



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

January 7, 2015

To: Lincoln School Committee
Rebecca McFall, Superintendent of Schools

From: Buckner Creel, Administrator for Business and Finance

Subject: FY15 Second Quarter Report

For Fiscal Year 2015, the Lincoln Public Schools received appropriations of \$10,291,812 for the Lincoln Campus. All financial obligations currently anticipated on the Lincoln Campus are expected to be met within the funds appropriated for FY15.

The Hanscom budget for FY15 was originally prepared based on providing services for the 550-599 pupil enrollment band (Band 3). Recognizing the likely enrollment for FY15 would be at the very top of Band 3, the staffing proposed in the budget required funding at a level within Band 4. The School Committee accepted the Superintendent's recommendation to increase the Hanscom budget allocation to \$12,257,725 to provide the funds for a staffing level to match the anticipated enrollment.

DODEA accepted the September 30th enrollment report and confirmed the contract price for the 550-599 pupil enrollment band (Band 3). This confirmation decreased the contract price \$379,431, providing a contract allocation of \$11,636,940. The Administration believes the funds currently allocated on the Hanscom Campus for FY15 are sufficient to meet the obligations currently anticipated.

Attached for your review is a report providing details of the current operating budget, year-to-date expenses and encumbrances as of January 6, 2015. At that date, approximately 40% of the school year and 50% of the fiscal year had elapsed. The report balances include payrolls through January 6, 2015, reflecting wages through December 26, 2014. 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

The expenditure of less than 50% of the general supplies and materials line is smaller than appropriate at this point in the year and may signify that the schools have work to do to meet our target of completing the bulk of these purchases by the end of March. I will meet with the principals and Central Office administrators later this month to verify that they can meet their program needs, with the available funds, within the plan dates, and will discuss their plans for the remainder of the year.

The Special Education out-of-district (OOD) tuitions on both campuses anticipated for the remainder of the current year are projected to remain within the current budget.

Maternity leaves and FMLA situations have increased the number of long-term substitutes required. On the Hanscom campus, those leaves have just started or will start in the next six weeks. We will continue to monitor the substitute lines and make adjustments as required.

Lincoln Campus

The “negative expense” in the telephone key budget line is an artifact of the E-Rate reimbursement timing. We typically receive a large payment from E-Rate providers during July and August, in amounts larger than the phone bills paid to date. As a reimbursement, these E-Rate amounts are applied against expenses, creating a “negative expense” to be offset by phone bills as the fiscal year progresses. The posting of the December telephone bills later in January should erase this credit.

The long-term substitutes line shows that 67.8% of the budget had been expended at the end of the second quarter. At least one more leave is anticipated between now and the end of the school year. Although the exact amounts required for the long-term substitute(s) required will be developed in the next month, we expect an additional \$20,000 may be required for this budget category. The Third Quarter Report will show a clearer picture of the substitute accounts.

Hanscom Campus

The long-term substitutes line shows that very little has been expended from this line to date. At least seven more leaves are anticipated between now and the end of the school year; although the exact amounts required for the long-term substitute(s) required will be developed in the next month, we expect an additional \$20,000 may be required for this budget category. The Third Quarter Report will show a clearer picture of the substitute accounts.

The Base Civil Engineer office has started billing us for utilities, but the electricity meter for the HMS temporary facility is still not functional. We will be monitoring this situation closely to identify any impacts caused by the changed condition.

The Special Education out-of-district and collaborative expenses were affected by the change in the CASE collaborative billing practices discussed at earlier Committee meetings. We have not yet received a tuition bill for this school year, but projections provided by CASE indicate we will be able to fund these placements within the current Hanscom budget.

Please contact me at 781-259-2623 or bcreel@lincnet.org should you have any questions about the enclosed information.

