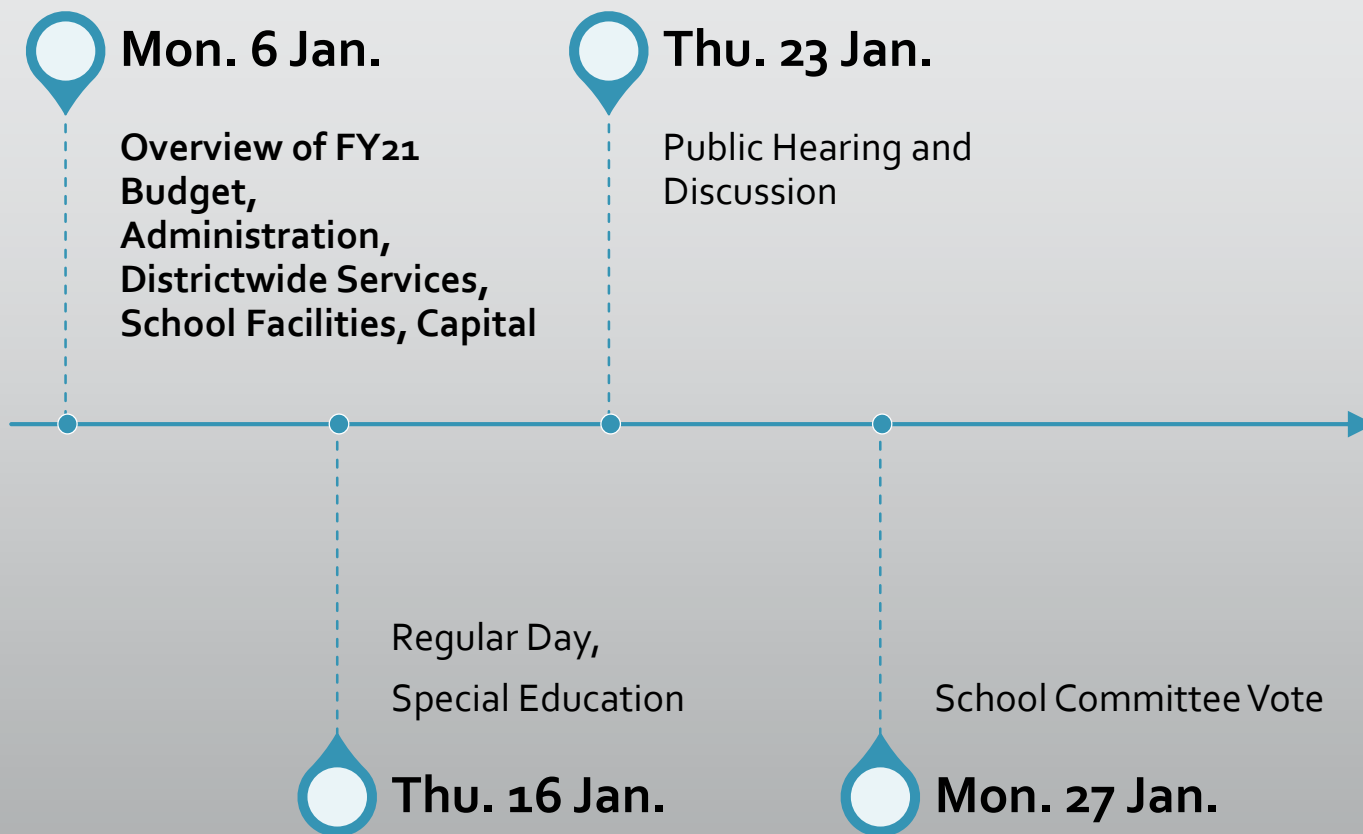




FY21 School Department Budget Process

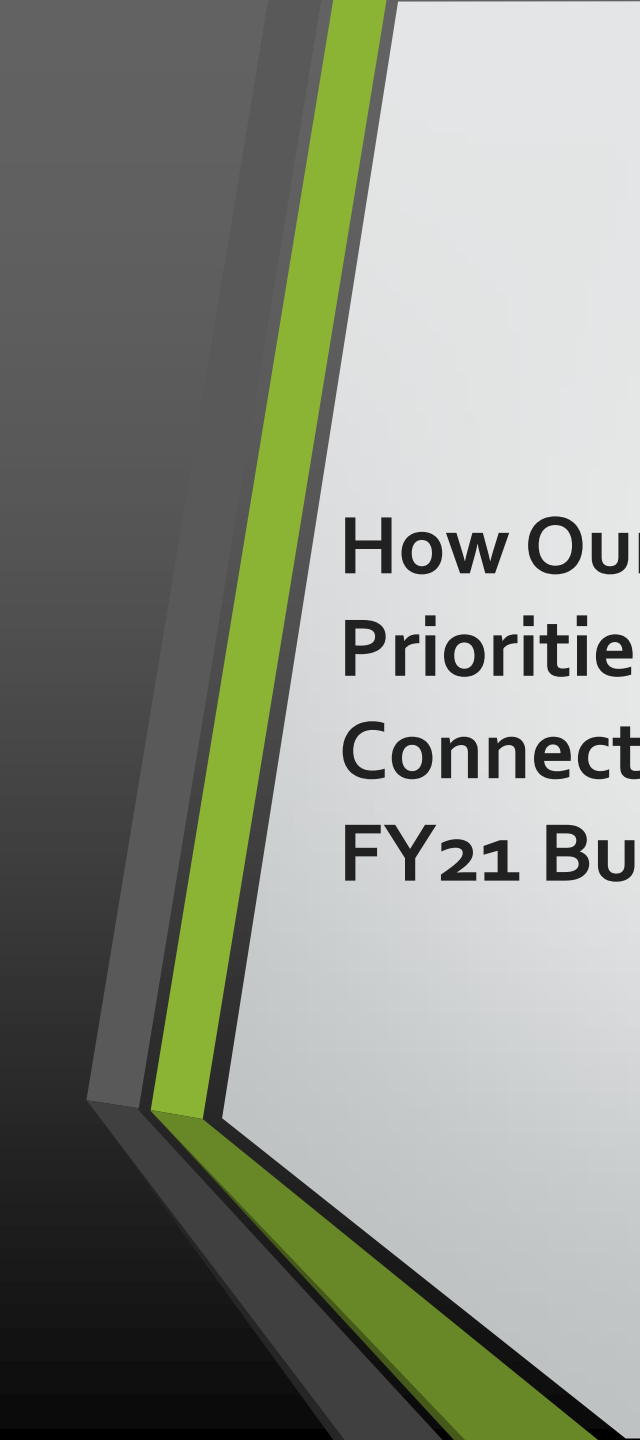
FY21 School Committee Budget Presentations

School Committee Meetings: Budget Presentations and Discussion



FY21 Budget Priorities

FY21 School Committee
Budget Presentations



How Our Priorities Connect to the FY21 Budget

Decreasing the equity gap between high needs students and the general population of students

- Teacher Training in Differentiated Instruction (Regular Day Professional Development)
- Technology Replenishment of computers and SMART Boards (Regular Day Districtwide Technology)
- Funding for a dyslexia screener for early elementary students. We are in the process of piloting and researching potential tools for the 2020-2021 school year
- The net addition of 0.54 FTE Special Education Paraeducators, 1.6 FTE Special Education Teachers, including a 0.6 FTE Speech and Language Pathologist and 0.4 FTE Occupational Therapist
- Homeless Transportation funding allocated
- Continuing to work with Town and Police on anti-bias issues

How Our Priorities Connect to the FY21 Budget



Refine and Support Data Systems

Data software (Analytics Platform) included to improve data viewing and analysis

Continuing to use data to inform practices on access to coursework and support during early release time and professional development days



Monitor Student Social Emotional Growth and Refine Systems of Support

Ongoing funding for Open Circle Training

Early Release time dedicated to middle school advisory planning

How Our Priorities Connect to the FY21 Budget

Evaluate and Refine Standards Based Instructional Systems

- The second year of a three-year funding cycle for social studies curriculum and training to align with the Massachusetts Social Studies Curriculum Frameworks.
- Funding for curriculum materials, curriculum software, and professional development for Algebra 1 and Grades 7-12 Foreign Language. We are currently in the process of reviewing possible resources for the 2020-2021 school year.
- Completion of curriculum guides by December, 2020.



