



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

January 10, 2017

To: Lincoln School Committee
Rebecca McFall, Superintendent of Schools
From: Buckner Creel, Administrator for Business and Finance
Subject: FY17 Second Quarter Report

For Fiscal Year 2017, the Lincoln Public Schools received appropriations of \$10,939,613 for the Lincoln Campus. All financial obligations currently anticipated on the Lincoln Campus are expected to be met within the funds appropriated for FY17.

The Hanscom budget for FY17 was originally prepared based on providing services for the 550-599 pupil enrollment band (Band 3). Recognizing the likely enrollment for FY17 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 \$13,067,338 to provide the funds for a staffing level to match the anticipated enrollment, and to meet the anticipated needs for special programming.

DODEA accepted the September 30th enrollment report, confirming the contract price for the 550-599 pupil enrollment band (Band 3) at \$12,500,205. The Administration believes the funds currently allocated on the Hanscom Campus for FY17 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 5, 2017. At that date, approximately 40% of the school year and 50% of the fiscal year had elapsed. The report balances include payrolls through January 3, 2017, reflecting wages through December 25, 2016. 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.

Both Campuses

The expenditure of approximately 50% of the general supplies and materials line is as might be expected at this point in the year, and is an indicator of the frugal approach our principals take in managing their educational programs. I will meet with the principals and Central Office administrators later this month or early in February 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. All

Special Education administrators report an increase in the number of children referred for evaluation for special programs, which may impact the FY18 budget.

Lincoln Campus

The Special Education out-of-district (OOD) tuitions on the Lincoln campus anticipated for the remainder of the current year are projected to remain within the current budget. All Special Education administrators report an increase in the number of children referred for evaluation for special programs, which may impact the FY18 budget.

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 none of the budget has been expended at the end of the 2nd Quarter. Two ongoing leaves will require substitutes between now and the end of the school year. The amount of unpaid leave will permit funding most of the substitutes from the regular salary budget line, leaving a smaller balance to be funded from the long-term substitute budget line. The 3rd Quarter report will show a clearer picture of the substitute accounts.

Hanscom Campus

The long-term substitutes line shows that, while nothing has been expended from this line to-date, \$48,773 (or 70%) was transferred to other personnel accounts to cover the costs of long-term substitutes charged to the account of the persons on leave. At least two 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 no additional funds will be required for this budget category. As with Lincoln, the 3rd Quarter report will show a clearer picture of the substitute accounts.

Expenditures in the custodian overtime account are 50% higher than normal at this time of year, caused by several medical issues and the delay in the move of the HPS operations into the temp facility. Funds are available in other parts of the budget to meet anticipated custodian overtime expenses for the remainder of the year.

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

Lincoln Campus
FY 2017 OPERATING BUDGET -- STATUS REPORT
2nd Quarter
as of January 5, 2017

