



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

January 3, 2021

To: Lincoln School Committee
Rebecca McFall, Superintendent of Schools
From: Buckner Creel, Administrator for Business and Finance
Subject: FY21 Second Quarter Report

For Fiscal Year 2021, the Lincoln Public Schools received appropriations of \$12,071,087 for the Lincoln Campus. The increase over the FY20 budget of \$11,767,998 includes an increase of 2.5% over the base voted by Town Meeting in 2019, and the FY21 Medicaid appropriation of \$25,000. All financial obligations currently anticipated on the Lincoln Campus are not expected to be met within the funds appropriated by the Town Meeting for FY21 due to the additional expenses caused by the global pandemic conditions, but we have received some relief from federal and state grants which we believe will provide funding to meet the additional requirements of our COVID protocols.

The Hanscom budget for FY21 was prepared as the first year of a new contract with DoDEA, which eliminated the prior practice of providing prices for several different pupil enrollment bands, and setting a price based on a verified September 30 enrollment report. Anticipating the likely enrollment for FY21 would be nearly 600, at the very top of the former Band 4, the staffing proposed in the budget required funding supporting services at that level. The Department of Defense Educational Activity (DoDEA) contract price of \$15,909,600 is to provide the funds for a staffing level to match the anticipated enrollment, to meet the anticipated out-of-district special education placements and to make an anticipated contribution towards the District's GASB 45 obligations. The School Committee approved an allocation of \$15,909,600, the entire contract price, for the FY21 Hanscom operating budget in view of the COVID conditions. The ability to make a contribution to the Town for potential GASB 45 obligations will be evaluated near the end of the school year.

Attached for your review is a report providing details of the current operating budget, year to date expenses and encumbrances as of January 3, 2021. At that date, approximately 40% of the school year and 50% of the fiscal year had elapsed. The report balances include payrolls through December 29, 2020, reflecting wages through December 18, 2020. These reports are based on the FY21 budgets approved by the School Committee in January and June, and do not necessarily reflect the revised requirements of the in-person COVID model we are following for current operations.

Also included is a report showing key budget lines we currently track in greater detail. This report compares this year's "burn rate" with the comparable period from the last fiscal year for selected budget lines of special interest. Several comments on specific expense categories follow.

Both Campuses

COVID-19 impacts – supplies, equipment & services The Key Budget Line Tracking shows a large increase in the burn rate for custodial services and supplies over the same period last year. This reflects the increased expenditures for PPE, sanitizing equipment and hand sanitizer materials, as well as other protective shields and equipment. We have purchased enough materials to meet the anticipated usage for the first half of the school year, based on early DESE consumption projections, but do not have enough experience to be able to gauge the true burn rate. The COVID budget projections include an increase of \$20,000 on each campus for anticipated COVID-related consumables.

The budget also includes an allowance of \$25,000 on each campus for tent rental. The three tents on each campus totalled \$19,200 for the September-November period, and we anticipate a higher cost for the March-June rental for the second half of the year.

Those two items account for almost all of the Hanscom budget increase of \$54,143. The Lincoln budget increase of \$348,493 includes those two allowances, as well as the \$21,250 for additional personnel costs. The largest non-personnel category cost increase is \$106,800 for a third METCO bus route; the third METCO bus monitor and monitors for the seven Lincoln bus routes contributed to the personnel increases. A decrease in the allowance for move-related costs results in a net budget increase of \$137,243 for the supplies, equipment & services category.

COVID-19 impacts – utilities The HVAC systems are running wide open to allow for more fresh air intake. We still do not know what impacts this will have on heating and electricity costs, especially for the all-electric Lincoln temp facility. We budgeted sufficient amounts to cover anticipated electricity costs based on the usage exhibited when the temp facility was located on the Hanscom campus, but the current operation plan is different from that experience. Finally, implementation of Air Force accounting system changes have meant that the Base has not been able to provide us utility bills since August, so we do not have an accurate picture of Hanscom consumption to date.

Special Education support The screening which normally occurs during the March-June portion of the school year was not completely executed because of the initial COVID restrictions. That screening is still on-going, under our health and safety protocols, and additional out-of-district (OOD) placements or additional support resources may continue to be identified in the next several months. Accordingly, no funds were diverted from the special education budget allowances on both campuses to help address the deficits discussed above. The administration will continue to review the needs and report on possible budget surpluses in the 3rd quarter report.

IT Replacement Cycle funds On the Lincoln Campus, 80% of the IT Replacement Cycle budget of was used to provide the additional devices required to support our new manner of teaching by extending the one-to-one program. The Hanscom Campus was ahead in this program, so a similar effort was not required, accounting for the low expenditure rate in this budget category. The annual program to replace a portion of the faculty laptops will occur during the next two quarters.