Improve Physical and Psychological Security of Schools

Capital Plan for Security Implementation



Develop a Multi-Year Capital Plan To Upgrade and Improve School Facilities

Capital Plan for Elementary Space and Enrollment Study
Town Core budget supports work to maintain school facilities



Design a Community Portrait of the Graduate

Funding for NEASC Decennial Visit in December, 2020
Portrait of Graduate Design Team

How Our Priorities Connect to the FY21 Budget

Critical Parts of Our Vision

Focus is on the student

PreK-12 Curriculum
aligned to State
Standards

Evidence Based
Instructional Practices
For All Students

Tiered Systems of
Supports

Common Assessments
across a grade level

Regular Education and
Special Education Staff
Working Collaboratively

Teacher Leaders leading
groups of teachers to
share best practices
across grade levels

Principals and other
administrators as
instructional leaders

Using data to inform
our practices

FY21 School
Committee Budget
Presentations

Financial Picture of FY21 Budget

	Actual Expended FY17	Actual Expended FY18	Actual Expended FY19	Adopted Budget FY20	Requested Budget FY21	% Change
Administration	\$ 908,483	\$ 904,568	\$ 1,018,321	\$ 1,093,892	\$ 1,205,585	10.2%
Regular Day	23,908,691	23,875,261	25,252,697	27,015,632	27,764,234	2.8%
Special Education	11,723,881	12,589,236	13,746,776	15,227,638	15,999,850	5.1%
School Facilities	1,238,283	1,155,318	1,302,588	1,388,844	1,427,974	2.8%
Districtwide Programs	1,786,694	1,711,896	1,879,817	2,041,343	2,022,019	-0.9%
Grand Total	\$ 39,566,032	\$40,236,279	\$ 43,200,199	\$ 46,767,348	\$ 48,419,663	3.5%

General Fund Expenditures by Cost Center

Financial Drivers - FY21 Budget

Expenses:

- Funding of all contractual step and COLA increases for represented and non-represented employees. FY21 will be the third and final year of all collective bargaining agreements.
- Known out of district special education tuition and transportation expenses reflecting known and anticipated increased rates, as well as changes and potential changes in types of placements.
- The second year of a three-year funding cycle for social studies curriculum and training to align with the Massachusetts Social Studies Curriculum Frameworks.
- Funding for curriculum materials, curriculum software, and professional development for Algebra 1 and Grades 7-12 Foreign Language. We are currently in the process of reviewing possible resources for the 2020-2021 school year.
- Funding for a dyslexia screener for early elementary students. We are in the process of piloting and researching potential tools for the 2020-2021 school year.
- Contractual increase in regular day, athletics and extra-curricular transportation per the final year of the transportation contract.

Financial Drivers - FY21 Budget (continued)

Personnel:

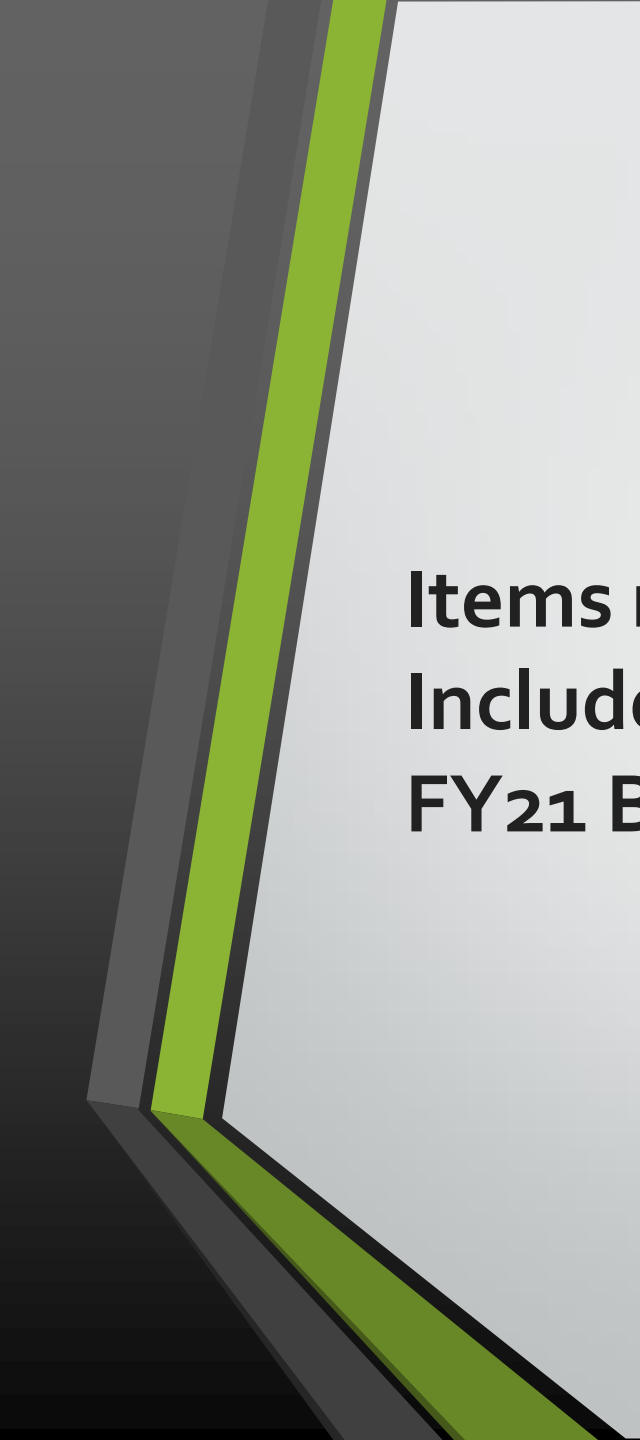
- The net addition of 0.54 FTE Special Education Paraeducators, 1.6 FTE Special Education Teachers and related service providers, and 1.0 FTE Payroll/HR Administrative Assistant (Community Priority) due to current and anticipated in-district special education programmatic needs and overall district needs. The breakdown is as follows:
 - 0.43 FTE Special Education Program Paraeducator at Killam (Hired in FY20)
 - 0.32 FTE Special Education Occupational Therapy Assistant for the district (Increase in FTE in FY20)
 - 0.50 FTE Special Education Program Teacher at Killam (Increase in FTE in FY20)
 - 0.10 FTE Physical Therapist for District (Increase in FTE in FY20)
 - 0.10 FTE adjustment districtwide for special education paraeducator support (Anticipated for FY21)
 - 1.0 FTE Payroll/HR Administrative Assistant (Community Priority-To be hired in FY20)
 - 0.4 FTE Special Education Occupational Therapist (Anticipated for FY21)
 - 0.6 FTE Speech and Language Pathologist (Anticipated for FY21)

Financial Drivers - FY21 Budget (continued)

Revolving Accounts Offsets (Net Increase of \$100,000):

- Increase of \$65,000 in Full Day Kindergarten to reflect increase in full day kindergarten tuition paying students.
- Increase of \$30,000 in Athletics to reflect increase in user fee participation.
- Increase of \$5,000 in Extended Day to address increase administrative costs in administrative cost center to run extended day programs.
- Increase of \$20,000 in RISE to align with incoming tuition revenue
- Decrease of \$30,000 in Special Education Tuition to reflect decrease in number of tuitioned in students
- Increase of \$10,000 in Extra-curricular to reflect increase in ticket sales and user fee participation.
- No change in Coolidge and Parker Drama or Use of School Property.

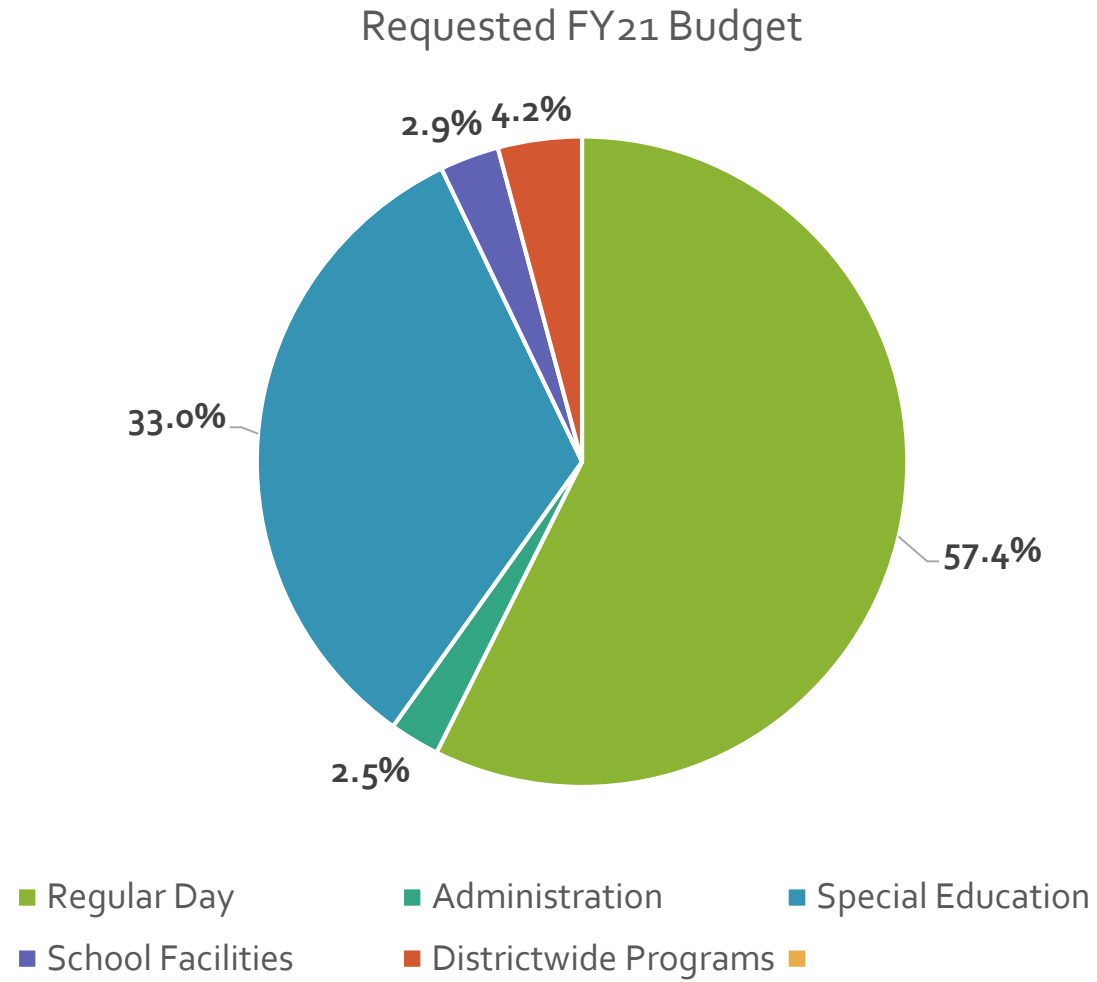
An overall analysis is being conducted with the Chief Financial Officer, Director of Community and Adult Education, RISE Pre-School Director and the Director of Student Services to review the fee and expense structure of each program to determine if any additional adjustments may be needed in future years related to tuition rates and associated offsets.



