



1000 ADMINISTRATION

SCHOOL COMMITTEE	1
SUPERINTENDENT'S OFFICE ADMINISTRATOR: MARY A. CZAJKOWSKI, ED.D.	2
FINANCE AND OPERATIONS ADMINISTRATOR: IAN DAILEY	4
HUMAN RESOURCES ADMINISTRATOR: MONICA VISCO.....	7
LEGAL SERVICES ADMINISTRATOR: MARY A. CZAJKOWSKI, ED.D.	9
ADMINISTRATIVE TECHNOLOGY ADMINISTRATOR: JENNIFER JUDKINS	10



Lexington Public Schools
FY 2019 School Committee 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	
Clerical Salaries (02)	Contracted Services (04)
Other Salaries (03)	Supplies and Materials (05)
	Other Expenses (06)

ORGANIZATION/PROGRAM DESCRIPTION

The School Committee's charge is to select and terminate the Superintendent, review and approve the budget, and establish educational goals/policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the Department of Elementary and Secondary Education.

STAFFING SUMMARY:

Lin	Location	FY18 Position Description	Values		
			FY18 Budget (adj)	FY19 Budget	FTE Diff
5	CO	EXECUTIVE ASST	1.0000	1.0000	-
	CO Total		1.0000	1.0000	-
5 Total			1.0000	1.0000	-
Grand Total			1.0000	1.0000	-

EXPENSE SUMMARY:

Line #	Program	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget (approved by ATM)	FY18 Budget (adj)	FY19 Request	Change	% Change
48.1	School Committee		\$ 23,949	\$ 11,733	\$19,692	\$32,692	\$ 19,692	\$ (13,000)	-39.77%

Changes for FY19:

FY18 One-time expense for Superintendent Search & Policy Manual **\$(13,000)**
 FY2019 budget reduced by \$13,000 due to elimination of FY2018 one-time funding for Superintendent Search (\$9,500) and MASC Policy manual work (\$3,500)



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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:

Lir	Location	FY18 Position Description	Values		
			FY18 Budget (adj)	FY19 Budget	FTE Diff
4	CO	ADMINISTRATIVE ASSISTANT	2.0000	2.0000	-
		CO Total	2.0000	2.0000	-
4 Total			2.0000	2.0000	-
5	CO	EXECUTIVE ASST	1.0000	1.0000	-
		REGISTRATION & ENROLLMENT SPECIALIS	1.0000	1.0000	-
		RESIDENCY OFFICER	0.5000	-	(0.5000)
		SPEC ASST TO SUPERINTENDENT	1.0000	-	(1.0000)
		CO Total	3.5000	2.0000	(1.5000)
5 Total			3.5000	2.0000	(1.5000)
14	CO	SUPERINTENDENT	1.0000	1.0000	-
		CO Total	1.0000	1.0000	-
14 Total			1.0000	1.0000	-
Grand Total			6.5000	5.0000	(1.5000)



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EXPENSE SUMMARY:

Line #	Program	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget (approved by ATM)	FY18 Budget (adj)	FY19 Request	Change	% Change
48.2	Superintendent		\$ 127,705	\$ 160,801	\$ 165,749	\$ 165,749	\$ 210,749	\$ 45,000	27.15%

Changes for FY19:

Strategic Planning Design **\$30,000**
 FY2019 one-time budget increase to fund Strategic Planning Design work for the District

Diversity Training/Mental Health **\$15,000**
 FY2019 budget increase to fund School Department diversity training and Mental Health Initiatives. An additional \$15,000 was utilized from the School Department’s revenue allocation; however it was funded under a separate article at Town Meeting for a joint Diversity Advisory Task Force.



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Finance and Operations

Administrator: Ian 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 overall goal of the office is to support the educational mission of the organization by administering the District’s Budget, Payroll, Purchasing, Fiscal Reporting, Auditing, Grant, Student Activity, Food Service, Transportation, and Print Center functions of the School Department. Finance and Operations ensures all laws, policies and procedures pertaining to the financial and operations functions of the District are followed and proper internal controls exist.

The major functions of the Department include, but are not limited to:

Budget

- Develop/Administer School Department Five-Year Capital Budget – all funds
- Develop/Administer School Department Operating Budget – all funds
- Liaise with Capital Expenditures Committee and Appropriations Committee
- Administer grants for the School Department
- Oversee and administer student activity accounts for all 9 schools
- Administer Financial Assistance Program for the District
- Administer Medicaid Program and submit claims for the District

Purchasing, Accounts Payable, and Accounts Receivable

- Oversee and ensure Chapter 30B and School Committee Policy compliance on all procurements and contracts
- Process all requisitions for purchase of goods and services
- Process all invoices and payments through bi-weekly warrant
- Administer District procurement card (P-card), debit card, and Market Basket card programs
- Maintain purchasing records for all School Department purchases
- Ensure School Department physical assets are disposed of in compliance with Chapter 30B

Payroll

- Process bi-weekly payroll for School Department employees
- Maintain payroll records for all School Department personnel
- Maintain time and attendance records for all School Department employees
- File monthly compliance reporting and reconciliations with Massachusetts Teachers Retirement System (MTRS)
- Ensure 403(b) program complies with applicable laws
- Complete quarterly and annual 403(b) compliance reporting

