identified overcrowding at LHS as an issue that affects student and faculty programs. The plan suggested co-locating the Arts staff on the second floor of the main building to be near the Arts programs. The space adjacent to the Black Box Theater is currently underutilized and can be modified to include offices for the Department Heads and administrator. The move will also create space so the Deans' office suite can better respond to student needs.

Clarke Paving Improvements for Pedestrian & Vehicular Traffic - \$125,000: This project consists of two projects to improve pedestrian safety. A sidewalk will be installed from the Clarke pedestrian bridge over Clematis Brook to Brookside Avenue to provide a safe walkway for students and an alternative from cutting across the parking lot. In addition, the parking lot by the tennis courts will be relocated to increase the turning radius for buses. During student drop off and pick up times, the school buses and parent vehicles can become congested navigating the parking lot from Brookside to the school as the turning radius is not sufficient for buses to stay inside the traffic lane. This plan was determined to be the best of the options considered, and has been reviewed by the Sidewalk Committee, Conservation Commission, Public Facilities, DPW, the bus company, and the Clarke administration.



Lexington High School Roof Repair - \$998,000: The request is to replace approximately 66,000 square feet of roofing at Lexington High School. This replacement is being completed with support from the Massachusetts School Building Authority (MSBA) under the Green Repair Program. The MSBA has committed to funding 33.9% of the total cost of this project, with Lexington funding the remaining balance, which is estimated to be approximately \$660,000.

Hastings Playground Expansion - \$75,000: This request is to expand the Hastings School playground to include playground equipment suitable for grades 3-5. The existing playground does not accommodate differences in the older students' physical size and ability, cognitive and social skills, or curriculum needs.

School Building Envelope and Systems - \$300,000: This project involves performing annual prioritized design, repairs and modifications to prevent deterioration of school building exteriors and building systems. Proper maintenance of school buildings requires continual investment in the building envelope and building systems. This includes repair of damaged panels and siding, re-caulking and weatherproofing windows and doors, and repainting the wood exterior. Small, individual items such as failure of a specific door or window or small painting projects will continue to be funded through the operating budget. FY 2012 priorities may include replacing LHS fascia, main entrance doorways, and Science Building entrance. Funding will also be used for ad hoc modifications to school educational spaces district-wide to accommodate enrollment changes.

School Building Flooring Program - \$50,000: This project will replace carpet, vinyl tile, and ceramic tile flooring systems that have failed or are beyond their useful life and exceed \$25,000 in cost. Flooring systems must be replaced periodically to insure the surfaces are safe and cleanable. Worn or broken flooring creates a tripping hazard, can provide harborage for bacteria and water, and is difficult to clean. Smaller repairs of flooring components are funded through the operating budget.

School Paving Program - \$50,000: This project requests funds to maintain school parking and paved pedestrian surfaces in a condition suitable for public use. In the last four years paving improvements have been implemented at Estabrook, Bridge, Bowman and Hastings. The Department of Public Facilities and the Department of Public Works Engineering partner on these projects to utilize the DPW paving bids.

LHS Science Lecture Hall Replacement Seating - \$75,000: The LHS Science Lecture Hall seats 290 and is a highly utilized space for the school and the community. This project will replace the wooden, floor mounted seats with riser mounted plastic seats. The wooden seats in the lecture hall are in poor condition, with graffiti and many broken components. The proposed plastic seats are more easily maintained, less prone to graffiti, and will be mounted on the risers instead of the floor to make sweeping more efficient.

Hastings School French Drain - \$50,000: During the summer of 2010, Public Facilities implemented exterior improvements to the east elevation of Hastings School to reduce and eliminate water infiltration. The situation has improved, but during heavy rains water is still seeping in at the slab/wall seam. The project will install a french drain along the east perimeter wall to contain and channel ground water to a location where it can be pumped out of the building.

Diamond Modular Extraordinary Repair - \$75,000: The portable classrooms are worn and battered, both inside and out, after more than 10 years of use. The exterior sheathing is buckling and delaminating. The interiors show signs of age in doors that do not lock properly, buckling flooring in bathrooms, and loose hallway trim and molding. As every available classroom space is currently scheduled at Diamond, the portables need to be maintained as viable classrooms.

