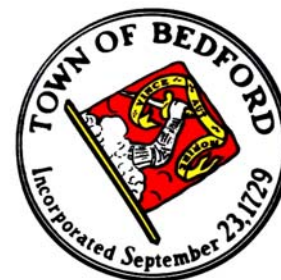


Proposed Fiscal Year 2003 School Department Budget

March 2002



Dear Resident,

On behalf of the Bedford School Committee, I am pleased to present the Proposed FY03 School Department Budget. The budget requests an appropriation of \$21,576,843, an increase of \$1,374,280 over FY02. This proposed budget has been developed over many months beginning in early October, 2001. Original budget requests have been reduced by over \$127,000 at the administrative and School Committee level. The School Committee voted to approve the proposed budget on January 22, 2001. As part of the budget review process, the administration and School Committee met regularly with Finance Committee representatives. I am pleased to report that on February 7, 2002 the Finance Committee voted unanimously to support the Proposed School Budget in the requested amount of \$21,576,843.

This budget was thoughtfully crafted, and very much influenced by the fiscal pressures facing all Town departments. While the approved budget allows us to support existing programs, it limits new initiatives that would have been included had the fiscal climate been different. Saying that, it is also important to note that some budgetary needs could not be ignored. For example, the rising cost of Special Education and increased enrollment continue to represent major drivers for our budget. These and other budget drivers are presented below:

Budget Drivers	FY02 Budget	FY03 Budget	Incremental Change (\$)	Incremental Change (%)	% of \$1,374,280 Increase
Professional Salaries (<i>only steps for teachers</i>)	12,142,987	12,495,280	352,293	2.90%	25.63%
Non-Professional Salaries	2,650,636	2,718,777	68,141	2.57%	4.96%
New Positions -- Professional	-	217,221	217,221	∞	15.81%
New Positions -- Non-Professional	-	26,000	26,000	∞	1.89%
SPED Collaborative/Outside Tuition	1,763,158	2,056,264	293,106	16.62%	21.33%
ERI/SLBB (<i>decrease over actual</i>)	513,000	155,000	(358,000)	-69.79%	-26.05%
Utilities	649,939	606,850	(43,089)	-6.63%	-3.14%
Substitutes	150,000	225,000	75,000	50.00%	5.46%
School Committee Reserve	-	570,000	570,000	∞	41.48%
Transportation (<i>Regular and SPED</i>)	843,046	854,141	11,095	1.32%	0.81%
Other (supplies, equipment, contract svcs., etc)	1,489,797	1,652,310	162,513	10.91%	11.83%
TOTAL	20,202,563	21,576,843	1,374,280	6.80%	100.00%

On the following pages the budget is presented in six major categories. After a summary table, each category is broken down into more detail with specific explanations of budget changes. I hope you find it informative. If you have any questions on the budget or on any matter concerning your schools, please call me at 781-275-7588. The School Committee, administrators and faculty are grateful to the residents for their continuing support of our schools.

Sincerely,

Maureen L. LaCroix, Ed.D.
Superintendent of Schools

SUMMARY OF SIX MAJOR CATEGORIES

As the following table illustrates, the budget is separated into six major categories. Below you will find explanations of the budget drivers, as well as more detailed information for selected line items.

Category	FY02 Budget	FY03 Budget	Incremental Change (\$)	Percent Increase
School Committee	88,000	818,750	730,750	830.40%
Superintendent's Office	752,568	729,467	(23,101)	-3.07%
Principal's Office	1,001,131	1,000,883	(248)	-0.02%
Instruction	15,513,296	16,127,014	613,718	3.96%
Other Student Services	993,449	1,011,877	18,428	1.85%
Operations and Maintenance	1,854,119	1,888,852	34,733	1.87%
TOTAL:	\$20,202,563	\$21,576,843	\$1,374,280	6.80%

SCHOOL COMMITTEE

School Committee expenses total \$818,750, an increase of \$730,750 over FY02. Budget drivers include:

- \$570,000 is budgeted in the **School Committee Reserve Fund**, a higher-than-usual amount because it contains the budget for FY03 teacher salary increases. These funds will be transferred to individual salary line items upon completion of contract negotiations. The contract with the teacher's association (BEA) expires in June 2002.
- \$155,000 is budgeted for the **Early Retirement Incentive/Sick Leave Buy-Back** program. Employees who retire with more than fifteen years of service to the Bedford Public Schools are eligible for this benefit. This amount is reflective of known retirements.
- \$50,000 for **Legal Fees** and \$25,000 for **Collective Bargaining Fees**. Both of these line items are budgeted to reflect annual costs for the school's legal counsel.

SUPERINTENDENT'S OFFICE

Superintendent's Office expenses total \$729,467, a decrease of \$23,101, or -3.1% over FY02. Budget drivers include:

- \$566,969 for **Administrative Salaries**.
- \$68,800 for **Contract Services**. This budget is driven mainly by advertising expenses.
- \$20,700 for **Supplies and Materials**. These funds are used for general office supplies and postage fees for central administration.

- \$19,800 for **Equipment Replacement**. This total includes current lease obligations for three office copiers.
- \$5,000 for **Out-of-State Travel**. These funds are allocated to administrative and instructional staff to cover conference registration fees, lodging and other expenses related to approved out-of-state travel.

PRINCIPAL'S OFFICE

Principal's Office expenses for all four schools total \$1,000,883, a decrease of \$248 from FY02. Budget drivers include:

- **Middle School** expenses decreased by \$35,044, or -11.44%. This does not represent a decrease in services, rather the FY02 Budget contains additional funds for ERI/SLBB payments for retired personnel.

