

Bedford Public Schools

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To J. Bradley Morrison, School Committee Chair
From Philip Conrad, Superintendent
 Julie Kirrane, Director of Business and Finance
Re FY24 Budget Process
Date Tuesday, October 25, 2022

This memo outlines the start of the FY24 Budget for the School Year 2023-2024. The administrators in the district have already begun looking at our needs for next year. Today I am sharing with the School Committee a general overview of the budget process.

Tonight begins the official FY24 budget process. This memo includes a general overview of the principles that inform the budget process, the budget calendar, current enrollment figures, enrollment projections, and the student needs we hope to address.

At this point, there are many variables that could impact our FY24 budget, as it is still very early. The District Leadership Team will be closely reviewing budgets over the next two months and working cooperatively with Program Administrators, Program Directors, and other school leaders to determine our needs. Julie and I will work with you, the Finance Committee, the Town Manager, and other Town officials.

Our plan is to work diligently to stay within the budgetary guidelines that the Finance Committee will set. We will also be sure that the budget addresses our district and school goals as set out in our District and School Improvement Plans, our contractual obligations, and our district priorities such as Social-Emotional Learning (SEL), Diversity, Equity, and Inclusion (DEI), and the BPS Literacy Plan. We are committed to continuing the excellence that our students and families have come to expect.

As we come to understand our needs we will also work to identify areas where we can more efficiently and effectively target our funding. All this while acknowledging that we continue to see reductions in enrollment projections in the younger grades. Working to balance the needs of students, continuing to offer the highest quality programming, and being fiscally responsible is the task that we will be engaging in over the next few months.

The process includes providing high-level overviews to the staff, the school committee, and the finance committee in November. This will lead to the creation of the Superintendent's Budget in late December, which in turn is voted on by the school committee. By the end of January, the Superintendent's Budget the School Committee Budget. That budget then goes to the finance committee for approval and finally is voted on at the town meeting in the spring, which is typically held in March.

To begin with please see the enrollment information on page two and the budget calendar on page three.

Enrollment Basis for the 2023-24 School Budget

Each year, Bedford Public Schools uses enrollment projections in the planning of the next year's budget. The district uses internal projections based on standard projection methodology to predict future grade cohorts based on past averages. The projection below uses a 3-year average to project kindergarten, and a five-year average to project all other grades. The district also contracts with NESDEC to produce an independent projection which will be available next month. NESDEC relies on birth rate data in its projections of kindergarten. Bedford birth data has been at lower levels for the past two years, with the trend continuing for children born in 2017 to be school-age in the 2023-24 school year.

Lower birth data, along with numerous other factors common in most Massachusetts cities and towns since the pandemic, have resulted in elementary enrollment that has decreased for the prior three years and is projected to decrease for the fourth year in a row. The enrollment projections for the 2023-2024 school year are preliminary and are shown below. These projections will be used to inform the FY24 proposed budget, and are presented by school and by grade:

| School | Actual FY20 (2019-20) | Actual FY21 (2020-21) | Actual FY22 (2021-22) | Prelim FY23 (2022-23) | Yr-over- Yr Change FY23 | Projected FY24 (2022-23) | Projected Yr-over-Yr Change FY24 |
|--------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------------|--------------------------------|---|
| Preschool at Davis | 52 | 28 | 46 | 46 | 0 | 46 | 0 |
| Davis | 597 | 544 | 498 | 476 | -22 | 449 | -27 |
| Lane | 611 | 603 | 598 | 590 | -8 | 565 | -25 |
| TOTAL ELEMENTARY | 1,208 | 1,147 | 1,096 | 1,066 | -30 | 1,014 | -52 |
| John Glenn Middle School | 594 | 611 | 612 | 610 | -2 | 625 | 15 |
| Bedford High School | 840 | 829 | 849 | 844 | -5 | 891 | 47 |
| TOTAL SECONDARY | 1,434 | 1,440 | 1,461 | 1,454 | -7 | 1,516 | 62 |
| TOTAL K-12 | 2,642 | 2,587 | 2,557 | 2,520 | -37 | 2,529 | 9 |
| TOTAL PREK-12 | 2,694 | 2,615 | 2,603 | 2,566 | -37 | 2,575 | 9 |