Public Address Improvement Gym & Locker Rooms - \$25,000: The speaker system that serves the Diamond School gym, exercise room and locker rooms will be upgraded. The system was installed around 1956 and does not project sound well. Students and staff often do not hear announcements. Emergency calls and essential



communications are of critical importance. In addition, many athletic events and school gatherings are held in the gym and clear sound is desirable.

Hastings Window Screens - \$25,000: This request is to purchase window screens for classrooms and library windows at Hastings School. The temperatures in these classrooms can be above 94 degrees in the spring and fall, so classrooms windows are opened. Screens are needed as a barrier to insects that could cause health and safety problems for students and staff.

School Window Treatments Extraordinary Repair - \$50,000: The majority of Lexington's school buildings have inoperable horizontal blinds that were installed when the buildings were constructed. This project will replace these window treatments with low maintenance solar shades to increase energy efficiency, control sun glare, and improve overall lighting control in the educational space.

Bridge and Bowman Renovation Design Scope Addition - \$280,000: The schematic design phase of the Bridge and Bowman Renovation Project yielded options to further enhance the useful life of the two schools. This request is for additional design funds to add interior architectural modifications that will result in security enhancements, small meeting spaces, and four additional classrooms in each school. Additional enhancements to building systems will result in educational spaces with improved learning environments, improved lighting, quieter ventilation, and humidity reduction. These improvements support program and educational needs of the two elementary schools with the largest student population. This increased scope increases estimated project cost to \$19.4 million from an earlier estimate of \$13.7 million.

Estabrook School Feasibility and Second Access - \$1,250,000: An Emergency Statement of Interest (SOI) has been submitted to the Massachusetts School Building Authority (MSBA) to determine if the replacement of the Estabrook School qualifies for support from MSBA. Due to the recent discovery of polychlorinated biphenyls (PCB's) at the Estabrook School, the replacement of the school has been prioritized. This request will fund the Feasibility Study phase of the MSBA process (\$1,050,000) should the MSBA participate in the project. In addition to the Feasibility Study, this capital request seeks funds (\$200,000) for right-of-way modifications and upgrading of Robinson Road, which is identified in the LPS PreK - 12 Master Plan as a recommended second access should the Estabrook School be replaced.

Reconfigure & Redesign K-5 Curriculum Rooms 3, 4, & 5 at Central Office - \$45,000: This project will reconfigure rooms at the Central Office that are used by K-5 curriculum coordinators, program leaders and department heads. Funds are needed to purchase and install shelving and office furniture, install air conditioners and telephones, and move materials so that resources are located and organized appropriately for ease of use and accessibility. These changes will allow the Math, Literacy, Science, and Social Studies program staff to make efficiencies in their individual programming needs.

School Committee



Fiscal Year 2012 Annual Town Meeting Budget Request

As voted: February 15, 2011

Appendix

Table of Contents

DESE SALARY AND WAGES FUNCTION CODE	1
DESE EXPENSE FUNCTION CODE.....	4



DESE Salary and Wages Function Code

Department of Education Function Codes: The Department of Elementary and Secondary Education (DESE) promulgated account structure requirements in 2001 (updated 2008). The required guidelines for reporting functional categories of expenditures are provided and define the specific items that should be reported under the following categories. Lexington Public Schools has gone through a three year process to categorize all accounts and staffing. Below are the function codes defined for expenditures that contain salary and wage reporting in the school department. The Budget has been modified to address the reporting requirement.¹

1000 DISTRICT LEADERSHIP & ADMINISTRATION: Activities which have as their purpose the general direction, execution, and control of the affairs of the school district that are system wide and not confined to one school, subject, or narrow phase of school activity.