Lincoln Campus
FY 2015 OPERATING BUDGET -- STATUS REPORT
2nd Quarter
as of January 6, 2015

Expense Category	Original FY15 Operating Budget	Revised FY15 Operating Budget	Expended		Expended & Encumbered		% of total budget
			Amount	Percent	Amount	Percent	
School Committee	\$ 5,165	\$ 5,165	\$ 2,267	43.9%	\$ 4,398	85.1%	0.05%
Personnel							
Administrator Salaries	\$ 818,461	\$ 818,961	\$ 393,208	48.0%	\$ 818,953	100.0%	7.96%
Professional Salaries (Teachers, Nurses, etc.)							
• Regular salaries	\$ 6,060,014	\$ 6,053,476	\$ 2,540,561	42.0%	\$ 6,006,119	99.2%	58.82%
• Stipends (leadership & mentoring)	\$ 196,473	\$ 196,473	\$ 77,276	39.3%	\$ 182,189	92.7%	1.91%
• Substitutes (daily & long-term)	\$ 112,500	\$ 112,500	\$ 50,854	45.2%	\$ 50,854	45.2%	1.09%
• Misc. Salaries (see note 1)	\$ 178,128	\$ 178,534	\$ 40,064	22.4%	\$ 66,864	37.5%	1.73%
Paraprofessionals Wages							
• Special Education Tutors	\$ 80,163	\$ 94,432	\$ 45,020	47.7%	\$ 94,431	100.0%	0.92%
• Instructional Assistants	\$ 212,752	\$ 209,942	\$ 85,702	40.8%	\$ 199,178	94.9%	2.04%
• Other paraprofessionals	\$ 67,595	\$ 67,595	\$ 30,272	44.8%	\$ 67,494	99.9%	0.66%
Support Staff							
• Secretaries	\$ 386,237	\$ 386,278	\$ 171,595	44.4%	\$ 358,879	92.9%	3.75%
• Facilities, Maintenance & Custodial Staff	\$ 430,767	\$ 430,767	\$ 212,263	49.3%	\$ 409,140	95.0%	4.19%
• Overtime	\$ 25,825	\$ 25,825	\$ 2,799	10.8%	\$ 2,799	10.8%	0.25%
Professional & Staff Development	\$ 50,555	\$ 50,605	\$ 24,204	47.8%	\$ 26,686	52.7%	0.49%
	\$ 7,750,454						
Supplies, Equipment & Services							
In-District Transportation	\$ 336,900	\$ 336,900	\$ 130,095	38.6%	\$ 336,900	100.0%	3.27%
Out of District Special Education Transportation	\$ 53,298	\$ 53,298	\$ -	0.0%	\$ -	0.0%	0.52%
Special Education Tuition (OOD & collaboratives)	\$ 181,740	\$ 181,740	\$ 33,001	18.2%	\$ 100,637	55.4%	1.77%
General Supplies and Materials							
• Textbooks	\$ 21,931	\$ 21,329	\$ 15,428	72.3%	\$ 15,428	72.3%	0.21%
• Other Published Materials	\$ 61,186	\$ 64,685	\$ 30,439	47.1%	\$ 32,255	49.9%	0.63%
• Durable Goods and Equipment	\$ 98,703	\$ 97,759	\$ 57,966	59.3%	\$ 59,595	61.0%	0.95%
• Consumable Supplies	\$ 128,271	\$ 125,162	\$ 46,407	37.1%	\$ 52,757	42.2%	1.22%
• Contracted Services	\$ 150,699	\$ 145,501	\$ 36,162	24.9%	\$ 64,019	44.0%	1.41%
Facilities & Maintenance							
• Utilities -- heat	\$ 192,000	\$ 192,000	\$ 40,166	20.9%	\$ 184,000	95.8%	1.87%
• Utilities -- electricity	\$ 203,000	\$ 203,000	\$ 69,825	34.4%	\$ 168,000	82.8%	1.97%
• Utilities -- water, sewer, telephones	\$ 27,500	\$ 27,500	\$ 5,033	18.3%	\$ 26,898	97.8%	0.27%
• Maintenance Services & Supplies	\$ 132,996	\$ 132,996	\$ 49,976	37.6%	\$ 75,926	57.1%	1.29%
• Custodial Services & Supplies	\$ 37,668	\$ 37,668	\$ 15,295	40.6%	\$ 15,804	42.0%	0.37%
Other expenses (see note 2)	\$ 41,285	\$ 41,722	\$ 7,583	18.2%	\$ 17,907	42.9%	0.41%
TOTALS (see note 3)	\$ 18,042,266	\$ 10,291,811	\$ 4,213,461	40.9%	\$ 9,438,110	91.7%	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 2015 OPERATING BUDGET -- STATUS REPORT
2nd Quarter
as of January 6, 2015