Expense Category	Original FY17 Operating Budget	Revised FY17 Operating Budget	Expended		Expended & Encumbered		% of total budget
			Amount	Percent	Amount	Percent	
School Committee	\$ 5,385	\$ 5,385	\$ 2,402	44.6%	\$ 4,510	83.7%	0.05%
Personnel							
Administrator Salaries	\$ 837,322	\$ 837,334	\$ 403,577	48.2%	\$ 835,845	99.8%	7.65%
Professional Salaries (Teachers, Nurses, etc.)							
• Regular salaries	\$ 6,358,583	\$ 6,205,725	\$ 2,404,740	38.8%	\$ 6,200,667	99.9%	56.73%
• Stipends (leadership & mentoring)	\$ 188,836	\$ 197,554	\$ 75,247	38.1%	\$ 193,003	97.7%	1.81%
• Substitutes (daily & long-term)	\$ 112,500	\$ 112,500	\$ 18,285	16.3%	\$ 18,285	16.3%	1.03%
• Misc. Salaries (see note 1)	\$ 127,103	\$ 127,751	\$ 48,840	38.2%	\$ 81,094	63.5%	1.17%
Paraprofessionals Wages							
• Special Education Tutors	\$ 98,624	\$ 86,429	\$ 38,955	45.1%	\$ 86,028	99.5%	0.79%
• Instructional Assistants	\$ 219,412	\$ 216,002	\$ 82,764	38.3%	\$ 210,500	97.5%	1.97%
• Other paraprofessionals	\$ 74,297	\$ 73,175	\$ 32,650	44.6%	\$ 72,054	98.5%	0.67%
Support Staff							
• Secretaries	\$ 394,083	\$ 394,762	\$ 189,693	48.1%	\$ 394,756	100.0%	3.61%
• Facilities, Maintenance & Custodial Staff	\$ 404,744	\$ 559,703	\$ 269,615	48.2%	\$ 518,086	92.6%	5.12%
• Overtime	\$ 27,200	\$ 26,124	\$ 5,981	22.9%	\$ 5,981	22.9%	0.24%
Professional & Staff Development	\$ 47,834	\$ 55,758	\$ 28,570	51.2%	\$ 34,676	62.2%	0.51%
Supplies, Equipment & Services							
In-District Transportation	\$ 401,000	\$ 401,000	\$ 147,000	36.7%	\$ 401,000	100.0%	3.67%
Out of District Special Education Transportation	\$ 137,129	\$ 137,129	\$ -	0.0%	\$ 11,480	8.4%	1.25%
Special Education Tuition (OOD & collaboratives)	\$ 281,711	\$ 262,662	\$ 67,363	25.6%	\$ 191,572	72.9%	2.40%
General Supplies and Materials							
• Textbooks	\$ 53,664	\$ 48,792	\$ 17,605	36.1%	\$ 18,553	38.0%	0.45%
• Other Published Materials	\$ 70,871	\$ 66,887	\$ 41,302	61.7%	\$ 45,275	67.7%	0.61%
• Durable Goods and Equipment	\$ 52,907	\$ 56,235	\$ 30,770	54.7%	\$ 32,351	57.5%	0.51%
• Consumable Supplies	\$ 116,562	\$ 113,144	\$ 55,242	48.8%	\$ 69,276	61.2%	1.03%
• Contracted Services	\$ 152,447	\$ 159,440	\$ 71,659	44.9%	\$ 109,444	68.6%	1.46%
Facilities & Maintenance							
• Utilities -- heat	\$ 187,000	\$ 187,000	\$ 36,078	19.3%	\$ 164,000	87.7%	1.71%
• Utilities -- electricity	\$ 248,000	\$ 240,494	\$ 87,250	36.3%	\$ 230,000	95.6%	2.20%
• Utilities -- water, sewer, telephones	\$ 29,744	\$ 35,663	\$ 7,938	22.3%	\$ 26,344	73.9%	0.33%
• Maintenance Services & Supplies	\$ 134,750	\$ 134,750	\$ 49,325	36.6%	\$ 72,486	53.8%	1.23%
• Custodial Services & Supplies	\$ 37,668	\$ 37,668	\$ 12,022	31.9%	\$ 14,123	37.5%	0.34%
• Building and Capital Projects	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	0.00%
IT Replacement Cycle	\$ 110,465	\$ 110,465	\$ 102,538	92.8%	\$ 102,538	92.8%	1.01%
Other expenses (see note 2)	\$ 29,772	\$ 50,082	\$ 27,036	54.0%	\$ 33,636	67.2%	0.46%
TOTALS (see note 3)	\$ 10,939,613	\$ 10,939,613	\$ 4,354,447	39.8%	\$ 10,177,563	93.0%	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 2017 OPERATING BUDGET -- STATUS REPORT
2nd Quarter
as of January 5, 2017