- 1110 School Committee
- 1210 Superintendent (and Office)
- 1220 Assistant Superintendents (Instruction/Academic Programs: Assistant Superintendent for Community Relations)
- 1230 District-Wide Administration (Assistant to Superintendent, Grants Manager, Director of Planning)
- 1410 Finance and Business
- 1420 Human Resources, Benefits, Personnel
- 1430 Legal Services for School Committee (Costs of School Committee representation for collective bargaining and other litigation)
- 1450 District wide Information Management and Technology (Expenditures that support the data processing needs of the school district, including student databases)

2000 INSTRUCTIONAL SERVICES: Instructional activities involving the teaching of students, supervising of staff, developing and utilizing curriculum materials and related services. Instructional services directly attributable to schools must be reported on a school basis, while district-wide services, such as supervisory may be reported on a district-wide basis.

- 2100 District wide Academic Leadership – Regular Day, Special Education, Ch 74 Occupational Day, English Language Learners, Academic Support, Adult Education, and other managers responsible for delivery of student instructional programs at the district level
- 2110 Curriculum Directors (Supervisory)
- 2120 Department Heads (non-supervisory)
- 2200 School Building Leadership: Building Level – Curriculum leaders, department heads, school principals and assistants, headmasters and deans.
- 2210 School Leadership – Building – Principal’s Office
- 2220 School Curriculum Leaders/Department Heads – Building Level
- 2250 Building Technology: (Expenditures that support a *school's* daily operation- non instructional)
- 2305 Classroom Teachers – Certified teachers with primary responsibility for teaching designated curriculum to established classes or students in a group instruction setting, including itinerant music, art and physical education teachers and others who travel from classroom to classroom and/or school to school.

¹ <http://www.doe.mass.edu/lawsregs/603cmr10.html>



Lexington Public Schools
2011 School Committee Budget Request

- 2310 Specialist Teachers - Certified teachers who provide individualized instruction to students (in-class or pull out, one to one or small groups) to supplement the services delivered by the student's classroom teachers. Include reading recovery, Title 1 reading specialist, special education, academic support and language acquisitions services,
- 2315 Instructional Coordinators and Team Leaders (Non-Supervisory) – Includes curriculum facilitators, instructional team leaders and department chairs that are non-supervisory
- 2320 Medical/Therapeutic Services (Costs for Occupational Therapy, Physical Therapy, Speech, Vision and other therapeutic services that are provided by licensed practitioners)
- 2325 Substitutes - Include long and short term as well as certified and non-certified teachers who cover vacant positions or absences.
- 2330 Non-Clerical Paraprofessionals/Instructional Assistants hired to assist teachers/specialists in the preparation of instructional materials or classroom instruction. (Includes American Sign Language Specialists).
- 2340 Librarians and Media Center Directors
- 2350 Professional Development for teachers, support staff and school councils
- 2351 Professional Development Leadership Development (Director of Professional Development)
- 2353 Teacher/Instructional Staff-Professional Days - Staff who participate in in-service days beyond the contractual classroom days exceeding the 180-day requirement. Include stipends for professional staff providing or receiving professional development services beyond the length of a regular school day.
- 2355 Substitutes for Teachers/Instructional Staff at Professional Development Activities
- 2357 Professional Development Stipends, Providers and Expenses -Instructional supervisors, teachers and other professional staff who spend one-half or more of their time providing teacher training and implementation. Include full time or prorated share of salaries of professional staff training teachers, teachers being trained to implement new curriculum or instructional practices, teachers targeted for training and support to remedy performance weaknesses, master teachers, mentor teachers, curriculum coaches and other who provide in-district professional development.
- 2700 Guidance, Counseling and Testing Services
- 2710 Guidance
- 2720 Testing and Assessment
- 2800 Psychological Services (Salaries and expenses for psychological evaluation, counseling and other services provided by a licensed mental health professional)

3000 OTHER SCHOOL SERVICES: Other than instructional services.

- 3100 Attendance and Parent Liaison Services
- 3200 Health Services
- 3300 Student Transportation Services (To and from school)
- 3510 Athletic Services
- 3520 Other Student Activities
- 3600 School Security

4000 OPERATION and MAINTENANCE OF PLANT: Housekeeping activities relating to the physical plant and maintenance activities for grounds, buildings and equipment. Expenditures classified as a 4000 expenditure *must not exceed* the per project dollar limit for extraordinary maintenance or for non-instructional equipment.

