

Lincoln

Public Schools

Office of the Superintendent

FY 2025 Preliminary Budget

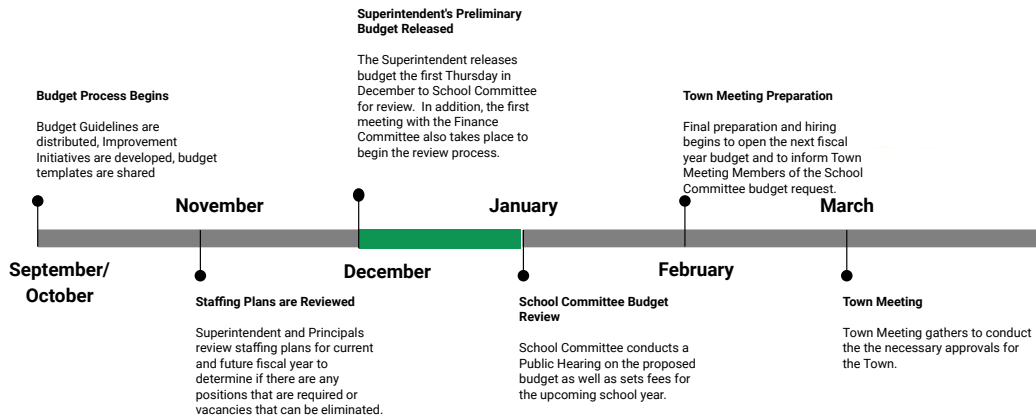
December 7, 2023

Parry Graham, Superintendent
Torrance Lewis, Assistant Superintendent
Mary Ellen Normen, Administrator for Business and Finance
Robert Ford, Director of Educational Operations and Technology
Lisa Berard, Administrator for Student Services

Agenda for presentation

- Review of budget timeline and development process
- Summary of guidance and budget requests
- Overview of preliminary budget expenditures
- New personnel requests within the FY25 operating budget and FTE offsets
- Highlighted expenses within level-services budget
- Review personnel allocations by budget
- One-time requests above the 2.5% and Hanscom budget guidelines
- Non-personnel funds-available initiatives
- Potential impacts and budget uncertainty
- Enrollment projections
- Revenue assumptions
- Questions, discussion, and next steps

Budget Timeline



3

Budget development process

- 9/21 – Presented budget guidelines memo and proposed timeline to School Committee
- 9/26 – Improvement initiative form shared with Admin Council
- 10/11 – Budget templates shared with Admin Council and initial discussion of improvement initiatives
- Staffing plan reviews with principals in mid-November
- LATS and HATS on 11/16 and 11/17
- 11/21 – Final discussion with Admin Council of proposed improvement initiatives
- Ongoing discussions with COA and principals throughout October and November focused on enrollment projections, existing staffing, vacant positions, and building and district needs

4

Capacity, Opportunity, and Equity

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5

FY 25 Budget Guidance and To-Line Request:

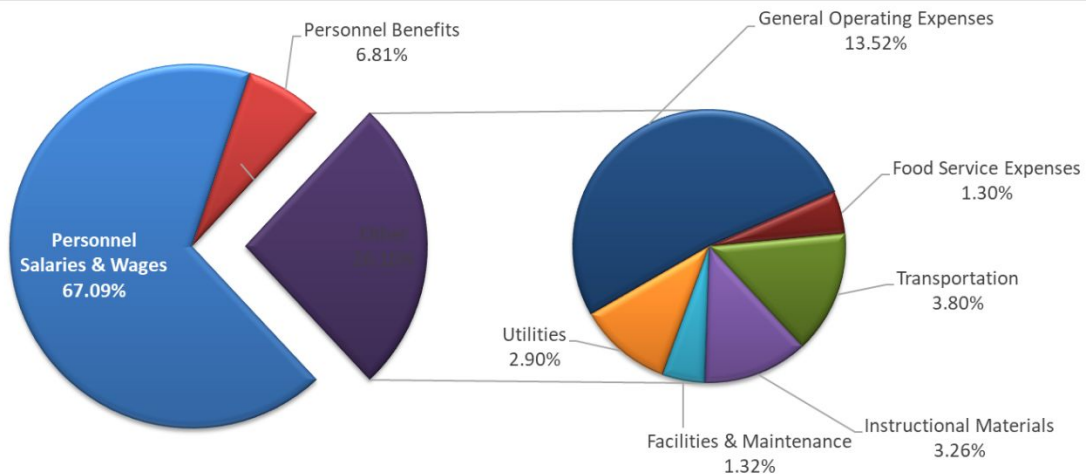
Base Budget - LINCOLN	\$13,548,732
FY25 FinCom Guidance (+2.5%) + Medicaid (\$58,380)	\$13,548,732
One-time requests above 2.5%	\$82,898

