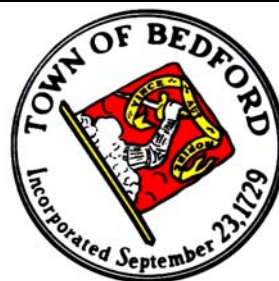


Proposed Fiscal Year 2004 School Department Budget



March 2003

Dear Resident,

On behalf of the Bedford School Committee, I am pleased to present you with the Proposed FY 04 School Department Budget. The budget requests an appropriation of \$23,331,817, an increase of \$1,754,974 (8.13 %) over FY 03; significantly, 4 % of that increase is related to Special Education Out of District Tuition costs. It is important to bear in mind that Special Education Out of District Tuition represents a state mandate designed to meet the needs of our most severely disabled students. This budget driver was identified early in the budget development process and, as a "fixed cost"; challenged us to find creative solutions to maintain existing programs while developing a budget proposal that is responsive to the fiscal constraints of the Town. It is also significant to note what this proposed budget does not include. The budget before you reflects a \$ 551,434 *reduction* from the budget submitted to the Bedford School Committee on December 6, 2002. That budget reduction included the elimination of existing classroom teaching positions, specialist positions, teaching assistants, equipment and supplies. Those reductions will, for the first time in recent memory, translate into the layoff of faculty and staff in the Bedford Public Schools.

The proposed budget meets the guideline established by the Finance Committee for the schools. The Bedford School Committee approved the proposed budget on January 28, 2003; on February 8, 2003 the Finance Committee supported the proposed budget in the amount of \$23,331,817. To give you a synopsis of the most significant budget increases, major "budget drivers" are presented below:

Budget Drivers	FY03 Budget	FY04 Budget	Incremental Change (\$)	Incremental Change (%)
Professional Salaries	13,112,472	13,736,895	624,423	4.76%
Non-Professional Salaries	2,767,894	2,730,553	(37,341)	-1.35%
New Positions -- Professional	-	157,191	157,191	∞
New Positions -- Non-Professional	-	75,647	75,647	∞
SPED: <i>Collaborative</i>	1,003,999	1,236,017	232,018	23.11%
SPED: <i>Out-of-District Tuition</i>	1,052,265	1,597,848	545,583	51.85%
SPED : <i>Summer Services (new acct.)</i>	-	46,922	46,922	∞
SPED : <i>Psychological</i>	79,373	115,000	35,627	44.89%
SPED: <i>Transportation</i>	377,095	501,650	124,555	33.03%
ERI/SLBB <i>(increase over actual)</i>	137,239	130,000	(7,239)	-5.27%
Utilities	606,850	746,530	139,680	23.02%
Substitutes	225,000	200,000	(25,000)	-11.11%
School Committee Reserve ¹	154,673	95,000	(59,673)	-38.58%
Transportation: <i>Regular Day</i>	477,046	477,046	-	0.00%
Other <i>(supplies, equipment, contract svcs., etc)</i>	1,582,937	1,485,518	(97,419)	-6.15%
TOTAL	21,576,843	23,331,817	1,754,974	8.13%

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 other matter concerning your schools, please call me at 781-275-7588. The Bedford School Committee and staff are grateful to the residents of Bedford for your 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	FY03 Budget	FY04 Budget	Incremental Change (\$)	Percent Increase
School Committee	248,595	306,300	57,705	23.21%
Superintendent's Office	751,300	747,353	(3,947)	-0.53%
Principal's Office	986,690	1,075,711	89,021	9.02%
Instruction	16,617,055	18,018,381	1,401,326	8.43%
Other Student Services	1,080,718	1,131,468	50,750	4.70%
Operations and Maintenance	1,892,485	2,052,604	160,119	8.46%
TOTAL:	\$21,576,843	\$23,331,817	\$1,754,974	8.13%

SCHOOL COMMITTEE

School Committee expenses total \$306,300, an increase of \$57,705 over FY03. Budget drivers include:

- The School Committee Reserve includes the budget for *secretary, custodial and maintenance salary* increases (the contracts with the **Bedford Secretaries Association and the Bedford Public Schools Custodial and Maintenance Organization** expire in June 2003) as well as salary increases for all *non-contract personnel*.
- \$130,000 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.
- \$65,000 is budgeted for **Legal Fees** to reflect annual costs for the school's legal counsel.