Expense Category	Original FY17 Operating Budget	Revised FY17 Operating Budget	Expended		Expended & Encumbered		% of total
			Amount	Percent	Amount	Percent	
School Committee	\$ 3,500	\$ 3,421	\$ 951	27.8%	\$ 2,820	82.4%	0.03%
Personnel							
Administrator Salaries	\$ 816,258	\$ 880,057	\$ 425,338	48.3%	\$ 861,429	97.9%	6.73%
Professional Salaries (Teachers, Nurses, etc.)							
• Regular salaries	\$ 6,276,950	\$ 6,107,739	\$ 2,355,101	38.6%	\$ 6,026,796	98.7%	46.74%
• Stipends (leadership & mentoring)	\$ 213,936	\$ 215,252	\$ 79,065	36.7%	\$ 205,845	95.6%	1.65%
• Substitutes (daily & long-term)	\$ 127,500	\$ 78,727	\$ 22,572	28.7%	\$ 22,572	28.7%	0.60%
• Misc. Salaries (see note 1)	\$ 78,298	\$ 72,494	\$ 28,478	39.3%	\$ 41,240	56.9%	0.55%
Paraprofessionals Wages							
• Special Education Tutors	\$ 531,062	\$ 510,062	\$ 206,173	40.4%	\$ 480,435	94.2%	3.90%
• Instructional Assistants	\$ 311,977	\$ 311,778	\$ 121,937	39.1%	\$ 295,570	94.8%	2.39%
• Other paraprofessionals ****	\$ 82,505	\$ 83,262	\$ 38,259	46.0%	\$ 83,261	100.0%	0.64%
Support Staff							
• Secretaries	\$ 372,669	\$ 374,517	\$ 180,255	48.1%	\$ 374,513	100.0%	2.87%
• Facilities, Maintenance & Custodial Staff	\$ 404,210	\$ 550,547	\$ 255,390	46.4%	\$ 522,311	94.9%	4.21%
• Overtime	\$ 16,740	\$ 16,231	\$ 11,767	72.5%	\$ 11,767	72.5%	0.12%
Professional & Staff Development	\$ 49,065	\$ 53,781	\$ 26,087	48.5%	\$ 34,818	64.7%	0.41%
Employee Benefits & Town Svcs	\$ 1,518,675	\$ 1,518,675	\$ 329,376	21.7%	\$ 1,503,000	99.0%	11.62%
Supplies, Equipment & Services							
In-District Transportation							
Out of District Special Education Transportation	\$ 278,900	\$ 116,647	\$ 5,611	4.8%	\$ 9,941	8.5%	0.89%
Special Education Tuition (OOD & collaboratives)	\$ 1,035,343	\$ 1,197,596	\$ 422,955	35.3%	\$ 1,197,596	100.0%	9.16%
General Supplies and Materials							
• Textbooks	\$ 45,890	\$ 47,252	\$ 21,965	46.5%	\$ 22,222	47.0%	0.36%
• Other Published Materials	\$ 109,022	\$ 98,978	\$ 51,558	52.1%	\$ 53,271	53.8%	0.76%
• Durable Goods and Equipment	\$ 102,687	\$ 89,697	\$ 37,744	42.1%	\$ 44,410	49.5%	0.69%
• Consumable Supplies	\$ 99,930	\$ 103,860	\$ 53,089	51.1%	\$ 60,029	57.8%	0.79%
• Contracted Services	\$ 146,830	\$ 157,054	\$ 60,244	38.4%	\$ 85,336	54.3%	1.20%
Facilities & Maintenance							
• Utilities -- heat	\$ 11,259	\$ 35,000	\$ 6,881	19.7%	\$ 35,000	100.0%	0.27%
• Utilities -- electricity	\$ 125,000	\$ 125,000	\$ 38,017	30.4%	\$ 125,000	100.0%	0.96%
• Utilities -- water, sewer, telephones	\$ 30,053	\$ 30,053	\$ 10,341	34.4%	\$ 23,837	79.3%	0.23%
• Maintenance Services & Supplies	\$ 88,684	\$ 88,684	\$ 25,261	28.5%	\$ 80,056	90.3%	0.68%
• Custodial Services & Supplies	\$ 32,375	\$ 34,875	\$ 16,193	46.4%	\$ 19,177	55.0%	0.27%
• Building and Capital Projects	\$ 58,582	\$ 66,628	\$ 32,254	48.4%	\$ 63,931	96.0%	0.51%
IT Replacement Cycle	\$ 72,000	\$ 72,000	\$ 71,208	98.9%	\$ 71,208	98.9%	0.55%
Other expenses (see note 2)	\$ 27,438	\$ 27,470	\$ 4,958	18.1%	\$ 8,663	31.5%	0.21%
TOTALS (see note 3)	\$ 13,067,338	\$ 13,067,338	\$ 4,939,027	37.8%	\$ 12,366,054	94.6%	

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 2017 Operating Budget -- Key Budget Line Tracking
2nd Quarter
as of January 5, 2017

Budget line	FY16 Budget				FY17 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	11,450	11,450	4,813	42.0%	11,450	11,450	5,400	47.2%
Substitutes (daily)	72,500	72,500	19,948	27.5%	72,500	72,500	18,285	25.2%
Substitutes (long-term)	40,000	40,000	14,244	35.6%	40,000	40,000	-	0.0%
Custodian overtime	18,722	18,722	2,345	12.5%	27,200	26,124	5,981	22.9%
Custodial services & supplies	37,668	37,668	18,434	48.9%	37,668	37,668	12,022	31.9%
Utilities (heat)	174,000	174,000	33,517	19.3%	187,000	187,000	36,078	19.3%
Utilities (electricity)	227,000	223,877	66,269	29.6%	248,000	240,494	87,250	36.3%
Utilities (telephones)	13,744	13,744	(4,953)	-36.0%	13,744	19,663	(519)	-2.6%
Special Education OOD tuition *	259,764	259,764	48,163	18.5%	281,711	281,711	67,363	23.9%
General Supplies, Materials and some Contracted Services (SBM & new curriculum mat'ls)	222,926	234,724	103,750	44.2%	267,375	275,925	142,942	51.8%
Hanscom Campus								
Legal expenses	9,250	9,250	4,268	46.1%	10,700	10,700	4,196	39.2%
Substitutes (daily)	57,500	57,500	27,994	48.7%	57,500	57,500	22,572	39.3%
Substitutes (long-term)	70,000	70,000	62	0.1%	70,000	21,227	-	0.0%
Custodian overtime	16,240	16,240	4,019	24.7%	16,740	16,231	11,767	72.5%
Custodial services & supplies	32,375	32,375	13,924	43.0%	32,375	34,875	16,193	46.4%
Utilities (heat)	11,259	11,259	-	0.0%	11,259	35,000	6,881	19.7%
Utilities (electricity)	110,000	115,096	39,785	34.6%	125,000	125,000	38,017	30.4%
Utilities (telephones)	21,053	21,575	8,903	41.3%	21,053	21,053	7,626	36.2%
Special Education OOD tuition *	927,525	927,525	270,596	29.2%	1,035,343	1,197,596	422,955	35.3%
General Supplies, Materials and some Contracted Services (SBM & new curriculum mat'ls)	366,141	390,737	215,134	55.1%	340,971	345,794	177,313	51.3%

* Now includes both private and collaborative placement categories