



Lexington Public Schools
2016 Superintendent's Recommended Budget

1000 ADMINISTRATION

SCHOOL COMMITTEE	1
SUPERINTENDENT'S OFFICE ADMINISTRATOR: PAUL B. ASH, PH.D.	2
FINANCE AND OPERATIONS.....ADMINISTRATOR: MARY ELLEN N. DUNN	4
HUMAN RESOURCES ADMINISTRATOR: ROBERT J. HARRIS	6
LEGAL SERVICES ADMINISTRATORS: ELLEN SUGITA, ROBERT J. HARRIS	9
ADMINISTRATIVE TECHNOLOGY ADMINISTRATOR: TOM PLATI	10



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School Committee

1000 ADMINISTRATION: Activities which have as their purpose the general direction, execution, and control of the affairs of the school district that are system wide and not confined to one school, subject, or narrow phase of school activity.						
1100 General Administration (School Committee/Superintendent's Office) Salaries, professional, clerical, support staff, Supplies and materials, Dues and subscriptions, Legal services, Travel expenses for staff						
1110 School Committee Stipends; meeting costs; equipment; travel						
<table> <tr> <td>Clerical Salaries (02)</td> <td>Contracted Services (04)</td> </tr> <tr> <td>Other Salaries (03)</td> <td>Supplies and Materials (05)</td> </tr> <tr> <td></td> <td>Other Expenses (06)</td> </tr> </table>	Clerical Salaries (02)	Contracted Services (04)	Other Salaries (03)	Supplies and Materials (05)		Other Expenses (06)
Clerical Salaries (02)	Contracted Services (04)					
Other Salaries (03)	Supplies and Materials (05)					
	Other Expenses (06)					

STAFFING SUMMARY:

The School Committee has one employee: a recording secretary to take and prepare meeting minutes for the committee.

Line	Location	FY 15 Position Description	FY15 FTEs	FY15	FY16	FY16	FY16 to FY15 - Budg to Budg
				Correction/ Transfer Total	Legal/Enrollment/ PIR/Transfer Total	Requested FTE	
7.1	SYS WIDE	RECORDING SECRETARY	0.2500	-	-	0.2500	-
	SYS WIDE Total		0.2500	-	-	0.2500	-
7.1 Total			0.2500	-	-	0.2500	-
Grand Total			0.2500	-	-	0.2500	-

EXPENSE SUMMARY:

- Funds for these accounts are budgeted under the Superintendent's budget. These funds are accounted for under "Administration" in all expense summaries and financial reports.



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Superintendent's Office

Administrator: Paul B. Ash, Ph.D.

1200 Superintendent	
1210 Superintendent Salaries and expenses of Superintendent and Office	
Professional Salaries (01)	Contracted Services (04)
Clerical Salaries (02)	Supplies and Materials (05)
Other Salaries (03)	Other Expenses (06)

ORGANIZATION/PROGRAM DESCRIPTION

The Superintendent's Office has overall responsibility for the school system, including the implementation of all policies and directives of the School Committee (e.g. continuous assessment; development, and monitoring of the curriculum and instructional program; negotiation and administration of collective bargaining agreements for professional and non-professional staff; coordination, direction, and supervision of the entire educational program; communication of educational needs and accomplishments to the staff and public; and budget monitoring and development).

STAFFING SUMMARY:

Line	Location	FY 15 Position Description	FY15 FTEs	FY15		FY16		FY16 to FY15 - Budg to Budg
				Correction/ Transfer Total	FY16 Legal/Enrollment/ PIR/Transfer Total	FY16 Requested FTE		
4	CO	ADMINISTRATIVE ASSISTANT - CO	-	-	-	0.5000	0.5000	0.5000
	CO Total		-	-	-	0.5000	0.5000	0.5000
4 Total			-	-	-	0.5000	0.5000	0.5000
5	CO	ADMIN ASST TO SUPERINTENDENT	1.0000	-	-	-	1.0000	-
	CO Total		1.0000	-	-	-	1.0000	-
5 Total			1.0000	-	-	-	1.0000	-
14	CO	SUPERINTENDENT	1.0000	-	-	-	1.0000	-
	CO Total		1.0000	-	-	-	1.0000	-
14 Total			1.0000	-	-	-	1.0000	-
Grand Total			2.0000	-	-	0.5000	2.5000	0.5000

Changes for FY16

Unit D – Admin Asst/Secy – Administrative Assistant – Central Admin – Pos: TBD16-070 FTE: 0.50 \$31,926

The Superintendent's Office requests the addition of a .5 clerical/secretarial support person to provide assistance and backup to the Executive Assistant to the Superintendent. In addition, this position would be responsible for some of the clerical needs of the School Committee including the posting of School Committee regular and subcommittee meetings with the Town Clerk's Office, monitoring the flow of School Committee and School Committee sub-committee minutes, posting minutes to the LPS Website, posting School Committee meeting agendas to the LPS School Committee Web page and online district calendar, and assisting in the compilation of School Committee meeting agenda packets. This position will also monitor the School Committee approval of policy revisions and maintain an efficient electronic and LPS Web based filing and retrieval system of approved policies.

