

*Business Office*  
*Buckner Creel, Administrator for Business and Finance*

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***Introduction***

In the sections of the budget book which follow, each of the administrators will provide some details about the program which forms the basis of the Preliminary Budget request, and introduce those improvement initiatives which they wish the School Committee to consider in the budget process. Details of the improvement initiatives immediately follow the administrator's introductory remarks.

Among the missions of the Business Office is the direct support of a number of Central Office functions, including the Superintendent's Office, the Facilities Group and the Food Services. Initiatives proposed by the heads of these groups are typically collected here for your review.

***District-wide Initiatives***

One of the improvement initiatives proposed for FY17 will affect the entire district, and will be discussed in the following sections.

***Facilities Initiatives***

The Town Capital Planning process normally handles the initiatives directed at improvement of the District's facilities on the Lincoln Campus. The School Committee has proposed a number of projects on the Lincoln Campus for Capital Committee review.

A team of Central Office and Hanscom Middle School staff and administrators has worked for the past year on a plan to fit-out the new Hanscom Middle School currently under construction. The plan for FF&E (furniture, fixtures and equipment) to be purchased is nearing completion and is not part of the Preliminary Budget proposal; it will be presented at a future School Committee meeting, along with some details of the expenses required to move the Hanscom Middle School operations out of the temporary facility and into the new school, and the Hanscom Primary School into the temporary facility.

***Food Services***

The Director of Food Services proposes no improvement initiatives for this budget year.

***Business Office***

The administration proposes to create two new salaried staff positions in the Business Office, as explained on the following improvement initiative descriptions.