

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: August 17, 2017

REQUESTED MEETING DATE: August 22, 2017

AGENDA ITEM TITLE: Fiscal Year 2018-19 Budget Guidelines and Calendar

PRESENTER: Ian Dailey, Assistant Superintendent for Finance and Administration

SUMMARY:

Annually the School Committee reviews and approves the Budget Guidelines at the beginning of the budget development process. These guidelines provide the administration with the framework to develop the Fiscal Year 2018-19 budget.

The attached draft guidelines have been assembled, in consultation with the School Committee's Finance Subcommittee, for School Committee review and feedback. Feedback at this August 22, 2017 School Committee meeting will help shape the guidelines further. School Administration plans to return at the September 5, 2017 School Committee meeting for a vote to finalize and formally begin the Fiscal Year 2018-19 budget process with priorities.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

- No action requested, this is a short update or a presentation of information.
- Request input and questions from the School Committee, but no vote required.
- Request formal action with a vote on a specific item.

If formal action is requested, please check one:

This item is being presented

- for the first time, with a request that the School Committee vote at a subsequent meeting
or
- with the request that the School Committee take action immediately

If formal action is requested:

Include a suggested motion or let _____ know if you need assistance preparing a motion.

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 15 minutes

ATTACHMENTS: FY2018-19 Budget Calendar

FY2017-18 Budget Guidelines

FY2018-19 Budget Guidelines

LEXINGTON PUBLIC SCHOOLS
FY19 BUDGET CALENDAR
for all funds (Operating, Grant, Revolving)

2017

August 22	School Committee reviews FY19 budget calendar and the FY19 budget guidelines
September 5	School Committee approves FY19 budget calendar and the FY19 budget guidelines
September 6	Capital budget request forms distributed by Assistant Superintendent for Finance and Operations to Program (Budget Managers) Leaders
September 29	FY19 capital budget submissions are due to the Assistant Superintendent for Finance and Administration
October 2 – October 12	Review capital proposals – Superintendent, Director of Public Facilities and Assistant Superintendent for Finance and Operations
October 2 – October 12	Superintendent, Director of Public Facilities and Assistant Superintendent for Finance and Operations discuss project requests with administrators
October 2	Google Form link distributed for FY18 staffing and expense budget requests
October 5	Summit I – Budget Collaboration/Summit Meeting
October 16 – October 20	SPED budget staffing meetings (with Assistant Superintendent for Finance and Operations, ETS, Director of Special Education, and building principals
October TBD	Recommended FY18 capital budget requests approved by the School Committee (School Department and Public Facilities – Schools)
October 20	Submittal of Town (Municipal & School) FY2018-2022 Capital Requests to Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC)
November 1 – November 17	Budget Review – Central Office and department staff meet at assigned times
November 9	FY19 Google Form requests for staffing and expenses due to the Assistant Superintendent for Finance and Operations
November 16	Summit II – Revenue Projection and Allocation
November TBD	CEC Review Session with School Department on School Capital Requests
December 7	Summit III – FY19 Revenue Allocation Model
December 8	Superintendent Finalize FY19 budget recommendation
December 11 – December 22	Budget book printing (no changes or edits)
December 22	Budget distributed to School Committee and posted to website
December 25 – January 1	School Vacation Week

2018

January 2	School Committee Meeting – <ul style="list-style-type: none"> • Superintendent’s Budget Presentation
January 16	School Committee Public Hearing and Discussion of the Superintendent’s Recommended FY19 Budget – Location: Selectman’s Meeting Room