Base Budget - HANSCOM	\$19,093,202
FY25 Contract price*	\$ 18,363,960
One-time requests outside of base	\$33,949

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6

Preliminary Budget Expenditures



Total Estimated Budget
\$35,233,184

New Personnel Requests Within the FY25 Operating Budget

New personnel requests

- .4 BCBA/psychologist (Lincoln)
- 1.0 Occupational Therapist (Hanscom)
- 1.0 Assistant Principal at Lincoln School
- Continue existing leadership structure at Hanscom School
- 1.0 AIDE Director (District)
- 2 mentor coordinator stipends – \$3162 per school

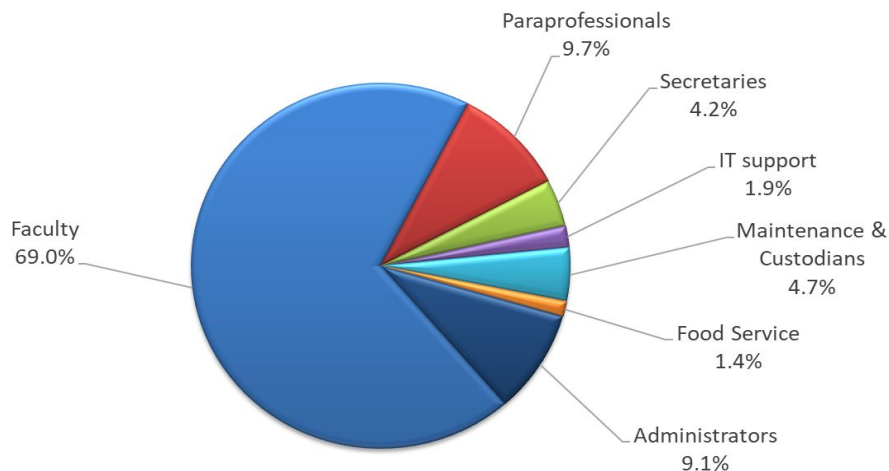
FTE offsets

- Eliminate 1.0 vacant Communication Specialist position
- Eliminate 1.0 vacant Faculty in Residency position
- Eliminate vacant fourth EL position (1.0 FTE)
- Pause for FY 25 on filling vacant 1.3 FLES positions

Highlighted Expenses Within Level-Services Budget

- Continuation of Foundations program at Hanscom
 - 1.0 FTE Special educator
 - 1.0 FTE Special education tutor
 - \$7500 in materials and PD
- Continuation of Bridges program at Hanscom
 - 1.0 FTE Special educator
 - 1.0 FTE Special education tutor
- .2 FTE addition in 6th grade SS at Lincoln School (repurposing of .2 FLES FTE)
- Lexia licenses (software cost increases of \$12K per school)
- Digital signage software at Lincoln School (\$3000)

Personnel Allocations by Budget %



Personnel Budget
\$23,381,480

One-Time Requests Above 2.5% Guidance or Hanscom Base Budget

One-time purchases or pilots

- Replacing Units of Study Phonics program at Lincoln 1st grade with Foundations – \$12,969
- Pilot district data warehouse and dashboard – \$11,500 per school
- Pilot school-based funding for field trips – \$30,500 (split between LK-4 and L5-8)
- Pilot after-school program additions
 - 3 additional stipends per school level (12 total) – \$9480 per school
 - Additional day of late bus – \$15,000 (Lincoln only)

Total – LS: \$82,898; HS: \$33,949

New Non-Personnel Funds-Available Initiatives

- On-demand interpretation service – estimated \$4000 per school
- MClass upgraded literacy screener, transition to online platform – \$5,286 per school
- New district website content management system – \$7000 per school
- Planned uses if we have unspent FY24 funds



Potential Impacts & Budget Uncertainty

- **Personnel**

- Collective bargaining agreements for Education Support Professionals
- Enrollment Projections
 - Lincoln School Kindergarten & grade 1
 - Hanscom Schools
- Final Calculations for Hanscom Employee Benefits

The Preliminary Budgets may be adjusted when new or updated information is available.