The addition of this position is needed because of the increasing demands that have been placed on the Executive Assistant to the Superintendent, i.e., increased number and frequency of School Committee and



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School Committee subcommittee meetings; added responsibility of posting School Committee meeting agendas, minutes, and other documents directly to the LPS Website; and the overseeing, investigating, and monitoring of issues involving student residency. The creation of this position will also allow the Executive Assistant to provide needed additional support to the Superintendent of Schools.

This position would report to the Superintendent of Schools.

EXPENSE SUMMARY:

The Superintendent's budget funds the cost associated with professional learning for Central Administrative staff, audits, supplies and materials and travel. Departments are not allocated specific funds at this time.

Line #	Program	FY12 Actual	FY13 Actual	FY14 Actual	FY15 ATM	FY16 Request	Change	% Change
48	Administration	\$ 421,595	\$ 404,117	\$ 460,080	\$ 496,374	\$ 538,656	\$ 42,282	8.52%



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Finance and Operations

Administrator: Mary Ellen N. Dunn

1400 Administrative Support (Finance, Business, Personnel) Salaries, professional, clerical, support staff, Supplies and materials, Dues and subscriptions, Legal services, Travel expenses for staff

1410 Business and Finance Salaries and expenses for Business and Finance office
 Professional Salaries (01) Contracted Services (04)
 Clerical Salaries (02) Supplies and Materials (05)
 Other Salaries (03) Other Expenses (06)

ORGANIZATION/PROGRAM DESCRIPTION

Finance and Operations is a broad and diverse program area of the School Department. The functions of the department include: the Finance Office, Business Office, Print Shop, Transportation and Food Service. The major obligations of the department include:

- Support the educational mission of the organization.
- Ensure all laws, policies and procedures are followed and proper internal controls exist and stand up to audit.
- Give assistance and support to district employees, general public, and others on the financial and regulatory components of the school department.
- Negotiate and comply with all statutory and regulatory requirements for the financial and business operations of the school department.
- Educate and train district employees with all aspects of the Finance and Business operation to allow them to work as efficiently and effectively as possible.
- Develop, maintain, and enforce workable policies and procedures in all aspects of the Finance and Business operation to allow them to work as efficiently and effectively as possible.

STAFFING SUMMARY:

Line	Location	FY 15 Position Description	FY15 FTEs	FY15	FY16	FY16	FY16 to FY15 - Budg to Budg
				Total	Correction/ Transfer	Legal/Enrollment/ PIR/Transfer Total	
4	CO	ACCOUNTS PAYABLE CLERK	1.9600	-	-	1.9600	-
		BUSINESS OFFICE SECRETARY	1.0000	-	-	1.0000	-
		FINANCE CLERK - III	1.0000	-	-	1.0000	-
		CO Total	3.9600	-	-	3.9600	-
4 Total			3.9600	-	-	3.9600	-
5	CO	ASST DIR SCH FINANCE	-	1.0000	-	1.0000	1.0000
		PAYROLL SPECIALIST	1.0000	-	-	1.0000	-
		PROC & OPS MGR	1.0000	-	-	1.0000	-
		SPECIAL REVENUE FUND MGR	-	1.0000	-	1.0000	1.0000
	CO Total	2.0000	2.0000	-	4.0000	2.0000	
	SYS WIDE	SCHOOL BUDGT OFFICER	1.0000	(1.0000)	-	-	(1.0000)
	SPECIAL REVENUE FUND MGR	1.0000	(1.0000)	-	-	(1.0000)	
SYS WIDE Total		2.0000	(2.0000)	-	-	(2.0000)	
5 Total			4.0000	-	-	4.0000	-
14	CO	ASST SUPT FINANCE & OPERATIONS	1.0000	-	-	1.0000	-
		CO Total	1.0000	-	-	1.0000	-
14 Total			1.0000	-	-	1.0000	-
Grand Total			8.9600	-	-	8.9600	-



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EXPENSE SUMMARY:

Changes for FY16

Time Clock Maintenance **\$30,000**

Currently the School District collects manual time sheets from all 800+ hourly employees. The requirement of collecting manual time sheets has been an interim step towards implementing an electronic time worked collection system. However, inefficiencies continue that an electronic time worked collection system will eliminate. The annual maintenance expense for such a system is anticipated to be \$30,000 per year to support the FY16 capital request for a time clock system.

