



1000 ADMINISTRATION

SCHOOL COMMITTEE	1
SUPERINTENDENT'S OFFICE ADMINISTRATOR: MARY A. CZAJKOWSKI, ED.D.....	3
FINANCE AND OPERATIONS ADMINISTRATOR: IAN L. DAILEY.....	5
HUMAN RESOURCES ADMINISTRATOR: ROBERT J. HARRIS.....	7
LEGAL SERVICES ADMINISTRATORS: ELLEN SUGITA, ROBERT J. HARRIS.....	10
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Lexington Public Schools
 2017 Superintendent's Recommended Budget

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 border="0"> <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 full time secretary to take care of school committee business including scheduling meetings, posting meetings, posting agendas, compiling materials, as well as recording the minutes of all school committee meetings, updating policy manuals, assisting with correspondence, answering inquiries from community members, archiving School Committee materials, maintaining calendars, and assisting the School Committee to comply with requirements set out for the committee.

				Values			
Line #	Location	FY16 Position Description	FY16 FTEs	FY16 Total	FY17 Legal/ Correction/ PIR/Transfer Total	FY17 Requested FTEs	FY17 to FY16 - Budg to Budg
5	CO	SCHOOL COMM EXECUTIVE SECY	-	0.7500	0.2500	1.0000	1.0000
	CO Total		-	0.7500	0.2500	1.0000	1.0000
5 Total			-	0.7500	0.2500	1.0000	1.0000
7.1	SYS WIDE	RECORDING SECRETARY	0.2500	(0.2500)	-	-	(0.2500)
	SYS WIDE Total		0.2500	(0.2500)	-	-	(0.2500)
7.1 Total			0.2500	(0.2500)	-	-	(0.2500)
Grand Total			0.2500	0.5000	0.2500	1.0000	0.7500

Changes for FY17

Non-Bargaining - School Committee Executive Secretary - CO - Pos.: 171 **FTE: 0.25** **\$19,555**

Continues funding for a 1.0 FTE School Committee Secretary hired in FY16. An additional 0.25 FTE is needed to fund this position at 1.0 FTE moving forward. The FY16 budget included 0.25 FTE for the Recording Secretary position and a 0.50 FTE position. These positions were combined and 0.25 FTE remained supplemental. This will now be funded at 1.0 FTE in FY17.

EXPENSE SUMMARY:

Line #	Program	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget (approved by ATM)	FY16 Budget (adj)	FY17 Request	Change	% Change
48	Administration	\$ 404,117	\$ 460,080	\$ 566,978	\$538,656	\$0	\$ -	\$ -	
48.1	School Committee				\$0	\$18,909	\$ 19,249	\$ 340	1.80%



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Changes for FY17

Historically, the Administration budget (Line 48) was merged and reflected under the Superintendent. Starting in the FY17 budget, this will be separated in the four categories (School Committee, Superintendent, Finance and Operations, and Human Resources).

Cost of Living Increase **\$340**

The Fiscal Year 2017 budget includes a 1.8% cost of living adjustment.



Lexington Public Schools
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Superintendent's Office

Administrator: Mary A. Czajkowski, Ed.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:

Lin	Location	FY16 Position Description	FY16 FTEs	Values			
				FY16 Correction/Transfer Total	FY17 Legal/Enrollment/PIR/Transfer Total	FY17 Requested FTEs	FY17 to FY16 - Budg to Budg
4	CO	ADMINISTRATIVE ASSISTANT	0.5000	(0.5000)	-	-	(0.5000)
CO Total			0.5000	(0.5000)	-	-	(0.5000)
4 Total			0.5000	(0.5000)	-	-	(0.5000)
5	CO	EXEC ASST TO SUPERINTENDENT	1.0000	-	-	1.0000	-
		SPEC ASST TO SUPERINTENDENT		-	1.0000	1.0000	1.0000
CO Total			1.0000	-	1.0000	2.0000	1.0000
5 Total			1.0000	-	1.0000	2.0000	1.0000
14	CO	SUPERINTENDENT	1.0000	-	-	1.0000	-
CO Total			1.0000	-	-	1.0000	-
14 Total			1.0000	-	-	1.0000	-
Grand Total			2.5000	(0.5000)	1.0000	3.0000	0.5000

Changes for FY17

Non-Bargaining - Special Asst to Superintendent - CO - Pos.: TBD17-30 **FTE: 1.00** **\$130,672**

This position would assist with a multitude of tasks related to residency, documentation, central registration, and special projects. This position is a necessity to maintain an organized, efficient, and responsive Superintendent's office environment.

System wide – Salary Differential **-\$500,000**

This area estimates the salary savings to the District from higher salaried staff leaving to be replaced by staff at lower salary levels. In recent years, the total estimate had been \$500,000, but actual results were higher. This adjustment is meant to reflect that actuality. Also it is paired with higher levels of unallocated staff in both K-12 Curriculum and PreK-22 Special Education to reduce the potential for exceeded budgeted FTE during 2016-17.