Potential Impacts & Budget Uncertainty

- **Expenses**

- Special Education Out-of District Expenses
 - We currently do not know our final CASE assessments and transportation costs.
 - Private School Tuitions are expected to increase 5% according to MA Operational Services Division (OSD)

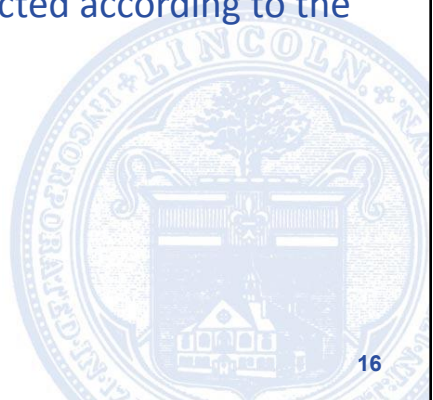
	Lincoln		Hanscom*		Total	
Private Day	3	170,312	6	523,155	9	\$ 693,467
Collaborative	3	262,769	29	\$ 2,639,511	32	\$ 2,902,280
Total	6	\$ 433,081	35	\$ 3,162,666	41	\$ 3,595,747
Circuit Breaker Offset		(102,598)		(752,384)		(854,982)
Total Out of District Tuition less Circuit Breaker		\$ 330,483		\$ 2,410,282		\$ 2,740,765

Enrollment



Enrollment Projections

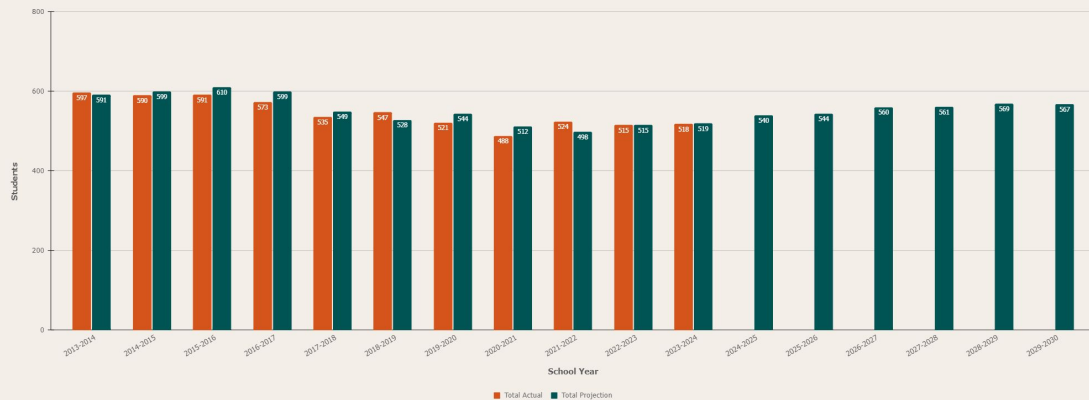
- Projections based on October 1 enrollment using three-year cohort survival factor
- Kindergarten & Grade 1 enrollment – uncertain
- Lincoln and Hanscom sections projected according to the Class Size Policy



Lincoln School Enrollment Actual vs Projection - 10 Year History

(Projection is using a 3 year Progression Rate Average for SY 2024-2025 to SY 2029-2030)