Items not Included in FY21 Budget

- Any unanticipated costs associated with extraordinary increases in student enrollment, homeless students, English Language Learner students, or extraordinary special education costs related to out of district placement tuition, transportation, or other services as required by a student's individualized education plan.
- We closely track additional potential cost increases throughout the fiscal year and we will keep the Committee informed if any unanticipated costs emerge.

Cost Center Budgets as a % of Total Budget



	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	Annual Average
Administration	1.9%	1.6%	-1.3%	4.1%	-3.8%	14.5%	3.1%	10.2%	3.8%
Regular Day	2.7%	3.6%	3.4%	1.9%	2.8%	6.8%	1.4%	2.8%	3.2%
Special Education	10.2%	6.5%	2.3%	7.7%	3.0%	10.8%	7.4%	5.1%	6.6%
School Facilities	5.5%	9.7%	1.7%	-1.9%	-50.0%	8.2%	4.8%	2.8%	-2.4%
Districtwide Programs	-0.2%	-0.6%	1.4%	1.6%	7.3%	10.4%	5.9%	-0.9%	3.1%
Grand Total	4.45%	4.18%	2.75%	3.50%	1.40%	8.40%	3.60%	3.5%	4.0%

Changes in Cost Center Budgets

	Actual Expense FY17	Actual Expense FY18	Actual Expense FY19	Final Budget FY20	Recommended Budget FY21	% Change
Professional Salaries	\$ 28,279,205	\$ 28,383,639	\$ 30,497,989	\$ 32,394,324	\$ 33,501,373	3.4%
Clerical Salaries	815,055	824,608	864,481	894,684	976,605	9.2%
Other Salaries	4,148,201	4,088,253	4,332,002	4,861,891	5,052,276	3.9%
Contract Services	2,425,082	2,568,848	2,570,147	2,832,922	2,899,030	2.3%
Supplies & Materials	747,207	648,795	780,971	932,202	980,011	5.1%
Other Expenses	3,151,282	3,722,135	4,154,610	4,851,324	5,010,368	3.3%
Grand Total	\$ 39,566,032	\$ 40,236,279	\$ 43,200,199	\$ 46,767,348	\$ 48,419,663	3.5%

General Fund Expenses by Budget Category

Questions

FY21 School Committee
Budget Presentations

FY21 School
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Page 21-26 in
Budget Book

Administration Cost Center

Administration Cost Center (2.5% of Total Budget) *Major Changes*

FY21 Superintendent's Recommended Budget: \$1,205,585

FY20 Adopted Budget: \$1,093,892

\$ Increase: \$111,693 (10.2%)

- Cost of living adjustments for the Central Office Administrators and Staff. It should be noted that all salaries for non-represented staff represent placeholders in the budget and not actual salaries. The final determination for annual salaries of all non-represented personnel, except for the Superintendent will be made by the Superintendent in June for the next fiscal year. The School Committee will determine the Superintendent's annual salary for the next fiscal year. (Professional Salaries)
- An additional 1.0 FTE Payroll/HR Administrative Assistant (\$60,000) to offset the shifting of 0.4 FTE support to the municipal government and a significant increase in HR/Payroll activity. This is a community priority established at the Financial Forum in October. As discussed with the Committee, this position was added during FY20 and is being actively recruited on.
- An increase of \$7,280 in labor counsel services due to collective bargaining with all five collective bargaining units commencing in FY21.
- An increase of \$5,000 in the Extended Day Revolving Account offset (Revolving Fund Support) due to increased administrative costs to support that program.

	Actual Expenses FY17	Actual Expenses FY18	Actual Expenses FY19	Final Budget FY20	Recommended Budget FY21	% Change
Administration						
Professional Salaries	\$ 537,106	\$ 523,489	\$ 579,127	\$ 609,039	\$ 628,246	3.2%
Clerical Salaries	179,157	178,311	246,010	252,658	333,581	32.0%
Contract Services	80,118	82,394	74,625	85,647	93,250	8.9%
Supplies & Materials	4,177	8,327	5,584	7,795	7,795	0.0%
Other Expenses	107,926	112,047	112,975	138,753	142,714	2.9%
Administration Total	\$ 908,483	\$ 904,568	\$ 1,018,321	\$ 1,093,892	\$ 1,205,585	10.2%

Administration Cost Center (continued)

FY21 Budget By Object

	FY17 FTE	FY18 FTE	FY19 FTE	Budgeted FY20 FTE	Actual FY20 FTE	Budgeted FY21 FTE
Administration	8.1	8.1	9.1	9.1	10.1	10.1
Administrative Assistant	3.8	3.8	4.8	4.8	5.8	5.8
District Administrator	4.3	4.3	4.3	4.3	4.3	4.3

Administration Cost Center (continued)

FY21 Staffing

HR/Payroll Administrative Assistant Position

- Community Priority (Accommodated Cost)
 - Will support the Human Resources and Finance (Payroll) Departments as a .5 FTE HR Administrative Assistant and a .5 FTE Payroll Administrative Assistant
- Position Needed for the following reasons:
 - Currently, the Human Resources Department is servicing 978 employees with a staff of 1.5 FTE.
 - The Human Resources Department no longer has the appropriate amount of human capital to effectively and efficiently comply with federal, state and local mandates.
 - Will restore the 0.4 FTE lost in October, as well as, provide much needed administrative support and redundancy in both the Human Resources and Finance (Payroll) Department.
- The new 1.0 FTE Payroll/HR Administrative Assistant position will support the Human Resources and Finance (Payroll) Departments as a 0.5 FTE HR Administrative Assistant and a 0.5 FTE Payroll Administrative Assistant. Structuring this position in such a way will allow for cross training and thus limiting the District's liability in loss of institutional knowledge.

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Administration Cost Center

Budget by Detail

Page 21 and 22

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FY21 School Committee
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FY21 School
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Pages 37-46 in
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District-Wide Programs

District-Wide Programs 4.3% of Total Budget *Major Changes*

FY21 Superintendent's Recommended Budget: \$2,022,019

FY20 Adopted Budget: \$2,041,343

\$ Decrease: \$19,324 (-0.9%)

- Funding for cost of living adjustments, salary steps, and column increases for nurses, athletic coaches, advisory stipends and the athletic secretary according to collective bargaining agreements. In addition, there is a cost of living adjustment for the non-represented employees including the assistant principal for athletics and extra-curricular activities, District Network Manager, Technicians, and the Director of Nurses.
- Although there are contractual increases in athletic and extra-curricular transportation, there is an overall decrease to athletic transportation due to Turf 2 coming back online in Spring, 2020.

District-Wide Programs 4.3% of Total Budget

Major Changes (continued)

- Decrease in field maintenance as those expenses are budgeted as part of the Town Core budget.
- Athletic facility rentals decreased due to changes in facilities rentals related to the late start at the High School.
- An increase in athletic software licensing and support due to the increase in modules for Hudl Coaching software.
- An overall decrease in Network Technology software licensing and support due to less licenses and maintenance agreements up for renewal in FY21. This line item fluctuates from year to year based on when renewals come due.
- There are annual adjustments in offsets to the athletic revolving account (\$30,000 increase) and extra-curricular revolving account (\$10,000 increase) due to an increase in average user fee participation and ticket sales. These amounts will be monitored as we have seen a slight dip in the preliminary numbers in the current year. Also potentially impacting future revenue/ticket sales is the decision to reduce the number of shows from four to three.

	Actual Expenses FY17	Actual Expenses FY18	Actual Expenses FY19	Final Budget FY20	Recommended Budget FY21	% Change
Athletics	\$ 563,586	\$ 535,857	\$ 609,796	\$ 671,715	\$ 663,204	-1.3%
Extra-Curricular	81,255	81,878	59,584	77,603	78,133	0.7%
Health Services	617,945	622,834	652,497	692,113	710,357	2.6%
Technology	523,907	471,327	557,941	599,911	570,325	-4.9%
Grand Total	\$1,786,694	\$ 1,711,896	\$1,879,817	\$2,041,343	\$ 2,022,019	-0.9%

District-Wide Programs (continued)
FY21 Budget by Program

	Actual Expenses FY17	Actual Expenses FY18	Actual Expenses FY19	Final Budget FY20	Recommended Budget FY21	% Change
Health Services						
Professional Salaries	\$ 575,978	\$ 581,369	\$ 607,814	\$ 642,635	\$ 654,574	1.9%
Clerical Salaries	12,636	12,835	13,156	13,479	13,883	3.0%
Other Salaries	10,306	10,929	13,453	15,000	20,000	33.3%
Contract Services	9,616	9,150	8,990	9,000	9,000	0.0%
Supplies & Materials	7,985	4,483	5,094	8,865	8,900	0.4%
Other Expenses	1,425	4,069	3,990	3,135	4,000	27.6%
Health Services Total	\$ 617,945	\$ 622,834	\$ 652,497	\$ 692,113	\$ 710,357	2.6%