Lincoln Campus

COVID-19 impacts – additional grant funding As reported in October, we are fortunate that the COVID relief funds provided to the School Committee and to the Town are sufficient to cover the deficit initially identified. Our COVID School Reopening Grant (CvRF) is \$133,875; the Town has tentatively committed to providing \$225,000 of their CARES Act funding of \$599,276. These funds, originally set to expire on December 30, 2020, were recently re-certified to allow for carry over into 2021. While the re-certification occurred after we had spent our CvRF grant amount, some of the Town's funds are still available for planning for later expenditure. We also have some grant carry-over funds which we will plan for expenditure during the next two quarters for FY20.

Please contact me at 259-2623 or bcreel@lincnet.org should you have any questions about the enclosed information.

Lincoln Campus
FY 2021 OPERATING BUDGET -- STATUS REPORT
2nd Quarter
as of January 3, 2021

Expense Category	Original FY21 Operating Budget	Revised FY21 Operating Budget	Expended		Expended & Encumbered		% of total budget
			Amount	Percent	Amount	Percent	
School Committee	\$ 6,850	\$ 7,492	\$ 4,392	58.6%	\$ 5,642	75.3%	0.06%
Personnel							
Administrator Salaries	\$ 896,106	\$ 896,397	\$ 422,201	47.1%	\$ 896,267	100.0%	7.43%
Professional Salaries (Teachers, Nurses, etc.)							
• Regular salaries	\$ 6,605,132	\$ 6,720,095	\$ 2,557,237	38.1%	\$ 6,694,323	99.6%	55.67%
• Stipends (leadership & mentoring)	\$ 268,602	\$ 268,983	\$ 84,062	31.3%	\$ 218,158	81.1%	2.23%
• Substitutes (daily & long-term)	\$ 140,000	\$ 137,500	\$ 12,472	9.1%	\$ 12,472	9.1%	1.14%
• Misc. Salaries (see note 1)	\$ 169,806	\$ 92,295	\$ 19,839	21.5%	\$ 53,681	58.2%	0.76%
Paraprofessionals Wages							
• Special Education Tutors	\$ 155,317	\$ 123,698	\$ 39,645	32.0%	\$ 106,450	86.1%	1.02%
• Instructional Assistants	\$ 234,962	\$ 283,305	\$ 83,801	29.6%	\$ 264,605	93.4%	2.35%
• Other paraprofessionals	\$ 89,517	\$ 44,994	\$ 20,452	45.5%	\$ 44,994	100.0%	0.37%
Support Staff							
• Secretaries	\$ 410,440	\$ 420,274	\$ 192,622	45.8%	\$ 420,271	100.0%	3.48%
• Facilities, Maintenance & Custodial Staff	\$ 589,032	\$ 581,544	\$ 240,413	41.3%	\$ 520,746	89.5%	4.82%
• Overtime	\$ 26,124	\$ 25,463	\$ 7,667	30.1%	\$ 7,667	30.1%	0.21%
Professional & Staff Development	\$ 51,274	\$ 51,177	\$ 6,472	12.6%	\$ 11,388	22.3%	0.42%
Supplies, Equipment & Services							
In-District Transportation	\$ 475,260	\$ 519,683	\$ 189,654	36.5%	\$ 523,740	100.8%	4.31%
Out of District Special Education Transportation	\$ 89,512	\$ 89,512	\$ -	0.0%	\$ 1,246	1.4%	0.74%
Special Education Tuition (OOD & collaboratives)	\$ 544,196	\$ 544,196	\$ 41,372	7.6%	\$ 153,713	28.2%	4.51%
General Supplies and Materials							
• Textbooks	\$ 19,078	\$ 18,332	\$ 8,741	47.7%	\$ 10,547	57.5%	0.15%
• Other Published Materials	\$ 74,300	\$ 91,896	\$ 37,003	40.3%	\$ 44,310	48.2%	0.76%
• Durable Goods and Equipment	\$ 44,389	\$ 46,121	\$ 12,820	27.8%	\$ 20,171	43.7%	0.38%
• Consumable Supplies	\$ 93,650	\$ 87,627	\$ 39,811	45.4%	\$ 45,431	51.8%	0.73%
• Contracted Services	\$ 279,035	\$ 213,335	\$ 71,346	33.4%	\$ 117,049	54.9%	1.77%
Facilities & Maintenance							
• Utilities -- heat	\$ 82,000	\$ 82,000	\$ 21,880	26.7%	\$ 68,000	82.9%	0.68%
• Utilities -- electricity	\$ 260,000	\$ 260,000	\$ 86,775	33.4%	\$ 184,913	71.1%	2.15%
• Utilities -- water, sewer, telephones	\$ 66,663	\$ 66,663	\$ 12,950	19.4%	\$ 51,107	76.7%	0.55%
• Maintenance Services & Supplies	\$ 130,780	\$ 129,290	\$ 62,094	48.0%	\$ 88,894	68.8%	1.07%
• Custodial Services & Supplies	\$ 36,300	\$ 36,454	\$ 34,441	94.5%	\$ 36,191	99.3%	0.30%
• Building and Capital Projects	\$ 82,000	\$ 82,000	\$ 3,643	4.4%	\$ 10,047	12.3%	0.68%
IT Replacement Cycle	\$ 118,396	\$ 118,396	\$ 98,156	82.9%	\$ 98,156	82.9%	0.98%
Other expenses (see note 2)	\$ 32,366	\$ 32,366	\$ 7,995	24.7%	\$ 12,388	38.3%	0.27%
aaaac	\$ 12,071,087	\$ 12,071,088	\$ 4,419,950	36.6%	\$ 10,722,569	88.8%	100.0%