- 4400 Networking & Telecommunications: (Expenditures to support the school district's infrastructure)
- 4450 Technology Maintenance



Lexington Public Schools
2011 School Committee Budget Request

Object Code Expenditures²: This section defines the category of goods or services purchased under the functional categories defined below.

- 01 Salaries Professional: The full-time, part-time and prorated portions of payments to personnel services of a professional nature rendered to an education plan. Categories included as professional are Superintendents, Principals, Supervisors, Teachers, Librarians, Counselors, Psychologists and other professional educators.
- *Supervisory refers to individuals responsible for a program/activity and for directing and evaluating personnel in that program/activity.*
 - *Non Supervisory refers to individuals responsible for a program/activity and for coordinating personnel working in that program/activity.*
- 02 Salaries Secretarial and Clerical: Payments for a grouping of assignments to perform the activities of preparing, transferring, transcribing, systematizing or preserving communications, records and transactions, regardless of the level of skills required.
- 03 Salaries Other: Payment for a grouping of assignments regardless of level of difficulty that relate to supportive services. Included as other salaries: Custodians, Aides, Substitutes, Paraprofessional, Food Service Personnel, School Bus Drivers, Cross Walk Guards and other classified salaries not identified as professional, secretarial and clerical.

² <http://finance1.doe.mass.edu/account/ChartOfAccounts.pdf>



DESE Expense Function Code

Department of Education Function Codes: The Department of Elementary and Secondary Education (DESE) promulgated account structure requirements in 2001 (updated 2008). The required guidelines for reporting functional categories of expenditures are provided and define the specific items that should be reported under the following categories. Lexington Public Schools has gone through a three year process to categorize all accounts and staffing. Below are the function codes defined for expenditures. The Budget has been modified to address the reporting requirement.³

1000 DISTRICT LEADERSHIP & ADMINISTRATION: Activities which have as their purpose the general direction, execution, and control of the affairs of the school district that are system wide and not confined to one school, subject, or narrow phase of school activity.

2000 INSTRUCTIONAL SERVICES: Instructional activities involving the teaching of students, supervising of staff, developing and utilizing curriculum materials and related services. Instructional services directly attributable to schools must be reported on a school basis, while district-wide services, such as supervisory may be reported on a district-wide basis.

2400 Instructional Materials and Equipment.

- 2410 Textbooks and Related Software/Media/Materials: Contracted Services; supplies and Materials – including workbooks, materials, and accessories, such as CD-ROMs and videos, provided as an integrated package as well as printed manuals used to support direct instructional activities; and Other Expenses
- 2415 Other Instructional Materials: Contracted Services; Supplies and Materials; Books, periodicals, reference materials for use in school libraries or classroom libraries; Other Expenses
- 2420 Instructional Equipment: ;Contracted Services; Supplies and Materials; Other Expenses; All Equipment, including vocational and science lab equipment irrespective of unit cost; Lease/purchase of equipment used to produce instructional material
- 2430 General Supplies: Supplies and Materials; Paper, pens, crayons, chalk, paint, toner, calculators etc.
- 2440 Other Instructional Services; Contracted Services; Supplies and Materials; Other Expenses; Field trips, including admissions and transportation costs; Distance Learning Services
- 2450 Instructional Technology: (Expenditures to support *direct instructional* activities defined in Function 2000)
- 2451 Classroom (Laboratory) Instructional Technology; Contracted Services; Supplies, materials and disks; Dues and subscriptions; Travel expenses for staff ; Computers, services, networks, scanners, digital cameras used in the classroom or computer laboratories; Instructional technology equipment
- 2453 Other Instructional Hardware: Contracted Service; Supplies and Materials; Other Expense; Computers, servers, networks, scanners, digital cameras etc for school libraries and media centers
- 2455 Instructional Software: Contracted Services: Supplies and Materials; Other Expenses; Software, including the cost of programs and licenses; CD-ROMs

2700 Guidance, Counseling and Testing Services

³ <http://www.doe.mass.edu/lawsregs/603cmr10.html>



Lexington Public Schools
2011 School Committee Budget Request

2710 Guidance: Contracted services; and other expenses.

2720 Testing and Assessment: Reference materials; Testing and assessment materials; Contracted services; and other expenses.

