



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

April 4, 2019

To: Lincoln School Committee
Rebecca McFall, Superintendent of Schools
From: Buckner Creel, Administrator for Business and Finance
Subject: Proposed increase to LASMP fees

Background. The Lincoln After School Music Program (LASMP) was established in 1978 to enhance and expand the role music plays in the lives of Lincoln students. The program provides the convenience of on-campus after school study. The attached brochure provides some details of the current program.

The program structure is a revolving fund designed to be self-supporting, and has accomplished that over the past seven years. Last year the program received \$102,037 and expended \$103,542, almost all in personnel services. Ideally, the LASMP carries forward a balance of \$6-8,000 each year for start-up purposes. In practice, the fund has operated slightly in the red for the past several years, requiring a small supplement from the operating budgets.

Discussion. LASMP personnel services fall into two categories: wages paid to the Program's teachers for each lesson taught, and a stipend paid to the LASMP director for running the program in addition to his regular teaching duties. The fees charged to parents currently consist of a \$30 program registration fee and fees for each lesson. We currently take \$1 from each lesson and the registration fees to pay the director's stipend and other program-wide expenses; the balance goes to the teacher. So, for each 60-minute lesson we charge the parents \$58.00 and pay the teacher \$57.00. The fees for the 45- and 30-minute lessons are roughly proportional but rounded.

The current fees were set for the 2013-2014 school year (FY14), and have remained constant since then. The LASMP Director provided the attached document which contains a proposed fee structure for FY20. It also shows the impact on fund balance with the proposed increase of the registration fee from \$30 to \$35.

Increasing the payment to the LASMP teachers for a 60-minute lesson to \$58 will provide a modest increase of 1.75% to an hourly rate which was last changed in FY14. The fee structure (with the proposed \$1.50 program overhead charge) would then be:

- \$59.50 for a 60-minute lesson
- \$45.00 for a 45-minute lesson
- \$30.50 for a 30-minute lesson

Many of the LASMP teachers also serve as "Instrumental Music" teachers, providing group music lessons in the middle schools and running bands, orchestras and various performance groups after school as part of the music curriculum. These lessons are funded from the district's appropriated and allocated budgets.

The rate paid to these teachers has also remained at \$57 per hour since FY14. It also seems appropriate to increase the hourly rate for these programs to \$58 as an equity issue. Increasing the hourly rate would add \$898 to the Lincoln appropriated budget and \$200 to the Hanscom allocated budget.

Recommendation. The administration recommends that the School Committee approve an increase in the LASMP fees for the 2019-2020 school year. The new LASMP fees would be:

- \$59.50 for a 60-minute lesson
- \$45.00 for a 45-minute lesson
- \$30.50 for a 30-minute lesson

The administration also recommends increasing the hourly rate paid to Instrumental Music teachers to \$58.

Fee Structure: 2018-2019

Duration	Current Fee	Teacher Paid	To Program
30 minutes	\$ 29.50	\$ 28.50	\$ 1.00
45 minutes	\$ 43.80	\$ 42.80	\$ 1.00
60 minutes	\$ 58.00	\$ 57.00	\$ 1.00
Registration	\$ 30.00		
Income	2017-18	x 101	
Registration	\$ 30.00	\$ 3,030.00	
Per Lesson	\$1.00	\$ 3,008.00	
		\$ 6,038.00	
Balance		\$ (1,254.78)	

Proposed Fee Structure: 2019-2020

Duration	2019-20	Teacher Paid	To Program
30 minutes	\$ 30.50	\$ 29.00	\$ 1.50
45 minutes	\$ 45.00	\$ 43.50	\$ 1.50
60 minutes	\$ 59.50	\$ 58.00	\$ 1.50
Registration	\$ 35.00		
Income	2019-20	x 101	
Registration	\$ 35.00	\$ 3,535.00	
Per Lesson	\$1.50	\$ 4,512.00	
		\$ 8,047.00	
Balance		\$ 754.22	

Considerations:

1. LASMP ended with a negative balance for fiscal 2017-2018
2. Fees now charged for 45 minute lesson are not mathematically in line with those for 30 and 60 minutes; this adjustment would address this concern and make fees equitable.
3. I was unable to do the final round of piano tunings in June because I knew that the program was already in the red. This adjustment would also provide for enough funding to cover the final round of piano tunings.
4. Proposed Adjustment for 2019-2020 is based on the 101 students we had in 2017-2018 and includes: raising the registration fee from \$30.00 to \$35 and raising the amount the program takes per lesson from \$1.00 - \$1.50

Registration Evening: Thursday, Sept. 13, 2018
5:30 -7:00 PM.