- Funds for these accounts are budgeted under the Superintendent's budget. These funds are accounted for under "Administration" in all expense summaries and financial reports.



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Human Resources

Administrator: Robert J. Harris

1420 Human Resources and Benefits Salaries and expenses for Human Resources and Benefits office	
Professional Salaries (01)	Contracted Services (04)
Clerical Salaries (02)	Supplies and Materials (05)
Other Salaries (03)	Other Expenses (06)

ORGANIZATION/PROGRAM DESCRIPTION

The Human Resources Department has responsibility for a variety of personnel functions including staffing, labor relations, selected staff development, management of school personnel records, and health, retirement, workers compensation, unemployment and 403B benefits administration. These areas include, but are not limited to, the following specifics:

Staffing

- Recruit candidates for all positions within the school department
- Ensure compliance with federal and state laws/regulations and school committee policies regarding DESE educator licensure, NCLB "Highly Qualified" rules, SAFIS, CORI / SORI regulations, EEOC and MCAD regulations, MTRS regulations, and other legal mandates
- Manage/administer substitute teacher services for schools
- Serve as liaison to Lexington's "Diversity Task Force"

Labor Relations

- Maintain current contracts and agreements covering all school employees
- Resolve conflicts
- Bargain new and successor contracts

Selected Staff Development

- Employee recognition
- Manage/administer new educator orientation, mentoring, and induction programs
- Manage/administer employee wellness program
- Manage/administer graduate course approval and tuition reimbursement

Management of School Personnel Records

- Maintain accurate and complete database of all school department personnel
- Maintain accurate time and attendance records for all school department personnel
- Complete EPIMS and other mandated state and federal reports

New Educator Induction

- Prior to the 2014-2015 academic year, only those educators new to the education profession were required to enroll in an educator induction class known as "Better Beginnings." These educators were assigned a one-to-one mentor during their first year of employment.
- Beginning in the 2014-2015 academic year, all educators new to the Lexington Public Schools were required to enroll in the "Better Beginnings" class and were assigned a one-to-one mentor during their first year of employment.
- The FY16 budget request reflects funding for these changes to the New Educator Induction Program.



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STAFFING SUMMARY:

Note: Under the Lexington Education Association – Unit A Teachers Contract, the school district and the bargaining unit share the replacement cost of the full-time union president. This position is not associated with any program or department. It is shown under Human Resources as the closest program for the function being performed.

Line	Location	FY 15 Position Description	FY15 FTEs	FY15		FY16		FY16 to FY15 - Budg to Budg
				Correction/ Transfer Total	FY16 Legal/Enrollment/ PIR/Transfer Total	FY16 Requested FTE		
1	CO	LEA TUITION REIMBURSEMENT	-	-	-	-	-	-
		UNIT A LANE CHANGES	-	-	-	-	-	-
	CO Total	-	-	-	-	-	-	
	LHS	LEA PRESIDENT	1.0000	-	-	1.0000	-	-
	LHS Total	1.0000	-	-	1.0000	-	-	
1 Total		1.0000	-	-	1.0000	-	-	
4	CO	+RECEPTIONIST -CO	0.4666	0.1848	0.1110	0.7624	0.2958	
		+SECRETARY-HR	-	-	0.2677	0.2677	0.2677	
		ADMINISTRATIVE ASSISTANT - CO	1.0000	-	-	1.0000	-	
		RECEPTIONIST -CO	0.4666	(0.1848)	-	0.2818	(0.1848)	
		SECRETARY - DEPARTMENT HEAD	0.7867	-	-	0.7867	-	
	CO Total	2.7199	(0.0000)	0.3787	3.0986	0.3787		
4 Total		2.7199	(0.0000)	0.3787	3.0986	0.3787		
5	CO	EMPLOYEE WELLNESS CO	-	0.4000	-	0.4000	0.4000	
		HUMAN RESOURCES SPECIALIST	1.0000	-	-	1.0000	-	
		OFFICE MANAGER - HR	1.0000	-	-	1.0000	-	
	CO Total	2.0000	0.4000	-	2.4000	0.4000		
5 Total		2.0000	0.4000	-	2.4000	0.4000		
7.1	SYS WIDE	EMPLOYEE WELLNESS CO	0.4000	(0.4000)	-	-	(0.4000)	
		SYS WIDE Total	0.4000	(0.4000)	-	-	(0.4000)	
7.1 Total		0.4000	(0.4000)	-	-	(0.4000)		
14	CO	ASST SUPT - HUMAN RESOURCES	1.0000	-	-	1.0000	-	
		CO Total	1.0000	-	-	1.0000	-	
14 Total		1.0000	-	-	1.0000	-		
Grand Total		7.1199	-	0.3787	7.4986	0.3787		

Changes for FY16

Unit D – Admin Asst/Secy – Administrative Assistant/Secretary – HR – CO – Pos: 1886 FTE 0.27 \$16,094

Due to the increased workload generated as a result of state mandated FBI-based fingerprint background checks, the HR Office requests ten hours of additional clerical support per week.