2800 Psychological Services (Salaries and expenses for psychological evaluation, counseling and other services provided by a licensed mental health professional):

3000 OTHER SCHOOL SERVICES: *Other than instructional services.*

3100 Attendance and Parent Liaison Services: Salaries, attendance and truancy officers, parent information centers; Salaries or the prorated share of salaries, clerical and support staff; Contracted services; and other expenses; Census Costs; and Investigatory services.

3200 Health Services: Salaries, school physicians and school nurses; Salaries or the prorated share of salaries, clerical and support staff; School medical supplies; Supplies and materials; Contracted services; and other expenses.

3300 Student Transportation Services (To and from school): Salaries, student transportation supervisors, dispatchers, school bus drivers, and school bus maintenance personnel; Salaries or the prorated share of salaries, clerical and support staff ; Fuel, lubrication, tires, and school bus maintenance; Contracted services; and other expenses; Insurance premiums for student transportation services; School bus monitors

3400 Food Services: Salaries, school lunch supervisors, food preparers, kitchen personnel, and aides; Food and supplies; Salaries or the prorated share of salaries, clerical and support staff ; Contracted services; and other expenses.

3510 Athletic Services: Salaries, coaches, trainers, and assistants in intramural and interscholastic sports; Contracted services; and other expenses; Transportation services for students to and from athletic events; Athletic rental services; Uniforms; and Athletic supplies and materials

3520 Other Student Activities: Printing; Dues and subscriptions; Supplies and materials; Transportation services for students to and from activities; Travel expenses for staff

3600 School Security: Printing; Contracted services; and other expenses.

4000 OPERATION and MAINTENANCE OF PLANT: Housekeeping activities relating to the physical plant and maintenance activities for grounds, buildings and equipment. Expenditures classified as a 4000 expenditure must not exceed the per project dollar limit for extraordinary maintenance or for non-instructional equipment.

4400 Networking & Telecommunications: (Expenditures to support the school district's infrastructure) Contracted services; and other expenses, including, Wiring, PBX Systems, File Servers, etc.

4450 Technology Maintenance: Contracted services; and other expenses; Equipment and tools

5000 FIXED CHARGES: Retirement and insurance programs, rental of land and buildings, debt service for current loans, and other recurring items, which are not generally provided for under another function.



Lexington Public Schools
2011 School Committee Budget Request

6000 COMMUNITY SERVICES: Services provided by the school district for the community as a whole, or some segment of the community.

7000 ACQUISITION, IMPROVEMENT AND REPLACEMENT OF FIXED ASSETS: Acquisition of land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, or acquisition of initial or additional *non instructional* equipment exceeding the \$5,000 unit cost and \$100,000 extraordinary maintenance cost as defined in 603 CMR 10.00. Costs corresponding to revenue received as a lump sum or progress payment revenue receipt from MSBA whether or not outstanding BANs exist. Costs directly related to a school construction project supported through local appropriation.

8000 DEBT RETIREMENT AND SERVICE: Retirement of debt and payment of interest and other debt costs. Principal and interest on *current* loans are not part of this function, but are reported in fixed charges (5400/5450).

9000 PROGRAMS WITH OTHER SCHOOL DISTRICTS: Transfers of payments to other school districts or to non-public schools for services provided to students residing in the sending city or town.

Object Code Expenditures⁴: This section defines the category of goods or services purchased under the functional categories defined below.

04 Contract Services: Payments for services rendered by personnel who are not on the payroll and are not regular employees, including all related expenses covered by the contract.

05 Supplies and Materials: Materials and items of an expendable nature that is consumed, worn out or deteriorated in use, loses its identity through fabrication or incorporation into a different or more complex unit or substance. These items are defined as having a unit price of under \$5,000.

06 Other Expenditures: Expenditures not chargeable to another object code, such as dues, subscriptions and travel for staff (e.g., food, coal, fuel oil, gas, steam, wood, file servers).

⁴ <http://finance1.doe.mass.edu/account/ChartOfAccounts.pdf>