Lincoln School Enrollment History
ACTUAL VS PROJECTION - 10 Year History

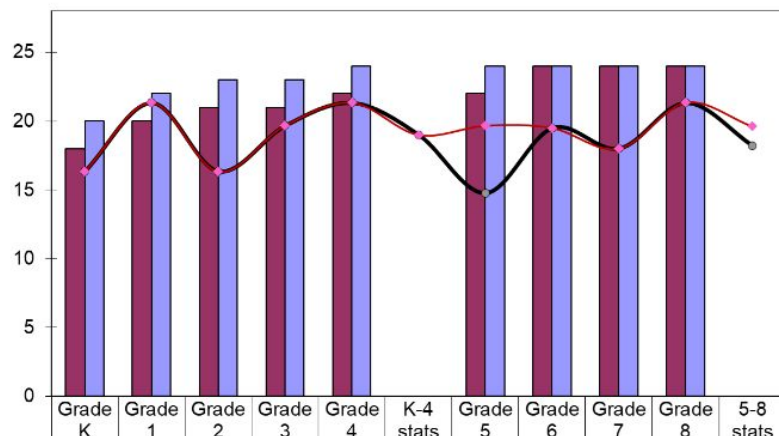


17

FY 2025 Projected Class Size to School Committee Policy Lincoln School

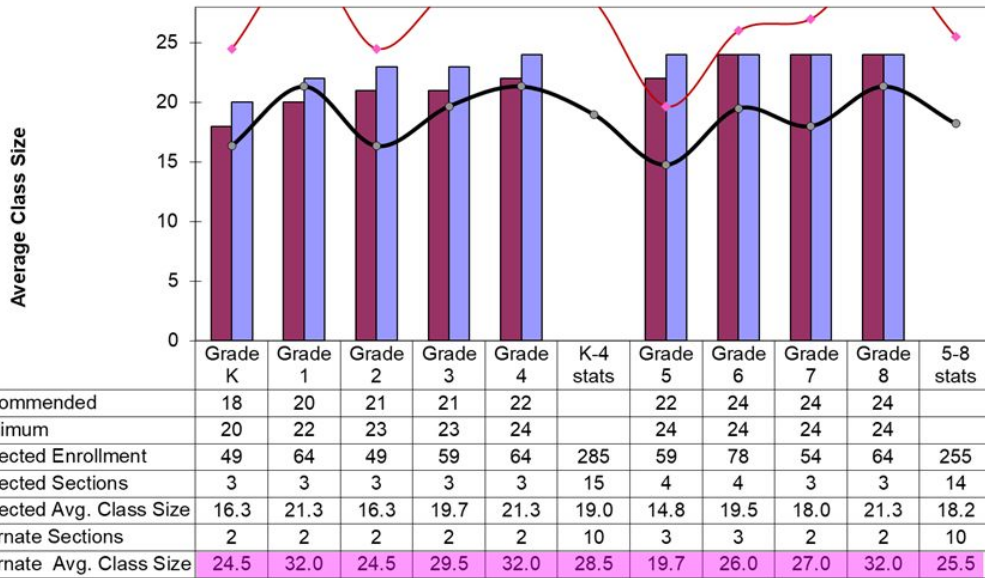
School Committee Policy Formula
Applied

Average Class Size



FY 2025 Projected Class Size to School Committee Policy Lincoln School

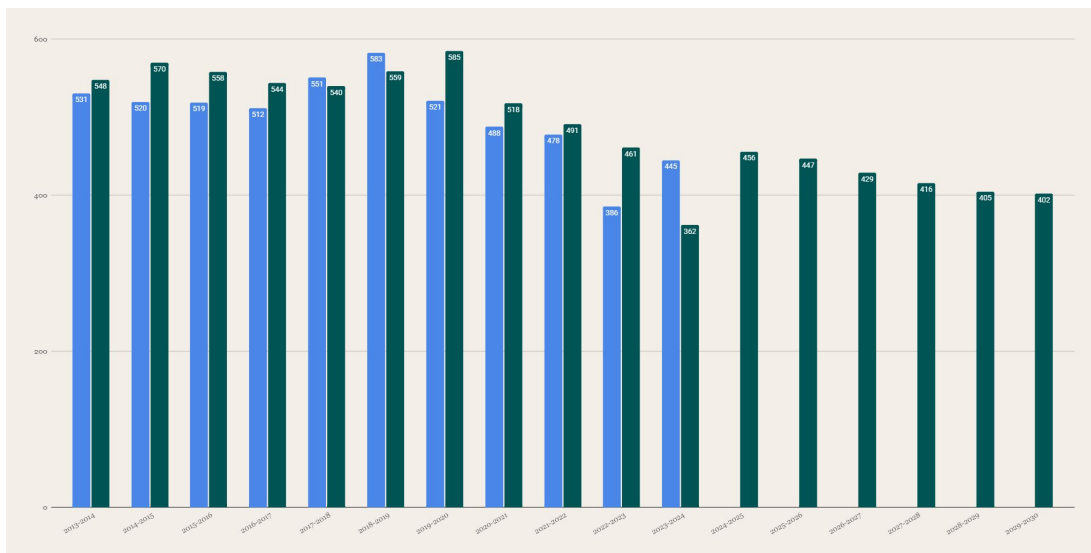
One Less Section Per Grade



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19

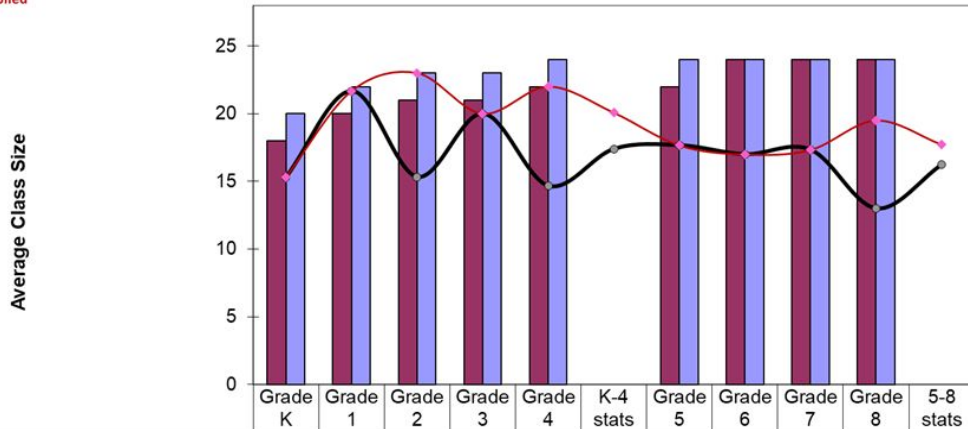
Hanscom School Enrollment Actual vs Projection - 10 Year History