Lessons shall be scheduled for 33 consecutive weeks, not including vacation weeks, beginning the week of September 17 and ending the week of May 13.

Make Up Weeks: Weeks of May 20 and May 27.
During this time period, lessons which were missed due to teacher illness, holidays or inclement weather may be made up.

Instrument Rentals:

Several area firms provide instrumental rental options at competitive prices. Some of them offer a wide range of band and orchestral instruments and others specialize in string instruments. In recent years, Lincoln and Hanscom families have acquired their rentals from companies which include but are not limited to:

David French Music <http://davidfrenchmusic.com>
(508) 366-5994

Johnson Strings <http://www.johnsonstring.com>
(800) 359-9351

Leonards Music <http://www.leonardsmusic.com>
(781) 271-1189

Rayburn Music <http://www.rayburnmusic.com>
(617) 266-4727

Spencer Brook Strings
<http://www.spencerbrookstrings.com>
(978) 897-6382

The Lincoln Public Schools is not in a contract arrangement with any instrument vendor and does not endorse one vendor over another. Rentals and rent-to-own contracts are agreements between rental firms and individual families. Consequently, families should research firms of their choosing and speak with other families about their experience with the services provided by the various musical instrument rental companies.

Costs for 2018-2019 School Year:

Registration Fee

There is an annual \$30 registration fee for each child participating in the After School Music Program.
Registration fees are nonrefundable

Private Lesson Fees

33 lessons @ 30 minutes is **\$973.50**
(based on \$29.50 per lesson)

33 lessons @ 45 minutes is **\$1445.40**
(based on \$43.80 per lesson)

33 lessons @ 60 minutes is **\$1914.00**
(based on \$58.00 per lesson)

Lesson fees are nonrefundable.

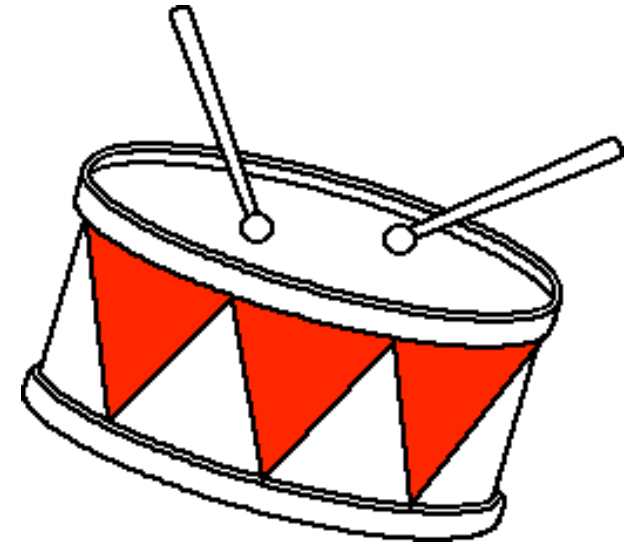
Teachers who offer recitals may opt to deduct one lesson per child per recital to offset the time and preparation which recitals demand. Your teacher will inform you of his or her policy.

Students are expected to continue with their lessons for the entire school year and payment must be made at the time of registration. Families may opt to pay for lesson fees in three installments of **\$324.50, \$481.80** or **\$638.00** for lessons of 30, 45 or 60 minutes respectively. Note that on the registration form, a \$30.00 registration fee is added to the initial payment which is due on or before **Sept. 13**. Installments #2 and #3 are due on **Nov. 19** and **Feb. 11** respectively. No other installment plans will be accepted.

