



# LINCOLN PUBLIC SCHOOLS

MICHAEL F. BRANDMEYER  
SUPERINTENDENT

January 27, 2012

To: Lincoln School Committee  
From: Mickey Brandmeyer  
Re: FY 2013 Budget – Final Recommendation

The budget for the Lincoln Public Schools is comprised of three key funding components: the funds appropriated by the Town of Lincoln for the operation of the Lincoln School; the funds allocated by the federal government for the operation of the Hanscom Schools (Preschool, Primary and Middle); and funds received through grants, fees and rentals.

The process to develop the school budget begins in August when the Administrative Team reviews the annual goals set by the School Committee, develops work plans for their accomplishment and begins the process of developing budget estimates. The process continues in the fall when the School Committee establishes guidelines (September) and the Finance Committee issues revenue projections and growth guidelines. The process continues through the fall with the presentation of the Superintendent's Preliminary Budget.

On November 10th, the Administration presented the FY2013 Preliminary Budget launching the public process to review, discuss and authorize the resources necessary to operate the Lincoln Public Schools for the 2012-2013 school year. The preliminary budget was designed to advance the existing program from this year to next with the appropriate adjustments for staffing changes, enrollment, class size, anticipated special education placements, negotiated collective bargaining agreements, upcoming negotiations with custodians and secretaries, and existing long-term agreements, e.g., electricity, natural gas and transportation. The proposed budget also included funds for modest program improvements.

Concurrent with the presentation of the budget, the Lincoln Finance Committee released the FY2013 budget guideline, allowing the Lincoln appropriation to increase by 2% (from \$9,513,105 to \$9,703,367 or \$190,262). As a result of previously negotiated contracts, changing expenditures in certain line items, and other sources of revenue (reimbursements and grants), the preliminary budget of \$10,829,109 was balanced and complied with the Finance Committee's guidelines.

The Lincoln budget process begins very early, requiring the school department to begin planning and development in August. As a result, it is not uncommon for a few projected expenditures to shift.

The Administrative Council reviewed the Preliminary Budget on November 9<sup>th</sup> and December 7<sup>th</sup> in order to further refine the Administration's budget recommendation. The administration discussed the Administrative Council's recommended adjustments with the School Committee on December 15<sup>th</sup>:

1. Lincoln School Principals Hobbs and McKenna request to withdraw the improvement initiative for a late METCO bus resulted in a decrease of \$57,484.
2. The adjustment to the Concord Area Special Education Collaborative's (CASE) transportation assessment resulted in a decrease of \$6,417.
3. The review of potential out of district placements resulted in an increase of \$36,653.

These adjustments result in available funds in the amount of \$27,247; I continue to recommend that the School Committee hold these funds until the school and Town budgets are finalized later this year. We also discussed the proposed addition of a 0.5 FTE Custodian at \$21,381 for FY2013, and I continue to recommend that we keep the proposal in the budget but make the decision to fill the position (or not) later this year, after we can reassess the staffing needs, for the reasons outlined on December 15<sup>th</sup>.

I am recommending that the School Committee VOTE to approve a FY13 Budget in the amount of \$9,703,367.

Finally, with the School Committee's guidance and approval, the district submitted a detailed proposal to the Department of Defense in response to the DDESS solicitation for the continued operation of educational programs at Hanscom Air Force Base. The DDESS procurement officials will evaluate the proposals during the next month, and we anticipate a contract decision in the first week in March. Based on the outcome of this competition, we will make any adjustments required to the Hanscom Preliminary Budget presented in November, and present an updated budget recommendation to the School Committee as soon thereafter as is practicable.