Expense Category	Original FY15 Operating Budget	Revised FY15 Operating Budget	Expended		Expended & Encumbered		% of total
			Amount	Percent	Amount	Percent	
School Committee	\$ 4,420	\$ 4,420	\$ 2,010	45.5%	\$ 3,900	88.2%	0.04%
Personnel							
Administrator Salaries	\$ 768,851	\$ 768,851	\$ 374,861	48.8%	\$ 768,846	100.0%	6.27%
Professional Salaries (Teachers, Nurses, etc.)							
• Regular salaries	\$ 6,167,478	\$ 6,095,736	\$ 2,543,257	41.7%	\$ 5,917,046	97.1%	49.73%
• Stipends (leadership & mentoring)	\$ 204,628	\$ 205,204	\$ 82,556	40.2%	\$ 200,202	97.6%	1.67%
• Substitutes (daily & long-term)	\$ 127,500	\$ 127,500	\$ 24,813	19.5%	\$ 24,813	19.5%	1.04%
• Misc. Salaries (see note 1)	\$ 39,416	\$ 51,542	\$ 32,321	62.7%	\$ 43,026	83.5%	0.42%
Paraprofessionals Wages							
• Special Education Tutors	\$ 429,229	\$ 492,599	\$ 210,978	42.8%	\$ 492,467	100.0%	4.02%
• Instructional Assistants	\$ 348,124	\$ 348,124	\$ 128,040	36.8%	\$ 298,770	85.8%	2.84%
• Other paraprofessionals ****	\$ 116,290	\$ 116,290	\$ 52,451	45.1%	\$ 116,288	100.0%	0.95%
Support Staff							
• Secretaries	\$ 350,196	\$ 350,245	\$ 166,605	47.6%	\$ 347,437	99.2%	2.86%
• Facilities, Maintenance & Custodial Staff	\$ 416,640	\$ 415,630	\$ 202,104	48.6%	\$ 399,323	96.1%	3.39%
• Overtime	\$ 16,240	\$ 16,049	\$ 5,530	34.5%	\$ 5,530	34.5%	0.13%
Professional & Staff Development	\$ 49,705	\$ 49,869	\$ 20,508	41.1%	\$ 27,343	54.8%	0.41%
Employee Benefits & Town Svcs	\$ 1,586,000	\$ 1,586,000	\$ 455,529	28.7%	\$ 1,523,795	96.1%	12.94%
Supplies, Equipment & Services							
In-District Transportation							
Out of District Special Education Transportation	\$ 204,099	\$ 204,099	\$ 90,363	44.3%	\$ 91,780	45.0%	1.67%
Special Education Tuition (OOD & collaboratives)	\$ 502,439	\$ 502,439	\$ 71,158	14.2%	\$ 119,160	23.7%	4.10%
General Supplies and Materials							
• Textbooks	\$ 12,975	\$ 17,442	\$ 7,864	45.1%	\$ 12,862	73.7%	0.14%
• Other Published Materials	\$ 86,317	\$ 87,357	\$ 33,615	38.5%	\$ 39,993	45.8%	0.71%
• Durable Goods and Equipment	\$ 157,426	\$ 157,139	\$ 77,887	49.6%	\$ 79,393	50.5%	1.28%
• Consumable Supplies	\$ 114,630	\$ 114,735	\$ 45,357	39.5%	\$ 49,551	43.2%	0.94%
• Contracted Services	\$ 164,868	\$ 155,202	\$ 39,050	25.2%	\$ 61,711	39.8%	1.27%
Facilities & Maintenance							
• Utilities -- heat	\$ 11,259	\$ 11,259	\$ -	0.0%	\$ 10,000	88.8%	0.09%
• Utilities -- electricity	\$ 110,000	\$ 110,000	\$ 25,380	23.1%	\$ 110,000	100.0%	0.90%
• Utilities -- water, sewer, telephones	\$ 33,741	\$ 33,741	\$ 13,347	39.6%	\$ 29,583	87.7%	0.28%
• Maintenance Services & Supplies	\$ 169,297	\$ 170,297	\$ 64,732	38.0%	\$ 96,412	56.6%	1.39%
• Custodial Services & Supplies	\$ 32,375	\$ 32,375	\$ 14,480	44.7%	\$ 16,122	49.8%	0.26%
Other expenses (see note 2)	\$ 33,582	\$ 33,583	\$ 6,802	20.3%	\$ 13,561	40.4%	0.27%
TOTALS (see note 3)	\$ 12,257,725	\$ 12,257,725	\$ 4,791,599	39.1%	\$ 10,898,915	88.9%	