20

FY 2025 Projected Class Size to School Committee Policy Hanscom School

School Committee Policy Formula
Applied



PreK-8 General Education Sections - *PROJECTED*

- Hanscom Schools
 - 12 HPS Classroom Sections K-3 (reduction of 1 section)
 - Maintain 15 HMS Classroom Sections 4-8
- Lincoln School
 - Maintain 15 K-4 Classroom Sections (reduction of 1 section)
 - Maintain 14 5-8 Classroom Sections
- Preschool
 - Maintain 5 Hanscom PreK
 - Maintain 2 Lincoln PreK

Revenue Assumptions

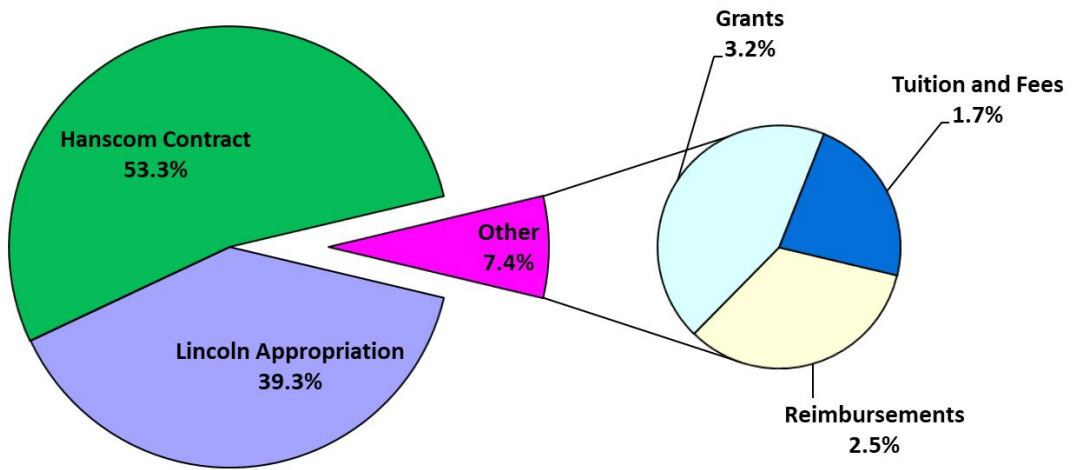
Revenue Assumptions

- *Lincoln Finance Committee guideline of +2.5% over prior year Town Meeting Appropriation* \$13,490,352
- *Medicaid Appropriation* \$ 58,380
- *Total Town Meeting* \$13,548,732
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- *Hanscom revenue based on FY25 price set by latest DoDEA contract.* \$18,363,960
- *Reimbursement Programs (Circuit Breaker & E-rate)* **\$857,682**
- *Grant revenues projected at level funding* \$1,110,818
- *User fees remain the same in FY 25 as in FY21* \$577,580

Total Revenue for the district: \$34,458,772

Total Operating Budget Revenue

FY25 Total Operating Budget -- Revenues



Total Estimated Revenue
\$34,458,772

FY25 Budget Development Process Next Steps

December 7	<ul style="list-style-type: none"> Presentation of Preliminary Budget – Central Office & Administrative Team
December 11	<ul style="list-style-type: none"> Finance Committee: 1st Joint Budget Meeting
December 14	<ul style="list-style-type: none"> Budget Discussion: Expenses, Response to Questions
January 11	<ul style="list-style-type: none"> Budget Hearing and 1st Reading of Final Budget
January 18 [T]	<ul style="list-style-type: none"> Finance Committee: 2nd Joint Budget Meeting
January 25	<ul style="list-style-type: none"> Budget Discussion and vote
March 21 [T]	<ul style="list-style-type: none"> Lincoln Town Meeting

Questions, Discussion, and Next Steps

- Any immediate questions or discussion this evening?
- Next steps
 - Finance Committee presentation on 12/11
 - Continued opportunities for discussion at SC meetings on 12/14, 1/4, and 1/11
 - Scheduled SC vote on budget on 1/18
- We are happy to collect additional information and answer questions on an ongoing basis
- We recognize that the proposed budget now shifts from our hands to the School Committee's hands, and that this is a collaborative process that will necessarily include input from and dialogue with a variety of stakeholders