| Grade | Actual FY20 | Actual FY21 | Actual FY22 | PRELIM FY23 | Yr-over-Yr Change FY23 | Projected FY24 | Projected Enrollment Change FY24 |
|----------|----------------|----------------|----------------|----------------|------------------------------|-------------------|---|
| PK | 52 | 28 | 46 | 46 | 0 | 46 | 0 |
| K | 183 | 160 | 140 | 143 | 3 | 149 | 6 |
| 1 | 197 | 183 | 171 | 146 | -25 | 148 | 2 |
| 2 | 217 | 201 | 187 | 187 | 0 | 152 | -35 |
| 3 | 197 | 213 | 195 | 180 | -15 | 185 | 5 |
| 4 | 201 | 191 | 215 | 191 | -24 | 183 | -8 |
| 5 | 213 | 199 | 188 | 219 | 31 | 196 | -23 |
| 6 | 202 | 205 | 202 | 195 | -7 | 220 | 25 |
| 7 | 210 | 200 | 206 | 204 | -2 | 197 | -7 |
| 8 | 182 | 206 | 204 | 211 | 7 | 208 | -3 |
| 9 | 228 | 207 | 226 | 223 | -3 | 243 | 20 |
| 10 | 236 | 209 | 201 | 226 | 25 | 223 | -3 |
| 11 | 183 | 230 | 204 | 196 | -8 | 226 | 30 |
| 12 | 193 | 183 | 218 | 199 | -19 | 199 | 0 |
| TOTAL | 2,694 | 2,615 | 2,603 | 2,566 | -37 | 2,575 | 9 |
| % change | | -2.9% | | | -1.4% | | 0.4% |



BEDFORD PUBLIC SCHOOLS FY24 BUDGET CALENDAR

| | |
|--|--|
| Tuesday, 9/27/2022 | Budget Memo and Calendar to Leadership Team |
| Thursday, 10/13/2022 Friday, 10/14/2022 | Superintendent's small group meetings with each school, level, and program area <ul style="list-style-type: none"> Groups: Schools and Programs |
| Tuesday, 10/18/2022 | Budget Discussion at Leadership <ul style="list-style-type: none"> Topics: Budget Budget Needs and Efficiencies |
| Thursday, 10/20/2022 Friday, 10/21/2022 | Superintendent's small group meetings with each school, level, and program area (continued) |
| Monday, 10/24/2022 <i>Due Thursday</i> <i>11/20/2022</i> | Budget Memo to full administrative team Budget Worksheets to Principals, Directors, PAs and PDs |
| Tuesday, 10/25/2022 | Budget Introduction Preview at Leadership |
| Tuesday, 10/25/2022 | Budget Introduction Memo to All Staff |
| Tuesday, 10/25/22 | Budget Introduction at School Committee - Priority Needs, Preliminary Enrollment Projection, Calendar |
| Tuesday, 11/8/2022 | High-Level Budget Needs at School Committee |
| Thursday, 11/17/2022 | High-Level Budget Needs at Finance Committee |
| Tuesday, 11/22/2022 | Budget Discussion at Leadership |
| Tuesday, 12/8/2022 | Budget Discussion at Leadership |
| Tuesday, 12/20/2022 <i>3:45 p.m.</i> | Superintendent's Budget Presentation to All Staff |
| Tuesday, 12/20/2022 | Superintendent's Budget Presentation to School Committee |
| Tuesday, 1/10/2022 | School Committee Budget Review and Discussion |
| Tuesday, 1/17/2022 | School Committee Budget Review and Discussion |
| Tuesday, 1/24/2022 <i>Hearing 7:00 p.m.</i> | School Committee Budget Hearing and Vote |
| Thursday, 2/2/2022 | School Budget Presentation at Finance Committee |
| Thursday, 2/9/2022 | School Budget Discussion and vote at Finance Committee (if needed) |