Notes

1. Includes personnel control, home/hospital teaching, certain curriculum development & instrumental instruction salaries.
2. Includes (but not limited to) postage, legal expenses including settlements, advertising, printing, permits, etc.

Hanscom Campus
FY 2021 OPERATING BUDGET -- STATUS REPORT
2nd Quarter
as of January 3, 2021

Expense Category	Original FY21 Operating Budget	Revised FY21 Operating Budget	Expended		Expended & Encumbered		% of total budget
			Amount	Percent	Amount	Percent	
School Committee	\$ 6,850	\$ 7,492	\$ 4,392	58.6%	\$ 5,642	75.3%	0.05%
Personnel			.				
Administrator Salaries	\$ 956,860	\$ 957,190	\$ 450,908	47.1%	\$ 957,186	100.0%	6.02%
Professional Salaries (Teachers, Nurses, etc.)							
• Regular salaries	\$ 6,485,108	\$ 6,607,474	\$ 2,547,812	38.6%	\$ 6,600,314	99.9%	41.53%
• Stipends (leadership & mentoring)	\$ 255,450	\$ 233,434	\$ 76,756	32.9%	\$ 199,265	85.4%	1.47%
• Substitutes (daily & long-term)	\$ 125,000	\$ 125,000	\$ 28,096	22.5%	\$ 54,196	43.4%	0.79%
• Misc. Salaries (see note 1)	\$ 89,090	\$ 82,255	\$ 27,019	32.8%	\$ 36,904	44.9%	0.52%
Paraprofessionals Wages							
• Special Education Tutors	\$ 476,489	\$ 466,271	\$ 139,418	29.9%	\$ 369,134	79.2%	2.93%
• Instructional Assistants	\$ 354,239	\$ 306,335	\$ 90,910	29.7%	\$ 263,128	85.9%	1.93%
• Other paraprofessionals	\$ 90,771	\$ 90,771	\$ 40,689	44.8%	\$ 89,516	98.6%	0.57%
Support Staff							
• Secretaries	\$ 400,513	\$ 413,213	\$ 190,388	46.1%	\$ 413,208	100.0%	2.60%
• Facilities, Maintenance & Custodial Staff	\$ 659,353	\$ 662,860	\$ 299,055	45.1%	\$ 639,512	96.5%	4.17%
• Overtime	\$ 17,800	\$ 17,800	\$ 6,225	35.0%	\$ 6,225	35.0%	0.11%
Professional & Staff Development	\$ 58,789	\$ 58,884	\$ 8,008	13.6%	\$ 12,049	20.5%	0.37%
Employee Benefits & Town Svcs	\$ 1,707,917	\$ 1,707,917	\$ 420,812	24.6%	\$ 1,646,014	96.4%	10.74%
Supplies, Equipment & Services							
In-District Transportation	\$ 8,300	\$ 6,880	\$ 75	1.1%	\$ 75	1.1%	0.04%
Out of District Special Education Transportation	\$ 465,663	\$ 367,033	\$ 1,350	0.4%	\$ 5,850	1.6%	2.31%
Special Education Tuition (OOD & collaboratives)	\$ 2,571,523	\$ 2,575,435	\$ 674,831	26.2%	\$ 1,932,498	75.0%	16.19%
General Supplies and Materials							
• Textbooks	\$ 21,579	\$ 20,672	\$ 10,106	48.9%	\$ 10,106	48.9%	0.13%
• Other Published Materials	\$ 77,151	\$ 90,657	\$ 39,371	43.4%	\$ 46,131	50.9%	0.57%
• Durable Goods and Equipment	\$ 62,158	\$ 66,261	\$ 17,423	26.3%	\$ 23,339	35.2%	0.42%
• Consumable Supplies	\$ 107,970	\$ 103,460	\$ 38,688	37.4%	\$ 47,301	45.7%	0.65%
• Contracted Services	\$ 242,296	\$ 238,405	\$ 61,514	25.8%	\$ 107,058	44.9%	1.50%
Facilities & Maintenance							
• Utilities -- heat	\$ 62,000	\$ 62,000	\$ 7,712	12.4%	\$ 50,799	81.9%	0.39%
• Utilities -- electricity	\$ 200,000	\$ 200,000	\$ 39,242	19.6%	\$ 154,654	77.3%	1.26%
• Utilities -- water, sewer, telephones	\$ 49,769	\$ 49,769	\$ 13,015	26.2%	\$ 40,018	80.4%	0.31%
• Maintenance Services & Supplies	\$ 172,300	\$ 177,592	\$ 49,877	28.1%	\$ 99,851	56.2%	1.12%
• Custodial Services & Supplies	\$ 36,300	\$ 36,300	\$ 24,390	67.2%	\$ 27,870	76.8%	0.23%
• Building and Capital Projects	\$ 10,000	\$ 31,521	\$ -	0.0%	\$ 21,521	68.3%	0.20%
IT Replacement Cycle	\$ 111,812	\$ 111,812	\$ 1,766	1.6%	\$ 1,766	1.6%	0.70%
Other expenses (see note 2)	\$ 26,550	\$ 34,908	\$ 11,631	33.3%	\$ 24,438	70.0%	0.22%
TOTALS	\$ 15,909,600	\$ 15,909,601	\$ 5,321,478	33.4%	\$ 13,885,569	87.3%	