District-Wide Programs (continued)
FY21 Program Budget By Object

	Actual Expenses FY17	Actual Expenses FY18	Actual Expenses FY19	Final Budget FY20	Recommended Budget FY21	% Change
Athletics						
Professional Salaries	\$ 59,414	\$ 56,672	\$ 57,872	\$ 59,296	\$ 60,770	2.5%
Clerical Salaries	48,626	49,991	51,552	53,073	54,438	2.6%
Other Salaries	103,280	52,333	115,731	115,281	109,602	-4.9%
Contract Services	289,661	297,966	311,610	369,590	345,180	-6.6%
Supplies & Materials	27,637	33,515	31,389	32,000	33,500	4.7%
Other Expenses	34,970	45,380	41,643	42,475	59,713	40.6%
Athletics Total	\$ 563,586	\$ 535,857	\$ 609,796	\$ 671,715	\$ 663,204	-1.3%

District-Wide Programs (continued)
FY21 Program Budget By Object

	Actual Expenses FY17	Actual Expenses FY18	Actual Expenses FY19	Final Budget FY20	Recommended Budget FY21	% Change
Extra-Curricular						
Professional Salaries	\$ 63,735	\$ 64,443	\$ 42,962	\$ 51,903	\$ 50,333	-3.0%
Contract Services	11,271	11,985	12,921	13,800	16,900	22.5%
Supplies & Materials	1,225	1,113	455	1,900	1,900	0.0%
Other Expenses	5,024	4,337	3,246	10,000	9,000	-10.0%
Extra-Curricular Total	\$ 81,255	\$ 81,878	\$ 59,584	\$ 77,603	\$ 78,133	0.7%

District-Wide Programs (continued)
FY21 Program Budget By Object

	Actual Expenses FY17	Actual Expenses FY18	Actual Expenses FY19	Final Budget FY20	Recommended Budget FY21	% Change
Technology						
Professional Salaries	\$ 102,840	\$ 93,982	\$ 93,610	\$ 81,130	\$ 83,167	2.5%
Other Salaries	296,449	266,797	294,573	321,931	323,132	0.4%
Contract Services	59,807	93,252	93,656	95,450	101,150	6.0%
Supplies & Materials	196	5,508	32,985	6,000	8,000	33.3%
Other Expenses	64,617	11,787	43,118	95,400	54,876	-42.5%
Technology Total	\$ 523,907	\$ 471,327	\$ 557,941	\$ 599,911	\$ 570,325	-4.9%

District-Wide Programs (continued)
FY21 Program Budget By Object

	FY17 FTE	FY18 FTE	FY19 FTE	Budgeted FY20 FTE	Actual FY20 FTE	Budgeted FY21 FTE
Athletics	1.5	1.5	1.5	1.5	1.5	1.5
Assistant Principal	0.5	0.5	0.5	0.5	0.5	0.5
Secretary	1.0	1.0	1.0	1.0	1.0	1.0
Extra-curricular	0.3	0.3	0.3	0.3	0.3	0.3
Assistant Principal	0.3	0.3	0.3	0.3	0.3	0.3
Health Services	9.3	9.3	9.3	9.3	9.3	9.3
District Administrator	0.2	0.2	0.2	0.2	0.2	0.2
School Nurse	8.8	8.8	8.8	8.8	8.8	8.8
Secretary	0.3	0.3	0.3	0.3	0.3	0.3
District Technology	6.4	5.4	6.4	6.2	6.2	6.2
Computer Technician	5.5	4.5	5.5	5.5	5.5	5.5
District Administrator	0.7	0.7	0.7	0.7	0.7	0.7
Info Systems Specialist	0.2	0.2	0.2	-	-	-

District-Wide Programs (continued)
FY21 Staffing

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Breakdown of District-Wide Program

Budget by Detail

Health Services – Pages 39-40

Athletics - Page 41

Extra-curricular - Pages 43-44

Districtwide Networking and Technology

Maintenance – Page 45

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School Building Facilities and CORE Facilities

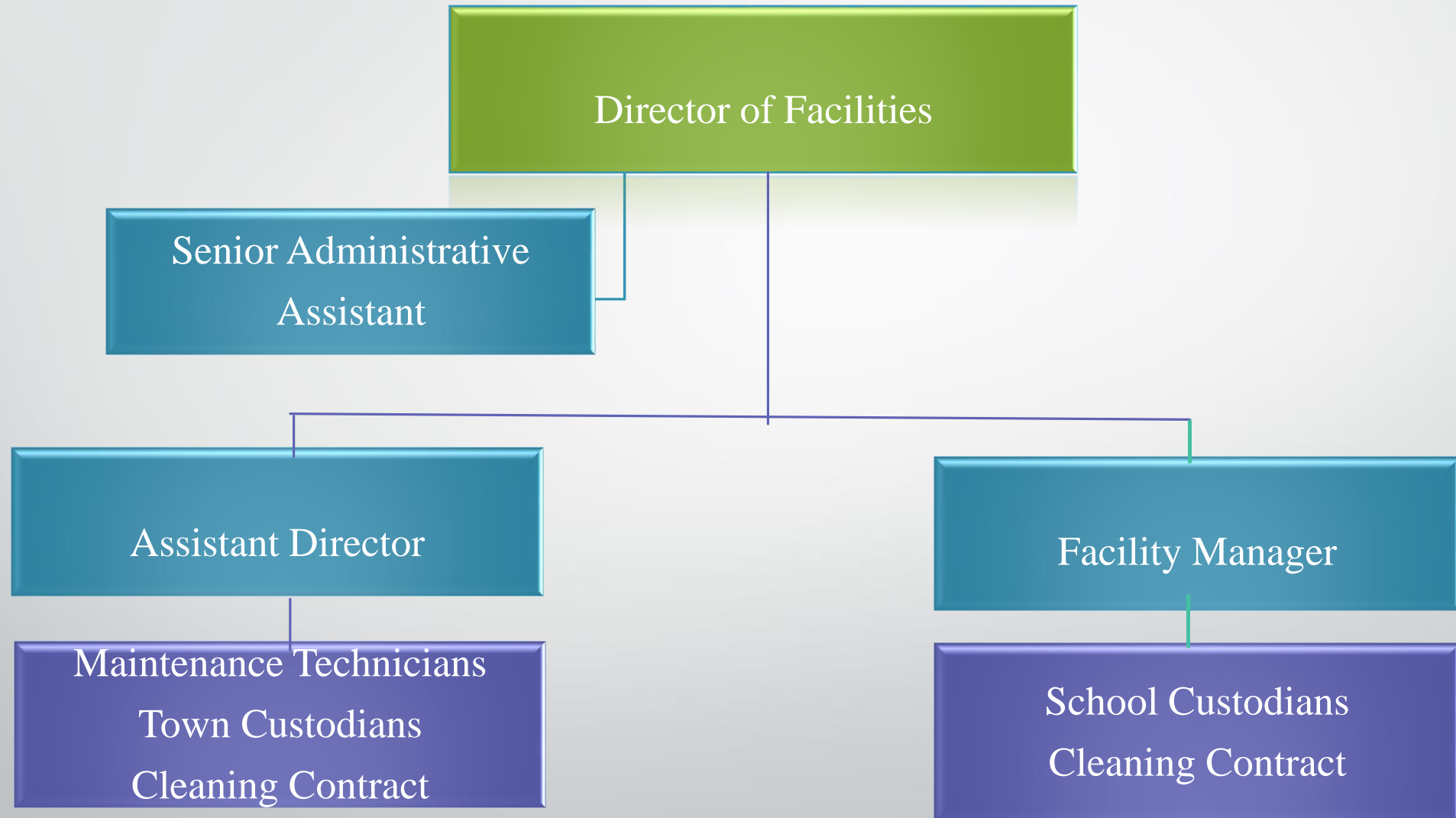


**Facilities
FY21 Budget
January 6, 2020**

Facilities Department Mission

- The Facilities Department mission is to support the Town's Educational and Municipal Government functions. This mission is accomplished through the quality driven delivery of Facilities Services in a timely and cost effective manner along with exceptional customer service.
- Facilities staff members strive to maintain an efficient, safe, clean, attractive and inviting environment for all public buildings associated with the Town of Reading. The Facilities Department also provides the necessary services to facilitate building use for internal and external users.
- As shown by the department staffing chart below, the Town custodians and cleaning contract reside in the Town Buildings budget; the Director and Assistant Director, the Administrative Secretary and the Maintenance Technicians are in the Core Facilities budget; the remaining positions are in the School budget (with both the general fund and revolving funds providing the support).

Facilities Department Organization Chart



Facilities Building Summary

The Facilities Department is responsible for the repair, maintenance and capital improvements of eight School Buildings and nine Municipal Buildings totaling 1.1 million square feet of space. The Department manages a staff of tradesmen composed of an electrician, plumber and two carpenters. The additional work is outsourced through service contracts. Cleaning of the buildings is accomplished with a staff of twenty three full-time custodians. Contracted cleaning is utilized at two schools: RMHS, Coolidge Middle School; and four town buildings: Town Hall, Reading Public Library, Pleasant Street Center and the Police Station.