SUPERINTENDENT'S OFFICE

Superintendent's Office expenses total \$747,353, a decrease of \$3,947 or - .53% over FY03.

PRINCIPAL'S OFFICE

Principal's Office expenses for all four schools total \$1,075,711, an increase of \$89,021 from FY03. Budget drivers include:

- The High School Administration budget includes the addition of a .5 FTE school-year Assistant Principal.
- The Middle School Administration budget includes the cost of changing the current Assistant Principal position from school year to full year.

INSTRUCTION

Instruction expenses total \$18,018,381, an increase of \$1,401,326, or 8.43% over FY03. Budget drivers include:

- Increases in SPED Collaborative and Outside Tuition accounts.
- Additional net increase of .6 FTE Gifted and Talented at JGMS.
- Summer days for MEET (Technology Integration) Teams.

OTHER STUDENT SERVICES

Other Student Services expenses total \$1,131,468, an increase of \$50,750 or 4.70% over FY03. Budget drivers include:

- **Transportation** expenses are level funded at \$477,046. FY04 is the first year of a new three-year, fixed-price contract. Increases in transportation costs are based on the new bid that will be funded by a Finance Committee reserve fund transfer.
- \$493,078 for **Athletic** expenses, an increase of \$49,211 or 11.9% over FY03.
- \$143,426 for **Student Activity** expenses, an increase of \$5,020, or 1.8% over FY03. This budget is primarily the stipend costs for faculty advisors for extra-curricular activities.

OPERATIONS AND MAINTENANCE (FACILITIES DEPARTMENT)

Facilities Department expenses total \$2,052,604, an increase of \$160,119, or 8.46% over FY03. Budget drivers include:

- The Custodial budget, which increased \$50,671, or 7.11%, includes the cost of 1.5 FTE new custodians at JGMS.
- The Electricity budget, which increased by \$109,067, or 33.98%, is based primarily on projected FY03 year-end expenditure projections. We are anticipating a significant deficit in the electricity account this year.

TOTAL BUDGET SUMMARY BY LOCATION

Budget Item	FY03 Budget	FY04 Budget	Incremental Change (\$)	Percent Increase
High School	6,296,902	6,552,963	256,061	3.91%
Middle School	3,906,570	4,174,476	267,906	6.42%
Davis School	3,385,631	3,342,533	-43,098	-1.29%
Lane School	3,284,666	3,481,541	196,875	5.65%
System-Wide	4,703,075	5,780,304	1,077,229	18.64%
TOTAL:	\$21,576,843	\$23,331,817	\$1,754,974	8.134%

**Bedford Public Schools: Certified Staff (in F.T.E.)
FY97 to FY03**

Location	FY97	FY98	FY99	FY00	FY01	FY02	FY03	Projected FY04
Administration	9.50	9.60	9.60	10.60	11.00	11.50	11.50	12.00
High School	61.80	64.70	68.50	69.30	72.30	75.40	77.60	77.50
Middle School	37.50	40.20	43.30	44.75	46.24	48.15	51.35	51.95
Elementary	62.90	64.70	69.33	72.13	74.90	77.60	77.70	75.50
System-Wide	1.00	1.00	1.00	3.20	3.20	3.20	3.00	3.00
TOTAL	172.70	180.20	191.73	199.98	207.64	215.85	221.15	219.95

**Bedford Public Schools Enrollment Data
FY97 to FY04**

School	FY97	FY98	FY99	FY00	FY01	FY02	FY03	Proj. FY04
High School	605	635	665	650	671	699	722	753
Middle School	417	449	451	470	481	498	501	506
Davis School	451	468	493	486	522	496	497	482
Lane School	467	476	489	480	502	512	504	523
TOTAL	1,940	2,028	2,098	2,086	2,176	2,205	2,224	2,264

BEDFORD PUBLIC SCHOOLS: ESTIMATED FY03 REVENUES

1.	State Aid -- Chapter 70	\$2,419,485
2.	Federal	
	a. P.L. 874 (EST)	\$180,743
	b. Grants/Titles	
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
Bedford, MA 01730-2166**

*****ECRWSS*****

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