Checks for all fees are to be made payable to: “Town of Lincoln Music Program” and should be attached to the registration form. Lessons will not begin until all tuition fees have been paid. All registration forms and checks may either be turned in to the Director on the registration evening or mailed to:

**Lincoln After School Music Program
Business Office
Lincoln Public Schools
6 Ballfield Road
Lincoln, MA 01773**

Lincoln After School Music Program



Registration Pamphlet 2018-2019 School Year

Lincoln After School Music Program Registration Form 2018-2019

Parent or Guardian _____

Home Address _____

Home Phone _____ Work Phone _____

E Mail Address (required) _____

Student's Name _____

Student's Grade _____

Instrument #1 _____

If returning student: please indicate name of LASMP music teacher

If new student: please write "assign a teacher" or preferred teacher's name

Instrument #2 (if applicable) _____

If returning student: please indicate name of LASMP music teacher

If new student: please write "assign a teacher" or preferred teacher's name

Itemization of Fees: **Note that the registration fee of \$30 is included as part of the first trimester payment**

You may pay Full Tuition for 33 lessons or Installment Plan for 11 lessons.

Full Tuition: \$1003.50 (or Installment Plan @ \$354.50)
for 30 min lessons including registration fee

Full Tuition: \$1475.40 (or Installment Plan @ \$511.80)
for 45 min lessons including registration fee

Full Tuition \$1944.00 (or Installment Plan @ \$668.00)
for 60 min lessons including registration fee

I have attached my check payable to: "Town of Lincoln Music Program" for:

**Payments are to be made by check or money order.
The program is unable to accept cash in payment.**

Goals:

The Lincoln After School Music Program was established in 1978 to enhance and expand the role music plays in the lives of Lincoln students. Our offerings provide the convenience of on campus after school study.

Faculty & Administration:

A faculty, made up of highly talented and nurturing professionals, teach beginners through advanced students at our Lincoln campus during the academic year. The program is administered by Howard L. Worona of the Lincoln Public Schools Music Faculty.

E mail: Woronah@lincnet.org

Phone at School (September - June):

781-274-7720 ext. 7414

(For any E mail inquiries, kindly indicate

"Lincoln After School Music Program" in subject box.)

Offerings:

Private Lessons:

Instruction is offered on traditional orchestral and band instruments including strings (violin, viola, cello, bass), woodwinds (flute, clarinet, saxophone), brass (trumpet, trombone) and percussion. In addition, students may choose voice, recorder, guitar, electric bass or piano lessons.

Registration Options:

By Mail: Complete registration portion of this brochure, attach check payable to Town of Lincoln Music Program, and mail to Business Office.

In Advance: Returning students are offered the opportunity to secure lesson slots directly with their teachers in advance of the Registration Evening. Returning students are given preference of lesson slots with the understanding that all fees are paid before the first lesson.

In Person: Registration Evening will be held at the Lincoln Campus on Thursday, September 13. Meet with the Director, meet and select your child's teacher, schedule lesson slots, and hand deliver registration materials.

The Lincoln Public Schools offers the option of paying your LASMP fees online. For online payments, you have two payment options:

Electronic Check: Payment by check is free! You will need one of your checks with you when you pay your bill online in order to get your account number and the bank's routing number from it.

Credit Card: We accept Mastercard and Discover for credit card payments. There will be a convenience fee for each online payment. When paying by credit card, the fee amount will appear in a separate box and will be totaled with the amount of your LASMP payment.

Online Payments:

The online payment system is accessible on the district website in the Quicklinks section.

Parent Responsibilities:

Financial Responsibilities:

Each trimester tuition payment is due in full by the stated deadlines of **9/13, 11/19** and **2/11**. The Director reserves the right to discontinue your child's lessons until financial obligations are met.

Cancellation Policies:

Students are expected to attend lessons each week of each session.

No make-ups for private lessons or group lessons shall be granted unless:

*a) the teacher is ill or unavailable to meet a scheduled session or

*b) after school activities are canceled due to inclement weather.

*Should one of these two scenarios occur, the teacher will reschedule.

LASMP instructors block out weekly lesson slots for each of their students and are dependent on the full trimester income that the reservation of the lesson slot implies. Lesson tuition fees are nonrefundable unless special arrangements for unusual circumstances have been made in advance through the LASMP Instructor with approval from the Director.

To Ensure The Safety Of Our Children:

Students will not be permitted to wait in the halls before or after lessons. Parents are responsible for promptly dropping off and picking up their children. Parents must accompany and closely monitor the behavior of LASMP siblings and not leave any children unattended at any time. No students are permitted to write on white boards or chalk boards or to use any materials of any kind in any LASMP classroom. If a waiting child disrupts a lesson or moves any materials in the room, the music teacher will report the incident and the Director may exercise his option of discontinuing your child's lessons.