Below is an overview of these buildings:

School Buildings	Built	Renov.	Sq. Feet	Town Buildings	Built	Renov.	Sq. Feet
RMHS	1957	2006	375,000	Town Hall	1918	1990	16,000
Coolidge MS	1959	2000	96,000	Pleasant St. Ctr.	1850	1993	5,700
Parker MS	1925	1998	98,000	Police Station	1998		30,000
Barrows ES	1963	2005	54,000	Main St. Fire	1990		10,000
Birch Meadow ES	1957	1995	59,000	West Side Fire	1956		7,400
Joshua Eaton ES	1920	1994	56,000	DPW Garage	1989		42,000
Killam ES	1968		57,000	Library	1894	2016	39,000
Wood End ES	2004		52,000	Cemetery Garage	1929		3,000
				Mattera Cabin	1983	2011	3,000

Town of Reading Preventative Maintenance Program



The Town of Reading follows a comprehensive maintenance program at all nine town and eight school buildings. Listed below are the buildings and systems covered under the program.

School Buildings:

Barrows
Birch Meadow
Killam
Eaton
Wood End
Coolidge
Parker
Reading Memorial High School

Town Buildings:

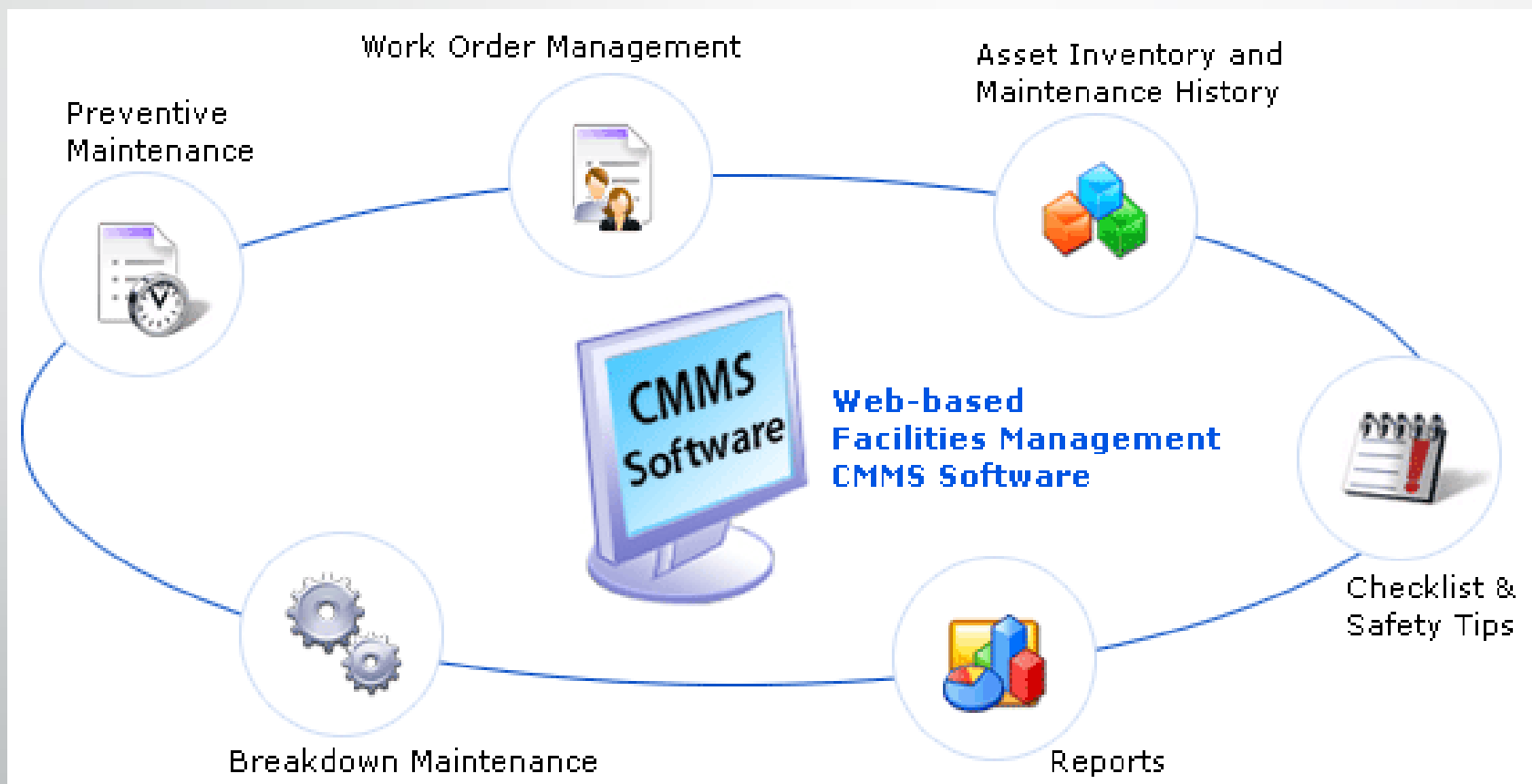
Town Hall
Police
Maint Street Fire
West Side Fire
Library
Senior Center
DPW
Cemetery
Mattera Cabin

Town of Reading Preventative Maintenance Program continued

- Roof Top Equipment - Serviced 2-3 times/year
- Exhaust Fans - Serviced annually
- Boilers - Serviced annually
- Unit Ventilators - Serviced three times/year
- Elevator and Lift Service - Serviced monthly
- Emergency Generators - Serviced twice per year
- Grease Traps - Serviced annually
- Acid Waste Tanks - Serviced annually
- Pest Control - Part of Town IPM 12 visits/year
- Sprinkler/Fire - Serviced annually
- Fire Alarm - Serviced three times per year
- Fire Extinguishers/Fire Suppressions - Serviced annually
- Exit Signs and Emergency Lighting - Serviced annually

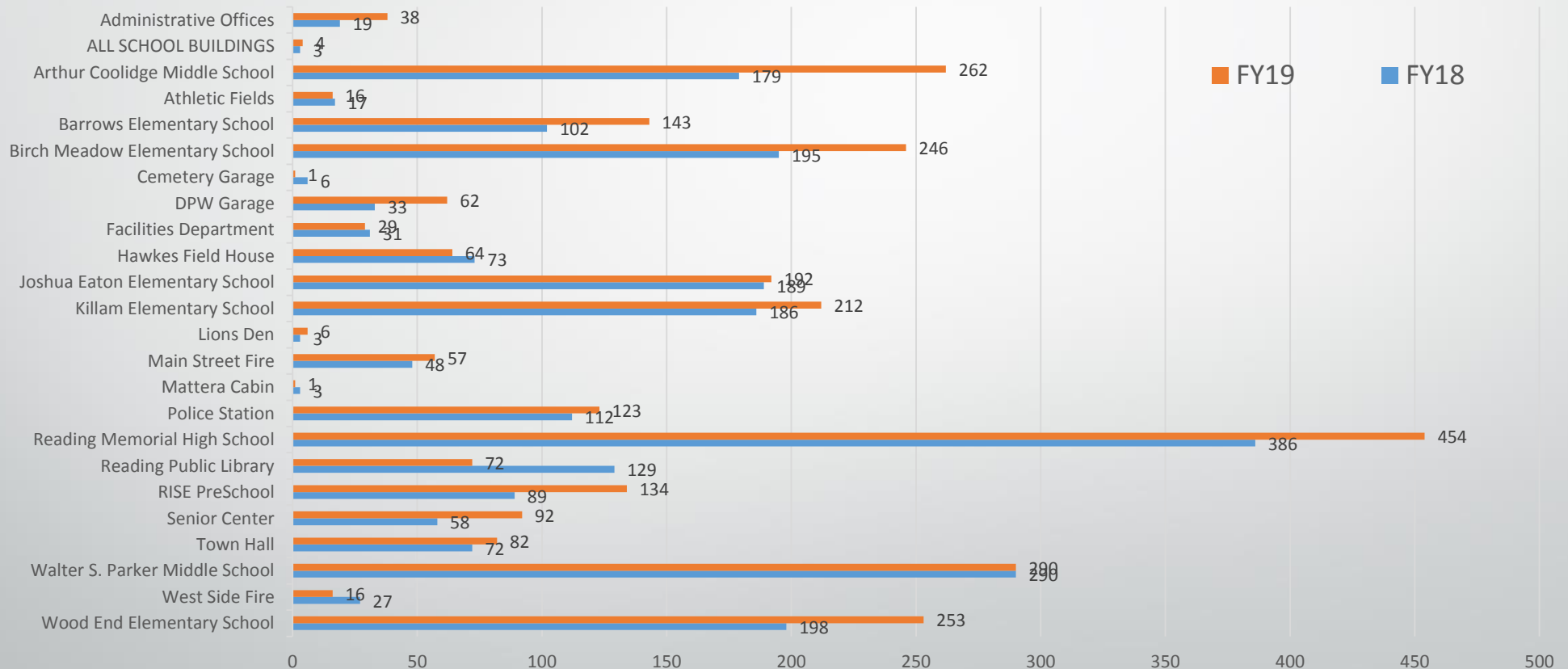
Facilities Technology

The department utilizes technology at an increasing rate in order to minimize expenses and maximize the efficiency of buildings. The flow chart below give a visual representation of the department's approach.