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EXPENSE SUMMARY:

Line #	Program	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget (approved by ATM)	FY16 Budget (adj)	FY17 Request	Change	% Change
48	Administration	\$ 404,117	\$ 460,080	\$ 566,978	\$538,656	\$0	\$ -	\$ -	
48.2	Superintendent				\$0	\$159,157	\$ 197,022	\$ 37,865	23.79%

Changes for FY17

Historically, the Administration budget (Line 48) was merged and reflected under the Superintendent. Starting in the FY17 budget, this will be separated in the four categories (School Committee, Superintendent, Finance and Operations, and Human Resources).

Re-districting Analysis Project – One-time Expense \$35,000

As the District continues to work through its enrollment capacity and multiple school building projects, funding dedicated for re-districting will be required to complete these studies.

Cost of Living Increase \$2,865

The Fiscal Year 2017 budget includes a 1.8% cost of living adjustment.



Lexington Public Schools
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Finance and Operations

Administrator: Ian L. Dailey

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 Center, Transportation, and Food Service. The major obligations of the department include:

- The Finance Office is responsible for oversight of the District budget, payroll, MTRS retirement reporting, 403b compliance reporting, state reporting (EOYR), accounts payable, procurement cards, grants, and student activities.
- The Business Operations Office is responsible for procurement, contract administration, Transportation, Food Service, Print Center operations, and Medicaid reimbursement.
- Support the educational mission of the organization.
- Ensure all laws, policies and procedures pertaining to the financial and business operations are followed and proper internal controls exist and stand up to audit.
- 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:

				Values			
Location	FY16 Position Description	FY16 FTEs	FY16 Total	FY16 Correction/Transfer	FY17 Legal/Enrollment/PIR/Transfer	FY17 Requested FTEs	FY17 to FY16 - Budg to Budg
4	CO	ACCOUNTS PAYABLE CLERK	1.9600	-	0.0400	2.0000	0.0400
		BUSINESS OFFICE SECRETARY	1.0000	-	-	1.0000	-
		FINANCE CLERK - III	1.0000	-	-	1.0000	-
	CO Total		3.9600	-	0.0400	4.0000	0.0400
4 Total		3.9600	-	0.0400	4.0000	0.0400	
5	CO	ASST DIR SCHOOL FINANCE	1.0000	-	-	1.0000	-
		FINANCE DATA SPECIALIST		-	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	-
CO Total		4.0000	-	1.0000	5.0000	1.0000	
5 Total		4.0000	-	1.0000	5.0000	1.0000	
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	-	1.0400	10.0000	1.0400	



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Changes for FY17

Unit D - Admin Asst/Secy - Finance Clerk III - CO - Pos.: 712 **FTE: -0.5** **-\$30,852**
Unit D - Admin Asst/Secy - Finance Clerk III - CO - Pos.: TBD17-24 **FTE: 0.5** **\$34,396**

Reclassifies a portion of the current Finance Clerk III position from a Class 3 to a Class 1 in order to provide additional support within the Finance Office to support higher level functions.

Unit D - Admin Asst/Secy - Accounts Payable Clerk - CO - Pos.: 714 **FTE: 0.04** **\$2,885**

Continues the FY16 expansion of the Accounts Payable Clerk from 0.96 FTE to 1.0 FTE to support purchase, requisition and billing activities within the Finance Office.

Non-Bargaining - Finance Data Specialist - CO - Pos.: TBD17-16 **FTE: 1.00** **\$69,400**

This is a request to continue a supplemental position from FY16. This position assists with moving the District forward to leverage electronic systems and workflows that will allow the District to keep up with its expanding size due to increased enrollments. Without this position, roles will continue to need to expand if efficient electronic systems are not developed and/or maximized.

EXPENSE SUMMARY:

Line #	Program	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget (approved by ATM)	FY16 Budget (adj)	FY17 Request	Change	% Change
48	Administration	\$ 404,117	\$ 460,080	\$ 566,978	\$538,656	\$0	\$ -	\$ -	
48.3	Finance and Operations				\$0	\$76,545	\$ 96,523	\$ 19,978	26.10%

Changes for FY17

Historically, the Administration budget (Line 48) was merged and reflected under the Superintendent. Starting in the FY17 budget, this will be separated in the four categories (School Committee, Superintendent, Finance and Operations, and Human Resources).

Cost of Living Increase **\$1,378**

The Fiscal Year 2017 budget includes a 1.8% cost of living adjustment.

Composting Initiative Proposal – Food Service **\$18,600**

A request was received to implement composting initiatives now that Food Service has transitioned from Styrofoam trays to compostable trays. Community members are working with LEF to pilot a program in FY17. This would fund a proposal for Bridge, Estabrook, Hastings, Harrington, Clarke, and Diamond.