Notes

1. Includes personnel control, home/hospital teaching, certain curriculum development & instrumental instruction salaries.
2. Includes (but not limited to) postage, legal expenses including settlements, advertising, printing, permits, etc.

FY 2021 Operating Budget -- Key Budget Line Tracking
2nd Quarter
as of January 3, 2021

	FY20 Budget				FY21 Budget			
Budget line	original budget	revised budget	2Q \$\$ expended cumulative	2Q % expended cumulative	original budget	revised budget	2Q \$\$ expended cumulative	2Q % expended cumulative
Lincoln Campus								
Legal expenses	21,890	21,890	5,840	26.7%	23,000	23,000	7,797	33.9%
Substitutes (daily)	75,000	75,000	21,435	28.6%	75,000	75,000	12,472	16.6%
Substitutes (long-term)	65,000	65,000	36,326	55.9%	65,000	65,000	-	0.0%
Custodian overtime	18,124	17,939	7,263	40.5%	18,124	17,939	7,667	42.7%
Custodial services & supplies	37,668	37,668	13,244	35.2%	36,300	36,454	34,441	94.5%
Utilities (heat)	150,000	150,712	36,075	23.9%	82,000	82,000	21,880	26.7%
Utilities (electricity)	192,000	232,000	72,493	31.2%	260,000	260,000	86,775	33.4%
Utilities (telephones)	19,663	19,663	5,668	28.8%	19,663	19,663	5,583	28.4%
Special Education OOD tuition *	507,491	385,028	39,429	10.2%	544,196	544,196	41,372	7.6%
General Supplies, Materials and some Contracted Services (SBM & new curriculum mat'ls)	239,871	248,171	101,470	40.9%	195,498	206,399	76,386	37.0%
Hanscom Campus								
Legal expenses	18,500	18,500	5,114	27.6%	16,500	16,500	7,797	47.3%
Substitutes (daily)	75,000	75,000	24,689	32.9%	75,000	75,000	12,634	16.8%
Substitutes (long-term)	70,000	70,240	37,731	53.7%	70,000	70,000	15,462	22.1%
Custodian overtime	17,800	17,800	7,102	39.9%	17,800	17,800	6,225	35.0%
Custodial services & supplies	34,875	34,875	10,167	29.2%	36,300	36,300	24,390	67.2%
Utilities (heat)	55,000	55,000	7,787	14.2%	62,000	62,000	7,712	12.4%
Utilities (electricity)	200,000	200,000	62,600	31.3%	200,000	200,000	39,242	19.6%
Utilities (telephones)	21,053	21,053	6,122	29.1%	21,053	21,053	8,788	41.7%
Special Education OOD tuition *	1,961,741	1,961,741	691,063	35.2%	2,571,523	2,575,435	674,831	26.2%
General Supplies, Materials and some Contracted Services (SBM & new curriculum mat'ls)	341,182	342,387	111,723	32.6%	259,422	267,889	76,968	28.7%
* Now includes both private and collaborative placement categories								

* Now includes both private and collaborative placement categories