Facilities Work Order System

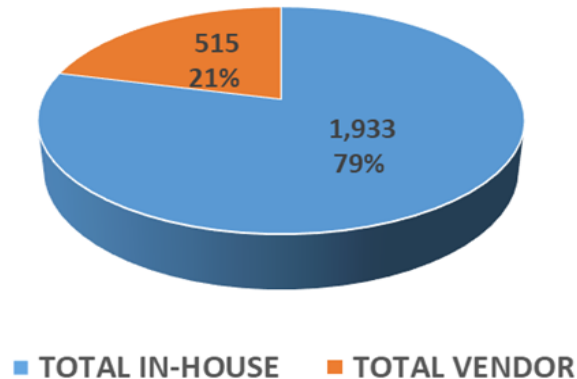
The Facilities Department utilizes a work order system. The chart below shows work orders by location. In FY18 there were 2,448 work orders processed and in FY19 there were 2,849 – Work orders vary slightly each year. (The average for the last three years is 2,632)



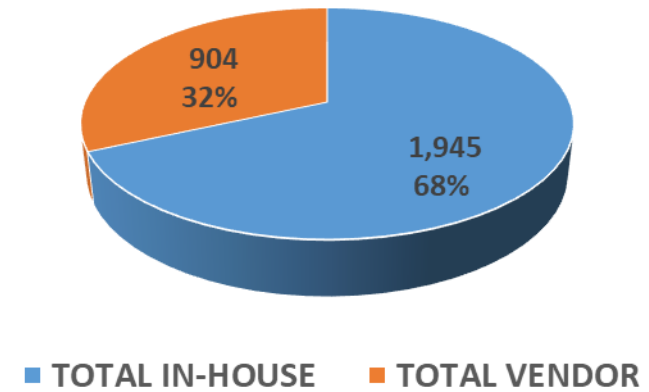
Facilities Work Order System (continued)

Below is a comparison of in-house work orders assigned in FY18 and FY19. As you can see the percentage has increased in FY19. The Facilities Department was down a carpenter for 5 months due to staff change. In addition, there were several HVAC and HVAC controls work orders as well as roofing repairs which are all outsourced.

**FY 18 Work Order
Assignments - 2,448**



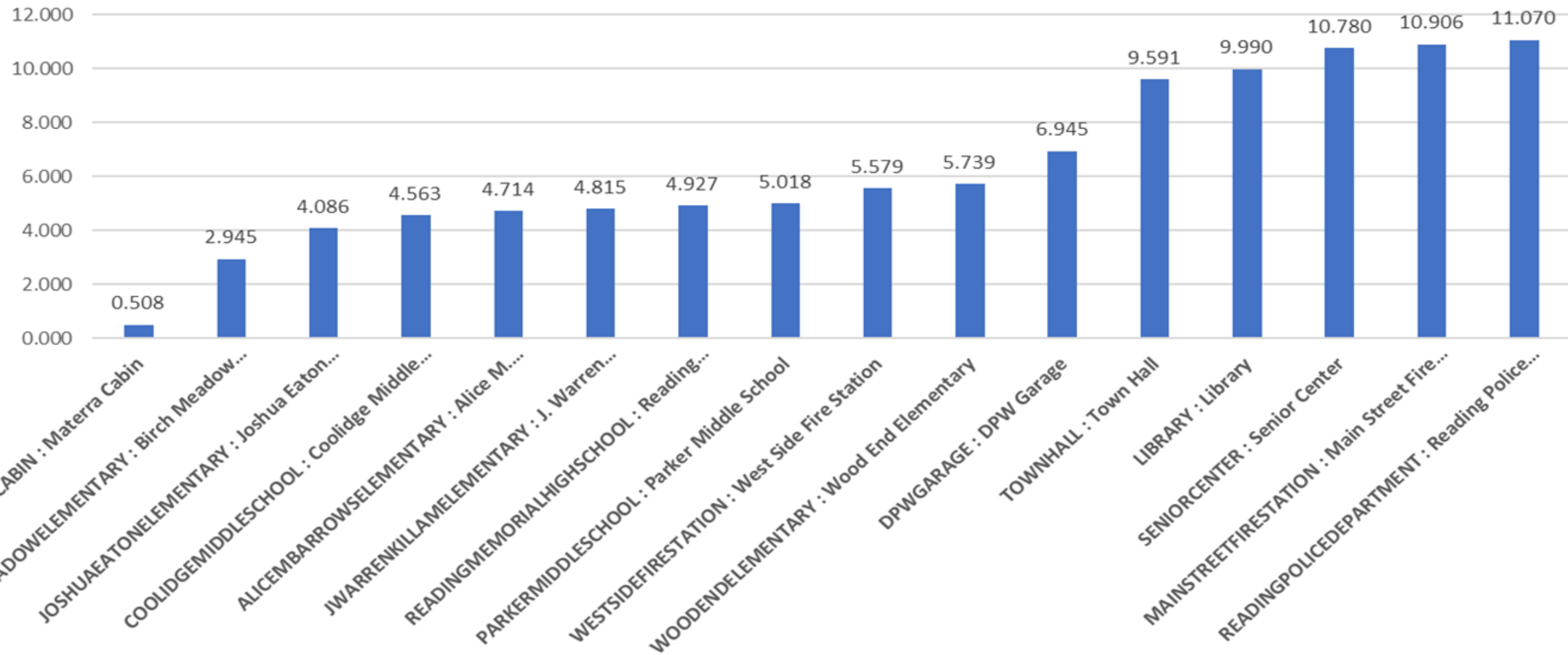
**FY19 Work Order
Assignments - 2,849**



Facilities Technology (Electric Usage)

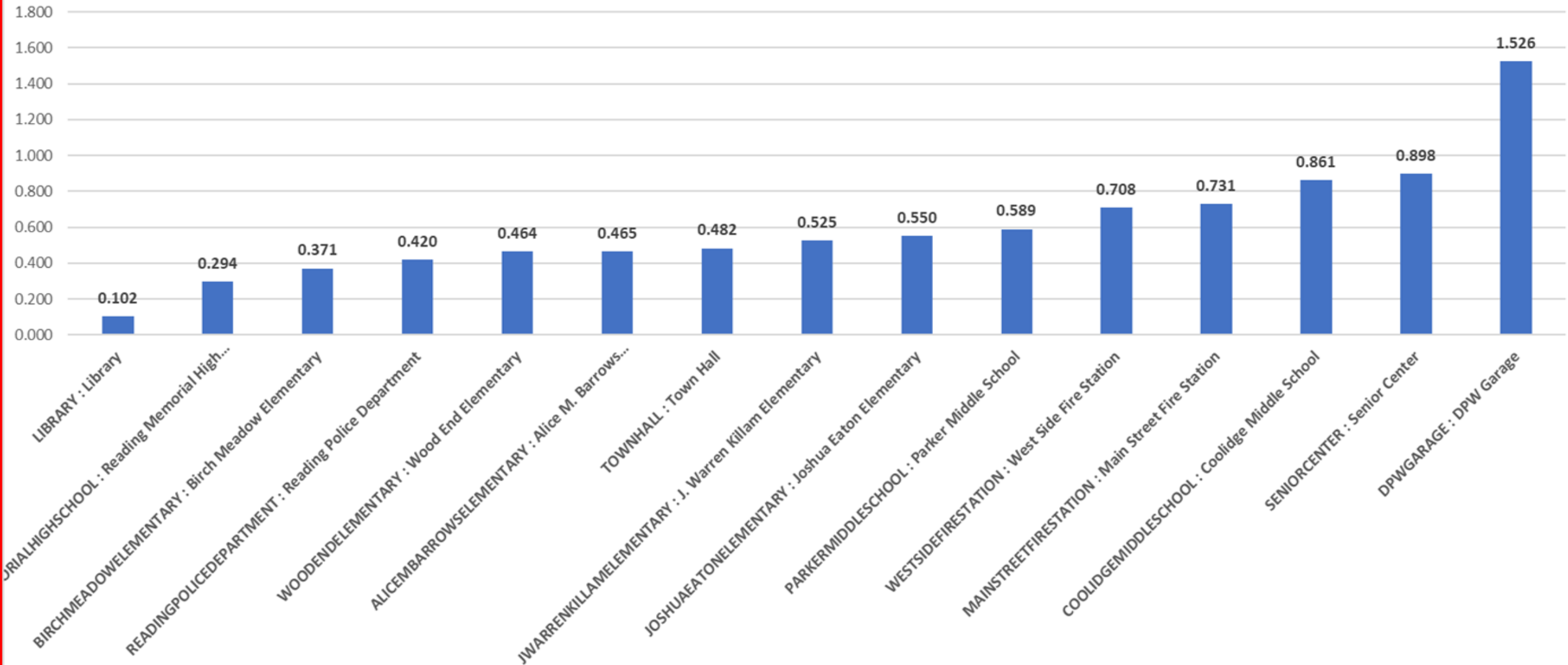
The following three charts, which were generated utilizing the above technology, represent electric, natural gas and water sewerage annualized by square foot per building.