January 20 (Saturday)	School Committee Public Hearing and Discussion of the Superintendent's Recommended FY19 Budget – Location: Battin Hall; Cary Hall
January 22	Town Manager Submittal of FY19 Recommended Operating Budget & FY2019-2023 Capital Improvement Plan (CIP) to Board of Selectmen (White Book)
January 25	Summit IV – FY 2019 White Book Review
January 30	School Committee FY19 budget discussions, possibly adopt FY19 Operating Budget (including fees) and FY19 Capital Budget (if not, February 7 th)
February 6	School Committee adopts FY19 Operating Budget (including fees) and FY19 Capital Budget
February 15	Summit V – FY 2019 Gap Closing (if needed)
February 16	2018 Annual Town Meeting School Committee Fiscal Year 2019 recommended budget document finalized (TMMA)
February 19 – 23	TMMA Budget book printing (no changes or edits)
February 26	Board of Selectman vote to approve FY19 Recommended Operating Budget and FY2019-2023 Capital Improvement Plan (CIP)
February 28	Finance Office releases to Human Resources Employee Action Forms for all newly funded positions
March 2	Distribution of FY 2019 Recommended Operating and Capital Budget to TMMA, Town Manager, Senior Management Team, Appropriations, Capital Expenditures Committee, Selectmen, School Committee, Central Office, Principals
March 26 – April 25	Annual Town Meeting (Mondays and Wednesdays until completed – does not meet during April vacation week)
April 2	Budget presentation to Town Meeting by the Town Manager and Superintendent
May 15	Furniture: Final capital requests, quotations, and order requests are due to Business Operations Office for requisition entry. Technology: New Employee, Final capital requests, quotations, and order requests are due and completed by the School IT Department
June 1	School Operating Budget opens for entry of supply and services requisitions

All dates and deadlines subject to revision.

Revised: 8/7/17

LEXINGTON PUBLIC SCHOOLS

FY 2018 BUDGET GUIDELINES

In order to provide for the educational needs of Lexington students, the Superintendent will develop a fiscal year 2018 budget that will:

1. Ensure all legal and contractual mandates will be met.
2. Include sufficient operating and capital funds to –
 - (a) continue the current level of services;
 - (b) be responsive to projected enrollment growth and corresponding needs: staffing, instructional supplies, and facility needs;
 - (c) move the district forward in meeting the increasing demands for technology and technology services in our different educational settings.
3. Ensure professional staffing guidelines will be met.
4. Maintain capital assets in order to support the instructional program, protect the physical assets of the Town of Lexington, and ensure the health and safety of our students and staff.
5. Continue to identify and plan alternatives that will provide existing services and programs in more cost-effective ways.
6. Identify ways to reduce costs, if there are insufficient monies available to fund a level-service budget.
7. Identify funds necessary to implement a central registration process that addresses space needs for all students including any future student assignments, as well as feeder patterns for our middle schools and special education programs.
8. Identify funds necessary to implement a new administrator induction program.
9. Identify funds to support effective special education programs PreK-12, including required program evaluations.
10. Identify funds necessary to address hardware and network impacts for phase-in plan for computer-based MCAS testing
11. Identify funds necessary to support the implementation of H4406, Dyslexia screening bill.

12. Identify costs associated with changes in school start times.

Approved by the School Committee on September 6, 2016

LEXINGTON PUBLIC SCHOOLS

FY 2019 BUDGET GUIDELINES

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2. Include sufficient operating and capital funds to –
 - (a) continue the current level of services;
 - (b) be responsive to projected enrollment growth and corresponding needs: staffing, instructional supplies, and facility needs;
 - (c) move the district forward in meeting the increasing demands for technology and technology services in our different educational settings.
3. Ensure professional staffing guidelines will be met.
4. Maintain capital assets in order to support the instructional program, protect the physical assets of the Town of Lexington, and ensure the health and safety of our students and staff.
5. Continue to identify and plan alternatives that will provide existing services and programs in more cost-effective ways.
6. Identify ways to reduce costs, if there are insufficient monies available to fund a level-service budget.
7. Identify funds and strategies necessary to implement diversity hiring initiatives and increase cultural competency as recommended in the 2020 Vision Committee's report.
8. Identify ways to address the social/emotional needs of our students, consistent with the School Committee and Board of Selectman's goal of identifying a community response protocol for at-risk/crisis situations.
9. Continue to identify methods and approaches to leverage project-based learning implementations throughout the district.
10. Continue work to identify alternatives and improvements to school schedules at all levels, including alternative implementations of world language at the elementary level.

11. Identify funds and strategies necessary to improve our new administrator induction program, a requirement of the Department of Elementary and Secondary Education.
12. Identify funds necessary to address hardware and network impacts for final year of phase-in plan for computer-based MCAS testing.
13. Identify costs, impacts, and develop an implementation plan associated with changes in school start times.
14. Conduct a comprehensive program review, develop a plan, identify funds, and strategies necessary to address the needs of Technology throughout the District.
15. Identify funds necessary to develop a multi-year comprehensive Strategic Plan for the district.

Approved by the School Committee on September X, 2017