Accounting Software

- Function as School Department accounting system (MUNIS) administrator



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- Maintain DESE-compliant Chart of Accounts structure

Reporting, Auditing, & Records Retention

- File annual state financial report to DESE – End Of Year Financial Report (EOYR)
- Oversee annual EOYR Financial Report Audit
- Oversee Single Audit (A-133) Audit
- Collaborate with Town on Annual Financial Audit process
- Oversee Student Activity Audits
- Oversee DESE Food Service Administrative Reviews
- File all necessary federal, state, and local grant reports
- Ensure records are maintained in compliance with Massachusetts Records Retention law

Transportation

- Administer District's regular education, special education, and McKinney Vento Transportation programs
- Serve as Superintendent's appointee to the Town's Transportation Safety Group
- Details of this program and corresponding staffing can be found in *Section 3000 Other School Services*

Food Service

- Administer District's Food Service Program
- Details of this program and corresponding staffing can be found in *School Revolving Funds section*

Print Center

- Administer District's Print Center operations
- Details of this program and corresponding staffing can be found in *Section 2000 K-12 Support Services*

District Training & Support

- Provide regular training for purchasing/procurement administrators and support staff; student activities advisors, payroll support staff, grant administrators and support staff; and field trip chaperones.



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STAFFING SUMMARY:

Line #	Location	FY18 Position Description	Values		FTE Diff
			FY18 Budget (adj)	FY19 Budget	
4	CO	ACCOUNTS PAYABLE CLERK	2.0000	2.0000	-
		FINANCE CLERK	1.0000	1.0000	-
	CO Total		3.0000	3.0000	-
4 Total			3.0000	3.0000	-
5	CO	ASST DIRECTOR - FINANCE	1.0000	1.0000	-
		EXECUTIVE ASST	1.0000	1.0000	-
		FINANCIAL ANALYST	1.0000	1.0000	-
		PAYROLL SPECIALIST	1.0000	1.0000	-
		PROCUREMENT & OPS MANAGER	1.0000	1.0000	-
		SPECIAL REVENUE FUNDS MGR	1.0000	1.0000	-
CO Total		6.0000	6.0000	-	
5 Total			6.0000	6.0000	-
14	CO	ASST SUPT - FINANCE & ADMINISTRATION	1.0000	1.0000	-
CO Total			1.0000	1.0000	-
14 Total			1.0000	1.0000	-
Grand Total			10.0000	10.0000	-

EXPENSE SUMMARY:

Line #	Program	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget (approved by ATM)	FY18 Budget (adj)	FY19 Request	Change	% Change
48.3	Finance and Operations		\$ 79,027	\$ 56,417	\$98,743	\$98,743	\$ 98,743	\$ -	0.00%



Human Resources

Administrator: Monica Visco

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, SAFIS, CORI / SORI regulations, EEOC and MCAD regulations, MTRS regulations, and other legal mandates
- Manage/administer substitute teacher services for schools

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

- All educators new to the Lexington Public Schools are required to enroll in the “Better Beginnings” class and were assigned a one-to-one mentor during their first year of employment.



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STAFFING SUMMARY:

Line #	Location	FY18 Position Description	Values		
			FY18 Budget (adj)	FY19 Budget	FTE Diff
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	RECEPTIONIST	1.0400	1.0400	-
		SECRETARY-HR	0.2667	0.2667	-
		SUB SERVICES ASST	0.7867	0.7867	-
	CO Total		2.0934	2.0934	-
	SYS WIDE	ATTENDENCE INCENTIVE - UNIT D	-	-	-
	SYS WIDE Total		-	-	-
4 Total			2.0934	2.0934	-
5	CO	ADMINISTRATIVE ASSISTANT	1.0000	1.0000	-
		EMPLOYEE WELLNESS COORDINATOR	0.6000	0.6000	-
		HUMAN RESOURCES SPECIALIST	1.0000	1.0000	-
		OFFICE MANAGER - HR	1.0000	1.0000	-
	CO Total		3.6000	3.6000	-
5 Total			3.6000	3.6000	-
14	CO	DIRECTOR - HUMAN RESOURCES	1.0000	1.0000	-
	CO Total		1.0000	1.0000	-
14 Total			1.0000	1.0000	-
Grand Total			7.6934	7.6934	-

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.

EXPENSE SUMMARY:

Line #	Program	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget (approved by ATM)	FY18 Budget (adj)	FY19 Request	Change	% Change
48.4	Human Resources		\$ 280,599	\$ 265,991	\$388,987	\$374,452	\$ 315,928	\$ (58,524)	-15.63%

Changes for FY19:

FY19 Human Resources Budget adjustment **\$(58,524)**
 FY19 budget re-alignment based on recurring needs



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Legal Services

Administrator: Mary A. Czajkowski, Ed.D.

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.

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	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget (approved by ATM)	FY18 Budget (adj)	FY19 Request	Change	% Change
46	Legal Services	\$ 219,992	\$ 232,583	\$ 134,698	\$292,074	\$292,074	\$ 192,074	\$ (100,000)	-34.24%

Changes for FY19:

FY19 Legal Services budget adjustment **\$(100,000)**
 FY19 budget re-alignment based on recurring needs



Administrative Technology

Administrator: Jennifer Judkins

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.