FY19 Electric Usage in kWh by SqFt



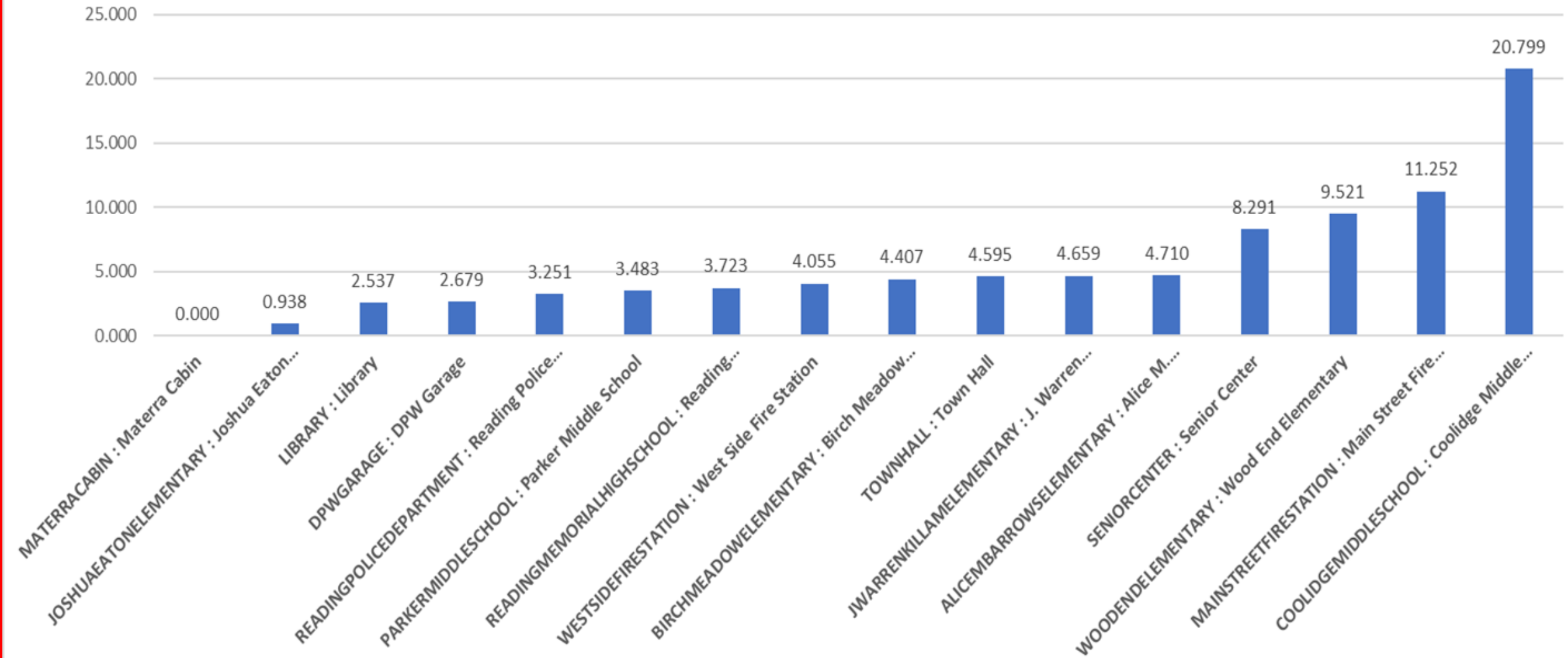
Facilities Technology (Natural Gas Usage)

FY19 Natural Gas Usage in Therms by SqFt



Facilities Technology (Water Sewer Usage)

FY19 Water Sewer Usage in Gallons by SqFt



Guaranteed Energy Savings

The Year Eight performance phase occurred between February 1, 2018 and January 31, 2019. Verified savings for Year Eight are updated savings numbers based on the performance of each measure throughout the year. The Verified Savings for Year Eight are **\$408,921**, which exceeds the Guaranteed Energy Savings of **\$380,064** by **\$28,857**.

ECM #	ECM Description	Electrical Savings			Natural Gas Savings		Water & Sewer Savings		Total Verified Savings
		Demand* (kW)	Consumption (kWh)	\$	(Therms)	\$	kGal	\$	
1	Lighting Improvements	2,312	585,070	103,402	---	\$---	---	\$---	\$103,402
2	Lighting Controls	---	199,934	29,686	---	\$---	---	\$---	\$29,686
3	Domestic Water Conservation	---	---	\$---	786	\$1,689	824	\$19,253	\$20,942
4	Energy Management System Improvements	1,331	425,035	68,140	47,802	\$92,588	---	\$---	\$160,728
4a	Energy Management System - Hot Water Reset	---	---	\$---	3,016	\$6,576	---	\$---	\$6,576
5	Weatherization & Attic Insulation	1	3,650	\$542	13,522	\$27,362	---	\$---	\$27,903
6	Energy Efficient LED Traffic Signals	311	90,426	\$15,678	---	\$---	---	\$---	\$15,678
7	Solar Domestic Hot Water	---	---	\$---	2,113	\$4,480	---	\$---	\$4,480
8	Solar Air Pre-heat	---	---	\$---	2,710	\$5,217	---	\$---	\$5,217
9	Replace Univents and Air Handlers	---	---	\$---	3,016	\$5,733	---	\$---	\$5,733
10	Steam to Hot Water Conversion	---	1,375	\$204	6,344	\$12,213	---	\$---	\$12,417
11	Heating System Upgrades	---	---	\$---	7,089	\$13,915	---	\$---	\$13,915
12	Town Hall Chiller Replacements	6	14,845	2,244	---	\$---	---	\$---	\$2,244
Total Verified Savings		3,961	1,320,335	\$219,896	86,398	\$169,772	824	\$19,253	\$408,921
Annual Guaranteed Savings									\$380,064
Amount Above/(Below) Guaranteed Savings									\$28,857

Notes:

* Annual electric demand savings (kW/yr) is the sum of the monthly demand savings.

Numbers across columns or rows may appear to have small discrepancies when summed due to rounding.

School Facilities Cost Center

2.9% of Total
Budget

Major Changes

FY21 Superintendent's Recommended Budget: \$1,427,974

FY20 Adopted Budget: \$1,388,844

\$ Increase: \$39,130 (2.8%)

- Cost of living adjustments, salary steps, and column increases for school custodians according to collective bargaining agreements. In addition, there is also cost of living adjustments for the non-represented employee in this cost center, the Facilities Manager.
- The elimination of the 0.4 FTE Facilities Rental Coordinator. The duties and responsibilities of this position have been reallocated to other members of the Facilities Department.
- Increases in the custodial overtime line item to provide vacation and leave of absence coverage as well as additional coverage in the winter for storm clean up.

	Actual Expenses FY17	Actual Expenses FY18	Actual Expenses FY19	Final Budget FY20	Recommended Budget FY21	% Change
Professional Salaries	\$ 75,387	\$ 76,608	\$ 78,000	\$ 79,750	\$ 90,923	14.0%
Clerical Salaries	13,532	13,325	9,871	13,653	-	-100.0%
Other Salaries	785,836	746,032	765,331	842,815	875,025	3.8%
Contract Services	255,000	200,750	295,584	338,965	346,300	2.2%
Supplies & Materials	98,305	114,512	115,006	105,201	107,100	1.8%
Other Expenses	10,223	4,091	38,797	8,460	8,625	2.0%
School Facilities Total	\$ 1,238,283	\$ 1,155,318	\$ 1,302,588	\$ 1,388,844	\$ 1,427,974	2.8%

School Facilities Cost Center (continued)

FY21 Budget By Object

	FY17 FTE	FY18 FTE	FY19 FTE	Budgeted FY20 FTE	Actual FY20 FTE	Budgeted FY21 FTE
Facilities	19.9	19.9	19.9	19.9	19.5	19.5
Custodian	18.5	18.5	18.5	18.5	18.5	18.5
District Administrator	1.0	1.0	1.0	1.0	1.0	1.0
Secretary	0.4	0.4	0.4	0.4	-	-

School Facilities Cost Center (continued)

FY 21 Staffing



Breakdown of School Facilities Budget by Detail

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FY21 School Committee Budget Presentations



Town Core Facilities

FY21 School Committee Budget Presentations

Town Facilities Department Requested Budget FY21

The Town Facilities Department FY21 budget for salaries and expenses are being increased by .64% and the Core Facilities are being increased by 2.88% for a total increase of 2.66%. Accommodated Costs are being decreased by -3.02% compared to previous year. Details are shown in the tables below:

	FY17 ACTUALS	FY18 ACTUALS	FY19 ACTUALS	FY20 ACTUALS	FY20 BUDGET	FY21 REQUESTED BUDGET	PCT CHANGE
Town Facilities	295,858	293,696	331,314	176,872	334,800	336,933	0.64%
Core Facilities	2,518,081	2,718,579	2,688,011	1,188,039	3,117,445	3,207,301	2.88%
School Buildings	Please see the School Budget						
DEPARTMENT	2,813,939	3,012,275	3,019,325	1,364,911	3,452,245	3,544,234	2.66%
	FY17 ACTUALS	FY18 ACTUALS	FY19 ACTUALS	FY20 ACTUALS	FY20 BUDGET	FY21 REQUESTED BUDGET	PCT CHANGE
SALARIES							
Town Facilities	217,507	214,231	242,984	95,300	234,375	236,100	0.74%
Core Facilities	507,826	552,196	568,481	274,328	598,650	667,650	11.53%
School Buildings	Please see the School Budget						
DEPARTMENT	725,333	766,426	811,465	369,628	833,025	903,750	8.49%
	FY17 ACTUALS	FY18 ACTUALS	FY19 ACTUALS	FY20 ACTUALS	FY20 BUDGET	FY21 REQUESTED BUDGET	PCT CHANGE
EXPENSES							
Town Facilities	78,351	79,465	88,330	81,572	100,425	100,833	0.41%
Core Facilities	1,336,003	1,288,964	1,284,667	874,323	1,511,000	1,606,364	6.31%
School Buildings	Please see the School Budget						
DEPARTMENT	1,414,354	1,368,429	1,372,997	955,895	1,611,425	1,707,197	5.94%
	FY17 ACTUALS	FY18 ACTUALS	FY19 ACTUALS	FY20 ACTUALS	FY20 BUDGET	FY21 REQUESTED BUDGET	PCT CHANGE
UTILITIES							
Electricity	719,282	783,851	756,357	310,899	914,195	889,837	-2.66%
Natural Gas	447,621	540,555	520,537	36,456	678,925	644,299	-5.10%
Water/Sewer	163,045	154,984	166,815	98,008	146,675	153,128	4.40%
ACCOMMODATED COST	1,329,948	1,479,391	1,443,709	445,363	1,739,795	1,687,264	-3.02%

FY21 Requested Core Facilities Budget Summary

Town Meeting will vote on the total Core Facilities, as shown below as a 2.88% increase.