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 2015 Operating Budget -- Key Budget Line Tracking
2nd Quarter
as of January 6, 2015

Budget line	FY14 Budget				FY15 Budget			
	original budget	revised budget	2Q \$\$ expended cumulative	2Q % expended cumulative	original budget	revised budget	2Q \$\$ expended cumulative	2Q % expended cumulative
Lincoln Campus								
Legal expenses	18,250	22,100	7,341	33.2%	12,450	12,450	685	5.5%
Substitutes (daily)	65,000	65,000	26,718	41.1%	72,500	72,500	23,738	32.7%
Substitutes (long-term)	40,000	43,539	35,667	81.9%	40,000	40,000	27,116	67.8%
Custodian overtime	18,125	17,924	5,225	29.2%	17,825	17,825	1,633	9.2%
Custodial services & supplies	42,816	42,816	17,800	41.6%	37,668	37,668	15,295	40.6%
Utilities (heat)	186,000	168,000	41,771	24.9%	192,000	192,000	40,166	20.9%
Utilities (electricity)	198,000	198,000	69,485	35.1%	203,000	203,000	69,825	34.4%
Utilities (telephones)	14,222	14,222	(3,156)	-22.2%	13,000	13,000	(1,780)	-13.7%
Special Education OOD tuition	222,465	114,965	21,390	18.6%	131,281	131,281	33,001	25.1%
General Supplies, Materials and some Contracted Services (SBM & new curriculum mat'ls)	229,435	265,676	106,420	40.1%	308,497	312,046	153,409	49.2%
Hanscom Campus								
Legal expenses	15,700	18,850	6,006	31.9%	10,250	10,250	608	5.9%
Substitutes (daily)	50,000	50,000	29,119	58.2%	57,500	57,500	24,104	41.9%
Substitutes (long-term)	50,000	73,372	34,099	46.5%	70,000	70,000	710	1.0%
Custodian overtime	16,240	16,240	4,791	29.5%	16,240	16,240	5,445	33.5%
Custodial services & supplies	34,550	31,389	16,612	52.9%	32,375	32,375	14,480	44.7%
Utilities (heat)	12,100	11,359	(1,167)	-10.3%	11,259	11,259	-	0.0%
Utilities (electricity)	105,000	105,000	29,188	27.8%	110,000	110,000	25,380	23.1%
Utilities (telephones)	24,000	24,743	11,627	47.0%	24,741	24,741	11,719	47.4%
Special Education OOD tuition	156,258	157,108	59,188	37.7%	151,100	151,100	42,118	27.9%
General Supplies, Materials and some Contracted Services (SBM & new curriculum mat'ls)	286,658	314,117	118,624	37.8%	377,118	367,869	162,021	44.0%