INSTRUCTION

Instruction expenses total \$16,127,014, an increase of \$613,718, or 3.96% over FY02. Budget drivers include:

- Instructional salary accounts contain only *step* increases for teachers. The budget for FY03 salary scale increases is included in the School Committee Reserve account.
- Increased enrollment and state mandated program needs drive increases in the instructional staff (see table below). Program initiatives include the addition of a .4 adjustment counselor and stipended positions for curriculum coordinators at the middle level. Enrollment increases have resulted in a 1.70 FTE increase at the high school level and a 2.8 FTE at the middle level. Elementary level changes include the addition of an hour-a-day support for educational assistants at Davis and the restoration of a .5 FTE teaching assistant at the Lane School. New personnel requests also reflect Bedford's active stance in terms of state mandated requirements for high school graduation as we anticipate preparing students in the graduating class of 2003 for MCAS.

New Instructional Staff: Proposed FY03 Budget

HIGH SCHOOL	FTE ¹	MIDDLE SCHOOL	FTE
Art	0.5	Mathematics	0.4
Guidance Counselor	0.2	English	0.4
Adjustment Counselor	0.4	Music	0.4
Foreign Language	0.2	Adjustment Counselor	0.4
Physical Education/Health	0.2	Reading	0.2
Science	0.2	Grade Six	1.0
Social Studies	0.2		

1. Offset by reductions of .6 FTE in other subject areas

- Professional development and curriculum initiatives are also included in this portion of the budget. The K-12 alignment of the Bedford curriculum to the Massachusetts Curriculum Frameworks represents a significant ongoing effort.

- Significant professional development initiatives include Bedford's membership in the EdCo Collaborative, the Harvard Teachers as Scholars Program, EMI Anti-Racism training, and Mass. Insights training for Standards-based Classrooms.
- The 11.78% increase in the **System-Wide** budget is primarily attributable to a \$293,106 increase in the SPED Collaborative and Outside Tuition accounts.

OTHER STUDENT SERVICES

Other Student Services expenses total \$1,011,877, an increase of \$18,428 or 1.85% over FY02. Budget drivers include:

- **Transportation** expenses are level funded at \$477,046. FY03 is the third year of a three-year, fixed-price contract.
- \$398,238 for **Athletics** expenses, an increase of \$15,921 or 4.16% over FY02.
- \$113,669 for **Student Activities** expenses, an increase of \$1,609, or 1.44% over FY02. This budget is primarily the stipend costs for faculty advisors for extra-curricular activities.

OPERATIONS AND MAINTENANCE (FACILITIES DEPARTMENT)

Facilities Department expenses total \$1,888,852, an increase of \$34,733, or 1.87% over FY02. Budget drivers include:

- The large *decrease* in the **Utilities** budget, \$83,028, is attributable to a decrease in the price per gallon for heating fuel. Bedford purchases heating oil through an educational collaborative, which goes out to bid each year on behalf of member school districts. Next year, our fixed price per gallon is \$.19 less than our current price. The savings in heating fuel is partially offset by an increase in the Middle School heating budget to accommodate the new addition that opens in September 2002.

TOTAL BUDGET SUMMARY BY LOCATION

Budget Item	FY02 Budget	FY03 Budget	Incremental Change (\$)	Percent Increase
High School	6,021,713	6,082,427	60,714	1.00%
Middle School	3,628,021	3,802,243	174,222	4.58%
Davis School	3,197,252	3,271,858	74,606	2.28%
Lane School	3,185,044	3,184,440	(604)	-0.02%
System-Wide	4,170,533	5,235,876	1,065,343	20.35%
TOTAL:	20,202,563	21,576,843	1,374,280	6.80%

**Bedford Public Schools: Certified Staff (in F.T.E.)
FY96 to FY03**

Location	FY96	FY97	FY98	FY99	FY00	FY01	FY02	Projected FY03
Administration	9.50	9.50	9.60	9.60	10.60	11.00	11.50	11.50
High School	60.70	61.80	64.70	68.50	69.30	72.30	75.40	76.90
Middle School	35.30	37.50	40.20	43.30	44.75	46.24	48.15	51.15
Elementary	58.80	62.90	64.70	69.33	72.13	74.90	77.60	77.60
System-Wide	1.00	1.00	1.00	1.00	3.20	3.20	3.20	3.20
TOTAL	165.30	172.70	180.20	191.73	199.98	207.64	215.85	220.35

**Bedford Public Schools Enrollment Data
FY96 to FY03**

Location	FY96	FY97	FY98	FY99	FY00	FY01	FY02	Projected FY03
High School	597	605	635	665	650	671	699	748
Middle School	392	417	449	451	470	481	498	506
Davis School	448	451	468	493	486	522	496	509
Lane School	434	467	476	489	480	502	512	520
TOTAL	1,871	1,940	2,028	2,098	2,086	2,176	2,205	2,283

BEDFORD PUBLIC SCHOOLS: ESTIMATED FY02 REVENUES

1.	State Aid -- Chapter 70	\$2,419,485
2.	Federal	
	a. P.L. 874 (est.)	\$350,000
	b. Grants/Titles	698,221
3.	Local	
	a. Adult Education (est.)	\$30,000
	b. Facilities Rental (est.)	35,000
	c. Athletic Revolving (est.)	19,500
<u>TOTAL ALL SOURCES</u>		<u>\$3,552,206</u>

**Bedford Public Schools
11 Mudge Way
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*****ECRWSS*****

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