	FY17 ACTUALS	FY18 ACTUALS	FY19 ACTUALS	FY20 ACTUALS	FY20 BUDGET	FY21 REQUESTED BUDGET	PCT CHANGE
Core Facilities Salaries	507,826	552,196	568,481	274,328	598,650	667,650	11.53%
Miscellaneous Expenses	24,609	85,021	66,976	62,374	47,000	98,410	109.38%
Building Repairs	311,418	276,176	325,577	188,998	234,250	241,283	3.00%
Other Maint & Repairs	17,929	42,068	5,111	1,462	63,750	65,665	3.00%
Extraordinary Repairs	14,711	43,849	51,131	35,908	85,000	87,552	3.00%
Electrical Expenses	45,992	21,331	23,029	6,924	43,000	44,291	3.00%
Building Alarms	32,003	23,240	32,438	34,514	32,000	32,961	3.00%
Fire Equipment	8,710	20,447	8,515	4,575	35,000	36,050	3.00%
HVAC Expenses	142,094	122,354	101,787	67,777	152,000	156,562	3.00%
Elevator Expenses	26,887	17,883	33,007	39,475	49,500	50,985	3.00%
Pest Management Services	9,257	6,534	8,145	8,772	9,500	9,788	3.03%
Plumbing Services	46,696	28,090	20,104	17,570	28,000	28,840	3.00%
Core Facilities Expenses	680,306	686,993	675,822	468,348	779,000	852,387	9.42%
Core Facilities Total	1,188,132	1,239,188	1,244,302	742,676	1,377,650	1,520,037	10.34%
Electricity	719,282	783,851	756,357	310,899	914,195	889,837	-2.66%
Natural Gas	447,621	540,555	520,537	36,456	678,925	644,299	-5.10%
Water/Sewer	163,045	154,984	166,815	98,008	146,675	153,128	4.40%
Accommodated Cost	1,329,948	1,479,391	1,443,709	445,363	1,739,795	1,687,264	-3.02%
Grand Total W/Accommodated	2,518,081	2,718,579	2,688,011	1,188,039	3,117,445	3,207,301	2.88%

Core Facilities - Schools Cost Breakdown

	FY17 ACTUALS	FY18 ACTUALS	FY19 ACTUALS	FY20 ACTUALS	FY20 BUDGET	FY21 REQUESTED BUDGET	PCT CHANGE
Electricity School	531,194	567,614	554,228	222,738	681,145	662,755	-3%
Natural Gas Schools	350,995	408,490	402,231	27,396	511,725	485,628	-5%
Water/Sewer Schools	142,858	134,947	145,421	86,676	121,500	126,847	4%
Total Utilities Schools	1,025,047	1,111,051	1,101,879	336,809	1,314,370	1,275,230	-3%
Miscellaneous Expenses Schools	498	6,582	4,424	4,512	6,000	6,180	3%
Building Repair Schools	200,847	216,096	228,751	120,573	164,250	169,180	3%
Other Maint & Repairs Schools	14,309	18,050	3,259	1,462	45,750	47,125	3%
Extraordinary Repairs Schools	4,454	23,764	49,336	28,908	57,500	59,225	3%
Electrical Expenses Schools	33,802	13,604	9,817	4,216	30,500	31,415	3%
Building Alarms Schools	27,650	16,829	26,963	29,733	23,000	23,690	3%
Fire Equipment Schools	8,710	12,031	2,728	2,750	20,000	20,600	3%
HVAC Expenses Schools	111,275	81,433	80,100	41,126	120,000	123,602	3%
Elevator Expenses Schools	19,224	12,000	20,796	23,375	35,000	36,050	3%
Pest Management Services Schools	3,347	3,721	4,088	4,088	4,900	5,047	3%
Plumbing Services Schools	37,186	22,901	12,785	15,128	22,000	22,660	3%
Total Expense Schools - Core	461,301	427,011	443,049	275,872	528,900	544,774	3%
Grand Total Schools	1,486,349	1,538,062	1,544,928	612,681	1,843,270	1,820,004	-1%

Core Facilities - Town Cost Breakdown

	FY17 ACTUALS	FY18 ACTUALS	FY19 ACTUALS	FY20 ACTUALS	FY20 BUDGET	FY21 REQUESTED BUDGET	PCT CHANGE
Electricity Town	188,088	216,237	202,129	88,161	233,050	227,082	-3%
Natural Gas Town	96,627	132,065	118,306	9,060	167,200	158,671	-5%
Water/Sewer Town	20,187	20,037	21,394	11,333	25,175	26,281	4%
Total Utilities Town	304,901	368,340	341,829	108,554	425,425	412,034	-3%
Miscellaneous Expenses Town	4,006	7,223	3,810	3,727	6,000	6,180	3%
Building Repairs Town	110,571	60,080	96,826	68,425	70,000	72,103	3%
Other Maint & Repairs Town	3,619	24,018	1,853	-	18,000	18,540	3%
Extraordinary Repairs Town	10,258	20,085	1,795	7,000	27,500	28,327	3%
Electrical Expenses Town	12,191	7,727	13,213	2,708	12,500	12,876	3%
Building Alarms Town	4,353	6,410	5,475	4,780	9,000	9,271	3%
Fire Equipment Town	-	8,416	5,787	1,825	15,000	15,450	3%
HVAC Expenses Town	30,818	40,920	21,687	26,651	32,000	32,960	3%
Elevator Expenses Town	7,663	5,883	12,211	16,100	14,500	14,935	3%
Pest Management Services Town	5,910	2,813	4,057	4,684	4,600	4,741	3%
Plumbing Services Town	9,510	5,189	7,319	2,442	6,000	6,180	3%
Total Expense Town - Core	198,899	188,764	174,031	138,342	215,100	221,563	3%
Grand Total Town	503,800	557,104	515,860	246,896	640,525	633,597	-1%
Miscellaneous Expenses Facilities - Core	20,106	71,217	58,742	54,135	35,000	86,050	146%
Total Core Facilities Expenses	2,010,254	2,166,384	2,119,530	913,712	2,518,795	2,539,651	1%

FY21 School
Committee Budget
Presentations

FY21 Capital

TURF II PROJECT UPDATE (FY19 Capital)

FY19 Appropriation:

Turf II - RMHS	\$	2,225,000
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Project Summary as of 12/19/19:

Total Contract Cost/Awarded	\$	1,776,000
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Change Orders		<u>46,118</u>
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Total Cost for Turf II Project	\$	1,822,118
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Residual Returned to Free Cash	\$	402,882
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FY20 CAPITAL PROJECTS - Update

FY20 Summary

Facilities - School Buildings	\$ 1,643,000
Public Schools - General	210,000
Total FY20 Capital	\$ 1,853,000

FY20 Detail By Category:

Facilities - School Buildings

Modular Classroom	\$ 1,250,000
HVAC/Energy Management Systems	373,000
Windows & Doors	20,000
Total Facilities - School Buildings	\$ 1,643,000

Public Schools - General:

Technology - telephone system replacement	\$ 65,000
Technology - large scale technology projects	100,000
Replace Courier vehicle	45,000
Total Public Schools - General	\$ 210,000

FY20 Capital Detail by School Building - Facilities

Modular Classrooms:

Birch Meadow **	\$ 1,250,000
Total Modular Classrooms	\$ 1,250,000

HVAC/Energy Management Systems

Barrows	\$ 10,000
Birch Meadow **	12,000
Joshua Eaton	14,000
Killam **	12,000
Wood End	12,000
Coolidge **	244,000
Parker **	19,000
RMHS **	50,000
Total HVAC/Energy Management Systems	\$ 373,000

Windows & Doors

Killam	\$ 20,000
Total Windows & Doors	\$ 20,000

Total FY20 Facilities - School Buildings	\$ 1,643,000
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** Denotes additional capital items approved at November 2019 Town Meeting

FY21 CAPITAL PROJECTS

FY210 Summary

Facilities - School Buildings	\$ 50,000
Public Schools - General	415,000
Total FY20 Capital	\$ 465,000

FY21 Detail By Category:

Facilities - School Buildings

HVAC/Energy Management Systems	50,000
Total Facilities - School Buildings	\$ 50,000

Public Schools - General:

Technology - telephone system replacement	\$ 65,000
Technology - wiring project scoping	50,000
Technology - wiring projects	200,000
Technology - large scale technology projects	100,000
Total Public Schools - General	\$ 415,000

FY21 Capital Detail by School Building - Facilities

HVAC/Energy Management Systems

Coolidge - Water heater	\$ 25,000
Parker - Water heater	25,000
Total HVAC/Energy Management Systems	\$ 50,000

Total FY21 Facilities - School Buildings	\$ 50,000
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Questions

FY21 School Committee Budget Presentations

School Committee Meetings

Budget Presentation and Discussion

Next Meeting-Thursday, January 16