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.

Lir	Location	FY16 Position Description	FY16 FTEs	Values			
				FY16 Total	FY17 Legal/Correction/Enrollment/PIR/Transfer Total	FY17 Requested FTEs	FY17 to FY16 - Budg to Budg
1	CO	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	ADMINISTRATIVE ASSISTANT - CO	1.0000	-	-	1.0000	-
		ATTENDANCE INCENTIVE	-	-	-	-	-
		RECEPTIONIST -CO	1.0442	-	-	1.0442	-
		SECRETARY - DEPARTMENT HEAD	0.7867	-	-	0.7867	(0.0000)
		SECRETARY-HR	0.2677	-	-	0.2677	-
	CO Total		3.0986	-	-	3.0986	(0.0000)
4 Total			3.0986	-	-	3.0986	(0.0000)
5	CO	EMPLOYEE WELLNESS CO	0.4000	-	-	0.4000	-
		HUMAN RESOURCES SPECIALIST	1.0000	-	-	1.0000	-
		OFFICE MANAGER - HR	1.0000	-	-	1.0000	-
	CO Total		2.4000	-	-	2.4000	-
5 Total			2.4000	-	-	2.4000	-
14	CO	ASST SUPT - HUMAN RESOURCES	1.0000	-	-	1.0000	-
	CO Total		1.0000	-	-	1.0000	-
14 Total			1.0000	-	-	1.0000	-
Grand Total			7.4986	-	-	7.4986	(0.0000)

Changes for FY17

Stipends – LEA – FY17 Pooled Mentors – System wide **FTE: 50.00** **\$57,863**

To support new teachers, the District matches them with a mentor in their first two years of service. Because of the large number of new teachers, the need for mentors has far outpaced the number budgeted. This request brings the overall total to 130 which is more representative of the actual need.

Stipends – LEA – FY17 Team Leaders – System wide **FTE: 19.00** **\$33,933**

Request is made to support proposed increase in rate for Team Leader stipends based on roles and responsibilities being fulfilled.



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EXPENSE SUMMARY:

Line #	Program	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget (approved by ATM)	FY16 Budget (adj)	FY17 Request	Change	% Change
48	Administration	\$ 404,117	\$ 460,080	\$ 566,978	\$538,656	\$0	\$ -	\$ -	
48.4	Human Resources				\$0	\$344,048	\$ 380,241	\$ 36,193	10.52%

Changes for FY17

Historically, the Administration budget (Line 48) was merged and reflected under the Superintendent. Starting in the FY17 budget, this will be separated in the four categories (School Committee, Superintendent, Finance and Operations, and Human Resources).

ADA Compliance \$5,000

In order to meet the mandate of the Americans with Disabilities Act (ADA), the Human Resources Department needs to be able to meet the needs of employees who request job accommodations, when such accommodations would not impose "undue hardship". Due to an increase in such requests, \$5,000 is included in the FY17 budget.

Tuition Reimbursement \$25,000

Fund negotiated contractual increase in Tuition reimbursement for LEA Unit A (from \$60,000 to \$85,000).

Cost of Living Increase \$6,193

The Fiscal Year 2017 budget includes a 1.8% cost of living adjustment.



Lexington Public Schools
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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:

Legal expenditures are incurred in the following areas: a) advise, consultation and preparation for pending and/or potential legal matters and proceedings, b) interpretation and implementation of the law, regulations, and/or contracts, c) contract negotiations, labor relations, and labor disputes, d) required attendance by counsel at legal proceedings and/or other meetings, e) review of policies and other district documents such as handbooks, f) case settlements and, g) required staff training.

Fiscal Year 2013 - 2017 Legal Expenditures - Detail					
	FY13 - Actual	FY14 - Actual	FY15 - Actual	FY16 - Budget	FY17 - Budget
Arbitration Cases	\$25,259		\$70,441		
Labor Relations/Negotiations	\$68,899			\$95,000	\$96,711
General/School Law	\$48,503	\$100,845	\$91,455	\$50,000	\$50,900
Special Education	\$232,149	\$150,000	\$58,097	\$233,690	\$237,896
Totals:	\$374,810	\$250,845	\$219,992	\$378,690	\$385,507

* FY16 YTD Special Education Legal Expenses through December 2015 is \$13,983.

In any given year, legal expenditures may vary due to the number and complexity of legal issues that arise in the above categories.

Line #	Program	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget (approved by ATM)	FY16 Budget (adj)	FY17 Request	Change	% Change
46	Legal Services	\$ 374,810	\$ 250,845	\$ 219,992	\$378,690	\$378,690	\$ 385,507	\$ 6,816	1.80%

Cost of Living Increase

\$6,816

The Fiscal Year 2017 budget includes a 1.8% cost of living adjustment.



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.