Unit D – Admin Asst/Secy – Receptionist – CO – Pos: 716 FTE: 0.11 \$6,673

Due to a staffing change and a reconfiguration of CO Receptionist hours, an additional four hours per week are required to provide coverage for the front desk from 8:00am - 4:00pm, Monday - Friday.

Substitute – Long Term Substitutes – Pos: Daily Teacher Sub Pool FTE: 0.00 \$60,200

Based on market data from Lexington's comparable communities, the long-term per-diem substitute rate needs to be increased from \$150 to \$175.

Substitute – Per Diem Substitutes – Pos: Daily Teacher Sub Pool FTE: 0.00 \$35,000

Based on market data from Lexington's comparable communities, the per-diem substitute rate needs to be increased from \$90 to \$95. Approximately 7,000 fills x 5 = \$35,000.



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EXPENSE SUMMARY:

Changes for FY16

The Effective Teacher Course **\$16,250**

As part of the Mentor/Induction Program, selected educators are required to complete the Effective Teacher course which will be offered twice during the school year in FY16. LPS pays for the graduate credits obtained upon completion of the course. We request the cost of the 3 credits for 50 educators at \$325 per student for a total cost of \$16,250

403(b) Third Party Administrator **\$5,000**

403(b) TPA Services for providing employee benefits: the administration of the 403(b) plans has moved from the Finance Office to the Human Resources Office, therefore we must budget for the Third Party Administrator (TPA) for the 403(b) plans.

Advertising **\$4,000**

The HR Department requests an additional \$4,000 in its advertising budget to cover the increased in cost of the MASS (MA Supt. Jobsite), and additional advertising on the TopSchoolJobs site through Education Week.

Membership **\$1,170**

Increase for Memberships/Licenses/Subscriptions (30014294-54113) due to the addition of SHRM membership for the HR Specialist, AASPA Institutional membership for the Superintendent and an increase in MASPA membership.

Mentor Institute **\$7,000**

In FY16 the Mentor Institute will be offering two classes instead of one class. The approximate cost is \$7,000 per session for a total of \$14,000 in FY16.

New Teacher Orientation **\$3,000**

The cost of New Educator Orientation was approximately \$2,000 when it was held at the Museum of Our National Heritage. Since the museum is too small for breakout curriculum meetings, the venue was changed to the Burlington Hilton Garden Inn. The cost is \$3,000.

Optimization Maintenance **\$1,000**

One thousand dollars is needed for the upkeep and maintenance of the optimization of the AESOP and Applitrack systems.

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Legal Services

Administrators: Ellen Sugita, Robert J. Harris

1430 Legal Service for School Committee Costs representing settlement of litigation actions (could include opposition legal fees if part of settlement)	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
1435 Legal Settlements Costs representing settlement of litigation actions (could include opposition legal fees if part of settlement)	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

EXPENSE SUMMARY:

Line #	Program	FY12 Actual	FY13 Actual	FY14 Actual	FY15 ATM	FY16 Request	Change	% Change
46	LEGAL SERVICES	\$ 360,559	\$ 374,810	\$ 250,845	\$ 372,360	\$ 378,690	\$ 6,330	1.70%



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Administrative Technology

Administrator: Tom Plati

1450 Administrative Technology: (Expenditures that support the data processing needs of the school district) Salaries, professional, clerical, support staff, Supplies, materials, disks, Dues and subscriptions, Travel expenses for staff, Hardware and software under \$5,000 unit value.

District-wide Information Mgmt & Tech (1450) Salaries and expenses that support the data processing needs of the school district, including student database

Professional Salaries (01)

Contracted Services (04)

Clerical Salaries (02)

Supplies and Materials (05)

Other Salaries (03)

Other Expenses (06)

Administrative Technology consists of the district wide leadership and services provided to principals and building administrators. The program funds necessary to operate our centralized student information system, and leadership are included in this section. The Accounts have yet to be defined outside of the technology program budget at this time. Future delineation of staff and costs will appear in this section of the budget. A complete summary of the Technology Department can be found in the 4000 section of the budget document under K-12 Technology Networking labeled tab.